

RAAF Richmond Flying Club (RRFC)

Membership Enquiry

Frequently Asked Questions (FAQs)



Serial	Frequently Asked Questions and Answers
1	<p>Please provide an overview of the RRFC?</p> <p>The RAAF Richmond Flying Club (RRFC) is a military welfare flying club with an attached flying school. The RRFC has operated successfully from RAAF Richmond since 1985 and exists to conduct 'flying', a Chief of Air Force (CAF) approved sport and recreational activity, in order to foster morale, esprit de corps and the general welfare of ADF, APS and long-term contractors at RAAF Richmond and across the Sydney basin (plus Canberra, where there is no equivalent ADF Flying Club and RAAF Williamstown, whose members sometimes hire RRFC aircraft). The Club offers the opportunity for members to learn to fly and to continue flying at affordable rates from a place of relative convenience in north western Sydney, particularly for those members supporting aviation activities at RAAF Richmond that cannot otherwise participate in Defence flying.</p>
2	<p>What is the Club's safety policy?</p> <p>Safety is the first priority to RRFC in all our activities. We are committed to developing and implementing strategies to ensure all of our aviation activities uphold the highest level of safety performance. We also strive to provide a safe and secure environment and to foster positive safety attitudes.</p> <p>The Club CEO, President, and committee are committed to developing a safety culture in all our activities resulting in an accident free environment. RRFC wants to develop a culture of open reporting of all safety hazards, and support effective communication throughout the Club.</p> <p>To help RRFC continuously improve its safety performance all members are encouraged to report any new safety related events or issues directly to the Club Safety Officer, CEO and/or HOO. The club will apply just culture principles to any report which identifies a newly identified safety issue accurately and in a timely manner.</p>
3	<p>Who is the Club run by and how many members are there?</p> <p>The Club has a volunteer management Committee of 16 (who meet monthly), a fluctuating active membership of 80-150 qualified/student pilots, and their families in a collegiate relationship with local flying training and maintenance organisations.</p>

<p>4</p>	<p>What are the Club membership types?</p> <p>Annual Full, Affiliate, and Honorary membership types are available.</p> <p>Full membership is for local RAAF staff and APS employees who are based at RAAF Base Richmond. Full membership is also available to the dependents of the aforementioned groups of people.</p> <p>Affiliate membership is for any of the following: a member of the RAAF outside of the Greater Sydney Region, Williamstown, Canberra; a retired RAAF member or dependent of a retired RAAF member residing in the Sydney basin; a Reserve RAAF member or dependent of a Reserve RAAF member residing in the Sydney basin; a member of the RAN or ARMY within the Sydney basin (other than at RAAF Richmond); a retired RAN or ARMY member or dependent of a retired RAN or ARMY member residing in the Sydney basin; a Defence APS member employed within the Sydney basin; an adult member of the AAFC within the Sydney basin; or a full-time contractor employed at RAAF Base Richmond.</p> <p>Honorary membership is for civilians who may or may not have a direct connection with Defence and has some terms and conditions for eligibility. For an Honorary membership application, you need to have an interview with the RRFC President or a delegate first, and you will be given an overview about the club and the expectations and requirements. Then your application would be brought to the RRFC Committee for consideration and formally ratified at the AGM. Honorary memberships are reviewed annually and strictly limited to those that can positively contribute to the welfare and functioning of the Club as a whole. The number of Honorary positions (% of members) are capped by the club's constitution and base instructions.</p>
<p>5</p>	<p>Would I require a base pass to access RAAF Base Richmond?</p> <p>Base access is only granted to cleared personnel. To receive a base pass (DCAC Card) you need to have a baseline security clearance (or higher level) issued by the Australian Government Security Vetting Agency (AGSVA) in accordance with Defence Security Policy. A baseline security clearance is valid for 15 years and costs the individual approximately \$884 as of FY2023-2024.</p> <p>You must allow about 5 to 6 weeks for clearance processing with AGSVA and an additional 1 to 2 weeks for the RRFC to process the DCAC request through the RAAF Base Richmond Pass Office. The security clearance cost is to be paid by the new member up front when they pay their membership fee. For more information about security clearances go to www.defence.gov.au/AGSVA.</p> <p>Potential new honorary members will be invited to come visit the club for interview and to ensure membership fits both parties. In this case you will be meet at the pass office and escorted by a committee member. In all cases, members visiting RAAF Richmond for the first time (even if already in possession baseline clearance and a DCAC for other bases) must complete online base induction training prior to presenting at the front gate. To access induction training go to:</p> <p>http://www.defence.gov.au/Bases/CompleteInduction.asp?baseid=4386</p>

6	<p>What aircraft does the Club operate?</p> <p>The RRFC has four aircraft and operates under a CASA approved Air Operator's Certificate (AOC). The RRFC aircraft fleet overview is as follows:</p> <p>VH-HTM Piper Archer II PA28-181; VH-JKN Cessna 172R; VH-FJF Beechcraft Debonair 35-C33 *; VH-NZL Zlin Z-242L;</p> <p>The club hires its aircraft at competitive rates.</p> <p>Note the use of the symbol * means certain experience requirements apply.</p>
7	<p>What are the Club facilities?</p> <p>The main Clubhouse building is used for club administration and the management of flight operations. The building contains an office front counter and reception area, and area for flight planning and flight plans submission, with the following equipment: large table for flight plan preparation; computer with internet access to NAIPS and BOM; telephone; notice board; topographical map of the area; Visual Terminal Chart (VTC) for geographical location and training and area identification; safety and aviation posters; filing cabinet; large bookcase for the club's reference library; kitchen; and member's lounge.</p> <p>The other building is used for conducting training, briefing and examination activities. The building contains: Head of Operations (HOOs) office; and two classrooms, each equipped for training and briefing including desks, large whiteboard, instructional aids, including aeroplane model and cockpit posters, locked filing cabinet, and additional computer for internet access, flight planning and submission.</p>
8	<p>Once a Club member, how do you make a flight booking?</p> <p>Once a member you can book an instructor and aircraft based on the availability of aircraft, your instructor, and yourself. Aircraft and Instructor bookings are made through the e-Allocator online booking system. Members who are qualified pilots can make bookings whenever there are available aircraft.</p> <p>Pilots are expected to fly club aircraft at least once every 90 days otherwise a check ride consisting of at least three circuits must be flown with an instructor.</p>
9	<p>What types of documents and manuals would I need to review as a Club member?</p> <p>The RRFC has a New Member Induction Checklist which all new members step themselves through upon joining the Club.</p> <p>The RRFC has a CASA approved Operations Manual. The RRFC also has some other documents like its Constitution and various Standard Operating Procedures (SOPs)</p>
10	<p>What events does the Club have on its annual calendar?</p> <p>The RRFC has an annual calendar of events, which includes Duty Pilot volunteering, Safety Days (aviation safety briefings), social BBQs, attending Airshows, Fly Away Days (to visit other airfields), Working Bees, AGM, End of Year Function, etc. The annual calendar of events is quite full so there are lots of options to attend group RRFC events.</p>

11	<p>Does the Club have any other additional expectations?</p> <p>As part of your RRFC membership, the committee expects all members to attend a minimum of one Safety Day per financial year. The Safety Day's will normally be held on a Saturday at RAAF Base Richmond, such as at the Base Cinema, with a BBQ lunch provided. Generally, the RRFC committee will aim to schedule two or three Safety Day's each financial year to facilitate attendance options for members.</p> <p>As part of your RRFC membership, you will be expected to volunteer as a Duty Pilot once or twice a year. A different Duty Pilot is rostered on for each Saturday and Sunday. If you need to swap days, you can arrange to do so with other Duty Pilots on the roster list. As part of the induction process you will be able to review the Duty Pilot Checklist. Prior to your first Duty Pilot shift, you will be able to arrange a date/time with another Duty Pilot to be shown Duty Pilot processes at the Clubhouse. Note there is Duty Pilot Information Folder kept under the desk for the list of Daily Duties required.</p>
12	<p>How does the Club keep its members regularly updated?</p> <p>The RRFC releases various electronic communications to all of its members updating everyone on current news and happenings at the Club. New RRFC members are added to the emailing distribution list. The RRFC also has a Facebook Private Group, so if you become a member then you will be able to access that and follow the posts and updates that get shared with RRFC members via that forum.</p>
13	<p>Does the Club offer Trial Introductory Flights?</p> <p>New members who are prospective students can receive a Trial Introductory Flight (TIF) with an instructor tailored to the individual student. Before continuing to fly, you must become a member and will need to apply for an individual Aviation Reference Number (ARN) from CASA. Visit the following website to apply for a free ARN - https://www.casa.gov.au/licences-and-certificates/aviation-reference-numbers.</p>
14	<p>Are you still interested in joining the RRFC?</p> <p>If you are still interested in joining the RRFC please contact our Membership Team at info@rrfc.org.au to find out the next steps. Please ensure you provide the Membership Officer with sufficient details about yourself, your likely Club membership category, your aviation interests, your aviation experience (if any), your pilot license/s (if any), and other relevant information. You must be an Australian Citizen to become a club member.</p>

(THE END)