



ROCKHAMPTON AIRPORT

MILITARY EXERCISE

AIRPORT AIRSIDE INDUCTION

INTRODUCTION

This induction outlines the specific requirements that must be adhered to when deployed to Rockhampton Airport. These requirements will ensure your safety and the safety of others whilst on site and prevent unwanted impacts on airport operations and the environment.



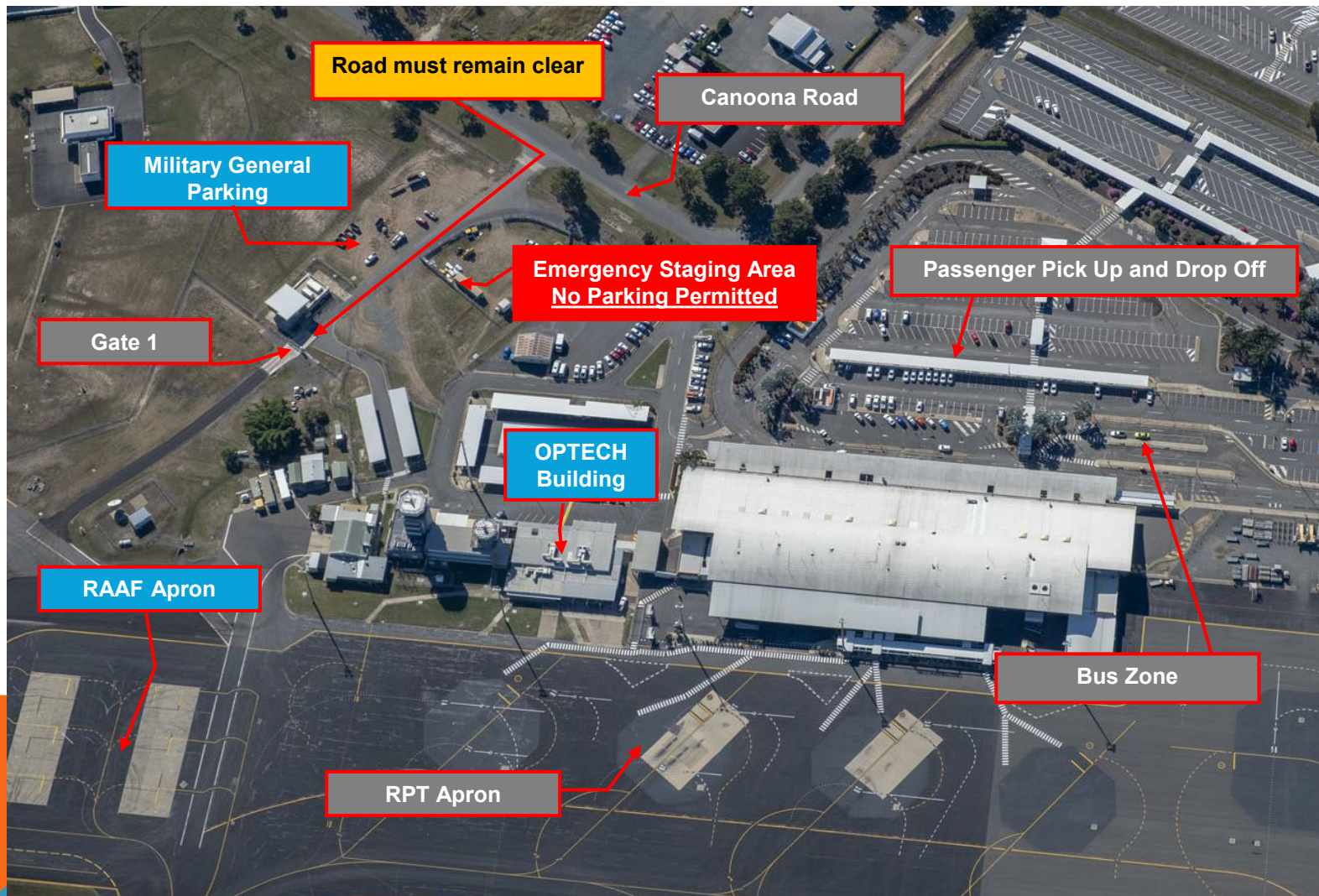
GENERAL AIRPORT INFORMATION

GENERAL



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GENERAL



LANDSIDE VEHICLE PARKING

GENERAL

- Parking is available for about 8 cars at the front of the Optech building.
- All other defence vehicles must park in the landside compound outside Gate 1.
- Parking in front of the terminal is not permitted at any time – this area is for taxis only.
- Vehicles with 12 seats and above (i.e. buses) are permitted to park in the bus zone (on the eastern side).
- A passenger set down / pick up area is available in the Short Term car park. 20 minutes free parking is available in this car park.
- For any VIP arrivals or departures, please liaise with Airport Management in regards to parking arrangements.



AIRPORT SAFETY/SECURITY

GENERAL

- Airport Management has the responsibility for many safety and security issues on airport.
- We must be consulted for all safety/security matters on airport.
- A centralised briefing system for day to day safety and security issues is very important.
- Any briefings which may impact airport staff and/or contractors must involve an airport representative.



AIRPORT POINT OF CONTACT

GENERAL

During business hours: Mon - Fri 0730 hrs to 1630 hrs

Duty Operations Supervisor

Email: ROKAirportOperations@rrc.qld.gov.au

Phone: 07 4936 8014

Mobile: 0448 619 596

After business hours, for Airport Operations: 0409 368 314

Night Guard, for gate access: 0434 562 628

AIRPORT OPERATIONS TEAM

GENERAL

- **Airport Operations Coordinator x 1**

- **Operations Supervisor x 3**
 - Available on site 7 days per week
 - General Hours of Operation (Monday to Sunday) are 0500-2100hrs
 - Mobile: 0448 619 596 (Diverts to Duty Safety Officer after hours)

- **Duty Safety Officer x 6**
 - Available on site 7 days per week
 - General Hours of Operation (Monday to Sunday) are 0500-2100hrs
 - Mobile: 0409 368 314
 - Will not answer phone when on runway

Charges will apply for after hour callouts of the DSO unless the Aerodrome Emergency Plan (AEP) is activated.

DEPLOYMENT OF PLANT AND EQUIPMENT

GENERAL

- Pre-placement and assembly of plant and equipment must be coordinated with Airport Management prior to its arrival.
- Charges apply to all callouts associated with placement and assembly of plant and equipment. An example of this is the assembly of helicopters on Saturdays and Sundays with a civilian crane driver requiring a security escort.

PORTABLE LIGHTING

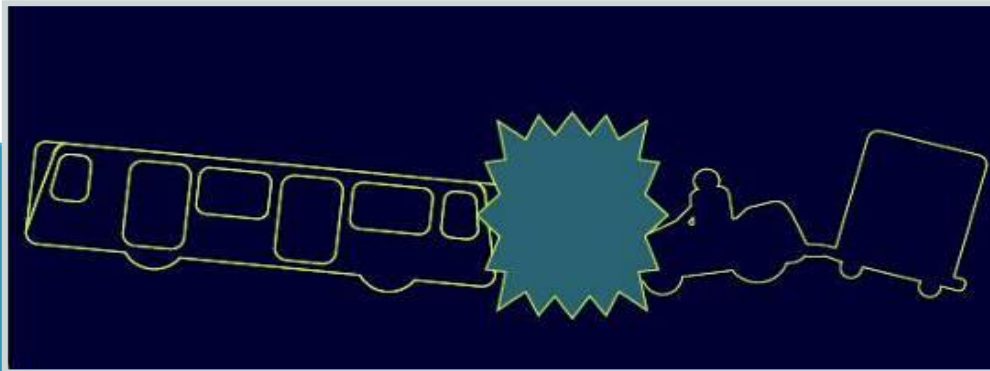
SAFETY

- The Civil Aviation Safety Authority (CASA) has stringent requirements for lighting in the vicinity of operating runways.
- Care must be taken when setting up portable lighting towers to prevent:
 - the broadcast of light above the horizontal plane
 - a light shining towards the runway approach areas or other aircraft movement areas



SAFETY MANAGEMENT SYSTEM & INCIDENT/HAZARD REPORTING

- Airport Management have implemented processes to identify and address hazards and risks that may exist at the airport.
- A key function of the SMS is the reporting and resolution of hazards and incidents.
- All hazards and incidents must be reported to Airport Management to enable action to be taken to prevent future injury or damage from occurring.
- Reports can be submitted on the Council forms, or on the report forms used by your defence force.



HI VISIBILITY CLOTHING

SAFETY

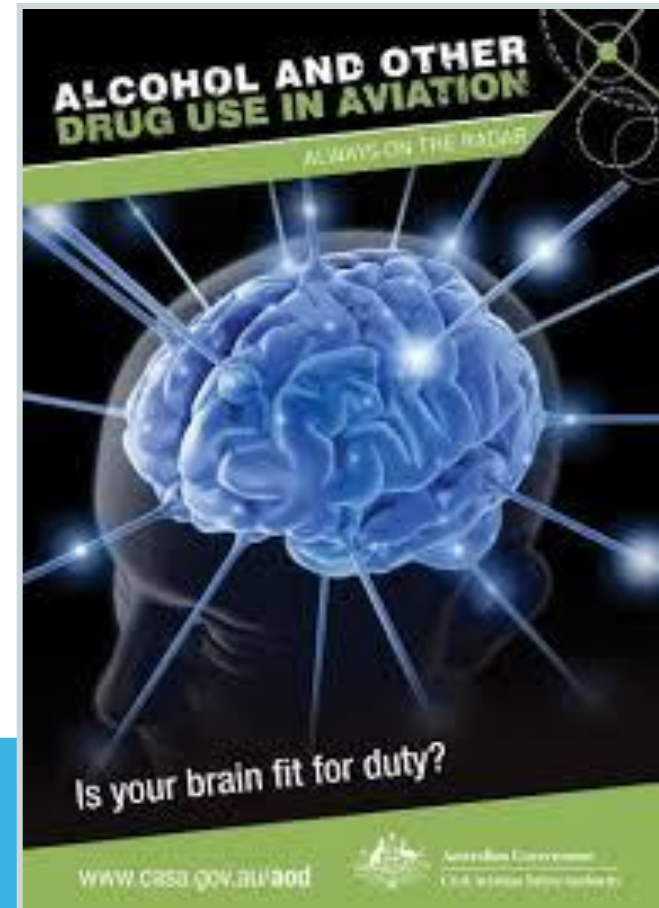
- The Airport's SMS has established a requirement **for all personnel airside** to wear high visibility garments that are day/night compliant.
- Moving between the Optech Building and Military aircraft in the exercise area requires the wearing of high visibility clothing.
- The only situation that the requirement for wearing high visibility clothing does not apply is within the immediate footprint of an aircraft:
 - For activity within the down wash of an operating helicopter; or
 - When maintenance work requires climbing on to the side of an aircraft etc.
- High visibility belts or straps are not permitted as they are not compliant with Australian Standards.



DRUGS & ALCOHOL

SAFETY

- The Civil Aviation Safety Authority (CASA) has introduced legislation to prevent the use of alcohol and certain drugs at civilian airports.
- All personnel accessing the airside area can be subjected to random testing by CASA unless they are passengers transiting to and from an aircraft.
- Common pharmaceuticals (e.g. codeine, pseudoephedrine) are not compliant with the regulations.
- Please contact Airport Management if you require any further information.



EXPLOSIVE ORDNANCE AND HAZARDOUS MATERIALS

SAFETY

- The safe handling and disposal of all hazardous materials brought on to the Airport is the responsibility of the owner. Any waste materials are to be stored in suitable storage facilities.
- Airport Management needs to be aware of the presence of hazardous material on the airport and the processes established for how it will be managed.
- When ordnance is brought on to the Airport, it must be handled and stored in accordance with an ADF license.
- Licences must be arranged prior to the exercise.
- **This will be strictly enforced.** If Airport Management has not received the appropriate approvals prior to the arrival of any EO, access to/from the airport **will be denied.**



MANAGING SPILLS

- You must ensure that **controls are in place to prevent spills** from occurring and also have appropriate training and equipment to **contain a spill**.
- If it safe to do so, **immediate action** must be taken to prevent further material from spilling and to prevent it from entering the storm-water system or contaminating soil.
- Airport Management must be advised of any spill as soon as practicable after it occurs.



AIRCRAFT PARKING

SAFETY

- Aircraft parking space on the RPT Apron is extremely limited.
- Airport staff will assist with planning for aircraft parking to ensure best apron usage.
- Please ensure Airport Management is made aware of all aircraft movements.



AIRCRAFT PARKING

SAFETY

- Approval must be sought from Airport Management before any tags or markings are put on the apron (for aircraft parking).
- Any tags are to be removed at the end of the exercise and must not cause any pavement damage.
- Each Defence Force is responsible to marshal all of their aircraft – Airport Management does not provide this service.



AIRCRAFT FUELLING

SAFETY

- All fuel transfers will be performed by Ampol's on site agent. Alternative suppliers may be sought but must meet the safety and security requirements of Airport Management.
- Any hot refuelling must be carried out in accordance with the aircraft operations manual procedures.
- Prior notice is required for **all hot refuelling**.



AIRCRAFT ENGINE GROUND RUNS

SAFETY

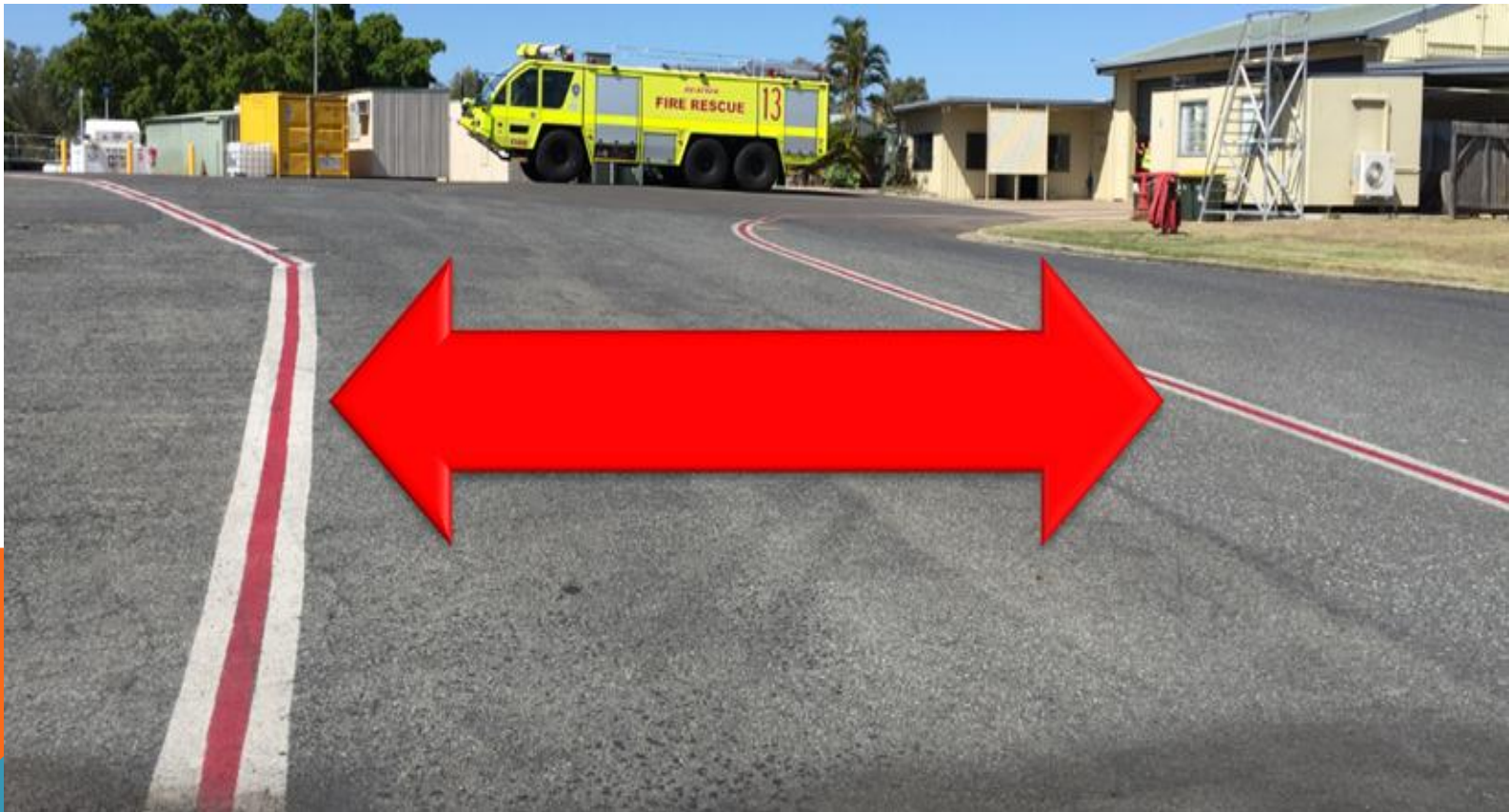
- Engine ground runs are to be performed at a remote location on the airport following prior approval of Airport Management.
- A detailed procedure for engine ground runs has been developed and still applies.
- Noise abatement applies to all operations.



BE VERY MINDFUL AND AWARE WHEN CROSSING THE AIRSIDE ACCESS ROAD TO THE ARFFS FIRE STATION.

SAFETY

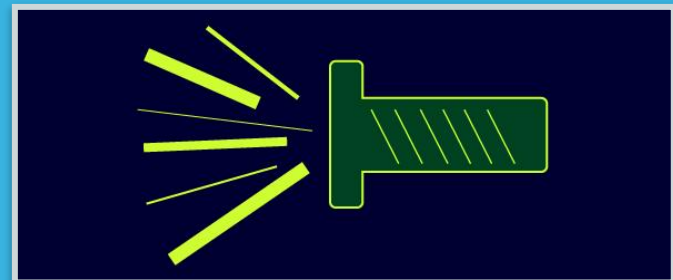
- Please pay attention and give way to the fire tenders



FOD – FOREIGN OBJECT DEBRIS



- Items lying around in movement areas are referred to as **Foreign Object Debris (FOD)**.
- Any loose items - including tools, drink cans, food wrappers, nuts / bolts or sunglasses - can become **dangerous missiles** if caught in an engine's jet blast.
- All rubbish and food scraps must be placed into a bin with the lid closed to prevent FOD, and the risk of attracting birds and wildlife (which can become a hazard to aircraft operations).



WILDLIFE STRIKES

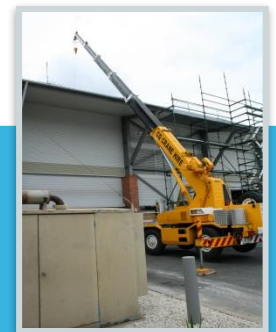
- Any wildlife strikes which occur on or in the vicinity of the aerodrome must be reported to the Duty Safety Officer.
- Rockhampton Airport has a mandatory obligation to report all wildlife strikes at the aerodrome to the Australian Transport Safety Bureau (ATSB).
- If a carcass has not been found but there is evidence of a strike on the aircraft, a DNA sample may be taken to assist in identifying the species struck.



APPROVALS FOR WORKS

SAFETY

- Airport Management must give approval **before** any of the following type of work can commence on site:
 - Hot Works, i.e. any work that will create an ignition sources such as grinding or welding.
 - Temporary Obstacles, i.e. installation of antenna's or use of cranes to assemble aircraft etc.
 - Excavation works or driving stakes. Underground services must be identified prior to works taking place. High voltage power cables and aviation dependant communication cables in some areas of the airport have minimal ground cover.





Smoking is prohibited:

- **Airside at all times** because of the fire and explosive hazards of aircraft refuelling.
- **In the terminal** or within 5 metres of the entrance to the building.

Electronic cigarettes (known as an e-cigarettes) are subject to the same laws as regular cigarettes.

Designated smoking areas have been provided landside of the terminal.

EXERCISE AREA

SECURITY



The red marked area is the Exercise area. The yellow marked area is a walking designated area only.

The red marked exercise area does not include the front of the Optech Building.

To drive in front of the Optech Building, you will require an Airside Drivers Authority.

The green marked area is the Security Restricted Area (SRA) on the Regular Public Transport Apron. Only personnel required for the servicing of defence aircraft are permitted to access the SRA.

AIRSIDE VEHICLE CONTROL

SECURITY

Airside Driving Authority (ADA)

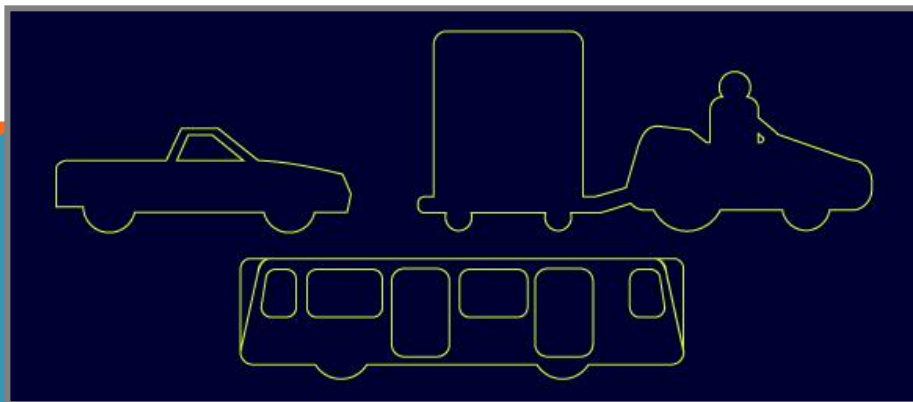
- Only drivers that need to drive on active movement areas outside the exercise area are required to submit an application. They must possess an Australian Drivers Licence or equivalent from their country of residence, and their defence force airfield driving permit.
- **Airside Vehicle Permit (AVP)**
- Applications for all vehicles (military and non military) to operate airside are required as early as possible to enable Airport Management to issue appropriate authorisation paperwork.
- **All vehicles airside are required to have a vehicle warning beacon clearly displayed and operational.**



Note: Permission to drive airside may be revoked at any time for individual drivers!

AIRSIDE VEHICLE CONTROL

- Only vehicles with an Airside Vehicle Permit will be permitted to access airside areas without an escort vehicle.
- We do not charge for this service when it occurs during normal business hours, and is pre-arranged.
- Access to the RAAF Apron and helicopter parking area on Taxiway Lima is to be via Gate 1.
- To drive in areas outside the exercise area, you must have an approved Airside Driving Authority (ADA) and vehicle permit or be under escort by Airport Management.



- Airport Management **must be** advised of any personnel that need to drive airside and **do not** have previous airport driving experience or training.
- Communication with an air band radio transmitter is only permitted by persons with a CASA approved Aeronautical Radio Operator Certificate, or an applicable military equivalent.
- Access is restricted only to the areas endorsed on the ADA or AVP.
- Drivers of defence vehicles must follow the access routes shown in the Rockhampton Airport Airside Drivers Manual. In particular, military vehicles and plant must be kept well clear of passenger aircraft and passengers on the RPT Apron.
- A valid reason and clearance from ATC is required prior to any access to live portions of any runway or taxiway, unless it is an apron taxiway.
- All access to active runways and taxiways must be restricted to essential operations.

REQUESTING CLEARANCE FROM AIR TRAFFIC CONTROL (ATC)

SECURITY

- When seeking clearance for access to runways or taxiways, ATC will need to know who you are calling, who you are, where you are and your intentions.
- *For example - Rocky Ground , HRT 2, At RPT Apron, Permission to enter Taxiway Juliet .*
- Permission to enter a taxiway will be sought from “Rocky Ground” on 121.8.
- Permission to enter a runway will be sought from “Rocky Tower” on 118.1.



OUTSIDE OF ATC HOURS

- Outside of ATC operational hours, Common Traffic Advisory Frequency (CTAF) radio procedures are required to enter live portions of taxiways or runways.
- Instead of requesting permission, you will need to advise your intentions to “Rocky Traffic” on 118.1.
- Approach control provided by Brisbane Centre. “Rocky Approach” is communicated on 123.75.



LOW VISIBILITY CONDITIONS

- Winter fog is a common occurrence at Rockhampton Airport.
- Air Traffic Control will declare commencement of low visibility conditions and when the restrictions can be lifted.
- During conditions of low visibility, the main airside vehicle gates are locked by the DSO.
- Only RRC vehicles are permitted to drive airside during low visibility conditions and the DSO will monitor the RPT and RAAF Aprons.

LEGISLATION



ANA (*Air Navigation Act 1920*)

ATSA (*Aviation Transport Security Act 2004*)

ATSR (*Aviation Transport Security Regulations 2005*)

TSP (Transport Security Program)

SOPs (Standard Operations Procedures)

- Airport Management is regulated by a range of Local, State and Federal government legislation.
- This can have implications, particularly for military operations at a civil airport.
- All persons accessing airside, must have a lawful reason to be there and display the correct security identification (unless exempt).

You play an important role in aviation security!

AIRSIDE & LANDSIDE

SECURITY



- There is a perimeter fence around the airport.
- If you are **outside this fence** you are **LANDSIDE**. Vehicles parked landside must be at least 3m from the fence.
- If you are **inside this fence** you are **AIRSIDE**. Vehicles parked airside must be at least 2m from the fence.
- The entire airside area is a restricted access area.



AIRSIDE ACCESS FOR DEFENCE PERSONNEL

SECURITY

- Due to the involvement of the ADF in military exercises, the Department of Home Affairs have deemed that access for the exercise period be the same as normally required for the ADF.
- This means all Defence personnel are required to wear 'role specific' defence uniform clothing and display their defence ID at all times when airside.
- **Civilian attire is not acceptable for airside access and will require the issue of a Visitor Identification Card (VIC).**

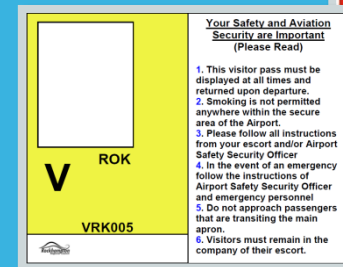


AIRSIDE ACCESS FOR DEFENCE PERSONNEL

SECURITY

- **VIC holders must be escorted by an ASIC holder** at all times they are airside. Airport Management can arrange for VIC issuing. Prior arrangements must be made to provide escort duties, or fees will apply.
- VICs can not be issued without proof of identity. Original photo identification is required to meet this requirement (e.g. passport or drivers license).
- Visitors can only be issued with VIC for **28 days in any 12 month period**, unless an ASIC application has been submitted.
- A non ASIC holding Defence Force Member cannot escort a VIC holder.

All persons accessing airside, must have a lawful reason to be there



AIRSIDE ACCESS FOR CONTRACTORS

SECURITY

- All non defence personnel associated with the exercise requiring access to airside areas of Rockhampton Airport (i.e. media, contractors, admin support) must adhere to normal legislative requirements and be issued a VIC and be escorted by an ASIC holder.
- Unfortunately the issue of a VIC, and having an escort, is a time consuming process so please plan ahead.

ISSUE OF KEYS/ACCESS CARDS

SECURITY

- Applications for keys and access control cards are submitted to Airport Management for approval.
- The issue of access devices is assessed on a personal needs basis and once issued, is not permitted to be transferred to anyone else.

Rockhampton Airport - Access Device Application www.rockhamptonairport.com.au

Enquiries: 07 49368018 Fax: 07 49277523
Email: airportadministration@rrc.qld.gov.au
Address: PO Box 1860, Rockhampton Qld 4700

PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of determining eligibility for the issue of a Rockhampton Airport access device. The Council is authorised to do this under the Aviation Transport Security Regulations 2005 and Rockhampton Airport Transport Security Program. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

APPLICANT DETAILS

Surname		Full Given Name(s)	
Address			
State	Postcode	Email	
Telephone Home ()	Work Telephone ()	Mobile	
Company	Position	Company Telephone	
Contractor? YES / NO	Contractor's Name		
Location where access device will be kept?			

ASIC DETAILS (A valid ASIC is required for access to Airside Doors/Gates)

ASIC Number	ASIC Issued By	ASIC Colour	AUS / ROK / Other	ASIC Expiry
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GATE 27 ACCESS

Are you a private or commercial pilot?

Do you own/hire a plane?

If you own a plane what is the registration and is it based at Rockhampton Airport?

How often do you access the gate (weekly, monthly etc)?

CONDITIONS OF ISSUE FOR ROCKHAMPTON AIRPORT ACCESS DEVICE

Rockhampton Airport access device (electronic or key based) is issued subject to the following conditions of issue:

- All devices are issued in accordance with the Rockhampton Airport Transport Security Program (TSP)
- All devices remain the property of Rockhampton Regional Council
- Duplication of keys is not permitted
- All devices are issued on a personal basis and must not be transferred to any other person
- All devices must be presented for inspection on request by the Airport Manager or nominated delegates
- Loss of a device must be reported immediately to the Airport Management Office (g)
- All devices must be surrendered on the expiry date of the device or the person's ASIC, whichever occurs sooner

A second card will only be issued following payment of \$49.50 where it cannot be demonstrated that reasonable efforts have been made to return a card, or, to advise that a card has been lost, or, a card no longer works due to misuse and it is apparent that reasonable care has not been taken with the card.

- Where a third card is requested and the above conditions of reasonable care and notification have again not occurred, no further issues of a card (or key in lieu of a card) will occur.
- The device must only be used in the course of the holder's approved duties and does not constitute authority to enter or remain in a secure area for any other purpose. Incorrect use of the access device may result in withdrawal of access privileges.

(k) Changes to the application, including the personal consent form must be advised immediately to the Airport Management Office (i)

Entry to Customs Controlled Areas Rockhampton Airport (where applicable) is restricted to approved persons undertaking legitimate official or commercial activities.

APPLICANTS ACCEPTANCE

I have read and accept the terms and condition of issue of any Rockhampton Airport access control device. I accept and understand that all access control devices (keys, proximity cards, etc) may only be used to gain access in the course of the holder's approved duties and they do not constitute an authority to enter or remain in any airport zone for any other purpose.

Applicant's Signature _____ Date _____

ENDORSEMENT BY THE COMPANY / EMPLOYER (where applicable)

I certify that the above applicant is required to access the areas of Rockhampton Airport to fulfil the position as indicated above.

Authorised Signatory _____ Name _____ Position _____ Date _____

Version 0.3 July 2014



Abuse of access privileges may result in withdrawal of access!

GATES & DOORS

SECURITY

- Airside access gates and doors must be secured at all times. Close supervision is essential when gates and doors are open. They should never be left ajar or propped open.
- Never allow unknown people to follow you through a security controlled door/gate. Always challenge and report any person who attempts to tailgate.
- Always physically check to ensure doors/gates are closed securely behind you. If you open a door/gate it is your responsibility to secure it.
- Penalties apply for non compliance and may include suspension of airside access for individuals that do not secure gates or doors leading to the secure area.



VISITORS AT THE OPTECH BUILDING

SECURITY

- Military personnel must ensure that visitors to the Optech Building are not able to transit the Optech building to gain access to the airside area, unless they comply with civil aviation security requirements.
- The ADF has installed a proximity access control system. Access via this system is managed by the ADF at the Western Street facility, including the issue of proximity devices to open the doors.

SECURITY RESTRICTED AREA (SRA)

SECURITY

- Access to the Security Restricted Area on the Regular Public Transport (RPT) Apron is not permitted unless there are defence force aircraft parked within the SRA. Only personnel required for the servicing of defence aircraft are permitted to access the SRA.
- A green dashed line delineates the extent of the SRA.



REGULAR PUBLIC TRANSPORT (RPT) AIRCRAFT & PASSENGERS

SECURITY

- Under no circumstances will military personnel be permitted to approach commercial aircraft or passengers on the apron. This includes Qantas, Alliance, Hinterland and Virgin aircraft.
- Access to these aircraft is strictly for passengers and airline ground crew.
- Passengers boarding aircraft on the apron have been screened and cleared for RPT aircraft transport and **must not be approached at any time** whilst transiting the apron.



PASSENGER ARRIVAL DOORS

- Automatic arrivals doors at the Passenger Terminal **must not** be used for access to airside security areas.
- Attempting to gain access via these doors will cause alarms to be triggered.



FIREARMS

SECURITY



- Aviation security legislation prohibits unauthorised firearms airside.
- Queensland law prohibits unsecured carriage of firearms landside.
- Customs will not process arriving international passengers carrying firearms
- Military personnel and contractors **are not** permitted to carry firearms in airside areas.

WEAPONS & TOOLS OF TRADE

SECURITY



- A person may carry a 'Tool of Trade' in an Airside Area, provided that the person takes reasonable precautions to ensure the item remains under their control at all times.
- Tools should not be left unattended in any location and must not be accessible by the public.
- All tools need to be accounted for at the end of every shift.

Aviation security legislation defines many commonly used hand tools to be weapons!

SECURITY INCIDENT REPORTING

SECURITY

Aviation Security Incident Report

 **Australian Government**

A completed report submitted to the Department of Infrastructure, Transport, Regional Development and Local Government using this form and including the required information will fulfil incident reporting obligations under Part 6 of the *Aviation Transport Security Act 2004* (ATSA).

The Department should be notified of an incident as soon as possible. Reports can be made either (a) in writing, or (b) orally and followed up in writing within 24 hours. This report should contain as much of the following information as within the knowledge of the person making the report.

Note: All fields marked with an * are mandatory Report date Your reference number

1. Incident Details

* Date of incident (dd/mm/yyyy) * Time of incident (Local time) (24-hr item) * Aviation Industry Participant (Name of organisation)

* Location (Airport Name) * Location of incident (State) Airport area Terminal number

2. Category Security Incident

Please choose the category of incident from the list below which best describes the incident you are reporting. This list should be used as a guide only, it is not exhaustive. For incidents that fall outside of the categories listed below please nominate 'other' and provide a brief description.

☐ Aircraft ☐ Public behaviour ☐ Suspicious items
☐ Breach/Intrusion ☐ Screening events ☐ Threats
☐ Criminal ☐ Staff/Procedural
☐ Other (Please specify)

3. Incident Assessment

If the incident was a **Threat**, please provide the following information:

Assessed As	Threat received by	Tracing
☐ Genuine	☐ Airport Operator	☐ Successful
☐ Hoax	☐ Airline (Airport office)	☐ Unsuccessful
☐ Assessed by (Name of person)	☐ Airline (City office)	☐ Not attempted
	☐ RACA	
	☐ Other (Please specify)	

4. Aircraft Information

Did the incident involve an aircraft?
☐ No > go to question 5
☐ Yes

* Aircraft type * Flight number Aircraft registration

Place of departure Place of arrival Was the aircraft in flight? No ☐ Yes ☐

5. Incident Description

Background - Please provide details leading up to the incident.

Please attach additional pages if required

When completed send the form to the Department by email: transport_security@infrastructure.gov.au or fax (02) 6274 6089

- The Security Contact Officer (SCO) is responsible for overall Airport security.
- QPS is responsible for responding to security incidents and providing their normal community policing.
- Airport stakeholders are expected to report all incidents, security threats or security matters to the SCO.
- The SCO must ensure that all aviation security incidents are reported to relevant organisations as set out by the legislation.

***The SCO is John Barnden
Mobile: 0439 716 496***

CIVILIAN FLIGHTS

- When departing on civilian flights, passenger and baggage screening will be completed by comprehensive x-ray processes.
- Gas cylinders, hexamine tablets, cigarette lighters and batteries will be detected in kitbags and prohibited from air travel.
- Kitbags will need to be opened by the owner and prohibited items removed.
- Military issue knives must be packed in **checked-in luggage**.
- Batteries and power packs may be included with **carry-on** items but not checked-in luggage.



EMERGENCIES

EMERGENCY



- The **Aerodrome Emergency Plan (AEP)** has been developed to cover Airport emergencies (e.g. fire or aircraft accident).
- The staging area for Emergency Service vehicles for airfield emergencies is at Gate 1.
- Gate 1 and the adjacent access road must remain clear at all times for emergency service vehicles.
- Alternate emergency access is via Gate 7 or as nominated by ATC.

EMERGENCY RESPONSE

- The Duty Safety Officer must be advised of incidents requiring an emergency response.
- Access for emergency response vehicles will be coordinated by the Duty Safety Officer.
- Airside access for emergency response vehicles and/or personnel will be under the direction of the Duty Safety Officer or delegate, and will stage at Gate 1.



EVACUATION ASSEMBLY POINTS

Assembly Point AA B: Landside – Premium car park

Assembly Point AA B is located landside in the Premium Car Park and is identified by a green assembly point sign. When an evacuation is required, all personnel should proceed to Assembly Point AA B whenever possible and remain there until further instructions are provided by emergency personnel or wardens.



FIRST AID

EMERGENCY



- Airport Management vehicles and works areas have first aid kits.
- First aid is also available from the:
 - Aviation Rescue & Fire Fighting Service
 - Royal Flying Doctors Service
 - Capricorn Helicopter Rescue Service; or
 - Call 000 in an emergency
- A defibrillator kit is mounted in the main arrivals hall for use within the terminal. Airport Management and Safety staff are trained in the use of this equipment.

ANY QUESTIONS?

We enjoy the variety of operations and challenges that military exercises present.

Please ask Airport Management for any other airport specific information that you require.

We welcome feedback on how we can further assist.

To acknowledge completion of this induction, please complete the associated Military Exercise Induction Sign Off and return to email:

AirportAdmin@rrc.qld.gov.au

