

## Part 2 – Aerodrome Administration Operating Procedures

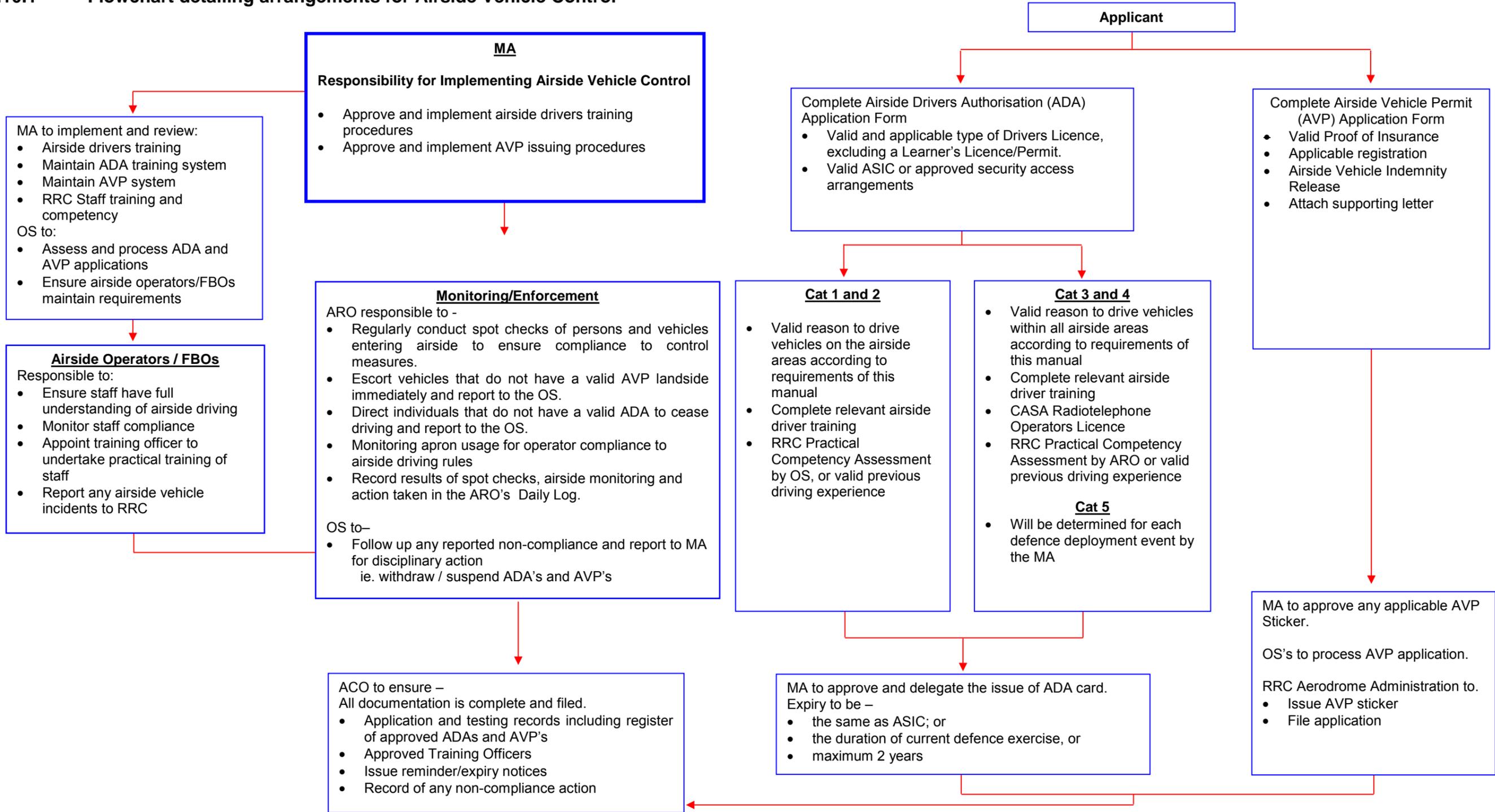
### **2.10 Airside Vehicle Control**

Procedures have been established at the aerodrome for the control of surface vehicles operating on or near the movement area, particulars of those procedures, include details of the following:

- (i) flowchart detailing arrangements for Airside Vehicle Control;
- (ii) introduction and definitions;
- (iii) the arrangements for vehicle control;
- (iv) applicable traffic rules (including speed limits) and the means of enforcement of the rules;
- (v) the method of instructing and testing drivers in relation to the applicable traffic rules;
- (vi) the names, telephone numbers and roles of the persons who are responsible for airside vehicle control.

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**2.10.1 Flowchart detailing arrangements for Airside Vehicle Control**



## Part 2 – Aerodrome Administration Operating Procedures

### 2.10.2 Introduction and definitions

This section identifies the procedures for preventing unauthorised entry into the movement area, including the arrangements for airside vehicle control.

Under common law and by virtue of proprietary interest, Rockhampton Regional Council controls all persons and/or vehicles entering the Aerodrome and their operations on it. In addition to common law rights, the RRC also has powers under specific statutory legislation in respect of vehicle control on the airside of the Aerodrome; Rockhampton Regional Council Local Laws.

Under the *Aviation Security Act 2004* and *Aviation Security Regulations 2005*, RRC has a specific responsibility to control access to restricted and prohibited areas of the Aerodrome, and to regulate and control persons and vehicles within those areas.

The control of vehicles on Airside is necessary to meet the regulatory obligations applying to RRC and includes:

- 1) avoidance of injury to personnel and damage to property (particularly aircraft) through adequate training, administrative control and limiting the number of vehicles operating in the movement areas;
- 2) ensuring that priority is given to aircraft on runways, taxiways and aprons;
- 3) maintaining a secure operating environment.
- 4) ongoing review when required by the aerodrome's Safety Management System.

For the purpose of this manual, the following definitions will apply:

#### **Landside Areas (Public Areas)**

Those parts of the aerodrome that allow unrestricted public or private vehicular entry, e.g. public areas within and around a terminal building, car parking areas and public roads.

#### **Airside Areas (Prohibited Areas)**

Those parts of the aerodrome where entry is prohibited except to persons having a lawful reason and authority to enter and / or remain.

#### **Aircraft**

Defined as any machine or craft that can derive support in the atmosphere from the reaction of the air.

#### **Vehicle**

Defined as any machine or device that has the mechanical means to propel the machine or device along the surface of the ground.

#### **Aprons**

Defined as those areas within the movement area and adjacent to a terminal building, for the purpose of loading / unloading, parking, fuelling and / or servicing of aircraft. Included within the apron areas, if defined, are the apron vehicle access lanes.

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### **Movement Areas**

That part of an aerodrome to be used for the surface movement of aircraft including manoeuvring areas and aprons.

### **Manoeuvring Areas**

Those parts of the aerodrome that are used specifically for the take-off and landing of aircraft and for the movement of aircraft associated with the take-off and landing, i.e. runways, runway strips and taxiways, though excluding aprons.

### **Perimeter Road**

A road, on the airside, which allows vehicles access to various areas of the aerodrome without entering the movement areas.

### **2.10.3 The arrangements for vehicle control**

Vehicles not directly involved in aerodrome or aircraft operations (eg. private vehicles or vehicles involved in delivery of concession goods) shall not be permitted access to airside unless accompanied by a RRC Aerodrome Reporting Officer.

Authority to operate a vehicle is restricted to airside areas that the driver is required to operate specific vehicles.

Where authority has not been specifically granted to operate a vehicle airside, escort or direction from the ARO (or other authorised officers), must be obtained on each occasion that entry is required.

No person shall enter or operate a vehicle or equipment anywhere airside at Rockhampton Aerodrome without prior and specific authorisation from the MA or approved delegates.

For all low visibility procedures, non-essential vehicles shall not be permitted on the manoeuvring area. Refer to Part 2, Section 16 of this manual.

#### **2.10.3.1 Issue of Airside Vehicle Permits (AVP)**

##### **2.10.3.1.1 Introduction**

An Airside Vehicle Permit (AVP) is an authority issued by Rockhampton Aerodrome that permits the operation of motorised vehicles on the airside areas of Rockhampton Aerodrome.

The issue of an AVP does not however entitle the Vehicle Operator to a parking space on the airside at Rockhampton Aerodrome or to access the airside where such access is not necessary for the particular Vehicle.

The MA must first establish whether there is sufficient justification for an Airside Vehicle Permit. If not, then authority for the vehicle / equipment to operate under escort may be approved. Aerodrome Management reserves the right to refuse the issue of an AVP to any vehicle for either safety or security reasons.

Aerodrome Management reserves the right to remove any vehicle / equipment from the aerodrome regardless of the current AVP issue status. All towing or other removal costs are the responsibility of the Vehicle Operator.

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All costs relevant to achieving and maintaining AVP compliance are the responsibility of the Vehicle Operator. The owner is also responsible for all damages that may occur to RRC property as a result of the operation or presence of the vehicle / equipment on the aerodrome.

### **2.10.3.1.2 Application Process**

Applications must be submitted no less than 7 working days before any anticipated need for the AVP.

The Rockhampton Aerodrome AVP application form (Appendix 'A') must be accompanied by the following documents:

- a) Evidence that the vehicle meets the Vehicle Requirements for an Airside Vehicle Permit
- b) A completed RRC Indemnity & Release form (Appendix 'D');
- c) Evidence of appropriate insurance cover for aircraft movement area use;
- d) If applicable, a letter from the 'contracting' company, sponsoring the access;

If granted, an AVP may be issued for a period of up to one year. AVP's may be issued for longer periods in exceptional circumstances. AVP renewals will be completed on the standard application form.

### **2.10.3.2 Vehicle Requirements for Airside Vehicle Permits**

Vehicles and equipment operated on airside areas are to be in a safe and roadworthy condition (registered vehicles must comply with relevant State Laws / Regulations). Vehicles must be maintained in a sound mechanical condition so as to prevent avoidable breakdowns, leaking of fluids or inability to comply with other requirements of this Part.

RRC reserves the right to inspect vehicles operating within airside areas to ensure compliance with the requirements of this Part. Non-compliance will result in prohibition of airside operations of that vehicle.

All vehicles / equipment operating within 15 metres of an aircraft fuel tank, fuel transport equipment and fuel pumping operations, must conform with the requirements of Section 20.9, Appendix I of the Civil Aviation Orders (CAO). In accordance with CAO 20.9 it is the responsibility of the equipment operator to ensure compliance.

Vehicles used to carry loose materials, equipment, garbage and waste paper must be covered to prevent objects falling/flying out, leakage or spillage onto the movement area.

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Prior to any new vehicle or equipment types being introduced at Rockhampton Aerodrome, Aerodrome Management approval must be obtained before its introduction to the airside (excluding leased areas). The Company should discuss its proposal with the Aerodrome Operator in a timely manner, in order that an assessment can be made in regard to compatibility with pavements and local geography. The type of information necessary to make such an assessment of the proposed equipment comprises:

- a) Compliance with IATA standards (where applicable);
- b) Dimensions;
- c) Gross mass;
- d) Number, spacing and size of wheels and type of tyres and their pressures;
- e) Turning radius;
- f) Motive power;
- g) Areas of intended operation;
- h) Special features.

Vehicle owners or operators will be held responsible for all costs associated with any modifications to aerodrome facilities (including pavements) required to accommodate new equipment.

When a vehicle is no longer required for Airside use, the Company must, upon removing it from airside use and before disposing of the vehicle, remove and return to Aerodrome Management any valid Airside Vehicle Authority decal or signage.

The Vehicles Operator must ensure that immobilised vehicles / equipment are immediately removed from aircraft movement areas and that the OS and / or ARO are notified expediently.

All ground servicing equipment (GSE) and plant parked airside must be in a serviceable condition. Unserviceable GSE is to be removed from airside if not returned to a serviceable condition within one month.

### **2.10.3.2.1 Insurance**

Vehicle operators must provide proof of insurance for each vehicle seeking registration airside.

The policy must clearly state that the Insurance Company is aware that the vehicle is to be used airside at Rockhampton Aerodrome.

The value of the Policy for 3<sup>rd</sup> party indemnity must be no less than \$20 million.

### **2.10.3.2.2 Assessment Criteria**

The major criterion for the issue or renewal of an AVP is that the applicant must, if required, demonstrate an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot otherwise be undertaken landside.

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The MA will consider the following when issuing or renewing an AVP:

- a) safety on the airside in relation to aviation operations, persons on the airside and property on the airside;
- b) the security of aircraft, passengers and property located on the airside;
- c) the vehicle / equipment's regulatory compliance;
- d) the Vehicle Operator continues to ensure the operation of the vehicle / equipment complies with the requirements of the Aerodrome Manual and with all laws, rules, standards and directions including, where applicable, legislative requirements and Air Traffic Control directions, relating to the operation of Vehicles in the airside area; and
- e) that the Vehicle is or has been maintained in a state of good repair.

The applicant must, to the satisfaction of the MA, be able to demonstrate the vehicle / equipment will be directly involved with the:

- a) operation, loading or servicing of aircraft (including refuelling);
- b) servicing of Ground Service Equipment that cannot be serviced landside;
- c) servicing or maintenance of airside facilities, equipment or the building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside.

### **2.10.3.3 Vehicle Markings and Signs**

Vehicles will comply with the requirements of MOS Part 139, Chapter 8.10.4, refer Appendix 'C' at 2.10.7 of this Section

Vehicles operating on the movement area at night or in conditions of poor visibility must be capable of displaying dipped headlights and taillights.

To assist in the identification of the vehicle / equipment owner, RRC may request a company logo be displayed on the vehicle / equipment. This requirement will be assessed on a case-by-case basis.

### **2.10.3.4 Issue of Airside Drivers Authorisation (ADA)**

#### **2.10.3.4.1 Introduction**

An Airside Drivers Authorisation (ADA) is an authority issued by Rockhampton Aerodrome that permits the holder of the ADA to operate a Vehicle on the Airside at Rockhampton Aerodrome within certain designated areas, depending upon the Category of ADA the driver holds (as set out below).

Upon receipt of an ADA application, the MA will assess whether there is sufficient justification for the approval of an Airside Drivers Authorisation.

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If there is not sufficient justification, then authority to operate the vehicle / equipment under escort may be approved. Aerodrome Management reserves the right to refuse the issue, or continued issue, of an ADA to any person for either safety or security reasons.

### 2.10.3.4.2 Categories of ADA

The Airside areas for which driving is authorised for each Category of ADA are:

- a) **Category 1 – Perimeter Road**
- b) **Category 2a – GA Apron**  
All of the GA Apron including the GA Apron taxiways and taxilanes.
- c) **Category 2b – RPT Apron Limited**  
The RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.
- d) **Category 3a – All RPT Apron**  
All of the RPT Apron including the RPT Apron taxiway. The RPT Apron taxiway (west of the RPT Apron parking clearance line) must be accessed only when absolutely necessary to service aircraft.
- e) **Category 3b RPT & GA Aprons**  
The RPT Apron, including the RPT Apron taxiway, and the GA Apron, it also allows the holder to cross Runway 04/22 via Taxiways HOTEL, GOLF, LIMA AND ECHO.
- f) **Category 4 – All Airside Areas**
- g) **Category 5 – Defence Personnel**  
ADA approval and issuing processes will be determined for each site deployment event. The MA will liaise with senior defence officers to establish the limits of vehicle access, existing driver competencies and site training required.

#### Notes:

- o *The above ADA categories are only applicable to Rockhampton Aerodrome and are not transferable to other aerodromes.*
- o *A driving authority issued for another aerodrome does not constitute an authority to drive airside at Rockhampton Aerodrome.*

### 2.10.3.4.3 Application

An applicant must demonstrate a valid and reasonable need for an ADA, and should not assume there is a right to drive airside. The applicant must demonstrate that there is an operational requirement for frequent unescorted access to the Airside before Rockhampton Aerodrome will issue an ADA to a person.

Applications must be submitted no less than 7 working days before any anticipated need for the ADA.

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In the case of an applicant who has not held an ADA in the same or higher Category for the aerodrome, Rockhampton Aerodrome Management may only issue the ADA if satisfied that the applicant:

- a) has an operational requirement to drive unescorted on the airside on a frequent basis (i.e. at least weekly);
- b) holds a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit, to drive the class of vehicle / equipment to be operated, or for other plant / equipment, the nearest equivalent where a class or qualification does not exist. The licence must be carried at all times when operating a vehicle airside and be produced when requested by an Aerodrome Reporting Officer;
- c) provides evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or;
  - that the applicant has applied for an ASIC and holds a valid Visitors Identification Card (VIC) for Rockhampton Aerodrome or;
  - in the case of short term ADA applications (e.g. during military exercises), the MA may approve an ADA for a person holding a valid VIC, or an appropriate defence identity document;
- d) is familiar with the Aerodrome layout and comprehends the terminology used to describe the operational areas;
- e) understands the significance and meaning of airside signs and markings;
- f) if applying for a Cat 3b or 4 ADA, holds a Radio Operators Certificate of Proficiency, issued by the Civil Aviation Safety Authority or its delegate or defence force equivalent;
- g) if applying for a Cat 3b or 4 ADA, has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas;
- h) has competently completed the applicable RRC airside driver training course;
- i) has competently completed the applicable RRC practical competency assessment.
- j) complies with any other reasonable requirements, which may be imposed by Rockhampton Aerodrome Management;
- k) makes payment of any administration fee associated with the AVP application.

**Any suspension or loss of a State or Territory or International drivers licence, excluding a learner's licence/permit, must be reported to the MA within 48 hours. During this time the ADA holder will not operate any vehicle or equipment Airside without the prior permission of the MA. The MA will assess the options available under this Part when considering the continued operation of vehicles or equipment by the ADA holder.**

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### 2.10.4 The applicable traffic rules (including speed limits) and the means of enforcement of the rules.

The following rules are to be adhered to when operating vehicle or equipment airside:

- a) directions given by the ARO or other authorised officer must be followed at all times;
- b) no person shall enter or cross a runway, runway strip, taxiway or taxiway strip unless that person is:
  - in possession of a valid ADA to operate vehicles or equipment on the manoeuvring areas;
  - driving a vehicle equipped with an approved radio and is competent in the use of that radio (not applicable to apron taxiways);
  - the holder of a CASA Aircraft Radio Telephone Operator Certificate of Proficiency (or a defence equivalent);
  - cleared by ANS (not applicable to apron taxiways);
  - using CTAF radio announcement protocol; OR
  - under escort of the ARO or other authorised officer.
- c) all regulatory signs must be obeyed;
- d) speed limits for vehicles are as follows;
 

• within 15m of aircraft	10km/hour
• apron movement areas	25km/hour
• runways	60km/hour
• Taxiway Juliet when south of the RPT Apron	60km/hour
• baggage handling areas	walking pace
• valid emergencies	no speed restrictions (except <15m from aircraft).

*Note: Runway performance testing including friction testing and ride quality may require the use of higher vehicle speeds. The MA will advise when higher speeds are acceptable.*

- e) aircraft have right of way in all circumstances. Drivers must always stop and give way to aircraft taxiing, being pushed back or preparing to power out of apron parking positions;
- f) pedestrians have right of way in all circumstances. Drivers must be prepared and able to stop for pedestrians at all times;
- g) drivers must not leave vehicles or equipment parked so that they will obstruct or inhibit aircraft, vehicle, equipment or pedestrian operations;
- h) all vehicles and equipment must be kept a safe distance behind operational aircraft to reduce any potential harm created by Jet blast or Propeller wash;

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- i) vehicles and equipment shall not be used to service, load or unload an aircraft unless a representative or agent of the aircraft operator is present to direct the movement of the vehicle / equipment;
- j) no vehicle or equipment shall be driven under an aircraft or within 3 metres of any part of an aircraft, except when required for the servicing of that aircraft;
- k) vehicles and equipment operating within 15 metres of an aircraft being refuelled or defuelled must comply with the requirements of CAO 20.9 (precautionary measures to limit potential fire hazards);
- l) in conditions of poor / low airside visibility (e.g. low cloud, fog), vehicle / equipment access to most areas will not be permitted. Vehicle movement on the manoeuvring area is in accordance with the low visibility procedures included in Part 2, Section 16 of this manual. All airside drivers must familiarise themselves with this section before driving any vehicle airside in poor/low visibility conditions;
- m) wherever possible vehicle movements on an apron area shall be via defined Vehicle Access Lanes. This restriction does not apply to vehicle / equipment in radio contact with ANS;
- n) The apron taxiway on the runway (western) side the RPT apron is only accessible to Category 3 & 4 certified airside drivers;
- o) Airside vehicles / equipment are prohibited from parking within two (2) metres of the airside / landside boundary fence or within three (3) metres of this fence when parked landside;
- p) “No seat, no ride,” persons shall not ride on or operate a vehicle / equipment when the passenger/cargo load is in excess of the designed / constructed capacity of that vehicle;
- q) FOD – it is the responsibility of all persons accessing the airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst airside;

Drivers must ensure when driving vehicles carrying loose tools or equipment, material or items (such as supplies, garbage, plastic sheeting and paper) that the load is adequately secured or covered appropriately eg. netting to prevent spillage. Any item falling from a vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.

When transiting unsealed areas material may accumulate on the vehicle's tyres, providing the potential to be dislodged on aircraft movement areas (e.g. stones caught in wheel tread or large clumps of mud). When released from a vehicle onto sealed airside areas material of this nature must be treated like any other item of FOD. The vehicle operator is responsible to ensure that this type of FOD is promptly removed from the area and/or the ARO is informed to coordinate its removal.

When transiting from unsealed areas to a sealed surface the driver will complete a 180 degree turn at the edge of the sealed area and inspect the surface for FOD before proceeding. This practice does not apply to genuine emergency response situations.

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Items blowing onto the Manoeuvring Area must be brought to the attention of the ARO as soon as possible.

- r) aircraft with an operational red rotating or flashing beacon are a hazard to vehicles and equipment. A red operational beacon signifies that:
  - an aircraft's engine(s) is running or about to start;
  - an aircraft is being towed;
  - an aircraft is taxiing or about to commence;
- s) drivers must exercise extreme caution when operating a vehicle in reverse gear. Drivers operating vehicles in reverse must be able to see all areas behind the vehicle or seek assistance from a person located external to the vehicle.
- t) RRC employees appointed as AROs may operate approved vehicles on all taxiways without ANS clearance. Designated taxiways within the manoeuvring area at Rockhampton Aerodrome that require ANS clearance are;
  - Alpha
  - Bravo
  - Charlie
  - Echo
  - Foxtrot
  - Golf
  - Hotel
  - Juliet
  - Kilo
  - Lima
- u) Refuelling tanker vehicles/dispensers vehicles are not permitted to transit within any terminal building at the Aerodrome. Refuelling tanker vehicles/dispenser vehicles are not permitted to park unattended within 20 metres of the RPT Terminal building.
- v) In accordance with the requirements of the Rockhampton Aerodrome Safety Management System (SMS), if you are a driver of a vehicle involved in an incident/accident on airside which:
  - causes personal injury;
  - causes property damage; OR
  - had the potential to cause personal injury or property damage

you must immediately report the incident/accident to a ARO and provide a completed Safety Incident Report Form to the MA describing how the accident occurred.
- w) Safety Sensitive Aviation Activity (SSAA) employees who perform duties 2 or more times within a 90 day period within an aerodrome testing area may be subject to drug and alcohol testing in accordance with their respective employer's Drug and Alcohol Management Plan (DAMP). In addition to the drug and alcohol testing conducted by or on behalf of an employer, SSAA employees may also be subject to random drug and alcohol testing by CASA under Part 99C of the CASRs.

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### 2.10.4.1 Enforcement

The MA or delegate may withdraw an ADA should an infringement of the rules be observed or reported.

The guidelines for the processing of airside driving infringements are as follows;

1. depending on the infringement, a verbal warning may be issued by the ARO or Aerodrome Management for any infringement of the airside driving rules;
2. repeated infringements will result in the MA issuing a written warning;
3. should the same infringement occur following a written warning, suspension of the individual's ADA will result. The period of suspension will be 14 calendar days;
4. should the same infringement be repeated after the 14 day suspension, a 12 month suspension or permanent cancellation of the ADA will result;
5. where a particular infringement is repeated within a period in excess of 12 months, a 14 days suspension will be incurred.
6. depending on the severity of the infringement or infringement history, the MA will have the option to immediately suspend or cancel the ADA.

**In addition to the above action, breaching the restrictions regarding entry to a live runway may result in legal action, (with the associated risk of heavy fines or other penalties). Driving when an ADA has been suspended or cancelled, or has not been approved may incur a penalty/fine under the relevant RRC Local Laws.**

## 2.10.5 The method of instructing and testing drivers in relation to the applicable traffic rules

### 2.10.5.1 All Applicants

A copy of Part 2, Section 10 of this manual must be presented to, read and understood by the applicant before any authorisation to drive airside is issued.

The applicant will be required to verify that the instructions contained in Part 2, Section 10 of this manual, or any other airside driving reference document supplied by Aerodrome Management, is understood by signing the application form.

Employers of Airside Driving Authorisation (ADA) holders must ensure that their employees are competent to operate the vehicle / equipment that the authorisation is intended for and that their employees have read and understand Part 2, Section 10 of this manual.

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### 2.10.5.2 Airside Experience

Rockhampton Aerodrome Fixed Base Operators may conduct airside driving experience/training for new employees and/or ADA applicants, provided that the employee/applicant meets the prerequisites for an ADA and understands the instructions contained in Part 2, Section 10 of this manual. Trainees must be under the direct supervision of a competent ADA holder who has held an ADA of the category applicable to the training area, for at least 6 months.

Where an inexperienced individual is applying for an ADA, Aerodrome Management will arrange for an OS to conduct practical instruction and competency assessment within the Airside area. This training is available only by appointment and is subject to staff availability. Aerodrome Management may levy a charge for this process.

Previous Airside driving experience and/or training indicated in an ADA application will be assessed on a case-by-case basis. The ADA applicant may be required to furnish proof of prior training and/or experience.

In an effort to continuously improve the level of service, the Aerodrome Management may supplement this Part with additional information, including maps, drawings, electronic and hard copy material.

*Note: For this Part, the Commanding Officer of the relevant Australian or Foreign Defence Force detachment based at Rockhampton Aerodrome will be considered as the employer of the ADA applicant.*

A register of all persons issued with an ADA, the ADA application form and copy(s) of relevant driver's license and operator's certificates will be kept by Aerodrome Administration.

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### 2.10.6 The names, telephone numbers and roles of the persons who are responsible for airside vehicle control

Role	Function/s	Approved Person/s
Overall Responsibility for airside vehicle control	<ul style="list-style-type: none"> <li>• Ensure Airside Vehicle Control System is implemented</li> <li>• Approve Airside Vehicle Control System</li> </ul>	• MA
Responsibility for implementing airside vehicle control	<ul style="list-style-type: none"> <li>• Approve and implement Airside Vehicle Control System</li> <li>• Issue reminder/expiry notices</li> <li>• Ensure all applicants are tested in the prescribed manner</li> <li>• Withdraw/suspend ADA's and AVP's</li> <li>• Ensure staff are trained and competent to perform their role</li> </ul>	• MA supported by the CAO.
	<ul style="list-style-type: none"> <li>• Test all applicants in the prescribed manner</li> <li>• Follow up on any reported or observed non-compliance</li> </ul>	• OS
Operations and Technical Consultant	<ul style="list-style-type: none"> <li>• Develop and maintain currency of Airside Vehicle Control Management System for regulatory compliance <ul style="list-style-type: none"> <li>○ Aerodrome Manual</li> <li>○ Airside vehicle control documents</li> <li>○ Procedures</li> <li>○ Training and competency assessment standards.</li> </ul> </li> <li>• Provide specialist support</li> <li>• Approve applications for ADA and AVP</li> <li>• Ensuring all vehicles on the movement area comply with CASR 139, as specified in MOS 139 Sect 10.9</li> <li>• Review effectiveness of system as part of Annual Aerodrome Technical Inspection</li> </ul>	• MA CAO
	<ul style="list-style-type: none"> <li>• Review and process applications for ADA and AVP</li> </ul>	• OS
Maintenance of system and records	<ul style="list-style-type: none"> <li>• Maintain application and testing records including register of approved ADAs and AVP's</li> </ul>	• ACO

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Monitoring / Enforcement	<ul style="list-style-type: none"> <li>• Regularly conduct spot checks of persons and vehicles entering airside to ensure compliance to control measures</li> <li>• Immediately escort persons and / or vehicles that do not have a valid AVP and appropriate ADA to a suitable landside area and report to the OS or MA</li> <li>• Direct individuals that do not have a valid ADA to cease driving and report to the OS or MA</li> <li>• Monitor vehicle activity on all movement areas</li> <li>• Report unsafe or potentially unsafe circumstances to the OS or MA</li> <li>• Record results of spot checks, airside monitoring and action taken in the Daily Log</li> </ul>	<ul style="list-style-type: none"> <li>• ARO</li> </ul>
RRC Testing Officer	<ul style="list-style-type: none"> <li>• Perform competency assessment of ADA applicants</li> </ul>	<ul style="list-style-type: none"> <li>• MA</li> <li>• CAO</li> <li>• OS</li> </ul>
Safe Airside Driving Operations	<ul style="list-style-type: none"> <li>• Abide by the instructions / rules contained in Part 2, Chapter 10 of this manual</li> </ul>	<ul style="list-style-type: none"> <li>• All ADA holders</li> </ul>
Trainee driver supervisor	<ul style="list-style-type: none"> <li>• Conduct practical training of ADA applicant</li> <li>• Responsible for trainees under their supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Holder of relevant category of ADA for a minimum of 6 months.</li> </ul>

For contact details of approved persons refer to the Telephone Contact List included in this manual.

The contact details for trainee driver supervisors will vary from time to time and may not be included in the Telephone Contact List.

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### 2.10.7 Appendices

#### 2.10.7.1 Appendix 'A' – Airside Vehicle Permit

##### Rockhampton Airport Airside Vehicle Permit Application Form

**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the Aviation Transport Security Regulations 2005, Civil Aviation Safety Regulations 1998 - Manual of Standards Part 139, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual. 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.

**This form is to be completed when a customer wishes to apply for an airside vehicle permit (AVP) for a motorised vehicle that is required to operate in airside areas of Rockhampton Aerodrome. Applications must be submitted no less than seven working days before the AVP is required. Please refer to the Rockhampton Aerodrome Airside Vehicle Permit (AVP) Fact Sheet for further information.**

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766



Applicant Details			
Organisation name:			
Contact name:			
Postal address:			
Preferred contact number:		Email:	
Company Endorsement			
I/We agree that the vehicle described in the application will be maintained, insured and operated in accordance with the applicant's obligations under the Rockhampton Aerodrome Manual and Rockhampton Aerodrome Airside Vehicle Indemnity and Release, which I/we have read, agreed to and understood. I/We agree to release and indemnify the Council in accordance with the terms and conditions in the Airside Vehicle Indemnity and Release. I also agree and acknowledge that the Council may cancel or suspend the AVP at any time without refund. I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.			
Authorised signatory name:		Position:	
Signature:		Date:	
Vehicle Details			
Registration no:	Make:	Model:	
Year:	GVM:	Tonne:	
Is communication equipment fitted to the vehicle? (required for category 3 and 4) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicle is required to operate within 15 metres of an aircraft, does it comply with CAO 20.9? <input type="checkbox"/> Yes <input type="checkbox"/> No			
AVP Categories (please select the applicable category)			
<input type="checkbox"/> Category 1 Perimeter road only			
<input type="checkbox"/> Category 2a GA Apron (all of the GA Apron including the GA Apron taxiways and taxiways)			
<input type="checkbox"/> Category 2b RPT Apron (limited) (excludes RPT Apron Taxiway to the west of the parking clearance line)			
<input type="checkbox"/> Category 3a All RPT Apron			
<input type="checkbox"/> Category 3b RPT and GA Aprons (also permits crossing of RWY 04/22 via TWY 'H', 'G' & 'E')			
<input type="checkbox"/> Category 4 All airside areas			
<input type="checkbox"/> Category 5 Defence access areas as determined for the current exercise			
OFFICE USE ONLY			
Inspecting officer:		Signature:	
Approved by:		Signature:	
ADA no:		Issue date:	
ADA category:		Expiry date:	
Date inspected:		Date approved:	
AVP Requirement			
Why is the AVP required? Please specify the type of work and areas of operation below:			
Insurance Details			
Name of insurer:		Policy number:	
Policy limit:		Expiry date:	
Exclusions:			
Supporting Documentation			
Please remember to provide the following supporting documentation when submitting this form:			
<input type="checkbox"/> If applicable, a letter from the 'contracting company' sponsoring the access.			
<input type="checkbox"/> Evidence that the vehicle meets the vehicle requirements for an Airside Vehicle Permit: <ul style="list-style-type: none"> <li>▪ Registration certificate (where applicable); and</li> <li>▪ Compliance with CAO 20.9 (for vehicles and plant to be operated within 15 metres of aircraft)</li> </ul>			
<input type="checkbox"/> A completed RRC Vehicle Indemnity and Release Form.			
<input type="checkbox"/> Evidence of appropriate insurance cover showing at least \$20 million cover for aircraft movement area use.			
<input type="checkbox"/> Payment of any administration fee associated with the AVP application (where currently applicable).			
Additional Information			
<b>For renewal applications:</b>			
If possible, previously issued AVP Stickers should be returned to the Airport Administration Office upon receipt of the new AVP Sticker. Alternatively, written or photo confirmation that the old AVP Sticker has been removed will be accepted.			

## Part 2 – Aerodrome Administration Operating Procedures

### 2.10.7.2 Appendix 'B' –ADA Application

#### Rockhampton Airport Airside Driving Authority Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the Aviation Transport Security Regulations 2008, Civil Aviation Safety Regulations 1988 - Manual of Standards Part 139, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual. 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.

**This form is to be completed when a customer wishes to apply for an airside driving authority (ADA) enabling them to operate a motorised vehicle in airside areas of Rockhampton Aerodrome. Applications must be submitted no less than seven working days before the ADA is required. Please refer to the Rockhampton Aerodrome Airside Driving Authority (ADA) Fact Sheet for further information.**

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details			
Organisation name:		Position:	
Contact name:			
Postal address:			
Preferred contact number:		Email:	
Current ADA no:			
Drivers Licence Details <small>(Please note a photo copy must be provided at the time of lodgement)</small>			
Drivers licence no:	Expiry:	State:	Class:
Conditions/restrictions:			
ASIC Details <small>(Please note a photo copy must be provided at the time of lodgement)</small>			
ASIC no:	Expiry:	Colour: <input type="checkbox"/> Red <input type="checkbox"/> Grey	Identifier: <input type="checkbox"/> ROK <input type="checkbox"/> AUS
Company Endorsement			
I certify that the above applicant is required to drive / operate Company vehicles / equipment on the Aprons / Taxiways / Runways at Rockhampton Aerodrome (as indicated in the category on page two of this form).			
Authorised signatory name:		Position:	
Signature:		Date:	
Applicant Declaration			
I have completed the Rockhampton Aerodrome Driver Training Program and read Sections 2.10 and 2.16 of the Rockhampton Aerodrome Manual. I also understand the applicable rules for driving on the airside areas of Rockhampton Aerodrome and know the extent of the areas I am permitted to drive in.			
In making this application, I undertake and agree that I will at all times operate vehicles airside in accordance with the Part 2.10 of the Rockhampton Aerodrome Manual as amended from time to time. I acknowledge also that Rockhampton Aerodrome may cancel or suspend the Authority without refund at any time.			
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.			
Name:		Signature:	Date:

OFFICE USE ONLY	Theory examiner:	Signature:	Date marked:
	Practical assessor:	Signature:	Date assessed:
	Approved by:	Signature:	Date approved:
	Completed Airside Vehicle Indemnity and Release signed by vehicle owner/operator: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	ADA no:	ADA category:	Issue date:
			Expiry date:

ADA Categories <small>(please select the applicable category)</small>	
<input type="checkbox"/>	Category 1 Perimeter road only
<input type="checkbox"/>	Category 2a GA Apron (all of the GA Apron including the GA Apron taxiways and taxilanes)
<input type="checkbox"/>	Category 2b RPT Apron (limited) (excludes RPT Apron Taxiway to the west of the parking clearance line)
<input type="checkbox"/>	Category 3a All RPT Apron
<input type="checkbox"/>	Category 3b RPT and GA Aprons (also permits crossing of RWY 04/22 via TWY 'H', 'G' & 'E')
<input type="checkbox"/>	Category 4 All airside areas
<input type="checkbox"/>	Category 5 Defence access areas as determined for the current exercise
Radio Telephone Licence <small>(only applicants applying for category 3b and 4 ADAs are required to complete this section)</small>	
Category 3b & 4 Authority may only be issued to those applicants who have a requirement to enter runways or taxiways in radio equipped vehicles and who are in direct contact with Air Traffic Control and hold an Aircraft Radiotelephone Operator Certificate of proficiency.	
Radio telephone licence number: _____ Date issued: _____	
Supporting Documentation	
Please remember to provide the following supporting documentation when submitting this form:	
<input type="checkbox"/>	Covering letter stating that the applicant has an operational requirement to drive unescorted on the airside on a frequent basis (i.e. at least weekly).
<input type="checkbox"/>	A copy of a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit to drive the class of vehicle / equipment to be operated or for other plant / equipment, the nearest equivalent where a class or qualification does not exist.
<input type="checkbox"/>	Evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or; <ul style="list-style-type: none"> <li>▪ That the applicant has applied for an ASIC and holds a valid Visitors Identification Card (VIC) for Rockhampton Aerodrome or;</li> <li>▪ In the case of short term ADA applications (eg during military exercises), the AOC may approve an ADA for a person holding a valid Visitors Identification Card (VIC) or an appropriate defence identity document.</li> </ul>
<input type="checkbox"/>	A completed RRC Vehicle Indemnity and Release Form.
<input type="checkbox"/>	Evidence that the applicant has completed all airside driver training (ie completed questionnaire and practical competency assessment).
<input type="checkbox"/>	If applying for a Category 3b or 4 ADA, the applicant holds a Radio Operators Certificate of Proficiency, issued by the Civil Aviation Safety Authority or its delegate. Aerodrome staff will copy this document when produced.
<input type="checkbox"/>	If applying for a Category 3b or 4 ADA, the applicant has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas.

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### 2.10.7.3 Appendix 'C' – Vehicle Markings

#### Marking of Vehicles

1. A vehicle used regularly on the manoeuvring area by day should be painted a single conspicuous colour, preferably yellow or orange. Where so painted, it does not require additional marking.
2. Vehicles not painted yellow or orange must be marked, by using either:
  - (a) flags; or
  - (b) vehicle warning lights, in accordance with Vehicle Warning Lights listed below.
3. Flags must be not less than 0.9 m square and consist of an orange and white chequered pattern, each square of which must have sides not less than 0.3 m. Where orange merges with the background, another colour that contrasts with the background must be used.
4. For marking of rescue and fire fighting service vehicles, see MOS 139, Subpart H, Chapter 4.

#### Vehicle Warning Lights

1. Vehicle warning lights are provided to indicate to pilots and others the presence of vehicles or mobile plant on the movement area.
2. A vehicle warning light or lights must be mounted on the top of the vehicle, so as to provide 360° visibility.
3. The lights must be amber/yellow/orange, and be flashing or rotating of a standard type commercially available as an automobile accessory.
  - a. **Note:** International experience has shown the following specification to be particularly suitable. Yellow light, with a flash rate of between 60 and 90 flashes per minute, with a peak intensity of between 40 cd and 400 cd, a vertical beam spread of 12°, and with the peak intensity located at approximately 2.5° vertical.
4. For lighting of rescue and fire fighting vehicles, see MOS 139 Subpart H, Chapter 4.
5. For emergency or security vehicles not dedicated to aerodrome use, vehicle warning lights complying with the local traffic code are acceptable for on aerodrome operation.

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### 2.10.7.4 Appendix 'D' – Airside Indemnity

#### ROCKHAMPTON AERODROME - AIRSIDE VEHICLE INDEMNITY AND RELEASE

DATE: \_\_\_\_\_ 20\_\_\_\_

#### PARTIES:

A. ROCKHAMPTON REGIONAL COUNCIL ABN 59 923 523 766 of Canoona Road, West Rockhampton Queensland 4700 (the Council)

B. (Name) \_\_\_\_\_ of

C. (Address) \_\_\_\_\_ (the Applicant)

#### 1. RECITALS:

- A. The Council is the registered owner of the land and improvements at Canoona Road, Rockhampton known as Rockhampton Aerodrome.  
 B. The Council permits the Applicant to use a Vehicle on the Airside at the Aerodrome, on the condition that the Applicant:  
 (a) indemnifies and releases the Council pursuant to this Agreement; and  
 (b) complies with this Agreement and the Rockhampton Aerodrome Manual.

#### 2. DEFINITIONS:

In this Agreement

**Aerodrome** means Rockhampton Aerodrome, Queensland, Australia.

**Agreement** means this agreement as amended or supplemented in writing.

**Airside** means the Movement Area of the Aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled and includes those areas defined as the 'airside' under the Regulations.

**Airside Vehicle Permit (AVP)** means a permit, issued by Council, to be affixed to a Vehicle, authorising the Applicant to use a Vehicle Airside.

**Applicant** means the party applying for an AVP (and if more than one, each of them) who is named and described as the Applicant its successors or permitted assigns, and in the case of an individual their executors and administrators. Where appropriate in the context, the term also includes employees, agents, contractors and persons authorised by the Applicant.

**Council** means the person (and if more than one, each of them) named and described as the Council its successors or permitted assigns, and in the case of an individual their executors and administrators. Where appropriate in the context, the term also includes employees, agents and persons authorised by the Council.

**Insurer** means any reputable and financially sound insurer whose business includes the provision of insurance contemplated in clause 5.

**Movement Area** means the part of the aerodrome to be used for the take-off, landing and taxiing of aircraft and includes the apron(s).

**Regulations** mean the *Airports (Control of On-Airport Activities) Regulations 1997*, made under the *Airports Act 1996*.

**Rockhampton Aerodrome Manual** means the manual the Council maintains (and updates from time to time) specifying the operating procedures for Airside Vehicle access at the Aerodrome.

**Vehicle** means a 'vehicle' as defined by the Regulations and includes any motor vehicle, special purpose vehicle or other mobile equipment, which is used on the Airside, or taken onto the Airside, by the Applicant.

#### 3. INTERPRETATION

In this Agreement, unless the context otherwise requires:

- (a) headings and underlining are for convenience only and do not affect the interpretation of this Agreement;  
 (b) words importing the singular include the plural and vice versa;  
 (c) a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of them;  
 (d) the words "include", "includes", "including", "for example" or "such as" are not used as, nor are they to be interpreted as, words of limitation.

#### 4. INDEMNITY & RELEASE

- 4.1 The Applicant agrees to release, hold harmless and indemnify the Council, its officers, servants, agents and contractors from and against all liabilities, claims, damages, losses, costs, charges and expenses which may accrue against or be suffered by the Council arising out of or in any way connected with:  
 (a) loss or damage to the Council's property;  
 (b) claims against the Council for personal injury or death or loss or damage to the property;  
 (c) any other loss or damage, caused by, arising out of, in connection with or as a consequence of the presence, use or operation of any Vehicle on the Airside by the Applicant, its servants, officers, agents or contractors, which arises out of a negligent act or omission of the Applicant.
- 4.2 The Applicant's liability to release and indemnify the Council shall be reduced proportionally to the extent that any negligent act or omission of the Council contributed to the loss, damage, death or injury.
- 4.3 This release and indemnity is a continuing obligation, separate and independent from the other obligations of the Applicant and survives termination of its agreement with the Council to enter upon, use and operate Vehicles at the Aerodrome. It is not necessary for the Council to incur expenses or make payments before enforcing its right of indemnity under this Agreement.
- #### 5. INSURANCE
- ##### 5.1 AVIATION LIABILITY INSURANCE
- 5.1.1 The Applicant must insure itself and all contractors employed from time to time and keep insured in a sum of not less than Twenty Million Dollars (\$20,000,000), with a reputable insurance company acceptable to the Airport Operator, against all liability to the Applicant arising from this Agreement. The policy must clearly state that the Insurance Company is aware that the Vehicle is to be used airside at Rockhampton Airport.
- 5.1.2 The aviation legal liability policy shall:-  
 (a) cover the liability of the Applicant for loss of or damage to property and the death of or injury to any person (other than a liability required by law to be insured under a workers compensation insurance policy);  
 (b) contain a cross liability clause in which the Insurer agrees to waive all rights of subrogation or actions against any of the persons constituting the insured and for the purposes of which the Insurer accepts the term 'insured' as applying to each of the persons constituting the insured to the extent of the indemnity in Clause 4.1.
- ##### 5.2 INSURANCE OF EMPLOYEES
- 5.2.1 Before entering the Aerodrome, the Applicant shall insure against statutory and common law liability for the death of or injury to persons employed by the Applicant. The insurance cover shall be maintained until the termination of the Applicant's AVP.

## Part 2 – Aerodrome Administration Operating Procedures

5.2.2 The Applicant shall ensure that all contractors have similarly insured their employees.

### 5.3 INSPECTION AND PROVISION OF INSURANCE POLICIES

#### 5.3.1 Proof of insurance

Before the Applicant enters into the Aerodrome, and whenever requested in writing by the Council, the Applicant shall provide the Council with satisfactory evidence (which may include the policy certificate, policy Schedule and policy document) of the insurance the Applicant or contractor is required to acquire and maintain in accordance with this Agreement.

#### 5.3.2 Failure to provide proof of insurance

If the Applicant or contractor fails to properly provide satisfactory evidence of compliance with clauses 5.1, 5.2 and 5.3 above following a request for such evidence by the Council, the Council may refuse entry onto the Aerodrome by the Applicant and/or its contractors until such evidence is produced by the Applicant or contractor.

#### 5.3.3 Notices from or to Insurer

The Applicant shall ensure that each insurance policy it obtains in accordance with this Agreement contains provisions which require the Insurer, whenever the Applicant or contractor fails to maintain the policy, to promptly give immediate notice of such failure to the Council and in any event prior to cancellation of the policy.

### 5.4 CLAIMS AND POTENTIAL CLAIMS

The Applicant shall, as soon as practicable, inform the Council in writing of any occurrence or event that may give rise to a claim under a policy of insurance obtained in accordance with this Agreement, or any claim made under such policy, and shall keep the Council informed of subsequent developments concerning the claim. The Applicant shall ensure that contractors keep the Council similarly informed of any claim or potential claim made by each or any of them.

### 6. GOVERNING LAW

- (a) This Agreement is to be governed by the laws of the Commonwealth of Australia and the State of Queensland.
- (b) The Applicant submits to the non-exclusive jurisdiction of the Courts of the Commonwealth of Australia and the State of Queensland and any Courts that have jurisdiction to appeals from the aforementioned Courts.

**EXECUTED AND DELIVERED** as a Deed on the date of this document.

**EXECUTED** for and on behalf of Rockhampton Regional Council by :

Chief Executive Officer, an authorised officer of Rockhampton Regional Council,  
in the presence of:

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
A Justice of the Peace or Commissioner of Declaration

\_\_\_\_\_  
Date

#### FOR USE BY COMPANY:

**EXECUTED** by

\_\_\_\_\_  
PTY LTD

\_\_\_\_\_  
Authorised Officer

**ACN**

\_\_\_\_\_  
In accordance with Section 127 of the Corporations Act 2001

\_\_\_\_\_  
Authorised Officer

#### FOR USE BY INDIVIDUAL:

**SIGNED, SEALED AND DELIVERED** by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
In the presence of:

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Name of Witness in Full)