

# Rangiora Airfield (NZRT) Safety Management Manual



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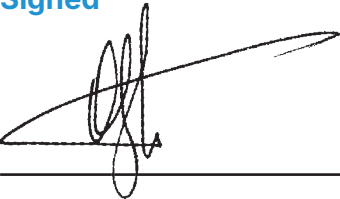
# Version Status

## Document Version

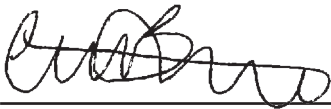
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Next review date: July 2027

### Signed



**Owen Stewart**  
Airfield Manager and Safety Officer



**Chris Brown**  
General Manager, Community and Recreation



**Jeff Millward**  
Chief Executive

# 1. Preface

1.0 The purpose of this manual and associated documents is to promulgate the policies and procedures that provide for the safe and effective management of Rangiora Airfield for all users, neighbours, and the wider community.

1.0.1 This manual is prepared in part to satisfy the obligations under the Civil Aviation Rules (Part 139 Subpart I and Rule 91.127 Use of Aerodromes) to promote safety at a Non-Certified, Unattended Airfield.

1.0.2 The manual also contains details of procedures that may not be safety related, but may be required to satisfy other legal, operational, or statutory requirements, or support being a 'good neighbour' in terms of airfield and wider airspace and area operations.

1.0.3 Rangiora Airfield is owned and operated by the Waimakariri District Council and is a restricted (access limited) space available for use by pilots in compliance with the Civil Aviation Authority of New Zealand (CAANZ) legislation, rules, procedures and good aviation practice that supports predictable actions and behaviours.

1.0.4 This manual does not absolve any person from the responsibility of taking all practicable steps to protect health, safety and welfare of themselves and others.

1.0.5 Whilst within the aerodrome area, all persons must take all reasonable care and safety precautions, including but not limited to those outlined in this section.

1.0.6 All persons within the aerodrome area must comply with the requirements of the Health and Safety at Work Act 2015

## 1.1 Manual ownership

1.1.1 This manual is the property of the Waimakariri District Council (WDC).

1.1.2 Responsibility for amendments and re-issue is the responsibility of Airfield Manager and Safety Officer (AMSO).

## 1.2 Control and amendment

1.2.1 All amendments and re-issues to this manual shall be carried out by the AMSO. The AMSO shall also ensure that this manual reflects all applicable operations, and that all applicable stakeholders have access to the manual.

## 1.3 Abbreviations and definitions

1.3.1 Airfield Management Group Includes the Airfield CE, the Manager Strategic and Special Projects, the Airfield Manager and Safety Officer and the Greenspace Manager.

|                 |                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AIP</b>      | Aeronautical Information Publication                                                                                                                                                                                                                                                                                                                                                      |
| <b>ALARP</b>    | As low as reasonably possible                                                                                                                                                                                                                                                                                                                                                             |
| <b>AMSO</b>     | Airfield Manager and Safety Officer                                                                                                                                                                                                                                                                                                                                                       |
| <b>CAANZ</b>    | Civil Aviation Authority New Zealand                                                                                                                                                                                                                                                                                                                                                      |
| <b>CAC</b>      | Canterbury Aero Club                                                                                                                                                                                                                                                                                                                                                                      |
| <b>CFI</b>      | Chief Flying Instructor                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MBZ</b>      | Mandatory Broadcast Zone                                                                                                                                                                                                                                                                                                                                                                  |
| <b>NOTAM</b>    | Notice to Airmen                                                                                                                                                                                                                                                                                                                                                                          |
| <b>NZRT</b>     | Rangiora Airfield                                                                                                                                                                                                                                                                                                                                                                         |
| <b>OLS</b>      | Obstacle Limitation Surface                                                                                                                                                                                                                                                                                                                                                               |
| <b>Operator</b> | Any person who is authorised to operate at the airfield. Authorised Lease holder; sub-lease holder; aircraft owner/operator; pilot; maintenance engineer; airfield club member; or member of the public escorted by a lease holder, sub-lease holder, aircraft owner/operator, pilot, maintenance engineer or airfield club member; and a contractor or consultant authorised by the WDC. |
| <b>RAAG</b>     | Rangiora Airfield Advisory Group                                                                                                                                                                                                                                                                                                                                                          |
| <b>RASMM</b>    | Rangiora Airfield Safety Management Manual                                                                                                                                                                                                                                                                                                                                                |
| <b>WDC</b>      | Waimakariri District Council                                                                                                                                                                                                                                                                                                                                                              |

## 1.4 Distribution list

1.4.1 The RASMM shall be distributed to following:

- Airfield Manager and Safety Officer.
- Rangiora Airfield Advisory Group.
- Waimakariri District Council website.
- Airfield users and lease holders via WDC website/email.

## 2. Safety Statement

Safety in operations is the first and foremost priority of the Waimakariri District Council (WDC).

The WDC is committed to continually improving its policies, procedures, safety learnings, safety culture and safety awareness regarding airfield operations. The WDC also requires this same commitment from airfield users, who are responsible for their own safety and the safety of those around them, including family and visiting guests.

The WDC will facilitate a safe and secure environment for airfield users, staff and visitors to the airfield and promote safe aircraft operations on the airfield at all times. To underscore this commitment, WDC has adopted an Airfield Safety Management Manual, which has set the framework, criteria and performance standards for the WDC, staff and airfield users.

WDC supports the safe operation of the airfield, recognising that aviation safety responsibilities are shared. While some risks sit outside WDC's direct control and are regulated by Civil Aviation Authority New Zealand (CAA NZ), we work collaboratively with users and regulators to promote a strong safety culture.

Through a system of values, standards and guidance, the WDC aims to:

- Demonstrate WDC's commitment to safety management and foster a positive safety culture at the airfield through leadership, engagement and promotion of the management of safety
- Encourage and support airfield users to actively participate in safety management and take ownership of compliance with procedures, aviation best practices, standards and civil aviation rules and appropriate health and safety requirements
- Monitor and measure safety performance through ongoing reporting and analysis
- Promote a collaborative approach to continuous improvement of safety systems and safety performance.

### Managing Hazards and Associated Risks

The WDC actively manages the hazards and associated risks to aviation and to people's health and safety by identifying and reviewing risk, incorporating suitable controls and safety requirements and reviewing the effectiveness of those controls. The WDC is committed to the identification of new hazards and associated risk controls and to minimise residual risks to as low as reasonably practicable.

### Safety Communication

The WDC strives to maintain a continuous learning and improvement philosophy over all airfield operations that are within its sphere of influence. The WDC promotes a "positive" safety culture through both active safety communication and engagement and a supported airfield wide incident and accident reporting culture. Safety incidents, concerns and observations as reported are reviewed and appropriately acted on and, where required, safety reports are submitted to the CAA NZ for their assessment.

### Structured and Effective Control

Key stakeholders, WDC's Airfield Management Group, employees and contractors at the airfield must contribute to safety of operations, and adhere to the applicable aviation, Health and Safety and other applicable rules and regulations. Documented procedures and instructions must be complied with at all times.

### Safety is a Core Responsibility

The Airfield Management Group are responsible for monitoring the safety performance and operational functioning of the airfield. The Airfield Chief Executive provides the necessary leadership and resources for safe operations. The Airfield Management Group are engaged with aviation safety management and the oversight of health and safety of operations at the airfield.

The WDC supports and encourages open discussions of safety and reporting. Safety of operations is encompassed in all aspects of Rangiora Airfield. Safety concerns are to be raised with the Airfield Manager and Safety Officer to ensure a timely response to all matters.

Authorised by the Chief Executive of the Waimakariri District Council.

## 3. General information

3.0.1 The Rangiora Airfield is a Non-Certificated Airfield, classified under Civil Aviation Rule Part 139. However, other Civil Aviation Rules and Advisory Circulars are also relevant to the safe operation of all aircraft at the Airfield and the mitigation of hazards affecting Airfield operations.

3.0.2 Rangiora Airfield is situated 3 nautical miles westnorthwest of Rangiora township on Merton Road.

3.0.3 Airfield charts and operational data are available at [aip.net.nz](http://aip.net.nz). Charts are available at Aeronautical Information Shop ([shop.aeropath.aero](http://shop.aeropath.aero))

3.0.4 General airfield information is available at <https://www.waimakariri.govt.nz/community-and-recreation/airfield>

3.0.5 An Airfield Manager and Safety Officer is located onsite five days per week, Monday to Friday, in the Canterbury Aero Club building.

3.0.6 The following Master File airfield limitations and restrictions are in place at Rangiora Airfield, and they are reproduced in the CAANZ AIP pages NZRT AD 2-51.1, AD 2-51.2 and AD 2 51.3. This Master File data is the reference data for the airfield. Any changes made to it must be approved by a WDC person registered with the organisation certified for promulgation of the aviation data in the AIP and this data must be updated with any changes made to it (see next page).

### 3.1 Refuelling

3.1.1 BP avgas, GoFuel avgas, and BP Jet A1 are available on-site.

### 3.2 Parking

3.2.1 Aircraft parking is available to transient users. Parking areas are indicated on the NZRT AIP plate.

### 3.3 Airfield fees

3.3.1 A full fee schedule is available on the Council's website: [waimakariri.govt.nz/services/fees-and-charges/airfield-fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges/airfield-fees-and-charges)

3.3.2 The landing fee schedule is available at: <https://www.waimakariri.govt.nz/community-and-recreation/airfield>

### 3.4 Mandatory Broadcast Zone

3.4.1 Rangiora Airfield is located within the Rangiora Mandatory Broadcast Zone (MBZ). The MBZ is established at NZRT to provide increased protection to aircraft in the uncontrolled airspace, due to the high density of operations that occur.

3.4.2 Pilots are required to broadcast position and intention reports on the airfield frequency (120.2) on entry, when joining the aerodrome traffic circuit, prior to entering a runway, and at regular specified intervals when operating within the MBZ

**NOTE: As an extra safety measure, landing lights or anti-collision lights must be used when fitted.**

3.4.3 Non-radio (NORDO) aircraft must not enter a MBZ unless they have another station, such as another accompanying aircraft, broadcasting the required reports on their behalf.

3.4.4 NZRT MBZ identifier is NZB876 and reporting is required every 5 minutes while in the MBZ. (AIPNZ ENR 5.3 – 13).

3.4.5 The MBZ boundary has an arc radius of 1.5 nautical miles, centred on the airfield.

### 3.5 Airfield inspections

3.5.1 The purpose of the airfield inspection is to ensure that all runways and taxiways are clear of obstacles and fit for use.

3.5.2 Three inspections per week (normally Monday, Wednesday and Friday) will be carried out by the Airfield Manager and Safety Officer, or a WDC designated person.

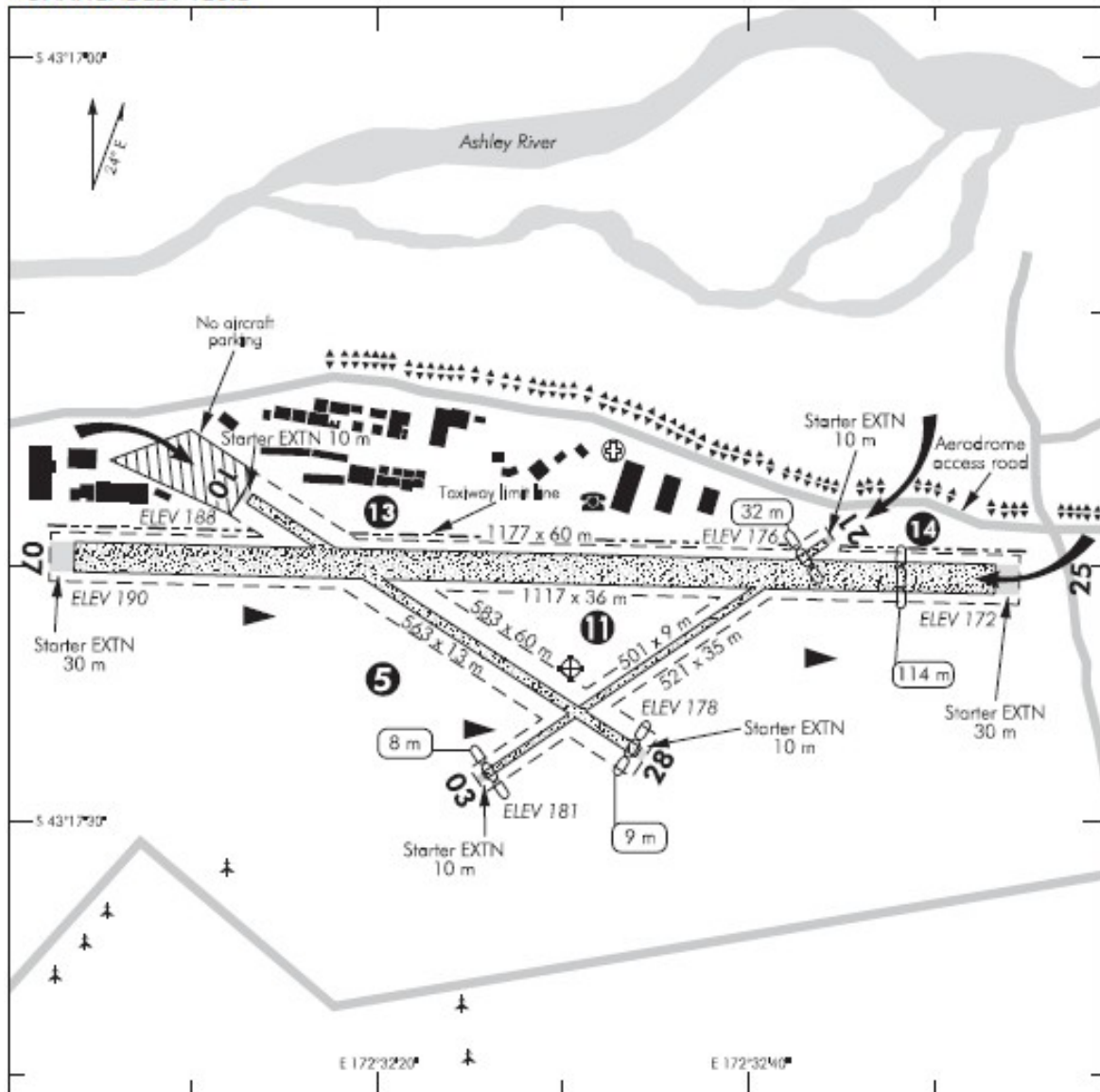
3.5.3 Additional vehicle operations may be carried out at any time on the airfield, by vehicles fitted with VHF radio (tuned to 120.20) and identification lighting. Other vehicles and equipment may operate on the manoeuvring area (all runways and the areas south of the marked taxiway limit line 11m from the northern edge of 07/25) , but they must be accompanied by a person with a VHF radio tuned to 120.20.

ELEV 190

NZRT

UNATTENDED: 120.2

NON-CERTIFICATED

**RANGIORA  
AERODROME (1)**

Changes from 22 APR 21: RWY 04/22 now 03/21, notes changed, all runway configurations updated.

Rangiora AD and surrounding airspace can be very busy, especially weekends, with a wide variety of aircraft performance. Maintain an effective lookout and listen to radio calls for position reports.

1. Circuit direction (all aircraft):
 

|                    |                     |
|--------------------|---------------------|
| RWY 07 — Left hand | RWY 25 — Right hand |
| RWY 03 — Left hand | RWY 21 — Right hand |
| RWY 28 — Left hand | RWY 10 — Right hand |
2. **CAUTION:** Helicopter training involves 180° changes in direction for auto-rotation practice. Helicopters may occupy runway for up to two minutes for some training manoeuvres.
3. Some patches of loose stones on manoeuvring areas.
4. Standard overhead rejoin is strongly recommended at 1700 ft AMSL (1500 ft AGL) before descending on the non-traffic side to 1200 ft AMSL circuit height.
5. Helicopter hover training area.

(continued)

S 43 17 24 E 172 32 30\*

**Effective: 2 OCT 25**

© Civil Aviation Authority

**RANGIORA  
AERODROME (1)**

## RANGIORA AERODROME (2)

6. **CAUTION:** Two private aerodromes lie in close proximity to Rangiora —  
Fernside Fields 1.8 NM to SW (circuit is to the north of the AD)  
Barradale 2.0 NM SSW (circuit is to the south of the AD).
7. Helicopters may join and depart at low level stating position, intended direction of arrival/ departure and altitude. They must give way to established traffic in the circuit to avoid conflict prior to crossing an active runway.
8. No low-level circuits (below 1200 ft AMSL) except for dual training and then only when no more than two aircraft are in the circuit.
9. Aircraft must not enter RWY 10 THR unless for the purposes of taking off.
10. No parachute operations permitted.
11. Triangular area between runways reserved for helicopter auto-rotation training. Keep clear if this area is in use.
12. **CAUTION:** Expect windshear operating off RWY 28 and landing RWY 10.
13. Aircraft parking available by surface cable, south of hangar.
14. Aircraft may taxi north of the marked taxi limit line. This line is marked on the ground by a row of 400 x 400 mm concrete pyramid caps spaced at 30 m intervals.
15. Refer <https://www.waimakariri.govt.nz/community-and-recreation/airfield> for additional flight planning information.

AIP New Zealand

NZRT AD 2 - 52.1

Non-Certificated Aerodrome 3 NM WNW of Rangiora

RANGIORA

OPERATIONAL DATA

NZRT

RWY

| RWY      | SFC | Strength    | Gp     | Slope          | ASDA | Take-off distance |      |      | LDG DIST     |
|----------|-----|-------------|--------|----------------|------|-------------------|------|------|--------------|
|          |     |             |        |                |      | 1:20              | 1:30 | 1:40 |              |
| 03       | Gr  | ESWL<br>820 | 3      | 0.29D          |      | 479+              |      |      | 493          |
| 21       | Gr  | ESWL<br>820 | 3      | 0.29U          |      | 503+              |      |      | 469          |
| 07<br>25 | Gr  | ESWL<br>820 | 8      | 0.46D<br>0.46U |      | 1033*<br>1147*    |      |      | 1117<br>1003 |
| 10<br>10 | Gr  | ESWL<br>820 | 4<br>3 | 0.52D          |      | 564+              |      |      | 563          |
| 28<br>28 | Gr  | ESWL<br>820 | 3<br>4 | 0.52U          |      | 573+              |      |      | 554          |

+ includes 10 m starter extension

\* includes 30 m starter extension

LIGHTING

Nil

FACILITIES

Fuel:

BP Jet A1, Avgas 100, Swipecard.  
GOfuel Avgas 100, via GOfuel Aviation card.

Limited repairs.

SUPPLEMENTARY

Operator:

Waimakariri District Council, Private Bag 1005, Rangiora.  
Tel (03) 313 6136 Fax (03) 313 4432

Available for general use without the permission of the operator.

Landing fees: Payable for all aircraft.

An automatic recording system for monitoring landings is installed.

3.5.4 Unless a runway or taxiway is closed for maintenance and aircraft movements are restricted, vehicles and personnel must give way to aircraft.

3.5.5 Prior to passing the thresholds of any runway, observe the approach path to ensure that no aircraft are on finals to land. Give way to aircraft on approach to land and move the vehicle to a position well outside the OLS fan and runway edge (at least 11m from runway edge). When operating on the manoeuvring area in close proximity to runway edges (no closer than 11m) or thresholds, vehicles should be stationary for aircraft movements so that pilots have certainty about vehicle positions and intentions.

3.5.6 Prior to entering any runway in a vehicle or on foot, monitor the circuit radio traffic to build a picture of aircraft locations and pilot intentions. Before moving onto any runway, a call stating location, intention and runway being accessed shall be made. Monitor aircraft movements and radio transmissions and vacate the runway when aircraft are late downwind to land. Ensure that the vehicle(s) are at least 15m from the runway edge and are not obstructing aircraft movements on taxiways, unless the areas where vehicles are parked are identified, and visual markings and restrictions are in place.

**NOTE:** Not all required radio transmissions are made by pilots, so an active watch is required to detect aircraft that are on approach to land.

3.5.7 Vehicles must not be parked in the OLS fan for any runway unless that runway has been closed by NOTAM, or the need for stopping is associated with airfield inspection and the vehicle can be moved immediately (when necessary to facilitate aircraft movements).

### 3.6 NOTAM

3.6.1 If an airfield safety issue arises or information is required to be promulgated for airfield maintenance activity, or flying activity (such as club, regional or national events), a NOTAM shall be issued. Please contact the AMSO to discuss requirements well in advance of the event taking place.

### 3.7 Maintenance

3.7.1 All general maintenance of the Airfield excluding leased sites and fuelling areas is the responsibility of the Council. If you are contemplating any works on the airfield, please contact the Airfield Manager.

### 3.8 Routine airfield maintenance plan

3.8.1 The Council have a routine maintenance plan for the Rangiora Airfield, this includes:

- Runway mowing
- Runway spraying
- Runway strip delineation spraying
- Runway fertilising
- Runway numbering and windsock base maintenance
- Runway marker board painting
- Broom and other pest weed control
- Pest, animal and bird control
- Spraying around hangars and bollards
- Carpark weed spraying
- Perimeter fence inspection, repair and replacement
- Inspection of signage
- Windsock inspection
- Rolling of the airfield runways and taxiways as necessary.

3.8.2 Any additional maintenance requirements shall be reported to the Council by the RAAG.

NOTAM shall be issued for work in progress affecting aircraft operations.

### 3.9 Annual airfield inspection

3.9.1 An annual airfield inspection shall be carried out by the AMSO.

3.9.2 A report shall be published to the RAAG following the annual airfield inspection, detailing any findings, improvements, issues or concerns.

3.9.3 Any matters that are not going to be remedied by the WDC shall be discussed by the RAAG and any recommendations regarding the outstanding items shall be made to the WDC, through the Airfield Manager and Safety Officer.

### 3.10 Obstacle control

3.10.1 WDC is responsible for ensuring that no obstacles encroach on any runway vectors or runway approaches. Council is required to maintain the location of displaced thresholds (where this is necessary) to manage obstacles that encroach on any runway OLS. This includes, but is not limited to trees, buildings, vehicles, and machinery.

3.10.2 It is the responsibility of the AMSO to monitor obstacles and report to the RAAG and the Council as required.

3.10.3 Tall trees on runway thresholds will be inspected annually to ensure that they do not interfere with runway approach paths. If it is found that trees are interfering with approach path, it is the responsibility of the Council to action this appropriately and as soon as practicable.

3.10.4 Surveys of the OLS shall be completed at regular intervals (no more than five yearly) to ensure that the OLS remain obstacle free, or thresholds are displaced appropriately.

3.10.5 The AMSO is to liaise with airfield neighbours whose land obstacles are on, to either remove those obstacles or adjust the displaced thresholds as necessary to eliminate the risk.

### 3.11 Airfield security

#### Main airfield road automatic gate

3.11.1 There is an automatic gate located at the entry point of the Rangiora Airfield. The gate opens automatically at 5am and closes at 8 pm (10pm during daylight saving time).

Any persons wishing to access the airfield outside of these hours should contact the AMSO for access information, noting that access will be granted only for aviation purposes and demonstrated necessity to do so.

#### Automated airfield access gates

3.11.2 Two of the central area access gates have been automated and require a proximity card to operate. Contact the AMSO for access information, noting that access will be granted only for aviation purposes and/or demonstrated necessity to do so.

#### Manual gates and chains

3.11.3 Access onto the manoeuvring areas of the airfield is via a number of manually opened and closed, locked access points. Please use the gate that is closest to your destination on the airfield. If you open an access point to allow your vehicle onto the airfield, please ensure that you shut the access point behind you.

3.11.4 Do not allow access to any other person/vehicle unless you have knowledge that they are a legitimate airfield user. Failure to close and lock an access point behind you, may result in the loss of the access point.

3.11.5 Airfield users are asked not to pass on lock combinations as this widens the risk of unauthorised access and compromised security for both the airfield and user assets.

### Vehicles

3.11.6 Only essential vehicles for aviation related duties (e.g. commercial operators, deliveries and/or hangar owners) may operate on the airfield. Please ensure vehicle speeds are kept to a fast-walking pace around aircraft and no more than 20 kph on other areas. **Aircraft have right of way at all times.**

#### People safety

3.11.7 Rangiora Airfield users are responsible for the safety of their visitors. Children must be supervised at all times while on the airfield.

#### People and vehicle access to the manoeuvring area

3.11.8 See Appendix 2 for a map of the airfield showing the boundaries of the manoeuvring area. Any movements beyond this line require personnel to wear a high visibility vest and have, or be accompanied by a person having, a VHF radio tuned to 120.20.

3.11.9 Vehicles must at least have hazard lights on and have VHF communications on 120.20 or be accompanying by another vehicle with VHF 120.20 communications.

#### **UNDER NO CIRCUMSTANCES ARE PEOPLE OR VEHICLES PERMITTED ON THE MANOEUVRING AREA WITHOUT VHF COMMUNICATIONS ON 120.20, OR ACCOMPANIED BY A PERSON OR VEHICLE WITH VHF 120.20 COMMUNICATIONS.**

#### Dogs

3.11.10 Dogs must be under control, on a lead, at all times while at the airfield.

### 3.12 Unmanned Aerial Vehicle Operations Within 4 km of NZRT

3.12.1 Drone operations at and in the vicinity of Rangiora Airfield, are subject to regulatory requirements to effectively manage the safety of manned aircraft operations within 4 km of the airfield.

3.12.2 Drone operators must adhere to Civil Aviation Authority of New Zealand (CAANZ) rules (Parts 101 and 102).

3.12.3 Operators, who typically fly drones for recreational purposes, must obtain permission from the Council, if operating within 4km of the airfield, and ensure their drone remains within visual line of sight and below 400ft AGL. The Council may agree with the flight proposal or

require modification to the proposed flight for that agreement to be obtained.

3.12.4 Operators, who conduct commercial drone activities, require operator certification from CAANZ. This certification allows Part 102 operators to undertake operations within 4km of Rangiora Airfield, however, they must coordinate with the Council to avoid conflicts with manned aircraft operations.

3.12.5 All drone operators are encouraged to use the Airways Corporation of New Zealand AirShare platform to issue a Notice to Airmen (NOTAM) for any planned flights within 4km of Rangiora Airfield. The Council may issue a NOTAM as the airfield owner and operator.

3.12.6 The AirShare system facilitates communication between drone pilots, NZRT operator (the Council) and other airspace users, to provide a centralised platform for coordinating information regarding airspace use. This ensures that all airspace users have the opportunity to be aware of drone activities, enhancing overall airspace safety.

3.12.7 By following these procedures, drone operators contribute to safer airspace around Rangiora Airfield.

### **3.13 Vehicles on the Airfield (refer to map top of next page)**

3.13.1 Vehicles may access the airfield for authorised purposes. These purposes are limited to:

1. Access to hangars and parked aircraft to unload or load heavy or bulky items or equipment
2. Participate in Council approved events.
3. Provide technical support to airfield businesses and aircraft
4. Undertake construction activities approved by the AMSO
5. Allow charging of electric vehicles
6. Access fuel pumps
7. Other activities approved by the AMSO

3.13.2 When ground conditions are wet and the surface is soft, vehicles are not permitted on the operational area unless for the purposes of loading or unloading heavy or bulky equipment. Use car parks instead. Should access be required for other purposes, contact the AMSO to arrange access and route planning to minimise damage to the grass surface.

3.13.3 Vehicle access may be restricted or prevented should surface conditions require constraining access.

3.13.4 Vehicle speed within 15m of aircraft or pedestrians, must be no more than walking pace and at other times, no speed more than 20km/h.

3.13.5 Vehicles are not permitted south of a line 25m north of the 07/25 runway strip edge, nor onto the northern end of RWY 10/28 (see image below) unless escorted or authorised by the AMSO (or delegate) or approved as part of a Safety Management Plan by the AMSO, for an airfield event. Vehicles so approved must have an air band VHF (transmit and receive) tuned to the airfield frequency (120.20) and drivers must be familiar with airfield operations (e.g. lookout, giving way to aircraft, making radio transmissions when crossing runways and calling clear of any runway crossed). Drivers and passengers must wear high visibility vests or jackets.

### **3.14 Dogs on Airfield**

3.14.1 Dogs are not permitted on the airfield unless for the purposes of going to or from buildings on the airfield (to/from the airfield road and car parks) or loading or unloading from a parked aircraft.

3.14.2 Dogs must be on a leash, and the leash is held by the person escorting the dog, or the dog is restrained while in an open hangar.

## **4. Safety goals and objectives**

### **4.1 Vision**

4.1.1 The WDC places high value on the significance of Rangiora Airfield, as a recreational hub and a strategic asset in terms of its availability and ease of access for emergency response, particularly to natural disasters.

4.1.2 Council's vision for the airfield is a vibrant, thriving, well maintained and safe facility that effectively and efficiently supports community, region and national requirements.

### **4.2 Safety goals**

4.2.1 The Chief Executive has determined that the airfield should focus on safety of circuit operations and runway and taxiway condition. In support of these goals the following objectives have been agreed:



## Goal 1—Safety of circuit operations

### Objective 1

The AMSO is to establish an Airfield Safety Team responsible for assessing incidents and accidents and the safety of airfield operations, recommend training opportunities, guidance, and action items and initiatives for the Council (through the Chief Executive) to consider and implement/support.

### Objective 2

The Airfield Safety Team are to engage with the CAANZ Work Together, Stay Apart programme and other initiatives and information to support safety of operations at NZRT, including published training and guidance information, seminars and other educational opportunities for airfield users.

## Goal 2—Runway and Taxiway condition enhancement

### Objective 1

Develop a programme of remediation for the rough taxiway surface.

### Objective 2

Develop a programme that supports the increased fertility of the airfield, runways and taxiways in particular.

### Objective 3

Remedy the flooding of taxiways, so as to prevent water pooling and the establishment of muddy, potholed grass surfaces.

4.2.2 These goals and objectives will be reviewed 6-monthly and new objectives developed and promulgated at the completion of the stated objective(s).

## 4.3 Safety accountabilities

4.3.1 The WDC General Manager Community and Recreation (Airfield CE) is responsible for the safe and funded operation of Rangiora Airfield that complies with relevant Part 139 rules and standard practices and has the authority to make decisions on behalf of the Council.

4.3.2 The Airfield CE is responsible for ensuring that a system of safety management is in place that:

- Represents the complexity of operations at Rangiora Airfield
- Ensures that the safety system is reviewed regularly and is subject to continuous improvement by addressing safety issues, managing identified hazards and risks and responding to accidents and incidents.
- Ensuring that the operation of the airfield is undertaken in accordance with the policies, procedures and processes that are defined by the Council, for the airfield.
- Providing guidance and leadership to the AMSO
- Represents Council at various forums associated with the airfield operations, which may include the RAAG and the Civil Aviation Authority.

4.3.3 The Manager Strategic and Special Projects Manager is responsible for:

- Supporting the AMSO in the financial operation and operational decision making for the airfield
- Supporting the delivery of complex projects being undertaken at the airfield

- Attending the RAAG meetings
- Providing administrative support to the RAAG and other initiatives (such as educational or training opportunities) where they relate to the safety goals and objectives identified for the airfield.

#### 4.3.4 The AMSO is responsible for:

- Day-of-operations at the airfield that comply with the relevant rules in Part 139
- Leading the Airfield Safety Team
- Attending RAAG meetings
- Building relationships and working with users at the airfield
- The system for safety management and managing the Safety Management Manual and suite of supporting documents and updating as required.

## 4.4 Coordinated emergency response

4.4.1 Airfield response to emergencies at the airfield by emergency services occurs as a consequence of a 111 call.

If an event has occurred on the airfield that requires an emergency services response and a 111 call has not been made, the AMSO or nominated person is to make a 111 call, indicating the response required and provide details as they are known at the time.

4.4.2 The following events are likely to trigger a 111 call:

- An aircraft accident on, or close to, the airfield that requires emergency services to attend (e.g. injury/death, fire)
- Building or vegetation fire at or close to the airfield
- A safety or security risk or threat to airfield operations
- Threat of, or actual significant flooding.

4.4.3 In the event that an airfield emergency occurs, the AMSO (or nominated person) shall notify and provide details of the event, and any assistance required, to the:

- General Manager Community and Recreation
- Strategic and Special Projects Manager
- Community Greenspace Manager
- Council's Customer Services Team

- Communications and Engagement Manager
- Health, Safety and Wellbeing Manager.

4.4.4 If an aircraft accident occurs that involves injury or fatality, a NOTAM shall be issued closing either the airfield, or nominated runways affected by the incident, with an estimated time of expiry.

NOTAM can be issued either on the Airways Originators website [ifis.airways.co.nz/](https://ifis.airways.co.nz/) or by phone (03 358 1688).

The NOTAM shall include:

1. Airfield location — Rangiora Airfield
2. Authorising personnel (see below for approved people)
3. Contact person
4. Contact telephone number
5. Location — NZRT
6. Valid From Time (in local time) — the time that the NOTAM is effective from i.e. now
7. Valid To Time (in local time) — the best estimate as to when the NOTAM will expire

**NOTE:** The NOTAM can be extended or cancelled as required.

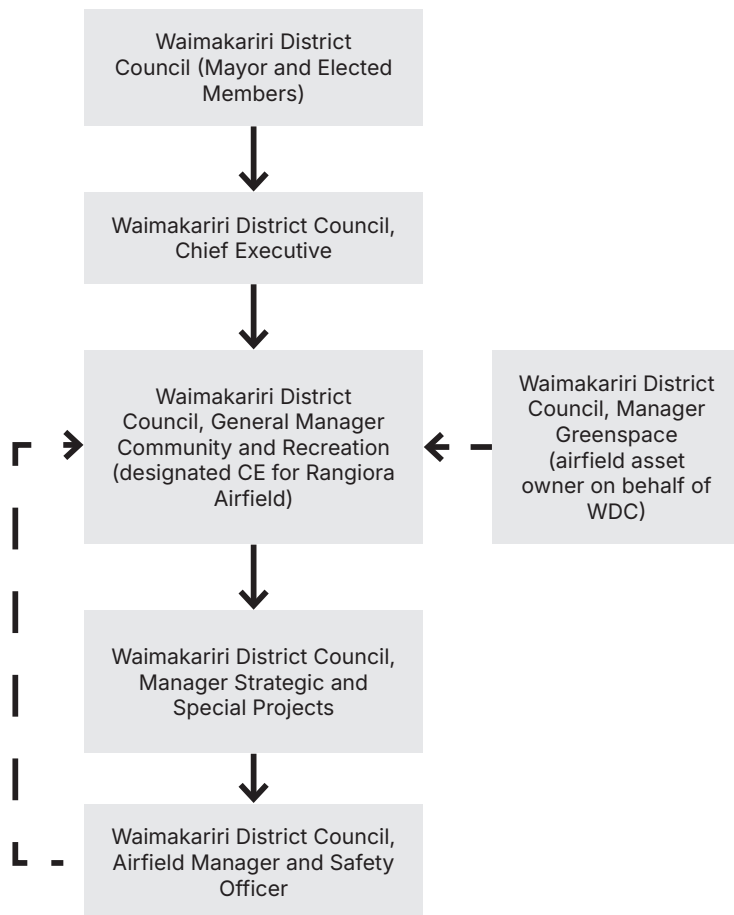
**NOTE:** The NOTAM Office requires either a fax or email contact for the person issuing the NOTAM, so that the details of the issued NOTAM can be checked for accuracy and that it reflects the intent of the person issuing the NOTAM. If the NOTAM information is not correct in any way, the person issuing the NOTAM must contact the NOTAM Office to correct any errors or inaccuracies.

4.4.6 NOTAM may be issued by a nominated person only. They are:

1. AMSO
2. Community Greenspace Manager, Grant MacLeod
3. Steve Noad
4. NZ police may ask for a NOTAM to be issued for airspace restrictions

4.4.7 The AMSO (or nominated person) shall retain overall responsibility for airfield operations until relieved by Fire and Emergency NZ, NZ Police, or a senior Council Officer. When relieved, the AMSO (or nominated person) shall remain in support of the Scene Commander or senior Council Officer.

## Organisation Chart



4.4.8 When an airfield emergency response is required, the AMSO is responsible for coordinating an incident review with the responding emergency services. The review should include at least:

1. Effectiveness of communications
2. Procedures review and recommendations for improvement
3. Equipment used and performance
4. Airfield access management
5. Media management
6. Any other matters raised by participants.

4.4.9 See Emergency Response Plan (Section 8)

## 4.5 Testing for emergency responses

4.5.1 The AMSO shall facilitate a test of the coordinated emergency response to the airfield once every two years.

## 4.6 Documentation management

4.6.1 The Rangiora Airfield Safety Management System documentation consists of:

- a. Safety Management Manual
- b. Memorandum of Understanding—Airfield Operations and Surrounding Area Considerations
- c. Risk Management Framework (current version)
- d. Inspection forms
- e. Rangiora Airfield Advisory Group Terms of Reference
- f. Rangiora Airfield Safety Team Terms of Reference
- g. Health, Safety and Wellbeing Policy
- h. Health, Safety and Risk Management Framework

4.6.2 The Safety Management Manual and supporting documents are approved by the Council's Chief Executive

This Manual and supporting documentation is administered and amended by the AMSO, with approval required by the General Manager Community and Recreation. The documentation is maintained in the Council's Quality Document system.

4.6.3 A specific Airfield Inspection Form is utilised to track the completion of airfield inspections and record details and outcomes of the inspections, so that actions can be completed.

Action requests are made through the Customer Services email [office@wmk.govt.nz](mailto:office@wmk.govt.nz) or by phone 0800 965 468.

4.6.4 The hazards and risks associated with the operation of the airfield are tracked in the Council's Risk Register and these risks are tracked monthly by the Council's Audit and Risk Committee. New hazards and risks are reported through the Health, Safety and Wellbeing Manager and managed in the Council health and safety system.

4.6.5 Master copies of Safety Management System documentation are retained in the Council's document management system (TRIM). Amendment to the Safety Management System documentation is undertaken through the Council's Quality Management System.

# 5. Safety and risk management

## 5.1 Purpose

5.1.1 The objective of a Safety Management and Reporting System is to identify health and safety hazards and risks, to prevent occurrences, incidents or accidents, and to manage those hazards and risks that may impact Council, the public, and Rangiora Airfield Users.

5.1.2 It is the expectation of the Council that all occurrences, incidents, accidents, concerns or suggested improvements are reported to the Safety Officer, using a suitable method. This information will be processed and stored in a Council electronic database.

## 5.2 Introduction

5.2.1 Risk Management is an enabling function that adds value to the activities of the Waimakariri District Council (WDC) by increasing the probability of success in achieving our strategic objectives.

5.2.2 Risk management involves identifying, assessing, managing, monitoring and reviewing risks by applying a defined process in a consistent and coordinated way.

5.2.3 WDC's risk management approach is set out in its Risk Management Framework (QD QS Guide 002) and involves the systematic application of risk best practice.

5.2.4 The risk management framework is the overarching view that provides the foundation and organisational arrangements for implementing and continually improving the management of risk for the Council.

## 5.3 Commitment to risk management

5.3.1 All activities of WDC involve risks so management of risk is an integral part of what we do. WDC is committed to integrating risk management into its culture, planning and strategic decision-making processes, business operations, projects and service delivery.

5.3.2 The Chief Executive and Management Team lead this commitment by:

- Endorsing and implementing the Risk Management Framework and Policy and ensuring that these are updated to remain relevant

- Understanding the value added by risk management and communicating this to staff and stakeholders
- Aligning risk management activities with the achievement of organisational objectives
- Assigning accountabilities and responsibilities for risk management at appropriate levels within the organisation
- Creating and supporting an organisational culture which encourages transparent identification and open discussion of risks
- Monitoring the effectiveness of the risk management system and ensuring actions are taken to continually improve it.

5.3.3 This commitment is expected to be mirrored by management and staff at all levels, and airfield users are requested to utilise similar risk management principles in their activities on and around the airfield.

## 5.4 Health and safety responsibilities

### 5.4.1 Airfield users are responsible for:

- Complying with all the applicable provisions of the Civil Aviation Act 2023 and amendments, NZCAA legislation and rules and procedures
- Reporting hazards and risks
- Following instructions from Council regarding Rangiora Airfield hazards and risks
- Co-operating with Council in the monitoring of Rangiora Airfield risks
- Reporting accidents, incidents, occurrences, improvements and injuries to the Council, through the AMSO
- Complying with all Council health and safety policies and procedures as they relate to airfield operations
- If an airfield user is a lease holder, complying with all lease terms and conditions and ensuring that any Council approved sub-lessees and renters are aware of and comply with the lease terms and conditions.

### 5.4.2 Council is responsible for:

- Complying with all the applicable provisions of the Civil Aviation Act 2023 and amendments, NZCAA legislation and rules and procedures
- Recording reported hazards and risks, methodically assessing them and putting in place suitable and effective controls

- Maintaining and publishing a Rangiora Airfield Hazard and Risk Register
- Working with airfield users to eliminate or minimise risk
- Promoting Rangiora Airfield health and safety related matters to all Rangiora Airfield users.

## 5.5 Risk management approach

5.5.1 WDC's risk management approach is based on, and consistent with, international best practice standard AS/NZS ISO 31000: 2018 Risk Management – Guidelines.

5.5.2 Risks will be:

- Recorded in the Risk Register database
- Assigned an owner responsible for managing and monitoring the risk
- Analysed and evaluated according to the Risk Assessment Criteria
- Prioritised according to the Risk Rating Matrix
- Reviewed on a regular basis
- Reported/escalated to the Management Team as required
- Discussed with the RAAG membership when required.

5.5.3 The Rangiora Airfield risk/hazard register is attached in Appendix 3.

5.5.4 CAANZ Part 100, Safety Management, requires that hazards to aviation safety are identified, and associated risks are managed. Aviation Safety Risk Management is often based on the concept of ALARP or 'as low as reasonably practicable'.

### The ALARP principle

**'Figure 1: Schematic diagram illustrating the ALARP principle' needs to be added to the schematic on page 15 under 'Lower tolerability limit 5.5.4**

5.5.5 There is wide acceptance that not all risk can be eliminated. For a risk to be ALARP, it must be possible to demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained. The ALARP principle arises from the fact that infinite time, effort and money could be spent in the attempt of reducing a risk to zero.

## 5.6 Risk management process

5.6.1 WDC's risk management process is outlined in Figure 1 Hazard/Risk Identification and Control Flowchart.

5.6.2 The risk management process creates an enhanced environment for decision-making through better understanding of the threats and opportunities that face the organisation.





## 5.7 Risk reporting and review

5.7.1 The purpose of risk reporting is to create awareness of key risks, improve accountability for the management of risk and the timely completion of treatment plans.

5.7.2 Hazards and risks are reported to the AMSO, or a member of the RAAG to the AMSO, who enters the information into the WDC hazard and risk reporting data base (Assura), where the necessary investigation, action development and tracking is undertaken. Risks for the airfield are reported to WDC Audit and Risk Committee and reviewed by the airfield management team.

## 5.8 Public protection

5.8.1 Rangiora Airfield is not a security designated airfield; however, requirements exist to provide safeguards and protection to prevent animals interfering with movements on the aerodrome, deterrence of unauthorised entry of persons and vehicles and reasonable protection of persons or property from aircraft operations. The WDC achieves these outcomes by:

- a. Having fencing and controlled gates around the designated operational area that meet the requirements of the Civil Aviation Security Programme (CASP) for non-security designated airfields to keep animals out of the airfield and to provide a visible physical barrier to unintentional unauthorised entry by members of the public.

- b. Providing a main security gate and cameras capable of live streaming and recording of images at the road entrance to the airfield.

- c. Provisions of signs at specified intervals on the system of fences and gates that meet the specifications described in the aviation security CASP.

- d. Access agreements with nearby Airpark users.

Figure 1: Schematic diagram

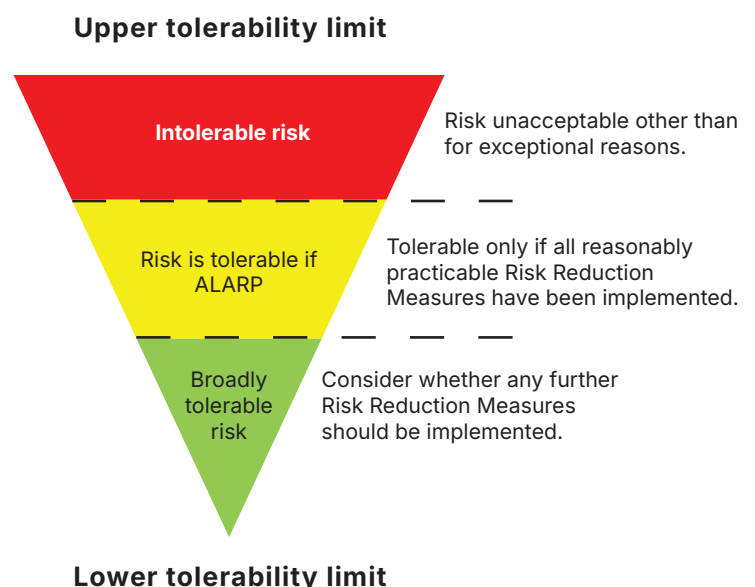
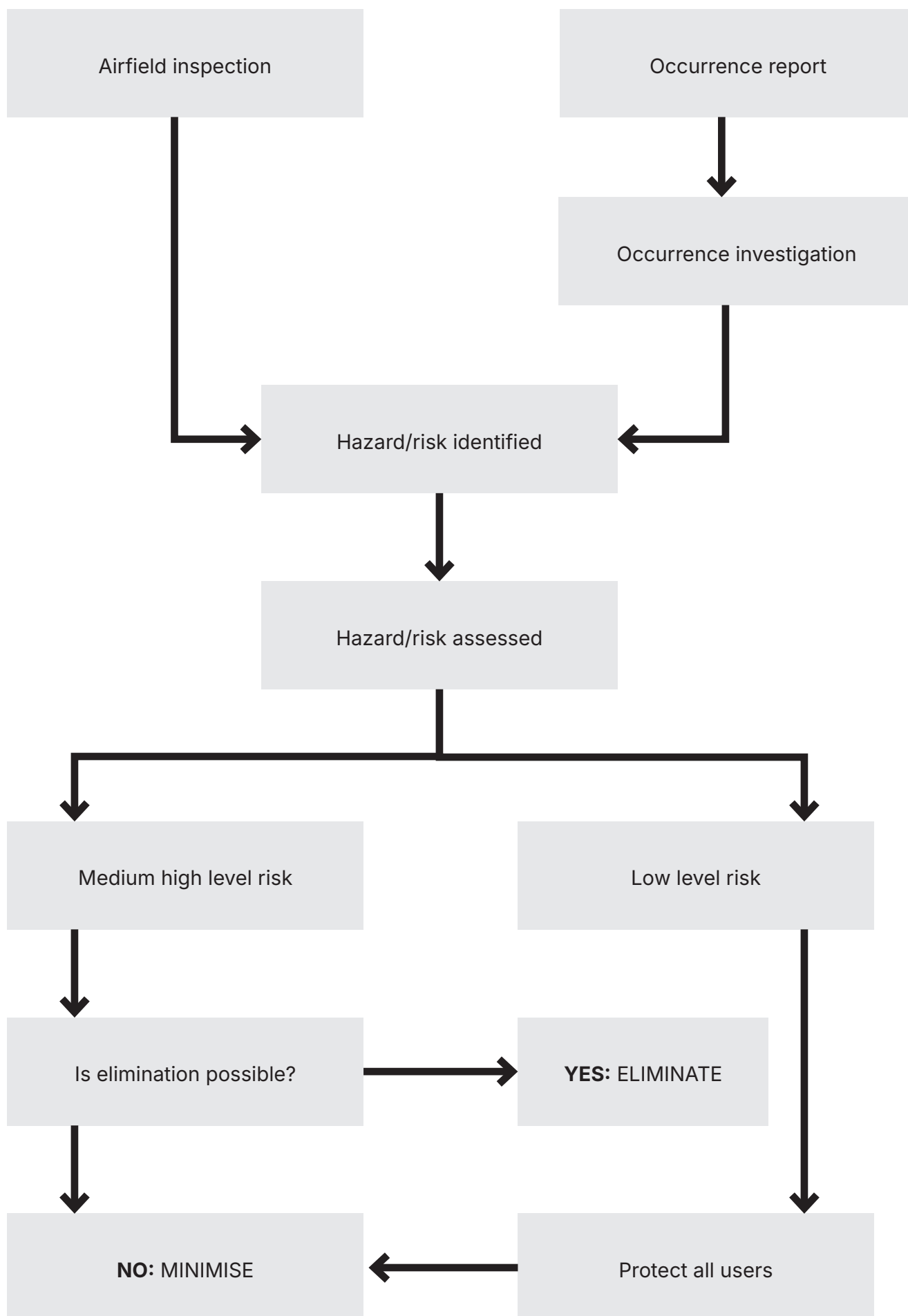


Figure 1: Rangiora Airfield Hazard/Risk Identification and Control Flowchart



## 6. Safety assurance

### 6.1 Internal Audit

6.1.1 Internal audit will be undertaken by the Councils Quality and Risk Team, annually.

The audit will cover a representative sample of activities prescribed in the suite of manuals developed for the safety management and operation of the airfield. This includes:

- The Rangiora Airfield Safety Management Manual
- The Airfield Memorandum of Understanding and Fly Neighbourly Document
- The Airfield Operations Manual.

6.1.2 Output from the audit will be a report and findings to the Airfield CE.

6.1.3 The Airfield CE will be responsible for ensuring that agreed (with the auditor) corrective actions are completed.

### 6.2 Safety investigation - general

6.2.1 The purpose of a safety investigation is to facilitate safety enhancement of the operating environment at Rangiora Airfield by:

- Identifying contributing or causal factors
- Identifying and implementing the necessary corrective action(s)
- Identifying and implementing controls necessary to avoid a repetition of the occurrence.

6.2.2 The three elements above will assist the Council in contributing to the industry-wide safety campaign to reduce the likelihood of mid-air accidents and the number of near collision and air proximity events within the circuit at unattended aerodromes, as well as other safety initiatives associated with operations at Rangiora Airfield.

6.2.3 Council will utilise the expertise of the Airfield Manager and Safety Officer, the Airfield Advisory Group and the Safety Team to undertake and assess events that occur on the airfield or in the circuit. The investigation(s) that take place are independent of any other investigation and information obtained by the investigation team is retained for airfield safety enhancement.

6.2.4 Obligations of reporting of events to regulatory authorities resides with the pilot

responsible for the flight, however, for serious breaches of safety rules that may endanger people or property, the Council reserves the right to report those events to the appropriate authority.

6.2.5 The safety investigation process is not to be undertaken to apportion blame. It is to be undertaken to reflect a consistent, fair, and transparent approach, using industry best practice in terms of Just Culture. However, where repetitive unsafe behavior that may endanger people or property, or intentional unsafe behaviour that may endanger people or property is identified, Council may take action (within its powers to do so), to control access to the airfield.

6.2.6 Just Culture is a culture in which operators and others are not punished for actions, omissions or decisions taken by them which are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated. Recommendations to undertake this action will be from independent sources, based on the outcome of any investigations.

6.2.7 The reporting of occurrences, incidents, accidents, hazards and improvements in line with the just culture policy contributes an essential source of data for the implementation of hazard and risk awareness, analysis and management.

6.2.8 Please report any risks, hazards, incidents, accidents and improvements to a RAAG member of the Airfield Manager or Safety Officer at: Personal details will be kept confidential in all reporting.

### 6.3 Effective safety investigation steps

6.3.1 To ensure a standardised approach to safety investigation, the following steps will be undertaken:

- a. An investigator shall be appointed to coordinate the investigation.
- b. Gather evidence and factual information.
- c. Interpret the facts (which may involve engagement of other expertise). CAANZ AC12-2 provides guidance in this area and is to be used as part of the assessment process.
- d. Develop conclusions and recommendations, with focus on airfield system-wide learning.

- e. Produce a report (with complexity of the report defined by the significance of the event investigated) containing (as appropriate):
  - A synopsis — administration details and a brief description of the circumstances
  - Factual information — established as such, not opinion or conjecture, documents the event timeline
  - Analysis — provides a logical framework that ties the facts together and identifies any missing information; supports the conclusions and recommendations
  - Conclusions— lists findings(chronological sequence of events) and identifies causes– focus on the airfield system-wide learning, rather than pinpointing individual failings
  - Recommendations—proposed safety related improvements attainable by implementation.
- f. Distributing and presenting the safety investigation report to individuals and organisations operating at the airfield.
- g. Monitoring safety investigation outcomes— once the report has been promulgated, the actions resulting from the findings and recommendations are to be monitored by the Airfield Manager and Safety Officer, with review at the Airfield Safety Team.

## 6.4 Occurrence reporting to Council

6.4.1 All reportable occurrences, incidents, accidents, improvements or identified threats, risks or hazards, are to be reported to the Airfield Manager and Safety Officer as soon as practicable to [airfield.rangiora@wmk.govt.nz](mailto:airfield.rangiora@wmk.govt.nz), or by liaising with the Airfield Manager and Safety Officer to complete the required documentation.

## 6.5 Notifiable incident involving aircraft

6.5.1 Incident means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation.

6.5.2 In accordance with the Civil Aviation Act 2023 the pilot-in-command of any aircraft that is involved in an accident or incident shall notify the accident to the Authority.

## 6.6 Other notifiable incidents

6.6.1 Other notifiable incidents include, but are not limited to:

- Spillage/leak of a substance
- Escape of gas or pressurised substance
- Implosion/explosion
- Building damage
- Electric shock
- Injury requiring medical attention
- Any occurrence that could result in harm.



## 6.7 Occurrence reporting – CAANZ

6.7.1 For an aerodrome incident the following information is required to be reported (check currency of the following information required in the incident report, in Part 12 Appendix A(g)):

1. Date and time of the incident:
2. Brief description of events:
3. Name of the aerodrome:
4. Description and the location of the reported defect or obstruction:
5. Name, organisation, and contact details of the person notifying the incident.

See the following publications:

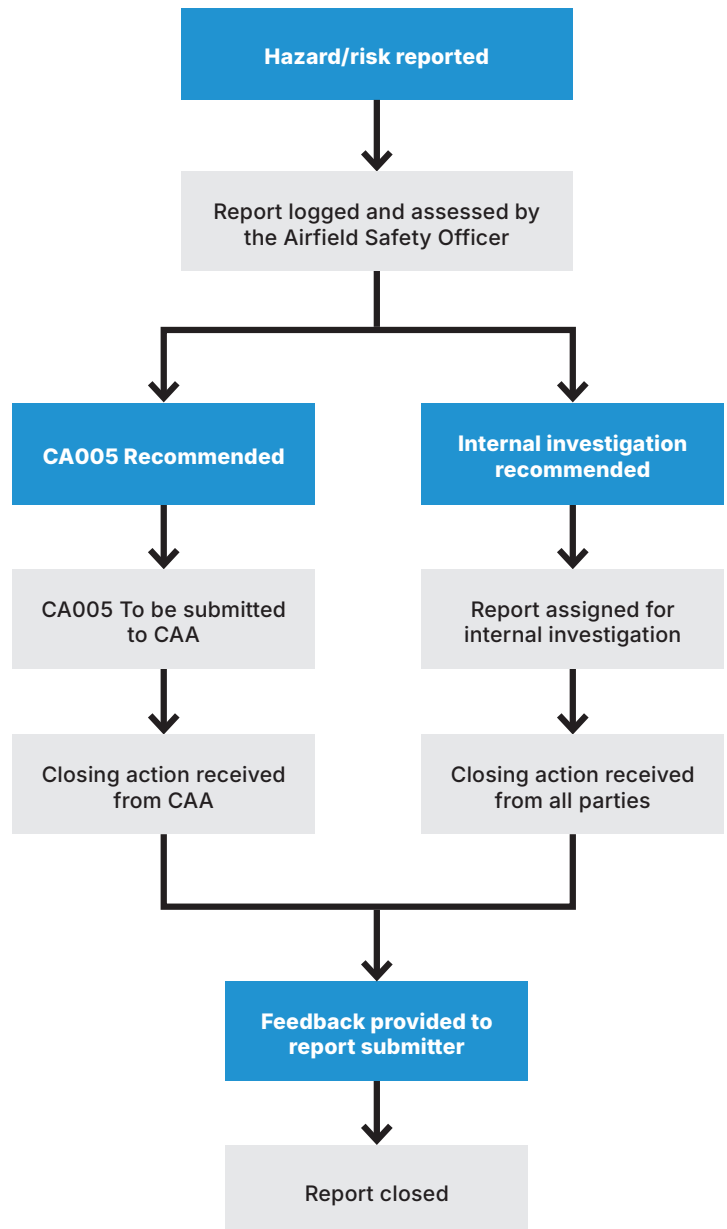
- AC12-1 Notification of Accidents and Incidents available at [aviation.govt.nz](http://aviation.govt.nz)
- CAA Good Aviation Publication
  - i. How to Deal with an Aircraft Accident Scene [aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf](http://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf)
  - ii. How to report occurrences [aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf](http://aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf)

6.7.2 Occurrence Reports to the CAANZ shall be made via the CAANZ website electronic reporting form, found on the 'Safety' page, under 'Report and Occurrence'.

6.7.3 The follow-up report to the initial Occurrence Report shall be provided to the CAANZ no later than 90 days after the incident.

6.7.4 The follow-up report shall include details of any actions taken by the WDC to prevent recurrence of a similar incident.

## 6.8 Reporting process



## 7. Continuous improvement

### 7.1 Management review

7.1.1 The airfield operations are reviewed weekly at a management review meeting, attended by the General Manager Community and Recreation, the Strategic and Special Projects Manager and the Airfield Manager and Safety Officer.

7.1.2 Records are maintained for this meeting. The review assesses:

- Performance against safety objectives
- Trends identified by the Safety Team
- Significant occurrences, outcomes and action effectiveness.

7.1.3 Operational matters pertaining to the airfield are reviewed at the Rangiora Airfield Advisory Group meeting, held monthly. The Group is made up of a cross-section of airfield users and appointments by Council. There is also Councillor representation at the meetings. These meetings are structured, have Terms of Reference and have an agenda. Minutes are recorded and published on the Council's website, one month in arrears. The RAAG undertakes review of:

- Occurrence reports
- Identified hazards/risks
- Suggested improvements
- Any other matters affecting the operation of the Airfield.

7.1.4 Any identifiable trends are discussed, and action plans decided upon at these meetings. External parties may be invited to attend to discuss particular areas of interest, e.g. CAANZ.

7.1.5 Updates on airfield tasks, projects and operations are provided quarterly to Council elected representatives, at the Community and Recreation meetings.

7.1.6 The Airfield Safety Team is a subset of the RAAG and meets to discuss incidents and operational safety matters impacting or affecting the airfield. The Safety Team is a structured group representing Council, airfield operators and users, and senior instructors.

7.1.7 The meetings have a set agenda and minutes are recorded. The purpose of the Team is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace, by:

- Assessments of occurrences and developing actions to prevent reoccurrence
- Assessing safety culture and behaviours
- Reviewing the effectiveness of the Safety Manual as part of the occurrence assessment process.

### 7.2 Internal audit

7.2.1 The Council's Health, Safety and Wellbeing team provides oversight of airfield operations and reviews the activities on the airfield in terms of operational meetings, actions and occurrences.

## 8. Safety promotion

### 8.1 Safety training and competency

8.1.1 Council requires that personnel involved or engaged with the safety functions of airfield operations are competent with respect to the Airfield Safety Management System. The significant elements of competency are:

- **Observable behaviours** - that engage with and support the safety imperatives associated with airfield operations
- **Knowledge** - enabling the application of skills and attitudes and to recall facts, identify concepts, apply rules, procedures or principles
- **Skill** - the ability to perform an activity or action
- **Attitude** - a persistent mental state or set of behaviours that influences personal choice.

8.1.2 Training shall be delivered to Councillors and senior management regarding:

- Safety oversight and governance
- Sustainment of and engagement with the safety management system
- Risk management practices
- Communication of safety information.

8.1.3 Applicants for the Airfield Manager and Safety Officer shall be assessed prior to appointment for appropriate skills, qualifications and experience and shall be trained (by a suitably experienced and qualified person acceptable to the Airfield CE) in the active management and implementation of the system for safety management and airfield operations. Candidates shall be assessed against the requirements for the role, in accordance with the AMSO Position Description.

8.1.4 Annual assessment for the AMSO shall be undertaken by the Manager Strategic and Special Projects and a training plan developed, funded and monitored by the Manager Strategic and Special Projects.

## 8.2 Communication and promotion

8.2.1 Council recognises that it has a key responsibility to promulgate safety information and safety-critical information to airfield users and within Council operating divisions that engage with and are responsible for certain airfield operational elements (such as risk reporting, control and documenting).

8.2.2 Council shall provide to airfield users safety information relating to:

- Safety performance
- Risk information (including controls and corrective actions)
- Identified hazards (by NOTAM when required)
- Feedback on reports received
- Changes to the management of safety at the airfield.

8.2.3 Forms of communication and promotion shall include (but not be limited to):

- Minutes from the RAAG and Safety Team available on Council's website
- Quarterly (or more frequently if required) Airfield Newsletter
- Group emails to airfield users
- NOTAM
- Signage
- Safety Forums and events.

8.2.4 The safety information to be promulgated shall be assessed by the Airfield Manager to ensure that the information is promulgated using the most appropriate mechanism and to the audience that needs to be made aware of the information (to include contractors as necessary).

8.2.5 Council shall provide safety information to airfield users in a timely manner.

# 9. Emergency response plan

## 9.1 Fire

### Building Fire

9.1.1 It is the responsibility of each occupier at the Rangiora Airfield to have an individual site evacuation and/or fire emergency response plan.

### General fire information

9.1.2 If you discover a fire:

- **Phone the New Zealand Fire Service on 111**
- Activate any available red alarm fire box (if applicable).

9.1.3 On the continuous sounding of a fire alarm, or sight of flames, vacate the building via the closest or most suitable exit. Assemble at the designated assembly point.

9.1.4 A tractor is available for use in an emergency located as indicated on the chart below. Follow the instructions for starting and use of fire equipment.

The front-end loader may be used where required for emergency recovery of aircraft. Only those people trained on the equipment may operate the tractor and fire pump/hose.

## 9.2 Fuel spill

1. If the fuel spill involves the use of the refuelling nozzle, use the emergency shut off valve located next to the fuel pump.
2. If fuel spillage involves a large fuel tank, ensure tap(s) are closed. Contain spill and prevent further leakage using appropriate absorbent material found in the spill kit located at the fuel pumps.
3. Keep spill area clear of people.
4. If aircraft are involved or in the vicinity of a fuel spill, if it is safe to do so, push the aircraft away from the spill area. **DO NOT attempt to start the aircraft in the vicinity of a fuel spill.**

**If at any time you feel that your safety would be compromised, do not attempt to clean up or contain the spill. Contact the Emergency Services.**

## 9.3 Chemical spillage

1. Safety – move away from the spill area. Consider your own safety and those around you.
2. Raise the alarm – make others aware of the incident by loudly advising them.
3. Isolate the area, close doors, turn off ignition sources.

4. Assess the spill – is it minor (less than 5L) or major?
5. Minor spill – respond to the spill by using the spill kit located at the Z Energy pump including the appropriate PPE, to contain and clean up the spill.
6. Place clean up material in the rubbish bags from the spill kit and contact the Local Authority for disposal advice.
7. Decontaminate clothes, equipment, shower and wash.
8. Major spill – Contact Emergency Services.
9. Complete an Occurrence Report Form and submit it to the Airfield Manager and Safety Officer.

**If at any time you feel that your safety, or the safety of others would be compromised, do not attempt to clean up or contain the spill. Contact Emergency Services.**

#### 9.4 Accident involving aircraft

**Contact Emergency Services.**

9.4.1 If able to assist with the immediate rescue of persons or livestock, do so with care. Be mindful that an accident site is a hazardous area and only those personnel who have received appropriate training and are authorized to enter an accident site should be there.

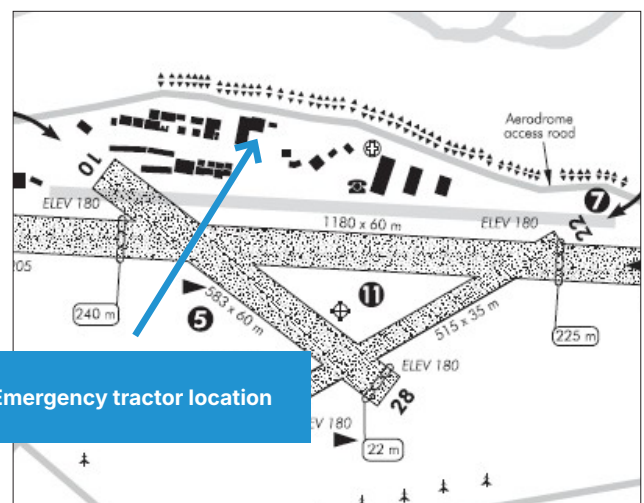
9.4.2 Be aware that aircraft may continue to use the airfield unless a NOTAM is issued. NOTAM may be issued by authorised individuals only:

1. Airfield Manager and Safety Officer, Owen Stewart (Waimakariri District Council)
2. Deputised Personnel, Steve Noad (Aircraft Logistics)
3. Community Greenspace Manager Grant MacLeod (Waimakariri District Council)

9.4.3 Further information can be found at: [aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf](https://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf)

#### 9.5 Sewage/water problems

**Contact Waimakariri District Council on 0800 965 468.**



**Rangiora Airfield emergency tractor**

# Appendix 1

## Contact details

### Waimakariri District Council

#### Rangiora Airfield — Operations Contact

Greenspace Manager Phone: 03 313 4432

#### Rangiora Airfield — Sewer and Water Contact

Phone: 03 313 4432

### NZ Fire Service

Phone: 111

### Search and Rescue (SAR)

Phone: 0508 472 269

### Civil Aviation Authority (NZ)

Phone: 0508 222 433 (0508 ACCIDENT)

### Transport Accident Investigation Commission (TAIC)

Phone: 04 473 3112



# Appendix 2

## Boundary of airfield operational area



Any movements south of the boundary line (yellow) require personnel to wear high visibility vest and have, or be accompanied by, a person having a VHF radio tuned to 120.20.

Vehicles to have hazard lights on and have transmit/receive VHF radio tuned to 120.20 or be accompanied by a vehicle with transmit/receive VHF radio tuned to 120.20.

# Appendix 3

## Risk/hazard register

The following identified hazards and risks have been assessed using the below Risk Assessment Matrix:

| Consequences and likelihood | Routine (1) | Minor (2) | Moderate (3) | Major (4) | Severe (5) |
|-----------------------------|-------------|-----------|--------------|-----------|------------|
| Almost certain (5)          | Low         | Medium    | High         | Critical  | Critical   |
| Likely (4)                  | Low         | Medium    | High         | High      | Critical   |
| Moderate (3)                | Low         | Medium    | Medium       | High      | High       |
| Unlikely (2)                | Low         | Low       | Medium       | Medium    | High       |
| Rare (1)                    | Very Low    | Low       | Low          | Medium    | High       |

While the Waimakariri District Council (WDC) owns and operates the airfield, aviation safety is a shared responsibility. The Civil Aviation Authority of New Zealand (CAA) regulates aircraft operations, including taxiing, take off, flight, and landing, and therefore governs risks such as mid air conflict. The Airfield Chief Executive is identified as the overall risk owner to reflect WDC's accountability as the aerodrome operator; however many risks, particularly those relating to aircraft operations, communications, and airside activity, are directly managed by airfield users, including pilots, contractors, and tenants. WDC's role is to provide and maintain a safe operational environment through infrastructure, procedures, and hazard communication, but effective safety

outcomes rely on all users complying with aviation rules and actively contributing to safe operations.

All risks have been assessed with existing controls in place, with ratings reflecting the residual (net) level of risk in the current operating environment. These controls directly influence scoring by reducing the likelihood and/or consequence of events where effective. While some risks could result in serious outcomes, including fatality, ratings (excluding mid air collision) reflect that such outcomes are low likelihood and that most credible impacts are operational in nature.



| Identify |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |
|----------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ID #     | Risk summary<br>A short description of the hazard/risk                      | Causes<br>What might cause the risk to happen?                                                                                                                                                                                                                                                                                                                                                                                                                             | Consequences<br>What are the impacts of the risk happening?                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Owner               |
| AIR1     | Mid-air collision                                                           | <ul style="list-style-type: none"> <li>• Unsafe practices by users</li> <li>• Pilot procedural errors/human error</li> <li>• Communication failure</li> <li>• Failure to check NOTAM notices</li> <li>• Uncontrolled airfield</li> <li>• External variables impacting flight safety (e.g. bird strike, turbulence, weather etc.)</li> <li>• Human performance limitations (e.g. fatigue, impairment, or cognitive bias)</li> <li>• Unfamiliarity with airfield.</li> </ul> | <ul style="list-style-type: none"> <li>• Fatality</li> <li>• Severe injury</li> <li>• Aircraft accident/damage</li> <li>• Adverse media attention</li> <li>• Reputation damage</li> <li>• Loss of stakeholder trust or confidence</li> <li>• Airfield, or parts of the airfield, unusable to extended period</li> <li>• Airfield closure</li> <li>• Costs for cleanup/repairs</li> <li>• WorkSafe investigation involving Council</li> <li>• CAA NZ investigation.</li> </ul> | Airfield Chief Executive |
| AIR2     | Exposure to moving aircraft or aircraft components during ground operations | <ul style="list-style-type: none"> <li>• Unsafe practices by user</li> <li>• Pilot procedural errors/human error</li> <li>• Communication failure</li> <li>• Human performance limitations (e.g. fatigue, impairment, or cognitive bias)</li> <li>• Unfamiliarity with airfield</li> <li>• Uncontrolled airfield.</li> </ul>                                                                                                                                               | <ul style="list-style-type: none"> <li>• Injury or fatality</li> <li>• Aircraft damage</li> <li>• Airfield facility/asset damage</li> <li>• Adverse media attention</li> <li>• Reputation damage.</li> </ul>                                                                                                                                                                                                                                                                  | Airfield Chief Executive |

| Assess                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                     |                     | Mitigate                                                                                                                                                              |                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Controls<br>What mitigations are already in place to manage the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Current Likelihood | Current Consequence | Current Risk Rating | Risk Treatment<br>What additional actions are required to manage the risk?                                                                                            | Treatment Owner               |
| <ul style="list-style-type: none"> <li>AIP Plate circuit traffic controls, procedures and limitations published</li> <li>Mandatory broadcast zone (MBZ) position reports required</li> <li>Flight training standards</li> <li>Instructor flight reviews</li> <li>Reporting requirements to CAA NZ and their follow up</li> <li>CAA NZ published information</li> <li>RAAG oversight of operations</li> <li>Airfield Safety Manual details required procedures for users</li> <li>NZRT Safety Teams involvement with training and investigation of occurrences</li> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations.</li> </ul>                                                                                                                         | Possible           | Severe              | High                | <ul style="list-style-type: none"> <li>Letter from CE to CAA NZ Director asking for assistance with respect to pilot behaviour in the circuit (completed).</li> </ul> | CAA NZ<br>Airfield CE<br>AMSO |
| <ul style="list-style-type: none"> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations</li> <li>Protocols around foot traffic on airfield</li> <li>Aircraft taxi speeds limited to fast walking pace</li> <li>Progressive installation of perimeter fence that meets National Aviation Security Programme Standards for nonsecurity designated airfields</li> <li>Installation of CAA NZ approved signage restricting access</li> <li>Requirements for the use of high-visibility vests on operational sections of the airfield</li> <li>Requirements for the use of VHF radio comms on specific parts of the airfield</li> <li>Dogs must be on leads at all times</li> <li>Signage at airfield entrance with operating requirements described.</li> </ul> | Unlikely           | Severe              | High                |                                                                                                                                                                       | Airfield CE<br>AMSO           |

| Identify |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |
|----------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ID #     | Risk summary<br>A short description of the hazard/risk          | Causes<br>What might cause the risk to happen?                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Consequences<br>What are the impacts of the risk happening?                                                                                                                                                                                                                                                                                                                                                                   | Risk Owner               |
| AIR3     | Vegetation related obstacle, fire and turbulence                | <ul style="list-style-type: none"> <li>Trees outside of airfield boundaries, but within Obstacle Limitation Surface, are not maintained</li> <li>Vegetation not maintained on airfield asset</li> <li>Limited ability to enforce control on third-party land.</li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Fire</li> <li>Aircraft accident/damage</li> <li>Reduced obstacle clearance on approach or departure</li> <li>Loss of control due to turbulence (especially near threshold)</li> <li>Adverse media attention</li> <li>Reputation damage</li> <li>Damage to airfield facility/asset</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul> | Airfield Chief Executive |
| AIR4     | Buildings or structures obstruct or degrade radio transmissions | <ul style="list-style-type: none"> <li>Buildings or structures located between transmitting and receiving aircraft (line-of-sight obstruction)</li> <li>Airband radio limitations</li> <li>Aircraft operating at low altitude or on the ground (reduced signal range)</li> <li>Increased development or placement of new buildings within the airfield environment</li> <li>Lack of awareness of known radio "shadow" areas</li> <li>Reliance on radio communication in an uncontrolled aerodrome environment.</li> </ul> | <ul style="list-style-type: none"> <li>Incomplete, delayed, or missed radio calls</li> <li>Loss of situational awareness</li> <li>Increased risk of aircraft conflict or runway incursion</li> <li>Aircraft accident or damage</li> <li>Injury or fatality.</li> </ul>                                                                                                                                                        | Airfield Chief Executive |
| AIR5     | Unsafe runway surface conditions                                | <ul style="list-style-type: none"> <li>Natural event (e.g. Earthquake, flooding etc.)</li> <li>Ice, mud, slippery, soft surfaces</li> <li>Maintenance failure</li> <li>Vandalism</li> <li>Unsafe practices by users.</li> </ul>                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Injury or fatality</li> <li>Aircraft accident/damage</li> <li>Airfield, or parts of the airfield, unusable to extended period</li> <li>Airfield closure</li> <li>Costs for cleanup/repairs.</li> </ul>                                                                                                                                                                                 | Airfield Chief Executive |

| Assess                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                     |                     | Mitigate                                                                                                                                                                                                          |                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Controls<br>What mitigations are already in place to manage the risk?                                                                                                                                                                                                                                                                                                                                                                                   | Current Likelihood | Current Consequence | Current Risk Rating | Risk Treatment<br>What additional actions are required to manage the risk?                                                                                                                                        | Treatment Owner                                                  |
| <ul style="list-style-type: none"> <li>Regular monitoring of vegetation height within and adjacent to the airfield</li> <li>Engagement with adjacent landowners regarding vegetation management where required</li> <li>Pilot awareness through training</li> <li>Known hazards (e.g. turbulence areas) published in AIP and communicated to users.</li> </ul>                                                                                          | Rare               | Severe              | High                |                                                                                                                                                                                                                   | Airfield CE<br>AMSO                                              |
| <ul style="list-style-type: none"> <li>Mandatory Broadcast Zone (MBZ) procedures requiring position reporting</li> <li>Published circuit, joining, and runway procedures in AIP</li> <li>Pilot training and awareness of radio communication limitations</li> <li>Standard aviation practice requiring visual lookout ("see and avoid") as primary separation method</li> <li>Airfield Safety Manual documenting communication requirements.</li> </ul> | Rare               | Severe              | High                | <ul style="list-style-type: none"> <li>Explore options to shift runway end and threshold for RWY 10 and 28 as part of airfield development plan.</li> </ul>                                                       | Airfield CE<br>Manager<br>Strategic and Special Projects<br>AMSO |
| <ul style="list-style-type: none"> <li>Slow taxi speeds</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Affected area access closed/restricted</li> <li>Users required to take care when moving on affected parts of airfield</li> <li>Runway maintenance programme in place.</li> </ul>                            | Unlikely           | Moderate            | Medium              | <ul style="list-style-type: none"> <li>Drainage works proposed to restrict water flow onto taxiways</li> <li>Develop revolving 10 year maintenance programme for maintenance/renewals of the airfield.</li> </ul> | Airfield CE<br>Manager<br>Strategic and Special Projects<br>AMSO |

| Identify |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
|----------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ID #     | Risk summary<br>A short description of the hazard/risk                                        | Causes<br>What might cause the risk to happen?                                                                                                                                                                                                                                                                                                                                              | Consequences<br>What are the impacts of the risk happening?                                                                                                                                                                                                                                                                                                                                                                     | Risk Owner               |
| AIR6     | Use and storage of hazardous substances (incl. aviation fuel)                                 | <ul style="list-style-type: none"> <li>• Unsafe or non-compliant fuelling practices</li> <li>• Inadequate storage or handling of hazardous substances</li> <li>• Equipment failure (e.g. tanks, pumps, hoses)</li> <li>• Lack of user awareness or training</li> <li>• Presence of ignition sources during fuelling</li> <li>• Inadequate spill containment or control measures.</li> </ul> | <ul style="list-style-type: none"> <li>• Fire or explosion due to ignition of fuel vapours</li> <li>• Injury or fatality</li> <li>• Environmental contamination from fuel spill</li> <li>• Damage to aircraft, fuel systems, or airfield infrastructure</li> <li>• Service disruption or airfield closure</li> <li>• Reputational damage</li> <li>• Regulator investigation</li> <li>• Costs for cleanup and repair.</li> </ul> | Airfield Chief Executive |
| AIR7     | Operation of firefighting tractor                                                             | <ul style="list-style-type: none"> <li>• Untrained staff/users operating tractor and equipment.</li> </ul>                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Injury</li> <li>• Damage to airfield facility/asset.</li> </ul>                                                                                                                                                                                                                                                                                                                        | Airfield Chief Executive |
| AIR8     | Loose surface materials (e.g.sand, dust, objects etc.) impact safe operation of helicopter(s) | <ul style="list-style-type: none"> <li>• Dry or windy environmental conditions</li> <li>• Downwash from helicopters</li> <li>• Landing areas not maintained</li> <li>• Unsealed or loose surface areas near operations</li> <li>• Helicopter operating outside designated landing areas.</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• Aircraft accident/damage</li> <li>• Ingestion of debris into engine or rotor system</li> <li>• Reduced visibility for pilots</li> <li>• Reduced aircraft lift performance</li> <li>• Loss of control during take-off, landing or hover</li> <li>• Injury to nearby persons (debris strike).</li> </ul>                                                                                 | Airfield Chief Executive |

| Assess                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                     |                     | Mitigate                                                                   |                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|----------------------------------------------------------------------------|---------------------------------------------------------|
| Controls<br>What mitigations are already in place to manage the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Current Likelihood | Current Consequence | Current Risk Rating | Risk Treatment<br>What additional actions are required to manage the risk? | Treatment Owner                                         |
| <ul style="list-style-type: none"> <li>CAA NZ AC91-22 Aircraft Refuelling and Defuelling Fire Prevention and Safety Guidance Measures</li> <li>Bonding points at fuel pumps</li> <li>Maintenance programme for underground fuel tanks and infrastructure</li> <li>Bunding in place for above ground tanks</li> <li>Fuelling undertaken on designated hardstand area</li> <li>Limits on hazardous substances permitted to be held and stored on site</li> <li>Airfield Safety Manual includes Emergency Response Plan for fuel and chemical incidents</li> <li>1000L water tank fitted to all-field tractor (additional private tractors available for operation by airfield users)</li> <li>Inspections undertaken of private hangars to ensure correct storage of hazardous substances.</li> </ul> | Rare               | Major               | Medium              |                                                                            | Airfield CE Manager Strategic and Special Projects AMSO |
| <ul style="list-style-type: none"> <li>Training manual in place</li> <li>Only trained and approved operators are permitted to use the tractor</li> <li>Tractor maintenance programme in place</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Rare               | Major               | Medium              |                                                                            | Airfield CE AMSO                                        |
| <ul style="list-style-type: none"> <li>Designated helicopter landing/refuelling areas maintained to minimise loose material</li> <li>Irrigation and surface stabilisation of helicopter operating areas</li> <li>Regular airfield inspections to identify and manage loose material hazards</li> <li>Airfield condition communicated via NOTAM where relevant</li> <li>Helicopter operators responsible for safe operating practices (including downwash awareness)</li> <li>Some helicopters fitted with particle separators (operator-specific control).</li> </ul>                                                                                                                                                                                                                               | Unlikely           | Minor               | Low                 |                                                                            | Airfield CE AMSO                                        |

| Identify |                                                        |                                                                                                                                                                  |                                                                                                                                                                                                    |                          |
|----------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ID #     | Risk summary<br>A short description of the hazard/risk | Causes<br>What might cause the risk to happen?                                                                                                                   | Consequences<br>What are the impacts of the risk happening?                                                                                                                                        | Risk Owner               |
| AIR9     | Damage to airfield assets                              | <ul style="list-style-type: none"><li>• Natural events (e.g. Earthquake, flooding, fire etc.)</li><li>• Vandalism</li><li>• Unsafe practices by users.</li></ul> | <ul style="list-style-type: none"><li>• Injury</li><li>• Airfield, or parts of the airfield, unusable to extended period</li><li>• Airfield closure</li><li>• Costs for cleanup/repairs.</li></ul> | Airfield Chief Executive |

| Assess                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                        |                        | Mitigate                                                                                                                                                                                                                   |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Controls<br>What mitigations are already in place to manage the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Current<br>Likelihood | Current<br>Consequence | Current<br>Risk Rating | Risk Treatment<br>What additional actions are required to manage the risk?                                                                                                                                                 | Treatment<br>Owner  |
| <ul style="list-style-type: none"> <li>Gated security measures in place (8pm in winter, 10pm in summer)</li> <li>Security cameras in place</li> <li>Maintenance programme in place (e.g. equipment, airfield grounds)</li> <li>Airfield condition reported and notified through NOTAM</li> <li>Frequent airfield inspection and observation, including additional monitoring during/after events</li> <li>Use of airfield security guards where reports suggest this is prudent (short term)</li> <li>Flood protection measures in place (e.g. stop banks, building built to relevant FFL, high soakage rate)</li> <li>1000L water tank on all-field tractor (additional private tractors available for operation by airfield users)</li> <li>Repairs to airfield [likely] prioritised as is strategic asset for Council.</li> </ul> | Rare                  | Moderate               | Low                    | <ul style="list-style-type: none"> <li>Upgrade fencing over time to meet National Aviation Security Programme requirements for non security designated airfields</li> <li>Install additional cameras over time.</li> </ul> | Airfield CE<br>AMSO |

| Identify |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                          |
|----------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ID #     | Risk summary<br>A short description of the hazard/risk                            | Causes<br>What might cause the risk to happen?                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Consequences<br>What are the impacts of the risk happening?                                                                                                                                                                                                                                                                              | Risk Owner               |
| AIR10    | Vehicle/people movements on runway                                                | <ul style="list-style-type: none"> <li>• Unsafe practices by users</li> <li>• Aircraft movements</li> <li>• Unauthorised access to airfield.</li> </ul>                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Injury or fatality</li> <li>• Aircraft accident/damage</li> <li>• Airfield closure</li> <li>• Costs for cleanup/repairs.</li> </ul>                                                                                                                                                             | Airfield Chief Executive |
| AIR11    | Maintenance contractor activities lead to hazards within the airfield environment | <ul style="list-style-type: none"> <li>• Poor communication between contractor and airfield operator</li> <li>• Failure to follow agreed procedures or permits to work</li> <li>• Pressure to complete works quickly (time/cost constraints)</li> <li>• Inadequate planning or risk assessment prior to work</li> <li>• Use of vehicles or equipment within operational areas without coordination</li> <li>• Contractors unfamiliar with aviation environments or airfield procedures.</li> </ul> | <ul style="list-style-type: none"> <li>• Runway incursion or aircraft-vehicle conflict</li> <li>• Aircraft incident or damage</li> <li>• Injury or fatality</li> <li>• Airfield closure or operational disruption</li> <li>• Project delay or cost overrun</li> <li>• Reputational damage</li> <li>• Regulator investigation.</li> </ul> | Airfield Chief Executive |

| Assess                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                     |                     | Mitigate                                                                   |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|----------------------------------------------------------------------------|---------------------|
| Controls<br>What mitigations are already in place to manage the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Current Likelihood | Current Consequence | Current Risk Rating | Risk Treatment<br>What additional actions are required to manage the risk? | Treatment Owner     |
| <ul style="list-style-type: none"> <li>Airfield access limited</li> <li>User must have a VHF airband radio tuned to airfield frequency</li> <li>Aircraft taxi speeds limited to fast walking pace</li> <li>Airfield vehicle equipped with beacon lights</li> <li>Users required to have hazard lights on</li> <li>Movements notified to users by NOTAM</li> <li>Airfield Safety Manual details required procedures for users</li> <li>Memorandum of Understanding in place for airfield operations and considerations</li> <li>Some aircraft fitted with painted or coloured propeller tips.</li> </ul>                                           | Rare               | Moderate            | Low                 |                                                                            | Airfield CE<br>AMSO |
| <ul style="list-style-type: none"> <li>Safety and Method of Work Plans required for anything other than minor maintenance</li> <li>Direct supervision of contractors by WDC staff</li> <li>NOTAM issued to restrict aircraft operations while works are completed</li> <li>Use of airband radios or communication protocols where required</li> <li>Defined work areas and access restrictions</li> <li>Established and documented contractor procurement and selection process</li> <li>Requirement for contractors to comply with Council health and safety policies</li> <li>Contractor induction prior to working on the airfield.</li> </ul> | Rare               | Moderate            | Low                 |                                                                            | Airfield CE<br>AMSO |



# **Rangiora Airfield (NZRT)**

## **Safety Management Manual**

**Rangiora Airfield**

Merton Road, Fernside 7471,  
Rangiora, New Zealand

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**Waimakariri District Council**

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