



# Caboolture Aerodrome Operations Manual

---

<b>Version</b>	1.0 – SEPTEMBER 2024
<b>Approver</b>	CABOOLTURE AERO CLUB PRESIDENT
<b>Review Date</b>	SEPTEMBER 2026

## Table of contents

<b>Table of contents</b>	<b>2</b>
<b>Glossary</b>	<b>6</b>
<b>Preface</b>	<b>9</b>
<b>Introduction</b>	<b>10</b>
<b>Synopsis</b>	<b>11</b>
<b>Amendment Record</b>	<b>12</b>
<b>Distribution list</b>	<b>12</b>
<b>1 Airfield Administration</b>	<b>13</b>
1.1 Operator's Statement	13
1.2 Organisational structure	14
1.3 Key personnel	14
1.3.1 Accountable Manager	14
1.3.2 Management positions (Airfield operation and maintenance)	15
1.3.3 Airfield Operations and Safety functions	15
1.4 Airfield manual administration	15
1.4.1 Manual control	16
1.4.2 Manual amendment	16
1.4.3 Manual review	16
1.5 Authorisations	17
1.5.1 Aerodrome Lease	17
1.5.2 Legality of Operation	17
<b>2 Airfield Information</b>	<b>18</b>
2.1 Aeronautical information	18
2.1.1 Airfield Diagram	18
2.1.2 Airfield Administration & Contact Details	18
2.1.3 Airfield Location	19
2.1.4 Movement area information – Runways	19
2.1.5 Movement area information – Runway strip availability	19
2.1.6 Movement area information – Taxiways	20
2.1.7 Movement area information – aprons	20
2.1.8 Ground Services	21
2.1.9 Wind Indicators and Ground Signals	21
2.1.10 Location of runway threshold/s	22
<b>3 Airfield Operating Procedures and Systems</b>	<b>23</b>
3.1 OVERVIEW - COMBINED OPERATIONS (TRAFFIC MIX)	23
3.1.1 Glider Operations	23
3.1.2 Parachute Operations	25

3.1.3 Helicopter Operations	25
3.1.4 Gyrocopter Operations	26
3.1.5 Ultralight Operations	26
3.1.6 Warbird Operations	27
3.1.7 Formation flying and other Flight Activities	27
3.2 Carriage and Use of VHF Radio	28
3.3 Noise Abatement	29
3.4 Circuit Procedures	29
3.4.1 Maximum Number in the Circuit	31
3.4.2 Cutting Off in the Circuit	31
3.4.3 Selecting Active Runway	31
3.4.4 Go Around	32
3.4 Fly-Ins & Events	32
3.5 Aircraft Parking	33
3.6 Engine start	34
3.7 Reporting aeronautical data and information	34
3.7.1 Personnel with responsibilities – data originator	35
3.7.2 Changes to published aeronautical information	35
3.7.3 Advising NOTAM Office (NOF) of changes – aerodrome conditions / hazards	36
3.7.4 Record keeping – reports	36
3.7.5 Review of published information	36
3.8 Airfield serviceability inspections	37
3.8.1 Positions with responsibilities	37
3.8.2 Routine serviceability inspections	38
3.8.3 Additional serviceability inspections	38
3.8.4 Inspection procedures	38
3.8.5 Reporting inspection results	40
3.8.6 Prompt follow-up action to correct unsafe conditions	40
3.9 Unauthorised entry to the airfield	41
3.9.1 Controlling airside access	41
3.9.2 Monitoring airside access points and barriers	42
3.10 Airside vehicle control	42
3.10.1 Vehicles and ground equipment operated airside	42
3.10.2 Airside vehicle lighting requirements	43
3.10.3 Vehicles on manoeuvring area	43
3.10.4 Vehicles in proximity to aircraft	43
3.10.5 Movement area speed limits	44
3.10.6 Escort service procedures	44
3.10.7 Monitoring and enforcing traffic rules	44
3.10.8 Vehicle movement in event of incident or accident	44

3.10.9	Carriage of and/or Delivery of Goods	44
3.10.10	Vehicle parking positions	45
3.11	Aerodrome works safety	45
3.11.1	Works safety personnel	45
3.11.2	Preparation of a method of working plan (MOWP)	45
3.11.3	MOWP Notifications	46
3.11.4	Works at closed aerodrome	47
3.12	Wildlife hazard management	47
3.12.1	Wildlife hazard personnel	47
3.12.2	Wildlife hazard monitoring	47
3.12.3	Wildlife hazard assessment	48
3.12.4	Wildlife hazard mitigation	48
3.12.5	Wildlife hazard reporting (AIP, NOTAM)	48
3.12.6	Liaison with local authorities for wildlife hazard mitigation	48
3.13	Disabled aircraft removal	49
3.13.1	Aircraft removal personnel	49
3.13.2	Aircraft removal – airfield operator & aircraft certificate holder	49
3.13.3	Notifying aircraft certificate holder	50
3.13.4	Liaising with the ATSB, Defence and ATC	50
3.13.5	Equipment and person(s) to remove aircraft	50
3.14	Airfield safety management	51
3.14.1	Risk management plan	51
3.15	Emergency response personnel	51
3.16	Airfield emergency procedures	51
3.16.1	Emergency service organisations	51
3.16.2	Local emergency planning arrangements	52
3.16.3	Notification and initiation of emergency response	52
3.16.4	Access and management of assembly areas	53
3.16.5	Response to a local stand-by event	53
3.16.6	Initial response to full emergency	53
3.17	Emergency responder preparedness	54
3.17.1	Site inductions for emergency responders	54
3.17.2	Emergency exercises	54
3.18	Post-emergency return to operational status	55
3.19	Reviews of Airfield Emergency Response Plan (ERP)	55

Appendix A.	SITE PLAN	56
Appendix B.	NOISE SENSITIVE AREAS	57
Appendix C.	QUICK REFERENCE HANDBOOK (QRH)	58
Appendix D.	DAY to DAY AERODROME WORKS PROGRAM	59
Appendix E.	EMERGENCY RESPONSE PLAN	61
Appendix F.	FORMS	62
Appendix G.	RISK ASSESSMENT & REGISTER	63
Appendix H.	COMPLAINTS & DISCIPLINARY PROCEDURE	68

## Glossary

### Acronyms and abbreviations

Acronym / abbreviation	Description
ACN	aircraft classification number
ADP	aeronautical data package
AERP	aerodrome emergency response plan
ARC	aircraft reference code
ARFFS	aviation rescue and firefighting services
AGL	aeronautical ground lighting
AHD	Australian height datum
AIP	aeronautical information publication
AIS	aeronautical information service
ALARP	as low as reasonably practicable
ALA	access licence agreement
AMSL	above mean sea level
ARO	aerodrome reporting officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
ATC	air traffic control
ATSB	Australian transport safety bureau
CASA	Civil Aviation Safety Authority
CAC	Caboolture Aero Club Incorporated
CAP	Committee approved person
CMB	City of Moreton Bay council
ERSA	En-Route Supplement Australia
ft	feet
FOD	foreign object debris
FSAG	flight safety advisory group
GA	general aviation
H24	continuous
IFR	instrument flight rules
IAW	In accordance with
IWDI	illuminated wind direction indicator
LDA	landing distance available

LVP	low visibility procedures
m	metre(s)
MAGS	movement area guidance sign
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NAP	noise abatement procedure
NSA	noise sensitive area
NOF	NOTAM Office
NOTAM	notice to airmen
OFZ	obstacle free zone
OLS	obstacle limitation surface
OM	operations manual
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PAPI	precision approach path indicator
PCN	pavement classification number
PIC	pilot in command
QRH	quick reference handbook
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RWY	runway
SMS	safety management system
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
VHF	very high frequency
WDI	wind direction indicator
YCAB	Caboilture Airfield (ICAO Airport Code)

Reference material

Document type	Title
Regulation	Part 91 of the <i>Civil Aviation Safety Regulations 1998</i>
Regulation	Part 139 Manual of Standards
Regulation	Part 61 of the Civil Aviation Safety Regulations 1998

## Forms

Located in Appendix F

Form no.	Title
Form CAC 01	Membership Application
Form CAC 02	Social Membership Application
Form CAC 03	Fly-In & Event Application
Form CAC 04	Safety Incident Form
Form CAC 05	Notice to Show Cause
Form CAC 06	Access Licence Agreement Application
Form CAC 07	



## Preface

Welcome to Caboolture Aero Club Inc. (CAC)

CAC is a not-for-profit Association governed by the Associations Incorporation Act 1981. Caboolture Airfield (YCAB) is operated as a private airfield and leased from the State Government under provisions of a Head Lease with City of Moreton Bay Council (CMB), (Trustee for the State Government).

The club website provides links to the CAC Constitution, Operations Manual, Fly Neighbourly and Noise Sensitive Areas. New members must familiarise themselves with these documents. They can be found at:

**[www.cabooltureaeroclub.com.au](http://www.cabooltureaeroclub.com.au)**

Current runway status is available from the Home page under 'About the Club - Airfield – Runway Status'.

Live feed webcams and a weather station are also available on the website.

**Full membership is required to own a private hangar or permanently operate an aircraft from the airfield. An owner of a private hangar is required to ensure aircraft stored within that hangar are full financial members of the CAC.**

Access and use of the airfield for commercial purposes requires approval by CAC through an Access Licence Agreement (ALA) and consent from CMB.

The Flight Safety Advisory Group (FSAG) Sub Committee are responsible for monitoring the operational safety of the airfield. Members are encouraged to submit reports using the forms available on the website or see Appendix F Form CAC04.

This manual is issued by authority of the Caboolture Aero Club Inc. as the lessee, operator and manager of the Caboolture Airfield and by the authority invested in the CAC Management Committee by the Caboolture Aero Club Inc. Rules of the Association - Section 4(2)(d) Powers and Moreton Bay Council (formerly Caboolture Shire Council NOTICE OF CONSENT No 1365 dated 14th April 1999). The OM, does not have greater authority than the Caboolture Aero Club Constitution, Rules of the Association, the Airfield Head Lease, Local Government Notice of Consent or Australian Civil Aviation Legislation.

Enquiries for operational clarification may be made by contacting the Committee at:

**[secretary@cacq.com.au](mailto:secretary@cacq.com.au)**

The contents of this manual remain the sole property and responsibility of the Caboolture Aero Club Incorporated. No reproduction or amendment to this manual may take place without the express written consent of the CAC Management Committee.

## Introduction

The purpose of Caboolture Airfield, and its controlling body which will be referred to below as the Caboolture Aero Club (CAC), is to maintain an on-going facility for recreational flying, flying training, and other flying related operations as approved by the CAC Committee from time to time. Preservation of this asset will be achieved by users understanding and complying with this Operations Manual (OM).

Users of the airfield will understand that non-compliance with published operational requirements, this manual, and a disregard of day-to-day issues (e.g. noise) have a detrimental impact on the tenure of the lease of the parcel of land known as the Caboolture Airfield and its continued use for GA and recreational aviation activities. This document seeks to promote the safe interaction between disparate aviation activities. It is important that all Caboolture airfield users are cognisant of the peculiarities of these various aviation related activities and maintain a courteous and tolerant attitude in the interest of safety and good relations.

Visitors in aircraft are welcome and are an integral part of airfield and club activities. Individual permission to land and take-off for the purpose of training or other commercial related activity is required.

### WARNING

**All forms of flight and aviation related activities are potentially hazardous. The risks and hazards associated with flying and accessing an airfield are real and all participants must inform themselves of the possible risks involved. All persons participating in aviation activities at YCAB do so at their own risk. The Pilot in Command is responsible for compliance with the CASRs and this Operations Manual.**

## Member Responsibilities

This OM has been developed to ensure all members co-exist safely and harmoniously. It is the collective responsibility of all airfield users to ensure that they do not breach the provisions of the airfield head lease, or the conditions detailed in the Local Government Notice of Consent. Ultimately, these factors rest on the willingness of all members to use the facility responsibly and comply with the requirements of this OM for the good of the general membership and the protection of the airfield and our tenure. If an individual or an approved organisation does not act responsibly, or acts in manner that, in the opinion of the CAC Committee, conflicts with the CAC constitution, CAC rules, Local government Notice of Consent or this OM, and thereby puts the airfield head lease and/or recreational use of the airfield by the membership at risk, then the CAC Committee will act firmly to remove the offender's access privileges and/or terminate CAC membership. (CAC Rule 9)

## Synopsis

A synopsis of this manual is given at Appendix C – YCAB Quick Reference Handbook (QRH). This shall be used as a quick reference guide for the initial orientation of airfield users and may be reproduced without CAC Committee approval as additional handout or educational material with newsletters and other posted information notifying of fly-ins and other events from time to time.

## SUMMARY OF SIGNIFICANT FLIGHT PROCEDURES FOR OPERATIONS AT CABOOLTURE AIRFIELD

The following Rules are the most significant and important rules which if properly followed will provide the safest and consistent flying environment at Caboolture Airfield. Violations will be dealt with under Club procedures. *CASA Part 91 applies to all categories.*

1. Right Hand Circuits are required when operating Runway 29.
2. NO Simultaneous Runway Operations are permitted under any circumstances
3. Under light or variable wind conditions, Runway 11 is the designated preferred runway due to Noise Abatement.
4. The change of Active Runway Procedure;  
***Pilot requiring a change of runway due Crosswind or wind direction change, communicates by radio to ALL aircraft in the circuit or taxiing, and must receive confirmation or acknowledgement from ALL aircraft to accept the change. ALL aircraft in the circuit are allowed to complete the current circuit and land or depart the circuit. No aircraft are to take off prior to ALL aircraft in the circuit completing the landing and hearing a radio call of "Clear/Vacated" or "Departed the Circuit".***
5. A "Rolling" call must be made at the commencement of take-off.
6. Fly Neighbourly requires complete knowledge of Noise Sensitive Areas (NSA) and circuit procedures for Runways 29 and 24. Visiting pilots will be warned or banned if violation is repeated. (Refer ERSA)
7. Intersection departures are not permitted for all aircraft types except helicopters. Helicopters must taxi to intersection and depart using active runway direction in use at all times.
8. All aircraft including helicopters and rotorcraft to conform to standard circuit rules – AC 91-10 applies.
9. Straight-In Approaches are Not Permitted on any Runway.
10. Helicopters may operate to the side of all Runways, (outside gable markers) but where possible avoid centrelines due to damage to grass.
11. An aircraft within the gable markers is deemed as occupying the runway strip.
12. Helicopters are not to use sealed taxiway north of Hangars on Taxiway B; Use the sides of Runway 06/24 instead.
13. Helicopters not to taxi between hangars.
14. See and Avoid procedures and Situational Awareness require effective Position Reporting by all pilots on the ground and in the circuit. (91 MOS Table 21.04 through 21.07)
15. Rules for Taking-off and Landing procedures (CASR 91.370) must be adhered to.
16. A maximum of five (5) aircraft conducting circuit training in the circuit at any one time.
17. All surface vehicles (lights illuminated) are to make a Radio call prior to entering or crossing an Active Runway.
18. No Land And Hold Short Operations (LAHSO) to be conducted at any time.
19. Runway 24 not to be used, except for emergency or inclement weather – Left turn at 500 ft. AGL.



# 1 Airfield Administration

## 1.1 Operator's Statement

***Caboolture Airfield (YCAB) is UNCONTROLLED and UNCERTIFIED; the legal obligations IAW CASA MOS Part 139 are reflected as such. However; The CAC will endeavour to meet the standards of MOS Part 139 where reasonable and practicable to do so.***

The contents of this manual describe the systematic approach to the operation and maintenance of Caboolture Airfield and demonstrates Caboolture Aero Club Incorporated's (CAC) commitment to managing the airfield safely whilst promoting a positive safety culture.

The airfield will be operated and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary non-compliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the airfield. If the temporary non-compliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. This will include all additional directives promulgated by CAC and current at the time.

At all times when the airfield is operating, this manual and any subsidiary materials will be accessible by those personnel who are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder under agreement from the City of Moreton Bay Council, Caboolture Aero Club Incorporated is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this Operations Manual.

This document seeks to promote the safe interaction between disparate aviation activities. It is important that all Caboolture airfield users are cognizant of the peculiarities of these various aviation related activities and maintain a courteous and tolerant attitude in the interest of safety and good relations. Users of the airfield (Including Visitors) will understand that non-compliance with published operational requirements, this manual, and a disregard of day-to-day issues (e.g. noise) have a detrimental impact on the tenure of the lease

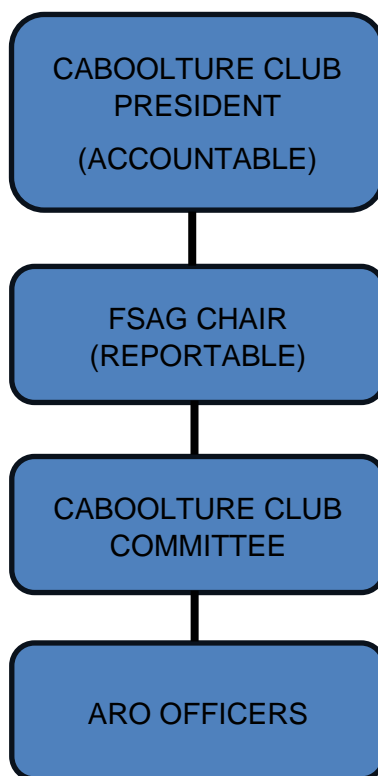
*This manual is issued by authority of the Caboolture Aero Club Inc. as the lessee, operator and manager of the Caboolture Airfield and by the authority invested in the CAC Management Committee by the Caboolture Aero Club Inc. Rules of the Association - Section 4(2)(d) Powers and the City of Moreton Bay Council (formerly Caboolture Shire Council NOTICE OF CONSENT No 1365 dated 14th April 1999). This OM, does not have greater authority than the Caboolture Aero Club Constitution, Rules of the Association, the Airfield Head Lease, Local Government Notice of Consent or Australian Civil Aviation Legislation.*

Signed:

Name:

Position: President Caboolture Aero Club

## 1.2 Organisational structure



An organisational chart which clearly identifies all personnel responsible for the management and administration of Caboolture Airfield is inserted above:

## 1.3 Key personnel

### 1.3.1 Accountable Manager

**Name:** Peter Coburn (2023-2024)

**Management position:** President

**Responsibilities:**

To ensure Caboolture Aero Club:

- Complies with civil aviation legislation
- Operates and maintains the airfield safely and with a reasonable degree of care and diligence
- Operates and maintains the airfield in accordance with the Caboolture Airfield Operations Manual.

The accountable manager has a high knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the airfield.

### 1.3.2 Management positions (Airfield operation and maintenance)

The management position(s) responsible for the **operation** and **maintenance** of the airfield are:

#### **Management position: FSAG Chairperson**

**Responsibilities:** Responsible for the oversight and safe application of airfield operational and applicable maintenance standards specified in Part 139, CAC Operations Manual, including performing the role of Aerodrome Safety Officer.

#### **Management position: Caboolture Aero Club Committee**

**Responsibilities:** Responsible for the safe, reasonable and practical application of airfield operational and applicable maintenance standards specified in Part 139 MOS, the CAC Operations Manual, including performing the role of airfield manual controller. Ensuring appropriate allocation of funding and resourcing is made available for the ongoing maintenance of the airfield. This position responds to corrective actions specified in aerodrome inspections and arranges for maintenance works as required.

#### **Management position: Aerodrome Reporting Officer (ARO) and CAC Committee Approved Person (CAP)**

**Responsibilities:** Ensuring airfield safety through:

- Monitoring the serviceability of the airfield and appropriate maintenance works;
- Day to Day operation and management of the airfield; and
- Reporting changes or occurrences at the airfield as required under Regulation 139.085; and
- Monitoring airspace and reporting as required under Regulation 139.090

The CAP as a delegate of the CAC Committee, will monitor the ongoing and changing operational requirements, member and other user adherence to the requirements of the OM. The CAP will initially investigate reported breaches of the manual or reported operational incidents. The Committee Approved Person will maintain a log of OM breaches, incidents and accidents and report same to the management committee each month or sooner if warranted.

### 1.3.3 Airfield Operations and Safety functions

The following positions are responsible for the airfield's operations and safety functions:

#### **Individual / position: Aerodrome Reporting Officer (ARO)**

**Responsibilities:** Ensuring day to day airfield operational safety and also while aerodrome works are being carried out at the airfield including but not limited to:

- Monitoring the serviceability of the airfield;
- Reporting information to AIS providers as required under Regulation 139.080; and
- Reporting changes or occurrences at the aerodrome as required under Regulation 139.085; and
- Monitoring airspace and reporting as required under regulation 139.090

## 1.4 Airfield manual administration

Information published in this manual is a reflection of the current regulations and requirements set out in the CASRs and will be amended as such. All required information is contained in this manual and no subsidiary materials have been adopted. However, an abbreviated 'Quick

Reference Handbook' – (QRH) will be made available to members and can be found in Appendix C and on the CAC website.

### 1.4.1 Manual control

The following positions are responsible for reviewing, maintaining, amending and controlling this aerodrome manual:

Individual / position	Role / Function
Caboolture Aero Club President	Responsible for the oversight, reviewing, maintaining and controlling of the aerodrome manual.
Caboolture Aero Club Committee	Responsible for maintaining and controlling of the aerodrome manual.

### 1.4.2 Manual amendment

To maintain the accuracy of this manual, the aerodrome manual controller(s) will be advised of any changes to the aerodrome's facilities, operating procedures, or of any errors or omissions, so that an amendment can be made.

When an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.

So that readers can identify information in the manual that has changed, the following procedure has been adopted:

- This manual complies with the Part 139 MOS, Chapter 10.03(2)(c)
- The Amendment record is updated with the section, page and date the change was finalised
- Section 0.1 Amendment Record is updated with each new version and details of the change/s.

Within 30 days of any amendment to this manual, written notice of the change and a copy of the changed part of the Operations Manual is provided to CAC Members, Commercial Operators and CASA if applicable.

Provisions will be made by electronic communications, posting on CAC website, and posting on CAC notice boards. The hard copy at the clubhouse will also be updated and be made available.

### 1.4.3 Manual review

This manual will be reviewed at least annually as part of a change of Committee, an aerodrome technical inspection process/reports or as directed by the Club President or City of Moreton Bay Council as Trustee or as agreed by CAC Committee.



## 1.5 Authorisations

### 1.5.1 Aerodrome Lease

**Caboolture Aero Club (C-94-533) is given Consent for the development of a Light Aircraft Landing Strip on Reserve 2622 – Lot 449 CG 6093, Parish Canning. NOTICE OF CONSENT Permit Number 1365. See website for more information. Link below:**

<https://www.cabooltureaeroclub.com.au/wp-content/uploads/2021/03/Land-Use-Consent-Caboolture-Aerofield.pdf>

### 1.5.2 Legality of Operation

**Pilot Authorisation** - It is a requirement of the airfield lease that all pilots operating from the airfield must be currently licensed with CASA, or have a current pilot/student authority issued by an Australian national controlling aviation organisation and be a member of the CAC. (The requirement to be a CAC member excludes visiting or itinerant pilots.)

**Flight Training** - Flight instruction at YCAB is not permitted unless it is delivered by a CAC approved Flight Training School, with a current airfield access agreement and the training activity is under the direct supervision of an appropriately licensed or certificated flying instructor.

**Multi Engine Training** – Simulated Engine Failure on Take-off (EFATO) training is not to be conducted at Caboolture.

**Aircraft Registration** - It is a CAC requirement that any aircraft operating at YCAB must, as appropriate, be registered with CASA or the CASA approved national recreational aviation controlling authority.

**Carriage and Use of Aircraft Radio** - The carriage of a serviceable VHF radio is mandatory for operations at YCAB airfield.

**Proof of Identification** - Any airfield user operating at YCAB must provide, if requested to do so by the CAP or a member of the CAC Committee, evidence of aircraft registration, licensing or certification in accordance with the requirements to operate at YCAB documented in this OM.

**Airfield Curfew** - Departures or arrivals are permitted from 10 min after first light to 10 min before last light unless otherwise approved by the CAC Committee. Flying training or circuit practice is permitted from 0700 hrs EST until 10 min before last light. Noise sensitive areas marked on the map at Appendix B are to be avoided. Pilots shall exercise discretion when conducting repeated circuits. Several aircraft each performing a single circuit has the same impact on local residents as one aircraft flying repeated circuits

## 2 Airfield Information

### 2.1 Aeronautical information

The airfield was built on low-lying semi marshland. The runways, although grass, are built to a high standard and are well profiled for drainage. After prolonged heavy rain the runways and taxiways are likely to soften and be adversely impacted by relatively heavy aircraft (>1,500 kg MTOW). Pilot discretion is required when operating from the airfield after heavy rain. Runway gable markers and cones (primary, cautionary, and restrictive) must be observed and complied with at all times. YCAC is limited to aircraft <4,000kg. Royal Flying Doctor Service, Careflight and other Emergency Aircraft are exempt.

#### 2.1.1 Airfield Diagram

<https://www.cabooltureaeroclub.com.au/resources/>

24 OCT 2022 CABOOLTURE AERODROME, QLD (YCAC)

AERODROME CHART FREQ 125.85



#### 2.1.2 Airfield Administration & Contact Details

Name of aerodrome operator:	Caboolture Aero Club Incorporated
Postal address:	76 McNaught Road, Caboolture, Queensland 4500
Phone number:	0488 922 245
E-mail address:	secretary@cacq.com.au
Website:	www.cabooltureaeroclub.com.au
Airfield usage:	Private & Public Use. Visitors welcome and public use available with Prior Permission. <b>(PPR)</b>

**YCAC IS ONLY TO BE USED DURING DAYLIGHT HOURS ONLY!**

### 2.1.3 Airfield Location

The aerodrome's location information is recorded below:

Aerodrome name:	<b>Caboolture Airfield</b>
State/Territory:	QLD
ARP latitude (WGS84):	270437S
ARP longitude (WGS84):	1525913E
Y location code:	YCAB
Elevation:	40ft

### 2.1.4 Movement area information – Runways

(MOS Part 139 Chapter 6.15 and 6.16)

#### 2.1.4.1 Runway bearing, length, width, and surface type

The bearings, length, width, and surface type(s) of the runway(s) is recorded in the table below:

Runway	Runway bearing (Magnetic)	Runway length (m)	Runway width (m)	Runway surface type, or types (non-homogenous runways)
RWY 11/29	120/300	1210m	30m	Grass. First 400m (10m wide) of RWY 11 sealed Bitumen.
RWY 06/24	058/238	820m	18m	Grass

#### 2.1.4.2 Runway pavement strength rating

The runway(s) at Caboolture Airfield are natural surface runways without formed pavement except the first 400m of RWY 11 of sealed bitumen. Care must be taken not to damage the grass surfaces especially during wet conditions. A 'Traffic Light' system has been adopted and can be found on the club website. <https://www.cabooltureaeroclub.com.au/runway-status/>

The Airfield is limited to **4,000KG** and below. Emergency Service Aircraft are Exempt.

#### 2.1.4.3 Runway strip length and width

The length and width of the runway strip(s) is recorded in the table below:

Runway	Runway strip length (m)	Runway strip width (m) (graded)	Runway strip width (m) (including flyover)
RWY 11/29	1210m	60m	90m
RWY 06/24	820m	40m	60m

### 2.1.5 Movement area information – Runway strip availability

The limitations on the availability of the runway strip are RWY 24 take-off only when absolutely necessary and if so a 90 degree Left Turn be made as soon as possible. Care must be taken to NOT overfly the Caboolture Hospital located 1.5nm upwind.

**Straight-in Approaches are NOT permitted at any time due to Noise Abatement and mixed traffic flow.**

**- Right Hand Circuit on RWY 29.**

### 2.1.6 Movement area information – Taxiways

(See Airfield Diagram Section 2.1.1 and Appendix A)

All runways at YCAB are accessible by formed and clearly marked taxiways. The CAC requires landing aircraft to expedite their exit from the runway onto a designated taxiway as soon as practicable. Pilots are reminded that the taxiways are susceptible to wet conditions. In deference to avoiding unnecessary surface wear, or for reasons of aircraft operational safety, it is acknowledged that a pilot may have to backtrack on a runway or extend their ground run on landing in order to reach a suitable access point to a taxiway or parking area. In such cases pilots must be sensitive to circuit traffic and broadcast their intentions on the YCAB VHF frequency 125.85 MHz.

Pilots should also note that most of the taxiways are edged with surface drains (through which it is not possible to taxi) between the taxiway and parking areas, or taxiways and runways. Care must be taken when departing a runway, or a taxiway to enter a parking area. Use only the clearly marked or mown areas to avoid damage to your aircraft.

**Right of Way:** Pilots shall conform to CASA operational requirements as they relate to aircraft right-of-way rules. Pilots must also give way to any aircraft exiting a runway in order to assist in expediting the aircraft’s exit from a runway. An aircraft exiting a parking area must give way to an aircraft moving on a taxiway. Adequate clearance must be given to enable the aircraft on the taxiway to enter the parking area via the access point.

Each taxiway designation, code letter, width, and surface type are recorded in the table below:

Taxiway name	Taxiway designation	ARC letter	Taxiway width (m)	Taxiway surface type
TWY A, B, C	A	A	4m	Bitumen seal

### 2.1.7 Movement area information – aprons

Long term parking is available in this location and must be arranged with the CAC Management Committee. Parking comes with a cost of \$60 per month per aircraft. The CAC take no responsibility for the parking of an aircraft on the airfield. All aircraft parking overnight must be suitably tied down. There are no permanent tie down ropes or cables available and aircraft owners must bring their own.

Location can be found in the table below:

Apron	Apron surface type	Primary / secondary parking position	Parking position location			Parking guidance provided
			Latitude (WGS84)	Longitude (WGS84)	Elevation (ft AMSL)	
General Parking	Grass	Primary	270440.7S	1525857.7E	43	Nil

## 2.1.8 Ground Services

### 2.1.8.1 Fuel suppliers

Fuel suppliers and their contact details are recorded in the table below:

Fuel supplier	Fuel type	Contact details	After-hours contact details
VIVA: Unmanned 24HR Card Swipe Bowser	AVGAS	0408 711 968	N/A
Caboolture Aeroclub	MOGAS	0488 922 245	N/A

### 2.1.8.2 Ground-to-air communication systems

A Base Station Radio is installed at the CAC Clubhouse in case of Emergency.

### 2.1.8.3 Other aviation-related services made available to pilots

AIRWORK HELICOPTERS: 2200-0700 UTC DAILY. PH: **(07) 5495 8000**

BURGESS AIRCRAFT MAINTENANCE (BAM): PH: **0437 716 577**

BRISBANE BIPLANES : JOYFLIGHTS 2100-0700 FRI-SUN PH: **0417 340 600**

CABOOLTURE MICROLIGHTS: 2200-0700 UTC DAILY. PH: **0481 309 222**

CABOOLTURE RECREATIONAL AVIATION: RAAus 2200-0600 UTC PH: **(07) 5499 1699**

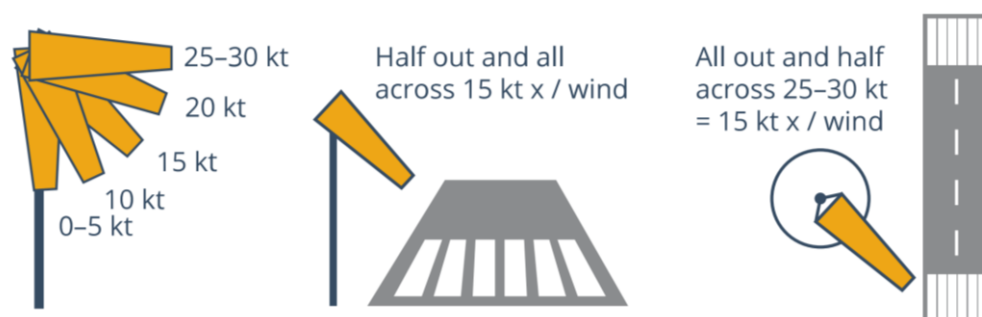
CABOOLTURE WARPLANE MUSEUM: 2100-0500 UTC DAILY. PH: **(07) 5330 1969**

STRIKE AVIATION TRAINING: 2200-0700 UTC TUES-SUN. PH: **0422 174 871**

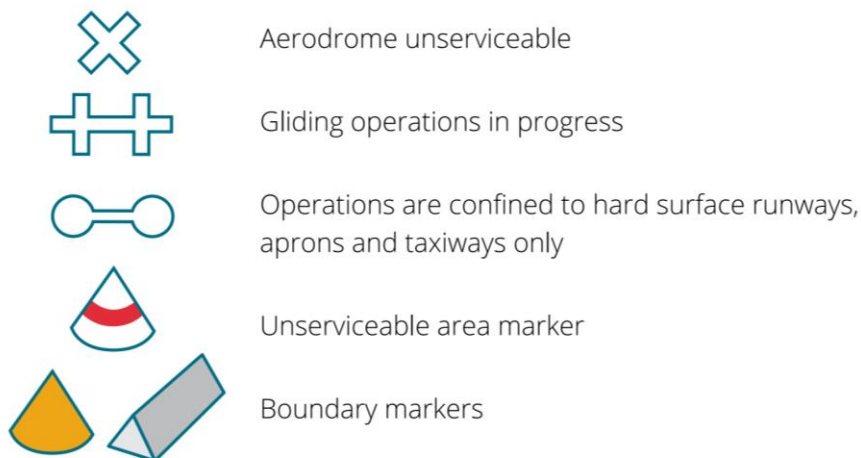
## 2.1.9 Wind Indicators and Ground Signals

The PRIMARY Windsock is **White** and positioned at the runway intersection of 06/29 and is rated to 30kts. SECONDARY windsocks are **Yellow**, mounted on the approach to Rwy 06 and Rwy 11. Airfield advisory ground symbols will be displayed adjacent to the main windsock. It is unlikely that inbound pilots will see any other ground symbol displayed adjacent to the primary windsock other than the 'Gliding in Progress' symbol which is a double white cross (⊕⊕). Note however, that gliders may still be encountered when the symbol is not on display if a glider, on a cross-country flight, flies into the airfield and the local gliding operation is not active.

### Windsock interpretation



**Symbols near wind direction indicator**



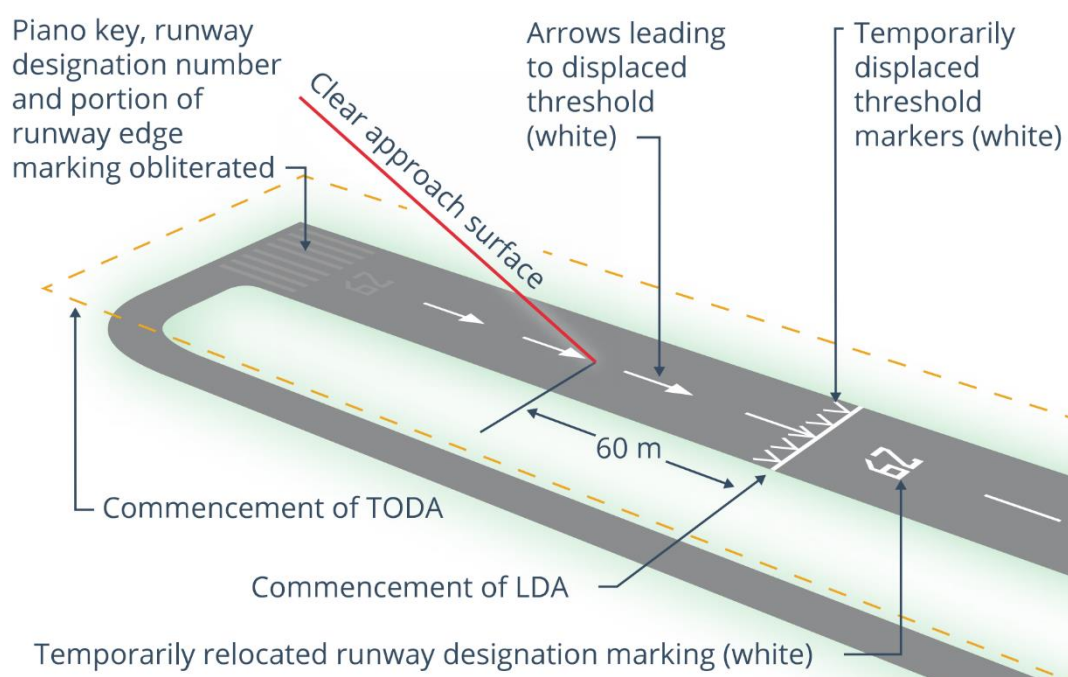
**Caution Notice:**

- Kangaroo and Bird Hazard

**2.1.10 Location of runway threshold/s**

The following runway thresholds are permanently displaced from the extremity of the runway:

Runway end	Distance of permanent threshold displacement	Reasons for permanent threshold displacement
RWY 06	250m	Displaced due to Noise Abatement Procedures Local Government Notice of Consent section 3(a)(i)
RWY 29	210m	Displaced due to Trees along boundary infringing on OLS on Eastern end



## 3 Airfield Operating Procedures and Systems

### 3.1 OVERVIEW - COMBINED OPERATIONS (TRAFFIC MIX)

For the purposes of this Operations Manual, a combined operation is one in which aircraft with varying operational and performance capabilities are able to operate normally in company with aircraft of a quite different aviation disciplines in the circuit and proximity of YCAC e.g. powered and non-powered aircraft, powered parachutes and helicopters etc.

Classes of Aviation at Caboolture: GA - (All categories up to 5,700kg MTOW, inclusive of helicopters, except RPT); light sport aircraft, ultralight aircraft, weight shift aircraft (trikes) gyrocopters, gliders, and powered aircraft that may be operating in an "engine off" configuration.

Safely integrating multiple aircraft types at a non-controlled aerodrome is dependent upon two factors:

- **Situational Awareness** of the various aircraft types, having consideration of performance, operational, technical and legal constraints e.g. carriage and use of radio. Refer to the current version of AC91-10. If in doubt communicate.
- **Observation/Separation**, where to look for other aircraft in the circuit based on speed, performance, shape and size, and being able to predict what they will do in order to maintain safe separation circuit entry, for take-off and landing. **BE SEEN, BE HEARD, BE SAFE!**

#### 3.1.1 Glider Operations

Glider operations can be conducted from any runway at YCAC but MUST conform to the Duty RWY. All Gliders operating at Caboolture must be radio equipped and use CTAF 125.85MHz. A double white cross displayed at the primary windsock indicates that the strip has glider operations in progress. The gliding club duty pilot must ensure that this marker is displayed prior to operations and covered at the completion of the days activities. Aeronautical charts also use the double cross to indicate areas where glider operations take place. Some gliders operating adjacent to the CTAF area may be operating on a frequency different frequency to the CTAF; the gliding frequencies are 122.5, 122.7 and 122.9 MHz.

**Winch and Auto-Tow operations are NOT permitted at YCAC.**

Gliders landing on the active runway may not be able to give way to other aircraft. YCAC has both glider and helicopter operations, helicopter pilots should follow the standard traffic patterns to avoid gliders that may be flying modified circuit patterns. Pilots should be aware that gliders may not necessarily follow a standard traffic pattern and have right of way to all powered and rotary aircraft.

Gliders at YCAC are aerotowed to launch height behind a 260hp Piper Pawnee. The Pawnee pilot is the pilot in command of the tug/glider combination and will broadcast the combinations intentions at the time of lining up with the glider on tow. You can expect the combination to climb to a minimum of 500' AGL on runway heading before making a turn. Once having reached 500' AGL the tug pilot will adopt a climb pattern up wind of the airfield and to avoid conflict with GA circuit traffic and noise sensitive areas. The tow pattern will be such that in the event of a "rope break" the glider will always be able to return safely to the airfield. The glider can release the tow rope from the Pawnee at any time. Gliders will typically (weather

permitting) commence a circuit on the downwind leg of the circuit at a height of approx. 1000' AGL and at a speed of 60kts (plus or minus 10 knots). Depending upon the gliders performance they may fly relatively closer or wider in the circuit than a powered aircraft. Remember, once a glider has commenced a circuit it must land and will continue to lose height in the circuit. A glider in the circuit has right of way. Gliders are flown in the circuit exclusively by management of the gliders performance and rate of descent relative to a nominated aiming point on the selected runway. You can expect a glider to be established on a stabilised final approach between 500' and 300' AGL depending on the wind conditions. Gliders are fitted with powerful approach control aids (airbrakes) and are capable of steep approaches and high descent rates. Gliders can be flown and landed with a high degree of accuracy in relation to speed, runway heading and landing area. Motor gliders in general have the same performance attributes as a RAAus aircraft with the engine on (speed and attitude). A motor glider landing with the engine-on is just another powered aircraft.

To make the operation of such types practical and as safe as possible, an operating base may be established by the support crew near the threshold of the most suitable runway for the activity. This is termed the *launch point*.

The launch point is usually established at a point on the airfield that minimises the time and effort required to retrieve the aircraft after landing and remain clear of the active runway so that the launch crew or parked aircraft do not to impede landing or taxiing aircraft. The central feature of "*launch point control*" a modified white painted caravan also known as the Pie Cart. The surrounding area is mown and provides parking for essential support vehicles and parked aircraft. The launch point control vehicle is set-up with briefing facilities for training, a shaded rest area, a secondary wind indicator, and a base VHF radio station. This concept also allows for flexibility for these operations however, the flexibility will always be secondary to safety and good airmanship.

Pilots unfamiliar with having people, aircraft and vehicles on the movement areas of an airfield should understand some of the consequences. When approaching to land you may experience aircraft that have previously landed continue to the obvious central point of the airfield; alternatively, if they are operating from the launch point then you may find that they will stop on the runway, turn around, and then taxi back towards you or be retrieved by a motor vehicle. You may experience other aircraft lining up parallel to, but clear of the designated landing strip (outside the gable markers) in preparation for take-off. This should be on the side of the runway well clear of the designated landing strip. If the aircraft is operating with its engine running, the PIC is expected to broadcast their intentions on the YCAB VHF frequency.

Pilots of large and heavy self-launching gliders that are difficult to move quickly by hand, and/or require a substantial engine warm-up period after an engine-off landing so that sufficient power may be used to taxi the glider, must either plan their circuit such that the runway is not obstructed to the inconvenience of other users, or land long and vacate the runway at the runway intersection using their own momentum, or restart the engine in flight and land "engine-on" such that taxiing may be commenced immediately after landing. Self-Launching gliders incapable of independent taxiing will be treated as non-powered aircraft and must comply with the requirements above.

After landing a non-powered aircraft must be immediately cleared from the runway along a path at 90° to the runway centre line. If necessary, pilots must do this by themselves so that the active runway landing strip does not become unavailable to other circuit traffic.



### 3.1.2 Parachute Operations

#### ***Parachute Operations are NOT Permitted at YCAB.***

These operations are conducted throughout the local area namely at Bribie Island, Caloundra and Redcliffe. Pilots flying parachuting operations will broadcast on all relevant frequencies. For example, if the jump commences in Class G airspace and will land at a non-controlled aerodrome, advisory calls will be made on both the Area VHF and the CTAF. Parachutists in free-fall are almost impossible to see, so pilots are advised to avoid overflying an aerodrome with an active drop zone. Communication with the parachuting aircraft is essential to avoid flying into a drop zone area. A good Lookout and Listen out is essential.

### 3.1.3 Helicopter Operations

Helicopter pilots at YCAB must fly a circuit similar to a fixed-wing aircraft but may typically conduct a circuit at a height of 500 ft and are typically closer to the runway. This can only be done provided that the associated landing site is outside the runway strip in use eg. grass left or right outside of the gable markers. Non-standard circuit patterns are not to be flown.

Helicopter flying training and general helicopter training operations can be expected at any time during daylight hours. Pilots **must** comply with the noise abatement procedures set out in Appendix B and are encouraged to make departures and arrivals from the East where applicable.

Parallel helicopter operations are approved at YCAB: Rwy 06 - Grass Left; Rwy 11 – Grass Left and Right; Rwy 24 Grass Right; Rwy 29- Grass Right.

**Do not expect that a helicopter will always conduct a standard circuit at the same height as other GA aircraft. Ensure to keep a good Listen Out & LOOKOUT!**

Helicopters may turn onto their departure heading at any height after take-off, provided it is safe to do so. When approaching to land at a marked helipad or suitable clear area, helicopter pilots need to be aware of and avoid the flow of fixed-wing aircraft. Other pilots should be aware that helicopter operations are not restricted to helipads. Some rotorcraft, particularly when operating at a high take-off weight, require the use of a runway to accelerate to take-off speeds in a similar way to aeroplanes.

Helicopters and gyroplanes can fly slower than fixed-wing aircraft and approach to land at steeper angles. Both helicopters and gyroplanes can be expected to practise poweroff landings (autorotations) which involve a very steep approach and high rate of descent. As helicopter and gyroplane operations can be varied and flexible, pilots need to ensure that they monitor and advise other aircraft of their position and intentions by radio where applicable.

In addition to the above objectives helicopter operators (private and commercial) must adhere to the following principles while operating at YCAB:

- Compliance with noise abatement procedures included in ERSA and this OM.
- Plan all flights to minimise flight below 1500ft over built up areas.
- Avoid tight manoeuvres and steep turns while operating helicopters over populated areas.
- Oval circuits at 500ft for helicopters are to be operated within the airport boundary.
- Self-regulate and ensure that no itinerant helicopter training occurs between the hours of 1900hrs and 0700hrs Local time.

- Arrivals & Departures conducted to the North East of Rwy 06/24 and East of Rwy 11/29 to avoid NSA.

### Restricted Areas (no rotary operations permitted):

- Sealed apron at fuel bowser (unless refuelling)
- Taxiways or concrete aprons adjacent to hangars
- Must plan to tow aircraft between/next to hangars

### Start-up

- Away from restricted areas
- Prolonged engine runs or multiple start-ups to be conducted away from hangars
- Consideration given to noise and rotor-wash

### Parking

- Grass areas east of Mogas bowser, near main windsock or adjacent to clubhouse. Care taken to ensure no downwash affects other aircraft and users and surface degradation.

## 3.1.4 Gyrocopter Operations

Gyrocopters can be found in various shapes and sizes from something that is no larger than a single seat full open cockpit (think of a wheeled chair with a small engine, an overhead rotor blade and a pusher propeller) to an aerodynamic, fully enclosed two place cockpit. Generally, gyrocopters are high drag, slow airspeed aircraft that are authorised by CASA to conduct circuits as low as 500' AGL.

All gyrocopters have features in common with helicopters in their ability to conduct a very steep, slow ground speed, final approach to land. When a gyrocopter lines up for take-off there will be a delay between lining-up and the commencement of the take-off roll while the gyrocopter "*spins up*" the main rotor blade to the required operating RPM for safe take-off. Similarly, when a gyrocopter lands the landing roll is very short and will always result in a full stop. The Gyro will then pause for a short period after landing before it moves on the landing strip. This is to allow for the rotor blade to lose energy and "*spin down*" rotational speed.

Other pilots must be patient and aware of these delays when considering their approach and take-off.

Gyrocopters must not taxi in designated aircraft parking areas with their main rotor blades turning.

## 3.1.5 Ultralight Operations

A basic ultralight is a privately built, single-place aircraft with a maximum take-off weight of up to 355 kg (depending on its type and configuration). They are either gyroplanes or aeroplanes and will typically have slow operation speeds (stall speeds might be as low as 35 kts. Pilots of ultralight aircraft should conduct their standard circuit at 500 ft above aerodrome elevation.

Joining the circuit at 500 ft above aerodrome elevation will ensure adequate spacing from higher and faster traffic. Ultralight aircraft pilots who choose to use the overfly procedure above the circuit height should be aware that:

- ultralight aircraft are difficult to sight, particularly for faster, larger aircraft
- faster, larger aircraft create significant wake turbulence that may be extremely hazardous to ultralight aircraft
- faster, larger aircraft (operating at speeds up to 250kts) may not be able to slow to the speeds of an ultralight aircraft to follow the ultralight in the pattern. Although aircraft should be operating at a maximum of 200 kt in the circuit, such an aircraft reporting at 20 NM from an aerodrome could be in the vicinity of the circuit within a few minutes.

### 3.1.6 Warbird Operations

Civilian operators of ex-military historic aircraft often operate from YCAB. These can range from Tiger Moths to larger and faster types such as the T28 Trojan, P40 Kittyhawk, P-51 Mustang. Warbirds are generally heavier and faster, (sometimes significantly faster in the case of fighters such as the P40 and P51), in the circuit than recreational and other sport aviation aircraft. Care must be taken when considering the higher performance of these types and as such the faster aircraft fly 1500ft circuits. As these aircraft are generally high performance types that use complex high output engines, circuit joining procedures may vary in order to manage both the engine and energy of the aircraft. Warbirds and other aircraft frequently conduct formation flying at and in the vicinity of YCAB.

### 3.1.7 Formation flying and other Flight Activities

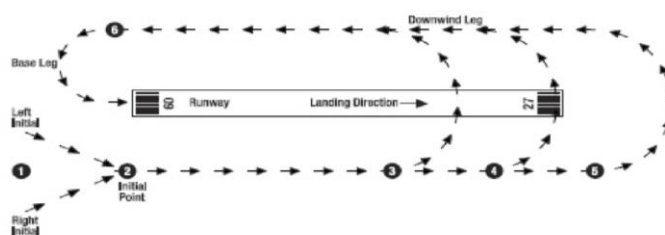
Formations joining the circuit may involve a number of aircraft using the same callsign. The formation leader will use a single callsign for the formation until the aircraft break formation for landing and then aircraft on base will use individual call signs which may be similar. i.e. “RED FORMATION”, “Red One, Red Two, Three” etc. The flight leader is responsible for radio communication and lookout for the formation.

Formation flights and faster warbirds may also elect to arrive into the circuit by what is known as an “Initial & Pitch”. This procedure is commonly used by military aircraft and pilots to allow sufficient separation between aircraft currently in the circuit and within the formation itself to effect individual landings. This procedure also allows faster types to bleed off speed in a safe manner back to circuit speed of 200knots or less whilst maintaining standard circuit patterns.

The aircraft (or formation) will track to the Initial Point, a point at 5NM downwind of the runway in use displaced to the dead side. (see diagram below). Traffic permitting, Initial and Pitch procedures may be conducted at heights from 1500ft for faster aircraft or below standard traffic heights if required. If below standard traffic height the aircraft or formation will use the term “LOW Initial & Pitch”.

At any stage once abeam the threshold of the runway in use, and safe to do so, the aircraft turns “Pitches” to join downwind and configures for landing. Pilots will broadcast their position at the Initial Point, on the “Pitch” and turning Base. Refer to AIP ENR 1.1 9.15 for further information.

### Military Initial and Pitch



Banner Towing operations are conducted at YCAB generally on the vacant area adjacent to RWY 11 south of Taxiway A and the tree line. The banner pickup is the most critical portion of a banner tow operation. A typical flight begins by taking off with the grapple hook assembly stowed. Upon reaching a safe altitude, the pilot will deploy the grapple hook and allow it to trail aft of the aircraft. A shallow approach is conducted perpendicular to the pickup-masts in an effort to snag the towline loop with the grapple hook. As the masts are reached, the aeroplane is rotated into a steep climb to assure the banner will be peeled off the ground instead of jerked off at an acute angle, depending upon aircraft performance capabilities. As the banner is peeled off the ground, back pressure is gradually reduced until the airplane is climbing at a normal angle with the banner in tow. The approach to the pickup-masts should be flown appropriate to the performance characteristics of the aircraft. To release the banner the aeroplane approaches the designated drop zone at around 200-300 feet AGL. Upon reaching the drop zone full power is applied prior to releasing the banner to ensure safe departure in case the banner is snagged or does not release.



## 3.2 Carriage and Use of VHF Radio

YCAB CTAF Frequency is on 125.85Mhz. Caboolture Aerodrome is not a registered or certified airfield however the carriage of a serviceable VHF Radio is Mandatory. The airfield is subject to heavy circuit activity, particularly on weekends and is located within a busy training area that is also used by Caloundra Airport and the Bribie Island training area. A high level of training activity and VHF communication exists within this broadcast area. Standard radio phraseology is essential to not clutter the radio or step on another person's broadcast.

Radio calls are recommended to be brief and clear, balanced with the imperative to convey the information necessary for other aircraft. Ideally, pilots should make circuit broadcasts prior to making a turn because banking aircraft are easier to see. A simple strategy to remember when flying in the circuit is **'Look, Talk and Turn'**

Pilots must continually look out for other aircraft, even when their broadcasts have generated no response. It is essential to aviation safety that radio calls contain information regarding aircraft current position, altitude and tracking, and where necessary future altitude and tracking, that is accurate and meaningful to other aircraft.

Regulation 91.630 and Chapter 21 of the Part 91 MOS specify the mandatory situations that require a radio broadcast or report to be made. Regulation 91.055, which contains a broad rule requiring pilots to avoid creating hazards, might also necessitate pilots making a broadcast or report even in a situation not specifically mentioned in regulation 91.630 or Chapter 21 of the Part 91 MOS.

Example of correct radio procedure:

- Location Traffic ('Caboolture Traffic')
- Aircraft Type ('Cessna 172')
- Call sign ('Zulu Foxtrot Romeo')
- Position/Level/Intentions ('One-zero miles north passing two thousand two hundred, on decent, inbound, circuit three-six') or ('Rolling runway one one')
- Location ('Caboolture').

**Note:** Pilots need to take extra care to monitor and broadcast on the correct CTAF, as there continues to be reported incidents in which a pilot claims to have made the appropriate broadcasts, but have not been heard by other aircraft.

**Note:** There have been a number of incidents in which pilots in the vicinity of a non-controlled aerodrome have heard and acknowledged other aircraft in the vicinity, but have subsequently lost situational awareness with the other aircraft by inadvertently giving a wrong position or diverging from their declared flight path.

### 3.3 Noise Abatement

Noise sensitive areas are the housing estates north and west of the airfield and these must always be avoided (emergencies excluded) especially when conducting circuits below 1000ft AGL. Do not land in the undershoot areas of RWY 06 and RWY 29. When taking-off from RWY 24, turn left at 500ft AGL to avoid housing at the end of the RWY. When taking-off from RWY 29 turn right at 500ft AGL to avoid housing on the western side of the Bruce Highway.

Straight-in approaches are not permitted on any Runway due to Airfield traffic Mix and Noise Abatement. When operating from Rwy 24 refer to EnRoute Supplement (ERSA) NOISE ABATEMENT PROCEDURES regarding limitation on departures.

**NOTE 1. INTERSECTION DEPARTURE ON ANY RUNWAY IS NOT PERMITTED** (Refer to subsection 10.5 and Local Government Notice of Consent section 3(a)(i)).


**NOTE 2. Straight-In Approaches NOT PERMITTED**

Noise Abatement Areas can be found on the Map in Appendix B.

### 3.4 Circuit Procedures

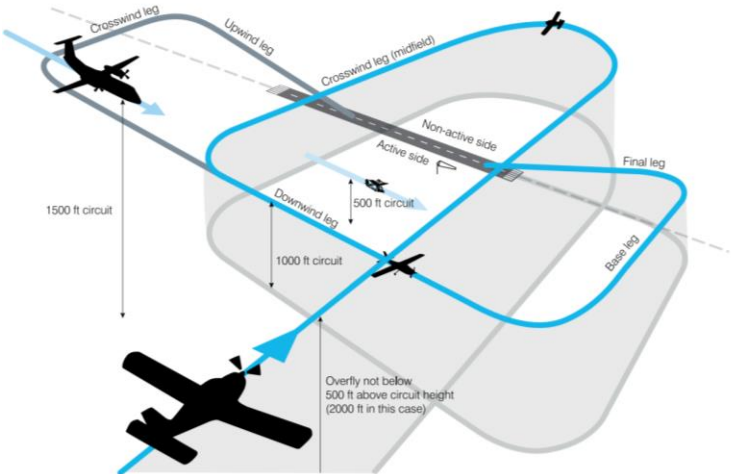
Circuit height for YCAB is 1000ft AGL for all aircraft except as per CASA published guidance for the particular aircraft type or by other aircraft when conducted IAW an approved syllabus of flying training or the approved self-administering organisation's operations manual. All circuits at Caboolture are Left Hand, except for RWY 29 which is Right Hand. Circuits must be flown in accordance with CASA operational requirements. *Refer to the current version of AC91-10.*

When arriving at an aerodrome to land, the pilot will normally join the circuit on upwind, crosswind (midfield), or at or before mid-downwind (see diagram below). Landings and take-offs should be made on the active runway or the runway most closely aligned into wind. The preferred duty runway at YCAB is RWY 11 due Noise Abatement.

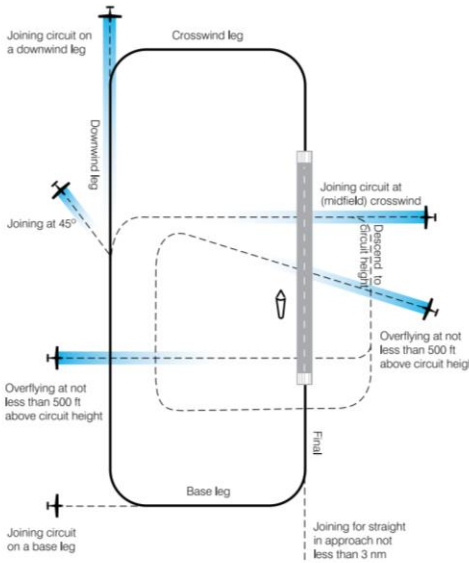


## Non-controlled aerodrome circuit procedures

### Recommended circuit join



### Aerodrome traffic circuit



### Standard traffic circuit

Active side	
1500 ft	High performance – above 150 kt
1000 ft	Medium performance 55 – 150 kt
500 ft	Low performance – max 55 kt

Non-active side

Recommended circuit join

The information contained on this card was correct at the time of publishing, and is subject to change without notice. CASA makes no representation as to its accuracy. It has been prepared by CASA Safety Promotion for information purposes only. Plan your route thoroughly, and carry current charts and documents. Always check ERSA, NOTAMs, and the weather, BEFORE you fly. © 2023 Civil Aviation Safety Authority 2310.4763

Care must be exercised when flying circuits to ensure that the noise sensitive areas near the airfield are avoided. The noise sensitive areas are marked a locality plan attached to this OM. (Appendix B).

In keeping with the Fly-Neighbourly policy; continuous circuit training should be kept at a minimum and no continuous circuit training are to be conducted prior to 0900hrs local on a Sunday.

Users of the airfield intending to fly multiple circuits, or to conduct emergency procedure training within the circuit, IAW an approved syllabus of flying training must make every reasonable attempt to exchange information with other operators who will be active in the circuit at the same time. Priority is not implied or given to any specific type of aviation activity.

All pre-take-off and post landing procedures shall be conducted in the areas provided or on grass surfaces such that the aircraft does not obstruct other traffic or airfield users. Aircraft shall not enter the runway for take-off without first having positioned the aircraft such that the approach and the base leg of circuit are in clear view and must enter the runway from that position only when they are ready for an immediate take-off, having checked that no other aircraft is on final approach or is still occupying the runway. A “Rolling RWY....” Radio call is to be made. Aircraft shall obey the standard Rule of the Air of ‘giving way to aircraft’ on Final. After landing, aircraft shall expedite vacating the runway.

Pilots must be aware that a variety of aircraft types in the circuit with varying performance characteristics and operational requirements may lead to less than desirable separation and

possibly a breakdown in separation. Pilots must be considerate of the differing speed and operating requirements for the variety of aircraft types that operate at YCAB. Good airmanship and courtesy are expected. If you are unsure of the performance and operational needs of another aircraft in the circuit use your radio and ASK!

### 3.4.1 Maximum Number in the Circuit

The MAXIMUM number of aircraft conducting circuit training at YCAB is five (5). No member, operator or training provider at YCAB has priority over other users. The PIC of an aircraft must not unreasonably dominate a runway by repeated take-offs and landings or low-level operations. This applies equally to GA flying schools and gliding club pilots who shall be sensitive to the needs of other users requiring airfield access for general flying activities, continuation training, currency and/or air tests. Flying Schools shall not monopolise the circuit to the extent club members cannot take-off or land due to congestion caused by schools conducting circuit training. Flying schools shall extend their circuits to allow club members to take-off or land during times of circuit training.

Fundamental to this outcome is courtesy, common sense, and good airmanship. Individual circuit activities that would occupy the circuit area for a significantly longer period of time that adversely impact on other circuit traffic require prior permission from CAC.

### 3.4.2 Cutting Off in the Circuit

Cutting Off in the circuit is not only a source of great frustration but also safety by increasing the risk of collision. Care and consideration must be made and allotted to the traffic mix at the time ie. giving way to gliders, or extending downwind if you have higher performance etc. To avoid; cutting-off safety issues, pilots must use a high standard of communication, courtesy and airmanship. All pilots should be capable of adjusting their circuits, via airspeed, distance, aiming point, or holding, sufficient to give due consideration to the performance or operational requirements of different aircraft to maintain separation and facilitate smooth traffic flow.

Pilots are reminded that they have a continual responsibility to operate safely and not cause a hazard for other aircraft (Regulations 91.055 and 91.215). Additionally, an overtaking aircraft's pilot has a responsibility to give way to the aircraft being overtaken (Regulation 91.330). E.g.

**Figure:** Aircraft giving way not to create collision risk



### 3.4.3 Selecting Active Runway

The pilot in command of an aircraft has the authority to select the runway most suited to the performance and operational requirements for the safe operation of their aircraft however, with combined operations the active runway is usually the one required by aircraft with the poorest performance or cross wind capability. These factors may be less important to pilots of fast, heavy aircraft who are more interested in the length and gradient of runway available for safe operations.

All operators at YCAB are advised that any pilot requiring a runway other than the one which is in use (by virtue of into wind and minimum cross wind component and established circuit traffic), or that has been nominated as the 'active' runway by a radio information communication, then such pilot will broadcast "Alpha Bravo Charlie, requiring change Runway 11/29 etc". Radio confirmation and receipt of the change is required from ALL aircraft in the circuit at the time.

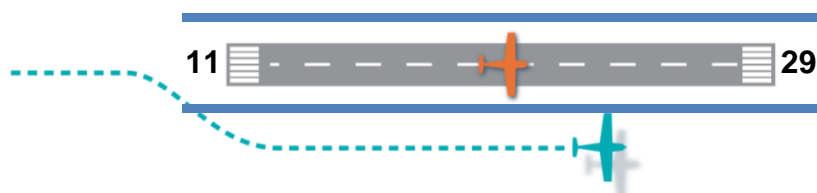
***Pilot requiring a change of runway due Crosswind or wind direction change, communicates by radio to ALL aircraft in the circuit or taxiing, and must receive confirmation or acknowledgement from ALL aircraft to accept the change. ALL aircraft in the circuit are allowed to complete the current circuit and land or depart the circuit. No aircraft are to take off prior to ALL aircraft in the circuit completing the landing and hearing a radio call of "Clear/Vacated" or "Departed the Circuit".***

When a change of runway is required or nominated all current aircraft in the circuit must either land and vacate or depart the circuit area. The call "Clear/Vacated" or "Departed the Circuit" must be heard by ALL Aircraft prior a take-off commence. Only once all aircraft have landed or departed will the other runway be used.

### 3.4.4 Go Around

A pilot who elects to abort a landing should manoeuvre to keep other traffic in sight, maintain a safe distance from other aircraft and re-join the circuit when it is safe to do so. Once immediate actions, such as reconfiguring the aircraft are completed, a pilot should, where possible, manoeuvre to the non-active side of the runway.

**Figure:** Suggested go-around manoeuvre



## 3.4 Fly-Ins & Events

Application for approval to hold a fly-in or special event must be made in writing to the Committee of the Club no later than 2 months before the proposed date. The application should include details such as the estimated number of participating/visiting aircraft, proposed flying activities, siting of any structures/equipment upon active parts of the airfield, airfield access requirements for supporting groups or vendors etc. Details must also include steps taken by the applicant to ensure that airfield users have continuing use of the airfield equitably IAW with normal operating procedures.

Advising of Airfield Procedures - Implicit with the granting of approval to hold a flying activity or special event is the co-operation of the organising body will inform attending pilots of the YCAB OM requirements. This may be achieved by including copies of the YCAB QRH located at Appendix C. Organisers should check the CAC website for the current version of the CAC OM.



Appointment of an event Safety Officer - The application for approval to hold a fly-in or an event shall be accompanied by the nomination of a person to act as the event Safety Officer for the duration of the activity. The nominee shall have a sound knowledge of OM and the CAC Emergency Response Plan and be a member of CAC, other than a Temporary Member (except by special written approval of the CAC Committee).

Accident/Incident procedure – CAC has an Emergency Response Plan, and the first point of contact is the President and a Committee Approved Person (CAP) or ARO. The event Safety Officer will be responsible for ensuring that in the event of an accident, breach of flying regulations, or breach of Club rules, that relevant regulatory, OM and CAC emergency response plan procedures and reporting requirements have been adhered to. The event Safety Officer will also inform the CAC in writing within 48 hours of the time of the accident, or breach, with the name of the pilot, the aircraft registration and type, names and addresses of third parties involved, confirmation of current licensing of the pilot in command, membership status of the pilot-in-command, and an adequate description of the circumstances of the accident or breach.

Note: If a Risk Assessment is required for the event, the notice period required is six (6) months.

### **3.5 Aircraft Parking**

#### **3.5.1 Location**

Aircraft must be parked in designated aircraft parking areas and tiedown areas, including those at launch points. Under no circumstances is a pilot to occupy a tie down area that has been allocated to and labelled by a resident operator/aircraft owner. If you are unclear where to park, you must seek advice from the CAC or appointed ARO for an appropriate area to park and tiedown your aircraft. Offenders may be removed from the area and denied future access to the airfield.

#### **3.5.2 Parking at Hangars**

Owners of, and visitors to, hangars must not leave their aircraft parked such that they impinge on hangar access or hangar taxiways.

#### **3.5.3 Not to park on Taxiways**

Aircraft must not be parked on taxiways, excepting nonpowered aircraft queuing for launch at launch points, but only when another taxiway servicing the active runway is available to users.

#### **3.5.4 Parking Adjacent to Taxiway/Parking Area Access Points**

Users at YCAB must be aware of the variety of aircraft types using the airfield and their individual operational needs. Some gliders and self-launching gliders have wingspans in excess of 25 metres (76 feet) and require significantly more clearance for safe operations than GA and recreational aircraft types. To allow sufficient clearance for the movement and operation of large wingspan aircraft, users must park a distance from their nearest wingtip to a taxiway/aircraft parking area access point of not less than 15 metres.

#### **3.5.5 Parking Adjacent to Hangars**

In consideration of hangars being used by aircraft, (especially large wingspan aircraft) or reasonable access being required by flying school operators to embark and disembark students who may have control of the aircraft, airfield users should exercise common sense. Adequate space in which to manoeuvre an aircraft is required, particularly for ab initio

students under instruction. It may be that your aircraft could be damaged by an aircraft under the control of a student, novice solo pilot, or a less than attentive pilot. As a guide and for the purposes of this OM it is recommended that adequate space for safe ground operations in the hangar precincts would be a minimum of twice the wingspan of a Cessna 172, Piper Comanche, or a Single Engine Bonanza aircraft, between your own aircraft and other aircraft or a fixed structure. In the case of flying school hangars, sufficient manoeuvring space shall be left for normal student taxi training activities.

### **3.6 Engine start**

Only a pilot, a person qualified to taxi under Part 64, or a person operating the aeroplane for maintenance or maintenance training, may start the engine of an aeroplane on the ground. When a person starts the engine, the aeroplane must be secured from moving.

Care must be exercised so that an aircraft is positioned “pre-start” such that propeller wash does not blow into another other person’s hangar, the aero club facilities, aircraft tiedown areas, car parks etc. A ‘FOD’ check is completed by the pilot or ground handler prior to an aircraft starting its engines.

Anti-collision beacons (where fitted) are to be switched on before an aircraft is started.

It is the responsibility of the pilot in command or approved ground handlers to ensure that the area immediately behind the aircraft is clear and that there is no risk of collision or potential propwash. Consideration must be made by all pilots, especially those operating aircraft with higher performance engines, of the impact their operation might have on smaller and lighter aircraft, especially aircraft that are being assembled, disassembled or otherwise worked on, or onto any other aircraft, especially very light aircraft.

When hand starting the engine using the propeller, and assistance is not readily available, a person must secure the aeroplane from moving and no other person may be onboard unless; a person in a pilot seat to assist with starting, to apply the brakes and control the engine including shutting down the engine, provided they have been instructed how and their competence has been assessed by a qualified person.

No aircraft, whether secured by brakes, chocks, or other means shall be left without an appropriately trained pilot occupying the control seat of the aircraft while the engine is running unless there is provision made in the aircraft POH or flight manual for such action.

### **3.7 Reporting aeronautical data and information**

This section documents the procedures for:

- Providing information to the AIS provider (Airservices) for publication in the Aeronautical Information Package (AIP) EnRoute Supplement (ERSA)
- Notifying Airservices of any changes that are required to be made to the information that is published in the AIP ERSA
- Reporting to the NOTAM Office (NOF) any changes to the condition of the airfield facility, or any hazards, that may adversely affect aviation safety
- Reporting hazards that may adversely affect aviation safety to Members and Commercial Operators
- Making the aerodrome reports readily accessible to relevant personnel
- Retaining reports for at least 3 years
- Maintaining the integrity of information that is published.

### 3.7.1 Personnel with responsibilities – data originator

*(CASR 175.445; Part 139 MOS – 11.05(3))*

#### 3.7.1.1 AIP ERSA responsible person

The nominated AIP responsible person for Caboolture Airfield is the Club President or Secretary or Committee Approved Person in their absence.

To meet the requirements of CASR 175.445, Caboolture Airfield ensures that the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.

Where a change to the AIP responsible person is required, this subsection of the manual will also be updated to reflect the change in nomination.

#### 3.7.1.2 NOTAM authorised person(s)

*(CASR 175.445(4)(5); Part 139 MOS – 11.05(3))*

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at Caboolture Aerodrome are listed below:

NOTAM authorised person(s)
CAC President, Secretary or Committee Approved Person

To meet the requirements of CASR 175.445, Caboolture Airfield ensures that these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAMs.

### 3.7.2 Changes to published aeronautical information

*(CASR 175.455, 175.460; Part 139 MOS – 11.05(1)(a))*

The AIP responsible person is authorised to request a change to information that is published in the AIP.

Caboolture Airfield ensures that all requests for a change adhere to Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

As soon as practicable after becoming aware of the change, a request for a change will be made in writing to Airservices at: [docs.amend@airservicesaustralia.com](mailto:docs.amend@airservicesaustralia.com).

Caboolture Airfield ensures that a statement of any consultation undertaken is provided with the request for change if the data is expected to cause an onsite aviation organisation to make plans for changes to the organisations' operating procedures.

Once the request for a change has been submitted, the Aeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

Caboolture Airfield endeavours to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are monitored by the AIP responsible person.

### 3.7.3 Advising NOTAM Office (NOF) of changes – aerodrome conditions / hazards

*(CASR 175.470; Part 139 MOS – 11.05(1)(b)(c))*

In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, in keeping with best practice, a NOTAM authorised person (as listed above) will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the Notam Office (NOF) at: [nof@aiservicesaustralia.com](mailto:nof@aiservicesaustralia.com).

Alternatively, a NOTAM request form will be faxed to the NOF. The fax number for the NOF is:

**PH: 02 6268 5044.**

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on:

**PH: 02 6268 5063.**

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice.

### 3.7.4 Record keeping – reports

A copy of all NOTAMs requested by Caboolture Airfield are:

Retained by: CAC Secretary

Stored securely at: CAC Clubhouse or Electronically on CAC server.

A copy of all requests for change(s) to published information that are sent to Airservices docs amend are:

Retained by: CAC Secretary

Stored securely at: CAC Clubhouse or Electronically on CAC server.

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made. The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.

### 3.7.5 Review of published information

The President and/or Secretary in conjunction with the Club Committee will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. Documented evidence of each review is:

Retained by: CAC Secretary

Stored securely at: CAC Clubhouse or Electronically on CAC server.

The Caboolture Aero Club ensures the records of each review are kept for a minimum period of three (3) years from the date the review was completed. In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.

### 3.8 Airfield serviceability inspections

*(Part 139 MOS – 11.03(1)(2))*

This section documents the procedures for:

- Scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted
- Communicating with ATC during the inspection (if applicable)
- Taking prompt follow-up action(s) to ensure the correction of any unsafe conditions
- Arranging a safety or maintenance inspection if an unsafe condition is identified
- Maintaining records of inspections.

#### 3.8.1 Positions with responsibilities

The Aerodrome Reporting Officer is responsible for managing the aerodrome's serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS as far as reasonable and practicable, and this manual.

The following is a list of personnel authorised to perform the functions of a reporting officer. The authorisation allows them to carry out serviceability inspections at Caboolture Aerodrome.

Name	Position	Function
Bob Bosanquet	Aerodrome Reporting Officer	Reporting Officer
Bruce Bradley	Aerodrome Reporting Officer	Reporting Officer
Gordon Robinson	Aerodrome Reporting Officer	Reporting Officer

All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this airfield, without the need for supervision.

The Caboolture Aero Club ensures all training activities for reporting officers are recorded to verify achieved competencies. All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by the Club President. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

Maintained by: CAC Secretary

Stored securely at: CAC Clubhouse or Electronically on CAC server

The Aerodrome Reporting Officer is responsible for reporting the results of the inspections. The Club Committee is responsible for taking follow-up action if an unsafe condition is identified during the inspection. Contactable on M: 0488 922 245

### 3.8.2 Routine serviceability inspections

A minimum of two (2) aerodrome serviceability inspections to be conducted each week (at least 48 hours apart).

### 3.8.3 Additional serviceability inspections

CAC ensures that the reporting officer conducts additional serviceability inspections immediately any of the following occur:

- Following an incident or accident
- A severe wind event, storm or a period of heavy rainfall
- If a hazard to aircraft may be present on the manoeuvring area
- When requested in writing by CASA

### 3.8.4 Inspection procedures

When conducting a serviceability inspection, the reporting officer will ensure that the vehicle they use to complete the inspection is:

- In a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid
- Equipped with a VHF radio capable of monitoring the CTAF on 125.85MHz.

Reporting officers are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown etc. are documented in the ARO manual.

This is a subsidiary document to this manual and is available at: <https://www.cabooltureaeroclub.com.au/resources>

#### 3.8.4.1 Inspection items

*(Part 139 MOS – 12.03(3)-(11))*

When performing each serviceability inspection, aerodrome reporting officers will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:
  - a. Surface irregularities, including cracking or spalling
  - b. Pavement deflections, including rutting or slipping
  - c. Water pooling or ponding
  - d. Surface damage caused by the spillage of corrosive fluids or oil
  - e. Subsurface leaks or pressure, including broken water mains or inadequate or defective drainage
  - f. Scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces
  - g. Termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass
  - h. Soft ground, particularly in combination with surface roughness and slipperiness
  - i. Any other signs of pavement distress which have the potential to develop into a hazard for aircraft.

2. Airfield markings, lighting, wind direction indicators and ground signals for the following:
  - a. Loss of visibility markers and markings
  - b. Incorrect markers or markings
  - c. Any disturbance to the correct alignment of markers
  - d. Discoloured or dirty signs and markings (if applicable)
  - e. Exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
  - f. Damage to the wind indicator assembly or mounting
  - g. For wind indicators – damage to sleeve fabric or loss of conspicuous colour
3. The cleanliness of the movement area looking for the following:
  - a. Foreign objects and debris (FOD), for example, aircraft fastening devices and other aircraft parts
  - b. Work tools, small items of equipment and personal items
  - c. Debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies
  - d. Hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.
4. For wildlife on, or in the vicinity of, the movement area:
  - a. The condition of aerodrome fencing and the security of access points to the movement area
  - b. Monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant
  - c. Monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers
  - d. Checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal
  - e. The presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.
5. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.
6. Aerodrome fencing and signage to:
  - a. Identify any damage
  - b. Confirm gates are secured
  - c. Ensure there has been no attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.
7. Active NOTAMs requested by the aerodrome to ensure they are accurate and current.

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in a checklist.

### 3.8.5 Reporting inspection results

The Caboolture Aero Club ensures that any significant object found during the serviceability inspection that could reasonably be expected to have an immediate adverse effect on the safety of an aircraft is reported to Members and airfield users in accordance with this manual.

At the completion of each airfield serviceability inspection, the reporting officer records the following information on the ARO inspection form

- The date and time the serviceability inspection was completed
- The results of the inspection
- A description of any remedial action taken or scheduled to be taken.

All identified maintenance faults that require further corrective action are entered in the maintenance report to Committee. Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in Appendix D of this manual.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in the maintenance report to Committee. Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in this manual a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and in accordance with this manual and All Members and Commercial Operators notified. The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

#### 3.8.5.1 Reportable occurrences to the NOTAM Office

A report to the NOF will be made on identification of the following:

- Published runway information – any change (whether temporary or permanent), including changes to current information contained in permanent NOTAMs or in the AIP
- Significant aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces
- Any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
- The emergence of new obstacles, unless the new obstacle is removed immediately
- An incident or accident that renders the aerodrome closed.

### 3.8.6 Prompt follow-up action to correct unsafe conditions

In the event the airfield serviceability inspection identifies an unsafe condition, the aerodrome reporting officer will:

- Immediately report the unserviceability to All Members and Commercial Operators
- If urgent, advise the NOF via the phone to request the immediate issue of a NOTAM
- Mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS
- Submit a request to issue a NOTAM (if applicable)



- If issued, verify the accuracy of the NOTAM information published by Airservices
- Arrange for an inspection as soon as practicable
- Arrange for repairs to the affected area ensuring that works requirements are met
- Confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations
- Cancel the NOTAM (if applicable)
- Advise All Members and Commercial Operators.

### 3.9 Unauthorised entry to the airfield

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals, or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

- Controlling airside access
- Monitoring airside access control points and barriers.

#### 3.9.1 Controlling airside access

All Caboolture Aeroclub Members (either Full, Social or otherwise) will be issued a Club I.D Card with gate access abilities. This CAC I.D Card must be displayed or presented when requested at all times. To prevent unauthorised access by persons, vehicles, equipment, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:

- Type of fence: Steel chain mesh
- Height of fence: 2m preferred

Caboolture Airfield ensures that only Club Members or authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome. For those persons not authorised, escorted access is provided as required. Airside access gates are located at:



- Always locked by: Electronic access control system and/or numbered keypad.
- Keys and/or electronic access cards are issued by: CAC Membership Officer
- A register of issued keys and/or access cards is maintained by: CAC Secretary

- An audit of issued and unissued keys and/or access cards is conducted annually by: CAC Membership Officer and Secretary

Restricted access signs are at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.

All ALA holders are responsible for controlling airside access through their leased areas. Any unauthorised entry observed by an ALA holder is to be reported immediately to the duty ARO or CAC Committee member.

Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.10 of this manual.

Animals are only permitted airside if suitably restrained.

### 3.9.2 Monitoring airside access points and barriers

The reporting officer or commissioned security contractor (after-hours) carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. The inspection report, and any follow-up action(s) is recorded in accordance with the process outlined in this manual.

In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.

Damaged fences or gates will be notified to the CAC Management Committee and will be repaired as soon as practicable to do so.

## 3.10 Airside vehicle control

***Warning!: A vehicle is not permitted to cross a runway when an aircraft is established on final to land or lined up on that runway for take-off!***

### 3.10.1 Vehicles and ground equipment operated airside

Caboolture Airfield ensures that all vehicles and ground equipment operated airside are maintained in a sound mechanical state to prevent a breakdown or unsafe operation, and avoid any spillage of fuel, lubricant or hydraulic fluid.

Caboolture Airfield requires:

- Vehicles operating airside are to hold state registration confirming they are maintained in a roadworthy condition. (CAC operational vehicles; tractor, mower etc are exempt)
- In the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle is to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period. (Gliding Tow Vehicles exempt)
- Evidence that vehicles comply with lighting requirements
- A certificate of insurance with valid cover for the use of the Members vehicle within the airside area of the airfield.

To ensure the requirements of this manual are achieved, the CAC Committee or duty ARO can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.

A list of vehicles that have been removed from the airside or denied access is:

- Maintained by: CAC Secretary
- Available at: Electronically on CAC server

A vehicle that is denied access or has been removed from the airside at the direction of the Caboolture Aeroclub is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.

### 3.10.2 Airside vehicle lighting requirements

Vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.

Except for a vehicle that is under escort, all vehicles will be lit when moving or operating on:

- A runway strip
- A taxiway / taxiway strip
- The movement areas
- During periods of rain and low visibility.

During daylight hours only, a glider tow vehicle or vehicle directly connected to an aircraft is permitted to display the standard manufacturer-fitted vehicle hazard warning lights, rather than a light on the top of the vehicle.

### 3.10.3 Vehicles on manoeuvring area

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF frequency on 125.85Mhz. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

### 3.10.4 Vehicles in proximity to aircraft

Airside drivers **must** give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas. Eg Glider retrieving vehicles.

Airside vehicles are not to be driven:

- In a manner likely to endanger the safety of any person or create a hazard to aircraft operations
- Under an aircraft, or within three (3) m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
- Within 15 m of refuelling aircraft

- When drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15 m of an aircraft’s fuel tank filling points and vent outlets during fuelling operations must comply with Appendix 1 of Civil Aviation Order 20.9.

### 3.10.5 Movement area speed limits

Drivers must adhere to the following speed limits:

Location	Speed limit (km / h)
Aprons	20 km/h
Taxiways	20 km/h
Runways	20 km/h - except for RWY rough test or inspection
During low-visibility or night	10 km/h

### 3.10.6 Escort service procedures

Caboolture Aero Club Members are permitted to provide vehicle escorts airside. The escort driver is fully responsible for the driver(s) under escort. All airside drivers providing an escort service are monitored for adherence with these requirements periodically by the reporting officer. In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, all respective vehicles and their drivers are to be escorted from the airside, and any authorisations are withdrawn.

### 3.10.7 Monitoring and enforcing traffic rules

The duty aerodrome reporting officer is responsible for periodically monitoring the operation of vehicles airside.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

### 3.10.8 Vehicle movement in event of incident or accident

In the event of an aircraft accident vehicle restrictions may be overruled by the duty ARO or CAP in favour of emergency response vehicles and accident rescue considerations. Vehicles used under this consideration must have all available lights illuminated and persons participating in rescue activities must take every precaution to ensure the vehicle and their movements do not present a further obstruction of runways or taxiways.

### 3.10.9 Carriage of and/or Delivery of Goods

Expressly confined to aircraft parking areas and tie-down points, private or commercial vehicles may enter such areas for the purpose of positioning trailers for loading/off-loading aircraft, and/or to deliver goods, provisions, equipment or persons to or from parked aircraft or hangars. Access for commercial or heavy vehicles must be arranged with the CAC Committee - Prior Permission Required.

### 3.10.10 Vehicle parking positions

Parking on taxiways is not permitted at any time. Parking inside a hangar, between hangars or in designated parking areas is permitted however, keys must be left in vehicles at all times whilst unattended. Users must be cautious of underground storm water drainage systems in grassed areas between hangars.

Parking at least 15 metres from the edge of a taxiway to allow aircraft free movement on a taxiway is required. In some areas taxiways pass close to aircraft hangars and the 15 metre clearance mentioned above is not possible. In such cases, vehicles are not to be parked so that they impact on the available clearance between a hangar and the taxiway. In all other circumstances vehicles must only be parked in designated vehicle parking areas

## 3.11 Aerodrome works safety

Caboolture Aero Club always makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots. A works safety officer is to be appointed and present to directly oversee works safety at all times when the aerodrome is open and available for aircraft operations.

Aerodrome markers, markings and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards. Any part of the movement area that is unserviceable as a result of aerodrome works being carried out are marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked or lit in accordance with the assessment.

**Note: The day to day running/maintenance and works of Caboolture Airfield can be found in Appendix D of this manual.**

### 3.11.1 Works safety personnel

The following persons have specified responsibilities for works:

Individual / position	Responsibility
Caboolture Aeroclub President and Committee	Works planning
Aerodrome Reporting Officer & WSO	Conducting works
Aerodrome Reporting Officer & WSO	Arrangement and notifications

### 3.11.2 Preparation of a method of working plan (MOWP)

*(Part 139 MOS – 11.07(1)(a); Chapter 15; Chapter 16)*

Although a MOWP does not require CASA approval, CASA is to be consulted on any safety issues identified in the preparation of the MOWP. The name, position, and function of each Works Safety Officer (WSO) will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, CAC is to consult with:

- Commercial Operators based at the airfield
- Emergency services aircraft that are likely to operate at the aerodrome
- All Caboolture Aero Club Members

A list of representatives from each operator/organisation listed in Section 2.1.8.3, and their contact details, is maintained by: CAC Secretary.

City of Moreton Bay Council is to be consulted should any safety issues be identified.

In the event CAC elects to develop a MOWP, the MOWP will be prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

### 3.11.3 MOWP Notifications

*(Part 139 MOS – 11.07(1)(b); 15.02(3)(5); 16.10)*

Unless the works are unforeseen urgent works, the authorised MOWP will be issued not less than 14 days before the works are scheduled to commence by: CAC President

The MOWP is to be issued to:

- Commercial Operators using the aerodrome
- operators of emergency services aircraft that are likely to operate at the aerodrome
- All Caboolture Aeroclub Members
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable)
- the WSO
- the project manager
- the works organiser
- the aerodrome security contractor

A distribution list of all MOWP recipients and their contact details is:

- Maintained by: CAC Secretary
- Stored securely at: CAC server

The following person(s) is responsible for ensuring that all recipients receive the MOWP:

CAC Secretary

The MOWP distribution list will be regularly reviewed to ensure it remains current.

In the event a MOWP requires amendment, the amended MOWP will:

- clearly show the information that has changed
- be disseminated to all persons who received the original MOWP

- be issued no later than 48 hours before the change in works commences.

Amendments to the MOWP are the responsibility of: CAC President and Secretary.

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the CTAF Frequency.

### 3.11.4 Works at closed aerodrome

*(Part 139 MOS – 11.07(1)(f))*

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

- Commercial Operators using the airfield
- All Caboolture Aero Club Members using the airfield
- CASA, Air Services or City of Moreton Bay (if applicable)

A distribution list of those receiving the written notification will be retained by the Club Secretary. At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.7.3 of this manual, advising when the aerodrome will be temporarily closed.

## 3.12 Wildlife hazard management

### 3.12.1 Wildlife hazard personnel

*(Part 139 MOS – 11.08(2))*

The following individuals and positions have responsibilities for wildlife hazard management:

Individual / position	Responsibilities
Duty Aerodrome Reporting Officer	Monitoring wildlife hazards

### 3.12.2 Wildlife hazard monitoring

*(Part 139 MOS – 11.08(1)(a); 17.01(3))*

Wildlife hazards at Caboolture Airfield are monitored as part of the aerodrome serviceability inspection process as shown in section 3.8 of this manual. In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, reporting officers will identify and record the following:

- presence of wildlife on and in the vicinity of the aerodrome, which is to include:
  - a count of all birds and animals sighted
  - bird / animal activity, e.g. feeding, flying, nesting
  - species (if known)
  - numbers
  - location.
- seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead birds, mice etc.)
- any additional indicators such as new nests or eggs.

All wildlife observed on the airfield and in the vicinity of the airfield are recorded on the AROs Serviceability Checklist.

All known or suspected wildlife strikes that occur at or in the vicinity of the airfield are reported to the Australian Transport Safety Bureau (ATSB). Each month, the wildlife strike statistical reports published by the ATSB are reviewed by the CAC Safety Committee.

### 3.12.3 Wildlife hazard assessment

*(Part 139 MOS – 11.08(1)(b); 17.02(1))*

Any detected wildlife hazard is assessed for risk to aircraft operations. The hazard assessment process is completed in accordance with the procedures set out in the aerodrome's safety management system.

When assessing the risks, the following data is considered:

- wildlife observations
- reported strike events
- reported near miss events
- times of day or year / weather conditions.

### 3.12.4 Wildlife hazard mitigation

*(Part 139 MOS – 11.08(1)(c))*

The following measures have been implemented to assist in mitigating wildlife hazards:

- all gates are kept locked and rubbish appropriately stored
- grass heights are monitored to prevent seeding
- open unlined drains are regularly inspected and maintained to prevent water retention
- in the event dead birds and animal carcasses are located they are quickly removed
- bird spikes or barriers have been installed on roosting sites.

In the event a reporting officer(s) detects a source of attraction for wildlife, so that further actions can be considered and implemented to minimise the attraction, a report is to be drafted and sent to the Caboolture Aero Club Safety Committee.

### 3.12.5 Wildlife hazard reporting (AIP, NOTAM)

*(Part 139 MOS – 11.08(1)(d); 17.05(1))*

In the event additional wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the reporting officer(s) is to:

- advise pilots via the CTAF
- request the issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the AIP-ERSA

### 3.12.6 Liaison with local authorities for wildlife hazard mitigation

*(Part 139 MOS – 11.08(1)(e); 17.01(2))*

As the Airfield Landlord, City of Moreton Bay Council will ensure any changes to land zoning within 13 km of the aerodrome will be regularly monitored to ensure land uses that may cause



hazardous wildlife attraction are reviewed and appropriately mitigated prior to approval. The Moreton Bay Regional Council planning scheme establishes the land-use strategy applicable to the ongoing use of Caboolture Airfield, and controls development within the defined Airport Environs and Aviation Facilities overlay code to ensure the protection of airport functions. Accepted development is subject to the assessment of bird and wildlife attractants which could increase the risk of bird-strikes. Where existing land use presents a potential risk, site visits may be arranged by Moreton Bay Regional Council to discuss aviation safety concerns and possible mitigations to reduce those risks. The following is a list of local authorities that have land within a 13 km radius of the aerodrome:

Local authority	Contact
<a href="#">City of Moreton Bay Council</a>	CEO or General Manager

Caboolture Aero Club engages with these local authorities to ensure that future land uses and development proposals can be carefully considered.

Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

Site	Site inspections
<a href="#">Caboolture Refuse Site</a>	Annually

### 3.13 Disabled aircraft removal

#### 3.13.1 Aircraft removal personnel

*(Part 139 MOS – 11.13(e)(i)(ii))*

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

Name	Role	Phone number	After-hours phone number
Peter Coburn	President	0412 903 230	
Bob Bosanquet	FSAG Chair & ARO	0418 873 946	0488 922 245
Bruce Bradley	ARO	0411 800 184	0488 922 245
Gordon Robinson	ARO	0402 451 561	0488 922 245
Mark Gray	ARO	0418 883 116	0488 922 245

#### 3.13.2 Aircraft removal – airfield operator & aircraft certificate holder

*(Part 139 MOS – 11.13(a))*

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All commercial operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

Caboolture Aeroclub coordinates the aircraft recovery operation to ensure that the disabled aircraft is removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible, Caboolture Aeroclub may, where necessary, initiate salvage action when:

- There is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area
- The aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, Caboolture Aeroclub accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.7.3 of this manual.

Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by the Duty Aerodrome Reporting Officer.

### **3.13.3 Notifying aircraft certificate holder**

*(Part 139 MOS – 11.13(b))*

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available or is unable to notify the certificate of registration holder, the required notification is to be issued by the Duty Aerodrome Reporting Officer.

If the certificate of registration is not known to the Caboolture Aero Club, details are to be obtained from the pilot, if possible, or if available, from the CASA website via: <https://www.casa.gov.au/aircraft/civil-aircraft-register>

### **3.13.4 Liaising with the ATSB, Defence and ATC**

*(Part 139 MOS – 11.13(c))*

If the disabled aircraft cannot be immediately removed from the movement area, Caboolture Aeroclub will ensure:

- Unserviceability markers, markings and lights are displayed as required
- The NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from Caboolture Aero Club, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or airport. As there is no Air Traffic Control at YCAB, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from the Caboolture Aeroclub becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

### **3.13.5 Equipment and person(s) to remove aircraft**

*(Part 139 MOS – 11.13(d))*

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from Caboolture Aeroclub, the aircraft operator is required to indemnify the Caboolture Aeroclub from any adverse consequence resulting from any activities during the recovery process in writing.

Caboolture Aeroclub is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.

CAC will contact Aircraft Maintenance Specialist (AMS) Caloundra if the owner or operator of the aircraft is incapacitated to organise the recovery or removal of aircraft.

Contact Number: (07) 5491 6819

### 3.14 Airfield safety management

#### 3.14.1 Risk management plan

(Part 139 MOS – 11.09(2); Chapter 26)

See Appendix E of this manual

### 3.15 Emergency response personnel

(Part 139 MOS – 11.12(2)(a)-(e))

The following individuals or positions have responsibilities in an airfield emergency response:

Individuals / positions	Responsibilities
CAC President	Maintaining aerodrome emergency response procedures
Duty Aerodrome Reporting Officer	Notifying procedures to initiate an emergency response
Duty Aerodrome Reporting Officer	Initiating emergency response actions by aerodrome personnel
CAC President & Duty Aerodrome Reporting Officer	Returning the aerodrome to operational status after an emergency
CAC President & Committee	Reviewing the aerodrome emergency plan

### 3.16 Airfield emergency procedures

#### 3.16.1 Emergency service organisations

Descriptions of the roles of each emergency service organisation involved in Caboolture Airfield emergency response arrangements can be found below:

Emergency service organisation	Role description
Queensland Police Service  PH: 000	<ul style="list-style-type: none"> <li>♣ Control organisation for aircraft crash emergencies</li> <li>♣ Coordinate and control of accident site, essential traffic routes and search and rescue operation</li> <li>♣ Coordinate and control of rescue operations for trapped or deceased persons</li> <li>♣ Coordinate and control of identification and mortuary facilities, where required</li> </ul>
Queensland Fire and	<ul style="list-style-type: none"> <li>♣ Provide firefighting equipment and manpower to control</li> </ul>

<p>Emergency Services</p> <p><b>PH: 000</b></p>	<p>fires, HAZCHEM zones and the fire ground until secure</p> <ul style="list-style-type: none"> <li>♣ Ensure the safety of persons in relation to fire prevention, fighting and recovery operations</li> <li>♣ Provide extrication equipment and the extrication of trapped or deceased persons</li> <li>♣ Rescue trapped persons</li> <li>♣ Contain hazardous chemicals/materials spillage and advice on public safety matters regarding HAZCHEM threats</li> </ul>
<p>Queensland Ambulance Service</p> <p><b>PH: 000</b></p>	<ul style="list-style-type: none"> <li>♣ Initial treatment, including on-site field triage, and transportation of casualties</li> <li>♣ Provide site medical team as required</li> <li>♣ Provide stretchers and special operations</li> <li>♣ Coordinate all other Volunteer first aid groups including QAS First Responder</li> <li>♣ Groups Assist with the evacuations of persons with medical conditions (specialized medical transport including aero - medical transport)</li> </ul>

### 3.16.2 Local emergency planning arrangements

To ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

<https://www.moretonbay.qld.gov.au/files/assets/public/v/13/services/publications/mbrc-local-disaster-management-plan.pdf>

### 3.16.3 Notification and initiation of emergency response

Notification of an emergency will be made without delay.

To ensure agencies respond appropriately, it is important that all information known about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

- Exact location of the incident (including location details and map references etc.)
- Nature of the incident
- Type of aircraft
- Estimated time of arrival of the aircraft involved and the runway to be used (if applicable)
- Number of persons on board (including passengers and crew)
- Presence of hazardous materials including dangerous goods
- Any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

- Primary and secondary access points
- Emergency assembly areas
- Aerodrome hazards.

### 3.16.4 Access and management of assembly areas

*(Part 139 MOS – 11.12(1)(a)(vii))*

The procedures for access and the management of assembly areas are described below:

When evacuation required:

- NOTIFY ALL AREAS BY YELLING A WARNING OR BY PHYSICALLY GOING AROUND AND NOTIFYING ALL AREAS
- Order all occupants out of the buildings and direct to nearest safe exit.
- Do not allow anyone to enter to collect any personal items.
- Organise for the safe evacuation of any person with special needs.
- Physically check all rooms.
- Call 000 as soon as possible
- DO NOT LOCK ANY DOORS WHEN EVACUATING
- If possible, Send 2 responsible persons to all areas and hangars to ensure that all persons on site are notified of need to evacuate
- Organise a authorised person to monitor frequency 125.85MHz and to advise aircraft of incident
- DIRECT ALL PERSONS TO ASSEMBLY POINT WHICH IS LOCATED AT THE CLUBHOUSE CARPARK or GATE 1. DO NOT ALLOW ANYONE TO RE ENTER Aerodrome UNTIL GIVEN THE ALL CLEAR BY FIRE SERVICE.

### 3.16.5 Response to a local stand-by event

*(Part 139 MOS – 11.12(1)(a)(viii))*

The procedures to respond to a local stand-by event are described below:

If Caboolture Aeroclub personnel are made aware of a stand-by event (either by emergency service agencies or Caboolture Airfield users), the duty Aerodrome Reporting Officer will be notified and will attend the aerodrome as soon as practicable, if their presence is required.

If required, the duty Aerodrome Reporting Officer will ensure the emergency gates at the aerodrome are unlocked and accessible, and the emergency equipment located the aerodrome is serviceable. The reporting officer will monitor the CTAF and remain in attendance at the aerodrome until the event has been resolved, the aircraft has safely landed and/or until their presence is no longer deemed necessary.

### 3.16.6 Initial response to full emergency

*(Part 139 MOS – 11.12(1)(a)(ix))*

The procedures to respond to a full emergency at, or in the immediate vicinity of the aerodrome, are described below:

The control agency for an aircraft crash at Caboolture Airfield is the Queensland Police Service. (QPS) For a full emergency at or in the vicinity of Caboolture Airfield, witnesses or involved personnel will contact QPS by telephone on: **000**

When CAC Committee, members and/or operations personnel become aware of an emergency at the airfield, the duty aerodrome reporting officer (ARO) will attend the airfield

immediately. On arrival at the airfield, the aerodrome reporting officer will unlock the airside access gates and check the serviceability of aerodrome emergency equipment. If the reporting officer arrives at the airfield prior to responding emergency agencies, they will attempt to provide assistance at the emergency site where-ever it is safe and appropriate to do so.

QPS will assume responsibility of the incident on their arrival at the aerodrome. The Caboolture aerodrome reporting officer will offer assistance to QPS and follow their direction. The reporting officer will monitor the aerodrome CTAF at all times, and will advise emergency services on any impending aircraft movements. The reporting officer will advise any inbound aircraft to the aerodrome if the aerodrome is unavailable. The reporting officer will carry aerodrome reporting and notifications as required in accordance with Section 3.8 of this manual.

### **3.17 Emergency responder preparedness**

#### **3.17.1 Site inductions for emergency responders**

*(Part 139 MOS – 11.12(1)(c)(i))*

Scheduled inductions are not provided for emergency agencies at Caboolture Aerodrome; however Moreton Bay Council has invited all responding agencies to conduct a tour of the aerodrome with the aerodrome personnel at convenience. To ensure local emergency responders are familiar with the aerodrome and the immediate surrounds, familiarisation tours are conducted.

During these tours, emergency responders are:

- Shown the location and operation of:
  - airfield access points (including routes to get to the access points)
  - airfield assembly areas
  - airfield emergency facilities and equipment.
- Made aware of hazardous storage facilities and materials at the airfield
- Made aware of procedures to be followed when responding to an incident, including airside driving hazards.

#### **3.17.2 Emergency exercises**

*(Part 139 MOS – 11.12(1)(c)(iii))*

CAC does have an Emergency Response Plan (AERP); and detail can be found in Appendix E of this Manual. The Club will endeavour to conduct a full-scale emergency exercise at intervals not exceeding three (3) years. Partial emergency exercises may be held in each intervening year.

Following each exercise, a debrief is held to obtain feedback from volunteers and responding organisations. Records of these reviews are:

- Retained by: Secretary of the Caboolture Aero Club
- Stored securely at: CAC Clubhouse and Electronically on CAC server.

Following each exercise, a debrief is held to obtain feedback from volunteers and responding organisations.

### 3.18 Post-emergency return to operational status

*(Part 139 MOS – 11.12(1)(d))*

Aircraft operations will only be resumed when:

- Circumstances permit aircraft to operate safely
- The airport movement area is secured
- There is no interference to emergency response activities
- All stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.

If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and CAC AROs have:

- Conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft
- Provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations
- Ensured that areas which remain closed are suitably marked and lit to distinguish their unserviceability
- Completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace
- If a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location
- Ensured the accuracy of information published in NOTAM.

Where the emergency is confined, operations are only able to resume under restricted conditions. The CAC will ensure all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of the Airfield and inspection will be held as soon as possible by the duty ARO.

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

### 3.19 Reviews of Airfield Emergency Response Plan (AERP)

*(Part 139 MOS – 11.12(1)(e); 24.05(2))*

CAC does have an AERP; and detail can be found in Appendix E of this Manual.

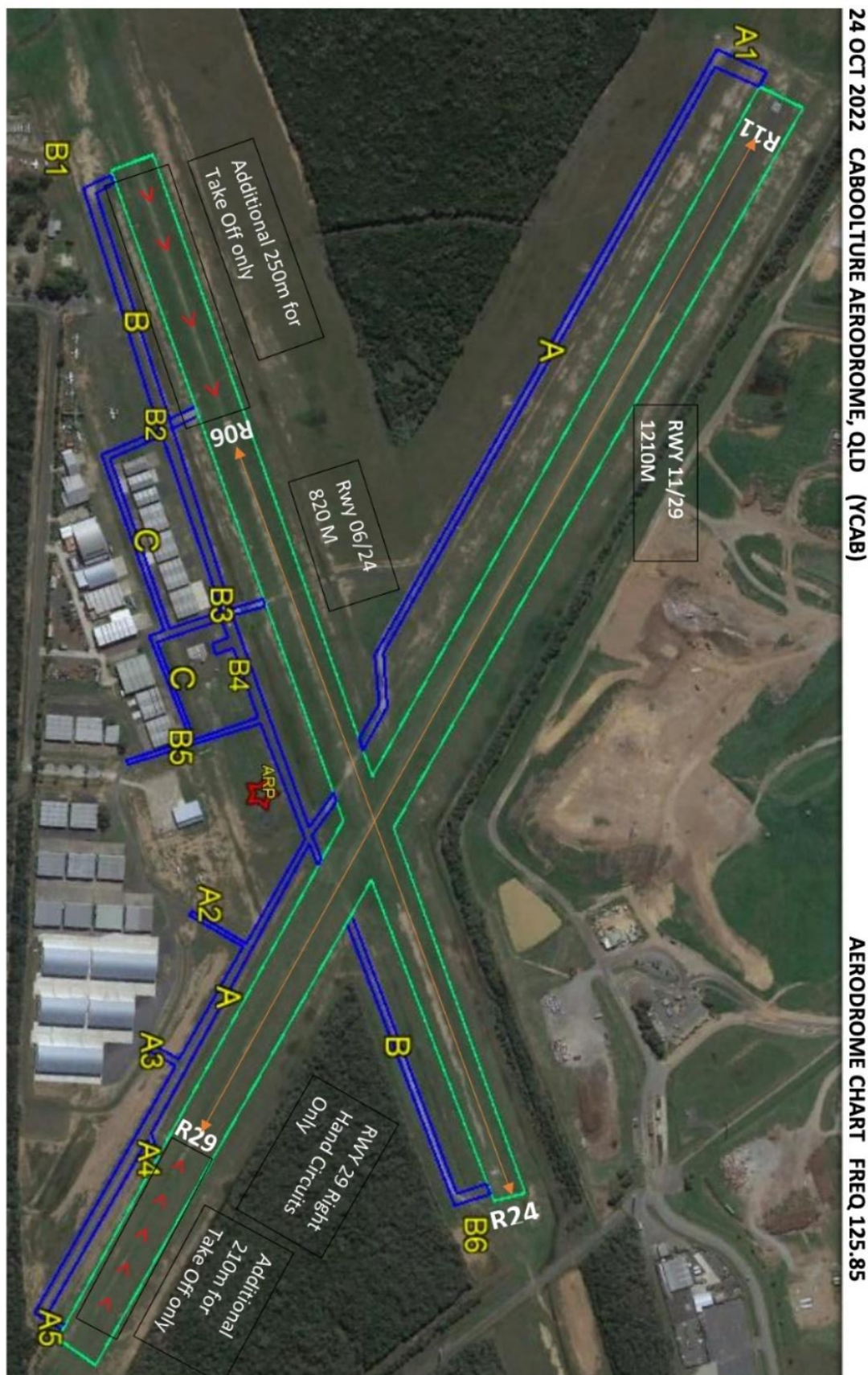
The Airfield Emergency Plan is to be reviewed:

- Following a test or exercise
- After the occurrence of a real emergency that requires activation of the aerodrome emergency plan
- At least once annually.

Documented evidence of each review is:

- Retained by: Secretary of the Caboolture Aero Club
- Stored securely at: Caboolture Aero Clubhouse or on CAC Server

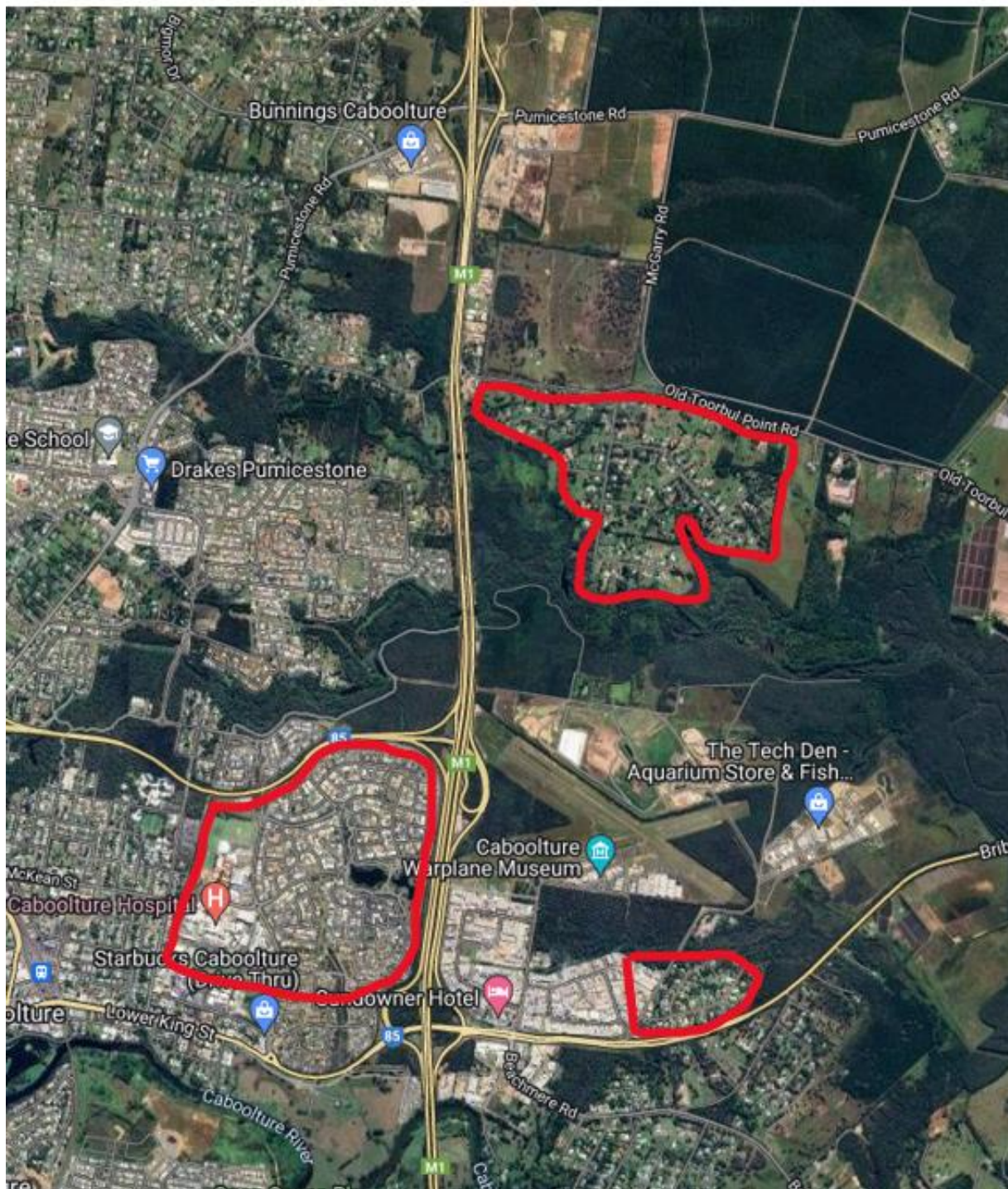
# Appendix A. SITE PLAN





## Appendix B. NOISE SENSITIVE AREAS

Caboolture Aerodrome  
NOISE SENSITIVE AREAS



## **Appendix C. QUICK REFERENCE HANDBOOK (QRH)**

**See CAC Website – Resources. Link TBA**

## Appendix D. DAY to DAY Aerodrome Works Program

<b>REPORTING</b>	CAC EXEC > OPS MANAGER > CORDINATOR OF VOLUNTEERS AND CONTRACTORS
<b>MAIN RUNWAY(S)</b>	<ul style="list-style-type: none"> <li>• MOWING – CO ORDINATE W/CONTRACTOR</li> <li>• SCHEDULE IS DEPENDENT ON WEATHER, CONDITION OF GRASS AND AVAILABILITY.</li> <li>• NOTIFY STAKEHOLDERS OF MOWING OPS.</li> </ul>
	<ul style="list-style-type: none"> <li>• MARKERS AND CONES – ENSURE CORRECT PLACEMENT AND VISIBILITY, (LINE WEEDING AND SPRAYING).</li> <li>• POT HOLES AND ERODED AREAS WILL NEED FILLING AND GRADING.</li> <li>• REPORT TO OPS MGR ANY SEVERE EROSION OF THE CENTRELINE OF THE RUNWAY, OR OTHER DAMAGE.</li> </ul>
<b>TAXIWAYS</b>	<ul style="list-style-type: none"> <li>• POT HOLE REPAIRS.</li> <li>• EDGE REPAIRING W/ ASPHELT.</li> <li>• HERBICIDE SPRAYING ESP CRACKS AND EDGES.</li> <li>• ENSURE SIGNAGE AND MARKERS ARE VISIBLE TO AIRCRAFT.</li> <li>• SURFACE SUBSIDENCE REPAIR</li> <li>• CONE AND MARKERS PLACEMENT AND LINE WEEDING.</li> <li>• FOD INSPECTION AND REMOVAL</li> <li>• LINE MARKING, REPAINT AS REQ'D.</li> <li>• MARKING OF OBSTACLES AND HAZARDS.</li> <li>• MARK OUT DESIGNATED PARKING AND STANDING AREAS.</li> <li>• MOW TAXIWAY STRIP GRADE REQUIRED.</li> </ul>
<b>WDI AND SIGNAL AREA</b>	<ul style="list-style-type: none"> <li>• MONITOR CONDITION OF MARKERS AND WINDSOCK.</li> <li>• REPAINT OR REPLACE.</li> <li>• MAINTAIN WHITE PAINT ON THE SURROUNDING BORDER BLOCKS AND CONES.</li> <li>• KEEP AREA WEED AND GRASS FREE.</li> </ul>
<b>FUEL BOWSER</b>	<ul style="list-style-type: none"> <li>• AREA KEPT GRASS FREE FOR FIRE HAZARD REDUCTION.</li> <li>• LINE WEED OR SPRAY WEEDS ON APRON</li> <li>• DITTO ON FENCELINE.</li> <li>• ELIMINATE TRIP HAZARD ON MOGAS BOWSER CONCRETE PADS.</li> </ul>
<b>UNDERSHOOT AREAS</b>	<ul style="list-style-type: none"> <li>• GRASS FIRE HAZARD REDUCTION, SLASH THESE AREAS IN WINTER TO ELIMINATE SCRUB REGROWTH</li> </ul>
<b>TAXI WAY A WEST</b>	<ul style="list-style-type: none"> <li>• AS ABOVE</li> </ul>
<b>GRASS AREA NW RW 06</b>	<ul style="list-style-type: none"> <li>• AS ABOVE</li> </ul>
<b>OLD CLUB HOUSE BLOCK AERODROME ROAD</b>	<ul style="list-style-type: none"> <li>• SLASH THIS BLOCK REGULARLY TO REDUCE FIRE HAZARD AND VERMIN. SLASH OR MOW FENCED AREA ALONG AERODROME ROAD,</li> </ul>
<b>HANGAR FORECOURTS</b>	<ul style="list-style-type: none"> <li>• THOSE HANGARS WITHOUT A CONCRETE APRON REQUIRE FREQUENT HERBICIDE TREATMENT.</li> </ul>

<b>BETWEEN HANGARS</b>	<ul style="list-style-type: none"> <li>• REQUIRE FREQUENT MOWING .</li> </ul>
<b>CLUBHOUSE AREA</b>	<ul style="list-style-type: none"> <li>• BOLLARDS PAINTING.</li> <li>• MOWING GRASSED AREA.</li> <li>• WEED SPRAYING.</li> <li>• WASTE BIN AREA CLEAN.</li> <li>• SEPTIC TANK MONITOR AND EMPTY.</li> <li>• FORECOURT CLEANING AND BIRD DUNG REMOVAL.</li> </ul>
<b>ELECTRIC GATES</b>	<ul style="list-style-type: none"> <li>• CONTROL BOXES NEED SPRAYING REGULARY FOR ANTS.</li> <li>• CLEAN SOLAR PANELS GATE 2.</li> <li>• CHECK CONDITION OF BATTERY.</li> <li>• SWEEP GATE TRACK MECHANISM CLEAR OF GRAVEL.</li> </ul>
<b>VISITOR CAR PARK</b>	<ul style="list-style-type: none"> <li>• (AERODROME RD) PICK UP RUBBISH, BEWARE SHARPS, MOW GRASSED AREA</li> </ul>
<b>GATE 3</b>	<ul style="list-style-type: none"> <li>• PICK UP PALM TREE RUBBISH, KEEP MOWED, FILL IN POT HOLES,</li> </ul>
<b>MCNAUGHT ROAD</b>	<ul style="list-style-type: none"> <li>• KEEP DRAIN CLEAR AND MOW AS REQUIRED.</li> </ul>
<b>AIRFIELD DRAIN CULVERTS</b>	<ul style="list-style-type: none"> <li>• KEEP CLEAR OF GRASS, ENSURE DRAIN CULVERT MARKERS ARE VISIBLE.</li> <li>• FILL ANY ERODED HOLES WITH 20MM GRAVEL.</li> <li>• SPRAY WITH HERBICIDE.</li> </ul>
<b>STORM DRAINS</b>	<ul style="list-style-type: none"> <li>• RW 29 WEST SUBJECT TO SEVERE EROSION. MITIGATE WITH GRAVEL IN WINTER TIME.</li> <li>• SLASH THESE IN WINTERTIME ALSO.</li> </ul>
<b>GA PARKING AREA</b>	<ul style="list-style-type: none"> <li>• MOW AS CLOSE AS PRACTICAL TO PARKED AC AND ALONG FENCELINE</li> </ul>
<b>GATE 4</b>	<ul style="list-style-type: none"> <li>• SLASH OR MOW THIS FOR EMERGENCY VEH ACCESS TO THE AIRFIELD.</li> </ul>
<b>HANGAR FORECOURTS</b>	<ul style="list-style-type: none"> <li>• CONCRETE BOUNDARYS AND DRAIN POINTS NEED FREQUENT WEED SPRAYING.</li> </ul>
<b>TREES ADJACENT TO AND SOUTH OF THE EAST HANGARS</b>	<ul style="list-style-type: none"> <li>• OVERHANGING FENCE, LOP REGULARLY TO ENABLE ACCESS TO GRASS MOWING EQUIPMENT AND ALSO FOR FIRE MITIGATION.</li> </ul>
<b>EQUIPMENT MAINT</b>	<ul style="list-style-type: none"> <li>• CHECKED AND FUELED DAILY AND LOGGED IN AND OUT . MINOR MAINT AND OIL CHANGES CARRIED OUT IN HOUSE.</li> </ul>
<b>PERSONNEL</b>	<ul style="list-style-type: none"> <li>• ONLY INDUCTED AND SIGNED OFF PERS ARE</li> <li>• PERMITTED TO ACCESS THE SITE OR SITE EQUIPMENT.</li> </ul>

## Appendix E. EMERGENCY RESPONSE PLAN

See CAC Website – Resources. Link Below

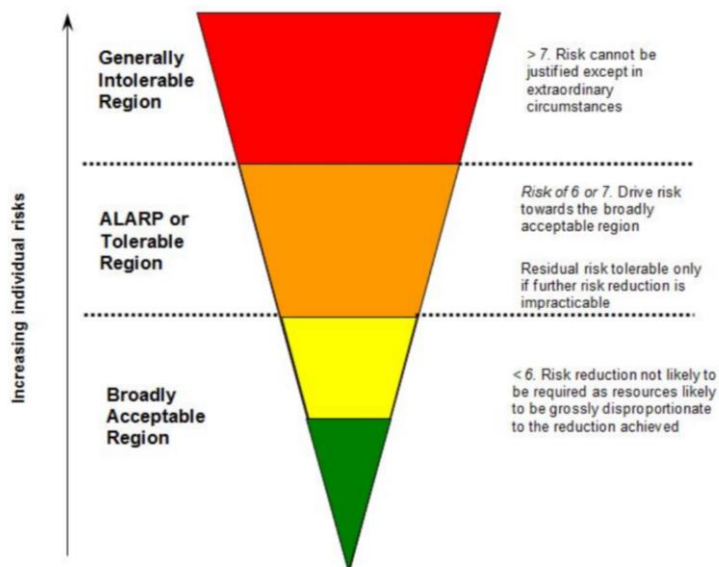
<https://www.cabooltureaeroclub.com.au/wp-content/uploads/2023/03/ERP-from-CAC-Ops-Manual-V2.0-March-2023-1.pdf>

## Appendix F. FORMS

See CAC Website – Resources. Link Below

<https://www.cabooltureaeroclub.com.au/resources/>

# Appendix G. RISK ASSESSMENT & REGISTER



CASA RISK ASSESSMENT BRIEF

<b>&gt;7: Extremes risk</b> - detailed treatment plan required
<b>6.7: High risk</b> - needs senior management attention and treatment plan as appropriate
<b>4.5: Medium risk</b> - manager level attention and monitoring as appropriate
<b>&lt;4: Low risk</b>

					Insignificant	Minor	Moderate	Major	Severe	Catastrophic
		Numerical	Historical		0	1	2	3	4	5
Probability ↑	>1 in 10	Is expected to occur in most circumstances	<b>Almost Certain (5)</b>	5	6	7	8	9	10	
	1 in 10 – 100	Will probably occur	<b>Likely (4)</b>	4	5	6	7	8	9	
	1 in 100 – 1000	Might occur at some time in the future	<b>Possible (3)</b>	3	4	5	6	7	8	
	1 in 1000 – 10000	Could occur but considered unlikely or doubtful	<b>Unlikely (2)</b>	2	3	4	5	6	7	
	1 in 10000 – 100000	May occur in exceptional circumstances	<b>Rare (1)</b>	1	2	3	4	5	6	
	< 1 in 100000	Could only occur under specific conditions and extraordinary circumstances	<b>Extremely Rare (0)</b>	0	1	2	3	4	5	

RISKS OR HAZARDS - ASSOCIATED WITH DUAL RUNWAY OPERATION AT UNCONTROLLED UNCERTIFIED CARBOURE AIRFIELD										
ITEM	CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING
1	Club Pilots	Radio Communications	Pilot not monitoring transmissions; pilot distracted; over transmitting in busy circuit; CTRF transmission over transmitted with Area comms; instructor busy with student fails to hear CTRF; FR pilot transmitting on area frequency fails to hear call on CTRF	Possible	Moderate	5	Ongoing education; FSAG violations addressed; Limit of 5 training aircraft in circuit; ERSAs procedures; CAC Operations Manual procedures; Annual Members Ops Manual Knowledge tests	Possible	Minor	4
2	Club Pilots	Radio transmissions	Pilot - Missing standard phraseology results in confusion; pilots in circuit unable to understand pilot intent & location; poor situational awareness of circuit traffic; inexperienced pilot or foreign language student unable to determine CTRF transmission regarding location & intent of another pilot	Possible	Moderate	5	Ops Manual To include standardised position transmissions; random sampling of TRT calls; FSAG violations addressed; ERSAs procedures; <b>rolling call</b> on active runway take-off; Ops Manual testing of members & new member applications	Possible	Minor	4
3	Club Pilots	Radio in Aircraft	No radio carried; poor quality radio transmission; no external or effective aerial in glider or gyro	Likely	Moderate	6	ERSAs requires mandatory radio; FSAG violations addressed; education on radio failure procedures	Unlikely	Minor	3
4	Club Pilots	Airfield Standard position report communication	Not transmitting @ standard position reports per CDR Part 91 General Operating & Flight Rules; no "rolling call" on active runway no crosswind call from dead side joining; no base call	Possible	Moderate	5	Operations Manual mandate; ERSAs mandated; FSAG monitoring incidents; pilot education of any violations ; ongoing monitoring of CTRF; Ops Manual annual testing	Unlikely	Minor	3
5	Club Pilots	Situational Awareness	Failure of pilot to monitor CTRF transmission for active circuit; Failure to receive or understand other aircraft transmissions; radio volume low; failure to use SEE & AVOID; not actively monitoring both Comm 1 & Comm 2	Possible	Moderate	5	Student flight instruction standard phraseology & radio procedures; FSAG regular safety bulletins; incidents reported; separation minima enforced and violations follow up; Ops Manual knowledge tests	Possible	Minor	4
6	Club Pilots	Mental model of traffic situation	Failure to monitor & understand all airfield traffic communication & location; unaware of change of circuit traffic; unaware of aircraft taxiing for cross runway	Possible	Major	6	Pilots must transmit intentions; ongoing education; Standard communication procedures enforced; incidents followed up	Possible	Minor	4
7	Club Pilots	Flight Experience	Insufficient or RECENT experience in airfield circuit or CTRF procedures; failure to check changes to ERSAs and Operations Manual; failure to be current with radio comms or position reporting; poor quality air marshing or lazy approach to active flight operations	Possible	Major	6	Pilot education on recency requirements; incidents followed up; FSAG monitoring; violations addressed; Operation Manual annual follow-up	Unlikely	Minor	3
8	Club Pilots	IMSAFE review	Illness Medication Sleep Alcohol Fatigue Eating - Pilot stressed or Unsafe; pilot pressured to conduct a flight without due consideration of mental and physical condition	Unlikely	Major	5	Student instruction; FSAG Regular safety messages; include in Ops manual test	Unlikely	Minor	3
9	Club Pilots	ERSA Knowledge	Lack of knowledge of latest airfield status; ERSAs airfield traffic regs & flight procedures ; failure to follow latest changes to airfield procedures	Likely	Moderate	6	Awareness through education; inclusion on web page; FSAG Regular safety messages to members; Operations manual follow-up	Unlikely	Minor	3
10	Club Pilots	Ops Manual Knowledge	Lack of knowledge of latest YCAB Operations Manual for airfield; failure to follow latest changes to airfield procedures; Has not read the Operations Manual; has not reviewed Ops manual during past 12 months	Likely	Moderate	6	Awareness through education; inclusion on web page; FSAG Regular safety messages to members; annual Operation manual check	Unlikely	Minor	3
11	Club Pilots	Collision Avoidance equipment - ADSB/TDS	Failure to set & use correct Mode; CALT on transponder; no Mode S altitude report	Unlikely	Minor	3	Awareness of use of TPX through equipment training & FSAG Regular safety messages;	Unlikely	Minor	3
12	Club Pilots	CASA communication requirements	Failure to be aware of VFRG or Part 91 General & Flight Rules; recommended or Standard comms procedures	Possible	Moderate	5	Operations Manual mandate; ERSAs mandated; FSAG monitoring incidents; pilot education of any violations then penalties; ongoing monitoring of CTRF; all members sent Part 91	Unlikely	Minor	3
13	Club Pilots	Aircraft operating characteristics	Failure to be familiar with or have recent experience on Aircraft type being flown; failure to control aircraft at low level or due engine failure; failure to handle cross wind conditions; failure to handle tail wheel landings	Possible	Moderate	5	Safety seminars; FSAG becoming aware; CASA & BA-Aus two year flight check; Recency check awareness flight tools; 90 day take-off checks	Unlikely	Minor	3
14	Club Pilots	Weather conditions unsuitable for experience	Has inadequate & insufficient training for changing wind & weather conditions; failure to handle cross wind conditions; failure to manage wet or slippery runway conditions	Possible	Moderate	5	Safety Awareness education program; Flight recency 90 day check;	Possible	Minor	4
15	Club Pilots	Procedure for wind change	Clear rules are not followed for runway change due X wind conditions - circuit operations; not recognising that wind direction requires a change of runway; does not know the procedure to communicate a change of runway; does not know how to leave and enter new circuit for runway change	Likely	Major	7	ONE Runway only usage policy; rolling calls for all take-offs; Runway change procedures require all aircraft to acknowledge the change and land; no takeoffs permitted until all aircraft have landed; as specified in Operations Manual; ongoing monitoring of circuit change operations; FSAG follow up; Ops Manual tests for new & annual memberships;	Unlikely	Minor	3
16	Club Pilots	Understanding Airstrip Operations usage	Ignoring the Gable or Cone markers that define operating area for All active flight operations; attempting to take off or land with strip occupied by glider or helicopter; attempting to take off or land from opposing runway threshold	Possible	Severe	7	Any aircraft within the gable markers occupies the runway; awareness education of All pilots; new Markers outline strip boundaries; regular discussion with glider & helicopter operations	Unlikely	Minor	3



RISKS OR HAZARDS - ASSOCIATED WITH DUAL RUNWAY OPERATION AT UNCONTROLLED UNCERTIFIED CABOULTE AIRFIELD										
ITEM	CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING
1	Club Pilots	Radio Communications	Pilot not monitoring transmissions; pilot distracted; over transmitting in busy circuit; CTF# transmission over transmitted with Area comms; instructor busy with student fails to hear CTF#; IFR pilot transmitting on a frequency fails to hear call on CTF#	Possible	Moderate	5	Ongoing education; FSAG violations addressed; limit of 5 training aircraft in circuit; ERSAs procedures; CAC Operations Manual procedures; Annual Members Ops Manual knowledge tests	Possible	Minor	4
2	Club Pilots	Radio transmissions	Pilot - Not using standard phraseology results in confusion; pilot in circuit unable to understand pilot intent & location; poor situational awareness of circuit traffic; inexperienced pilot or foreign language student unable to determine CTF# transmission regarding location & intent of another pilot	Possible	Moderate	5	Ops Manual to include standardised position transmissions; random sampling of RT calls; FSAG violations addressed; ERSAs procedures; Rolling call on active runway take off; Ops Manual testing of members & new member applications	Possible	Minor	4
3	Club Pilots	Radio in Aircraft	No radio carried; poor quality radio transmission; no external or effective aerial in glider or gbw	Likely	Moderate	6	ERSA requires mandatory radio; FSAG violations addressed; education on radio failure procedures	Unlikely	Minor	3
4	Club Pilots	Airfield Standard position report communication	Not transmitting @ standard position reports per CASR Part 91 General Operating & Flight Rules; no "rolling call" on active runway; no crossing call from dead side joining; no base call	Possible	Moderate	5	Operations Manual mandate; ERSAs mandate; FSAG monitoring incidents; pilot education of any violations; ongoing monitoring of CTF# Ops Manual annual testing	Unlikely	Minor	3
5	Club Pilots	Situational Awareness	Failure of pilot to monitor CTF# transmission for active circuit; failure to receive or understand other aircraft transmissions; radio volume low; failure to use SEE & AVOID; not actively monitoring both Comm 1 & Comm 2	Possible	Moderate	5	Student flight instruction standard phraseology & radio procedures; FSAG regular safety bulletins; incidents reported; separation minima enforced and violations follow up; Ops Manual knowledge tests	Possible	Minor	4
6	Club Pilots	Mental model of traffic situation	Failure to monitor & understand all airfield traffic; communication & location; unaware of change of circuit traffic; unaware of aircraft taxiing for cross runway	Possible	Major	6	Pilots must transmit intentions; ongoing education; Standard communication procedures enforced; incidents followed up	Possible	Minor	4
7	Club Pilots	Flight Experience	Insufficient or RECENT experience in airfield circuit or CTF# procedures; failure to check changes to ERSAs and Operations Manual; failure to be current with radio comms or position reporting; poor quality aim approach or lay approach to active flight operations	Possible	Major	6	Pilot education on recency requirements; incidents followed up; FSAG monitoring; violations addressed; Operation Manual annual follow-up	Unlikely	Minor	3
8	Club Pilots	IMSAAE review	Illness, Medication Sleep Alcohol Fatigue Eating - Pilot stressed or Unsafe; pilot pressured to conduct a flight without due consideration of mental and physical condition	Unlikely	Major	5	Student instruction; FSAG Regular safety messages; include in Ops manual test	Unlikely	Minor	3
9	Club Pilots	ERSAs Knowledge	Lack of knowledge of latest airfield status; ERSAs airfield traffic creg & flight procedures; failure to follow latest changes to a airfield procedures	Likely	Moderate	6	Awareness through education; inclusion on web page; FSAG Regular safety messages to members; Operations manual follow-up	Unlikely	Minor	3
10	Club Pilots	Ops Manual knowledge	Lack of knowledge of latest YCAB Operations Manual for a airfield; failure to follow latest changes to airfield procedures; has not read the Operations Manual; has not reviewed Ops manual during past 12 months	Likely	Moderate	6	Awareness through education; inclusion on web page; FSAG Regular safety messages to members; annual Operation manual check	Unlikely	Minor	3
11	Club Pilots	Collision Avoidance equipment - ADSB/TCAS	Failure to set & use correct Mode C ALT on transponder; no Mode S altitude report	Unlikely	Minor	3	Awareness of use of TRX through equipment training & FSAG; Regular safety messages;	Unlikely	Minor	3
12	Club Pilots	OSAs communication requirements	Failure to be aware of VFR or Part 91 General & Flight Rules recommended or Standard comms procedures	Possible	Moderate	5	Operations Manual mandate; ERSAs mandate; FSAG monitoring incidents; pilot education of any violations then penalties; ongoing monitoring of CTF#; all members sent Part 91	Unlikely	Minor	3
13	Club Pilots	Aircraft operating characteristics	Failure to be familiar with or have recent experience on Aircraft type being flown; failure to control aircraft at low level or due engine failure; failure to handle cross wind conditions; failure to handle tail wheel landings	Possible	Moderate	5	Safety seminars; FSAG becoming aware; CASA & RA Aus; two year flight check; Recency check awareness flight tools; 90 day take-off checks	Unlikely	Minor	3
14	Club Pilots	Weather conditions unsuitable for experience	Has inadequate & insufficient training for changing wind & weather conditions; failure to handle cross wind conditions; failure to manage wet or slippery runway conditions	Possible	Moderate	5	Safety Awareness education program; Flight recency 90 day check;	Possible	Minor	4
15	Club Pilots	Procedure for wind change	Clear rules are not followed for runway change due X wind conditions - circuit operations; not recognising that wind direction requires a change of runway; does not know the procedure to communicate a change of runway; does not know how to leave and enter draft for runway change	Likely	Major	7	ONE Runway usage policy; Rolling calls for all take-offs; Runway change procedures require all aircraft to acknowledge the change and land; no takeoffs permitted until all aircraft have landed; as specified in Operations Manual; ongoing monitoring of circuit change operations; FSAG follow up; Ops Manual tests for new & annual memberships;	Unlikely	Minor	3
16	Club Pilots	Understanding Airstrip Operations usage	Ignoring the Gable or Cone markers that define operating area for ALL active flight operations; attempting to take off or land with strip occupied by glider or helicopter; attempting to take off or land from opposing runway threshold	Possible	Severe	7	Any aircraft within the gable markers occupies the runway; awareness education of ALL pilots; new Markers outline strip boundaries; regular discuss on with glider & helicopter operators	Unlikely	Minor	3

CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING
38									
39	Ops Manual Knowledge	Has inadequate & sufficient training with Ops manual information; see item 10 above	Possible	Major	6	Awareness through education; inclusion on web page; FSAG Regular safety messages to members; Daily supervision by instructors; Gliding Ops manual include CAC Ops manual	Unlikely	Minor	3
40	Gliding Activity	Glider operating on grass strip vs runway	Possible	Severe	7	YCAB runways too narrow for simultaneous gliders & aircraft operations - conflict potential; gliders not being fully cleared from air strip while other aircraft operate on runway area	Unlikely	Minor	3
41	Gliding Activity	Glider pilots Airfield Operational Knowledge	Unlikely	Minor	3	Inadequate knowledge of glider airfield operation - pilots/information access to Glider Club pilots from CAC; see items 3,10 & 12 above	Unlikely	Minor	3
39	Gliding Activity	Non-Standard Recovery	Possible	Moderate	5	Loss of flight lift causes non standard circuit entry; failure to monitor weather condition; failure of pilot to recognise weather change; lack of experience of pilot	Unlikely	Minor	3
40	Gliding Activity	Safety Training	Unlikely	Moderate	6	Accentuated training - Rope Break procedure	Rare	Minor	2
41	Helicopter Training Ops	ALL CONTROL CATEGORIES - As per CLUB PILOTS							
42	Helicopter Training Ops	Helicopters ops on grass strip vs runway	Possible	Severe	7	Potential conflict for fixed wing aircraft with helicopters hovering on grass left or right of air strip/runway; pilot intentions may not be clear to FW aircraft take off and landing with helicopter in close proximity; inexperienced pilots at helicopter controls may not adequately communicate their intentions	Rare	Moderate	3
43	Helicopter Training Ops	Delay on runway prior to helicopter departure	Possible	Major	6	Fixed wing conducts missed approach & go around due to inability to note helicopter position/intentions; inadequate communication of helicopter pilot intentions; position reports not clear or not heard	Rare	Moderate	3
44	Helicopter Training Ops	Autobroation - high angle landing approach	Possible	Major	6	Difficulty of maintaining situational awareness for taxiing aircraft on ground - entering runway; circuit aircraft do not understand helicopter training procedures and pilot intentions	Rare	Moderate	3
45	Helicopter Training Ops	Visibility of Helicopter in Circuit	Possible	Major	6	Difficulty in sighting helicopters AGL due to profile or lighting arrangements; situational awareness of small helicopters affected by weather; position reports not clear or not heard	Rare	Moderate	3
46	Helicopters Operations	Intersection of non runway departures	Possible	Major	6	Potential conflict with aircraft using active runway; fixed wing pilots expect all aircraft take-off departures to be using an intermediate or non runway runway	Rare	Moderate	3
47	Helicopter Training Ops	Helicopter hovering over grass runways	Possible	Moderate	5	Erosion of grass surface to rotor blast ending the worn grass runway surface	Rare	Moderate	3
48	Helicopters Operations	Noise abatement concern operating @ 800 Ft	Possible	Major	6	High noise threat to local neighbourhood; Ndb are heavily monitored by A/c noise and FSAG with big impacts on noise abatement requirements; inexperienced pilots can drift into NSA while focused on aircraft control issues	Rare	Moderate	3
49	Gyro Operations	ALL CONTROL CATEGORIES - As per CLUB PILOTS							
50	Gyro Operations	Delay on runway prior to departure	Possible	Moderate	5	Potential conflict with landing aircraft approaching runway; fixed wing pilots planning landing expect gyro to be promptly cleared from runway; gyro pilots may not be aware of aircraft conflicting with gyro departure without adequate pilot communication in circuit	Rare	Moderate	3
51	Gyro Operations	Noise abatement concern operating @ 500 Ft	Possible	Minor	4	High noise threat to local neighbourhood; gyro aircraft have high noise component during operations; some gyro pilots fly 200 ft circuits with high noise from aircraft engine & propellers	Rare	Moderate	3
52	Gyro Operations	High angle landing approach	Unlikely	Minor	5	Difficulty of maintaining situational awareness for aircraft on ground - entering runway; fixed wing pilots are not familiar with gyro approach procedures;	Rare	Moderate	3
53	Gyro Operations	Visibility of Gyrocopter in Circuit	Unlikely	Major	7	Difficulty in sighting gyro AGL due to profile or lighting arrangements; small size of aircraft make the gyro difficult to see and to identify in various weather or sunlight conditions	Rare	Moderate	3
54	Ground Personnel	Vehicle or Machinery Operations	Unlikely	Major	5	Entering an active runway or taxiway causing conflict with aircraft; lack of operator awareness of aircraft location while working on taxiway; inexperienced personnel working on airfield without adequate reduction training	Unlikely	Minor	3
55	Ground Personnel	Vehicle or Machinery Operations	Unlikely	Major	5	Causing conflict with other machinery or personnel; machine noise or control requirement takes all operator attention	Unlikely	Minor	3
56	Ground Personnel	Ground Activity	Rare	Moderate	4	People entering active runway or taxiway causing conflict; lack of training or safety induction or control; lack of knowledge for following Operations Procedures;	Unlikely	Minor	3
57	Ground Personnel	Unauthorised Radio operators	Rare	Moderate	4	Inappropriate or non standard radio transmissions; lack of radio telephony training;	Unlikely	Minor	3
58	Airfield	Animals running loose	Unlikely	Major	5	Uncontrolled personal animal access to airfield; potential for injury to the animal or aircraft accident caused by avoiding the animal running loose; damage to aircraft; serious injury to animal owner protecting/retaining the animal from around the perimeter blade	Unlikely	Minor	3
59	Airfield	Heavy Rain causes Flooding	Certain	Minor	6	Taxiways & parts of runway can be flooded or very soft after heavy rain; potential for aircraft to be damaged due to bogging or veering from runway or taxiway; potential ground loop causing aircraft damage	Unlikely	Minor	3
60	Airfield	Runway condition - wet or dry or long grass	Unlikely	Minor	5	Wet or frosty grass conditions increase landing distance and take-off control issues; inexperienced pilots not capable of handling changing runway conditions; visiting pilots not familiar with runway conditions	Unlikely	Minor	3
61	Airfield	Runway conditions - surface roughness variations	Certain	Moderate	7	Grass runway surface is subject to movement and seasonal changes; runway surface contains significant undulations to cause take-off and landing to increase aircraft control issues; potential damage to aircraft due to high speed impacts with undulations	Possible	Minor	4

CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING
62									
63	Threshold - Visibility	Aircraft not visible at all. Runway thresholds due to tree growth between runways; long distances between runways thresholds; with light wind conditions pilots can choose alternate runway departures or landing without observing aircraft on another runway	Certain	Major	8	ERSA update mandates ONE UNWAY in use at any time; FSAG monitoring; positional reporting mandatory; "rolling call" mandatory indicates a takeoff in underway to all traffic; Ops manual testing of members & new members; Runway change procedures promulgated; Contained education of all pilots operating at YCAB; Runway 11 designated as active runway under light wind conditions; CMB could provide tree clearing to assist visibility	Rare	Moderate	3
64	Taxiing - safe conditions	All Taxiways surfaces contain potential hazards - drains & some markers; Taxiway markers not defined sufficient to demark runway incursion; gate or cone markers not evident to pilots at taxiway/runway entry points	Possible	Moderate	5	Regular maintenance & sweeping FOD; condition published on website; Regular ARO inspections; ARO closed if unusable; regular maintenance of runway painted edge markers define runway incursion boundaries	Unlikely	Minor	3
65	Ability to observe other A/C while taxiing	Aircraft not visible at all locations in circuit - due to Wx or sunset or sunrise glare - glare from sun early morning or late afternoon presents small aircraft for helicopters being seen on final or early take-off departures; difficulty of locating aircraft in circuit due to air conditions	Likely	Major	6	Standard comm procedures for entering runway; enforce Part 91 position reports; entry to runway and "rolling" call deemed mandatory; exit from runway call encouraged	Unlikely	Minor	3
66	Weather conditions - wind	Wind direction imposes a strong cross wind on active runway; procedure for runway change not clear or understood by all pilots; change of circuit imposes potential traffic conflict for inexperienced pilots	Possible	Severe	7	Runway change procedures as specified in Operations Manual; ongoing monitoring of circuit change operations; FSAG follow up on violations; CASA safety seminars on radio procedures at uncontrolled aerodrome; Opening Runway 06/24 will allow a major X Wind risk especially to tail wheel aircraft	Possible	Minor	4
67	Wind Strength & direction	Lack of knowledge in reading wind strength on primary windsock; inexperienced or student pilots are not familiar with windsock wind strength or direction component to runway heading; pilot flight recency drives a decision for some pilots to call early for a runway change	Possible	Moderate	5	Ops manual procedures; Education & Training procedures required; regular communications from FSAG about windsock strength & direction component calculations	Rare	Minor	2
68	Wind conditions - sock locations	Wind sock at intersection shows different wind direction @ threshold Rwy 11 or runway 24; variable wind conditions affect threshold conditions differently from intersection; wind channelling from Road or housing may affect thresholds	Possible	Minor	4	Primary sock determines runway use; Ops manual designated that main windsock near intersection of runways determines runway selection	Rare	Minor	2
69	Maintenance - Aerodrome works	Communication & safety insufficient - maintenance personnel on runway areas - no WSO present - contractors working without supervision present major hazard to operations; vehicle or machinery left unattended on runway or taxiway; mower left on runway not visible	Rare	Major	5	Implementation of standard philosophy for mowing contractors; WSO present for Maintenance Works; all maintenance work carried out by experienced CACS staff supervising our contractors; who have been inducted & supervised	Rare	Minor	2
70	Circuit Pattern	Repeated noise complaints from neighbourhood - Head lease violation; visiting pilots not familiar with NSA overfly repeatedly; inexperienced pilots violate NSA boundaries during training	Possible	Major	6	ERSA manual enter on circuit pattern; who have been inducted & supervised by AI-Service; & each incident followed up by FSAG; Penalties apply or removal of membership; Visiting pilots required to understand ERSA Fly Neighbourly	Possible	Minor	4
71	Changing right to left circuit pattern due to wind change	Inability to clearly designate & communicate a change of active Runway to All aircraft; aircraft need to exit current circuit safely and then re enter new circuit at safe distances from other traffic; inexperienced or visiting pilots may not be familiar with circuit change procedure	Possible	Major	6	Procedures as per Ops manual procedure; Once call has been made to change circuit, aircraft will acknowledge the call and land before any further takeoffs are permitted - as per the Ops Manual requirements; Training instructions need to demonstrate these requirements to students	Possible	Minor	4
72	Changing wind conditions requires runway change	Inability to clearly designate & communicate a change of active Runway to All aircraft; aircraft need to exit current circuit safely and then re enter new circuit at safe distances from other traffic; inexperienced or visiting pilots may not be familiar with procedure	Likely	Major	7	Procedures as per Ops manual procedure; Procedures as outlined in Item 71 above; Opening Runway 06/24 will alleviate X Wind risk to aircraft especially tail wheel aircraft	Possible	Minor	4
73	Circuit congestion	Difficulty in Separation of See & Avoid; too many aircraft in the circuit reduces safe separation distances; aircraft of different speed and capability mix in circuit causes separation issues; inexperienced pilots have difficulty maintaining see and avoid in circuit with congestion	Possible	Major	6	Standard philosophy & radio procedures; FSAG regular safety bulletins; incidents reported; separation minima enforced and violations follow up; position reporting being followed; Limit of 5 aircraft in circuit at any one time as per ERSA	Unlikely	Minor	3
74	Radio - Airfield Comms clarity	Ground transmission on Brisbane Area / Centre frequency - N/A until clear of hangars; Failure to change frequency from Area to CTAF on Comm 1 to 2 may cause miscommunication to YCAB pilots about taxi pilot intentions; Pilots transmitting on Area IFR/Airsac clearance frequency - may not hear CTAF transmission as they taxi;	Possible	Major	6	Ops Manual information; Safety notification to all members to monitor circuit traffic radio calls; "rolling" call on take-off is mandatory ERSA;	Rare	Moderate	3
75	Radio Transmission - CTAF	CTAF transmission while taxiing on airfield - Not heard due to location or interference; Pilots have CTAF volume turned down during engine run up; Pilots talking in cockpit while taxiing; Instructor briefing while taxiing	Possible	Major	6	Mandatory radio check call on taxi for all pilots; Situational awareness check; radio call entering or departing active runway; Rolling call on Take-off mandatory; Standard Position reporting monitored	Unlikely	Minor	3
76	Aerodrome Manual Procedures & ERSA	Lack of MEMBERS knowledge of Operations & Airfield Maintenance requirements; As per Item 9 & 10 above	Likely	Moderate	6	Awareness through education; inclusion on web page - FSAG Regular safety messages to members; annual Operation manual check of membership	Unlikely	Minor	3
77	Colourada Common RADIO Freq. 125.85 MHz	CTAF airfield transmission - Not heard due to over transmitting or congested transmission freq; confusion over radio transmission from YCAB circuit being applied to YCAB situation;	Possible	Moderate	5	YCAB may request separate CTAF frequency; Runway F change to 11/29; Pilot training & checks; need to train instructors to monitor Circuit radio traffic;	Unlikely	Minor	3
78	Wildlife Conflicts	Bird & Kangaroo hazards on airstrip - Landing & Take-off; wildlife usually most prevalent early morning & late afternoon when circuit traffic reduces; longer grass & wet conditions attracts bird population from local Council dump	Possible	Moderate	5	Pilot Observation; Circuit traffic notification; regular inspection and mowing reduces attraction for bird life; ARO inspections alert users of potential threat	Rare	Minor	2
79	Aircraft Refuelling Issues	Potential aircraft refuelling Area safety conflict; personnel refuelling aircraft do not maintain safe distance from aircraft manoeuvring with propellers active; bowzers to close to busy aircraft taxiway	Unlikely	Minor	3	Aircraft to be clear right of way; 15m clearance to vehicle; Ops Manual specifies clearance requirements; FSAG follow up on violations	Rare	Minor	2
80	Airfield Security	Potential unauthorised entry to airfield; potential for stealing aviation fuel or aviation spares/parts for other interests; potential to steal an aircraft	Unlikely	Minor	3	Roadway fencing & security gates; Fuel bowzers are securely controlled with key card access; Most aircraft stored in Hangars; any violations receive Police investigation;	Rare	Minor	2
81	Runway incursions	Potential aircraft conflicts; taxiway markings not clear or well defined; insufficient monitoring of radio traffic to see & avoid before entering the runway; difficulty in glare prevent observation of aircraft on short final before entering runway	Possible	Major	6	Regular maintenance on runway and taxiway marking; radio call procedures enforced; Rolling calls and entry to active runway call enforced & violations followed up by FSAG;	Rare	Moderate	3

82	CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING
83	Aircraft Type	Aircraft type - Tailwheel	Limited cross wind capability - Experience & recency of pilot insufficient; gusting winds require additional practice or experience on type	Likely	Moderate	6	ONE RUNWAY mandated duty/active runway with least X Wind; Main windsock direction +/- 30 deg, education program; change of runway procedure promulgated in Ops Manual; Active runway under light winds conditions is Runway 11; Opening runway 06/24 will help alleviate X Wind risk to all aircraft	Rare	Moderate	3
84	Aircraft Type	Aircraft type - Warbirds	Damage to taxiway & runways due the tyre loading & weight - propeller blast; high noise component from radial engines and propeller on take off causing NSA complaints; circuit procedures causes potential conflict with other circuit traffic	Likely	Major	7	Restriction on tyre loading & weight; change of runway procedure promulgated; Touch & Go restricted; limited amount of operations; reduces impacts	Rare	Moderate	3
85	Aircraft Type	Aircraft noise level	Repeated NSA complaints from neighbourhood - Head Lease violations; visiting pilots not familiar with NSA; overfly repeatedly; inexperienced pilots violate NSA boundaries during training;	Possible	Moderate	5	ERSA mandate on circuit pattern; violations addressed; retraining as req'd; discipline procedures; experienced pilots only to operate with OPS Manual knowledge	Rare	Minor	2
86	Aircraft Type	Aircraft type - Warbird - High Noise	Noise complaints from neighbourhood - Head Lease violations; as per 88 above	Possible	Moderate	5	ERSA mandate on circuit pattern; violations addressed; retraining as req'd; discipline procedures; As above for Item 88	Rare	Minor	2
87	Aircraft Type	Aircraft type - Helicopter - Noise	Noise complaints - Cct pattern extended over NSA - runway direction change forces extended circuit change - intersection departure determines height over NSA as too low	Possible	Moderate	5	ERSA mandate on circuit pattern; violations addressed; retraining as req'd; follow up from FSAG on individual basis; As above for Items 88 & 89	Unlikely	Minor	3
88	Aircraft Type	Aircraft type RA AUS	Lack of knowledge of operating characteristics of RA AUS aircraft by other pilots; no communication between RA AUS on or pilots and Club flying members; no understanding of take-off & landing characteristics of RA aircraft	Likely	Minor	5	FSAG regular safety notifications to members	Unlikely	Minor	3
89	Aircraft Type	Gyroplane	Lack of knowledge of operating characteristics of Gyro aircraft by other pilots; as per 91 above	Likely	Minor	5	FSAG regular safety notifications to members	Unlikely	Minor	3
90	Aircraft Type	Non Rigid Aircraft	Lack of knowledge of operating characteristics of Non Rigid aircraft by other pilots; as per 91 above	Likely	Minor	5	FSAG regular safety notifications to members	Unlikely	Minor	3
91	Aircraft Type	Unauthorised Drones in Vicinity	Major risk of conflict - without adequate airspace controls; unlicensed operator exceed 100 ft height restriction or flies drone across the approach & landing zone	Unlikely	Severe	6	Report any operations to Police; club members to report incident immediately & cease flight operations until drone grounded	Rare	Minor	2
92	Emergency	Emergency Response Plan (ERP)	Lack of knowledge of Location of VHF Emergency radios following airstrip emergency; lack of knowledge of ARO contact arrangements	Likely	Major	7	VHF Radio to be installed at clubhouse; Publication of procedures; regular communication; website info; ERP at clubhouse	Rare	Minor	2
93	Emergency	Emergency Response Plan (ERP)	Lack of knowledge of Club Contact number 0488 932 245 for emergency contact	Likely	Major	7	Publication of procedures; regular communication; website info; ERP at clubhouse; new ID cards will contain ERP number	Rare	Minor	2
94	Emergency	Emergency Response Plan	Lack of knowledge or availability of Gate key access for EMT or Fire/Police vehicles;	Unlikely	Major	5	EMT CARBOOLURE have access to gate number; Publication of procedures; regular communication; website info; BAP at clubhouse	Rare	Minor	2
95	Emergency	Emergency Services First Responders on Field	Lack of aviation or local knowledge of airfield & procedures from first responders; lack of knowledgeable personnel on site during emergency	Likely	Major	7	Fire fighter service has been informed & trained on site; plan to train & familiarise other services with airfield requirements	Rare	Minor	2
96	Site Lease Conditions	City of Moreton Bay (CMB) Head Lease	Lack of members knowledge of HIA Clause 13; HIB Clause 12 - Indemnification of Trustee; Club occupies and uses the Premises at own risk; Club to carry sufficient Public and Building insurance to manage risk profile	Possible	Major	5	Publication & regular communication; website info; several General Meetings of members include information of CMB Head Lease requirements	Rare	Minor	2
97	Site Lease Conditions	CMB Head Lease	Lack of members knowledge HIA Clause 15/HIB Clause 14 - Lessee behaviour; Club members unaware of implications of dangerous, annoying or offensive behaviour to people on ADJACENT PROPERTIES	Possible	Major	5	Publication & regular communication; website info; several General Meetings of members include information of CMB Head Lease requirements	Rare	Minor	2
98	Site Lease Conditions	CMB Head Lease	Lack of member knowledge HIA Clause 18 - Maintenance; Keeping premises clean & tidy; Maintain repair & replace activity related infrastructure; need to have Trustee must approve required works	Possible	Moderate	5	Publication & regular communication; website info; several General Meetings of members include information of CMB Head Lease requirements	Rare	Minor	2
99	Site Lease Conditions	CMB Head Lease	Lack of knowledge HIA Clause 27/HIB Clause 26 - Breach of Trustee Lease; Club does not comply with terms of trustee lease agreement & fails to take action when advised of breach in a reasonable time	Possible	Major	6	Publication & regular communication; website info; several General Meetings of members include information of CMB Head Lease requirements	Rare	Minor	2
100	CAC Rules of Association	Relevant Operations Rules	Conflict of interest of CAC Management Committee decisions and authorisations; Committee members use the Club for own purposes in conflict with Incorporation Act provisions; Club revenue degraded; Club funds used for individual member advantage	Possible	Major	6	Club Incorporation Rules; ALL Committee members sign conflict rules annually; Publication & regular communication; website info; Provision for Member Category	Unlikely	Minor	3
101	Aerodrome Manual	Relevant Airfield Operations Rules	Incomplete or sufficient rules of management of airfield; Operation rules do not cover all significant safety or maintenance concerns	Unlikely	Moderate	4	Publication & regular communication Operations Manual; website info; ERP at clubhouse	Unlikely	Minor	3
102	Aerodrome Manual	Relevant Airfield Operations Rules	Lack of records of regular airfield inspection reports; inspection not completed as per the schedule; inspections do not cover all aspects of required airfield coverage	Unlikely	Minor	3	Publication & regular communication Operations Manual; website info; ERP at clubhouse; ARO inspection reports digital records	Rare	Minor	2
104	Airproxes	Recent ATSB collision investigations	Lack of knowledge of outcomes from latest ATSB investigations into Aviation incidents; applicable lessons learned are not applied to modifications to Ops manual	Unlikely	Minor	3	Regular Notice to members; YCAB Airwaves Publication; General meeting discuss recent & relevant safety issues	Rare	Minor	2
105	Airproxes	CASA publications; Standard Transmissions	Lack of members knowledge of CASR Part 91; communication requirements; applicable lessons learned not used to modify behaviour for improved safety	Unlikely	Moderate	4	Regular Notice to members; YCAB Airwaves Publication	Rare	Minor	2
106	Special Events	Or Show & Shine or Static Air Displays on airfield closed or unused runway area	In adequate permitting of event - lack of sufficient public insurance - inadequate Risk Assessment; inadequate planning; traffic congestion to highway;	Unlikely	Minor	3	Experienced management team to run the event; Risk Assessments include extensive risk analysis; Public insurance requirements in place; Council permitting; Detailed event plans incorporate wide range of issues	Rare	Minor	2
ITEM	CATEGORY	ISSUES	DESCRIPTION OF RISK OR HAZARD	Probability	Consequence	INHERENT RISK RATING	MITIGATING OF THE RISK OR HAZARD - ACTIONS	Residual Probability	Residual Consequence	RESIDUAL RISK RATING

## Appendix H. COMPLAINTS & DISCIPLINARY PROCEDURE

See CAC Website – Resources. Link Below

[https://www.cabooltureaeroclub.com.au/wp-content/uploads/2024/10/Complaints-and-Disciplinary-Procedure\\_-September-2024\\_Final\\_5Sep.pdf](https://www.cabooltureaeroclub.com.au/wp-content/uploads/2024/10/Complaints-and-Disciplinary-Procedure_-September-2024_Final_5Sep.pdf)