



ABN 79 419 622 813

**WATTS BRIDGE
MEMORIAL AIRFIELD INC.
FLYING OPERATIONS BY-LAWS**

(Ref: WBMA Inc. – Flying Operations By-Laws V4.2 Oct 2022).

(Subject to change without notice)

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V1.1	FEB 2022	Re-Write
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V4.2	NOV 2022	Various - Minor

WATTS BRIDGE MEMORIAL AIRFIELD INC.

FLYING OPERATIONS BY-LAWS

1. INTRODUCTION

The purpose of Watts Bridge Memorial Airfield Inc. is to maintain an on-going facility for recreational and commercial flying in its many different forms. User understanding and compliance with operational procedures allows safe and harmonious activity by several aviation disciplines at the same time.

2. AUTHORITY

These WBMA Flying By-Laws are an official document of the WBMA Inc. They do not replace or have greater authority than WBMA Inc.'s Constitution, WBMA's General By-Laws, any Civil Aviation or other relevant regulatory body's Rules or Regulations.

These Flying By-Laws should be seen as additional requirements to Civil Aviation Laws and Regulations and do not relieve members of their responsibilities and or obligations under those regulations. Where any doubt or conflict of rules exist, the relevant Civil Aviation Law and Regulation prevails.

3. RESPONSIBILITY

All flying members are required to familiarise themselves and comply with this document as a prerequisite of their initial and continuing membership.

3.1 Limitation of Liability of WBMA

These Flying Operations By-Laws are to be read in conjunction with and subject to all Civil Aviation Laws and Regulations.

Whilst Watts Bridge Memorial Airfield Inc. has taken all reasonable steps and made all reasonable enquiries to ensure that these Flying Operations By-Laws comply with all Civil Aviation Laws and Regulations, WBMA Inc. does not warrant or represent that these Flying Operations By-Laws do comply with those Civil Aviation Laws and Regulations.

All pilots and operators utilising the Watts Bridge Memorial Airfield (WBMA) are solely responsible to ensure that they comply with all Civil Aviation Laws and Regulations, and WBMA Inc. will not accept any liability or responsibility for any breach of Civil Aviation Laws and Regulations by pilots or operators. All pilots and operators who conduct flying activities to, or from the WBMA, must make their own arrangements and take all appropriate steps to ensure that all Civil Aviation Laws and Regulations are complied with.

3.2 Risk

All pilots and operators using the Watts Bridge Memorial Airfield (WBMA) do so at their sole risk. WBMA Inc. is released from all liability and is indemnified against all costs and damages (whether to person or property) incurred due to the pilots and or operators utilising the Watts Bridge Memorial Airfield.

Any representations, documents and or materials, however supplied by the WBMA Inc., its Board of Management, any WBMA representative or Member, is generic in nature and does not relate to any specific type of aircraft or aircraft operation. Any information provided is not intended to be exhaustive or comprehensive. WBMA Inc. do not certify or warrant any flight activity, or that any information or guidance provided is accurate, complete or correct.

Pilots operating from the Watts Bridge Memorial Airfield (WBMA) must make their own enquiries and assessments of all aspects relating to their flight operations and the suitability of the airfield for their aircraft type and flight activity.

4. GENERAL APPROVAL TO FLY AT WBMA

The Watts Bridge Memorial Airfield (Watts Bridge) is a private airfield. A General Approval to Fly from/ at Watts Bridge is only granted where operators, pilots and aircraft meet the following WBMA General Approval to Fly Requirements:

4.1 MEMBERSHIP

Persons who house aircraft at or conduct regular flight operations from the Watts Bridge Memorial Airfield (Watts Bridge) are required to be members of the WBMA Inc

Storage of non-member aircraft for a period exceeding 14 days is prohibited and the hangar owner shall be financially responsible to WBMA Inc. for the payment of annual membership fees including the applicable Joining Fee for each such aircraft. The BOM may, at it's sole discretion, approve longer periods.

4.2 PILOT LICENCING

All pilots who operate at Watts Bridge are required to hold a valid Australian;

- Pilot Licence,
- Medical Certificate, and or
- Pilot Approval/ Certificate or Equivalent type licence.

All Pilots must be current on type and hold valid endorsements and or ratings appropriate to their aircraft type and or category of operations, as required by the Civil Aviation Safety Authority (CASA) and or Approved Self-Administering Aviation Organisation (ASAO), operating under an exemption and/or delegation issued by the CASA e.g. GFA, RA-Aus etc.

4.3 AIRCRAFT AIRWORTHINESS

Aircraft operating from Watts Bridge are required to hold a valid Australian;

- Certificate of Airworthiness, and
- Maintenance Release.

4.4 AIRCRAFT REGISTRATION

Aircraft are required to hold a valid Certificate of Registration as required by the CASA and or relevant ASAO.

4.5 AIRCRAFT INSURANCE

Aircraft operating at Watts Bridge are required to carry the following minimum third-party public liability insurance coverage:

- For private operations - \$3,000,000
- For commercial operations - \$20,000,000

4.6 COMMERCIAL OPERATIONS

Watts Bridge Memorial Airfield is operated and maintained by the voluntary work of members of the association. Commercial activities conducted to or from the airfield may attract a fee which is dependent on

the extent of the proposed activities. Members who wish to conduct commercial activities must first obtain an Approval To Operate (ATO) from the WBMA Board of Management (BOM). Applications for an Approval to Operate are available on-line from our website [HERE](#).¹

Owners of commercial hangars may make private arrangements to rent space to include ground-based business operations. Such owners are responsible to WBMA Inc. to make good any failure on the part of the tenant.

4.7 EVIDENCE OF GENERAL APPROVAL TO FLY REQUIREMENTS

The WBMA BoM may request evidence of the items required under clause 4 from time to time. WBMA Inc. reserves the right to withhold a member's General Approval to Fly at Watts Bridge until the requested evidence has been provided.

5. AIRFIELD GENERAL

5.1 RUNWAYS

There are three grass runways at Watts Bridge;

- 12L/30R (approximately 820 meters)
- 12R/30L (approximately 900 meters / 1500 meters when extension area is in use.)
- 21/03 (approximately 815 meters)

Pilots should refer to the ERSA and WBMA website Status page for operational information. Pilots should pay particular attention to the "Aerobatic Box" requirements and noise sensitive areas.

NOTE: A runway extension to 12R/30L (on the northern side of Silverleaves Road) is normally marked closed. This section of runway may be opened for special operations (eg for Airshows and or fly-ins) by prior arrangement.

5.2 HOURS OF OPERATIONS

Night flying is not permitted. All flying operations must be conducted between first and last light.

Pilots operating at Watts Bridge should be aware of and make their best efforts, consistent with safe operations, to abide by WBMA FLY NEIGHBOURLY GUIDELINES (available on-line from our website [HERE](#)²).

The flying of 'circuits' is not permitted prior to 0700 hrs (local time) to reduce noise impacts on our neighbours.

5.3 OPERATIONAL INFORMATION & AIRFIELD STATUS

WBMA Inc. publishes a variety of operational information relating to the conduct of flight operations and the airfield's status/ serviceability. Whilst best efforts are taken to ensure the accuracy and continued update of this information, WBMA Inc. does not warrant the content, accuracy or completeness of the information provided. In accordance with clause 3, pilots are solely responsible to ascertain the serviceability of the airfield prior to conducting any flight activities.

Information relating to Airfield Operations, Operational Status, and Airfield Warnings & Closures are available on-line from our website [HERE](#).³

¹ <https://wattsbridge.com.au/membership/authority-to-operate-application-form/>

² https://wattsbridge.com.au/wp-content/uploads/flyneighbourly_chart.pdf

³ <https://wattsbridge.com.au/airfield/status/>

6. VEHICLE MOVEMENTS ON THE AIRFIELD

6.1 PROHIBITION OF VEHICLE MOVEMENTS GENERALLY

Vehicles should not drive upon the runways, taxiways, or aircraft parking areas of the airfield except in the following circumstances:

- To assist in event of an accident, or
- As an Authorised Operational Vehicle

6.2 AUTHORISED OPERATIONAL VEHICLES & TRAILERS

Authorised operational vehicles and trailers are permitted onto taxiways and runways, when engaged in tasks associated with the airfield operation(s). Authorised operational vehicles and trailers may include vehicles engaged in; mowing, runway inspection and airfield maintenance, tow launch and recovery of non-motorised aircraft; instructors directly engaged in flight supervision, and other activities as determined from time to time.

6.2.1 Authorised Operational Vehicle & Trailer Requirements

Authorised operational vehicles & trailers operating within the normal movement areas used by aircraft, are required to:

- Give way to aircraft at all times,
- Activate their hazard lights and or a rotating beacon,
- Where required, carry an Observer, and
- Leave keys within the ignition/ car

6.3 HANGER & AIR CHALET VEHICULAR ACCESS WAIVER

In the absence of formed roads, vehicles may access Hangar & Air Chalets and, and subject to clause 6.2.1, drive upon the edges of internal access taxiways of the Hangar and or Air Chalet areas to access their Hangar/ Air Chalet.

6.4 RESTRICTIONS ON VEHICULAR MOVEMENT IN ADVERSE WEATHER

Vehicles may be restricted from the airfield if their movement is likely to significantly damage or erode the airfield or access track surfaces. This can typically occur after rain or other operations such as glider launching in dry conditions.

7. PEDESTRIAN MOVEMENT ON RUNWAYS & TAXIWAYS

Pedestrian movement on runways and taxiways is expressly prohibited except in cases of emergency, or for airfield inspection and or maintenance purposes, or when the persons are involved in specific flight operational duties.

7.1 HANGER & AIR CHALET PEDESTRIAN ACCESS WAIVER

In the absence of formed pathways and or roads, pedestrians may access Hangar & Air Chalets by walking along the edges of internal taxiways of the Hangar and or Air Chalet areas to access their Hangar/ Air Chalet.

8. AIRCRAFT OPERATIONS

8.1 ENGINE STARTS

8.1.1 General

Particular care should be exercised to position aircraft pre-start to reduce the effects of propeller wash into other hangars and or aircraft, as well as the various domestic arrangements which can occur at the airfield eg tents, picnics etc.

8.1.2 Hand Starting

Aircraft are to be restrained by chocks during all hand start operations (with or without a pilot occupying the cockpit).

8.1.3 Aircraft Not To Be Left Unattended

No aircraft, whether secured by brakes, chocks, or otherwise, may be left without a pilot at the controls with its engine running.

8.2 TAXIING PROCEDURES

For the purpose of this clause non-powered aircraft being taken to and from launch points or recovered from runways are deemed to be taxiing.

8.2.1 Taxi Routes

Unless operational and or safety aspects dictate otherwise, Pilots should always utilise taxiways to transit between parking areas and the runway.

8.2.2 Pre-Take-Off & Post Landing Procedures

To minimise runway occupancy times, and unless operational and or safety aspects dictate otherwise, all pre-take-off and post landing procedures are to be conducted on the taxiways.

8.2.3 Non-Powered Aircraft

After landing, non-powered aircraft should immediately clear the runway as soon as reasonably possible and via the most direct route.

8.2.4 Self-launching Gliders

Pilots of self-launching gliders are requested to consider inflight engine starts prior to landing to reduce engine warm-up periods which occupy the runway or block taxiways before ground taxiing. Where Self-launching Gliders are not capable of independent taxiing, they should be treated as non-powered aircraft per clause 9.2.3.

8.3 AIRCRAFT PARKING

8.3.1 Location

Aircraft must be parked in designated aircraft parking areas. All aircraft must be tied-down overnight and or during high wind conditions. Aircraft must not park on taxiways.

8.3.2 Parking At Hangars and Air Chalets

Owners and visitors to Hangars and Air Chalets must not leave their aircraft parked on internal Hanger or Air Chalet area taxiways such that other owners and/or visitors have their access impeded.

8.3.3 Parking At Launch Points

Aircraft or vehicles must not be parked up-wind of the designated Launch Point control vehicle.

8.3.4 Parking Adjacent To Taxiway/Parking Area Access Points/Hangars

Pilots should be mindful to provide adequate ground manoeuvring space for the wide variety of aircraft types which

use the airfield and their individual needs.

8.4 SPECIAL PROVISIONS/ OPERATIONS

8.4.1 Powered Parachute Operations

The unique nature of a powered parachute operations can cause considerable runway occupation periods. Pilots should liaise mixed aircraft/ power glider operations to ensure safe operations and a common understanding of each operator's operational requirements and or constraints.

8.4.2 Gyrocopter Operations

Gyrocopters must not be taxied within aircraft parking areas or between hanger areas with their rotor blades turning.

8.4.3 Balloon Operations

Balloon operations at the airfield may only be conducted by prior arrangement with the WBMA BOM..

8.4.4 Hang Glider Operations

Hang Glider operations at the airfield may only be conducted by prior arrangement with the WBMA BoM.

8.5 RADIO REQUIREMENTS

The carriage and use of an aviation radio is mandatory for all aircraft which operate at Watts Bridge. Radio calls should be made in accordance with AIPs.

On specified occasions WBMA or a Home-Based Group may operate a listening watch ground station, call sign Watts Bridge Advisory or other as detailed by NOTAM. The information provided is advisory only, providing traffic information, landing runway in use, circuit direction and wind assessment.

9. FLY-INS AND SPECIAL EVENTS

9.1 APPROVAL REQUIREMENT

An Approval to Conduct a Special Event must be obtained from the BoM prior to any fly-in or special event (as defined in the Administration by-laws).

Approval to conduct a Special Event is at the sole discretion of the WBMA BoM. Approvals may be contingent upon a variety of issues including but not limited to:

- Purpose
- Existing Agreements & Events
- Wear & Tear on WBMA Facilities
- Operational Control,
- Safety Management,
- Liability, and
- Other Items.

Applications are generally assessed on a 'first come, first served' basis but must be submitted to the BoM at least two months before a proposed event. Each application is assessed on its individual merits. The BoM may impose various requirements which seek to ensure, amongst other items, Safety, Operational and Insurance concerns.

The Application to Conduct a Special Event form is available on-line [HERE⁴](#).

10. ACCIDENT, INCIDENT AND HAZARD REPORTING

The Watts Bridge Safety Management System seeks to address safety issues through a robust hazard identification and occurrence reporting system. Our Hazard Identification and Occurrence Reporting System addresses both ground and air occurrences and aims to reduce the hazards within our operation, and thereby reducing the probability of a 'Chain of Events' to an Incident or Accident.

WBMA utilises an on-line safety reporting system. Pilots are encouraged to formally report all hazards and or occurrences through our internal electronic reporting systems. Access to our WEB Based SMS is available [HERE⁵](#). Direct access to our reporting forms are available here:

- [WBMA Safety Hazard Report Form⁶](#), and
- [WBMA Incident/ Occurrence Report Form⁷](#)

WBMA Pilots are encouraged to provide Mandatory Aviation Accident and Incident Notifications and should be aware of the REPCON and the ASRS reporting systems. Access to these systems are available under 'REPORTING' from this page [HERE⁸](#).

⁴ <https://wattsbridge.com.au/wp-content/uploads/WBMA-Inc.-Application-to-Conduct-a-Special-Event.pdf>

⁵ <https://wattsbridge.com.au/safety/management/>

⁶ <https://wattsbridge.com.au/safety/hazard-report/>

⁷ <https://wattsbridge.com.au/safety/incident-report/>

⁸ <https://www.atsb.gov.au/mandatory/asair-form/>