

FINAL

# **GLENORCHY AIRSTRIP INTERIM NOISE MANAGEMENT PLAN**

**Initial Issue**

**Authorised and issued by QLDC**

7 June 2019

(Adopted by Glenorchy Airstrip Consultative Governance  
Committee on 7 June 2019)

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**PART ONE**

All pages  
12 Feb 19

**PART TWO**

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**PART THREE**

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**PART FIVE**

All pages  
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**AMENDMENT RECORD SHEET**

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1	Initial issue 12 Feb 19	Ju	11		
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## PART 1

### POLICY

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## Part 1 - Policy

### 1.1. Introduction

This plan has been developed by Queenstown Lakes District Council (QLDC) in consultation with the Glenorchy Airstrip Consultative Governance Committee (GACGC).

This plan is an integral adjunct to the Glenorchy Airstrip Reserve Management Plan (RMP) and the Airstrip Designation 239 contained in the QLDC Operative District Plan (the Designation).

The Noise Management Plan (NMP) sets out the policy, standards and procedures used for the management of noise generated from airstrip activities. It is not intended that this NMP prevents recreational aircraft operators from using the airstrip, provided they are complying with the NMP and the Glenorchy Airstrip Reserve Management Plan.

The NMP is interim pending the outcome on appeals on Designation 239 and the District Plan review.

### 1.2. Objectives of the Noise Management Plan

- Provides the basis for ongoing noise management and mitigation at Glenorchy.
- Establishes the Glenorchy Airstrip Consultative Governance Committee (GACGC) whose primary focus is the management of aviation noise resulting from activities at the airstrip.
- Defines roles and responsibilities in relation to airstrip noise management.
- Provides a repository of agreed noise abatement procedures.
- To work together co-operatively, sharing information and reaching decisions by consensus and agreement.

### 1.3. Roles and responsibilities of the organisations involved

- **QLDC** is the owner of the airstrip, the requiring authority in respect of Designation 239, and has sole responsibility for the safe and efficient operation of the airstrip, administering the GACGC, developing noise abatement procedures for consideration by the GACGC, promulgating agreed procedures, and is ultimately responsible for enforcing compliance with the NMP.
- **Glenorchy Airstrip Manager** is the operator of the airstrip, appointed by QLDC. The Airstrip Manager is responsible for investigating noise complaints and non-compliance and reporting on these matters to the GACGC, keeping GACGC and QLDC informed of airstrip activity and developments that may affect noise. The Airstrip Manager manages the airstrip in accordance with the policy and procedures contained in the Glenorchy Airstrip Operations Manual which are intended to ensure compliance with the RMA, Designation and this NMP.
- **GACGC** is a committee formed by QLDC and made up of representatives of the community (Glenorchy residents and airstrip neighbours), airstrip users, QLDC and the Airstrip Manager. GACGC's role is provide feedback and advice to QLDC and the Airstrip Manager on issues relating to airstrip governance, but with a focus on aircraft noise. The GACGC is not responsible for enforcing the NMP or requiring compliance with the Designation, the District Plan, the RMA, or any licences/leases granted to use the Airstrip.
- **QMUG** (Queenstown Milford Users Group). Represents commercial aircraft operators mostly providing general aviation tourist services Southern Lakes area. QMUG has a role in advising aerodrome operators in the area on safety and operational issues. QMUG also publishes an operations handbook containing flight and noise abatement procedures for aerodromes its members regularly use.
- **ATC** (Air Traffic Control). Provides air traffic services at Queenstown and Milford Sound airstrips and the surrounding airspace. Does not currently provide any services affecting aircraft operations at Glenorchy airstrip.

- **CAA** (Civil Aviation Authority of New Zealand). Responsible for civil aviation safety in New Zealand, including aerodrome operations and aircraft operators. Does not have any responsibility for airstrip noise management.

#### 1.4. Membership

Membership of the GACGC will comprise the following:

- 2 Community representatives
- 1 User representative (Operator)
- 2 QLDC representatives (including Chairperson and Secretary)
- 1 Airstrip Manager representative
- 1 CAA representative (ex Officio)

#### 1.5. Meeting frequency

GACGC meetings will be held every 3 months, called by QLDC.

#### 1.6. QMUG Fly Friendly Programme (refer section 3.6)

Fly Friendly is an in-flight programme initiated by QMUG, promulgated in the QMUG Operations Handbook and the AIP. Fly Friendly is intended to reduce noise nuisance from aircraft operations and improve airmanship (pilot good operating practices). The awareness programme is to be actively promoted by commercial users based at the airstrip to its pilots, by QMUG to its wider membership and by the Airstrip Operator.

#### 1.7. Document Amendment

The NMP is a controlled document and as such the final responsibility for any amendment and distribution rests with the QLDC, the task being delegated to the Airstrip Manager. Any amendment to the NMP will only be approved after consultation with the GACGC. Where possible, any exemption/dispensation to the NMP that is non-safety related is to be approved in advance after discussion and consensus reached by the GACGC, the exception being where the exemption/dispensation requested is a short notice safety related matter. In that event the Glenorchy Airstrip Manager is delegated full approval authority

Any request for amendment action may be made by any holder of this document using the form in Appendix I and sending the completed form by post, fax or email to:

**The Airstrip Manager**  
**Queenstown Lakes District Council**  
**Private Bag 50072**  
**Queenstown 9348**  
Email: Jeannie.galavazi@qldc.govt.nz



## **PART 2**

### **GACGC PROTOCOL**

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## Part 2 – GACGC Protocols

### 2.1 Introduction

This section defines the protocol under which the Glenorchy Airstrip Consultative Governance Committee operates. The protocol is based on New Zealand best practice for airport noise committees in addressing airstrip noise issues on an ongoing basis.

### 2.2 Meeting arrangements

The Secretary will provide all meeting administration services. All meetings will be held in accordance with the agreed Terms of Reference.

### 2.3 Meeting agenda

All meetings will be structured under the following general agenda headings:

- a) Apologies
- b) Review and acceptance of previous meeting minutes.
- c) Open items from previous minutes.
- d) Correspondence in/out
- e) Airstrip Manager's quarterly report to the committee covering:
  - i. Airstrip activity over the last quarter.
  - ii. Noise complaints – new and those open and still under investigation, noise complaint trends.
  - iii. Non-compliances with RMP or NMP (if any)
  - iv. Significant changes in airstrip activity/new aircraft types, noise abatement procedures.
  - v. Commercial User Licences (if any).
  - vi. Applications to lease space for infrastructure.
  - vii. Upcoming events that may affect noise.
  - viii. Planned airstrip maintenance and layout changes.Open discussion on report, moderated by the Chairperson, will follow.
- f) QLDC closing comments on the Airstrip Manager's report and governance issues (if any), including advising on any formal action taken in response to any investigations undertaken by the Airstrip Manager.
- g) Update from QLDC on any resource consent applications or District Plan changes that may affect the airstrip.
- h) Update on the status of appeals to the Designation.
- i) Any other noise or governance related agenda items from members for discussion.
- j) Other business (at Chairperson's discretion)
- k) Next meeting arrangements

### 2.4 Meeting procedure

All meetings will be conducted in a friendly and open manner in accordance with established good meeting practice (Renton's Rules).

The Chairperson will control the meeting and discussion will be directed through him/her. Wherever possible, decisions will be reached through frank, concise and open discussion leading to consensus.

Although meetings are quarterly the Chairperson can, at his/her discretion call a special meeting if there is urgent business to discuss.

## **2.5 Investigation responsibilities and forms**

The Airstrip Manager is responsible for keeping an accurate record of and investigating all noise complaints that relate to operations at Glenorchy Airstrip. A record of those noise complaints will be kept for at least five years. The GACGC will review complaint trends and the outcome of investigations undertaken by the Airstrip Manager. The GACGC may ask to see the complaints record at any time.

Non-compliances with the RMP and/or Designation conditions will be addressed by QLDC based on the Airstrip Manager's investigation. QLDC will advise the GACGC of the actions taken in response, and the GACGC will review those responses at the next quarterly meeting.

All investigations will be completed and reported on in a timely manner.

A copy of the Glenorchy Airstrip noise complaint register and noise complaint action form are included as Appendix D. These forms will be available for residents and neighbours to download from the airstrip website, where they may also be submitted on-line.

## **PART 3**

### **NOISE ABATEMENT PROCEDURES**

## Part 3 - Noise Abatement Procedures

### 3.1 Introduction

This part of the document outlines those procedures and rules governing day-to-day operations at Glenorchy Airstrip with respect to the responsible management of noise generated by the airstrip's activities. Included are such operational restrictions considered necessary to minimise the impact of noise on the airstrip's neighbours and the Glenorchy community.

The rules and procedures contained in this document are intended to keep aircraft flight paths from noise sensitive areas in the vicinity of the airstrip, consistent with CAA Rules and flight safety.

Amendments to these procedures may be required from time to time to accommodate changes to the CAA Rules; revised airspace; introduction of new aircraft types or operating practices; or, airstrip layout changes where these changes will impact on the effectiveness of the noise mitigation. Any such amendments are subject to review by the GACGC prior to their introduction.

In the event of any conflict between rules and procedures in this NMP and those in the RMP or Designation, the RMP or Designation rules and procedures prevail.

### 3.2 Responsibilities

#### a) Airstrip Manager

In administering this NMP, the Airstrip Manager shall adopt the best practicable options including, but not limited to, management procedures and operational controls to reduce the exposure of the community to noise from aircraft and airstrip activities.

To the extent of the remedies available to the Airstrip Manager, it shall be the responsibility of the Manager to ensure that all pilots comply with noise abatement rules and procedures contained in this NMP.

The Airstrip Manager is also to encourage airstrip users to adopt best practice and/or new technology to mitigate noise levels.

#### b) Pilots

Except where, in the judgement of the Pilot in Command, flight safety would be compromised, all pilots using the Airstrip must:

- Comply with all noise provisions contained in Civil Aviation Rules, the AIP (Aeronautical Information Publication) and this NMP.
- Operate in accordance with the "Fly Friendly" programme as contained in Appendix C of this NMP.
- Comply with the maximum noise, restricted flight hours and noise abatement procedures specific to Fixed Wing or Helicopter operations as specified in this NMP.

#### c) Persons wish to lodge a noise complaint

To enable thorough investigation complaints must be reported following the procedure in Part 4 of this NMP as close as possible to the time of occurrence and with as much detail on the aircraft concerned as possible.

### 3.3 Maximum Noise levels from any Aircraft

#### 3.3.1 Fixed wing aircraft

Fixed wing aircraft operating at Glenorchy Airstrip should be compliant with applicable International Civil Aviation Standard (ICAO) Annex 16 Chapter 6 or 10 (as applicable) noise levels, or equivalent United States or European Union standards.

Aircraft which do not have evidence of meeting any of the above noise certification standards may operate at the discretion of the Airstrip Manager. However, if such aircraft are found to be creating undue disturbance based on noise complaints received, subjective assessment by the Airstrip Manager or measured noise levels, will be prohibited.

For guidance as list of fixed wing aircraft that meet the specified noise certification standards is contained in Appendix H [to be issued].

### 3.3.2 Rotary wing aircraft

Rotary wing aircraft operating at Glenorchy Airstrip should be compliant with applicable International Civil Aviation Standard (ICAO) Annex 16 Chapter 8 or 11 (as applicable) noise levels, or equivalent United States or European Union standards.

Rotary wing aircraft which do not have evidence of meeting any of the above noise certification standards may operate at the discretion of the Airstrip Manager. However, if such aircraft are found to be creating undue disturbance based on noise complaints received, subjective assessment by the Airstrip Manager or measured noise levels, will be prohibited.

For guidance as list of rotary wing aircraft that meet the specified noise certification standards is contained in Appendix I [to be issued].

### 3.4 Prohibited aircraft

All turbojet powered aircraft are prohibited.

Fixed or rotary wing aircraft found to be creating undue disturbance under 3.3.1 or 3.3.2 above will be prohibited.

### 3.5 Restricted Flight Hours

Other than the exceptions listed below, aircraft operations, including engine testing and run ups, are prohibited between the hours of 8pm to 8am local time.

Exceptions:

- a) Aircraft conducting emergency or search and rescue operations.
- b) Aircraft conduction essential Department of Conservation operations
- c) Firefighting operations
- d) Aircraft experiencing in flight situations which make a precautionary or emergency landing necessary in the interests of flight safety.
- e) Other operations as may be approved from time to time by the Airstrip Manager as being imperative.

### 3.6 Restriction on total aircraft movements

Resident operators are restricted to the total number of movements allocated to them under the terms of their user licences with QLDC.

NB: It is intended that once all operators have approved user licenses a total number of movements for commercial operators will be incorporated into future revisions of this NMP.

### 3.7 Restricted Types of Operations

The following types of operation are prohibited unless specifically agreed by the GACGC:

- a) Fixed wing circuit training, including simulated engine failure after takeoff and forced landing practice, unless essential to qualify a pilot for commercial operations at the airstrip.
- b) Helicopter flight training including hover practice and sling load training.
- c) Intensive flying activity by non-resident operators, including fly-ins and aero-club rallies.

- d) Low level passes over the airstrip, unless as a result of a precautionary “go-around” procedure.
- e) Aerobatics over the airstrip.
- f) Formation circuit rejoins.

Note:

- (i) Nothing in the above prohibitions is intended to prevent a pilot using the airstrip for a forced or precautionary landing.
- (ii) It is intended that applications to conduct activities normally prohibited e.g. sling training for Rural Fire and the Department of Conservation and top dressing of surrounding agricultural land will be assessed by the GACGC based on the benefit to the local community and/or the history of past use of the airstrip for these activities.
- (iii) It is intended that beekeeping and agricultural operations associated with the airstrip itself will be permitted activities.

### 3.8 Noise sensitive areas

The noise sensitive areas of Glenorchy township, Blanket Bay reserve and Wyuna Preserve are shown below.





### 3.9 Fixed Wing Noise Abatement Procedures

The following procedures must be adhered to unless the pilot in command considers it unsafe to do so:

- a) Circuit directions as depicted in the AIP must be adhered to.
- b) Avoid flying over Glenorchy township where possible.
- c) Circling to the east of the airstrip is only permitted as part of a standard overhead rejoin procedure.
- d) Departing aircraft must reduce to climb power as soon as safely practicable after take-off.
- e) Aircraft departing to the north or east should:
  - i. From runway 14 turn right and depart downwind remaining to the west of Glenorchy.
  - ii. From runway 32 turn left after takeoff after passing abeam Blanket Bay and before reaching Glenorchy township, and climb to the west of Glenorchy township.
- f) Aircraft departing to the south or west should:
  - i. From runway 14 depart straight ahead or turn right and depart cross-wind.
  - ii. From runway 32 turn left after take-off after passing abeam Blanket Bay and before reaching Glenorchy township, and depart downwind or cross-wind.
- g) Aircraft arriving from the north or east that are not joining overhead should:
  - i. For runway 14 keep joint straight in keeping east of Glenorchy township.
  - ii. For runway 32 position to join downwind, avoiding overflight of Glenorchy township.
- h) Aircraft arriving from the south or west that are not joining overhead should:
  - i. For runway 14 join down wind or right base, keeping south of Glenorchy township.
  - ii. For runway 32 join straight in or left base.

### 3.10 Helicopter Noise Abatement Procedures

The following procedures must be adhered to unless the pilot in command considers it unsafe to do so:

- a) Helicopters should follow fixed wing circuit patterns as depicted in the AIP, with the exception that helicopters departing to land at Wyuna or Blanket Bay may fly direct.
- b) Unless landing there, avoid flying over Glenorchy township, Blanket Bay and Wyuna preserve.

### 3.11 Pilot qualification

Commercial operators using Glenorchy must ensure that the pilots used have current Aircare™ Sound Abatement – Helicopter or Sound Abatement Fixed wing (as appropriate) accreditation or QMUG equivalent.<sup>1</sup>

This requirement is intended to:

- a) Ensure pilot culture and aircraft operational procedures are appropriate to the peaceful environment, the airstrip neighbours and Glenorchy residents
- b) Promote a harmonious relationship by limiting the impact of flying activities on the community and neighbours living near the airstrip.

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<sup>1</sup> Aircare is a registered trademark of Aviation New Zealand. Details can be found at <http://www.aia.org.nz/AIRCARE.html>

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In relation to helicopter operations, Aircare™ principles have been largely adopted from the Helicopter Association International's "Fly Neighborly" Guide, refer <https://www.rotor.org/Operations/FlyNeighborly.aspx>.

## **PART 4**

### **COMPLAINT PROCEDURES & NON-COMPLIANCE**

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## Part 4 - Complaint Procedures & Non-Compliance

### 4.1 Introduction

Complaints regarding noise generated from Glenorchy Airstrip or airstrip activities shall be directed to the Airstrip Manager.

The Glenorchy Airstrip Manager does not accept responsibility for investigating any noise complaint related to the conduct of flight or the actions of any Pilot in Command or aircraft operator occurring outside a rectangular area of airspace measuring 9km north-south by 7km east-west centered on the runway.

This area broadly covers the Glenorchy Airstrip circuit area and includes Glenorchy township, Blanket Bay Resort and Wyuna Preserve.

The Airstrip Manager shall keep a log of all such complaints. The log shall specify the time, date, and nature of the complaint, together with investigations carried out and any remedial steps taken. The Airstrip Manager may use the information recorded by the airstrip's aircraft movement tracking system to investigate complaints. Other measurements may be initiated by the Airstrip Manager or carried out by others. In all cases the GACGC is to be kept informed of measurements being carried out.

Nothing in this part of the plan shall limit the responsibilities of QLDC in carrying out its duties with respect to Section 327 of the Resource Management Act 1991.

All complaints or non-compliance reports concerning incidents other than those arising from operations at Glenorchy Airstrip (as defined above) will either be forwarded to the Civil Aviation Authority of New Zealand or the Local Authority in whose area the incident occurred.

### 4.2 Making a complaint

Complaints may be lodged by telephone, email or via the airstrip's website.

When receiving a complaint over the telephone the person taking the details will not offer any opinion concerning the complaint other than to assure the complainant that, once all the relevant information has been recorded, the matter will be referred to the Airstrip Manager for investigative action. Details of each individual complaint are to be recorded on the appropriate form (Appendix F).

In a similar manner to receiving a telephone complaint the details contained in any written complaint or complaints received by email of the Airstrip website are to be entered on to the appropriate form shown in Appendix F.

Complaints should be sent to:

Jeannie Galavazi | Parks and Reserves Planning Manager (Acting)  
Community Services  
Queenstown Lakes District Council  
DD: +64 3 450 1757 | M: +64 21 903 028  
E: Jeannie.galavazi@qldc.govt.nz

Please note this is a part time role staffed Monday, Tuesday and Thursday

### 4.3 Complaint Handling Procedures (Airstrip Manager)

All complaints received (including from outside the Glenorchy Airstrip Circuit Area) are to be logged in the sequentially numbered Complaints Register shown in Appendix D once the details of the complaint have been recorded as specified below. The register will be used by the Airstrip Manager as the statistical basis for trend analysis and reporting purposes. Unless otherwise agreed to by any complainant, personal details of complainants will remain confidential.

#### 4.3.1 Investigation

Investigation of all complaints is to be conducted by the Airstrip Manager (or person delegated by the Airstrip Manager) as soon as practicable after the complaint is received and, where aircraft operations are concerned, preferably within the 24-hour period immediately following receipt of same. The latter is essential for ensuring the accuracy of information and 'pilot in command' recall of details of the incident in question.

Investigative actions and/or findings are to be recorded in the appropriate section of the Complaints Form. If in the opinion of the investigating officer the complaint is of such a nature as indicates non-compliance with the Civil Aviation Rules, then the complaint is to be referred under CA Rule Part 12 to the Investigation Branch of the CAA for further action. (See Paragraph 4.2 below).

#### 4.3.2 Reporting

All complaints including investigation results are to be regularly reviewed by GACGC who will reserve the right (via the GACGC Chairperson) to require additional investigative action or measures be taken to ensure the issues concerned are satisfactorily resolved.

The Airstrip Manager is required to analyse complaint levels, types and trends on a month-by-month basis to ascertain the need for more generic corrective actions or changes to airstrip operations.

In implementing the findings of any investigation proving an identified and legitimate transgression, the Airstrip Manager shall take the following course of action:

- 1<sup>st</sup> offence - Consult with the operator concerned to resolve and rectify the problem and advise the GACGC of any action taken.
- 2<sup>nd</sup> offence - Advise the operator in writing that, unless the issue is immediately resolved continued use of the facility by either the pilot and/or the aircraft concerned may be subject to restrictions.
- 3<sup>rd</sup> offence - The Airstrip Manager will take action to prevent the transgressor from further offence by either:
  - a. Imposing restrictions on the hours of operation of the offending aircraft; or,
  - b. Imposing operational restrictions on the way the aircraft operates to/from the airstrip; or,
  - c. Requesting the Civil Aviation Authority to take legal action under the CA Rules; or,
  - d. Withdrawal of the right to operate the aircraft from the airstrip; or,
  - e. Any combination of the above as may be deemed necessary to preserve the interests of the Airstrip and the community.

#### 4.3.3 Follow-up actions

Where considered necessary or requested by the complainant, the Airstrip Manager will write to or otherwise communicate with the originator of a complaint to advise the outcome of a particular incident.

It is understood that complaints concerning breaches of the CAA Rules forwarded to the Civil Aviation Authority may only be reported back to the originator at the discretion of the CAA (Reference CAR

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Part 12.61 & 63). If such is the case it is suggested the originator contact the Civil Aviation Authority direct to obtain feedback.

#### 4.4 Non-Compliance

In the process of investigating any complaint in which the investigating officer believes there has been a breach of the CAA Rules then the incident is to be reported in accordance with CAR Part 12 and form CA005 completed, actioned and filed with the Safety Investigation and Analysis Unit of the Civil Aviation Authority of New Zealand. A copy of this form is included in Appendix E

**Regulatory Investigations Unit  
Civil Aviation Authority of New Zealand  
PO Box 3555  
Wellington 6140  
Telephone (04) 560 9400**

## APPENDICES

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## Part Five - Appendices

<u>Appendix</u>	<u>Description</u>
A	District Plan Designation Noise Rules
B	Glenorchy airstrip circuit area
C	Fly Friendly Guidelines
D	Glenorchy Airstrip Complaints Register and Complaints Action Form
E	CA005 Occurrence Report
F	Definitions
G	Document Amendment Request



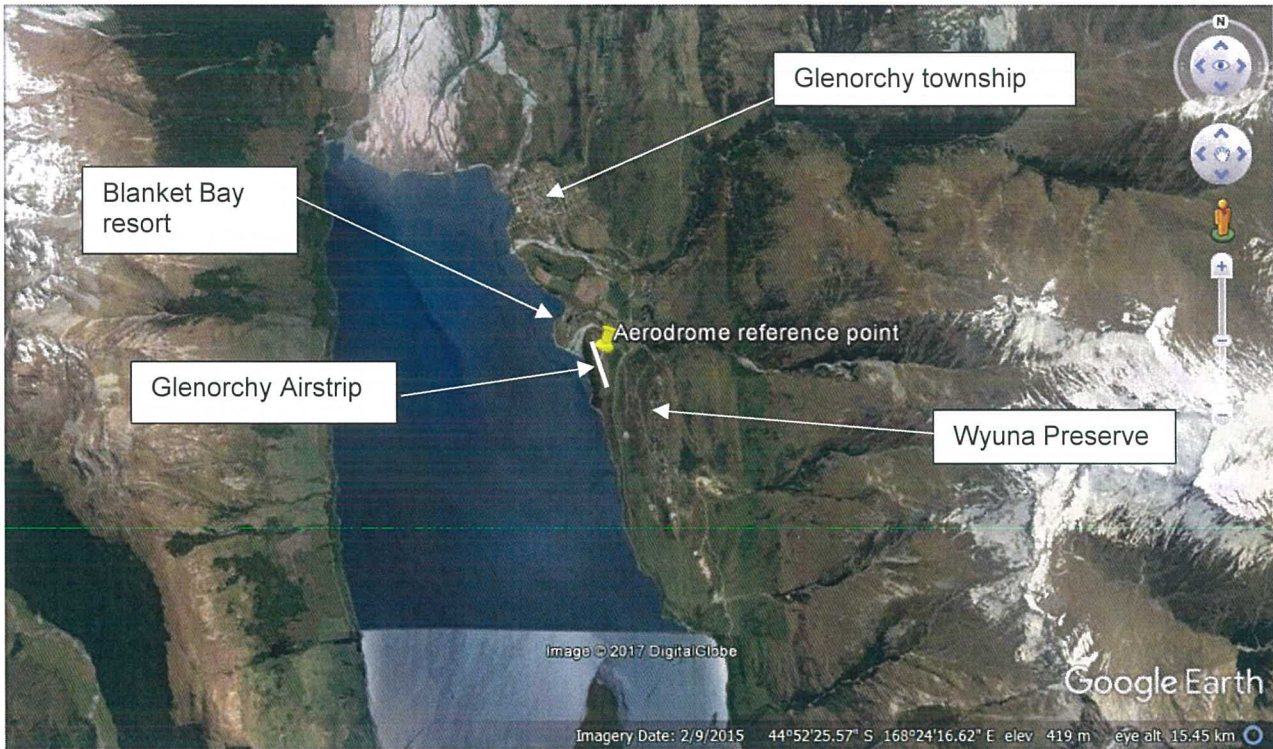
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**Appendix A – Glenorchy Airstrip District Plan Designation Noise Rules**

[Reserved]

Appendix B – Glenorchy Airstrip Noise Sensitive Areas

Glenorchy Airstrip is located at 42°52'18" S 168°23'51" E



### Appendix C- Fly Friendly Guidelines

- The Fly Friendly Programme is an integral part of aircraft operations at Glenorchy Airstrip. The aim is to promote a harmonious relationship between aviation activities and the environment by containing the impact of aviation on our community and neighbours.
- Fly Friendly will become a part of each operator's standard operating procedure at Glenorchy helping to ensure sustainable aviation services and aviation leisure activities at the Reserve.
- All commercial operators using Glenorchy are to ensure their pilots have current Aircare™ Sound Abatement – Helicopter or Sound Abatement Fixed wing (as appropriate) accreditation and in addition are briefed on Fly Friendly and follow the prescribed noise abatement procedures to the greatest extent possible, consistent with flight safety.<sup>2</sup>

***Quiet Flying is Good  
Business***

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<sup>2</sup>™Aircare is a registered trademark of Aviation New Zealand. Details can be found at <http://www.aia.org.nz/AIRCARE.html>

Appendix D Noise Complaints Register and Action Form

COMPLAINT REGISTER    MONTH: .....    YR: .....

#	Complainant	Telephone	time	Reg'n	Nature of Complaint	Follow Up Action Taken

GLENORCHY AIRSTRIP LIMITED COMPLAINT ACTION FORM

(To be completed by the recipient of any complaint either by telephone, facsimile or verbal with as much detail as is available)

<b><u>Complainant</u></b>	Name:.....	Company .....	
	Address .....		
	.....		
Phones:	Hm:.....	Bus:.....	Mob:.....
Date:...../...../.....	Time:.....(Local Time)		
<b>Nature of Complaint</b> .....			
<b>Date of Occurrence</b> .....		<b>Time:</b> .....(Local or UTC)	
<b>Where</b> .....			
<b>Details:</b>			
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.....			
.....			
<b>Follow up Action Taken</b> .....			
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.....			
<b><u>Recommendations:</u></b>			
.....			
.....			
.....			
.....			
<b><u>Close Out Actions</u></b>			
<b>Airstrip Manager</b>	..... <i>Signature</i> .....		
<b>QLDC:</b>	..... <i>Signature</i> .....	<b>Date:</b> ...../...../.....	

**Appendix E Form CAA005**  
(as at 9 May 2017)

OCC NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ SAI \_\_\_\_\_

**Occurrence Report**



CIVIL AVIATION AUTHORITY  
OF NEW ZEALAND  
*Te Mana Kiriwani Tōmatarau o Aotearoa*

For Occurrence Notification please complete the applicable white areas on this page. Then post or fax to CAA as soon as possible. If faxing this form send to +64 4 560 9469. To report an accident or serious incident phone: 0508 ACCIDENT (0508 222 433) Monitored 24 hours a day, seven days a week. To report other safety or security concerns phone: 0508 4SAFETY (0508 472 338) Available office hours (voice mail after hours). Remember - you can also get this form from the CAA Website and email to CA005@caa.govt.nz

Date of occurrence \_\_\_\_\_ Time \_\_\_\_\_  NZST  NZDT  UTC Location \_\_\_\_\_

Aircraft manufacturer and model \_\_\_\_\_ Aircraft registration **ZK-** \_\_\_\_\_

Operator \_\_\_\_\_ Client ID \_\_\_\_\_

POB \_\_\_\_\_ Number of injuries - Fatal \_\_\_\_\_ Serious \_\_\_\_\_ Minor \_\_\_\_\_

Crew Pax Crew Pax Crew Pax

**Operational Details**

Flight No./Call sign \_\_\_\_\_ Altitude \_\_\_\_\_  AGL  ASL  FTL Runway used \_\_\_\_\_

Departure point \_\_\_\_\_ Destination point \_\_\_\_\_ Nearest reporting point (NRP) \_\_\_\_\_

Distance and bearing from NRP \_\_\_\_\_ NM \_\_\_\_\_ °  VFR  IFR  VMC  IMC

Scheduled  OR non-scheduled  Domestic  OR International ETOPS

<b>Nature of flight</b>	<input type="checkbox"/> passenger A to A	<input type="checkbox"/> passenger A to B	<input type="checkbox"/> freight only
	<input type="checkbox"/> agricultural	<input type="checkbox"/> other aerial work	<input type="checkbox"/> business/executive
	<input type="checkbox"/> training dual	<input type="checkbox"/> training solo	<input type="checkbox"/> test or ferry/positioning
	<input type="checkbox"/> private other	<input type="checkbox"/> parachuting	<input type="checkbox"/> air ambulance
	<input type="checkbox"/> other (specify)		
<b>Flight phase</b>	<input type="checkbox"/> parked	<input type="checkbox"/> taxiing	<input type="checkbox"/> takeoff
	<input type="checkbox"/> climb	<input type="checkbox"/> hover	<input type="checkbox"/> cruise
	<input type="checkbox"/> circuit	<input type="checkbox"/> aerobatics	<input type="checkbox"/> holding
	<input type="checkbox"/> descent	<input type="checkbox"/> approach	<input type="checkbox"/> landing
<b>Effect on flight</b>	<input type="checkbox"/> Nil	<input type="checkbox"/> flight delayed/cancelled	<input type="checkbox"/> aborted takeoff
	<input type="checkbox"/> failure to get airborne	<input type="checkbox"/> emergency/precautionary descent	<input type="checkbox"/> emergency/precautionary landing
	<input type="checkbox"/> go-around/missed approach	<input type="checkbox"/> abnormal approach	<input type="checkbox"/> diversion
	<input type="checkbox"/> turnback	<input type="checkbox"/> engine(s) shutdown	<input type="checkbox"/> significant loss of control/performance
	<input type="checkbox"/> avoiding action	<input type="checkbox"/> overweight landing	<input type="checkbox"/> abnormal landing
	<input type="checkbox"/> runway excursion	<input type="checkbox"/> other (specify)	

*If weather is a significant factor include in description of occurrence.*

**Description of Occurrence**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue on a separate sheet if necessary.

Pilot in command's name \_\_\_\_\_ Licence number \_\_\_\_\_

Pilot flight hours in last 90 days \_\_\_\_\_ Flight hours on type \_\_\_\_\_ Total flight hours \_\_\_\_\_

Last checked  IFR  BFR  OCA (Competency Assessment) by - name \_\_\_\_\_

Date checked \_\_\_\_\_ Check pilot's ID \_\_\_\_\_

Continue over page...  
CAA005 - Rev 3: 2011

Please complete the white areas on this page to provide further occurrence details, only where applicable. Then post to CAA. If faxing this form send to +64 4 560 9469.

FILE NO. \_\_\_\_\_ SAI \_\_\_\_\_

**Type of Occurrence**

**Accident/incident**

<input type="checkbox"/> collision/strike object	<input type="checkbox"/> component/system failure malfunction	<input type="checkbox"/> loss of control
<input type="checkbox"/> engine power loss	<input type="checkbox"/> damage to aircraft	<input type="checkbox"/> airframe failure
<input type="checkbox"/> fire/explosion/fumes	<input type="checkbox"/> fuel/fluids occurrence	<input type="checkbox"/> flight crew illness/incapacitation
<input type="checkbox"/> injuries to persons	<input type="checkbox"/> failure of emergency equip/procs	<input type="checkbox"/> evacuation
<input type="checkbox"/> passenger/cargo related occurrence	<input type="checkbox"/> valid warning/alert system	<input type="checkbox"/> invalid warning/alert system
<input type="checkbox"/> emergency declaration	<input type="checkbox"/> other (specify)	

**Airspace incident**

Airspace ID - eg AA/TMA/C

<input type="checkbox"/> near collision	<input type="checkbox"/> loss of separation	<input type="checkbox"/> unauthorised altitude penetration
<input type="checkbox"/> unauthorised airspace incursion	<input type="checkbox"/> breach of other clearance	<input type="checkbox"/> pilot flight planning deficiency
<input type="checkbox"/> clearance/instruction deficiency	<input type="checkbox"/> flight information deficiency	<input type="checkbox"/> other (specify)
<input type="checkbox"/> TCAS Alert <input type="checkbox"/> RA <input type="checkbox"/> TA	intruder relative altitude in feet	relative position
		o'clock

**Facility malfunction**

Facility ID	Name	Facility type
<input type="checkbox"/> failure/non availability	<input type="checkbox"/> coverage/intensity deficiency	<input type="checkbox"/> alignment/course deficiency
<input type="checkbox"/> excessive bends/roughness	<input type="checkbox"/> false overhead/distance indication	<input type="checkbox"/> identification deficiency
<input type="checkbox"/> readability deficiency	<input type="checkbox"/> interference	<input type="checkbox"/> other (specify)

**Aerodrome occ.**

<input type="checkbox"/> physical surface deficiency	<input type="checkbox"/> surface marking deficiency	<input type="checkbox"/> wildlife incursion
<input type="checkbox"/> physical obstruction	<input type="checkbox"/> equipment/installation deficiency	<input type="checkbox"/> apron management deficiency
<input type="checkbox"/> public protection deficiency	<input type="checkbox"/> other (specify)	

**Dangerous goods**

spillage/leakage  fumes/gas/smoke/fire  mis/nondeclaration  other (specify)

**Bird hazard**

strike  near strike Species  small  medium  large

Number seen  1  2-10  11-100  100+ Number hit  1  2-10  11-100  100+

**Aircraft defect/ Engineering details**

Major component/system affected

ATA code \_\_\_\_\_ Part defective \_\_\_\_\_

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Part number \_\_\_\_\_ Serial number \_\_\_\_\_

TTIS Hours Cycles TSO Hours Cycles TSI Hours Cycles

Detection phase  unscheduled **OR**  scheduled maintenance Manufacturer advised  Yes  No

Compliance with  AD  SB Specify reference \_\_\_\_\_

Maintenance organisation \_\_\_\_\_ Client ID \_\_\_\_\_ Ph \_\_\_\_\_

Aircraft damage level  destroyed  substantial  minor  other (specify)

Aircraft disposal  write-off  repair  unknown  other (specify)

**Engineering Description of Incident**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitter's Details**

Continue on a separate sheet if necessary.

Name \_\_\_\_\_ Client ID \_\_\_\_\_ Tel: \_\_\_\_\_ Date \_\_\_\_\_

Attachments  sketches\*  reports  photographs  others (specify)

Submitter's investigation  open **OR**  closed Submitter's reference number \_\_\_\_\_

\*If an accident, please supply a sketch of the site We require more forms, please forward us \_\_\_\_\_ forms

# Investigation Report

FILE NO. [ ] SAI [ ]

FINDING NO. [ ] F [ ]

Complete white areas only where applicable

This section of the form is intended to be completed by the reporter or reporter's organisation at the conclusion of their internal investigation. It may be submitted separately to the Occurrence Report. For further assistance with this section refer to Rule Part 12 Advisory Circular.

Date of occurrence [ ] Time [ ]  NZST  NZDT  UTC Location [ ]

Aircraft manufacturer and model [ ] Aircraft registration **ZK-**[ ]

Finding attributed to: name [ ] Client ID [ ]

Aviation document [ ] Rule ref [ ] Manual reference [ ]

Non-compliance  Non-conformance  Observation  Safety related concern  Critical  Major  Minor

## Description

[ ]

[ ]

[ ]

[ ]

Continue on a separate sheet if necessary.

## Cause

Cause 1

[ ]

[ ]

Person/organisation [ ] Category [ ] Item [ ]

Cause 2

[ ]

[ ]

Person/organisation [ ] Category [ ] Item [ ]

## Client's Closing Action

1

[ ]

[ ]

Completion date [ ]

2

[ ]

[ ]

Completion date [ ]

Estimated OR  Actual cost of occurrence and corrective action \$NZ

## Reporter's Details

Name [ ] Position [ ]

Organisation [ ] Client ID [ ]

Date [ ] Tel: [ ] Reporter's ref number [ ]

Rev 3 : 2011



FILE NO. [ ] [ ] [ ] [ ] SAI [ ] [ ] [ ] [ ] [ ] [ ]

CR  MA  MI

**CAA Use Only**

ACC  ASP  BRD  ARC  DEF  DGD  NIO  
 HGA  INC  NRO  PAA  SEC  PIO  ADI

Rule \_\_\_\_\_ Entered - Date \_\_\_\_\_ Initials \_\_\_\_\_

TAIC advised  Yes  No Date \_\_\_\_\_ Time \_\_\_\_\_

TAIC investigating  Yes  No TAIC reference [ ] [ ] [ ] [ ] [ ] [ ]

Name of analyst \_\_\_\_\_ Name of investigator \_\_\_\_\_ Close on entry  Yes  No

Notes  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Occurrence & Investigation Reports**



The Civil Aviation Authority maintains a computer database which records all aviation-related occurrences.

The objective of reporting occurrences is to provide information for the CAA to improve flight safety. This is achieved by analysis of safety-related trends so that preventative actions may be taken.

Your cooperation in notifying, reporting and investigating safety-related occurrences is requested so that together we can achieve a safer aviation environment.

FREEPOST NO. 146123



Safety Analysis  
 Civil Aviation Authority  
 PO Box 3555  
 Wellington 6140

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## Appendix F Definitions

**Airstrip Manager** means the operator of Glenorchy Airstrip as stated in the AIP.

**Aerobatic Flight** (CAR Part 1) -

- (1) An intentional manoeuvre in which the aircraft is in sustained inverted flight or is rolled from upright to inverted or from inverted to upright position; or,
- (2) Manoeuvres such as rolls, loops, spins, upward vertical flight culminating in a stall turn, hammerhead or whip stall, or a combination of such manoeuvres

**Aerodrome** means Glenorchy Airstrip and has the same meaning as **Airstrip** as defined below.

**AIP** means the “**Aeronautical Information Publication**” published by the Civil Aviation Authority of New Zealand.

**AGL** means above ground level (Note: for the purposes of this document, AGL refers to height above airfield elevation which in the case of Glenorchy Airstrip is 1255 feet AMSL)

**Aircraft** in terms of the Civil Aviation Act 1990, means any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth.

**Aircraft Engine Testing Noise** means noise from aircraft engine(s) undergoing testing for the purposes of engine maintenance and does not include normal operational aircraft engine run-ups. (i.e.: aircraft warming up prior to take-off) or any noise generated by the taxiing or towing of aircraft to or from the designated engine testing location.

**Aircraft Movement** means one aircraft take-off, landing, touch-and-go, or missed approach. A "Touch-and-go" shall be deemed to be two aircraft movements

**Airstrip** means Glenorchy Airstrip defined by land contained within the Glenorchy Airstrip Reserve boundary.

**AMSL** means above mean sea level.

**Air Traffic Control (ATC)** means the organisation(s) providing air traffic services at Queenstown and Milford Sound aerodromes and the surrounding airspace.

**Aviation Event** in this document means an event to be conducted below the minimum safe heights prescribed under CAR Part 91.703 that is -

- (1) An air race or practice for an air race; or,
- (2) An aerobatic competition; or,
- (3) Aerobatic training or practice.

**CAA** means the Civil Aviation Authority of New Zealand.

**CAR** means Civil Aviation Rule

**Circuit Training** means the use of the fixed wing circuit or the helicopter circuit for training purposes

**Council** means QLDC

**dBA** is a measurement of sound pressure level which has its frequency characteristics modified by a filter so as to more closely approximate the frequency bias of the human ear.

**Director means** the Director of the Civil Aviation Authority of New Zealand.

**Turbojet** means a gas turbine engine that uses the residual gas flow energy directly as propulsion.

**Extended Centreline** means the centreline of the Airstrip extended in the direction of take-off or back along the final approach track.

**Fixed Wing Circuit** means that pattern, located on the west side of the Airstrip flown by fixed wing aircraft for the purpose of sequencing themselves to or from runway 14/32.

**Fly Friendly** refers to the specific voluntary programme of good flying practices promoted by QLDC and the Airstrip Manager with the aim of improving in-flight pilot behaviour and promoting harmony between airstrip users and surrounding land.

**GA** means General Aviation

**General Aviation** is defined by the Civil Aviation Authority (CAA) as all aviation activity at civil aerodromes other than regular passenger flights scheduled by international and domestic airlines.

**Glenorchy Airstrip Circuit Area** is the area surrounding the Airstrip as depicted in Appendix B of this document.

**Glenorchy Airstrip Consultative Governance Committee (GACGC)** is a committee formed by QLDC to provide feedback and advice to QLDC and the Airstrip Manager on issues relating to airstrip governance, but with a focus on aircraft noise.

**Low Level Pass** means any aircraft flight below 600 feet AMSL not being an aircraft movement or flight activity authorised by the Glenorchy Airstrip Noise Management Plan.

**NZDT** means NZ daylight time: that time during which daylight saving is in effect.

**NZLT** means NZ local time: time referenced regardless of whether daylight saving is in effect.

**NZST** means NZ standard time: the time reference used when daylight saving is not in effect.

**QNH** is an altimeter sub-scale setting to obtain elevation when on the ground. That is to say height above mean sea level.

**Queenstown Milford Users Group (QMUG)** is a group representing commercial aircraft operators providing general aviation tourist services Southern Lakes area.

**Resident operator** is an aircraft operator who has been granted a licence by QLDC to base one or more aircraft at Glenorchy Aerodrome.

**Scheduled Flight** means freight or passenger flights that are established on a permanent timetable basis.

**TLOF** means Helicopter Touch Down and Lift Off area

**UTC** means the Coordinated Universal Time or reference to the old GMT (Greenwich Mean Time).

**Appendix G Document Amendment Request**

TO: The Airstrip Manager Glenorchy Airstrip [Address]	FROM: _____ _____ _____
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I/We wish to request an amendment to the following Section(s) of the Noise Management Plan as listed below:

1.	
2.	
3.	
4.	
5.	
6.	

Reasons for the request are as follows:

1.	
2.	
3.	
4.	
5.	
6.	

Suggested wording *(Use separate sheet(s) as required:*

1.	
2.	
3.	
4.	
5.	