

Rotorua Airport – Site Rules

Policy #1

Date Approved:	16 February 2023
Next Review Date:	16 February 2024
Person Responsible:	Chief Executive

1. Purpose

The purpose of this policy is to:

- 1.1. Provide a framework for contractors, tenants, staff, customers, and other/all persons entering/working in Rotorua Regional Airport (RRA) grounds.
- 1.2. Ensure the on-going safe and efficient operations of the Airport, and the safety of staff, contractors, tenants, customers, and the public.
- 1.3. Support lawful operations and governing laws/regulations currently enforced by Rotorua District Council, or the New Zealand Government.

2. Organisational Scope

- 2.1 This policy applies to all visitors, members of the public, tenants, and staff on the RRA site; and as such, will be made available on the RRA website at www.rotorua-airport.co.nz, or on request.
- 2.2 We recognise that other businesses may have their own policies on some of these matters. This is acceptable if they meet or exceed the requirements in this policy.

3. General Safety and Security

For the safety, security, and wellbeing of everyone at RRA and our environment, it is important to follow these key requirements:

- 3.1. All visitors to RRA, including members of the public, tenants, contractors and pilots must follow the instructions of RRA staff.
- 3.2. As this is an airport any unattended items in the terminal will be treated as suspicious. Therefore, it is important not to leave any belongings unsupervised while in and around the terminal.
- 3.3. All young children must be supervised at all times in and around the airport. Particular attention should be given to preventing children climbing on or touching the baggage conveyor belts.
- 3.4. No substances should be disposed of down drains unless they have been specifically approved for that purpose.
- 3.5. Airport users and tenants should maintain good housekeeping at all times. This includes keeping all areas clear of oil, grease, fuel, and anything else (including liquids and any objects) likely to cause damage or create a danger or obstruction.
- 3.6. Staying overnight in any building, vehicle, or otherwise on airport premises is not permitted.
- 3.7. When an electrical storm can be heard or seen all personnel must evacuate to a safe location until thunder or lightning is no longer present. A safe location can include buildings or fully enclosed vehicles.
- 3.8. The airport boundary must remain secure. This includes:
 - 3.8.1. Not climbing walls, fences, barriers, or railings unless authorised to do so; and
 - 3.8.2. Making sure doors, gates, barriers, or other access ways are appropriately secured to avoid unauthorised access to restricted areas.

4. Airside

When accessing airside, for any purpose, it is important all users acknowledge the high-risk zone they are entering. To control risk:

- 4.1. Wear approved hi-visibility clothing airside if you are 5m or more from a vehicle, aircraft, or building.
- 4.2. Aircraft must not be started or run inside a hangar.
- 4.3. All findings of foreign objects and debris (FOD) encountered must be reported to the Airport Operations team on 027 274 4508, even if the source is uncertain. A reasonable attempt should be made to remove FOD, however only if it is safe to do so.

5. Animals

Due to the risk presented to aircraft operations from loose animals accessing airside it is important that:

- 5.1. No animals are brought onsite, for any purposes, other than the exceptions outlined below:
 - 5.1.1. The animal is being delivered to or from an aircraft for air transport.
 - 5.1.2. A disability assist dog (as defined in section 2 of the Dog Control Act 1996).
 - 5.1.3. A dog controlled by a constable or Customs/Airport officer performing official duties; or
 - 5.1.4. Livestock that the company has authorised to graze on parts of the airport that are not used by aircraft.
- 5.2. Any animals on site for acceptable reasons must be confined by a method from which they cannot escape. The minimum expectation is a harness for animals not in an approved cage (preferred). For clarity a collar is not a sufficient form of restraint.

6. Advertising and Media

All persons within the scope of this policy must not undertake the following without written permission from the CE:

- 6.1 Solicit funds, canvas for subscriptions, sell raffle or lottery tickets, or appeal for donations for any purpose.
- 6.2 Display or distribute any advertisement for goods or services; or
- 6.3 Display or distribute any poster, placard, handbill, writing, picture, pamphlet or circular advancing or opposing any cause or issue.
- 6.4 Take photographs or make audio or video recordings within the airport for commercial purposes or profit, unless that person is an accredited representative of the news media who is engaged in carrying out that person's duties.
- 6.5 Every person required shall produce their written authority to undertake the activities outlined above (6.1-6.4) to an airport official when requested to do so.

7. Conduct

Everyone coming to the airport is expected to uphold a certain level of conduct. This means it is unacceptable to:

- 7.1. Smoke site wide (this includes e-cigarettes and vapes). The only exception is the designated smokers hut in carpark A.
- 7.2. Wear gang patches or other gang related paraphernalia.
- 7.3. Consume or possess alcohol in any area other than licensed premises.
- 7.4. Be under the influence of drugs and/or alcohol.
- 7.5. Act in a manner that is disorderly, indecent, or generally viewed as inappropriate.
- 7.6. Throw, drop, or leave anything at the airport that could injure or annoy any person or damage any property.

8. Lost property

The Terminal and Finance Manager oversees the management of all lost property. The overarching process for the management of lost property is outlined below.

- 8.1. Property that has come into the possession of RRA as a consequence of being lost or found in or around the premises is to be managed in the following way:
 - 8.1.1. Property should be stored securely and in an appropriate manner.
 - 8.1.2. Property that is not claimed after being held for 6 weeks or more may, at the discretion of the Terminal and Finance Manager, be destroyed or donated to a local charity shop.
 - 8.1.3. The company may dispose of any perishable property found in the airport at any time.

9. Vehicle use

- 9.1. Parking onsite is at the owner's risk and while RRA takes security of vehicles seriously, RRA assumes no responsibility.
- 9.2. To help maintain a safe carpark/vehicle accessway environment it is expected users:
 - 9.2.1. Adhere to the posted speed limits on site at all times (including airside).
 - 9.2.2. Comply with all directions and signage while on airport premises including timed parking signage.
 - 9.2.3. Not park in reserved spaces (indicated by signage or markings on the ground) as these spaces are for authorised airport tenants and their staff for working on site or other approved purposes only.
 - 9.2.4. Not park in the wash bay carpark overnight.
- 9.3. Use only zero emissions vehicles in hangars/buildings unless exhaust emissions are appropriately mitigated (such as extractor systems or adequate ventilation).

Policy End.