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**BUSSELTON REGIONAL AIRPORT
COMPLIANCE ASSESSMENT PLAN
NOISE MANAGEMENT**

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1. INTRODUCTION

The City of Busselton, as the owner and operator of the Busselton Regional Airport (BRA), seeks to utilise the Airport to its capacity for the benefit of tourism and economic development of the region. While recognising that noise can affect members of its community, the City of Busselton has in place a noise management plan (NMP) for the BRA.

The purpose of the BRA NMP is to provide a comprehensive plan for the effective management of noise generated by aircraft using the airport in order to protect the amenity of community members potentially affected by aircraft and airport noise. The main objectives of the NMP are:

- to identify and implement controls and procedures for the effective management of aircraft noise and the reduction of aircraft noise impacts;
- to provide clear and specific guidelines for airport users as to their responsibilities and obligations with regard to noise management; and
- to provide the general community with clear and transparent information and guidelines as to the noise management controls and procedures to be employed in respect of aircraft noise in the vicinity of the BRA.

The City of Busselton submitted the NMP for the BRA to the Minister for Environment; Water in early 2012 for approval. Following consultation with the Environmental Protection Authority (EPA) the Minister approved and published the NMP as Ministerial Statement 901 (Assessment 1876) on the 22 June 2012 subject to the conditions and procedures as outlined in the Statement, including Section 3 Compliance Reporting.

Section 3 Compliance Reporting outlines the compliance and non-compliance reporting that the City of Busselton is required to perform to meet the conditions of Statement 901. This Compliance Assessment Plan documents the processes and procedures that the City will implement in accordance with the BRA NMP and Statement 901.

2. COMPLIANCE REPORTING

The City of Busselton is committed to implementing, applying and enforcing, within its powers and available resources, strategies and available measures to achieve the requirements and objectives of the NMP. Operators utilising the Airport (whereby operators land and/or use the runway) are required to comply with the parameters outlined in the NMP, or any approval granted by the City for operations at the Airport.

For purposes of developing and implementing such strategies and/or enforcing compliance with these measures, it is necessary to distinguish between land based activities and activities taking place in airspace.

2.1. Land Based Activities

The City of Busselton, as owner and operator of the Airport precinct has the power to regulate, subject to CASA requirements, land based activities at BRA. These powers include (but are not limited to) determining:

- a) Operating hours for landings and take-offs from the aerodrome;
- b) Types of aircraft which may use the aerodrome for landing or taking off;
- c) Aircraft operators that use the facilities at the aerodrome (including who may use the aerodrome for landing or taking off);
- d) Whether flight training operators may use the aerodrome for landing and taking off and under what conditions.

The NMP details the parameters of operations that can occur at the BRA. An extract from the NMP Section 3.1.3 is listed below;

Standard Hours of Operation

The following table has been established to advise airport users of those operations that need City approval and to specify overall limits on operations to limit impacts for the community.

Table 2 – Operational Limitations and Approved Parameters

Operator / Aircraft Type	Standard Hours of Operation	Conditions
Emergency Services	UNRESTRICTED	Emergency situations and normal flight patterns * training flights require approval under the Flight Training Guidelines
Light Aviation Single Engine Aircraft under 2000kg MTOW not exceeding 65dB9A)*	UNRESTRICTED	Flight Training approval required (only available for aircraft below 1500kg MTOW and flight training conditions apply)
General Aviation Any aircraft that does not comply with the Light Aviation definition	0700 to 1900	Subject to noise not exceeding 85dB(A)*
Open and closed Charters Flights	0600 to 2100	Subject to noise not exceeding 85dB(A)* City approval required
Regular Passenger Transport operators	0600 to 2300	Subject to noise not exceeding 85dB(A)* City approval required
Any application that does not conform with the standard hours of operation or conditions set out in this table is considered a Non-Conforming Activity. Assessment of Non-Conforming Activities will be undertaken using the procedures defined in Section 3.3.3 (NMP)		
Example non-conforming activity	Non-Conforming hours	Subject to noise not exceeding 85dB(A)* Consideration as a non-conforming activity required via consultative process.
Scheduled Passenger Flight	2300 – 0100	
* The Aircraft Noise levels identified in this table are not to be exceeded at any residential or other noise sensitive location when determined as an LA Slow value at any point within 15m of the identified building.		

The City of Busselton will ensure compliance with the above listed operations. That is any flight operations occurring within the ‘Standard Hours of Operation’ and meeting the ‘Operator/Aircraft Type’ conditions will be allowed to operate or will be granted approval.

Where, an airport user operates outside of the ‘Standard hours of Operation’ and/or ‘Operator/Aircraft Type’ the City will consider this a non-conforming activity (i.e. non-compliance) and apply the specific procedures detailed in Section 3.2 Compliance Assessments.

2.2. Activities in Airspace

Since the powers to regulate Australian administered airspace are considered to be exclusive to AirServices Australia, the City of Busselton has no power or authority to regulate such activities. The City, for instance, does not have the power to regulate matters like height restrictions or flight paths through a local law. That does however not prevent the City from reporting non-compliance activities of aircraft operators, with existing measures regulating activities in airspace. Hence, where the City of Busselton receives an alleged noise complaint that has resulted from an aircraft flying within the airspace but not utilising the BRA, the City will refer the noise complaint to the AirServices Australia Noise Complaint and Information Service as a matter of course.

3. APPROACH AND TIMING OF COMPLIANCE ASSESSMENTS

3.1. Approach

The City of Busselton reviews all flight operations arriving into and departing the BRA on a weekly basis. This is achieved using the following procedures:

- a) Weekly - Reviewing recorded aircraft operator/pilot CTAF broadcasts - It is mandatory for all aircraft operators to broadcast their movements on the Busselton CTAF upon entering the Busselton CTAF area. These broadcasts are recorded by the City of Busselton and can be replayed to verify what movements have been performed. All broadcasts are date and time stamped so that any non-conforming activity can be identified and reported as required;
- b) Monthly – CTAF broadcasts can be verified utilising the landing fee invoicing reports. The City of Busselton contracts the collection of landing fees to an independent contractor who generates monthly reports identifying all aircraft movements (date and time stamped) that have operated from the BRA.

The City will use the above reporting mechanisms to identify and verify any aircraft operations that have occurred outside of the 'Standard Hours of Operations'.

The aircraft type can be checked for compliance with the NMP set aircraft noise limits. This is undertaken using the aircraft call sign to identify the aircraft make and model and then using aircraft manufacturers published noise information if required.

All open, closed and RPT flights require City of Busselton approval prior to operating from the BRA. City staff will perform the following checks prior to approval:

- a) Scheduled flight arrival and departure times to be within the standard hours of operations;
- b) Operators must provide Aircraft make and model so that the manufacturers or AirServices Australia published aircraft noise levels can be verified against the NMP accepted noise levels;
- c) Operators will be notified in writing of approved / disallowed operations prior to the proposed operations commencing.

3.2. Compliance Assessments

Compliance assessments will be performed where aircraft movements are:

- a) Operating outside the standard hours of operation;
- b) Emitting noise above the NMP aircraft accepted noise levels;
- c) Resulting from a noise complaint.

Aircraft Operating Outside the Standard Hours of Operation

The following actions will be undertaken for aircraft movements within 30 minutes before the start and/or after the end of the standard hours of operation for that Operator/Aircraft Type:

- a) Record the non-compliance on the Monthly Assessment Report;
- b) Contact the Aircraft operator to identify any justifiable reason for the non-compliance (i.e. flight delayed en-route due to weather);
- c) If the assessment identifies the non-compliance as an un-avoidable or justifiable occurrence then no further action will be taken;
- d) If the assessment identifies the non-compliance as an avoidable activity then the City will correspond with the operator in relation to the non-compliance re-stating the conditions of the NMP and Statement 901 and that re-occurrence will result in further action being taken.

The following actions will be undertaken for aircraft movements occurring 30 minutes and more before the start and/or after the end of the standard hours of operation for that Operator/Aircraft Type:

- a) Record this as non-compliance on the Monthly Assessment Report;
- b) Advise the operator of the non-compliance and proceed with any further action that may be necessary;
- c) Advise the CEO, of the EPA of the non-compliance within seven (7) days of the non-compliance being known using the Non Compliance Reporting template detailed in Section 4 of this plan.

An Aircraft Type that Emits Aircraft Noise Above the Set Noise Limits Published in the NMP.

If aircraft movements have been supposed as emitting aircraft noise greater than the levels set in the NMP, the City will retrieve the aircraft call sign from the CTAF recordings and utilise the CASA Aircraft Register to determine the aircraft make, model and owner.

Using the aircraft make and model, published noise data can be referenced either from the Aircraft manufacturer or from AirServices Australia website.

The following actions will be undertaken where published noise data clearly indicates a non-compliance with the NMP acceptable noise levels;

- a) Record this as non-compliance on the Monthly Assessment Report;
- b) Notify the operator that the specific aircraft is restricted from using the BRA.
- c) Where published noise data does not clearly indicate non-compliance, noise monitoring will need to be performed if operations are to continue on a frequent basis at the Airport.
- d) Where noise monitoring confirms non-compliance with the NMP acceptable noise levels, the operator will be advised in writing that the aircraft is restricted from using the BRA.

A compliance assessment will also be performed on receipt of any alleged noise related complaint.

Upon receipt of an alleged noise complaint the nature of the complaint will be need to be established. The following actions will be undertaken;

- a) Where a noise complaint alleges that an aircraft operated outside of the Standard Hours of Operation, a compliance assessment detailed in '*Aircraft Operating outside the Standard Hours of Operation*' above will be performed.
- b) Where a noise complaint alleges that an aircraft emitted aircraft noise above the NMP accepted noise levels, a compliance assessment detailed in '*An aircraft type that emits aircraft noise above the set noise limits published in the NMP*' above will be performed.

In order to seek/enforce compliance by aircraft operators with the requirements and objectives of the NMP, the City of Busselton shall implement/employ the following measures with regards to land based activities at BRA:

- a) City of Busselton Airport Local Law which, among other things, regulates the activities of flight training operators. Under this process a proponent will be required to apply for a flight training permit in accordance with the guidelines and conditions in the BRA NMP and only operators holding valid permits will be allowed to use the facilities at BRA for flight training;

- b) Entering into Fly Neighbourly Agreements (FNA) with aircraft operators to minimise noise impacts of aircraft that utilise the BRA on a frequent basis. The BRA NMP recommends guidelines and conditions for consideration in agreeing a FNA with operators;
- c) Communication and consultation, with aircraft operators using the facilities at the airport. This is a two tiered process, firstly ensuring that approved aircraft operators are aware of the requirements of the NMP, and secondly consulting with non-compliant aircraft operators in an attempt to resolve any issues and prevent re-occurrence of unapproved/non-compliant activities;
- d) Reporting non-compliance to relevant government agencies (CASA, AirServices Australia, EPA) and seeking support from these agencies to prevent re-occurrence of such activities, where the non-compliant activities are outside the City's jurisdiction (i.e aviation safety and flight procedures and/or aircraft operations in Class G airspace);
- e) Prosecuting serial non-compliant aircraft operators;
- f) Advise repeat non-compliant aircraft operators that they are prohibited from using the facilities at the airport (banning certain non-compliant activities at the airport or prohibiting such operators from landing and taking off from the aerodrome).

4. METHOD OF REPORTING NON-COMPLIANCE INCIDENTS (WITHIN SEVEN DAYS OF IDENTIFICATION)

Non-compliant activities are required to be reported to the CEO, EPA within seven (7) days of being identified and will be reported using the Non-Compliance Report form (Appendix 2).

The Non-Compliance Incident Report form will;

- a) List the Aircraft operator or owner, aircraft make and model;
- b) List the non-compliant activity, arrival or departure time of aircraft and/or estimated aircraft noise emitted;
- c) Corrective actions taken by the City;
- d) Details of any further actions to be taken, such monitoring of operations or noise monitoring;
- e) Be endorsed by the City of Busselton CEO or a person authorised to sign on behalf of the CEO.

5. FREQUENCY OF COMPLIANCE ASSESSMENT REPORTING

Airport staff will collate aircraft activities assessed to be non-compliant and all alleged noise complaints on a weekly basis and recorded on the Monthly Assessment Report.

All non-compliant activities occurring 30 minutes or more before the start and/or the end of the standard hours of operation for that Operator/Aircraft Type will be reported to the CEO, EPA within seven (7) days of the non-compliance being known.

The first BRA Compliance Assessment Report is to be submitted to the CEO, EPA by 21st Sep 2013 and subsequent compliance assessment reports submitted annually thereafter.

BRA Annual Compliance Assessment Report (Appendix 3)

BRA Annual Compliance Assessment Report will;

- a) List all activities identified as non-compliant with the NMP, corrective and preventative action taken by the City within the last 12 months;
- b) Include a statement as to whether the City of Busselton has complied with the conditions of Statement 901;
- c) Be endorsed by the City of Busselton CEO or a person authorised to sign on behalf of the CEO;
- d) Indicate any proposed changes to the Compliance Assessment Plan and/or the Annual Compliance Assessment Report.

6. RETENTION OF COMPLIANCE ASSESSMENTS AND REPORTS

All Monthly Assessment Reports, Annual Compliance Assessment Reports and any notifications forwarded to the EPA will be stored in the City of Busselton's data management system in accordance with the City's Record Keeping Plan and can be made available for review on request.

Paper Copies of all Monthly and Annual Assessment Reports will be kept onsite at the Airport for a further six months following submission of the Annual Compliance Assessment Report to the CEO, EPA.

All CTAF recordings are stored by the City of Busselton's I.T department and stored in accordance with the City's Record Management Plan.

7. PUBLIC AVAILABILITY OF COMPLIANCE REPORTS

Reporting of the number and nature of non-compliances to the City of Busselton's Airport Advisory Committee will be performed semi-annually (October and April or the next available scheduled committee meeting) and hence will be published as part of the Airport Advisory Committee Agenda and minutes. Full disclosure of non-compliant activities can be made available in accordance with the Freedom of Information Act.

Appendix 2: Example Non-Compliance Report (submit to EPA within seven days of identification)



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Office Hours: Monday to Friday 8.30am to 4.30pm

All communications to: The Chief Executive Officer, Locked Bag 1 BUSSELTON WA 6280

Date

Chief Executive Officer
Environmental Protection Authority
PO Box
Perth WA

Dear

Busselton Regional Airport: Statement 901 Report of Non-Compliance

In accordance with Statement Number 901, Busselton Regional Aerodrome , Assessment Number 1876, Section 3-5 Compliance Reporting: 'The Proponent shall advise the CEO of any non-compliance within seven days of that non-compliance being known.', the City of Busselton hereby notifies the Environmental Protection Authority of a recorded non-compliance.

Notification of Non-Compliance

Date on Non-Compliance:
Aircraft Operator / Owner:
Aircraft Type (make/model)
Details of Non-Compliance:
Corrective Action(s):

The City of Busselton will liaise with the above Aircraft Operator / owner to ensure that non-compliant activities do not reoccur. Any additional deliberate reoccurrences will result in the City of Busselton taking further action.

Yours faithfully

Mike Archer
Chief Executive Officer



Appendix 3: Example Annual Compliance Assessment Report



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Chief Executive Officer
Environmental Protection Authority
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Perth WA

Dear

Busselton Regional Airport: Statement 901 Annual Compliance Assessment Report

In accordance with Statement Number 901, Busselton Regional Aerodrome, Assessment Number 1876, Section 3-5 Compliance Reporting: 'The Proponent shall submit to the CEO the first compliance assessment report fifteen months from the date of issue of this statement addressing the twelve month period from the date of issue of this statement and then annually from the date of submission of the first compliance assessment report.'. The City of Busselton hereby submits the Annual Compliance Assessment Report for the period [Date] – [Date].

Recorded Non-Compliances for [Date] – [Date]

Date /Time	Aircraft Operator / Owner	Aircraft Type	Non-compliance type	EPA notified in 7 days	Corrective / Preventative Action
			Out of Hours / noise	Y / N	

The City of Busselton has complied with the conditions prescribed in Statement Number 90, and in the City of Busselton's Compliance Assessment Plan approved by the CEO, Environmental Protection Authority (Date) and that all non-compliance assessment reports are publicly available in accordance with the City's Compliance Assessment Plan.

The City of Busselton would like to recommend that the following amendments to the City's Compliance Assessment Plan be considered:

[Add any recommendations here].

Yours faithfully

Mike Archer
Chief Executive Officer

