

# **NZMA (Matamata Aerodrome) Safety Management Plan**

# NZMA (Matamata Aerodrome) Safety Management Plan

## Table of Contents

<b>1.0 Introduction</b>	<b>4</b>
1.1 Purpose and Objective	4
1.2 Management Plan Ownership	4
<b>2.0 Management of Hazards and Associated Risks</b>	<b>5</b>
2.1 Matamata Aerodrome User Group (MAUG)	5
2.2 Matamata Aerodrome User group (MAUG)/Matamata Piako District Council/ Airfield User Responsibilities	6
2.3 Management of Hazards and Associated Risk	7
<b>3.0 Terms and Conditions and Memorandum of Understanding</b>	<b>8</b>
<b>4.0 Safety Briefings</b>	<b>8</b>
<b>5.0 Emergency Response</b>	<b>8</b>
5.1 Procedures	8
5.2 Awareness and Education of ER	8
<b>6.0 General Information</b>	<b>9</b>
6.1 Refuelling	9
6.2 Inspections	9
6.3 Maintenance	9
6.4 Wildlife Management	9
6.5 Obstruction Survey	10
6.6 Events	10
6.7 Drones	10
<b>7.0 Aerodrome Security</b>	<b>10</b>
7.1 Access	10
7.2 Vehicles	10
7.3 People	10
7.4 Animals	10
7.5 Signage	10
7.6 Trespassing	11
<b>8.0 Safety Risk Management</b>	<b>11</b>
8.1 Hazard Identification	11
8.2 types of Hazard Identification	11
8.2.1 Reactive Hazard Identification	11
8.2.2 Proactive Hazard Identification	11
8.2.3 Predictive Hazard Identification	12
8.3 External Hazard Identification Sources	13
8.3.1 Accident Reports/Transport Accident Incident Committee Reports	13
<b>9.0 Safety Assurance</b>	<b>13</b>
9.1 Safety Performance Monitoring and Measurement	13
9.2 Continuous Improvement	13
<b>10.0 Safety Education and Communication</b>	<b>13</b>
10.1 Objectives	13
10.2 Types of Communication	13
<b>List of Appendices</b>	<b>15</b>
Appendix 1 - NZMA (Matamata Aerodrome) Risk Register	16
Appendix 2 - MPDC Risk Register	20
Appendix 3 - MPDC Tolerability Matrix	22
Appendix 4 - MPDC NZMA (Matamata Aerodrome) site map	23
Appendix 5 - Emergency Procedures and Operational Notes for NZMA (Matamata Aerodrome)	24
Appendix 6 - Memorandum of Understanding (MoU)	33
Appendix 7 - NZMA (Matamata Aerodrome) Safety Committee Charter	35
Appendix 8 - NZMA (Matamata Aerodrome) Safety Policy Statement	36
Appendix 9 - Health and Safety Monthly inspection checklist for NZMA (Matamata	37

Aerodrome)	
Appendix 10 - NZMA (Matamata Aerodrome) users documentation	40

# **NZMA (Matamata Aerodrome) Safety Management Plan**

## **1.0 Introduction**

There are resident aviation operations established at the aerodrome.

- Matamata Aero Club and private operators
- Piako Gliding Club
- Matamata Piako Model Aero Club
- Skydiving
- Commercial operators

The aerodrome is currently equipped for daytime use by a variety of aircraft with occasional night flying activities, which will be advised via NOTAMs.

The Campsite at the aerodrome is not in use by the public at present but booked for aircraft events.

The Matamata-Piako District Council is the agency responsible for managing the Matamata Aerodrome. Council's objectives for safety at the NZMA (Matamata Aerodrome) are:

- To provide and maintain a safe airfield environment
- To commit to pursuing on-going improvements to safety
- To encourage a culture of safe operations between all users

As such the Council wishes to ensure that this Safety Management Plan is implemented by all operators of the airfield. Everyone using the airfield is responsible for safety awareness and identifying safety hazards that need to be addressed. Safety management is an integral part of good management practice and to be most effective needs to be a part of the airfield users' culture. Nothing in this Plan removes Council's ability to enforce its legislative duties and responsibilities.

The Health and Safety at Work Act 2015 (section 34) requires that Persons Conducting a Business or Undertaking (PCBU) having a duty in relation to the same matter, must all consult, cooperate with and coordinate activities. Therefore, the Matamata-Piako District Council or any commercial operator have a duty to ensure the safety of all persons using or visiting Matamata Aerodrome.

It is acknowledged that each operator on the airfield is responsible for the safety of their individual operations. All users at NZMA (Matamata Aerodrome) must comply with the Civil Aviation Act 1990. However, this plan recognises that there are overall safety risks that affect all operations. This plan is focused on the management of these common safety risks.

To be effective; this plan must be actively used and reviewed.

All airfield users are responsible for having input into this plan by identifying new risks (see risk register at Appendix 1), reporting them to the Matamata Aerodrome User Group (MAUG) so they may be considered for addition to the risk register. Where an immediate danger is present and can be safely resolved, it should be addressed using the "Emergency Procedures and Operational Notes for NZMA (Matamata)".

### **1.1 Purpose and Objective**

The aerodrome is operated as a non-certificated aerodrome, classified under Civil Aviation Rule Part 139. There is no legal Civil Aviation requirement to have a comprehensive Safety Management Plan in place. However, Matamata Piako District Council take the health and safety of not only the aerodrome users, MPDC staff but also the public and all visitors to the aerodrome seriously.

The purpose of the 'NZMA (Matamata Aerodrome) Safety Management Plan' is to ensure there is a clear and transparent health and safety procedure to follow and the overall objective is to make health and safety an integral part of NZMA (Matamata Aerodrome) operations, enabling a safety culture. The implementation of the Management Plan will also promote developing an effective safety culture within the aerodrome organisation and the relationship with users and third-party organisations.

### **1.2 Management Plan Ownership**

This Safety Management Plan is the property of Matamata Piako District Council

## **NZMA (Matamata Aerodrome) Safety Management Plan**

Overall implementation oversight and governance of the Safety Management Plan rests with the Chief Executive of MPDC with responsibility for the execution of the plan resting with MPDC staff.

The Chief Executive and Management of Matamata Piako District Council and Operational Users of the NZMA (Matamata Aerodrome) are fully committed to the successful integration of this Health and Safety Management Plan into the operation of the aerodrome.

The NZMA (Matamata Aerodrome) Safety Management Plan has been developed and revised with input from the Matamata-Piako District Council and the Matamata Aerodrome User Group (MAUG). These group/committee members have liaised with their various organisations to gain relevant information for inclusion in the Safety Plan. MPDC is responsible for initiating the revision and update of the Safety Plan with input from MAUG.

This Safety Management Plan is a working document, and amendments will be carried out as required. When such amendments are carried out, MPDC staff will ensure aerodrome users are aware of the changes through the scheduled meetings and annual updates of the Safety Management Plan on the MPDC Website.

### **2.0 Management of Hazards and Associated Risks**

The objective of a safety management report system is to identify health and safety hazards and risk, to prevent occurrences, incidents, or accidents, and to manage those hazards and risks that may impact NZMA (Matamata Aerodrome) users.

It is the expectation of Matamata Piako District Council that all occurrences, incidents, accidents, concerns, or suggested improvements are reported to a MAUG Representative in writing, or at the scheduled meetings, where it will be minuted. This information will be processed and recorded.

#### **2.1 Matamata Aerodrome User Group (MAUG)**

The Matamata Aerodrome User Group (MAUG) is responsible for discussing the management of hazards, evaluating risk/s and identify actions for the control and reduction of risk/s and advise MPDC regarding management of these hazards and risks. Once hazards are identified, the risk associated with them must be assessed, mitigated where possible and added to the Hazard Register by an appointed Matamata Piako District Council staff member. This will be minuted in the quarterly committee meetings and circulated to the relevant members.

The purpose of the Committee is to assess any safety occurrences or newly identified hazards and where necessary prescribe changes to the hazard register to ensure future safety for the aerodrome users.

Safety matters may be brought to the attention of the committee by any person, and aerodrome users are encouraged to be proactive about safety. If a matter is brought to the attention of a committee member, they should inform the rest of the committee.

#### **Selecting the Committee:**

Diversity is important - MAUG should be made up a representative from each of various types of operators at the Aerodrome. These should include commercial & non-commercial interests across the various disciplines to ensure a balanced viewpoint, and ideally result in a group of between 6 – 12 members. There is likely to be a crossover of skills and people may represent more than one group.

Representatives should include: (if these groups are active at the aerodrome)

- Commercial Pilots
- Commercial Operators
- Flying Instructors
- Aero Club
- Model Aero Club
- Walsh Memorial Flying School

## NZMA (Matamata Aerodrome) Safety Management Plan

- Aviation Schools
- Hangar Owners
- Recreational Pilots & Operators
- Aerodrome Management and/or Aerodrome Operator

With this range of talents and experience on board, issues are dealt with efficiently and with lasting results and a spirit of cooperation.

### Frequency of meetings

The MAUG shall meet as often as necessary, but at least quarterly.

### Scope of Committee

The MAUG will advise the MPDC, at MAUG meetings, regarding safety aspects on the aerodrome including AIP Vol 4 modifications found at [https://www.aip.net.nz/assets/AIP/Aerodrome-Charts/Matamata-NZMA/NZMA\\_51.1\\_51.2.pdf](https://www.aip.net.nz/assets/AIP/Aerodrome-Charts/Matamata-NZMA/NZMA_51.1_51.2.pdf)

The Landing Plate, Terms and Conditions and this document are considered organic documents that are always open to review and refinement as requirements change and evolve.

The Committee is not for pushing personal/business agendas or items that don't have a tangible Health & Safety outcome.

## 2.2 Matamata Aerodrome User Group (MAUG) /Matamata Piako District Council/Airfield User Responsibilities

<b>Matamata Aerodrome User Group (MAUG)</b>	<ol style="list-style-type: none"><li>1. Shall comprise the Facilities Operations Manager, as Chairperson (or nominee), and a representative cross section of users as specified in the Matamata Aerodrome User Group (MAUG) Committee Charter at Appendix 8.</li><li>2. Shall meet as often as required but should meet no less than quarterly.</li><li>3. Shall ensure that review of the SMP is a regular item on the Committee agenda.</li><li>4. Shall facilitate hazard identification and safety risk analysis</li><li>5. Monitoring corrective actions and evaluating their results.</li><li>6. Shall monitor safety concerns in the wider aviation industry and their potential impact on the aerodrome and users.</li><li>7. Shall raise awareness of safety issues to all users.</li><li>8. Shall promote a just reporting culture to encourage reporting of all accidents, incidents, and potential hazards, regardless of apparent insignificance, as identified by any individual within, or visiting, the aerodrome.</li></ol> <p>The purpose of the Committee is to assess any safety occurrences or newly identified hazards and where necessary prescribe changes to the Hazard Register and Risk Treatment Plans, to ensure future safety for aerodrome users.</p>
<b>Matamata Piako District Council</b>	<p>Matamata Piako District Council are committed to providing a safe space for all operators, users and members of the public that visit the NZMA (Matamata Aerodrome). MPDC staff will ensure:</p> <ol style="list-style-type: none"><li>1. The information in this document (Safety Management Plan) is on the agenda for each MAUG meetings and reviewed and amended as required - minimum once per year</li><li>2. To ensure any new hazards identified are communicated to the aerodrome users and added to the risk register – found in Appendix 1 of this document.</li><li>3. To ensure any such hazard or risk is investigated and appropriate corrective actions are undertaken to prevent any future incidents. This may include maintenance work and pest control - that are the responsibility of MPDC.</li><li>4. Any action points identified from the MAUG members are investigated and/or actioned prior to the following scheduled meeting.</li><li>5. To ensure NOTAMs are issued when required, for the purpose of carrying out scheduled maintenance, reactive works, or any other reason MPDC see fit.</li><li>6. Provide any safety critical information to aerodrome users as required.</li></ol>

## NZMA (Matamata Aerodrome) Safety Management Plan

	<ol style="list-style-type: none"><li>7. Provide annual aerodrome movement statistics to CAA per rule Part 139.505 "Reporting Traffic Volumes"</li><li>8. Shall ensure that a copy of the Safety Management Plan is published and available.</li><li>9. Shall record and follow-up on any hazard/incidents reported to the Matamata-Piako District Council.</li><li>10. Shall notify CAA regarding any Part 12 safety occurrences where applicable.</li><li>11. Shall notify WorkSafe of any notifiable events (under the Health and Safety at Work Act 2015).</li><li>12. Specific risks are documented in MPDC Vault system and are reviewed annually. The site safety map provides information about hazards on site.</li><li>13. A MPDC staff member or representative will carry out a quarterly inspection of the aerodrome, ensuring to take note of the condition of fences, windsocks, signage, runway etc., to ensure these are still in acceptable working condition.</li></ol>
<b>Each Airfield User</b>	<ol style="list-style-type: none"><li>1. Comply with New Zealand CAA legislation, rules, and procedures</li><li>2. Shall advise the appropriate entity as outlined in the "Emergency Procedures and Operational Notes For NZMA (Matamata)"</li><li>3. Shall watch out for hazards, for the conditions conducive to human error or for procedures not tolerant of human error. Shall report any accidents, incidents, occurrences, improvements, and injuries.</li><li>4. Shall report any notifiable event (injury, illness, and serious event) related to flying operations to Civil Aviation Authority as required by NZCAA and/or by the Health and Safety at Work Act. All have a responsibility to report hazards and incidents so that steps can be taken to minimise, isolate, or eliminate the hazard and so that others can learn from it and avoid the same situation.</li><li>5. Follow instructions regarding hazards and risks</li><li>6. Co-operate with the monitoring of aerodrome risks</li><li>7. Abide by the terms and conditions of the NZMA.</li></ol> <p>It is the responsibility of all aerodrome users to comply with all Health and Safety policies and procedures.</p> <p>Under the Civil Aviation Act it is the pilot's responsibility to report any accidents or incidents involving an aircraft.</p>

### 2.3 Management of Hazards and Associated Risk

A hazard or risk is an activity, event, circumstance, situation, or occurrence that is an actual or potential cause or source of harm. Harm means injury, illness or both and includes either mental or physical harm.

When identifying hazards or risks it is important to consider the number of times a person may be exposed to the hazard or risk, and the potential effect that hazard or risk may have on a person.

The Risk Register provided in Appendix 1 provides information about the hazards and associated risks to aerodrome users. It must be periodically reviewed (ideally at each Health and Safety meeting, but no less than annually) and updated by the appropriate MPDC staff member on behalf of MAUG.

The CAA routinely runs Safety Courses (refer to their website [www.caa.govt.nz](http://www.caa.govt.nz)). These courses are highly recommended. The courses have an excellent focus on safety hazards and the need to be proactive.

## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **3.0 Memorandum of Understanding.**

#### **Memorandum of Understanding**

A Memorandum of Understanding (MOU) is in place between MPDC and each of the clubs and organisations which regularly use the facility. It may also be prudent for some of these groups to have MOUs with each other. The MOU is a simple document that cements each group's commitment to cooperate in achieving positive safety outcomes and includes the terms and conditions of NZMA.

The present MOU can be seen at Appendix 6.

### **4.0 Safety Briefings**

Safety briefings should be conducted by the relevant user or MPDC for contractors or event organisers and should include the following:

- MPDC NZMA (Matamata Aerodrome) Site Safety Map (Appendix 4).
- Contents of the Safety Management Plan (if relevant).
- Potential/Actual hazards.
- Safety incidents and how these should be notified. Users should refer to the "Emergency Procedures and Operational Notes For NZMA (Matamata)". (Appendix 5)
- Safety Equipment Available.
- Assembly point in the event of an emergency is the car park outside the campsite kitchen block.
- Fire extinguishers are located: on the veranda of Matamata Soaring Centre building, in the campsite kitchen and at the fuel pumps.
- Each club is to identify where first aid kits are located and who are qualified first aid people and ensure the above information is provided to all users in their club. Casual users are responsible for supplying their own First Aid supplies and to follow standard Aerodrome emergency procedures, in the event of an incident.
- Media Contact – MPDC media contact to liaise with relevant nominated club representative in any safety incidents. Any photographs or video footage of safety incidents/events must be kept confidential. Media contact will only be from the MPDC Communications team.  
MPDC Comms Media Contact – 07 884 0063

### **5.0 Emergency Response (ER)**

#### **5.1 Procedures**

NZMA (Matamata Aerodrome) emergency response procedures are outlined in the "Emergency Procedures and Operational Notes for NZMA (Matamata Aerodrome) flipchart" (see Appendix 5) which is distributed throughout buildings at the aerodrome.

Our emergency response objectives aim to ensure:

- Accurate, timely, and appropriate actions across a number of emergency scenarios;
- Effective use of resources to handle the situation.

#### **5.2 Awareness and Education of ER**

MAUG members should promote awareness and familiarity of the emergency procedures within their own organisations; as detailed in Appendix 5.



## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **6.0 General Information**

#### **6.1 Refuelling**

Fuel available onsite are as follows:

- Avgas

#### **6.2 Inspections**

Each airfield user is to do inspections of the aerodrome at time of use.

Specific risks are documented in MPDC Vault system and are reviewed annually. The site safety map provides information about hazards on site.

A MPDC staff member or representative will carry out a quarterly inspection of the aerodrome, ensuring to take note of the condition of fences, windsocks, signage, runway etc., to ensure these are still in acceptable working condition. Any maintenance issues identified will be addressed. However, it is expected should there be a concern over health and safety, that any aerodrome user should inform a MPDC Facilities operations manager or Health and Safety Team Leader.

A copy of this inspection template can be found in Appendix 9.

#### **6.3 Maintenance**

All general maintenance of the NZMA (Matamata Aerodrome) excluding leased sites is the responsibility of MPDC.

MPDC are responsible for the maintenance of:

- Runway Spraying and Maintenance
- Runway and Taxiway Mowing and Vegetation control
- Wildlife management
- Access ways, the wider airfield area including the playground and it's equipment, ablution blocks and fences.
- Inspections

If required a NOTAM will be issued when maintenance is carried out.

#### **6.4 Wildlife Management**

MPDC have adopted both a passive and an invasive method of control to help reduce the likelihood of bird strike potential at Matamata Aerodrome. In the event other wildlife hazards are presented, such as rabbits, rodents etc., actions will be taken in accordance with the Wildlife Act 1953. These controls are outlined in a plan referred to as the Wildlife Management Plan which is to be reviewed annually. Seasonal bird monitoring is carried out on a quarterly basis to gauge changes to bird activities including species, types, numbers, and area of concentration.

Approval to undertake any wildlife management controls is required by a Matamata Piako District Council representative. MPDC has an approval from the DoC valid until 2028 that encompasses all of the aerodrome operational areas.

### **Legislation and References**

All firearms users will comply with all relevant Acts, Regulations and Rules, including but not limited to the:

- Health & Safety at Work Act 2015
- Arms Act 1983
- Arms Regulations 1992
- Arms Code 2013
- Land Transport Act 1998

## **NZMA (Matamata Aerodrome) Safety Management Plan**

All bird strikes are to be recorded and reported in accordance with the Civil Aviation Rules (CAR Part 12).

If required the New Zealand Aeronautical Information Publication (NZAIP), Landing Plate will be updated to reflect hazard from flocks of birds on the aerodrome and adjacent paddocks. The Landing Plate may be amended based on monitoring results or feedback from the Aerodrome users should new species be introduced, to ensure it clearly reflects the current and future bird strike risk trends.

### **6.5 Obstruction Survey**

An obstruction survey will be conducted in the quarterly health and safety check to ensure there are no new obstructions to the approach paths of the runways. But it is the responsibility of all users to conduct their own survey at time of use.

### **6.6 Events**

With prior authorisation by MPDC and approval of user groups, on occasion the aerodrome may be used for events, e.g.: Walsh Memorial Flying School, Fly Ins and sometimes for non-aviation events.

Matamata Piako District Council will ensure the appropriate NOTAMs are issued and endeavour to notify resident aerodrome users of such events if they are likely to be affected.

Event organisers will be made aware of the Aerodrome Site Safety plan and Terms and Conditions, and an Event Safety Management Plan submitted to MPDC.

### **6.7 Drones**

CAA rules state aerodrome operator approval is required to operate a drone within 4km of the aerodrome. Drone operators will also be obliged to adhere to the CAA Rules Parts 101 and/or 102 as applicable.

## **7.0 Aerodrome Security**

### **7.1 Access**

Access into the Operational area is restricted. There is an expectation that everyone entering the operational area, complies with the site safety map (Appendix 4) and Terms and Conditions of the aerodrome.

### **7.2 Vehicles**

Only essential vehicles for aviation related duties may transit onto the airside. Please ensure vehicle speeds comply with posted speed restrictions at all times. Aircraft have right of way at all times.

### **7.3 People**

NZMA (Matamata Aerodrome) users are to ensure all visitors to their premises are adequately briefed and/or supervised. All members of the public that go airside will be required to be chaperoned (whilst airside) and be aware of the Site Safety Map and Terms of Conditions document. All visitors will become the responsibility of the user, organisation or group inducting them onto the site.

### **7.4 Animals**

Only Dogs on leash are to be onsite at the NZMA (Matamata Aerodrome).

### **7.5 Signage**

MPDC will supply signage indicating, site safety map, fee and charges, operational areas and speed zones.

## NZMA (Matamata Aerodrome) Safety Management Plan

### 7.6 Trespassing

Management of MPDC holds Section 51 Trespass authorisation from the Director of CAA.

## 8.0 Safety Risk Management

Safety is managed by ensuring that the safety risks consequent of hazards at the aerodrome are controlled to a level as low as reasonably practicable (ALARP.) There are two activities within this management: hazard identification, and risk assessment and mitigation.

Please refer to <https://www.worksafe.govt.nz/managing-health-and-safety/> and <https://www.aviation.govt.nz/airspace-and-aerodromes/airspace/airspace-hazards/for> advice about hazard management.

### 8.1 Hazard Identification

A hazard is described as any actual or potential cause of harm. This may be an activity; an occurrence; and arrangement; a phenomenon; a circumstance; a process; an event; or a situation.

The identification of hazards at the aerodrome is the responsibility of every person operating on the premises.

Where a hazard has been identified, MAUG must be informed as soon as practicably possible.

### 8.2 Types of Hazard Identification

There are three types of hazard identification (Reactive, Proactive and Predictive):

#### 8.2.1 Reactive Hazard Identification

This means responding to events that have already happened, such as incidents and accidents.

Reactive hazard identification will most often occur as the result of a major incident or accident, in which it is clear that action is required to avoid a recurrence of the same type of incident or accident.

Hazards are identified reactively via:

Internal Systems:

- Data from reports input by aerodrome users
- Data from MAUG
- Verbal reports to the MAUG, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Trend Analysis
- Investigation of Incidents
- Safety Meetings

External Systems:

- Accident Reports
- External Regulator Requests

#### 8.2.2 Proactive Hazard Identification

This means looking actively for the identification of safety risks through the analysis of aerodrome activities.

Proactive hazard identification will most often occur as the result of a minor occurrence, in which it is clear that action is required to avoid the hazard escalating into a future incident or accident.

## NZMA (Matamata Aerodrome) Safety Management Plan

Hazards are identified proactively via:

### Internal Systems:

- Data from reports input by aerodrome users
- Data from MAUG
- Verbal reports to MAUG, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Internal Auditing
- Hazard Register Reviews
- Trend Analysis
- Investigation of Incidents
- Safety Meetings
- Externally requested self-evaluations

### External Systems:

- Accident Reports
- External Regulator Requests
- External Regulator Audits / Inspections / Evaluations

### 8.2.3 Predictive Hazard Identification

This means capturing system performance as it happens in real-time normal operations to identify potential future problems.

Predictive hazard identification only occurs when a hazard is identified without being prompted by an occurrence, incident, or accident.

Hazards are identified predictively via:

### Internal Systems:

- Data from reports input by aerodrome users
- Data from MAUG
- Verbal reports to MAUG, who may subsequently request a written report. Verbal reports may be from internal or external parties.
- Internal Auditing
- Hazard Register Reviews
- Trend Analysis
- Externally requested self-evaluations
- Safety Meetings

### External Systems:

- Accident Reports
- External Regulator Requests
- External Regulator Audits / Inspections / Evaluations

## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **8.3 External Hazard Identification Sources**

#### **8.3.1 Accident reports/Transport Accident Investigation Committee (TAIC) Reports**

The Chair of MAUG will check for relevant aviation related incidents at [www.taic.org.nz](http://www.taic.org.nz) and bring all TAIC reports relevant to Aerodrome operations to MAUG Meetings for discussion and consideration of hazards relevant to NZMA (Matamata Aerodrome).

## **9.0 Safety Assurance**

Safety assurance assesses the safety performance of the aerodrome and enables continuous improvement. The three aspects of safety assurance are:

1. Safety performance monitoring, measurement, and review.
2. The management of change.
3. Continuous improvement of the safety system.

Detailed information on each aspect follows.

### **9.1 Safety Performance Monitoring and Measurement**

Safety performance monitoring and measurement is the process by which our safety performance is verified in comparison to our safety policies and objectives. It is also a means by which we can validate the effectiveness of our safety risk controls. This can be achieved by MPDC with the assistance of MAUG, through quarterly meetings and health and safety checks, annual review of SMP, and employing a methodical standing agenda that monitors trends, outcomes, and effectiveness of the SMP.

### **9.2 Continuous Improvement**

Safety assurance builds on the principle of the continuous improvement cycle. In much the same way that quality assurance facilitates continuous improvements in quality, safety assurance ensures control of safety performance, including regulatory compliance, through constant verification and upgrading of the operational system. These objectives are achieved through the application of similar tools: internal evaluations and ongoing monitoring of safety controls and mitigation actions.

## **10.0 Safety Education and Communication**

### **10.1 Objectives**

NZMA (Matamata Aerodrome)'s safety education and communication will aim to:

- Ensure that all users are fully aware of the SMP including the safety culture.
- Disseminate safety critical information.
- Explain why certain actions are taken.
- Explain why safety procedures are introduced or changed; and
- Complement and enhance the aerodrome's safety culture.

### **10.2 Types of Communication**

MPDC with the assistance of the MAUG may utilise the following methods for communicating and educating on safety matters:

## **NZMA (Matamata Aerodrome) Safety Management Plan**

- Safety policies and procedures distributed to user group.
- E-mail.
- User specific (Club/Flight-school/operator) meetings.
- Club Websites

## NZMA (Matamata Aerodrome) Safety Management Plan

### List of Appendices

Appendix 1 - NZMA (Matamata Aerodrome) Risk Register
Appendix 2 - MPDC Risk register
Appendix 3 - MPDC Tolerability Matrix
Appendix 4 - MPDC NZMA (Matamata Aerodrome) site plan
Appendix 5 - Emergency Procedures and Operational Notes for NZMA (Matamata Aerodrome)
Appendix 6 - Memorandum of Understanding (MoU)
Appendix 7 - NZMA (Matamata Aerodrome) Safety Committee Charter
Appendix 8 - NZMA (Matamata Aerodrome) Safety Policy Statement
Appendix 9 - Health and Safety Monthly Inspection Checklist for NZMA (Matamata Aerodrome)
Appendix 10 - NZMA (Matamata Aerodrome) users Information

## NZMA (Matamata Aerodrome) Safety Management Plan

### Appendix 1 - NZMA (Matamata Aerodrome) Risk Register

IDENTIFIED HAZARDS																
IDENTIFIED HAZARDS				RISK ANALYSIS			RISK EVALUATION		TREATMENT PLAN					MANAGEMENT ACCEPTANCE AND REVIEW		
Risk Ref.	Hazard ID	Context and Potential Outcome	Existing Controls	Likelihood	Severity	Risk rating	ALARP	Action Required and Risk Owner	Likelihood 2	Severity 2	Risk rating 2	ALARP 2	Review Date	Resources required/ Actions	Residual Risk	Residual action
1	Aviation Fuel Spills	Aircraft fuel and oil spills are likely whilst aircraft are parked and refuelled during refuelling operations	NZMA fuel Spill Procedures	Remote	Minor	Low	Y						Update on an ongoing basis			
2	Bird Strike	The presence of birds on the runways can be problematic. The level of bird threat varies from Season to Season, with spring being the most notorious season	Bird culling on a monthly basis	Occasional	Minor	Moderate	Y						Update on an ongoing basis			
3	Excessive or cross winds	Excessive (cross)wind can result in runway excursion or even damage to aircraft	Crosswind limits for MA based student pilots. Aircraft flight manual limitations Use of Crossing Vector when required	Remote	Negligible	Low	Y						Update on an ongoing basis			
4	Fatigue (lack of sleep). Alcohol and substance abuse, Medication, complacency	All can adversely impact on a pilot's performance during flight including increased reaction time and inconsistent performance, also reduced visual perception.	CAR 91-Rules of the air Club/School briefings IMSAFE Check	Improbable	Major	Low	Y						Update on an ongoing basis			
5	Fuel Contamination	It is of critical importance that the fuel taken on-board at uplift is not contaminated since the effects of any such contamination are likely to affect the engines and this may not be evident until after an aircraft has become airborne.	Fuel filtration procedure Fuel Testing Fuel Storage Pre-flight checks	Occasional	Negligible	Low	Y						Update on an ongoing basis			
6	Improper execution of procedures in all flight phases	Error is inevitable in humans and is primarily related to operational and behavioural mishaps. Throughout the course of every flight, pilots are intrinsically subjected to a variety of external threats and commit a	Checklists Part 91 – Rules of the air Club/School Briefings	Occasional	Major	Moderate	N	Club/School Briefings Safety education	Remote	Minor	Low	Y	Update on an ongoing basis	Review	Low	Follow up on an ongoing basis



## NZMA (Matamata Aerodrome) Safety Management Plan

		range of errors that have the potential to negatively impact the safety of the aircraft														
7	Incorrect, poor or lack of communication including language barriers	A pilot's situational awareness (SA) is enhanced through clear communication with other pilots within the MBZ. Poor or incorrect communication can confuse SA and induce risk.	AIP procedures Part 91 – Rules of the Air Pilot visual separation FLARM in gliders	Occasional	Major	Moderate	N	Internal club/school comms Safety comms Club/School Briefs Collaboration with other users Pilot safety education	Remote	Minor	Low	Y	Update on an ongoing basis	Review	Low	Continued liaison between NZMA Operators.
8	Other aerodrome users	Other aerodrome users SOPs may be different to those of NZMA based operators/users, therefore any differences could lead to unsafe situations in various scenarios	AIP publication CAR 91 – Rules of the Air Collaboration with local operators Familiarization of SOPs	Occasional	Minor	Moderate	N	Items raised at NZMA Safety Committee meeting	Remote	Minor	Low	Y	Update on an ongoing basis	Ongoing NZMA Safety Committee meetings	Low	Ongoing NZMA Safety Committee meetings
9	Runway surface contamination/Deterioration	Runway surface contamination/deterioration can cause runway hazards. Repairs to runway can also present hazards.	Monitoring runway condition Altering runway width/length as required to 'rest' affected areas of runway (NOTAM). CAR 91 – Rules of the Air	Occasional	Minor	Low	Y						Update on an ongoing basis			
10	Turbulence	Strong south westerly winds can often produce significant turbulence resulting in loss of control and/or aircraft structural damage. Turbulence can have a significant negative impact on low hour pilots.	Club/School awareness of likely mechanical turbulence (hangars/trees).	Occasional	Negligible	Low	Y						Update on an ongoing basis	Consider future positioning of new hangars		
11	Vehicles/People on Runway	People crossing the runway – risk of collision with aircraft.	Club/season briefings, Flight School teaching material, Briefing people on ground movements. Vehicles must have hazard lights on when airside. Also discussed at Joint Governance Meeting for awareness.	Occasional	Major	Moderate	Y						Update as Required			
12	Winch Launching of gliders	Aircraft impact with winch rope and associated vehicles on runway	AIP, Gliding Club SOPs (website), radio calls	Occasional	Major	Moderate	Y						Update as required			

## NZMA (Matamata Aerodrome) Safety Management Plan

13	Aircraft in PDA during Parachutes	Collision or near miss with aircraft or gliders	Existing SOPs as detailed in MOU document	Improbable	Hazardous	Moderate	Y							Update as required (including MOU)			
14	Animals on Runway (Livestock and Dogs)	Stray animals or dogs could cause an accident on the runway and/or damage to aircraft	Signage, Club member awareness	Remote	Minor	Low	Y							Update as required			
15	Pickets and tie-downs	Damage to taxiing aircraft from pickets or tyres.	Tyre painted white and pickets placed inside tyres	Occasional	Negligible	Low	Y							Update as required			
16	Tow Ropes (gliders) at Fuel pumps	Rope in wheels or props of aircraft	Briefings at club/flight school level to ensure awareness. Care taken while fuelling tow aircraft	Remote	Negligible	Low	Y							Update as required			
17	Hay bales	Bales left on runway – collision hazard to aircraft and vehicles	Communication with contractor to ensure bales are removed after harvesting	Improbable	Minor	Low	Y							Update as required	Reviewed 29/11/22.	Low	None
18	New flight school students - knowledge of SOPs and MOU	Lack of knowledge and understanding of aerodrome procedures and user SOPs (as mentioned in MOU) could compromise safety. Possible collision.	Education for new users through briefings at clubs and flight schools, various supporting documentation	Occasional	Major	Moderate	Y							Update as required			
19	Low Flying Aircraft over Model Aircraft Flyers	Mid-air collision of model aircraft with other aircraft	Spotters, radio use and published procedures, including signage on site See <a href="https://mpmac.org.nz/?page_id=9">https://mpmac.org.nz/?page_id=9</a> for duties and details	Occasional	Major	Moderate	Y							Update as required			
20	Gliding Competitions	Possible collision due to congestion, low altitude high speed flying by gliders	Finishing point for competition located off the aerodrome. Briefing before competition. Glider pilots briefed on actions once crossing the finish. NOTAM to be published for half runway used by pilots. Be vigilant for itinerant flyers. Good radio monitoring. Local procedures to be followed.	Occasional	Major	Moderate	Y							Update as required	Reviewed 29/11/22	Moderate	Gliding club updated procedures

## NZMA (Matamata Aerodrome) Safety Management Plan

21	Trees	Aircraft Accident or near miss	Trees can encroach on height zones. Regular measurement and treatment needed	Occasional	Major	Moderate							Update as required	Reviewed 29/11/22	Moderate	MPDC to evaluate 7 trees that are encroaching.
22	Propellers and Rotors	Can cause damage to other aircraft and property. If in contact with people and animals likely to cause injury or death														
23		If the nature of use of the aerodrome changes significantly (Eg: New operators or significant increase or decrease in activity) potentially procedures and SOPs will no longer be suitable. Ie: What has worked or been acceptable practise in the past may no longer be.														
24	Parachute Landing Area directly next to children's playground															

## NZMA (Matamata Aerodrome) Safety Management Plan

NZ MA RISK ASSESSMENT & TOLERABILITY MATRIX						Appendix 2
SEVERITY	ACTUAL OCCURRENCE LIKELIHOOD					
	Extremely Improbable	Improbable	Remote	Occasional	Frequent	
	Almost inconceivable that the event will occur	Very unlikely to occur / not known to have occurred	Unlikely to occur, but possible / has occurred rarely	Likely to occur sometimes / has occurred infrequently	Likely to occur many times / has occurred frequently	
<b>Catastrophic</b> Equipment destroyed, Multiple Deaths	LOW	MODERATE	HIGH	HIGH	HIGH	
<b>Hazardous</b> Large reduction in safety margins, Serious injury, Major equipment damage	LOW	MODERATE	MODERATE	HIGH	HIGH	
<b>Major</b> Significant reduction in safety margins Serious incident Injury to persons	LOW	LOW	MODERATE	MODERATE	HIGH	
<b>Minor</b> Nuisance, Use of emergency procedures Minor incident	MINIMAL	LOW	LOW	MODERATE	MODERATE	
<b>Negligible</b> Little consequence	MINIMAL	MINIMAL	LOW	LOW	MODERATE	
RISK LEVEL INDICATED BY WORD, TOLERABILITY LEVEL INDICATED BY COLOUR						
TOLERABILITY COLOUR SCALE			Acceptable	Review	Unacceptable	

### Appendix 2 - MPDC Risk Register

Risk		Raw Risk Score	Controls		Residual Risk Score
			Quarterly and Annual inspections occur		
Aircraft	-Personal injury	Very High	Signage		High
			Gate and Fence	-Gate in place to prevent visitors driving straight onto the airfield.	

## NZMA (Matamata Aerodrome) Safety Management Plan

				-Fence around operational area. -Fence around aerodrome.	
			Runway	-Quarterly inspections of the runway.	
			Mowing/runway maintenance	-Procedures in place for mowing of the airfield. -NOTAM issued prior to work being completed.	
			Hi Vis Vests	-MPDC/KVS staff entering the airfield must wear hi visibility clothing	
			Safe crossing procedures	-Each club/user to advise members and visitors of crossing requirements.	
			Safety Committee	-To meet quarterly, one representative from each user group to attend. -Minutes stored in Vault library.	
			MOU	-Memorandum of Understanding accepted and signed by users.	
			AIMM	-MPDC receive monthly reports of flight activity from AIMM. These can be requested by CAA if necessary.	
<b>AVGAS</b>	-Personal injury -Flammable gas stored at the airfield	<b>Very High</b>	MSDS provided on site	-Safety data sheets in red box at storage site	<b>High</b>
			Signage	-Hazchem signage. -No parking signage. -Fire extinguisher signage.	
			Fuelling station managed	-Fuelling station managed by BP	
			HSNO controls	-Quantities of substances are limited or where threshold limits are exceeded, the appropriate controls are in place as required under the Hazardous Substance Regulations	
			Emergency Response Plan	-BP ERP discussed with Aerodrome Safety Committee. -A copy is provided to Matamata Fire Brigade	
<b>Camping and camp Kitchen</b>	-Personal injury -Burns could be caused by fire due to cooking or due to spillage of hot food/liquids. -- The low situation of the hobs creates additional risk for children	<b>High</b>	Signage	-Assembly point signage visible in kitchen entrance. -Low gas hob warning sign.	<b>Low</b>
	Gas leak or fire		Gas hobs	-Gas hobs are annually serviced.	

## NZMA (Matamata Aerodrome) Safety Management Plan

	Electric shock		Electrical testing	-Electrical appliances are tested and tagged, including campsite power boxes.	
<b>Children's Playground</b>	-Personal Injury -Risk of injury to children either through faulty play equipment. - Children running onto adjacent road. -Children being struck by reversing parked vehicles.	<b>High</b>	Regular inspections	-Play equipment regularly inspected by Parks and Reserves team.	<b>Moderate</b>
			Signage	-Children must be supervised sign.	
			Fence	-Fence in between airfield and play area	
<b>Campers – Fire risk and general security</b>	-Personal injury -risk of fire due to campers using gas cookers.	<b>High</b>	Fire hose reel and fire extinguisher	-Fire hose reel and Fire extinguisher sited at rear of ablution facilities. -Checked annually by Wormald.	<b>Low</b>
			Lit carpark	-Car park is well lit.	
			Signage	-Exit signage installed above door of kitchen area. -Fire extinguisher sign in kitchen. -Hot water on cylinder sign. -Children to be supervised in kitchen sign. -Confined space signage for kitchen water tank.	
<b>Shower Area</b>	-Personal injury. -Risk of people slipping on wet floor in shower area.	<b>High</b>	Non slip mats	-Non slip mats in place	<b>Low</b>
<b>Working alone</b>	-Personal injury	<b>Moderate</b>	Communication	-Mobile phone provided for MPDC Staff communication in the event of an emergency	<b>Low</b>

## Appendix3 – Risk Tolerability Matrix

Risk Matrix:		Consequence				
		5 (Extreme)	4 (Very High)	3 (High)	2 (Moderate)	1 (Low)

## NZMA (Matamata Aerodrome) Safety Management Plan

Likelihood		(Fatality)	(Long Term Disability)	(Lost Time Injury)	(First Aid Required)	(Minor, no first aid)
	A (Certain)	A5 Extreme	A4 Extreme	A3 Very High	A2 High	A1 Mod
	B (Almost Certain)	B5 Extreme	B4 Very High	B3 Very High	B2 High	B1 Mod
	C (Likely)	C5 Very High	C4 Very High	C3 High	C2 Mod	C1 Low
	D (Unlikely)	D5 High	D4 High	D3 Mod	D2 Mod	D1 Low
	E (Highly Unlikely)	E5 Mod	E4 Mod	E3 Low	E2 Low	E1 Low





# Emergency Procedures and Operational Notes For NZMA (Matamata)

**Address: State Highway 27, Waharoa 3474**

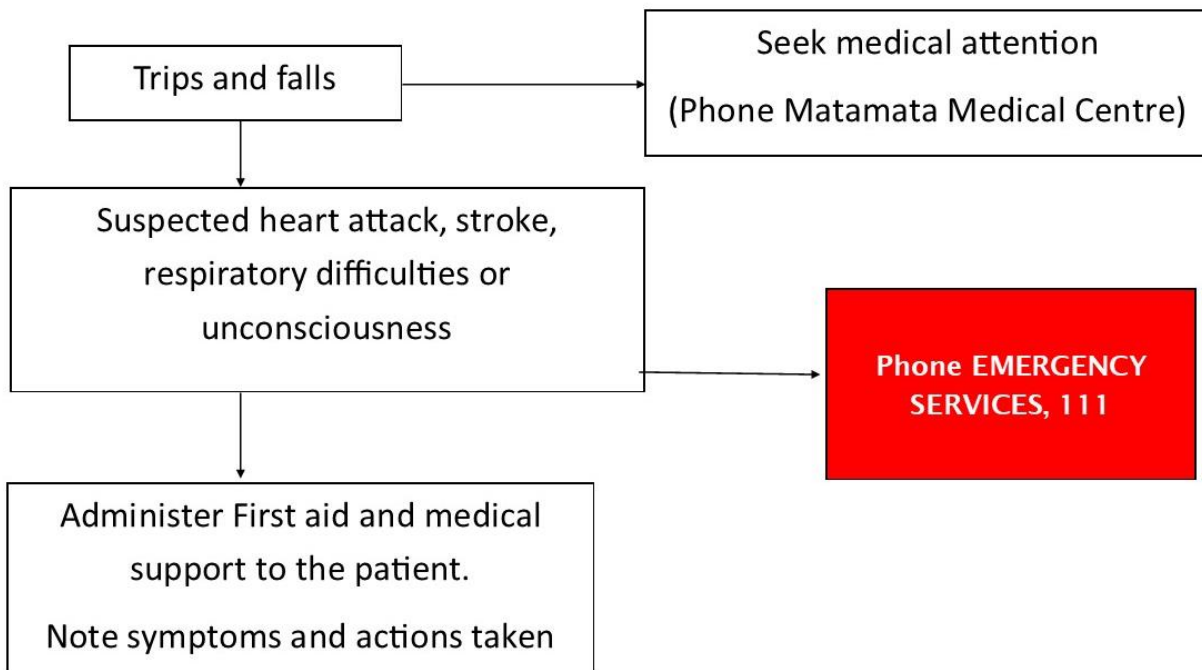
**Phone: 07- 888 8386**

## Contact Information

Emergency Services—Police, Fire , Ambulance	111
Matamata Medical Centre	07-881-9102 or 07-881-9104
Hamilton Control Tower	07-843-1870
Christchurch Radar Control	03-358-1694
Search and Rescue	0508-472-269
Skydiving	029-7593-483
Piako Gliding Club	021-750-151
Matamata Soaring Centre	021-388-693
Matamata Aero Club	027-702-5924
Matamata Model Aero Club	027-289-1350
CAA—Report an Accident	0508 ACCIDENT (0508 222 433)
Matamata Piako District Council	07-884-0600 or 0800-746-467 press 4
MPDC Comms Media Contact	07 884 0063
MPDC Facilities Operations Manager	027 273 4661
MPDC Safety & Wellness Team Leader	027 497 9820
MPDC CEO	027 472 7424
MPDC Group Manager Business Support	027 483 9828
MPDC Animal Control Manager	027 498 3998

## Contact Information

# Medical Emergency



## Medical Emergency

# Aircraft Accident / Incident

If any of the following:

- Aircraft accident or incident at NZMA
- Aircraft landed at NZMA due to a PIC emergency (e.g. medical)
- Any incident that MAY attract media attention ( Do not discuss occurrence with media)
- People hurt or property damaged. Contact police and when able NZCAA
- Consider covering the A/C registration marks
- *You are unsure of what action to take upon learning of an urgent situation*

PHONE EMERGENCY  
SERVICES  
111

If another airborne aircraft witnesses accident or incident

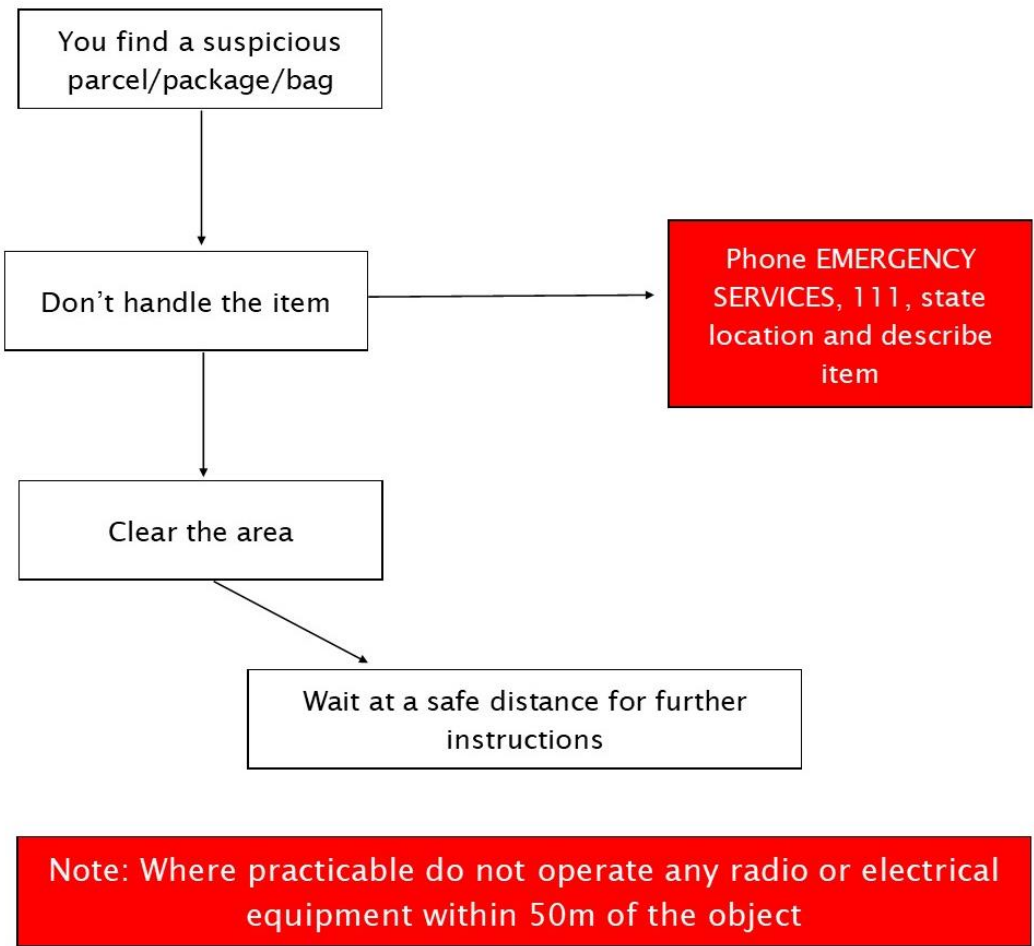
Make a PANPAN or  
MAYDAY

In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so following consultation with the CAA. The exception to this is to save lives or prevent further injuries.



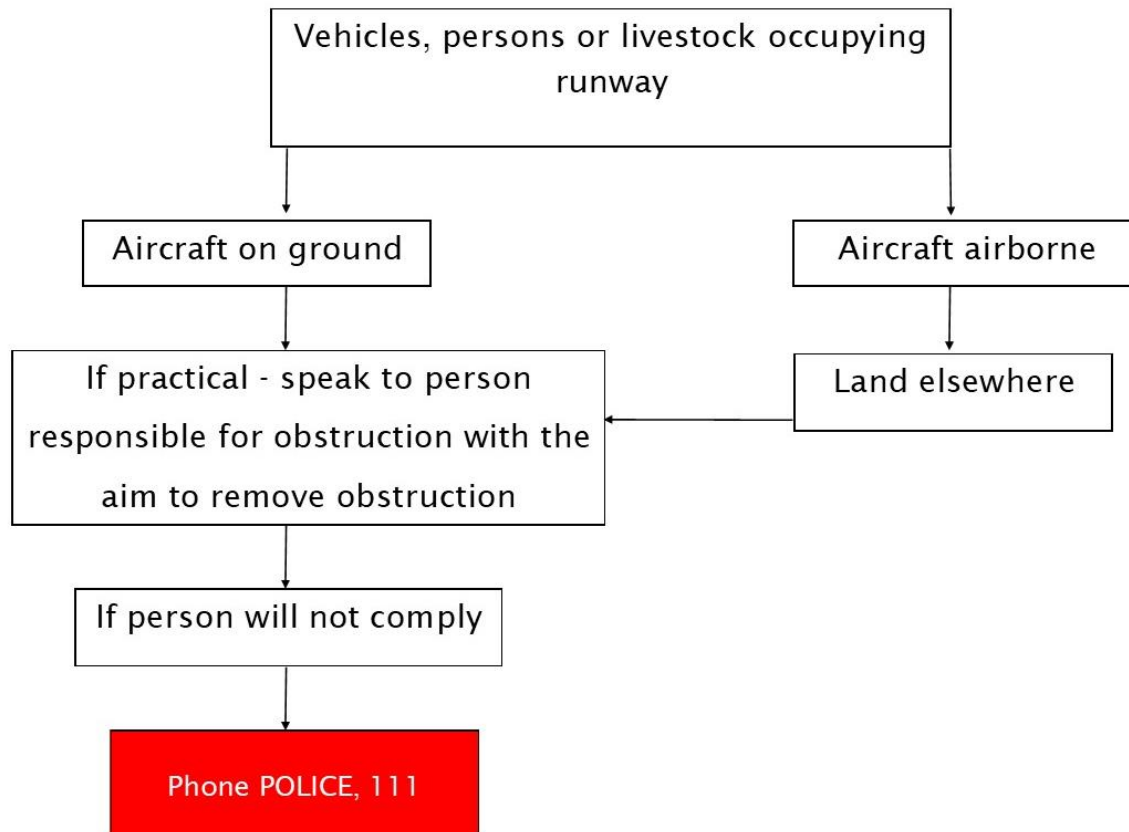
## Aircraft Accident/Incident

# Suspicious Object



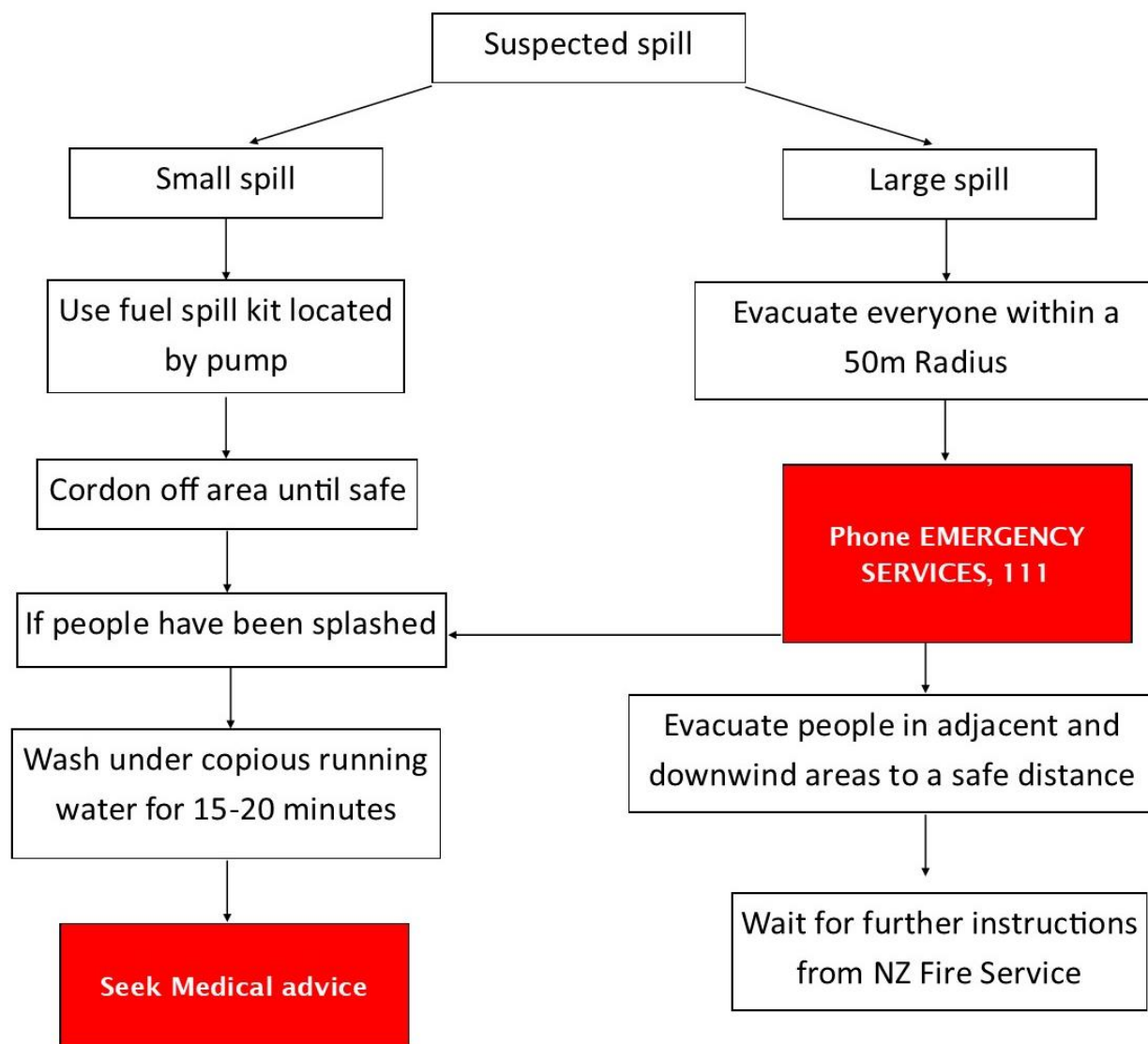
## Suspicious Object

# Runway Obstruction



## Runway Obstruction

# Hazardous Substance Spill



## Hazardous Substance Spill

# Threat to Personal Safety

What did this person want?

Was this person known to you?

Did they use a name?

Which direction did they come from?

Which direction did they go?

Were they alone?

Did they have a weapon? Please describe:

What was their mental state? (Calm, aggressive, confused)

Were they showing signs of being under the influence of drugs, alcohol solvents?  
Please describe:

**Describe the intruders appearance:** Height, Size, Clothing, Race, Gender, Age Group, Distinguishing marks (tattoos, glasses, scars etc), facial hair

If you observe a person  
behaving suspiciously

- Ensure your own and others safety
- Don't take risks and don't be a hero

If a verbal or physical  
threat occurs

- Keep calm—don't panic
- Do as you are told
- Move carefully and explain your actions as you move
- Don't take risks and don't be a hero

Phone POLICE, 111—speak slowly and clearly, state location,  
describe event and wait for help to arrive

Document observations immediately (including the time the threat occurred and location where the threat occurred) and complete above checklist.

## Threat to Personal Safety



## Fire in Building



## Smell of Smoke



## Fire / Smell of Smoke

Original with Clive Poultney L3



## Location Details and Map

Matamata Aerodrome, State Highway 27, Waharoa  
(Between Jagger Road and Wardville Road on SH27).

Access points identified below for emergency services

GPS NZTM GD2000 co-ordinates are: 1841254.81; 5819757.94



## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **Appendix 6 - Memorandum of Understanding (MoU)**

#### **MEMORANDUM OF UNDERSTANDING. (MOU)**

##### **MATAMATA AERODROME**

###### **Between**

**Matamata Piako District Council – (Aerodrome operator)**

**Matamata Aero Club**

**Matamata Soaring Centre**

**Piako Gliding Club**

**Piako Model Aircraft Club**

**Sky Venture Training**

**Eric Pemberton (Skydiving)**

##### **PREAMBLE**

The Matamata Piako District Council as the operator of the Matamata Aerodrome recognises the significance of the facility for aviation and wishes to maximise the use of the aerodrome whilst giving all users fair and equitable use.

It is recognised that the aerodrome users have different characteristics to their operations. The MOU is intended to provide a procedure that will allow all users to co-exist and enjoy their aviation pursuits while operating safely and within the rules and guidelines set down by the Civil Aviation Authority of NZ.

1. Prior to the commencement of operations by any aerodrome user a designated representative shall check to see if other operations are being undertaken on the aerodrome. Subsequent commencement by other users shall not begin until a representative has liaised with the operating users to determine their intentions, intensity of use and other factors that may affect operations.
2. The active runway shall be deemed to be in use when any aircraft is operating on the manoeuvring area, in the circuit or take off/approach area for that runway, or when an aircraft calls overhead, downwind or on 5 mile approach.
3. The Parachute Landing Area (PLA) is the intended Parachute landing area. The two main PLAs are as follows:
  - **Kaimai PLA** (Runway 04/22)
  - **Clubroom PLA.** (In front of the Skydiving Club and designated by marker cones).
4. During all operations at the aerodrome the following procedures shall be adopted.
  1. Prior to start up and taxi each pilot shall make a radio call to ascertain whether there are any parachutes in the air.
  2. The pilot in command of the jump aircraft shall broadcast the intended PLA and drop details prior to take off and shall maintain a continuous listening watch on the MBZ frequency unless in communication with ATC
  3. The pilot in command of the jump aircraft shall further broadcast his intentions 3 minutes prior to and 10 seconds prior to drop. The PDZ shall be deemed to be in progress from the 3 minute call prior to drop until parachutists have landed.

## **NZMA (Matamata Aerodrome) Safety Management Plan**

4. Vehicles required to be on the active runway shall operate their flashing lights and only remain on the active runway for the minimum time required to complete the task.
  5. Only persons or vehicles authorised by respective users may enter onto an active runway. No person shall enter upon, or remain on the active runway for any period longer than necessary to undertake the task or duty that requires them to be on the runway.
  6. Gliders and vehicles retrieving gliders shall vacate the runway as soon as possible to ensure that the active runway is not obstructed for other aircraft.
  7. During special events airfield users will liaise their operations with the event director.
  8. When the PLA is defined by marker cones and if the PLA is located on a movement area of the aerodrome it will not be available for aircraft during the period it is so defined.
  9. If a user group requires to relocate runways it should be discussed with other users prior to the change and it should not happen until a significant change in conditions occurs.
- 
5. The PLA and PDZ shall be activated when the pilot makes his radio calls prior to dropping. The intended PLA "Kamai" or "Clubroom" shall be clearly broadcast the drop pilot. This will signify to all users of the airfield and surrounding airspace that the PDZ may be active and that the parachute landings will be directed to the intended PLA. Aircraft will not loiter, thermal, fly into or release from the tow in the specified drop zone when it is active.
  6. No aircraft shall operate in the specified drop sector after the 3 minute call. Gliders or other aircraft unable to comply with this shall communicate with the parachute jump plane to ensure there will not be a conflict between aircraft and parachutists.
  7. Model aircraft operations shall operate from the inactive runway and shall maintain a visual watch at all times. Crosses are to be displayed at the threshold while model aircraft operations are in progress.
  8. All user groups must abide by the safety management plan.
  9. All user groups must abide by the Terms and Conditions of the Aerodrome.

## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **Appendix 7 – NZMA (Matamata Aerodrome) Safety Charter**

#### **1. Purpose**

The Matamata Aerodrome Users Group (MAUG) is committed to providing and maintaining a safe aerodrome environment; and to the pursuit of ongoing improvements to safety, and to encourage a culture of safe operations.

#### **2. Background**

Whilst Matamata-Piako District Council is the agency responsible for managing Matamata Aerodrome, the MAUG members have elected to focus on safety matters as part of their general charter. The MAUG is comprised of representatives from each group using the aerodrome.

#### **3. Matamata aerodrome Users Group (MAUG) Composition**

Chair of the Committee will typically be the Aerodrome Manager (MPDC) however an alternative chair may be nominated at any time. Committee members are representatives for the following aerodrome users:

- Commercial Pilots – fixed wing and rotary aircraft
- Commercial Operators – Skydiving, Charter, Agricultural, etc.
- Flying Instructors
- Aero Club
- Walsh Memorial Flying School
- Aviation Schools
- Hangar Owners
- Recreational Pilots & Operators - Fixed wing, rotary aircraft, glider, skydiving, hangar owners, etc.
- Ground keeping staff
- Aerodrome Management and/or Aerodrome Operator

#### **4. Membership Roles**

All MAUG members are regarded as credible subject matter experts for their representative groups; however, they will as required; seek additional advice from others in their field of specialisation. Members are expected to familiarise themselves with the Safety Management System and their roles, as defined within it.

NZMA (Matamata Aerodrome) Safety Committee Charter

Issue 1 Rev 1

Date of issue: 11 April 2019

## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **Appendix 8 – NZMA (Matamata Aerodrome) Safety Policy Statement**

This safety policy must be communicated, promoted, and visibly endorsed throughout Matamata Aerodrome.

Matamata Piako District Council and the Matamata Aerodrome Users Group (MAUG) is committed to ensuring that aerodrome users recognise the value of a strong safety culture above all else – ‘Safety First.’

Safety is the core objective. Recognition of safety encompasses a commitment to the health & well-being of aerodrome users, contractors, and visitors whilst at the aerodrome.

By promoting and upholding a just safety culture as defined by the CAA, we aim to ensure that aerodrome users understand, embrace and maintain our safety management system.

Key safety objectives include.

1. Support the management of safety resulting in a positive and proactive organisational culture that fosters safe practices
2. Encourage open communication and safety reporting, whilst actively managing safety
3. Establish and maintain hazard identification and risk management processes; including a hazard reporting system, designed to eliminate or mitigate the safety risks resulting from hazards identified at the aerodrome
4. Promote a ‘just safety culture’, where no punitive action will be taken against any aerodrome user who discloses a safety concern through the hazard reporting system. Unless such disclosure indicates, beyond any reasonable doubt, gross negligence or wilful misconduct has taken place
5. Comply with and wherever possible, exceed, legislative and regulatory requirements/standards and industry best practice in the pursuit of safety
6. Communicate appropriate aviation safety information to aerodrome users
7. Monitor safety performance through frequent Safety Committee Meetings, whilst seeking to continually improve safety performance

Issue 1 Rev 2

Date of issue: 11 April 2019

Revision: 31/10/21

## NZMA (Matamata Aerodrome) Safety Management Plan

### Appendix 9 - Health & Safety Monthly Inspection Checklist for the NZMA (Matamata Aerodrome)

#### NZMA (Matamata Aerodrome) Quarterly Site Audit

Date -

Completed by -

Area	Action	Notes/corrective actions
Runway & taxiway surfaces		
10/28 & 04/22	Clear of Foreign Object Debris (FOD)	
	Any Deterioration	
	Appropriate Grass length	
	Clear of hay bales	
	Trees	
	Runway Markers	
	White cross condition and availability	
Signage		
	Speed signage	
	Signage at gates to Operational Areas –CAA Signage	
	Signage at Aerodrome Entrance	
	No smoking signage	
Grass		
	General condition	
	Grass length	
Windsock condition		
	3 windsocks to be checked	
Fence and gate security		
	Aerodrome Fence	
	Operational Area Fence	
Access ways		
	In good general condition	
AVGAS		

## NZMA (Matamata Aerodrome) Safety Management Plan

	Safety Data sheets in red box at storage sites.	
	Hazchem signage	
	No parking signs at AVGAS site	
	Fire extinguisher and sign	
	Site is tidy	
	Landing fee box - check that there are envelopes and working pen	
House and shed	Check AIMM system	
	Condition of house and shed	
Campsite and Campsite Kitchen		
	Campsite power boxes	
	Assembly point signage	
	Hob height risk signs	
	Evacuation notice in kitchen	
	Kitchen fire extinguisher and signage	
	Exit signage	
	Hot water cylinder signage	
	Children to be supervised signage	
	Confined space signage for kitchen water tank	
Children's play area		
	Check that this has been inspected by Parks and reserves team	
	Signage	
	Fence	
Fire		
	Fire hose reel and extinguishers	
Shower area		

## NZMA (Matamata Aerodrome) Safety Management Plan

	Nonslip mats	
Rubbish		
	Aerodrome free of rubbish	
Wildlife monitoring		
	Wildlife monitoring plan	
Drains		
	Clear drains	
TAIC		
	Check website for any reports	
Other Issues		



## **NZMA (Matamata Aerodrome) Safety Management Plan**

### **Appendix 10 - NZMA (Matamata Aerodrome) user's Information**

Matamata Aero Club - <https://mac.org.nz/>

Piako Gliding Club - <http://www.glidingmatamata.co.nz/>

Matamata Piako Model Aero Club - <https://mpmac.org.nz/>

Matamata Soaring Centre - <http://msc.gliding.co.nz/>

Walsh Memorial Flying School - <https://scouts.nz/walsh/>