Caboolture Aerodrome Operations Manual

Version	1.7 – OCTOBER 2025
Approver	CABOOLTURE AERO CLUB COMMITTEE
Review Date	FEBRUARY 2027

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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
VFR	visual flight rules
VHF	very high frequency
WDI	wind direction indicator
YCAB	Caboolture Airfield (ICAO Airport Code)

Reference material

Document type	Title
Regulation	Part 91 of the *Civil Aviation Safety Regulations 1998*
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	Membership Updated Details Register
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	Venue Hire Application
Form CAC 08	

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

Current runway status is available from the Home page under 'About the Club - Airfield – Runway Status' and Safety Notices are located under "Airfield." 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 that the owners of any 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 City of 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 A and B, Local Government Notice of Consent or Australian Civil Aviation Legislation.

Any incident on the airfield should be immediately reported to the Aerodrome Reporting Officer (ARO) on duty by contacting them on PHONE - 0488 922 245

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

secretary@cacq.com.au

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 Managment 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 must understand that non-compliance with published operational requirements, this Operations 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 from the CAC.

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 Constitution 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.

IF AN EMERGENCY OCCURS AT CABOOLTURE AIRFIELD, WHAT DO YOU DO?

ASSESS THE SITUATION – CHECK!

- **AIRCRAFT OR VEHICLE – NATURAL DISASTER – FIRE - UNLAWFUL ACTIVITY**
- **LOCATION**
- **PERSONS INVOLVED - NUMBER - POSSIBLE INJURIES**
- **HAZARDS – FIRE – CHEMICALS – BUILDING OR HANGAR INCIDENT**
- **SAFE ACCESS TO INCIDENT – IDENTIFY EMERGENCY ASSEMBLY AREAS**
- **SECURITY OF SITE**

COMMUNICATE ASAP - CALL!

- **BUILDING - YELL OUT A WARNING TO EVACUATE - DO NOT LOCK DOORS**
- **CALL 000 FOR ASSISTANCE – INCIDENT DETAILS - GIVE SITE ACCESS DETAILS**
- **CALL CLUB EMERGENCY PHONE - 0488 922 245**
- **FOLLOW INSTRUCTIONS FROM CLUB MANAGEMENT – PRESIDENT, ARO OR TEAM LEADER**

PROVIDE ASSISTANCE IF SAFE TO DO SO – CARE!

- **INJURIES - RENDER FIRST AID IF SAFE TO DO SO**
- **USE FIRE EXTINGUISHER / HOSE**
- **HAZARDS – CLEAR SAFETY DISTANCE/ENVIRONMENT – WAIT FOR EMERGENCY SERVICES**

TEAM LEADER - FACILITATE & COORDINATE ACCESS FOR EMERGENCY SERVICES

- **CONFER WITH EMERGENCY SERVICES**
- **DIRECT & SAFELY GUIDE SERVICES TO INCIDENT SITE – CHECK GROUND CONDITIONS**
- **CLOSE THE SITE AIR OPERATIONS – REFUELING/MAINTENANCE- AS NEEDED**
- **INSTALL X'S ON RUNWAYS & WINDSOCK CIRCLE - AS REQUIRED**
- **COMMUNICATE – MONITOR ALL FLIGHT OPERATIONS – CTAF OR PHONE**
- **APPOINT TASK PERSONS – SPECIFY DUTIES**
- **MAINTAIN SITE SECURITY - CONTROL THE ACCESS GATES**
- **ARRANGE FOR REPLACEMENT TASK PERSONS – IF LENGTHY INCIDENT RECOVERY**

CLUB PRESIDENT ONLY - AUTHORISED TO COMMUNICATE WITH MEDIA

WHEN APPLICABLE, COMPLETE SITE RECOVERY OPERATIONS – CONFIRM SITE SERVICEABILITY

REOPEN THE AIRFIELD – FULL OR PARTIAL WHEN DEEMED SUITABLE

- **ONCE FULL RECOVERY OF AIRCRAFT/VEHICLE OR HAZARD - COMPLETED**
- **SITE INSPECTIONS HAVE BEEN COMPLETED – INCIDENT DETAILS RECORDED**
- **SAFETY OF ALL CONDITIONS - DEEMED COMPLETED**

POST INCIDENT REVIEW

- **TEAM LEADER TO CONVENE AT APPROPRIATE TIME – OFFSITE LOCATION**
- **CHECK WITNESS STATEMENTS**
- **DEBRIEF THOSE INVOLVED - INCLUDE EMERGENCY SERVICES**

AERO CLUB MANAGEMENT COMMITTEE

- **REVIEW THE INCIDENT – EXPERIENCE GAINED – CONTACT AUTHORITIES IF REQUIRED**
- **REVISE & UPDATE EMERGENCY RESPONSE PLAN AS NEEDED**

Amendment Record

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

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	30th September 2024	All	Initial issue
1.1	16th August 2025	1, 14, 16,18, 19, 20, 22, 27, 28 37, 49, 56	Cover Page, Accountable Manager (President). Manual Review, Weight Restriction, Airfield Diagram, Revised Displaced Threshold, Parking Fee, Additional ARO, Formation Initial & Pitches, Warbird Circuit, Aircraft Removal Personnel, ERP, Appendix A SITE PLAN, Appendix C QRH,

Distribution list

A copy of this manual is retained in the Caboolture Aeroclub Clubhouse as well as Electronically on the CAC Club Server/Drive. This manual will be made available to CASA or applicable authority for inspection if requested.

1 Airfield Administration

1.1 Operator's Statement

Caboolture Airfield (YCAB) is <u>UNCONTROLLED</u> and <u>UNCERTIFIED</u>; 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 Operations Manual (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.

Approved and Signed - October 2025.

Caboolture Aero Club Management Committee.

1.2 Authorisations

1.2.1 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

1.2.2 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 must be delivered by a CAC approved Flight Training School, with a current Airfield Access Agreement (ALA) and the training activity is under the direct supervision of an appropriately licensed or certificated flying instructor under the authority issued by CASA or Approved Self-administering Aviation Organisation (ASAO-CASR Part149)

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 an ARO or a member of the CAC Committee, evidence of aircraft registration, licensing or certification in 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. On Sunday mornings, Circuit training must not be commenced before 0900 AEST. This is also extended to private operators who wish to conduct continuous circuit ops.

Noise Sensitive Areas - 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

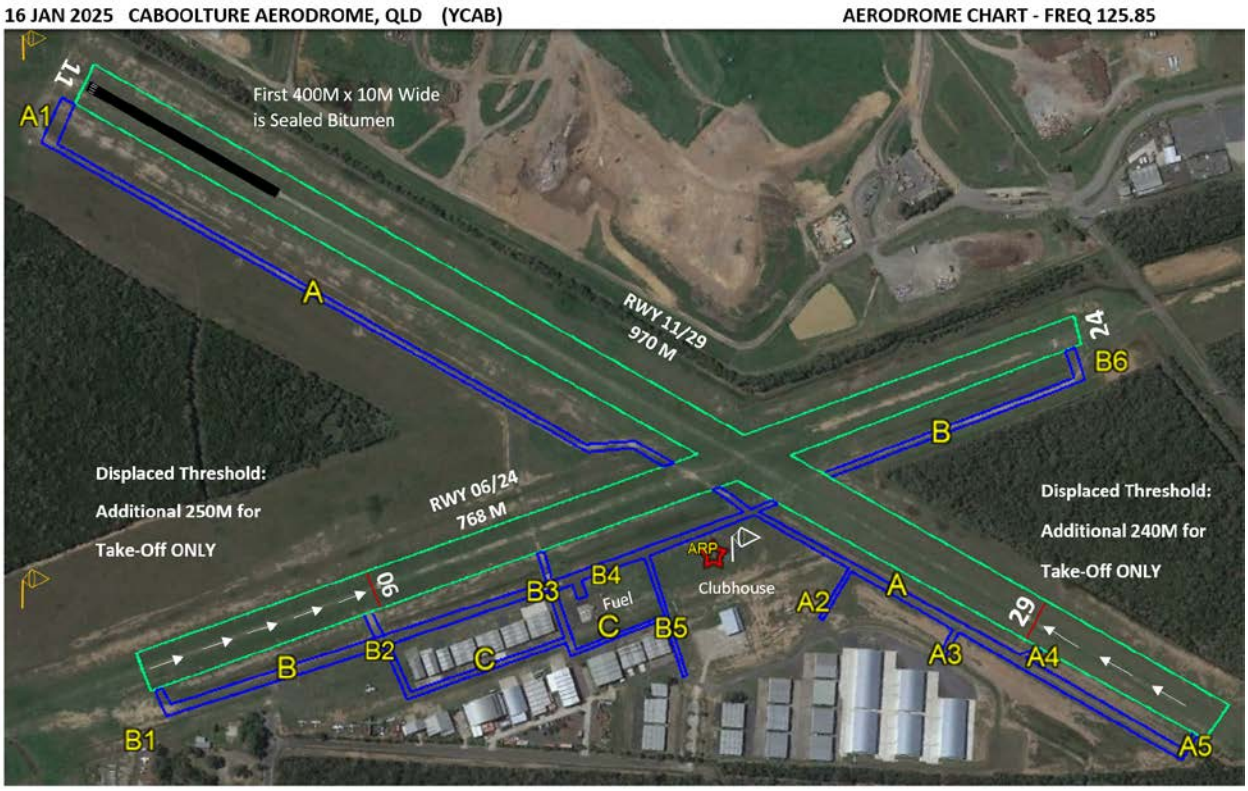
2 Airfield Information

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. YCAB is limited to aircraft **<5,700kg**. Royal Flying Doctor Service, Careflight and other Emergency Aircraft are exempt. ***CTAF Freq 125.85MHz***

2.1.1 Airfield Diagram

https://www.caboolturaeroclub.com.au/resources/



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.caboolturaeroclub.com.au
Airfield usage:	Private & Public Use. Visitors welcome and public use available with Prior Permission. ***(PPR)***

YCAB IS ONLY TO BE USED DURING DAYLIGHT HOURS ONLY!

2.1.3 Airfield Location

The aerodrome's location information is recorded below:

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

2.1.4 Movement area information – Runways

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 *970m TODA*	30m	Grass. First 400m (10m wide) of RWY 11 sealed Bitumen.
RWY 06/24	058/238	820m *768m TODA*	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 (Green – runway open, Red – airfield closed) has been adopted and can be found on the club website. https://www.cabooltureaeroclub.com.au/runway-status/

The Airfield is limited to ***5,700KG*** 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	50m	90m
RWY 06/24	820m	40m	60m

2.1.5 Runway 24 – Runway strip availability

The availability of the Runway 24 is limited and is not to be used, except for emergency or inclement weather – 90 degree Left Turn at 500 ft. AGL. *Care must be taken to NOT overfly the Caboolture Hospital located 1.5nm upwind.*

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.

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	Light Bitumen seal

2.1.7 Movement area information – aprons

Visiting aircraft can acquire long term parking at a **cost of $20 per week per aircraft** and must be arranged with the CAC Management Committee. The CAC take no responsibility for the parking or storage of an aircraft on the airfield. All aircraft parking overnight must be suitably tied down. There is no permanent tie down ropes or cables available.

Location for itinerant aircraft parking can be found below:

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**

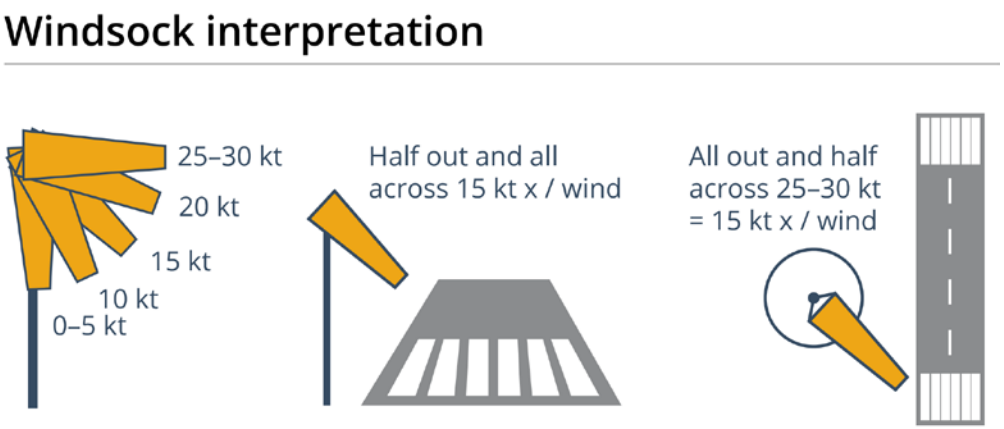
CABOOLTURE WARPLANE MUSEUM: 2100-0500 UTC DAILY. PH: **(07) 5330 1969**

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

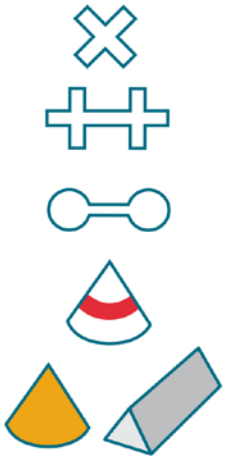
Other Aviation Related Services can be found on the CAC website.

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: 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.



Symbols near wind direction indicator



Aerodrome unserviceable

Gliding operations in progress

Operations are confined to hard surface runways, aprons and taxiways only

Unserviceable area marker

Boundary markers

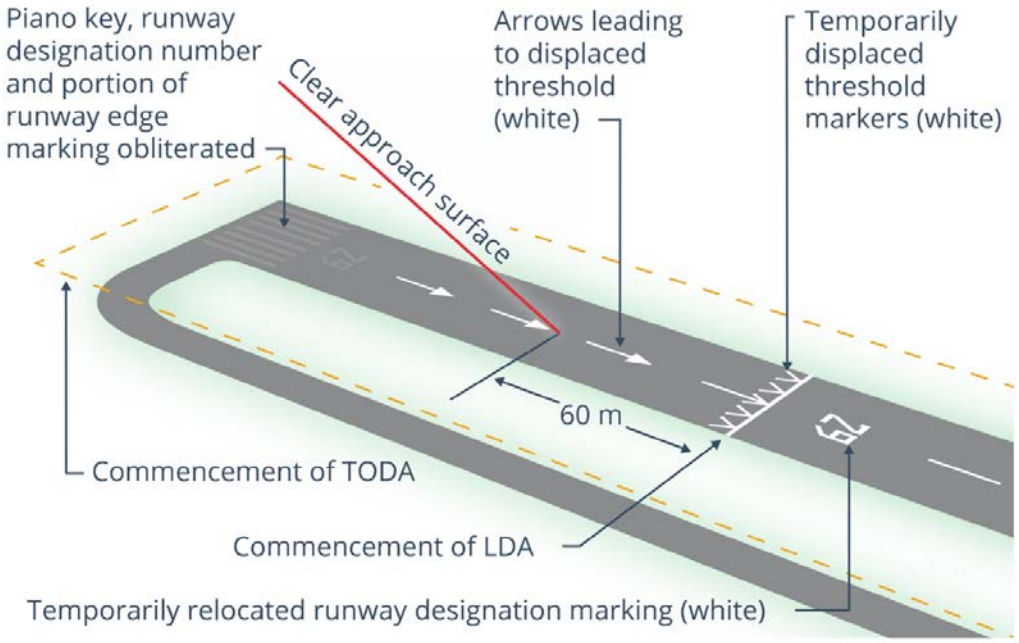
Caution Notice:

- Kangaroo and Bird Hazard
- Trees stands between runway 11/29 and runway 06/24 obstruct the view of pilots from observing traffic on the opposing runways. It is recommended to ***Stop, Look & Listen*** prior to crossing and entering any Runway.

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	240m	Displaced due to Trees along boundary infringing on OLS on Eastern end



3 Airfield Operating Procedures and Systems

3.1 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.

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 Sensitive Areas can be found on the Map in Appendix B.

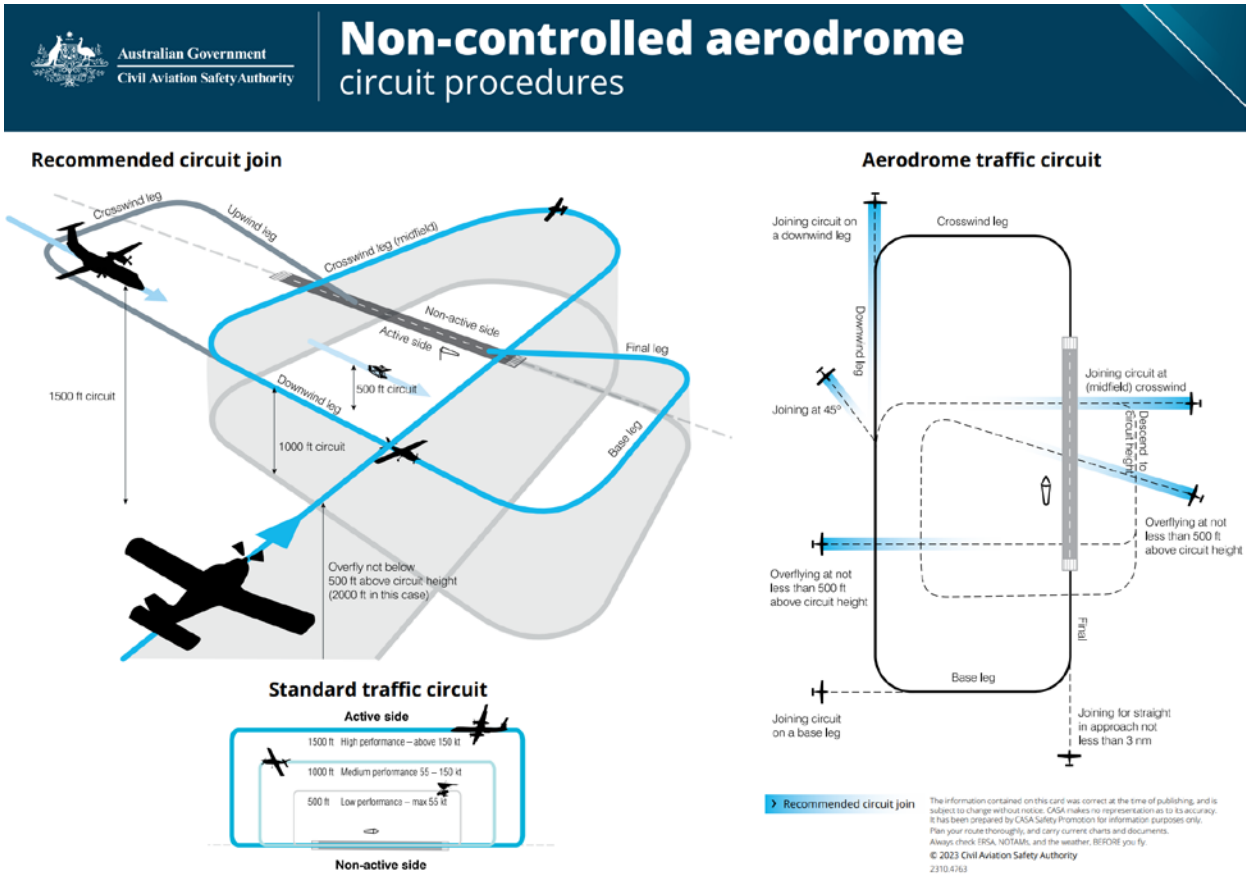
3.2 Circuit Procedures

SIGNIFICANT FLIGHT PROCEDURES EXIST AT CABOOLTURE AIRFIELD REFER TO SUMMARY ON PAGE 9.

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 Sensitive Areas.



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).

Special Note. In keeping with the Fly-Neighbourly policy; no continuous circuits are to be conducted prior to **0900 hrs AEST on a Sunday**. The noise sensitive areas are marked a locality plan attached to this OM.

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 mandatory "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!

3.2.1 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.

3.2.2 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 i.e.. giving way to gliders, or extending downwind if you have higher performance etc. Pilots must use a high standard of communication, courtesy and airmanship.

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

3.2.3 Selecting Active Runway and Change of Runway Procedure

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. 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/duty' runway by a radio information communication, then such pilot will broadcast

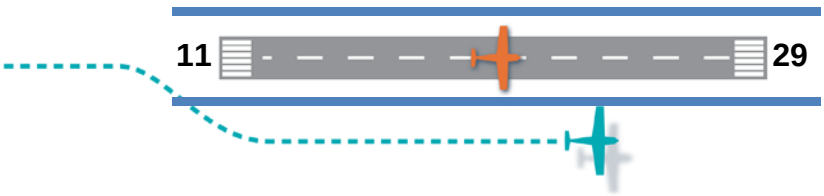
"Alpha Bravo Charlie, requiring change Runway 11/29". Radio confirmation and receipt of the change is required from ALL aircraft in the circuit at the time.

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. The change of runway procedure can be found in the summary on page 9.

3.2.4 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



3.3 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 YCAB 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 AC 91-10. *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!***

3.3.1 Glider Operations

Glider operations can be conducted from any runway at YCAB 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 YCAB.

Gliders landing on the active runway may not be able to give way to other aircraft. YCAB 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 YCAB 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.

3.3.2 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.

3.3.3 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 e.g. 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.

3.3.4 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.

3.3.5 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 (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. These aircraft create significant wake turbulence that may be extremely hazardous to ultralight aircraft

3.3.6 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 etc. 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 the type flown and as such these aircraft at YCAB will fly 1000ft 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 however must comply with standard circuit procedures. Warbirds and other aircraft frequently conduct formation flying at and in the vicinity of YCAB and good airmanship and situational awareness will help reduce potential conflict.

3.3.7 Formation Flying

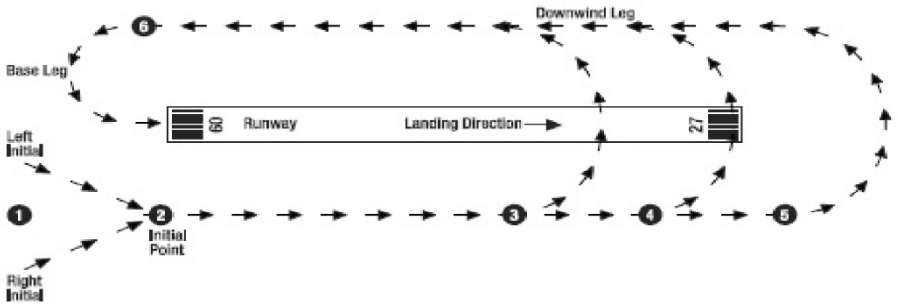
Formations joining the circuit may involve a number of aircraft using the same callsign. The formation leader will use a single callsign for the formation until the aircraft break formation for landing and then aircraft on base will use individual call signs which may be similar. i.e. “RED FORMATION”, “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 ex-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 3NM 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 of 1000ft. *All ‘Pitches’ are to be a level break turn*.

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



Pilots who wish to conduct an Initial & Pitch must be mindful of the number and type of aircraft established in the circuit. *If more than **2** other aircraft are in the circuit at any one time, Initial & Pitches are NOT to be conducted.*

3.3.8 Banner Towing

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.

3.4 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. 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.

To reduce radio chatter and the likelihood of stepping on another airborne aircraft transmission, **No radio calls are to be made in the below area.**

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.

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.

3.5 Fly-Ins & Events (3.5)

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.

3.6 Aircraft Parking

3.6.1 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.

3.6.2 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. (Regulation 91.420).

3.6.3 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.

3.6.4 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.

3.6.5 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 between your own aircraft and other aircraft or a fixed structure

3.7 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 Foreign Object and Debris (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.

3.8 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.

3.8.1 Controlling airside access

All Caboolture Aeroclub Members (either Full, Social or otherwise) will be issued a Club Identification (ID) Card with gate access abilities. This CAC ID 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 that are not authorised, escorted access is provided as required. Airside access gates are located as shown in the photo below:

Electric & Vehicle Gate
Keypad Pedestrian Gate

- 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.

3.8.2 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.

3.9 Airside vehicle control

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

3.9.1 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.

3.9.2 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.

3.9.3 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 on the VHF radio.

3.9.4 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.

3.9.5 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

3.9.6 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.

3.9.7 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.

3.9.8 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.

3.9.9 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.

3.9.10 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

3.10 Airfield safety management

3.10.1 Risk management plan

(Part 139 MOS – 11.09(2); Chapter 26)

A detailed Risk Assessment of the Caboolture airfield and all flying operations was conducted in 2024. These risk and hazard assessments were reviewed with most flying training organisations at the airfield as well as groups of CAC members. This resulted in the revised flight procedures as well as revisions to many other CAC policies and procedures.

See Policy and Procedures Manual.

3.11 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 (ARO)	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

3.12 Airfield Emergency Response Procedures

3.12.1 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**	♣ Control organisation for aircraft crash emergencies ♣ Coordinate and control of accident site, essential traffic routes and search and rescue operation

	♣ Coordinate and control of rescue operations for trapped or deceased persons ♣ Coordinate and control of identification and mortuary facilities, where required
Queensland Fire and Emergency Services **PH: 000**	♣ Provide firefighting equipment and manpower to control fires, HAZCHEM zones and the fire ground until secure ♣ Ensure the safety of persons in relation to fire prevention, fighting and recovery operations ♣ Provide extrication equipment and the extrication of trapped or deceased persons ♣ Rescue trapped persons ♣ Contain hazardous chemicals/materials spillage and advice on public safety matters regarding HAZCHEM threats
Queensland Ambulance Service **PH: 000**	♣ Initial treatment, including on-site field triage, and transportation of casualties ♣ Provide site medical team as required ♣ Provide stretchers and special operations ♣ Coordinate all other Volunteer first aid groups including QAS First Responder ♣ Groups Assist with the evacuations of persons with medical conditions (specialized medical transport including aero - medical transport)

3.12.2 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

3.12.3 Notification and initiation of emergency response

Notification of an emergency will be made without delay. Its essential to ensure your own safety before helping others.

Check, is the scene safe? and the victim/s (if any) - but most importantly make sure you as the first responder stay safe.

Call 000 first to activate the EMS system and then call the CAC Committee Approved Person (CAP) on **0488 922 245.**

Care, for the victim/s and protect the site, to the best of your ability, until help arrives.

In essence it can be broken down into the 3 C's of **Check, Call & Care**.

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.

3.12.4 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 an authorised person to monitor frequency 125.85MHz and to advise aircraft of incident

• DIRECT ALL PERSONS TO ASSESMBLY POINT WHICH IS LOCATED AT THE CLUBHOUSE CARPARK or GATE 1. DO NOT ALLOW ANYONE TO RE ENTER THE AERODROME UNTIL GIVEN THE ALL CLEAR BY FIRE SERVICE.

3.12.5 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.

3.12.6 Initial response to full emergency

(Part 139 MOS – 11.12(1)(a)(ix))

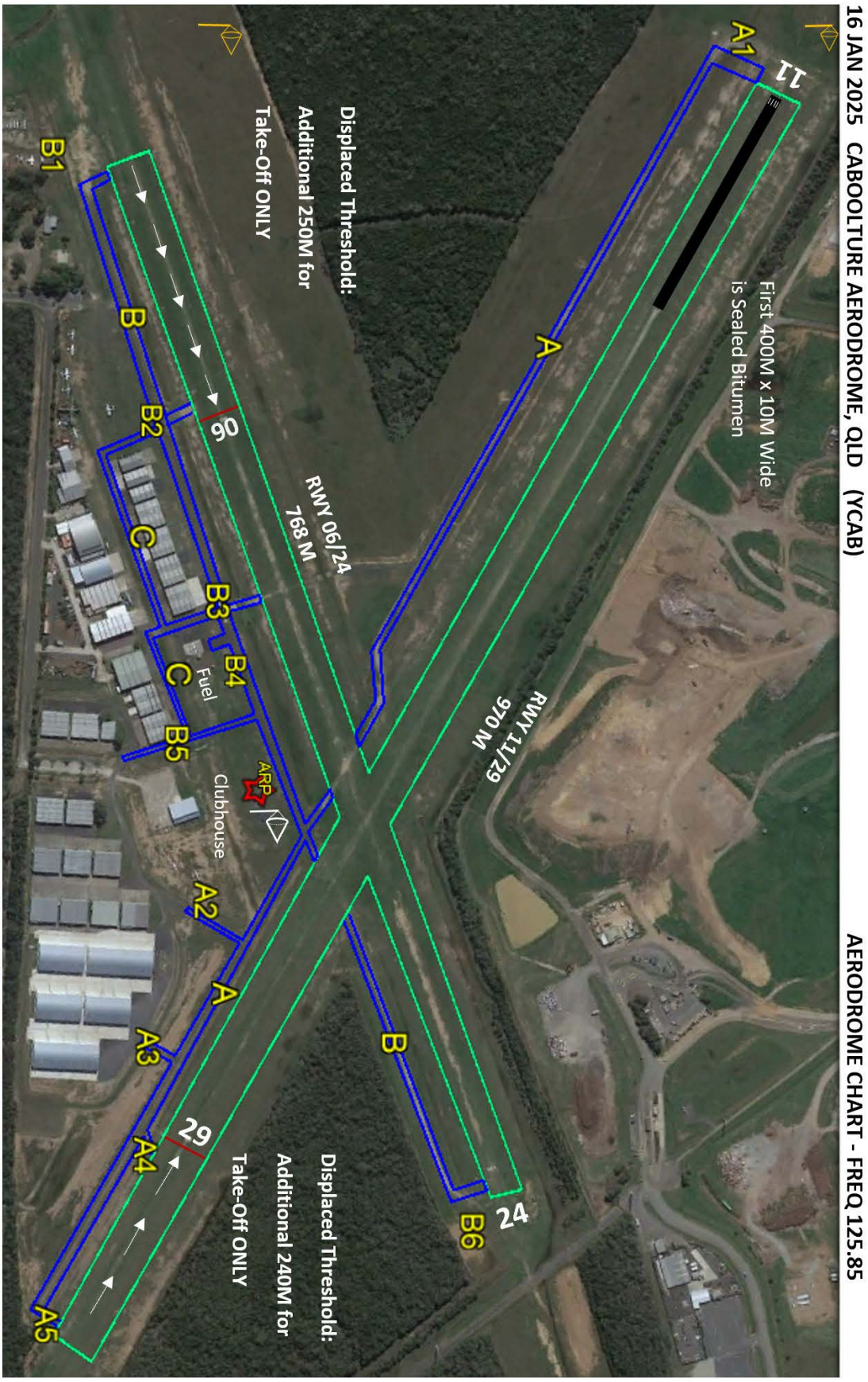
The procedures to respond to a full emergency at, or in the immediate vicinity of the aerodrome, are described below:

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.

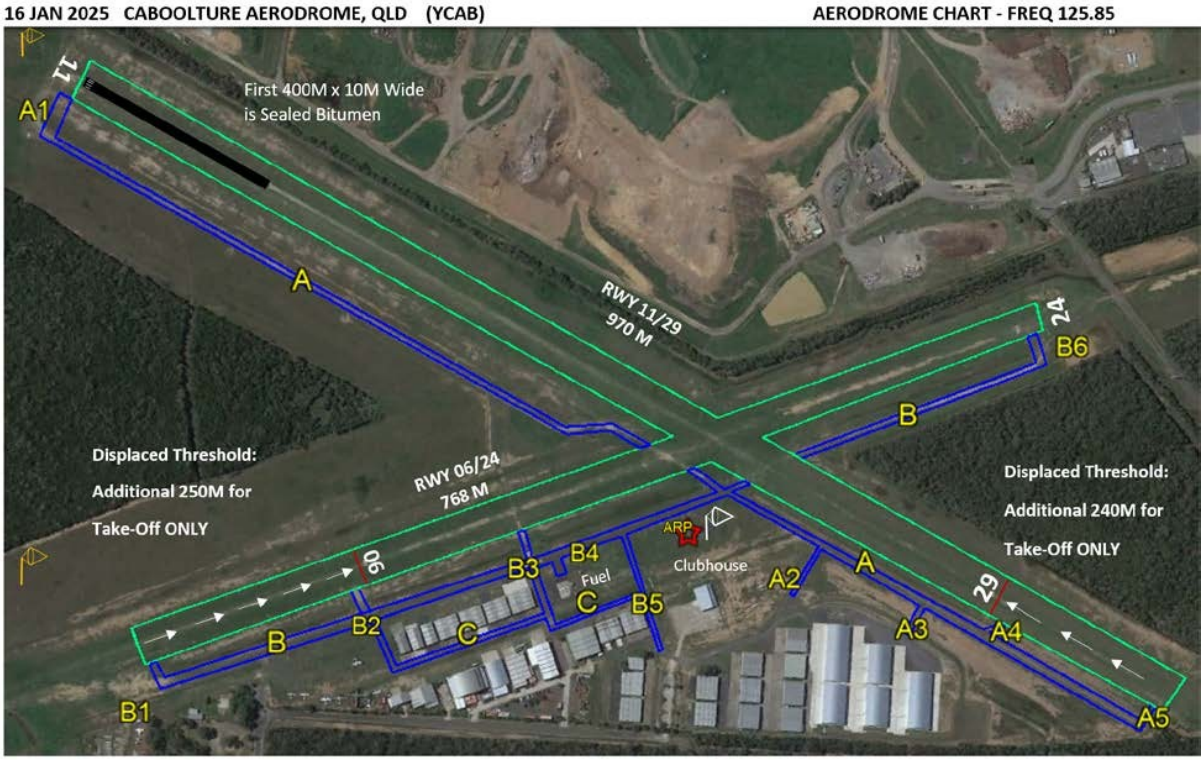
QPS will assume responsibility of the incident on their arrival at the aerodrome. The Caboolture aerodrome reporting officer will offer assistance to QPS and follow their direction. The reporting officer will monitor the aerodrome CTAF at all times and will advise emergency services on any impending 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 the actions required as per the Policy and Procedures Manual.

Appendix A. SITE PLAN



Appendix B. NOISE SENSITIVE AREAS

Appendix C. QUICK REFERENCE HANDBOOK (QRH)



3.12.6.1 **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.caboolturaeroclub.com.au
Airfield usage:	Private & Public Use. Visitors welcome and public use available with Prior Permission Required. ***(PPR)***

YCAB IS ONLY TO BE USED DURING DAYLIGHT HOURS ONLY! – **CTAF FREQ 125.85 MHZ**

3.12.6.2 **Airfield Location**

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

SUMMARY OF SIGNIFICANT FLIGHT PROCEDURES

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.

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.

IF AN EMERGENCY OCCURS AT CABOOLTURE AIRFIELD, WHAT DO YOU DO?

CLUB PRESIDENT ONLY – IS AUTHORISED TO COMMUNICATE WITH MEDIA

ASSESS THE SITUATION – CHECK THE FOLLOWING DETAILS!

- AIRCRAFT OR VEHICLE – NATURAL DISASTER – FIRE - UNLAWFUL ACTIVITY
- CLEARLY IDENTIFY LOCATION
- PERSONS INVOLVED - NUMBER - POSSIBLE INJURIES
- HAZARDS – FIRE – CHEMICALS – BUILDING OR HANGAR INCIDENT
- SAFE ACCESS TO INCIDENT – IDENTIFY EMERGENCY ASSEMBLY AREAS
- SECURITY OF SITE

COMMUNICATE ASAP - CALL!

- BUILDING - YELL OUT A WARNING TO EVACUATE - DO NOT LOCK DOORS
- CALL 000 FOR ASSISTANCE – INCIDENT DETAILS - GIVE SITE ACCESS DETAILS
- CALL CLUB EMERGENCY PHONE - 0488 922 245
- FOLLOW INSTRUCTIONS FROM CLUB PRESIDENT, ARO OR TEAM LEADER

PROVIDE ASSISTANCE IF SAFE TO DO SO – CARE FOR INDIVIDUALS!

- INJURIES - RENDER FIRST AID IF SAFE TO DO SO
- USE FIRE EXTINGUISHER / FIRE HOSE
- HAZARDS – CLEAR SAFETY DISTANCE/ENVIRONMENT – WAIT FOR EMERGENCY SERVICES

TEAM LEADER - FACILITATE & COORDINATE ACCESS FOR EMERGENCY SERVICES

- CONFER WITH EMERGENCY SERVICES
- DIRECT & SAFELY GUIDE SERVICES TO INCIDENT SITE – CHECK GROUND CONDITIONS
- CLOSE THE SITE AIR OPERATIONS – REFUELLING/MAINTENANCE- AS NEEDED
- INSTALL X'S ON RUNWAYS & WINDSOCK CIRCLE - AS REQUIRED
- COMMUNICATE – MONITOR ALL FLIGHT OPERATIONS – CTAF OR PHONE
- APPOINT TASK PERSONS – SPECIFY DUTIES
- MAINTAIN SITE SECURITY - CONTROL THE ACCESS GATES
- ARRANGE FOR REPLACEMENT TASK PERSONS – IF LENGTHY INCIDENT RECOVERY

WHEN APPLICABLE, COMPLETE SITE RECOVERY OPERATIONS – CONFIRM SITE SERVICEABILITY

REOPEN THE AIRFIELD – FULL OR PARTIAL WHEN DEEMED SUITABLE

- ONCE FULL RECOVERY OF AIRCRAFT/VEHICLE OR HAZARD - COMPLETED
- SITE INSPECTIONS HAVE BEEN COMPLETED – INCIDENT DETAILS RECORDED
- SAFETY OF ALL CONDITIONS - DEEMED COMPLETED

POST INCIDENT REVIEW

- TEAM LEADER TO CONVENE AT APPROPRIATE TIME – OFFSITE LOCATION
- CHECK WITNESS STATEMENTS
- DEBRIEF THOSE INVOLVED - INCLUDE EMERGENCY SERVICES

AERO CLUB MANAGEMENT COMMITTEE

- REVIEW THE INCIDENT – EXPERIENCE GAINED – CONTACT AUTHORITIES IF REQUIRED - REVISE & UPDATE EMERGENCY RESPONSE PLAN AS NEEDED

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 *970m TODA*	30m	Grass. First 400m (10m wide) of RWY 11 sealed Bitumen.
RWY 06/24	058/238	820m *768m TODA*	18m	Grass

Runway pavement strength rating

The runway(s) at Caboolture Airfield are natural surface runways without formed pavement except the first 400 m. 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 ***5,700KG*** and below. Emergency Service Aircraft are Exempt.

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

3.12.6.3 **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	240m	Displaced due to Trees along boundary infringing on OLS on Eastern end

NOTE – Pilots must be aware that the trees located between Runway 11/29 and Runway 06/24 may obstruct their ability to observe traffic during take-off and landing at the airfield. Pilot should use adequate and sufficient communication in accordance with CAS AC 91-10 to ensure safety of operations. **BE SEEN, BE HEARD, BE SAFE**.

Appendix D. COMPLAINTS & DISCIPLINARY PROCEDURE

See CAC Website – Resources. Link Below

https://www.caboolturaeroclub.com.au/wp-content/uploads/2024/10/Complaints-and-Disciplinary-Procedure_-September-2024_Final_5Sep.pdf

Appendix E. EMERGENCY RESPONSE PLAN

See CAC Website – Resources. Link Below

https://www.caboolturaeroclub.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/