



Safety Management System

Part A CASA Part 139 - Aerodromes

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Amendment record

Revisions to this document are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this manual, a summary of the changes made is also recorded.

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	January 2025	N/A	<i>Do not obtain records of previous amendments</i>
18.00	June 2026	All	Complete review to ensure in line with MOS139 Chapter 25 SMS

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1. Introduction

Mildura Airport Pty Ltd is committed to maintaining the highest standards of safety in all aerodrome operations. The Safety Management System (SMS) for Mildura Airport provides a systematic, proactive, and integrated approach to identifying hazards, managing safety risks, and continually improving safety performance.

The SMS has been developed in accordance with the Civil Aviation Safety Regulations (CASR) Part 139 Manual of Standards (MOS), including the requirements of MOS 139 Section 25.03(1)(a) and 25.03(3)(7), and aligns with the principles of the International Civil Aviation Organisation (ICAO) Safety Management Framework.

2. Purpose and Scope

The SMS for Mildura Airport Ltd provides a structured and systematic framework to ensure the safe conduct of aerodrome operations.

The SMS is designed to:

- Identify hazards and manage safety risks in a proactive manner
- Ensure compliance with applicable regulatory requirements and industry best practice
- Monitor and continuously improve safety performance
- Support effective reporting, investigation, and mitigation of safety occurrences
- Promote a positive safety culture across all airport stakeholders

The SMS applies to all operations and activities conducted under the control of Mildura Airport Pty Ltd, including:

- Aerodrome operations and infrastructure
- Airside and landside activities
- All employees, stakeholder and contractors
- Interfaces with external stakeholders, including airlines, emergency services, and regulatory authorities

3. Safety Policy and Objectives

Mildura Airport Pty Ltd is committed to maintaining the highest standards of safety across all aerodrome operations by providing a safe working environment that protects the health and wellbeing of employees, contractors, tenants, and the wider community, while minimising environmental impact.

Operations are conducted with integrity and ethical behaviour, ensuring compliance with all regulatory and organisational requirements.

Mildura Airport values its people and promotes an open, inclusive safety culture where all personnel are encouraged to actively participate in hazard identification, risk management, and continuous improvement.

The organisation supports a just culture, where hazards, incidents, and safety concerns are openly reported without fear of reprisal, and confidentiality is respected where requested.

Through the implementation of an effective Safety Management System, Mildura Airport Pty Ltd aims to proactively identify hazards, manage risks to as low as reasonably practicable, and continually improve safety performance across all activities.

Safety Objectives

- Prevent accidents & incidents
- Ensure Compliance with Civil Aviation Safety Regulations (CASR) Part 139 Manual of Standards (MOS)
- Improve operations efficiency
- Promote Safety Culture

4. Key Safety Personnel of the Mildura Airport Pty Ltd

The Chief Executive Officer is the Accountable Manager under CASA MOS Part 139 and has appointed the Head of Operations (HOO) to oversee the implementation and management of the SMS.

Head of Operations

Responsible for:

Hazard identification and risk assessment

SMS documentation and implementation

Risk control development and monitoring

Review and management of hazard reports

Investigation of airside incidents

Monitoring and review of SMS effectiveness

Safety & Security Compliance Manager

Responsible for:

- Monitoring regulatory compliance
- Supporting audits and investigations
- Maintaining SMS records and registers
- Assisting with risk assessment and reporting processes

Aerodrome Reporting Officers and Operations Team

Responsible for:

- Conducting aerodrome inspections
- Identifying and reporting hazards
- Supporting incident reporting and investigations
- Ensuring compliance with aerodrome procedures and regulatory requirements
- Contributing to risk assessments and operational planning
- Assisting with audits, inspections, and change management processes
- Maintaining hazard and risk registers

5. Safety Management Committee

The Safety Management Committee comprises representatives from Mildura Airport Pty Ltd and key aerodrome stakeholders as listed below;

Position	Relationship
Head of Operations	Mildura Airport Pty Ltd
Safety & Security Compliance Manager	Mildura Airport Pty Ltd
Operations Manager	Mildura Airport Pty Ltd
Precision Representative	Ground Handling
AusFlight Handling Representative	Ground Handling
Tridents Services Australia Representative	Contracted Security Provider
World Fuel Services Representative	Onsite Fuel Supplier
Mildura Aero Club	General Aviation
Mildura Sports Aviation	General Aviation
OHS Health & Safety Representative	Mildura Airport Pty Ltd

Membership is reviewed periodically to ensure appropriate stakeholder representation.

Safety Management System

The Safety Management Committee meets quarterly, or as required, with safety matters also addressed through operational meetings.

The Safety Management Committee is responsible for:

- Conducting hazard identification and risk assessments
- Maintaining and overseeing safety reporting systems
- Promoting training and safety awareness across the aerodrome
- Supporting audits and investigations of incidents and accidents
- Maintaining safety documentation and records
- Reviewing and actioning incident and hazard reports
- Monitoring and evaluating the effectiveness of the Safety Management System

6. Co-ordination of Airport Emergency Response Plan

Mildura Airport Pty Ltd maintains an Airport Emergency Plan (AEP) to ensure an effective and coordinated response to emergency situations. The AEP defines roles, responsibilities, communication protocols, and procedures to support timely and efficient management of emergencies involving aerodrome operations.

The emergency response framework is coordinated with key stakeholders, including emergency services, airlines, and aerodrome operators, to ensure a consistent and integrated approach. Regular training, exercises, and reviews are conducted to confirm preparedness and the ongoing effectiveness of emergency response arrangements.

The AEP operates as a supporting document to the Safety Management System and Aerodrome Manual, ensuring that emergency risks are identified and managed.

7. Documentation and Data Control

The SMS is available to all Mildura Airport employees, Stakeholders and contractors as part of the Aerodrome Manual and is accessible via AVCRM and the Mildura Airport website.

Data control is managed through Mildura Airport Pty Ltd.'s Document Management System.

Documentation and records are retained for a minimum of three (3) years and made available to CASA for audit purposes.

8. Hazard identification & Risk Management Processes

Hazards are identified, assessed, and controlled through a structured risk management process.

Safety Management System

- Hazards are identified and recorded in the AVCRM system
- Risks are assessed using an approved risk matrix with AVCRM
- Risk controls are implemented through aerodrome procedures and stakeholder agreements
- Controls are communicated to relevant personnel and supported through meetings and training sessions
- Risk controls are reviewed at least annually to ensure effectiveness

9. Management of Change

Mildura Airport Pty Ltd shall undertake a documented Management of Change (MoC) assessment prior to implementing any significant organisational, operational, infrastructure, procedural or personnel change that may affect the safety of aerodrome operations.

Changes requiring assessment include, but are not limited to:

- Infrastructure projects and capital works
- Airside works and operational restrictions
- Changes to operational procedures
- Introduction of new equipment or technology
- Changes to security arrangements
- Changes involving tenants, contractors or service providers
- Organisational restructuring
- Regulatory changes affecting aerodrome operations

The Management of Change process shall include:

- Identification of the proposed change
- Identification of hazards associated with the change
- Assessment of risk using the approved risk matrix
- Identification and implementation of risk controls
- Consultation with affected stakeholders
- Identification of training requirements
- Review of documentation and procedures
- Monitoring and review following implementation

Management of Change assessments shall be retained within AVCRM and Mildura Airport Pty Ltd's digital filing system and reviewed by the Safety Management Committee where appropriate.

10. Safety Assurance

Safety Performance Monitoring and Measurement

Safety performance is measured against defined objectives for a period to ensure continuous improvement and effective risk control.

The following Safety Performance Indicators (SPIs) have been established for the current period.

Safety Performance Indicators for 2026		Measured
1	Safety Reporting Baseline – 5% increase	5% Increase
2	Ensure all relevant Stakeholder have access to AVCRM, through Safety Management Committee, and SMC to investigate incidents within their areas.	100%
3	Ensure all Safety Management Committee receive real-time incident reporting notifications.	100%
4	Develop & roll out Induction Training Documentation for Mildura Airport Employee & Stakeholders	100%
5	Completing a review of airside driving and bay allocation procedures – carried over from 2024/2025	100%
6	Improve data analyse and reviewing for Safety Management Committee	100%

Internal Safety Investigation

Safety occurrences, incidents, hazards and near misses shall be reported through AVCRM and investigated appropriate to the level of risk.

Corrective actions arising from investigations shall be allocated, monitored and reviewed to ensure effectiveness and prevent recurrence.

The purpose of investigations is to improve safety performance and identify opportunities for continuous improvement rather than attribute blame.

Evaluation and Improvement of the SMS

The Safety Management Committee reviews the SMS on an annual basis as part of the Aerodrome Annual Technical Inspection (ATI).

Aerodrome staff and contractors are given the opportunity to contribute to the SMS review through committee meetings and consultation processes.

The outcomes of the review are communicated to aerodrome staff, stakeholders and contractors.

11. Training and Safety Promotion

Mildura Airport employees and contractors receive induction and ongoing training to support effective implementation of the SMS and safe aerodrome operations.

Training ensures that personnel:

- Understand how the SMS operates
- Are aware of their roles and responsibilities within the SMS
- Recognise that the purpose of the SMS is to improve safety rather than attribute blame
- Are encouraged to report hazards and raise safety concerns

Safety awareness and communication are supported through weekly toolbox meetings and regular engagement with key stakeholders.

Operational meetings are used to discuss safety matters, including any proposed changes that may impact safety, which are assessed where required.

- Safety Management Committee Meeting
- Toolbox Meetings
- Airport Operators Meeting
- Landside Operators Meeting
- Internal Operations Meeting
- Executive Leadership Meeting