Macedon Ranges
Shire Council

Kyneton Airfield
Operations Manual

Foreword

Scope

This document summarises the local procedures and guidelines to be followed when operating at Kyneton Airfield. The airfield is non-certified and non-controlled; and is not governed by regulatory bodies like the Civil Aviation Safety Authority (CASA) and Air Services Australia (AsA). To enable the provision of a safe location for aviation and community use alike, it is in the best interest that all users to abide by a singular framework to deliver ongoing operational and public safety.

The Kyneton Airfield Operations Manual is to be employed in conjunction with good airmanship principles and best practice.

Applicability

To ensure the upmost level of safety, all aircraft operators, visitors and contractors shall adhere to all instructions defined in this document and agree to the following:

1. Function within the operational confines of the Kyneton Airfield Service Agreement with Macedon Ranges Shire Council (MRSC).
2. Visitors to the airfield will agree to remain under the direction of Lessee members when such members are present.
3. Must not place Macedon Ranges Shire Council in a position that it would violate any regulations or legislation.
4. Shall not enter airside unless authorised to do so.
5. Aircraft owners and operators use the airfield and facilities at their own risk.

Copies of this document can be found on the Macedon Ranges Shire Council website, the Lessee's website and hard copies in the KAC main club building.

Adaptation

Macedon Ranges Shire Council reserves the right to amend this document at any time to reflect changes of conditions and service agreements with the lessee.

Review

This operations manual shall be reviewed biennially (2 years).

Amendments Page

All updates and revisions to this operations manual are recorded below in the amendments table. Authority to make updates and revisions to this record and the operations manual is restricted to Macedon Ranges Shire Council's Coordinator Operational Services and approved by the positions identified on page 7.

REVISION NUMBER	DATE	ISSUER	DETAILS OF AMENDMENT
AL0	16MAR18	Michael Yee - MRSC Coordinator Operational Services	Full draft.
AL1	08 Feb 19	Michael Yee - MRSC Coordinator Operational Services	Amendments and formal adoption

Contents List

Key Appointments and Contacts

Macedon Ranges Shire Council Manager of Operations	(03) 5421 0800
Macedon Range Shire Council Coordinator of Operational Services	(03) 5421 0800
Kyneton Aero Club President	president@kynetonaeroclub.org
Kyneton Aero Club Website	www.kynetonaeroclub.org
Kyneton Country Fire Authority Local Inquiries	(03) 5422 1241
Kyneton Police Station	(03) 5421 2900
Civil Aviation Safety Authority Reporting	131 757
Air Services Australia Information Service	1800 802 584
Australian Transport Safety Bureau – REPCON (Confidential Reporting scheme)	1800 020 505
Australian Transport Safety Bureau – Incident	1800 011 034

Reference Documentation

PUBLICATION NAME	LINK OR DOCUMENT
Manual of Standards Part 139 – Aerodromes	https://www.legislation.gov.au/Details/F2017C00087
Civil Aviation Safety Regulations 1998 (CASR)	https://www.casa.gov.au/rules-and-regulations/landing-page/current-rules
Remotely Piloted Aircraft Systems	AC 101-01 v2.0
Aeronautical Information Package	Currently published version - ERSA AIP [FAC]
Code of Practice for the storage of Dangerous Goods	https://www.worksafe.vic.gov.au/resources/code-practice-storage-and-handling-dangerous-goods
Safety in the vicinity of non-towered aerodromes	ATSB - Aviation Research and analysis report AR-2008-044(2) Final
Pilot's responsibility for collision avoidance in the vicinity of non-towered (non-controlled) aerodromes using 'see and avoid'	CASA – Civil Aviation Advisory Publication CAAP 166-2(1)
The national airports safeguarding framework – Aircraft noise, protected airspace and new initiatives	https://www.planning.vic.gov.au/policy-and-strategy/airports-and-planning/the-national-airports-safeguarding-framework
MRSC Risk register and treatment plans	Community Emergency Risk Management Plan (CERM Version May 2009) Reference No. 44/10/22. RFE237712
Kyneton Aero Club website	http://kyneton aeroclub.org/wp/yktn-airfield-information/
Guide to the preparation of operation manuals	CAAP 215-1(2)
Guidelines for aeroplane landing areas	CAAP 92-1(1)

Approval Page

This document has been submitted and approved by the Macedon Ranges Shire Council in consultation with the Kyneton Airfield Advisory Committee.

Author

X _____
Coordinator of Operational Services
Macedon Ranges Shire Council

Sponsor

X _____
Manager of Operations
Macedon Ranges Shire Council

Approver

X _____
Director of Assets and Operations
Macedon Ranges Shire COuncil   8-2-19

Executed on   08 FEBRUARY 2019

Part 1:

AIRFIELD INFORMATION

Section 1: Airfield Site Information

Kyneton Airfield was first constructed as an agricultural airstrip in the early 1960's to service the needs of crop dusting. Today the airfield is owned by the Macedon Ranges Shire Council (MRSC) and is currently operated by Kyneton Aero Club (KAC) under a service agreement.

The airfield is located approximately 3.5Kms north of the Kyneton Township and 75Kms North West of Melbourne CBD. The Airfield Reference Point (ARP) is -37.225000 Latitude and 144.446667 Longitude at an elevation of 502.9 metres above mean sea level (AMSL).

Using the ICAO code YKTN, the airfield has two designated runways, those being RWY 18/36, a sealed 703m runway and a 150m gravel overrun to the north with sealed width of 10m and nominal width of 30m ; the second, RWY 09/27, a grassed 645m runway with a flight strip nominal width of 30m.

The airfield is utilised by a combination of private, hobby, training, commercial and emergency services aircraft.

Kyneton Airfield is non-registered and uncertified and therefore does not fall under the regulatory requirements of Manual of Standards part 139 (MOS 139) or CASR 1998. However, where possible, the airfield owners and operators endeavour to achieve compliance with the MOS 139 where practicable and as a minimum meets the requirements of CAAP 92 (1)

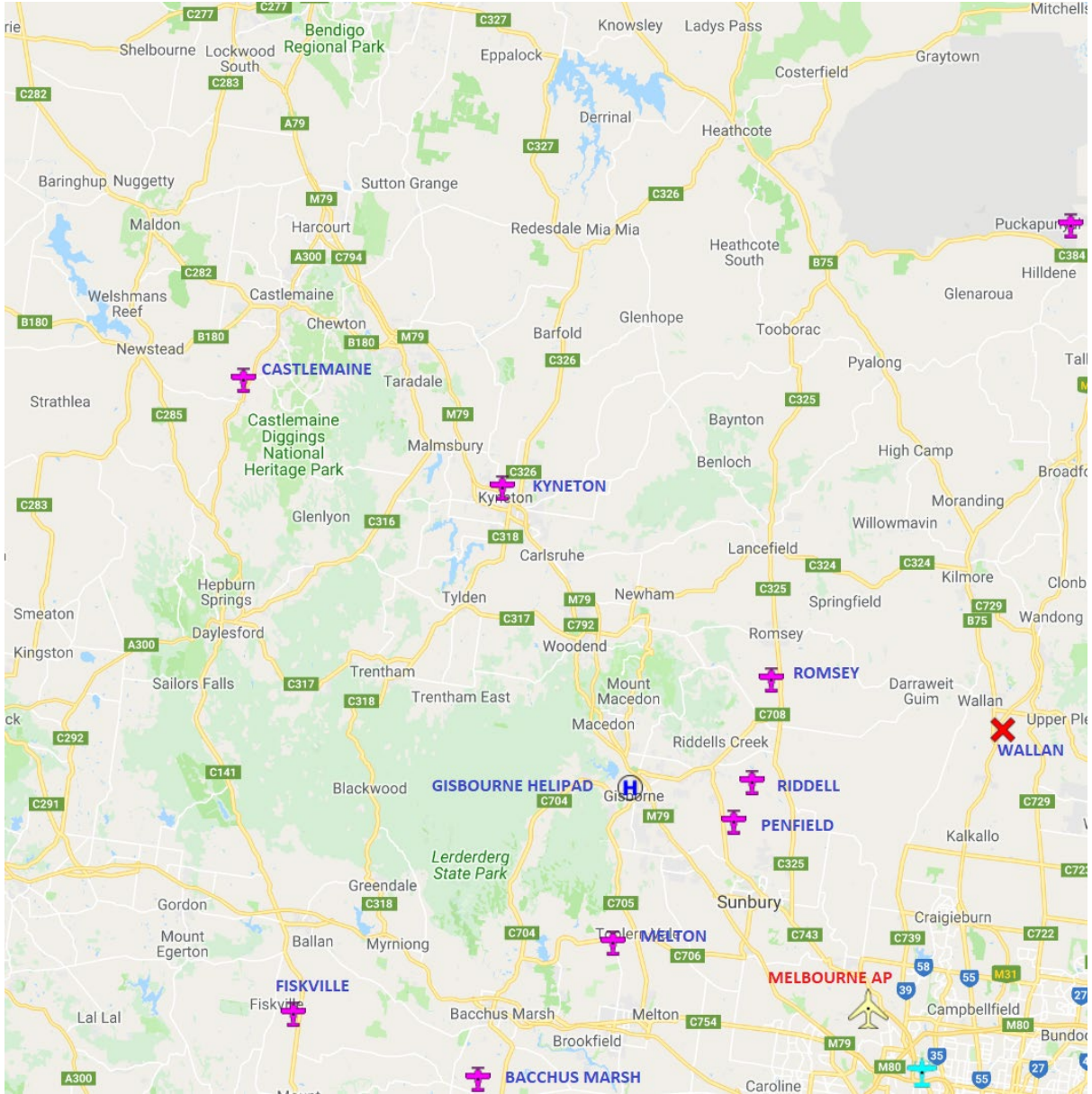**Figure 1: Kyneton Airfield Orthophotomap 1:6000, 250 metre grid distance.**

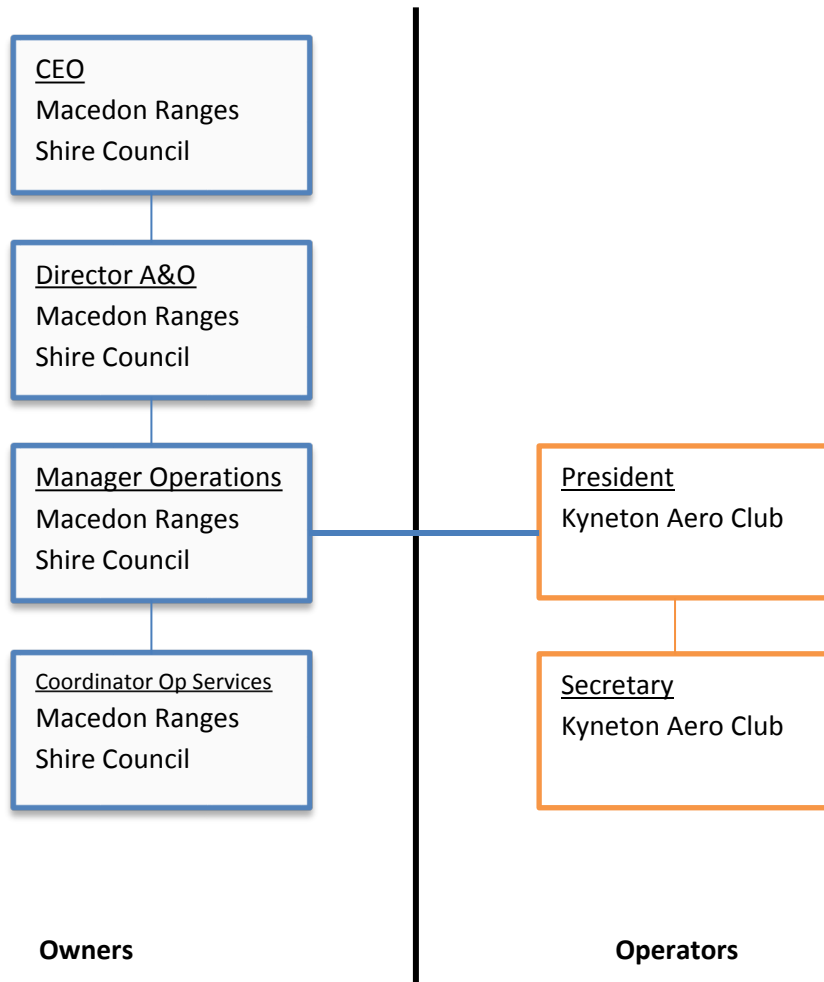**Figure 2: Airfield position relationship to other Victorian airfields.**

Section 2: Airfield Operations Manual Administration

The Kyneton Airfield Operations Manual is wholly owned and managed by the Macedon Ranges Shire Council and is maintained so that it contains the current procedures developed and implemented to ensure the safe operation of the airfield.

Any requested amendments to this document must be submitted in writing to the Macedon Ranges Shire Council.

There are no retrospective exemptions or variations to this document and any person who wishes to be exempted from any part of this document must do so in writing to the MRSC operations department.

Organisational chart for the management of Kyneton Airfield

CEO
Macedon Ranges
Shire Council

Director A&O
Macedon Ranges
Shire Council

Manager Operations
Macedon Ranges
Shire Council

Coordinator Op Services
Macedon Ranges
Shire Council

President
Kyneton Aero Club

Secretary
Kyneton Aero Club

Owners

Operators

PART 2:

AIRFIELD OPERATING PROCEDURES

Section 1: Airfield Safety and Emergency Management

The airfield owner (MRSC) attempts to ensure a safe operating environment and good governance with policies and procedures but ultimately are not accountable in accordance with CASR Part 139. The pilot is responsible for ensuring the aircraft landing area is appropriate for the aircraft. The following will outline the lessee's responsibilities and accountability in regards to risk management and promoting a safe flying culture.

Risk Management

While a full Safety Management System far exceeds the requirements for an airfield of this nature, it is important to implement risk management strategies to operate the airfield in a protected environment.

The lessee is responsible for the following:

- To provide a platform for individual users to report hazards or situations that may cause harm.
- Identify controls to manage hazards that arise.
- Implement control strategies using the "as low as reasonably practicable" (ALARP) approach.
- Review current airfield standards, procedures and systems.
- Notify Macedon Ranges Shire Council operations department if hazards arise that have a calculated risk assessment of high.

A council adopted Community Emergency Risk Management Plan is available for public viewing on request and includes the risk register and treatments plans for a plane crash within the municipality. This can be found under risk No. 20 of the Community Emergency Risk Management Plan.

Risk No. 20 has been isolated from the document and is available for review in Annex C.

Aviation Safety Committee

A Kyneton Aviation Safety Committee (ASC) has been assembled to develop and promote an airside safety culture by facilitating the cooperation between lessee members, other airfield users and the MRSC by implementing measures designed to ensure a safe airside environment for stakeholders and public visitors.

The committee meetings are not obligated to follow any formal processes, but should be a candid discussion about safety trend analysis, procedural improvements and general airfield safety matters.

Police, Fire and Ambulance will be extended invitations to each meeting to familiarise themselves with emergency access points, hazardous areas and also safety considerations while responding to aircraft incidents. A collective agreement on incident response procedures must be agreed upon by all parties so that coordinated responses are as efficient as possible.

The committee will be chaired by the lessee chairperson or a delegate of the chairperson.

Emergency Response

The aim of this section is to provide a timely and coordinated response and then recovery from an emergency involving an aircraft. As there is no organic airfield emergency response equipment, it is pivotal that the emergency response procedures are adhered to for a rapid recovery.

The lessee shall develop and maintain an emergency response plan for based airfield users to follow. The plan will need to be read and understood by each aircraft owner and sign acknowledgement on the emergency response plan signature register. All new members will be required to read the response plan during site inductions.

A copy of the emergency response plan should be disseminated to each member and advertised on the lessee's website.

The below list, while not extensive, should be included in the published document.

1. '000' must be called in the first instance.
2. ATSB notified via phone call.
3. Close the airfield, aircraft to divert to another suitable airfield.
4. Open vehicle access gates for emergency services and direct them to the site.
5. Non-essential personnel to Assembly areas, as shown in Figure 3.
6. Contact MRSC Coordinator Operational Services.

Section 2: Airfield Reporting and Unserviceabilities

Kyneton airfield is a non-registered airfield, as such, Notice to Airmen (NOTAM) will not be issued or published under the code YKTN. The lessee's website is the main method for disseminating information. It is the responsibility of all airfield users to check the lessee's website for changes to OLS data and airfield status prior to departing from preceding airfield.

The lessee is responsible for updating their website to ensure all current information is provided to pilots as soon as possible.

The proceeding instructions on marking of unserviceable areas and ground signals should be read in conjunction with the Manual of Standards Part 139 – Aerodromes for pictorial representations.

Unserviceability of Runway

Unserviceable runways will be indicated by white crosses placed at each runway threshold. Runway closures will be advertised on the lessee's website.

Displaced Thresholds

Displaced thresholds will be indicated by white crosses at the affected threshold up to white arrows to define the beginning of the decreased distance available. New Take Off Runway Available (TORA), Take Off Distance Available (TODA) and Landing Distance Available (LDA) will be advertised on the lessee's website.

Restricted Operations Signal

Restricted operations signal, indicated by white dumbbells in the ground signals area, will be utilised to limit aircraft to only sealed surfaces and gravel taxiways. This will usually occur when the grassed runway is deemed too soft.

Airfield inspections

There is no Kyneton-based qualified Aerodrome Reporting Officer (ARO), as such, airfield serviceability inspections are not carried out on a scheduled basis. It is the responsibility of the aircraft operator to ensure the suitability of the airfield for operations.

As formal serviceability inspections are rarely carried out, it is recommended that non-technical inspections be carried out by the Lessee after the following events:

- An aircraft incident has occurred.
- Following a large storm.
- After heavy rain.
- Any event that may impact on the safety of aviation operations.

These inspections shall be undertaken to review the serviceability of the airfield's movement areas, including the removal of FOD identified.

Section 3: Airside access control and public safety

Airside Access

Airside is defined by the area in which allows the safe movements of aircraft, facilities and infrastructure that supports those operations. These areas are easily identified by relevant signage and need to be adhered to for public safety.

Access to the airside areas of the airfield is restricted to those who are operationally required to be there and must be, as far as reasonably practicable, be enforced by Lessee members. Visitors and commercial business customers entering from landside should be escorted at all times to mitigate the risk of untrained personnel entering dangerous areas.

It is highly advised that all personnel wear high visibility vests or belts when entering airside.

Fencing

The airfield is bordered by a perimeter fence that stops the incursion of large animals and people from surrounding properties. The airside boundary is outlined in Figure 3, with the 'safe' Landside areas and the 'danger' Airside areas.

Gates

To minimise the possibility of a vehicle incursion, vehicle access gates are to be closed at all times and locked when not in use.

The Kyneton Country Fire Authority must be notified as soon as practicable of any changes to vehicle access gate locks. They will require a spare key to gain quick access to incidents if the site is located within the airside boundary.

Note: The Kyneton Airfield vehicle access gates are not crash gates

Non-aviation related public access

All members of the public are encouraged to visit Kyneton Airfield. With notice and approval by the Lessee the facilities can be utilised for a variety of purposes. The Lessee cordially invites the community on a periodic basis to events held at the airfield. These are advertised on the Lessee's website and Facebook page.

During these events, it is the responsibility of the Lessee to manage public safety and to notify attendees of the danger areas.

Outside the times of these events, access past the airside boundary is not monitored by the Lessee's members and will be considered trespassing. It is for the safety of individuals that they do not enter any areas that they are not authorised to do so.

Any social group can apply to utilise the non-airside airfield facilities via a written submission to the Lessee.
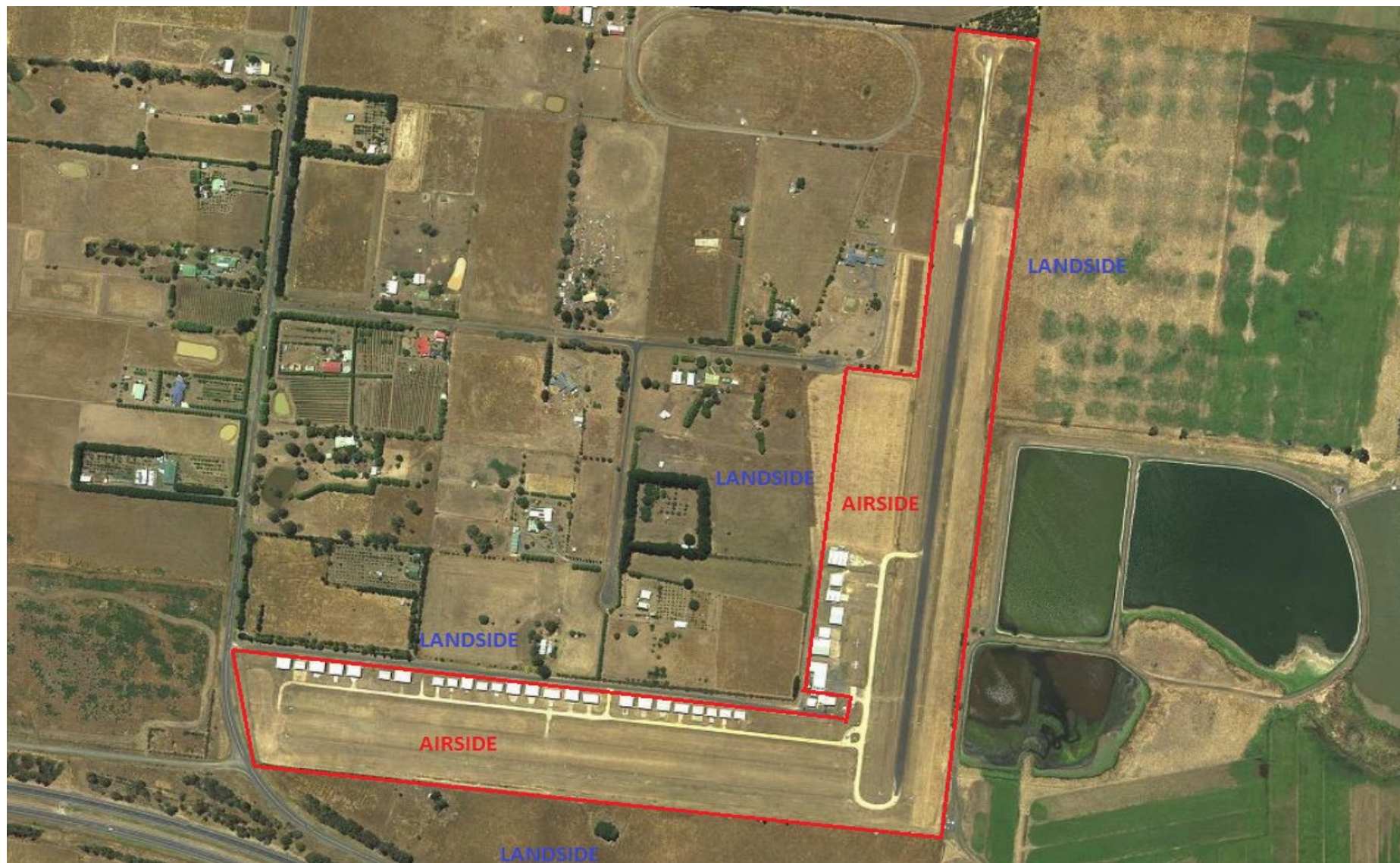
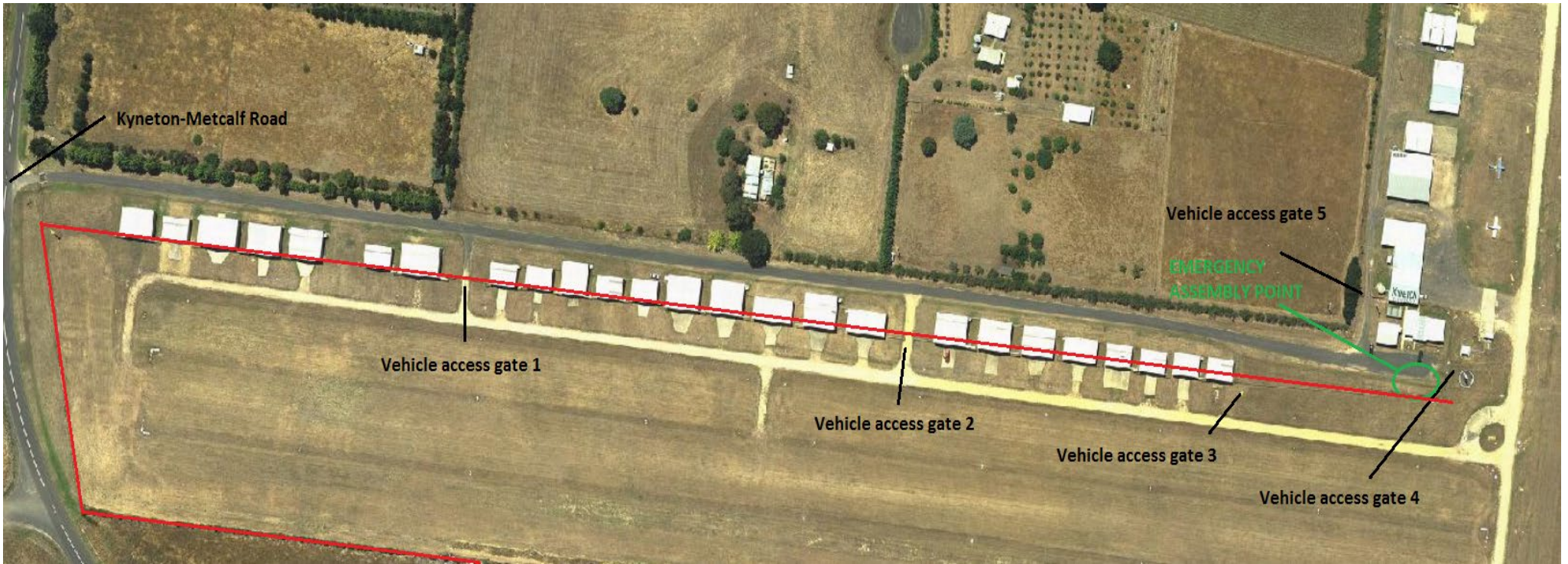**Figure 3. Airside and landside boundaries. Scale 1:6100**

Figure 4. Kyneton Airfield vehicle access gates. Scale 1:2000

Section 4: Airfield maintenance and grounds keeping

Airfield maintenance and grounds keeping is carried out in accordance with the service agreements between the operator (currently KAC) and the Macedon Ranges Shire Council.

The KAC is responsible for the following maintenance:

- Maintenance of all grassed areas, up to a distance of two metres from the Leased areas
- Maintenance of all trees and other vegetation
- Maintenance of all runways, taxiways and aircraft movement areas.
- Maintenance of carpark and access road
- Replacement of wind direction indicators, gable markers, marker cones and information signs
- Security of fuel storage

Section 5: Obstacle data and chart information

The Obstacle Limitation Surface (OLS) are conceptual surfaces associated with a runway, which identify the lower limits of the airfield airspace above which objects become obstacles to aircraft operations.

As a non-registered airfield, MRSC do not have the regulatory authority to police OLS infringements and therefore has begun the developed Local Law No. 12. The Local law identifies an owner or occupier of land in the vicinity of the airfield as the persons responsible for not permitting or allowing the use, activity or condition, whether natural or man-made, to become a hazard to the safe operation of aircraft using the airfield, thus protecting the OLS.

Airfield obstacle surveys are carried out on-condition and are the responsibility of the airfield owner.

If an aircraft operator believes that a property has breached the pre-defined OLS restriction, they can submit a request to MRSC to review the property and if required, MRSC will issue a notice to comply.

The most current OLS survey can be found in Annex A.

Section 6: Disabled aircraft removal

The aim of this section is to provide a coordinated response to quickly and safely remove an aircraft that causes a disruption to normal runway and taxiway operations. Disabled aircraft can be defined as any aircraft that is unable to move by its own power or through the normal use of an appropriate towing vehicle.

Should an aircraft become disabled the aircraft operator should contact all stations on CTAF 119.00MHz and advise of a disabled aircraft on the respective flight strip. The following radio call needs to be communicated to Kyneton traffic:

"Kyneton Traffic, disabled aircraft on RWY XX/XX"

If the aircraft cannot be moved to a safe location, a KAC committee member must be called utilising the call back list located in the KAC Club room. They will endeavour to assist in the recovery process. If trying to contact a Lessee member fails; the CFA Kyneton branch should be contacted on the non-emergency number found on the primary contacts page.

All aircraft in the circuit or on approach are to use the see and avoid principle.

Section 7: Handling of hazardous material

Any hazardous substances must have a corresponding Material Safety Data Sheet (MSDS) if they are to be stored within a personal hangar; this provision will be incorporated in hangar site leases entered into between the MRSC and individual hangar owners

Hazardous materials and substances located in Kyneton Airfield common facilities or grounds are to comply with the above requirement.

Any visitors to a hangar site must be provided with sufficient information, safety instructions and supervision to ensure that any risk to them or other persons on the premises is reduced so far as reasonably practicable

It is the responsibility of the user to use personal protective equipment and follow appropriate procedures when refuelling their aircraft.

Section 8: Reporting Aviation Accidents, Incidents or Noise Complaints

Accurate and timely reporting of aviation incidents by airfield operators allows for safety trend analysis and the tracking of key areas for procedural improvement. The industry can better evaluate ways in which it can mitigate risks by issuing safety advisories.

Macedon Ranges Shire Council policy is to report all safety concerns, incidents and near misses to promote a positive safety ethos which is vital for community confidence.

Aviation Safety Occurrence Reporting Process

Accidents and serious incidents, which affect the safety of aircraft, must be notified to the Australian Transport Safety Bureau (ATSB) on 1800 011 034 as soon as practicable by the lessee. If the occurrence was not of a serious nature, it can be reported by the online notification form: https://www.atsb.gov.au/mandatory/asair-form/.

If a member of the community or another aircraft operator believes someone is putting aviation safety at risk, they can call CASA on 131 757 or use the below web link to the online reporting platform. https://www.casa.gov.au/standard-page/report-and-notify

The ATSB also has a confidential reporting scheme, REPCON, Aviation Confidential Reporting Scheme. Anyone can report safety concerns in a completely confidential manner. This number is 1800 020 505 or electronically via: https://www.atsb.gov.au/voluntary/repcon_aviation.aspx

REPCON reporting is not anonymous; ATSB actioning staff must be able to contact the complainant for more information. ATSB will forward a de-identified report to the relevant organisation, in this case, the KAC.

Note: Any report that is found to be misleading is a serious offence.

Noise Complaints

The Noise Complaints and Information Service (NCIS) is managed by Airservices Australia and is responsible for managing complaints about aircraft noise and operations. They can be contacted by calling 1800 802 584, 0900 – 1700 Monday to Friday, or by completing the online form: https://complaints.bksv.com/asa

Not all aircraft flying over the Macedon Ranges Shire Council will have Kyneton Airfield as their intended destination. Air Services Australia provide a free platform for tracking aircraft fitted with transponders, so prior to submitting an enquiry; http://webtrak5.bksv.com/mel3 can be checked to determine their flight paths.

Kyneton Airfield Operational Enquiries and Complaints

Macedon Ranges Shire Council understands that a medium is required for shire residents to express their concerns in regards to local Kyneton aircraft flying. The form in annex A, 'Kyneton Airfield operational enquiries and complaint form' will provide formal recording and audit trails.

The Lessee is ultimately responsible for the management of public inquiries associated with the management and use of the airfield, as such, they are the first point of contact for these enquiries and complaints. The Kyneton airfield enquiry and complaint form will be actioned by a KAC member and also an MRSC Officer so that council has full transparency over the complaint handling process.

Note: Disrespectful or derogatory remarks will not be accepted and a response will not be supplied.

Reporting of Non-Aircraft Related Incidents

Any incidents of a non-aircraft nature, need to be reported to Lessee. These include but are not limited to:

1. Vehicle or pedestrian incursions airside.
2. Personal injury.
3. Observed OH&S near misses or hazards.
4. Hazardous material/chemical spills.

The Lessee shall provide reports on these matters in accordance with paragraph 3.10 of the Service Agreement with normal operational management reports to MRSC.

Section 9: Local Procedures

Figure 5. Aeronautical Information Package – Kyneton Airfield

KYNETON

ELEV 1650
FULL NOTAM SERVICE NOT AVBL

135° 1NM
Kyneton

VIC		UTC +10	YKTN
S 37 13.5	E 144 26.8	VAR 11 DEG E	UNCR

AD OPR Kyneton Aero Club Inc, PO Box 117, Kyneton, VIC, 3444. Email: info@kynetonaeroclub.org. PH 03 5422 6626. Fax 03 5422 3003.

REMARKS
1.   PPR.
2.   Airfield access fees apply to Kyneton based ACFT.
3.   Gyroplane OPS are not permitted.
4.   All ACFT to refer to www.kynetonaeroclub.org for detailed airfield and OPS INFO prior to OPS at YKTN.
5.   Numerous infringements of the OLS exist.

HANDLING SERVICES AND FACILITIES
Kyneton Aero Club, Phone 03 5422 6626. AVGAS, H24 card swipe bowser, accepts V/MC.

PASSENGER FACILITIES
TX/WC

AERODROME AND APPROACH LIGHTING
RWY 18/36 LIRL PAL 120.55
RWY 09/27 LIRL PAL 120.55

OTHER LIGHTING
TWY LGT: Blue edge.

ATS COMMUNICATIONS FACILITIES
FIA   MELBOURNE CENTRE   126.8 Circuit Area

LOCAL TRAFFIC REGULATIONS
1.   Right hand circuits RQ when OPR RWY 18 and 27.
2.   Visiting training ACFT are requested to refrain from low level operations (emergency drills, precautionary search runs etc) over the northern part of Kyneton Township and neighbouring properties.
3.   Circuit OPS before first light/after last light prohibited. Airfield lighting AVBL for DEP and ARR only.

CTAF 119.0

NOISE ABATEMENT PROCEDURES
1.   Subject to operational requirements, pilots are to adopt appropriate power settings for takeoff, circuits and landings to minimise noise levels.
2.   Refer to www.kynetonaeroclub.org for detailed airfield and OPS INFO. All ACFT are REQ to make themselves familiar with the Fly Neighbourly Policy and, subject to operational and safety considerations, to comply with preferred circuit patterns.

ADDITIONAL INFORMATION
RWY 09/27 becomes unserviceable after heavy rain.

CHARTS RELATED TO THE AERODROME
WAC 3469, 3470.

Note: FAC YKTN data is updated on a regular basis. Please go to the Airservices Australia website and use the currently published Aeronautical Information Package

Circuit Direction

As per Kyneton Airfield AIP data, right hand circuits are to be conducted on RWYs 18 and 27; on RWYs 09 and 36, left hand circuits are conducted. Preferred runway is 36 and should be utilised to avoid the East/West circuit where possible in no wind conditions.

Night circuits are not permitted between last light and first light throughout the year. Radio recordings can be examined if curfews are breached.

Circuit curfews do not include aircraft that are conducting a single arrival or single departure.

Aircraft utilising Kyneton should follow the standard circuit procedures as defined by CASA. It is advised that aircraft operators observe CAAP166-1(2).

Note: Aviation emergency response assets are exempt from all fly neighbourly and circuit procedures when responding to an event.

Kyneton based aircraft fitted with radios, as a minimum should broadcast their intentions on the following legs: Departing, joining circuit and base leg. All visiting aircraft with electrical systems landing at Kyneton airfield must be fitted with radios and will need to broadcast the same.

Fly Neighbourly Policy

The Kyneton Airfield Fly Neighbourly Policy (FNP) is provided to minimise impact of aircraft operations on the surrounding areas and advise pilots where the noise sensitive areas are located.

The FNP is comprised of the Circuit Direction instructions in the previous paragraph and the circuit map in figure 5.

Unless there is a crucial operational need or emergency, pilots must adopt the provisions set out in the FNP. If the operator requires additional time on approach, they are to extend their circuit around the noise sensitive areas.

The FNP is advertised in the ERSA and also on both KAC and MRSC websites.

To further minimise noise, aircraft operating at Kyneton airfield will:

- If possible vary circuit flight paths to share noise.
- Practice Engine Failures After Take-off (EFATO) will not be conducted to the south of the airfield.
- Fly at a minimum altitude of 500ft above the noise sensitive areas as defined in Figure 5.
- With exception of emergency situations and operational requirements, the northern 150m section of unsealed gravel runway is not to be used for RWY18 approaches.
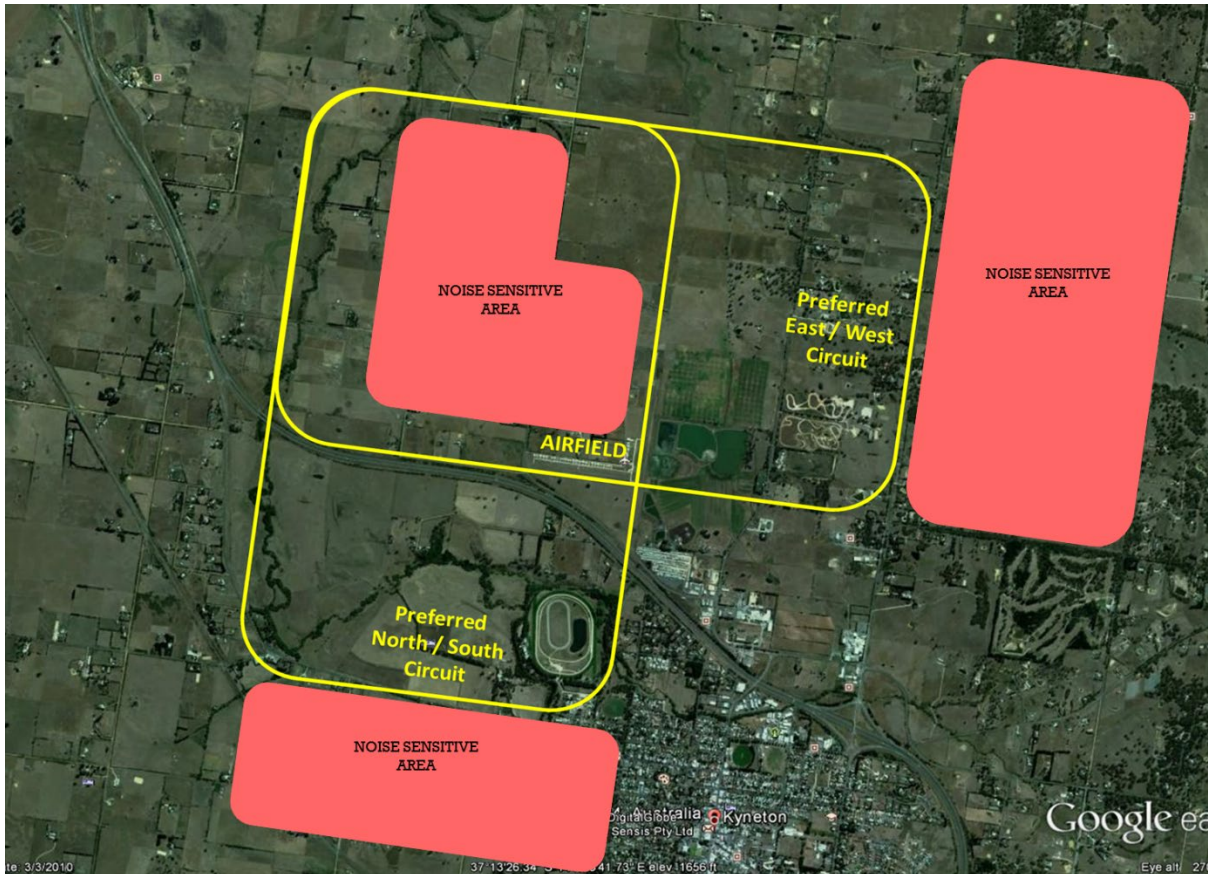
Figure 6. Fly neighbourly circuit direction.

Section 10: Airfield Air Band Radio Monitoring systems

It is mandatory for all non-based aircraft that have electrical systems to be fitted with an air-band radio. As mentioned in the previous section, the minimum broadcast requirements are – departing, joining circuit and base leg.

The airfield's radio frequency is recorded by a computer and a decibel activated software program for auditing purposes. These recordings can be accessed by any Lessee Committee member at any time to review traffic broadcasts.

The computer has enough disk space to store four months of data. Critical recordings of incidents will be saved in a separate folder and the prior three months data can be deleted. At least one month of data should be kept at all times in case retrospective evidence is required.

Section 11: RPAS Operations around the Kyneton airfield

Remotely Piloted Aircraft Systems, also known as drones and Unmanned Aerial Vehicles are fast becoming a popular pastime and commercial business opportunity. This section will outline the references to safely control an RPAS and the application process to operate one near the airfield.

The following is a list of rules regarding drones from the Civil Aviation Safety Authority regulations, specific for individual users for fun and commercial sub 2kg usage:

Note: These rules do not apply if you hold a Remote Pilot Licence (RePL) and operate within a Remotely Piloted Aircraft Operator Certificate (ReOC).

1. You must not fly your drone higher than 120 metres (400 ft) above the ground.

2. You must not fly your drone over or near an area affecting public safety or where emergency operations are underway (without prior approval). This could include situations such as a car crash, police operations, fire and associated firefighting efforts, and search and rescue operations.

3. You must not fly your drone within 30 metres of people unless the other person is part of controlling or navigating the drone.

4. You must fly only one drone at a time.

5. You may fly within 5.5km of Kyneton Airfield only if manned aircraft are not operating to or from the airfield. If you become aware of manned aircraft operating to or from the airfield, you must manoeuvre away from the aircraft and land as soon as safely possible.

6. You must only fly during the day and keep your drone within visual line-of sight. This means being able to orientate, navigate and see the aircraft with your own eyes at all times (rather than through a device; for example, through goggles or on a video screen).

7. You must not fly over or above people. This could include festivals, sporting ovals, populated beaches, parks, busy roads and footpaths.

8. You must not operate your drone in a way that creates a hazard to another aircraft, person, or property.

9. You must not operate your drone in prohibited or restricted areas.

The below CASA website has further information and an easy to use phone application to show where you can use your drone.

https://www.casa.gov.au/aircraft/standard-page/can-i-fly-there-drone-safety-app.

With prior permission from the Lessee and MRSC, approvals may be granted for RPAS to operate within the confines of the airfield. Any application must be submitted to info@kynetonaeroclub.org containing the following information:

- Name and contact details.
- Reason for use and maximum height required.
- Dates and specific timings of operation.
- A location and estimated area of operation.
- Type of RPAS being used (make and model).

Acronyms, Abbreviations and Glossary

AGL - Above Ground Level, as a measurement of altitude above a specific land mass, and differentiated from MSL.

AIP – Aeronautical Information Publication

AIP ERSA - Aeronautical Information Publication En-route Supplement Australia

AIRCRAFT MOVEMENT - A take-off (aircraft departure) or a landing (arrival) is recorded as one aircraft movement. A "touch and go" operations is counted as two movements.

AIR TRAFFIC CONTROL (ATC) - A service operated by the appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

ARP – Aerodrome Reference Point

ALARP (AS LOW AS REASONABLY PRACTICABLE) - In this context, reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

(a)   The likelihood of the hazard or the risk concerned occurring.

(b)   The degree of harm that might result from the hazard or the risk.

(c)   What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk.

(d)   The availability and suitability of ways to eliminate or minimise the risk, and

(e)   After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

ATSB – Australian Transport Safety Bureau

CAAP – Civil Aviation Advisory Publications

CASA – Civil Aviation Safety Authority

CASR – Civil Aviation Safety Regulations 1988

CERM – Community Emergency Risk Management Plan (Council Document)

CIRCUITS - Usually refers to aircraft that are taking off, flying in a rectangular type pattern and landing again as part of their operational training.

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) - A frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower.

CONTROLLED AIRSPACE - An airspace of defined dimensions within which air traffic control service is provided to IFR flights and to VFR flights in accordance with the airspace classification. Controlled airspace is a generic term that covers Class A, B, C, D, and E airspace. Controlled airspace is also that airspace within which all aircraft operators are subject to certain pilot qualifications, operating rules, and equipment requirements.

CURFEW - Legislated procedures at an airport to restrict the types of aircraft and the way they can operate at an airport overnight. Four airports in Australia have a curfew – Sydney, Adelaide, Gold Coast and Essendon.

EFATO – Engine Failure After Take-Off

FIXED WING AIRCRAFT - Any aircraft other than helicopters. Helicopters are referred to as 'rotary wing' aircraft.

FLIGHT CORRIDOR - A term commonly used to describe a grouping of flight tracks taken by aircraft.

FLIGHT PATH - A single path depicting where an aircraft intends to fly.

FLIGHT PLAN - A broad explanation of a flight from one point to another. For example, a Sydney to Melbourne aircraft might plan via Wollongong, Canberra and Eildon Weir.

FLIGHT TRACK - A line on a map showing exactly where an aircraft actually flew.

Fly Neighbourly Policy or Fly Friendly Policy (FNP) - Voluntary procedures adopted by pilots to minimise the effect of aircraft noise at an airport.

FOD – Foreign Object Damage

FT – Feet

GENERAL AVIATION - A term used to describe the many small aircraft operating in Australia that are not generally used by airlines or large charter companies.

GLIDE PATH - Usually refers to the final slope path to a runway emitted by a ground based navigation aid (*Instrument Landing System*). Equates to approximately a three degree descent angle.

GROUND RUNNING - Aircraft running engines or auxiliary power units while on the ground. May be running for maintenance, to provide power or engine testing.

HLS – Helicopter Landing Site

ICAO – International Civil Aviation Organisation

KAC – Kyneton Aero Club (Current lessee)

LDA – Landing Distance Available (Runway minus Displaced Threshold)

LESSEE – Any entity that enters into a service agreement with Macedon Ranges Shire Council whereby the Council provide an annual maintenance grant to the entity, and by accepting the

maintenance grant the entity agrees to maintain, manage and operate the Kyneton Airfield, other than the leased areas.

MISSED APPROACH - A standard procedure when an aircraft descending to arrive at an airport decides not to land and commences to climb. May occur for training, due to an obstructed runway, engineering issue or bad weather.

MSDS – Material Safety Data Sheets

MRSC – Macedon Ranges Shire Council (owner)

NAIPS – National Aeronautical Information Processing system

NAP – Noise Abatement Procedures

NOISE ABATEMENT PROCEDURES - Procedures followed by air traffic controllers or pilots to reduce the effects of noise experienced on the ground. Noise abatement procedures are not applicable when safety or operational requirements mean that other procedures need to be followed.

NOISE MONITOR - Either a permanent or temporary piece of equipment used to record the noise generated on the ground by a passing aircraft.

NOTICE TO AIRMEN (NOTAM) – Notices or advisories distributed by Air Services Australia that contain information pertaining to an establishment, condition, or change in aeronautical facility, service procedure or hazard.

OBSTACLE LIMITATION SURFACE (OLS) - The Obstacle Limitation Surfaces (OLS) are conceptual (imaginary) surfaces associated with a runway, which identify the lower limits of the aerodrome airspace above which objects become obstacles to aircraft operations and must be reported to CASA.

PROPELLOR AIRCRAFT - There are two types of propeller aircraft. Generally the simple, smaller engines are piston powered, using fuel igniting in a chamber to drive a piston up and down and turn the propeller. The other type uses a turbine powered propeller which uses a rotating disc with blades to create high air pressure before ignition. Most of the larger propeller aircraft are turbine powered and referred to as turboprops.

REMOTELY PILOTED AERIAL SYSTEM – A non-autonomous aircraft that requires direct pilot control at all stages of flight despite operating 'remotely' from the pilot.

REPCON – Aviation, Marine and Rail Confidential Reporting Scheme (ATSB).

ROTARY WING AIRCRAFT - Any powered aircraft other than fixed wing aircraft.

RPAS – Remotely Piloted Aircraft System

RWY – Runway

SEE AND AVOID - Using effective lookout is the principal method for implementing see and avoid. The pilot is continually; visually scanning and assessing the information before making an appropriate decision. The ability to accurately interpret the received information is equally vital. See and avoid is far from reliable due to human factors so pilots should remain vigilant. More

information on the see and avoid principle can be found in the Civil Aviation Advisory Publication CAAP 166-2(1).

SMS – Safety Management System

TWY – Taxiway

TODA – Take Off Distance Available (Runway + Clearway)

TORA - Take Off Runway Available (Runway Only)

TOUCH-AND-GO - Landing practice in which an aircraft does not make a full stop after a landing, but proceeds immediately to another take-off.

TURBOPROP - One of two types of propeller aircraft. A turboprop uses a jet turbine engine to power the propeller. Most of the larger propeller aircraft in Australia are turbine powered and referred to as turboprops.

UAV – Unmanned Aerial Vehicle. RPAS is more commonly used.

UNCONTROLLED AIR SPACE - Air space not managed by air traffic controllers. Procedures apply in this airspace to provide appropriate levels of aviation safety, as set out by the Civil Aviation Regulations.

VHF – Very High Frequency

Kyneton Airfield Operations Enquiry and Complaint Form

If this is a complaint about aircraft safety, you have observed unsafe acts or low flying aircraft, please call the Civil Aviation Safety Authority on 131 757 or lodge the complaint Online: https://www.casa.gov.au/about-us/webform/report-low-flying-aircraft

Complainant details:

Name:

Contact Number: Email:

How do you want to be contacted?

Phone: ☐

Email: ☐

I do not wish to be contacted: ☐

Enquiry or Complaint Details:

Location:

Time: Date:

Details of complaint/enquiry (Please provide as much information as possible). Please attach a word document if you run out of space. Disrespectful or derogatory remarks will not be accepted and a response will not be supplied.

Please email this completed form to info@kynetonaeroclub.org. It will then be actioned by an Aero club committee member and reviewed by a Macedon Ranges Shire Council representative.

Actions Carried Out and Findings:

KAC Investigating Officer: Date:
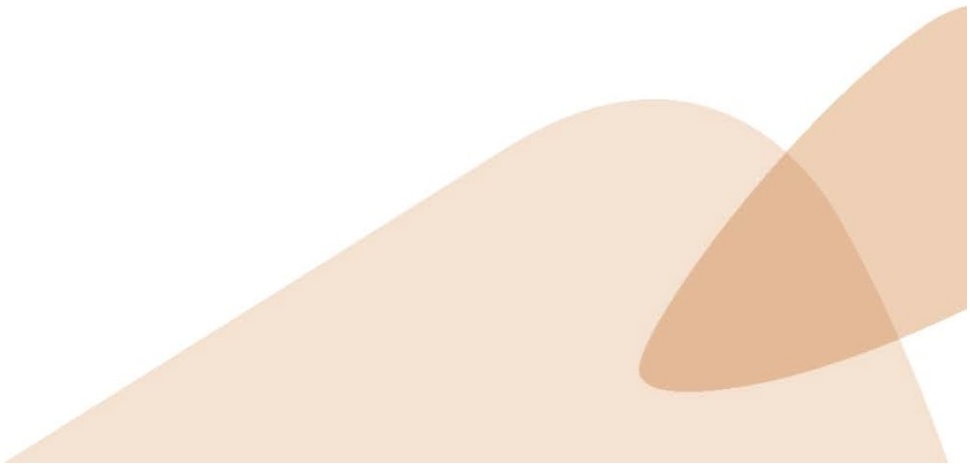
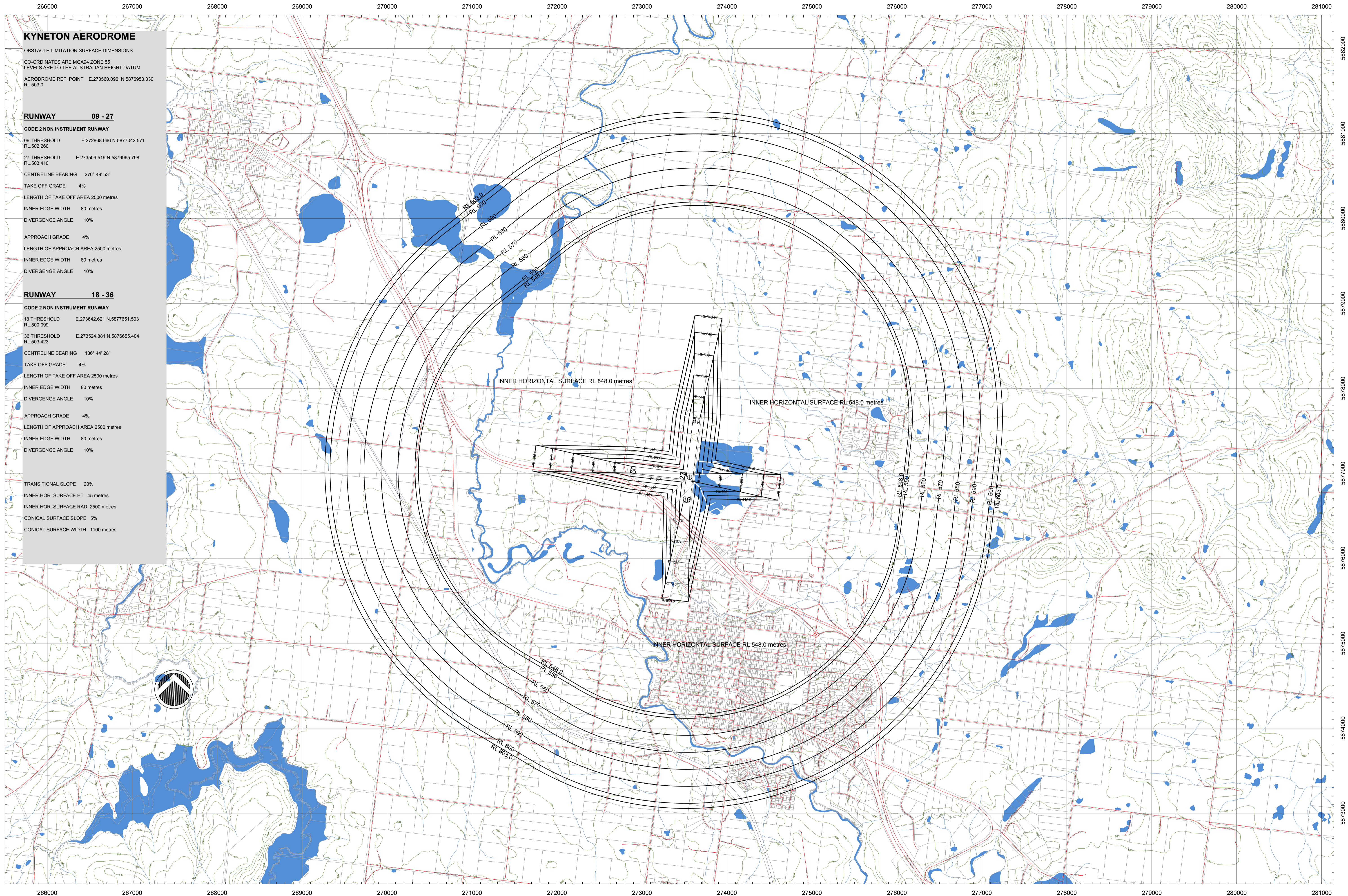MRSC Review and Comments:

MRSC Reviewing Officer: Date:

RM8 Document Number:

The MRSC Reviewing Officer is to register the completed form and return to the
KAC for complainant comment.

KYNETON AERODROME

OBSTACLE LIMITATION SURFACE DIMENSIONS

CO-ORDINATES ARE MGA94 ZONE 55
LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM

AERODROME REF. POINT   E.273560.096 N.5876953.330
RL 503.0

RUNWAY   09 - 27

CODE 2 NON INSTRUMENT RUNWAY

09 THRESHOLD   E.272868.666 N.5877042.571
RL 502.260

27 THRESHOLD   E.273509.519 N.5876965.798
RL 503.410

CENTRELINE BEARING   276° 49' 53"

TAKE OFF GRADE   4%

LENGTH OF TAKE OFF AREA 2500 metres

INNER EDGE WIDTH   80 metres

DIVERGENCE ANGLE   10%

APPROACH GRADE   4%

LENGTH OF APPROACH AREA 2500 metres

INNER EDGE WIDTH   80 metres

DIVERGENCE ANGLE   10%

RUNWAY   18 - 36

CODE 2 NON INSTRUMENT RUNWAY

18 THRESHOLD   E.273642.621 N.5877651.503
RL.500.099

36 THRESHOLD   E.273524.881 N.5876655.404
RL.503.423

CENTRELINE BEARING   186° 44' 28"

TAKE OFF GRADE   4%

LENGTH OF TAKE OFF AREA 2500 metres

INNER EDGE WIDTH   80 metres

DIVERGENCE ANGLE   10%

APPROACH GRADE   4%

LENGTH OF APPROACH AREA 2500 metres

INNER EDGE WIDTH   80 metres

DIVERGENCE ANGLE   10%

TRANSITIONAL SLOPE   20%

INNER HOR. SURFACE HT 45 metres

INNER HOR. SURFACE RAD 2500 metres

CONICAL SURFACE SLOPE 5%

CONICAL SURFACE WIDTH 1100 metres

INNER HORIZONTAL SURFACE RL 548.0 metres

INNER HORIZONTAL SURFACE RL 548.0 metres

INNER HORIZONTAL SURFACE RL 548.0 metres

RL 603.0
RL 600
RL 590
RL 580
RL 570
RL 560
RL 550
RL 548.0

CLIENT

**KYNETON
AERODROME**

AIRPORT SURVEYS
0409 230 650
paul@airportsurveys.com.au

PROJECT

**OBSTACLE LIMITATION SURFACES
PLAN (300m EXTENSION TO SOUTH)**

Risk No 20 – *Plane Crash*

Risk Statement and associated elements at risk.

The major air traffic routes across the shire and the area near the Rosslynne Reservoir is designated as an aerobatic training area. There is a major air traffic route from Melbourne airport north across the Shire. Plane crash will affect individuals involved in the accident. Consequences can include multiple fatalities and injuries

Elements at risk: People, Property and Environment.

Vulnerable Elements: People, Property and Environment impacted by plane crash.

Risk Rating H	Hazard People/infrastructure	Action Plan #	
		Date Compiled	
Likelihood Rating C	There have been at least 2 recorded incidents in the past 10 years of light aircraft or helicopter crashes.		
Consequence Rating 4	There is the potential for loss of life.		

What responsibilities does the Municipality have to manage this risk?
Assist VicPol and CAA.
Maintain a Municipal Emergency Management & Recovery Plan.

Other agencies etc with Risk Mgt responsibility for this risk.
Vicpol, CAA, DSE, SES

Treatment Strategies

Can this risk be handled by existing measures and/or will the risk be **TOLERATED**? If yes see below for explanation.			**YES**	N
Can LIKELIHOOD and / or CONSEQUENCE / VULNERABLILTY be reduced?	Y	**NO**	Recommend ✓ or ✗	
Consider PREVENTION, PLANNING, RESPONSE AND RECOVERY Maintain a Municipal Emergency Management & Recovery Plan.			✓	

Approved by				Responsible Officer	
COUNCIL	CEO	MEMPC	OTHER		