

# **Caboolture Gliding Club**

## **Club Safety Plan**

### **for**

## **Caboolture Aerodrome**

# **YCAB**

**Version: 0.4**  
09/09/2017

**Caboolture Gliding Club:**  
**P.O. Box 920**  
Caboolture, QLD, 4510

**Caboolture Aerodrome:**  
McNaught Road, Caboolture

S27 05.0 E 152 59.0  
Elevation: 40 feet AMSL

[www.glidingcaboolture.org.au](http://www.glidingcaboolture.org.au)

## Document Information

### Document Control

This is version 0.4 of the CGC Club Safety Plan for Caboolture Aerodrome.

Changes to this document, other than to the Annexes, will only be made under authorization of the CGC Safety Committee (SC).

### Revision History

Revision Number	Date	Author/ Originator	List of changes
0.1	April 2015	CSO David Guzzwell	Original draft for SC review obtained from GFA website.
0.2	August 2016	CSO Barry Collins	SC and GFA Regional contact details update and editorial changes.
0.3	10 Oct 2016	CSO Barry Collins	Member Contact changes
0.4	09 Sep 2017	CSO Barry Collins	Member Contact updates

### Distribution List

Copy No.	Holder
1	CGC President (Accountable Manager) – Garrett Russell
2	CGC Chief Flying Instructor (CFI) - Michael Moloney
3	CGC Authorised Airworthiness Officer (AAO) - Jim Thompson
4	CGC Club Safety Officer (CSO) - Barry Collins
5	Gliding Federation of Australia (GFA)
6	Regional Manager Safety QLD – Gary Chaplin
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under Members Secure Area – Safety Matters

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# 1. INTRODUCTION

This Club Safety Plan is related to the Gliding Federation of Australia's (GFA) Safety Management System.

The Plan is designed to meet the introduction of Safety Management by Caboolture Gliding Club [CGC]. It can be expanded over time as the club develops experience and knowledge of Safety Management.

This basic version of the Club Safety Plan [CSP] does not require CGC to necessarily appoint a dedicated Club Safety Officer [CSO] nor to hold Separate Safety Meetings. However, CGC identifies the benefit of the appointment of a CSO to act as custodian of the CSP and to actively promote both air and ground safety within the club under the direction of both the Accountable Manager [AM] and Chief Flying Instructor [CFI].

## 2. SAFETY POLICY AND OBJECTIVES

### 2.1. Management Commitment and Responsibilities

#### 2.1.1. Safety Policy

Our commitment is to:

- develop and embed in all CGC activities a safety culture that recognises the importance and value of effective aviation safety management, acknowledging at all times that safety is paramount;
- comply with the GFA Manual of Standard Procedures at all times;
- minimise the risks associated with all CGC activities to achieve an Acceptable Level of Safety (ALoS);
- comply with relevant legislative and regulatory requirements and standards;
- achieve the highest levels of safety performance in all CGC activities;
- aim to continually improve CGC safety performance;

Accountable Manager – Garrett Russell

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## 2.2. Safety Accountability and Responsibilities.

### 2.2.1 Accountable Manager (AM)

**Garrett Russell**

The Accountable Manager has overall responsibility for the performance and supervision of the CGC CSP. In particular the AM must :

- establish and promote the GFA Safety Management System required by the Deed of Agreement between the GFA and CASA, and legislation;
- have been appointed with responsibility and accountability for the club safety management system to ensure it is properly implemented and performing to requirements;
- have control of the financial and human resources required for the proper implementation of CGC safety systems.

### 2.2.2. Club Safety Officer (CSO)

**Barry Collins**

The CSO will ensure that the AM is kept properly informed of CGC safety matters. The CSO primary responsibilities are to ensure that:

- safety awareness and a positive safety culture is promoted;
- safety performance of the club is evaluated annually and the safety policy and documents are updated as required;
- the Emergency Response Plan (ERP) is maintained and publicly available;
- Risk Assessments are conducted and reviewed annually;
- actions are implemented to overcome higher risks;
- internal safety audits are completed and shared with the Regional Safety Manager;
- liaison is maintained with the GFA Regional Safety Manager;
- incident and accident investigations are undertaken and reported;
- liaison with CASA and the Australian Transport Safety Bureau (ATSB) on safety-related issues is undertaken when required;

### 2.2.3. Safety Committee (SC)

The CGC Safety Committee comprises:

Club President and Accountable Manager – **Garrett Russell**  
Airworthiness Administration Officer – **Jim Thompson**  
Club CFI – **Michael Moloney**  
CSO – **Barry Collins**

Minutes of the Safety Committee discussions are readily available to all members.

Issues dealt with by the Club Safety Committee will include:

- overseeing operational safety;
- managing hazard identification activities;
- implementing mitigation or corrective actions;
- reviewing the safety performance and outcomes;

### **2.2.4. Club Members**

All Members:

- must ensure that they comply with all GFA and CGC safety policies, procedures and practices, MOSP, etc;
- are responsible and accountable for monitoring CGC operations for hazards and for reporting each identified hazard; and
- must report each incident or accident in which they may be involved, witness or become aware of through the GFA SOAR reporting system.

## **3. EMERGENCY RESPONSE PLAN**

### **3.1. Preparedness**

The Gliding Club and its members must be prepared to react appropriately to an emergency situation. The CGC Emergency Response Plan (ERP) provides guidance on appropriate steps and relevant contact numbers. The ERP provides an appropriate list of issues that need to be addressed for emergency preparedness. This includes, but is not limited to:

- roles;
- communication protocols;
- equipment; and
- contacts

### **3.2. Response**

The Emergency Response Plan (ERP) will be activated in the event of a major occurrence. It is designed to ensure that the following is in place prior to an adverse event occurring:

- orderly and efficient transition from normal to emergency operations;
- delegation of emergency responsibilities;
- assignment of emergency responsibilities;
- authorisation by key personnel for actions contained in the plan;
- coordination of efforts to cope with the emergency;
- safe continuation of operations or return to normal operations as soon as possible;
- planned and coordinated action to ensure the risks attributable to a major safety event can be managed and minimised.

The ERP must be available to club members, and explained to new members.

Laminated copies of the ERP flow chart and contacts pages are to be kept in the hangar office and in the operations pie cart. Copies are also available in the retrieve vehicles.

## **4. SAFETY RISK MANAGEMENT**

### **4.1. Overview**

The safety risk management process starts with identifying the hazards affecting the safety of the organisation and then assessing the risks associated with those hazards in terms of likelihood and severity. Once the level of risk is identified, appropriate remedial action or mitigation measures can be implemented to reduce the level of risk to an acceptable level of safety (ALoS). These will then be measured to ensure effectiveness.

CGC has adopted the GFA Risk Management Process, which is found in the Safety area of the GFA Website. Refer to [www.gfa.org.au](http://www.gfa.org.au) - Safety - Risk Management Toolkit:

- GFA Risk Presentation
- GFA Risk Evaluation Tool
- GFA Risk Assessment Matrix
- GFA Risk Assessment Template

## 4.2. Reporting Systems

CGC understands that through the safety reporting system, underlying situations or conditions that have the potential to endanger the safety of its activities can be identified. Greater levels of reporting, even those issues that may be classified as minor, will allow the club to monitor its own safety performance and to identify developing safety trends.

The investigation process will not focus solely on the active failures, as they are not the root cause of the event. All investigations will attempt to address the root causes that contributed to the event.

### 4.2.1. Just Culture

A Just Culture supports learning from accidents and incidents. Any event related to safety, especially human or organisational error must first be considered as a learning experience. Any report of this nature will provide a valuable opportunity to improve operations through experience, feedback and lessons learnt rather than an opportunity to appoint blame.

Due to the relative size of CGC operations, it may be difficult at times, to ensure confidentiality. CGC stresses that no individual blame will be laid when that person has made an honest mistake.

Sanctions will only be applied when there is evidence of a deliberate disregard for safety, a conscious violation of regulations or intentional reckless or negligent behaviour.

### 4.2.2. Internal Reporting System

CGC will ensure that its members and those organisations that interface with it are encouraged to actively participate in the safety reporting system. Safety reports will be submitted using the Safety Report Form (Annex A) or via the GFA SOAR system. Copies of the form are available in the pie cart and hangar office.

Completed reports are to be forwarded to any Safety Committee member for initial processing by the CSO. Upon receipt of a report, the CSO will evaluate and prioritise the report, complete the relevant sections and then forward the report to the CFI for follow-up investigation and action

### 4.2.3. Statutory Reporting Requirements

The club will ensure that its members comply with the statutory reporting requirements of the Transport Safety Investigation Act 2003 in relation to accidents and serious incidents that affect the safety of aircraft.

**Annex A - Safety Report**

CGC SAFETY REPORT			PART 1	
<i>To be completed by the person identifying the event or hazard.</i>				
Name of reporting person		Date of event		
Location of event/hazard		Time		
<i>Fully describe the event or identified hazard:</i>				
<i>Do you have any suggestions on how to prevent similar occurrences?</i>				
On the following scale please indicate, in your opinion, the likelihood of such an event happening again?				
<b>Unlikely</b>			<b>Frequent</b>	
1	2	3	4	5
What do you consider could be the worst possible consequence if this event happened again?				
<b>Nil or Negligible</b>			<b>Catastrophic (loss of life or property)</b>	
1	2	3	4	5
Is this an Immediately Reportable Matter? <b>YES</b> <b>NO</b>			If YES, please submit report to the CSO ASAP.	



CGC SAFETY REPORT		PART 2	
<i>To be completed by the Club Safety Officer (CSO).</i>			
The report has been de-identified and entered into the CGC Hazard Register.			
Report Reference		Date	
Name of CSO		Signature	
If the report is an Immediately Reportable Matter or a Routinely Reportable Matter has the appropriate report been submitted?		YES	NO
Should this report be submitted to another organisation's SMS?		YES	NO

CGC SAFETY REPORT		PART 3	
<i>To be completed by the Club Safety Officer (CSO).</i>			
<i>What defences or controls are in place to manage the risk?</i>			
<i>What action or actions are required to eliminate, mitigate or control the hazard to an acceptable level of safety?</i>			
CSO has carried out risk assessment and updated the Hazard Register.			
Resources Required			
Responsibility for Action	Name:		
Should information from this report be submitted to any other parties?	YES	NO	
If YES, to whom?			
Agreed and Accepted by:	CSO:	AM:	
Appropriate feedback given to member:	Signature:	Date:	
Follow up action required:	Who:	When:	
Hazard Register updated:	Signature:	Date:	

**Annex B - Hazard Register**

Annex B: The CGC Hazard Register is maintained by the CSO as a stand alone document located with the CGC CSP. It will be updated as required utilising the GFA Hazard Information template below.

(Default Hazard information table - please copy and fill in for each new hazard)

Reference	A unique reference identifier.		
Risk	A description of the risk that creates the hazard.		
Date Entered	Date first entered into the Hazard Register.		
Existing Controls	A list of the controls currently applicable to the risk.		
Likelihood	As per GFA Risk Management Template.	Seriousness	As per GFA Risk Management Template.
Risk assessed as:	Risk assessment using GFA Risk Management Template based on existing controls.		
Mitigation	The mitigation actions to be undertaken to address the risk.		
Residual likelihood	As per GFA Risk Management Template.	Residual Seriousness	As per GFA Risk Management Template.
Residual Risk:	Risk assessment using GFA Risk Management Template based on mitigation actions		
Action and Owners	Actions required to implement mitigations and the person responsible for the action.	Action Owner.	
Monitoring/Review	Person/organisation responsible for ongoing monitoring or review of the risk mitigations.		

## ***Annex C - Emergency Response Plan (ERP)***

### **1. OVERVIEW AND DEFINITIONS**

#### **1.1. Overview**

This guidance is provided for reference by Club Management, Duty Instructors, Tug Pilots, Duty Pilots and Members in the unfortunate event of accidents or incidents involving the Caboolture Gliding Club. This document describes club requirements for immediate action and for informing club officers, members and external agencies, plus key contacts and phone numbers. For operational accidents, it explains the official requirements mandated by GFA and CASA.

#### **1.2. Important Definitions for Aircraft Accidents**

The following advice is important; these definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, it is mandatory to report all **accidents, serious incidents, incidents** and **occurrences** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB). These requirements flow into GFA mandated requirements.

**Accident** - An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until all such persons have disembarked, in which:

1. Any person suffers death or serious injury.
2. The aircraft incurs substantial damage or structural failure.
3. The aircraft is missing or inaccessible.

**Serious incident** - An occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

**Incident** - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents and occurrences involving aircraft and glider operations, it is also possible that untoward events, accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demands of the situation.

#### **References:**

- A. Air Navigation Act 1920 Part 2A
- B. Transport Safety Investigation Act 2003 Sections 18 and 19
- C. GFA Operational Regulations, Section 12 ([www.gfa.org.au](http://www.gfa.org.au))
- D. GFA Manual of Standard Procedures, Section 27 ([www.gfa.org.au](http://www.gfa.org.au))

## 2. IMMEDIATE PRIORITIES AND RESPONSES.

### 1. SAFETY OF LIFE

- Ascertain if it is safe to approach the crash/accident site.
- Provide immediate first aid.
- Call Emergency Services (000) if required or if in any doubt - Police, Fire, Ambulance.
- Provide immediate fire fighting response.
- If required to prevent further injury, remove to safe location clear of immediate hazards.
- If airborne, inform and recall duty instructor(s) - responsible for operational safety and operations supervision.

### 2. ASSIST EMERGENCY SERVICES

- Expedite their access to the accident/incident site and any deceased or injured people.
- Escort emergency services if required ensuring they do not enter active runways.
- Assist in preserving the accident scene.
- Observe Police instructions.

### 3. ENSURE SAFE TERMINATION OF FLYING OPERATIONS

- Recall airborne aircraft and gliders.
- Provide advice on landing requirements or blocked runway areas.
- Manage radio communications and safe ground operations.
- Terminate ground operations without interference to emergency response.

### NOTES -

- These immediate priorities and responses are paramount and must take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- People will respond positively to calm and assured leadership.
- The Duty Instructor is ultimately responsible for managing the response to an accident or serious incident, as he/she is responsible for operational safety and operations supervision.
- If airborne, another instructor may act on his or her behalf.
- Failing that, the tug pilot or duty pilot should act on his or her behalf until the instructor returns.

### 3. HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses are being or have been undertaken, the following high priority actions should be pursued.

#### **RECORDS:**

- Prepare and collect accounts of the accident or incident, plus relevant data and imagery as soon as possible.
- Prepare and collect independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions with minimum discussion with others - Pro Forma attached.
- Take and retain photographs.
- Take measurements and prepare diagrams.
- Retain meteorological forecast printouts and data.

**Note:** If Police officers retain any records and documents, recommend delegating someone to accompany officers to the station to collect photocopies of those documents.

#### **ENSURE PRESERVATION OF PHYSICAL EVIDENCE:**

- Assist Police and investigation authorities.
- Aircraft or wreckage may have to remain at the scene or on the runway, if there is no further safety hazard.
- Photographs are important before any physical evidence is moved.
- Covering or protection of evidence may be required.

**Note:** Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected.

#### **INFORM CLUB OPERATIONS (CFI) AND CLUB MANAGEMENT (President), OR THEIR DEPUTIES:**

- Contact details are attached
- They will assist in these responses and may mobilise help for duty crew on the scene.

#### **IF FATALITY, INFORM ATSB AND GFA OPERATIONS:**

- Contact details are attached
- Either duty instructor, or CFI should do this.

#### **IF AIRCRAFT OVERDUE OR LOCATION UNKNOWN, CALL AUSSAR:**

- Contact details are attached.
- Collect accounts or statements of last known movements and radio transmissions.
- Consider using towplane and other gliders airborne as search or radio relay assets.
- Ensure listening watch on distress frequency 121.5 MHz.
- Ensure clubhouse phone and mobile numbers are working and monitored.

**MANAGE MEMBERS OF PUBLIC, LIMIT ACCESS:**

- Safety of members of the public present on the field is paramount
- Members of the public who are witnesses should be carefully debriefed and contact information retained for follow-on contact.
- Delegate a club member to man the airfield gate to limit access to essential people only, politely decline access to spectators and gawkers in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards and better manage stress or trauma of those affected.
- If there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police.

**Note:** If there is a fatality, the airfield will be closed and technically becomes a crime scene. Police will require strict access controls.

**MANAGE MEDIA ACCESS OR INQUIRIES, LIMIT PUBLIC COMMENT:**

- If media are present at the time, ensure they are escorted by a club member at all times and refer them to the duty instructor.
- Defer comment to club officials, the designated Point of Contact - for an accident or serious operational incident, this will normally be the CFI.
- If time permits, draft a very short summary of the key facts regarding the accident or incident.
- If there is a fatality, DO NOT release the names of the victims.
- If there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police.

**MANAGE CLUB MEMBERS PRESENT ON THE FIELD:**

- Focus on the key facts, try to avoid or limit speculation.
- Affirm assistance will be provided to deal with any stress or trauma.
- Affirm that it is normal for strong emotions to be felt, that may require expression and comfort.
- Get statements in writing from club members present as to what they did or did not see, what their actions were.
- Get a complete list of members present and contact information.

**ADDITIONAL NOTES:**

- These responses are important but must always be lower precedence than the Immediate Priorities and Responses, which may require continuing attention and oversight whilst these responses are being addressed.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- After the initial essential responses, people will want to express their emotions and seek out explanations. Maintaining a focus on the key facts and most important actions, whilst instilling a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important, noting that many activities here must occur in parallel.
- People will respond positively to calm and assured leadership.
- If there is a fatality, Police officers will have authority over many issues on the airfield, but as non-aviators, will require expert advice and counsel on what actions are appropriate. The duty instructor must therefore establish a direct clear relationship with the Police officer-in-charge on the scene. The airfield must be closed and access controlled.
- If in doubt, seek advice and support from the CFI and Club President, as appropriate.

## 4. FOLLOW UP ACTIONS

In the follow-on stage after an accident or serious incident, there will be a transition of focus from on-field activities supervised by the Duty Instructor, to whole-of-club management of responses, both on and away from the airfield.

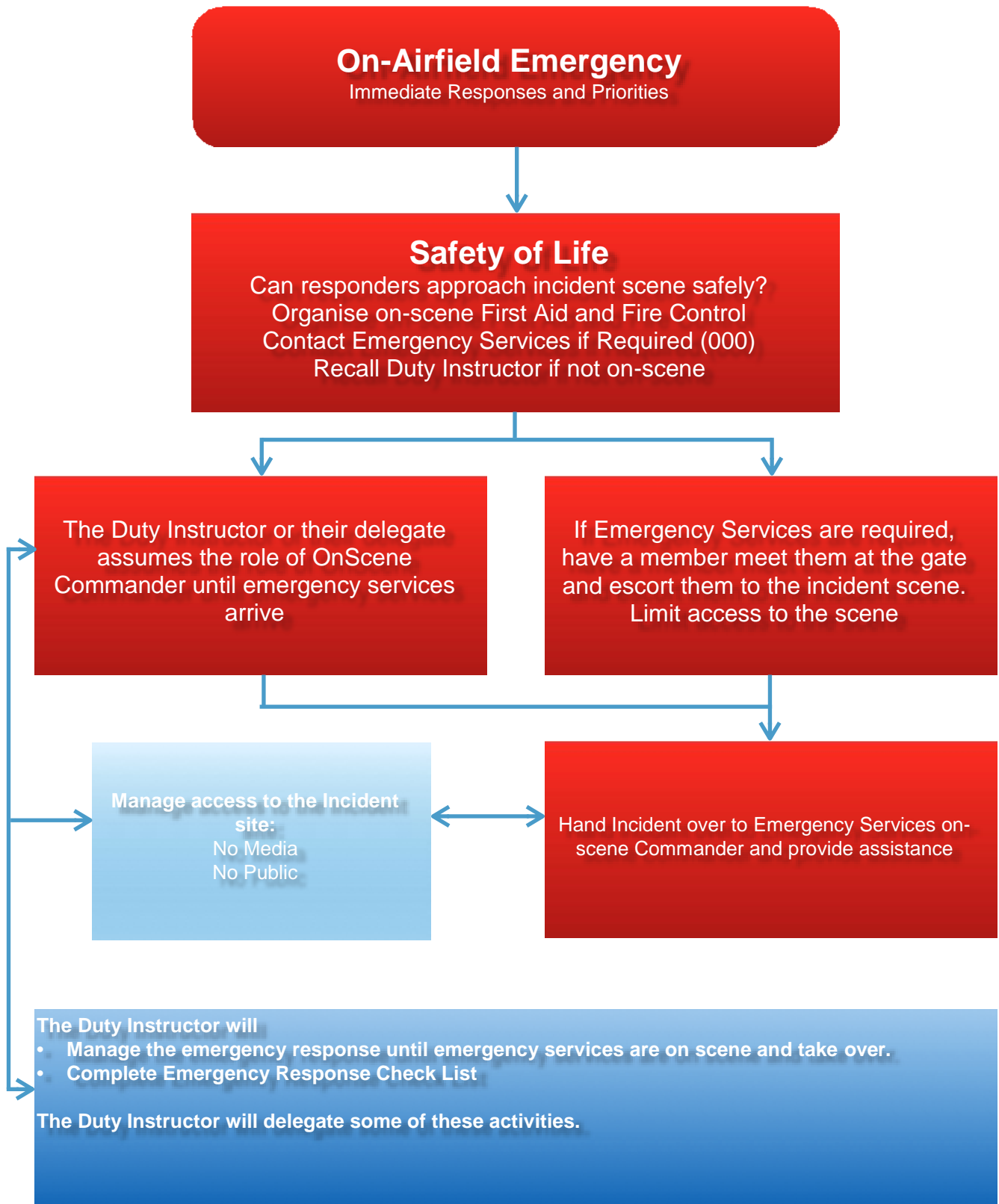
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The follow-on priorities and responses will be unique to each event, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

These are in no order of precedence.

- “Hot Debrief” - as soon as possible hold a debrief of all members and visitors involved in the incident
- Prepare a briefing for the club panel meeting
- Submit accident/incident report on SOAR ([www.gfa.org.au](http://www.gfa.org.au))
- Accident and incident analysis with Instructors’ Panel and Safety Committee.
- Review Risk Assessment to evaluate gaps, review containment plans. Update Risk Assessment.
- Provision of counselling and support for stress or trauma.
- Media Point of Contact, Public Affairs (normally CFI, supported by President)
- Liaison with families of affected people.
- Insurance responses and claims management.
- Liaison with Police, Coroner.
- Compilation of GFA Accident Report through CFI
- Liaison with CTO(Ops) and GFA and RMO.
- Liaison with CTO(Airworthiness) and RTO on airworthiness issues and investigations.
- Record keeping.
- Legal risks and liaison, representation issues.
- Hospital/family/funeral attendance and liaison.
- Follow-up Incident Debrief - Operations - Safety Management, other Stakeholders.
- Document changes to Safety Management System.
- Ongoing support for people affected.
- Reputation Management, media and local community relations.
- Further advice to GFA, and other gliding clubs.
- Information flow and containment of speculation.
- Arrange follow-on GFA Operations Status Check or review by external instructor.
- CASA liaison on AOC, Chief Pilot issues.
- Review and amendment of Emergency Response Plan.
- Provision of other aids and resources to duty crew.
- Support to office bearers.
- Succession of office bearers.

**5. AIRCRAFT ACCIDENT EMERGENCY RESPONSE FLOWCHART**





## 6. EMERGENCY RESPONSE CHECKLIST

### Initial Response Actions

- Assess Scene
- Render assistance if safe to do so (do not endanger responders).
- Call Emergency Services (000) - refer to Emergency Response Flow Chart.
- Allocate duties to assisting members.
  - o Look after survivors' safety/welfare.
  - o Secure and protect scene (Evidence).
  - o Arrange for a member to meet emergency services at the main gate or muster area.
  - o Limit access to scene to only those who need to be there.
  - o Manage witnesses and other members and visitors on the airfield.
- Commence Incident log.
- If Emergency Services are required transfer Incident Management to their on-scene commander on their arrival.

### Post Initial Response Actions

- Suspend Flying Operations.
- Recall and account for all gliders (use the duty pilot's log sheet).
- Quarantine all operational documents relating to the incident flight.
- Complete Incident Details on SOAR ([www.gfa.org.au](http://www.gfa.org.au)).
- Obtain Witness statements - Annex XX

### Notifications

Refer to Emergency Contact List below

- CFI (request that they notify RMO and EMO)
- President/Vice President
- Club Safety Officer
- Property owner (Caboolture Aeroclub)
- ATSB
- AusSAR (if a Distress Beacon has been activated)

### Hot Debrief

Once Initial Responses are complete and the survivors have been looked after, where ever possible, conduct a "Hot Debrief" while events are fresh in everyone's mind; record comments and outcomes in the Incident Log.

# Caboolture Aerodrome - Emergency Contact Numbers

Current at 09 September 2017

Emergency Phone - 000	Be prepared to provide information in the following order: <ul style="list-style-type: none"> <li>• Who you are - including a contact phone number.</li> <li>• Where you are - see Caboolture Aerodrome address.</li> <li>• What is your situation or problem.</li> <li>• Required response - which services do you require to attend.</li> </ul>	
Emergency Text - 106		
Mobile (any network) - 112		
Be prepared to stay on the line to assist emergency responders.		
Local service contacts:		
Local Police Station		07) 5495 0444
Local Ambulance Service		13 12 33
Local Fire Service		(07) 3635 1800
RCCAus / AUSSAR (lost or overdue aircraft)		1800 815 257
Club/Airfield contacts:		
CGC President	Garrett Russell	0412 374 477
CGC CFI	Michael Moloney	0418 816 349
CGC Secretary	Michael McCluskey	0422 559 783
GCC Club Safety Officer	Barry Collins	0410 703 041
CGC Airworthiness Officer	Jim Thompson	0407 590 636
GFA Operations:		
Regional Manager Operations (RMO)	Ivor Harris	0499 536 963
Regional Safety Manager (RSM)	Gary Chaplin	(07) 3396 7551
Executive Manager Operations (EMO)	Chris Thorpe	0414 476 151
ATSB Hotline (24 hour)		
		1800 011 034