



## Airside Vehicle Control Manual



**Reference No: 9004MKY**

**Version 4  
27 September 2017**

**MACKAY AIRPORT PTY LTD  
ACN 132 228 534**

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9004\_MKY\_MAPLAirsideVehicleControlManualV4\_EffectiveDate\_27/09/2017\_ReviewDate\_27/09/2018

# Airside Vehicle Control Manual

## Foreword

The Mackay Airport *Airport Operations Manual (AOM)* contains details of the airside operating procedures that we importantly need to adopt to ensure the safety and viability of our airport. The Airport Operations Manual also satisfies our legal obligations under the Civil Aviation Safety Regulations (CASR) Part 139, in particular CASR 139.090.

In accordance with Section 10 of the AOM, Mackay Airport Pty Ltd has developed the **Airside Vehicle Control Manual** and the **Airside Drivers Handbook**. These documents identify the mandatory rules and procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as the procedures used to authorise drivers to drive vehicles airside.

The mandatory rules and procedures specified in this Manual and the Airside Drivers Handbook are applicable to Mackay Airport Pty Ltd vehicles and personnel as well as to operators, tenants and individuals conducting businesses or other activities on or at the airport. These documents will consequently form the basis of any audit and/or action that might be taken against a particular organisation or driver.

The Manager Aviation Operations should be consulted if there is difficulty in complying with any of the procedures detailed in the Manual or Handbook so that the necessary document amendments can be made. We should always question why we do the things the way we do and we should always challenge ourselves to see if the intended result can be achieved in a more efficient or reliable way.

***It is important that drivers on airside areas exercise due caution in the course of their duties. Failure to observe these instructions could endanger their life or the lives of others.***

*Robert Porter*  
General Manager  
**Mackay Airport Pty Ltd**

27 September 2017

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## Airside Vehicle Control Manual

### Document Control

Reference No	Version	Status	Sponsor	Author
9004MKY	4	Approved	General Manager	Manager Aviation Operations

Amendments				
Version	Revision Date	Amendments	Inserted by	Date Inserted
4	11 July 2017	Minor amendments throughout document	SAS	11 July 2017
3	07 May 2016	Complete review of document inclusive of document control including new document identifier and number.	AAO	09 May 2016
2	05 May 2015	Amendments as a result of ATI including the following key items: <ul style="list-style-type: none"> <li>• Update footer with reissue and review dates</li> <li>• Added Shell to distribution list</li> <li>• Amended 1.4(f)(i)(iii) – removed reference to vehicle signage 300 x 300mm</li> <li>• Inserted 1.5 (c) (d)</li> <li>• Amended 1.6(e), 1.8, 1.11</li> <li>• Removed 'Note' under 1.12(c) in reference to waiver of insurance</li> <li>• Amended 2.3 to include 'certifies'</li> <li>• Amended 2.3(f) 'must' to 'will'</li> <li>• Amended 2.6 to remove MAO has agreed to waive'</li> <li>• Amended 2.10 to include 'as soon as practicable'</li> <li>• Amended 6.5(d) to include 'sighted'</li> </ul>	AAO	01 May 2015
1	29 August 2014	All – complete review of document inclusive of document control including new document identifier and number in footer.	AAO	29 August 2014

## Airside Vehicle Control Manual

### Summary

In accordance with Section 10 of the *Airport Operations Manual*, Mackay Airport Pty Ltd has developed the *Airside Vehicle Control Manual* and an *Airside Drivers Handbook*. These documents identify the mandatory rules and procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as the procedures used to authorise drivers to drive vehicles airside.

The Mackay Airport *Airside Vehicle Control Manual* is distributed electronically as an uncontrolled document to the following organisations. The document is subject to regular review and amendment.

Future amendments will also be distributed electronically on approval by the General Manager.

Strict management of printed copies within organizations should be considered as inaccuracies and out of date information may otherwise result in confusion.

THE CURRENT VERSION OF THIS DOCUMENT IS AVAILABLE ON THE MACKAY AIRPORT WEBSITE.

CASA - Airport Inspector	Aerocare
Airservices Australia – Mackay Air Traffic Control (ATC)	Aviation Rescue Fire Fighting Service
Oznorth Services	

### Master

Electronic Copy on Airport SharePoint site  
(Maintained as controlled copy by Aviation Administration Officer)

# Airside Vehicle Control Manual

## Requirements For Airside Vehicle Control

### INTRODUCTION

Mackay Airport Pty Ltd is the owner/operator of Mackay Airport, an aerodrome certified by the Civil Aviation Safety Authority (CASA).

Although vehicle operations on the landside of the airport are subject to the application of State regulations, vehicle operations airside impact on the safety and security of aviation activities. For this reason, the use of vehicles on airside is regulated:

- ➔ for the purpose of aviation safety, by Mackay Airport Pty Ltd, the Civil Aviation Safety Authority and Airservices Australia; and
- ➔ for the purposes of aviation security, by Mackay Airport Pty Ltd and the Department of Infrastructure and Regional Development.

### REGULATORY REQUIREMENTS

As a condition of the aerodrome certificate (and in the interests of the safety of aircraft operations), Mackay Airport Pty Ltd is required by the Civil Aviation Safety Authority (under *Civil Aviation Safety Regulations 1998 [CASR]*) to institute certain aerodrome operating procedures, including procedures for the control of persons and vehicles on or near aircraft movement areas. These operating procedures form part of the Aerodrome Manual.

As the airport operator, Mackay Airport Pty Ltd has a specific responsibility to:

- ➔ regulate and control persons and vehicles on the airport; and to
- ➔ control access to security restricted areas of the airport.

Control of vehicles on the manoeuvring area during ATC hours of operation, is the responsibility of Airservices Australia Air Traffic Control (*Air Services Act 1995*, Section 8.1 and *Air Services Regulation 1995*, 3.02).

### RESPONSIBILITIES OF MACKAY AIRPORT PTY LTD

Mackay Airport Pty Ltd is responsible to provide airside vehicle control at Mackay Airport by way of adequate training and appropriate administrative procedures. The prime objectives of such vehicle control are to:

- a) avoid injury to persons;
- b) avoid damage to property (particularly aircraft);
- c) ensure that priority is given to aircraft on runways, taxiways and aprons; and
- d) comply with the relevant requirements of the Transport Security Program.

In accordance with Section 10 of the AOM, Mackay Airport Pty Ltd has developed the ***Airside Vehicle Control Manual*** and an ***Airside Drivers Handbook***. These documents identify the mandatory procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as the procedures used to authorise drivers to drive vehicles airside.

The mandatory rules and procedures specified in this Manual and the Airside Drivers Handbook are applicable to Mackay Airport Pty Ltd vehicles and personnel as well as to operators, tenants and individuals conducting businesses or other activities on or at the airport. These documents will consequently form the basis of any audit and/or action that might be taken against a particular organisation or driver.

## Airside Vehicle Control Manual

The Airside Vehicle Control Manual and Airside Drivers Handbook are available via the Mackay Airport website [www.mackayairport.com.au](http://www.mackayairport.com.au)

On request, Mackay Airport Pty Ltd can provide hard copies of these documents.

### **INDEMNITY AND RELEASE**

Indemnity and release of any liability or loss is in accordance with the Mackay Airport Conditions of Use. This document is available on the Mackay Airport Website – [www.mackayairport.com.au](http://www.mackayairport.com.au)

## Airside Vehicle Control Manual

### DEFINITIONS

In this Manual:

<b>Aeronautical Radio Operators Certificate</b>	A certificate issued in accordance with Civil Aviation Regulation 83A
<b>Airport</b>	Mackay Airport
<b>Airside</b>	The movement area of the airport, adjacent terrain and buildings or portions thereof, being the areas marked as such on the Airside Plan in the Airside Drivers Handbook.
<b>Airside Drivers Authority (ADA)</b>	Airside Drivers Authority issued under Part 4 of this Manual
<b>Airside Drivers Authority Restricted Category</b>	an Authority authorising driving in Restricted Category issued in accordance with Part 4 of this Manual
<b>Airside Drivers Authority Unrestricted Category</b>	an Authority authorising driving in Unrestricted Category issued in accordance with Part 4 of this Manual.
<b>Airside Drivers Handbook (ADH)</b>	Appendix to Airside Vehicle Control Manual detailing mandatory rules and procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as procedures used to authorise drivers to drive vehicles airside.
<b>Airside Road</b>	A road within the Airside of the Airport and marked as a road on the Airside plan in the Airside Drivers Handbook.
<b>Airside Vehicle Control Manual</b>	(see also Manual) means this document, which details particulars for the control of surface vehicles operating on, or in the vicinity of the movement area at Mackay Airport, in accordance with the requirements of MOS Part 139 Section 10.9.2.
<b>Airside Vehicle Permit (AVP)</b>	An authority for a Vehicle to enter the Airside issued under Part 2 of this Manual.
<b>Air Traffic Control (ATC)</b>	An air traffic control service established by Airservices Australia in pursuance of Airservices Regulation 3.02.
<b>Approved Issuing Authority</b>	An organisation authorised by Mackay Airport Pty Ltd under Part 6 of this Manual to issue Authorities for Use Airside and/or Authorities to Drive Airside.
<b>Approved Training Officer</b>	A person nominated by an Approved Issuing Authority and approved by Mackay Airport Pty Ltd Manager Aviation Operations, in accordance with Part 7 of this Manual.
<b>Apron:</b>	<p>A part of an Airport used:</p> <ul style="list-style-type: none"> <li>• for the purpose of enabling passengers to board, or disembark from aircraft;</li> <li>• for loading cargo on to, or unloading cargo from, aircraft; and /or</li> <li>• for refuelling, parking or carrying out maintenance on aircraft</li> </ul> <p>and designated as such on the plan detailed in the Airside Drivers Handbook.</p>
<b>ARFFS</b>	The Airservices Australia Aviation Rescue and Fire Fighting Service
<b>Authorised Officer</b>	A person appointed by the General Manager Airport of Mackay Airport Pty Ltd to be an Authorised Officer.



## Airside Vehicle Control Manual

<b>Aviation Security Identification Card (ASIC)</b>	A card issued by an approved issuing authority that is approved by the Department of Infrastructure and Regional Development which permits individuals who have a justifiable need, to have unescorted access to security restricted areas on a Security Controlled Airport.
<b>Common Traffic Advisory Frequency (CTAF):</b>	A radio frequency used for the purposes of aircraft radio communications at a non-controlled aerodrome. It can also refer to the mandatory procedures (via CTAF procedures) that must be used at such an aerodrome.  [Note that Mackay Airport becomes a non-controlled aerodrome outside of the hours of operation of air traffic control.]
<b>Controlled Airport</b>	(see Security Controlled Airport).
<b>DAMP</b>	Drug and Alcohol Management Plan
<b>General Aviation</b>	All civil aviation operations other than RPT (Regular Public Transport) operations
<b>Manager Aviation Operations (MAO):</b>	the Manager Aviation Operations of Mackay Airport Pty Ltd or an employee of Mackay Airport Pty Ltd authorised to act on behalf of the Manager Aviation Operations in relation to the exercise of powers under this Manual.
<b>Manoeuvring Area</b>	that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
<b>Manual</b>	The Airside Vehicle Control Manual.
<b>MAPL</b>	Mackay Airport Pty Ltd.
<b>Markings:</b>	The symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles.
<b>Movement Area</b>	that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).
<b>Perimeter Road</b>	An Airside Road which remains clear of the Manoeuvring Areas
<b>Rules for Drivers Operating on Airside</b>	rules for drivers set out in the Airside Drivers Handbook.
<b>Security Controlled Airport</b>	an Airport declared (for security purposes) under section 28 of the <i>Aviation Transport Security Act 2004</i> and <i>Aviation Transport Security Regulations 2005</i> .
<b>Security Restricted Area (SRA)</b>	that part of the airport designated by notices posted by Mackay Airport for the operation of RPT Aircraft and Security Screened Passengers. This is a designated area, access to which is controlled for the purpose of aviation security.  [Note: The SRA at Mackay Airport comprises the main RPT Apron, BMA and other areas detailed in the Mackay Airport Transport Security Program.]
<b>Supervised Vehicle</b>	A Vehicle driven under Supervision in accordance with Part 5 of this Manual and Airside Drivers Handbook
<b>Supervision</b>	supervision in accordance with Part 5 of this Manual and with the Rules for Drivers Operating Airside.
<b>Tower</b>	Airservices Australia Air Traffic Control Tower at the Airport. (Operating "Tower" frequency at Mackay Airport is 124.5MHz)
<b>Transport Security Program</b>	the security arrangements in force at the Airport in accordance with <i>the Aviation Transport Security Act 2004</i> and <i>Aviation Transport Security Regulations 2005</i> .
<b>Vehicle</b>	a motor vehicle or other specialised airside mobile equipment, other than bicycles, tricycles and motorcycles. <b>Note:</b> Bicycles and tricycles may only be used airside in accordance with paragraph 9.6 of the Manual).
<b>Vehicle Operator</b>	a person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.

# Airside Vehicle Control Manual

## Part 1

### 1. VEHICLE OPERATORS

#### General Requirements

- 1.1 A Vehicle Operator must not operate or permit the operation of a Vehicle in an area on Airside in breach of the Rules for Drivers Operating on Airside detailed in the Airside Drivers Handbook.
- 1.2 A Vehicle Operator must ensure that any Vehicle which it operates, or which is operated on its behalf, on Airside is operated in accordance with all relevant legislation including, to the extent applicable, the *Civil Aviation Act 1988*, the Civil Aviation Regulations, Civil Aviation Safety Regulations, and the Civil Aviation Orders.
- 1.3 Without limiting the generality of the previous provisions, a Vehicle Operator must ensure that any Vehicle which it operates or which is operated on its behalf is not operated on Airside within 15 metres of an aircraft during fuelling of the aircraft, other than in accordance with Civil Aviation Order 20.9.
- 1.4 A Vehicle Operator must not operate or permit the operation of a Vehicle in an Airside area without Supervision in accordance with Part 5 unless:
  - (a) the Vehicle Operator holds a current Airside Vehicle Permit for the Vehicle to operate in the area;
  - (b) if the Vehicle is not permanently located on Airside, any entry or egress of the Vehicle from the Airside area is through entry or egress points;
  - (c) the Vehicle Operator's current Airside Vehicle Permit for the Vehicle:
    - (i) is affixed to the left-hand side of the windscreen if the Vehicle has a windscreen;
    - (ii) is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the Vehicle if the Vehicle does not have a windscreen; and
  - (d) the driver of the Vehicle holds a current Airside Drivers Authority for the area; and
  - (e) the Vehicle is  
EITHER
    - (i) registered for use on public roads; or
    - (ii) meets the mechanical and roadworthiness requirements under the law of the State of Queensland;  
OR, in the case of a specialist Airport Vehicle, the Vehicle meets:
      - (iii) the IATA specifications, if any, for such a Vehicle; or
      - (iv) in the case of a Vehicle for which there are no IATA specifications, the Manager Aviation Operations has given prior approval to the use of the Vehicle and the use of the Vehicle is in accordance with any conditions which the Manager Aviation Operations may have attached to such approval or may attach from time to time; and
  - (f) the Vehicle has a clearly displayed logo on both sides which clearly identifies the Vehicle Operator.

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### Manoeuvring Area

- 1.5 A Vehicle Operator must not operate or permit the operation of a Vehicle on the Manoeuvring Area unless:
- (a) the Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control and aircraft and the driver holds an Aeronautical Radio Operators Certificate; or
  - (b) the Vehicle is under Supervision in accordance with Part 5 by a Vehicle so equipped and driven by a driver with such Certificate.
  - (c) 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.
  - (d) Vehicles not painted yellow or orange must be marked by vehicle warning lights in accordance with 1.6(e).
- 1.6 A Vehicle Operator must not operate or permit the operation of a Vehicle on any part of the Manoeuvring Area:
- (a) between sunset and sunrise; or
  - (b) in conditions where low visibility procedures have been declared (generally when visibility is less than 800 metres);  
  
unless the Vehicle
  - (c) is driven by a driver whose Airside Drivers Authority is Unrestricted; and
  - (d) the Vehicle has headlights (dipped) and tail lights operating;  
  
AND EITHER
  - (e) displays on top of the Vehicle a flashing or rotating beacon which is red in the case of Aviation Rescue Fire Fighting vehicles, blue/red for Police Vehicles and amber for other Vehicles;  
  
Note: Warning lights must be mounted on the top of a vehicle, so as to provide 360 degree visibility.
  - (f) is under Supervision in accordance with Part 5 by another Vehicle being operated in accordance with this Manual and displaying such beacon or flashing lights.

### Accidents and Near Misses

- 1.7 A Vehicle Operator must immediately report to the Manager Aviation Operations any accident on Airside involving a Vehicle operated by or on behalf of the Vehicle Operator if the accident:
- (a) Causes personal injury; or
  - (b) Causes property damage; or
  - (c) Has the potential to cause injury or damage

### Immobilised Vehicles

- 1.8 If a Vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on a Movement Area the Vehicle Operator must immediately notify the Duty Airport Safety Officer and remove the vehicle as soon as practicable.

## Airside Vehicle Control Manual

- 1.9 A Vehicle Operator must ensure that if a Vehicle operated by it or on its behalf becomes immobilised on the Manoeuvring Area:
- (a) Air Traffic Control is notified immediately; and
  - (b) The Airport Safety Officer is notified.
- 1.10 A Vehicle Operator must ensure that if a Vehicle operated by it or on its behalf becomes immobilised on an Apron area, the Duty Airport Safety Officer is notified immediately.
- 1.11 A Vehicle Operator must ensure that if a Vehicle operated by it or on its behalf becomes immobilised on a Movement Area, that the driver of the Vehicle removes the vehicle immediately OR provides to Mackay Airport staff such assistance as they may reasonably require to move the Vehicle from the Movement Area or to another area on the Movement Area that the Mackay Airport staff may consider appropriate.

### Insurance

- 1.12 A Vehicle Operator must ensure that a Vehicle for which it holds an Airside Vehicle Permit is covered by:
- (a) Third Party Personal Injury Insurance to an amount as specified by the Manager Aviation Operations; up to the value of \$20 million, as per the Conditions of Use for Mackay Airport.
  - (b) Third Party Property Insurance to an amount as specified by the Manager Aviation Operations;
  - (c) These policies must be specifically endorsed that they "Do not exclude Airside Activities"

An airside vehicle indemnity and release is a signed agreement between Mackay Airport and the Indemnitor.

### Disposal of Vehicle

- 1.13 When a Vehicle Operator disposes of a Vehicle for which it holds an Authority for Use Airside, the Vehicle Operator must:
- (a) Remove the Airside Vehicle Permit from the Vehicle prior to disposal;  
AND within 24 hours of disposal
  - (b) Notify the Manager Aviation Operations (in writing) of the disposal; and  
EITHER
  - (c) Return the Airside Vehicle Permit for the Vehicle to the Manager Aviation Operations;  
OR
  - (d) Notify the Manager Aviation Operations (in writing) that the Airside Vehicle Permit has been destroyed.
  - (e) In accordance with *Schedule 3 of the Mackay Airport Conditions of Use 2014*, the Manager Aviation Operations will arrange disposal of any vehicle/Ground Service Equipment that no longer has a valid airside vehicle permit and is no longer in use.  
OR
  - (f) Change to vehicle operator.

# Airside Vehicle Control Manual

## Part 2

### 2. AIRSIDE VEHICLE PERMITS

#### Issue/Renewal

- 2.1 Subject to this Manual, upon receiving an Airside Vehicle Application form from a Vehicle Operator, the Manager Aviation Operations may issue or renew an Airside Vehicle Permit. The Airside Vehicle Application form is available on the Mackay Airport website.
- 2.2 Subject to this Manual, an Approved Issuing Authority may, upon completion of an Airside Vehicle Application form, issue or renew an Airside Vehicle Permit for itself or a Subsidiary.
- 2.3 The Manager Aviation Operations will only, and an Approved Issuing Authority may only, issue or renew an Airside Vehicle Permit for an Airside area if the applicant certifies:
- (a) A need for the Vehicle to be operated in the area on a frequent and unsupervised basis:
    - (i) to provide a service which is part of, or incidental to, the operation of the Airport;
    - (ii) To carry out regulatory or law enforcement activities; or
    - (iii) Any other purpose approved in writing by the Manager Aviation Operations;
  - (b) capacity to ensure that the operation of the Vehicle will comply with the requirements of this Manual and with all laws, rules, standards and directions including, where applicable, Civil Aviation Orders and Air Traffic Control directions, relating to the operation of Vehicles in the area;  
  
And, without limiting the generality of (b);
  - (c) that the applicant has the appropriate arrangements to limit fire hazards in Vehicles that are to operate within 15 metres of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling in accordance with the requirements of Civil Aviation Order 20.9;
  - (d) that there are appropriate arrangements in place to ensure that if the Vehicle becomes immobilised on a Movement Area, the Vehicle will be removed as soon as practicable and notifications required under paragraphs 1.9 and 1.10 will be given; and
  - (f) That the vehicle and ground equipment operated airside will be maintained in a sound mechanical and roadworthy condition so as to prevent avoidable breakdowns and spillage of fuels, lubricant and hydraulic fluid.

[Note 1: The purposes for which the Manager Aviation Operations might give approval under (a) (iii) may include scientific research.]

[Note 2: The "appropriate arrangements" to limit fire hazards referred to in (c) will at least include capacity to ensure compliance with Civil Aviation Order 20.9.

- 2.4 Even if the applicant satisfies the preceding provision, neither the Manager Aviation Operations nor an Approved Issuing Authority is obliged to issue or renew an Airside Vehicle Permit.

[Note: It may be that some emergency, regulatory or law enforcement authorities will have rights of access in some circumstances even without an Airside Vehicle Permit or Airside Drivers Authority. However, there is no general obligation on Mackay Airport to allow Vehicle Operators access to Airside even if they satisfy Part 2 of this Manual.]

## Airside Vehicle Control Manual

### New types of Vehicles

- 2.5 An Approved Issuing Authority is not authorised to issue, and must not purport to issue, an Airside Vehicle Permit for a Vehicle which is of a type for which an Airside Vehicle Permit has not previously been issued in relation to the Airport.

[Note 1: Where a Vehicle Operator plans to acquire a new type of Vehicle for Airport use, he/she should discuss the proposal with the Mackay Airport 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 assessment of the proposed equipment will ordinarily include:

- compliance with IATA standards (where applicable)
- dimensions
- gross mass
- number, spacing and size of wheels and type of tyres and their pressures
- turning radius
- motive power
- areas of intended operation
- special features.

[Note 2: Where a new type of vehicle needs to be restricted to certain areas due to weight considerations, the Mackay Airport Manager Aviation Operations will stipulate those restrictions.]

### Indemnity and Release

- 2.6 An Approved Issuing Authority is not authorised to issue, and must not purport to issue, an Airside Vehicle Permit unless Mackay Airport has been provided with an indemnity and release in accordance Airside Vehicle Indemnity and Release Form.
- 2.7 The Manager Aviation Operations may not issue an Airside Vehicle Permit unless Mackay Airport has been provided with a signed Airside Vehicle Indemnity and Release Agreement between Mackay Airport and the Indemnitor.

### Expiry, Cancellation and Suspension

- 2.8 Subject to this Manual, an Airside Vehicle Permit is valid for 12 months from the date of issue or the expiry date of the insurance (whichever is the lesser).
- 2.9 The Manager Aviation Operations may at any time cancel or suspend an Airside Vehicle Permit, whether originally issued by the Manager Aviation Operations or by an Approved Issuing Authority, by giving written notice to the Vehicle Operator:
- (a) That the Airside Vehicle Permit is cancelled; or
  - (b) That the Airside Vehicle Permit is suspended for the period specified in the notice; as the case may be.
- 2.10 On receipt of a notice of cancellation or suspension of an Airside Vehicle Permit under the previous paragraph, the Vehicle Operator must, as soon as practicable:

EITHER

## **Airside Vehicle Control Manual**

(a) Surrender the Airside Vehicle Permit to the Manager Aviation Operations;

OR

(b) If the Airside Vehicle Permit cannot be removed from the Vehicle, destroy the Airside Vehicle Permit and provide the Manager Aviation Operations with a written statement that it has been destroyed.

2.11 At any time during a period of suspension under this Part, the Manager Aviation Operations may by written notice to the Vehicle Operator:

(a) Re-issue the Airside Vehicle Permit for the balance of its term;

(b) Cancel the Airside Vehicle Permit; or

(c) Extend the period of suspension.

**Note:** Ordinarily, if the Manager Aviation Operations has reason to believe that a Vehicle is not fit to be operated Airside or that there has been a breach of the requirements of this Manual which is sufficiently serious to consider cancellation of an Airside Vehicle Permit, the Manager Aviation Operations will suspend the Airside Vehicle Permit first and give the Vehicle Operator an opportunity to discuss whether or not there has been a breach and if so whether cancellation is appropriate.

The Manager Aviation Operations will normally suspend an Airside Vehicle Permit only if the Manager Aviation Operations is satisfied that the Vehicle Operator has breached the requirements of this Manual - either in relation to the Vehicle subject to the Airside Vehicle Permit which is being cancelled or in relation to another Vehicle where the breach in relation to that other Vehicle casts doubt on the capacity of the Operator to comply with the Manual in relation to the Vehicle.

The Manager Aviation Operations' power to suspend or cancel is not limited to situations where there is a breach of the Manual. In some circumstances, the Manager Aviation Operations may consider it appropriate to suspend/cancel in order to control the number of Vehicles or Operators at the Airport for general congestion or commercial reasons.

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# Airside Vehicle Control Manual

## Part 3

### 3. DRIVING VEHICLES AIRSIDE

#### General Requirements

- 3.1 A person must not drive a Vehicle on Airside, unless he/she has a lawful and operational reason to do so.
- 3.2 A person driving a Vehicle on Airside, including a person driving a Vehicle which is under Supervision in accordance with Part 5, must comply with the Rules for Drivers Operating on Airside detailed in the ***Airside Drivers Handbook***.
- 3.3 A person must not drive a Vehicle on Airside unless the person holds a State or Territory driving licence for that type of vehicle and the person is:
- (a) Authorised to drive a Vehicle on Airside by an Airside Drivers Authority; or
  - (b) Under Supervision in accordance with Part 5 of this Manual; or
  - (c) Driving in an Apron Area in accordance with Part 8 of this Manual.

Note: The State or Territory licence to drive does not have to be a licence from the State of Queensland. However must be appropriate for class of vehicle.

- 3.4 A person driving a Vehicle on Airside must not:
- (a) Smoke whilst on the Movement Area; and/or
  - (b) Carry a child under the age of 16 years in any vehicle unless specifically authorised by the Manager Aviation Operations;
  - (c) Allow any uncaged animals in any vehicle unless specifically authorised by the Manager Aviation Operations (guide dogs and law enforcement dogs are exempt);
  - (d) Drivers are not permitted to use a mobile phone while operating a vehicle and must pull over and park to make or receive a call (does not include manoeuvring area).
  - (e) Mobile phone usage is not permitted by a driver on a manoeuvring area.



## Airside Vehicle Control Manual Part 4

### 4. AUTHORITY TO DRIVE AIRSIDE

- 4.1 Subject to this Manual, on receipt of an Airside Drivers Authority Application Form and if satisfied of the matters required to be certified in the application, the Manager Aviation Operations may issue or renew an Airside Drivers Authority in any category.
- 4.2 Subject to this Manual, on receipt of an Airside Drivers Authority Application Form and if satisfied of the matters required to be certified in the application, an Approved Issuing Authority may issue or renew an Airside Drivers Authority in Category Restricted to a person who is an officer or employee of the Approved Issuing Authority or an officer or employee of a Subsidiary of the Approved Issuing Authority. Only the Manager Aviation Operations may issue or renew an Airside Drivers Authority Category Unrestricted.

Note: Mackay Airport or an Approved Issuing Authority must not issue an Airside Drivers Authority unless the Vehicle Operator certifies on the application form that the applicant has an operational need to drive on airside on a frequent and unsupervised basis

- 4.3 Subject to this Manual, the Airside areas for which driving is authorised for each Category of Airside Drivers Authority are:

**Restricted:** Perimeter Roads and Aprons

**Unrestricted:** Restricted plus Taxiways and Runways

#### Issue

- 4.4 In the case of an applicant who has not held an Airside Drivers Authority in the same or higher Category for the Airport during the 12 months preceding the application, the Manager Aviation Operations or Approved Issuing Authority as the case may be, may issue the Authority if satisfied that:

- (a) the applicant has spent a minimum time as an observer/driver under instruction in a Vehicle operating in the relevant Airside area as follows:
- (i) As a minimum - 4 hours by day for a Restricted ADA; or
  - (ii) As a minimum - 8 hours by day plus 4 hours by night for an Unrestricted ADA;
- (b) Must possess a Aeronautical Radio Operator Certificate (CASA) for unrestricted ADA;
- (c) the applicant has had appropriate training;

AND

- (d) in the case of an Airside Drivers Authority being issued by Mackay Airport, Mackay Airport personnel or persons engaged by Mackay Airport with responsibility for administering tests for such Authorities have reported that the applicant has achieved a satisfactory standard in such a test;

OR

- (e) in the case of an Airside Drivers Authority being issued by an Approved Issuing Authority, the applicant has performed satisfactorily in tests approved for this purpose by Mackay Airport and administered by an Approved Training Officer.

Note 1: Mackay Airport expects Approved Issuing Authorities and Approved Training Officers to conduct any training in accordance with the approved Mackay Airport standards and Part 7 of this manual.

## Airside Vehicle Control Manual

Note 2: Mackay Airport wishes to discourage applicants sitting for tests without sufficient preparation. Ordinarily, if an applicant fails a test, Mackay Airport will not make personnel available to test the applicant again for at least 7 days.

Note 3: Tests are intended to confirm, to the extent relevant to the particular Authority to Drive Airside, that the applicant understands and is familiar with matters such as the geography of the Airport and the limits of the areas covered by the Authority, the Rules for Drivers Operating Airside, Airport Markings, Air Traffic Control procedures, and apron operating procedures and that the applicant is aware of fuel safety issues.

### Renewal

4.5 In the case of an application for:

- (a) Renewal of an Airside Drivers Authority; or
- (b) An application for issue of an Airside Drivers Authority by a person who has held an Airside Drivers Authority of equivalent or higher Category in the 12 months preceding the application;

The Manager Aviation Operations or Approved Issuing Authority, as the case may be, may issue the Authority if satisfied that:

- (c) In the case of an Airside Drivers Authority being issued by Mackay Airport, Mackay Airport personnel or persons engaged by Mackay Airport with responsibility for administering tests for such Authorities have reported that the applicant has achieved a satisfactory standard in such a test;

OR

- (d) In the case of an Airside Drivers Authority being issued by an Approved Issuing Authority, the applicant has performed satisfactorily in tests approved for this purpose by Mackay Airport and administered by an Approved Training Officer.

### Expiry, Suspension and Cancellation

4.6 An Airside Drivers Authority is for valid for a maximum of two (2) years from date of issue. The expiry date must match the expiry date of the Airside Drivers ASIC card unless the Manager Aviation Operations or the Approved Issuing Authority specifies a shorter period in the Authority at the time of issue.

4.7 The Manager Aviation Operations may cancel or suspend an Airside Drivers Authority whether issued or renewed by the Manager Aviation Operations or by an Approved Issuing Authority and an Approved Issuing Authority may cancel or suspend an Airside Drivers Authority which it issued or renewed by giving notice to the driver that:

- (a) The Authority is cancelled; or
- (b) The Authority is suspended for the period specified in the notice.

4.8 The notice for the purposes of the previous paragraph may be given:

- (a) Verbally or in writing to the driver in person; or
- (b) By written notice to the address provided in the application for the Authority or any such changed address as the driver may have notified to the Manager Aviation Operations and/or an Approved Issuing Authority.
- (c) Aligned with the Penalty Point system detailed in the Airside Drivers Handbook.

### Penalties

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## **Airside Vehicle Control Manual**

- 4.9 A penalty system is in operation at Mackay Airport. Any driver in breach of the airside driving rules may be subject to penalties including accrual of penalty points, airside driving suspension, withdrawal or cancellation of Authority to Drive Airside (ADA) and/or requesting specific conditions be met to maintain airside safety standards.
- 4.10 The cancellation or suspension of any Authority to Drive Airside (ADA) will be determined by the Manager Aviation Operations in consultation with the Mackay Airport Supervisor Airside Safety.
- 4.11 If the Manager Aviation Operations cancels or suspends an Airside Drivers Authority, the Manager Aviation Operations must give the driver's Vehicle Operator written notice of the cancellation or suspension within 24 hours of the cancellation or suspension with a statement of the reason for such action.
- 4.12 When a driver is given notice under paragraph 4.9 that his or her Airside Drivers Authority has been cancelled or suspended, the driver must surrender the Authority to the Manager Aviation Operations or the delegated Mackay Airport staff member:
- (a) Immediately if the driver is informed while in charge of a vehicle on Airside; otherwise
  - (b) Within 48 hours.
- 4.13 A vehicle operator must take reasonable steps to ensure that within 48 hours of its receiving written notice from the Manager Aviation Operations of cancellation or suspension under this Part the Authority is surrendered to the Manager Aviation Operations if it has not already been surrendered.
- 4.14 If an Approved Issuing Authority cancels or suspends an Airside Drivers Authority, the Approved Issuing Authority must give the Manager Aviation Operations written notice of the cancellation or suspension within 24 hours of taking such action with a statement of the reason for such action.
- 4.15 Without limiting the powers and discretions which the Manager Aviation Operations may have under other provisions of this Manual, the Manager Aviation Operations may at any time during a period of suspension:
- (a) Re-issue the Authority to the driver for the remainder of the period of the Authority;
  - (b) Cancel the Authority;
  - (c) Extend the period of suspension; or
  - (d) Cancel the Authority and issue the Driver with an Airside Drivers Authority for a lower Category.
- 4.16 If the Manager Aviation Operations takes action under the preceding paragraph, the Manager Aviation Operations must give written notice of that action to the driver and must copy the notice to the driver's Vehicle Operator.
- 4.17 The Manager Aviation Operations or delegated Mackay Airport staff member may direct a person apparently in charge of a Vehicle on Airside to produce:
- (a) his/her Airside Drivers Authority;
  - (b) his/her current State or Territory drivers licence.
- 4.18 A person who receives a direction under the previous paragraph must comply immediately with the direction.

### **Notifying Loss of Licence**

- 4.19 If a driver who holds an Airside Drivers Authority ceases to hold at least one State or Territory licence to drive or has any State or Territory licence cancelled, restricted or suspended for breach of any traffic laws, the Airside Drivers Authority terminates immediately and the driver must within 48 hours of the cessation or cancellation:

## **Airside Vehicle Control Manual**

- (a) Surrender the Airside Drivers Authority to the Manager Aviation Operations; and
- (b) Notify in writing to the Manager Aviation Operations, the Vehicle Operator for whom he or she drives and, if applicable, the Approved Issuing Authority which issued the Airside Drivers Authority, of the cessation or cancellation as the case may be.

## **PART 5**

## Airside Vehicle Control Manual

### 5. Supervision Of Vehicles Without An Airside Vehicle Permit And Drivers Without An Airside Drivers Authority

The provisions in this Part are intended to allow for Supervised driving of a Vehicle on Airside where:

- There is no Airside Vehicle Permit for the Vehicle; or
- The driver does not hold a relevant Airside Drivers Authority; or
- Both.

5.1 The Manager Aviation Operations may, on such conditions as the Manager Aviation Operations considers appropriate:

- (a) Make available a person holding a current Airside Drivers Authority for an Airside area; or
- (b) Authorise Vehicle Operators to make available a person holding a current Airside Drivers Authority for an Airside area; to supervise the driving of a Vehicle ("the Supervised Vehicle") in the area by:
- (c) Driving a Vehicle for which an Airside Vehicle Permit is current to escort the Supervised Vehicle;
- (d) Riding in the Supervised Vehicle;
- (e) Accompanying the Supervised Vehicle on foot; and/or
- (f) Directing the Supervised Vehicle from a vantage point.

Note 1: Any person who wishes to request Mackay Airport Supervision should contact the Manager Aviation Operations at least 12 hours in advance. Even if such notice is given, Mackay Airport is not always able to make Vehicles and/or personnel available to supervise Vehicles.

Note 2: The Manager Aviation Operations may authorise Vehicle Operators to provide Supervision on a case by case basis or authorise a Vehicle operator to supervise any Vehicle in a category of regular visiting vehicles such as, for example, limousines or hire cars collecting passengers from aircraft.

#### **Withdrawal of Consent**

5.2 The Manager Aviation Operations may withdraw at any time its consent for Supervision given under the preceding paragraph.

#### **Rules of Supervision**

5.3 A person driving a Supervised Vehicle which is being escorted by another Vehicle must keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

5.4 Before a driver of a Vehicle commences escorting a Supervised Vehicle, the driver of the Vehicle must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 10 metres.

## **Airside Vehicle Control Manual PART 6**

### **6. Approved Issuing Authority**

#### **Approval**

- 6.1 The Manager Aviation Operations may grant approval for a Vehicle Operator other than Mackay Airport to be an Approved Issuing Authority for the purposes of issuing Airside Vehicle Permits and/or Airside Drivers Authority in accordance with this Manual.
- 6.2 In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide to the Mackay Airport the following information:
- (a) Number of Vehicles likely to enter Airside;
  - (b) The type of Vehicles likely to enter Airside;
  - (c) Number of employees likely to be authorised to drive Airside;
  - (d) A copy of the proposed Vehicle Operator training and testing material, which must include;
    - Geography of the airport
    - ATC communication procedures
    - Airport Markings
    - Aircraft towing procedures
    - Standard Vehicle Operator apron operating procedures.

This material will be assessed and reviewed by Mackay Airport, with any required changes to be made by the Approved Issuing Authority to Mackay Airport satisfaction.

#### **Cancellation**

- 6.3 The Manager Aviation Operations may at any time at his or her discretion cancel approval of an Approved Issuing Authority by written notice to the Approved Issuing Authority.

#### **Information to Drivers**

- 6.4 An Approved Issuing Authority must keep up to date and issue to all its own employees and employees of its Subsidiaries who may be required to drive on Airside as part of their normal duties, the following (as amended by Mackay Airport from time to time):
- (a) This Manual and the Airside Drivers Handbook.
  - (b) Guidance material approved by Mackay Airport regarding the use and meaning of signs, markers and markings.

## Airside Vehicle Control Manual

### Record-Keeping and Audit

6.5 An Approved Issuing Authority must:

- (a) Retain for a minimum of 3 years all applications for Airside Vehicle Permits and Airside Drivers Authorities;
- (b) Make and retain for a minimum of 3 years records sufficient to enable the Manager Aviation Operations from time to time to conduct an audit to ensure the Approved Issuing Authority is maintaining satisfactory standards in carrying out its functions as an Approved Issuing Authority, including a record of:
  - (i) The assessment on behalf of the Approved Issuing Authority of the compliance of Vehicles with the requirements of this Manual;
  - (ii) The materials used in the training and testing of applicants for Airside Drivers Authority;
- (c) provide training and testing of individual applicants for Airside Drivers Authority;
- (d) Sight driving records that provide evidence mandatory hours have been recorded for Restricted and Unrestricted ADA.

#### AND MUST

- (e) Provide to the Manager Aviation Operations on request and in such format as the Manager Aviation Operations may require a listing of:
  - : Airside Vehicle Permits; and/or
  - : Airside Drivers Authority;

Issued by the Approved Issuing Authority with such other details and information about the Authorities as the Manager Aviation Operations may direct; and

- (f) provide the Manager Aviation Operations with reasonable access to its records and premises to enable the Manager Aviation Operations to carry out audits to ensure that the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority; and
- (g) Ensure that relevant officers and employees of the Approved Issuing Authority and its Subsidiaries make themselves available and co-operate with the Manager Aviation Operations when carrying out such audits.

## **Airside Vehicle Control Manual PART 7**

### **7. Approved Training Officers**

#### **Approval**

- 7.1 An Approved Issuing Authority may at any time submit in writing to the Manager Aviation Operations a nomination of a person who:
- (a) is an officer or employee of the Approved Issuing Authority or a Subsidiary; and
  - (b) holds a current State or Territory driving licence; and
  - (c) holds a current Authority to Drive Airside;
- to be an Approved Training Officer for the purposes of this Manual.
- 7.2 The Manager Aviation Operations may approve a person nominated by the Approved Issuing Authority to be an Approved Training Officer subject to such limitations and conditions as the Manager Aviation Operations may state:
- (a) when approving the person; or
  - (b) at any time while the person remains an Approved Training Officer.

Note: Ordinarily, the Manager Aviation Operations will require that persons nominated to be Approved Training Officers undergo Mackay Airport Supervised tests and assessments to confirm their suitability for such tasks. In some cases, if individuals can demonstrate that they are suitable for such task through other means such as having recently carried out such functions with another Approved Issuing Authority, then the Manager Aviation Operations may not require testing prior to approval of the person as an Approved Training Officer.

#### **Scope of Authority**

- 7.3 An Approved Training Officer may train and test only for Categories of Airside Drivers Authority:
- (a) equal to or lower than the Category for which the Officer holds an Authority;
  - (b) for vehicles which are of a type covered by the Approved Training Officer's Airside Drivers Authority.

Note: This provision is intended as a minimum limitation on the authority of Approved Training Officers. In exercise of the power of the Manager Aviation Operations to impose limitations on the approval of such Officers, the Manager Aviation Operations may further limit the authority of an Approved Training Officer - for example, so that the Officer only has authority to test for Categories of Airside Drivers Authority *lower* than the Category for which the Officer holds an Airside Drivers Authority.

#### **Cancellation**

- 7.4 The Manager Aviation Operations may at any time cancel the approval of a person as an Approved Training Officer by written notice to the Approved Issuing Authority.

#### **Testing**

- 7.5 Approved Training Officers must make themselves available for such testing as the Manager Aviation Operations may require from time to time, to assess the suitability of the Approved Training Officer to continue as such.



# Airside Vehicle Control Manual

## PART 8

### 8. Apron Areas

*These provisions for certain vehicle operations in Airside Apron areas represent a modification of the usual requirements of Airside Vehicle Permits and Airside Drivers Authority for operation of Vehicles Airside to enable concentration of Airport management resources on oversight of Vehicle movements on Airside areas of greater significance.*

*However, if there is any doubt whatsoever about the desirability of allowing operation of Vehicles under these requirements, the Manager Aviation Operations may refuse to approve or may withdraw an approval with the result that the usual requirements apply.*

*The Manager Aviation Operations may refuse to give an approval under these provisions unless Mackay Airport is first provided with a signed Airside Vehicle Indemnity and Release and relevant application.*

*The Manager Aviation Operations may consider it appropriate to limit approvals to some categories of Vehicles or to categories of Vehicles in certain parts of the Apron Area - for example, the Manager Aviation Operations may consider it appropriate to limit an approval for Vehicles to operate on the Apron Area outside one hangar to Vehicles linked with the use of that hangar.*

- 8.1 A lessee, licensee or occupier of an area within the Airport must not operate or permit the operation of a Vehicle which it controls or allow the entry of any other Vehicle to any part of the Apron Area unless:
- (a) the lessee, licensee or occupier ensures that the driver is aware of and complies with the contents of the Rules for Drivers Operating on Airside as detailed in the Airside Drivers Handbook which are relevant to operation in that part of the Apron Area;
- AND EITHER
- (b) the Vehicle carries a current Airside Vehicle Permit and is driven by a driver holding an Airside Drivers Authority Category Restricted;
- OR
- (c) the Vehicle is under Supervision in accordance with Part 5 of this Manual.
- OR
- (d) the Manager Aviation Operations has given approval for the operation of such Vehicles in that part of the Apron Area; and
    - (i) the operation of the Vehicle is in accordance with any conditions which the Manager Aviation Operations may have attached to that approval; and
    - (ii) the lessee, licensee or occupier, as the case may be, ensures that the Vehicle is not driven into other Airside areas other than under Supervision in accordance with this Manual.

#### **Cancellation**

- 8.2 The Manager Aviation Operations may cancel any approval given under this Part at any time with or without notice.

#### **Rules for Drivers**

- 8.3 A person driving a Vehicle on a part of the Apron Area must comply with the Rules for Drivers Operating Airside relevant to that part of the Apron Area.

## **Airside Vehicle Control Manual PART 9**

### **9. Miscellaneous**

#### **Exemptions**

- 9.1 Any person, including a Vehicle Operator, driver or Approved Issuing Authority may apply to the Manager Aviation Operations for exemption from some or all of the provisions of this Manual, either, generally or in relation to specific situations, persons, activities or Airside areas.
- 9.2 The Manager Aviation Operations may approve, in writing, any such exemption on such conditions as the Manager Aviation Operations considers appropriate.

Note: Ordinarily the Manager Aviation Operations will not grant an exemption unless the exemption is approved by the Civil Aviation Safety Authority.

#### **Changes in Government Departments**

- 9.3 If a Government Department which is a Vehicle Operator and/or an Approved Issuing Authority is affected by a change in administrative arrangements which allocate the Department's functions involving Airside operations to a new or another Department, this Manual operates in relation to the new or the other Department as far as possible as if all actions previously taken by or in relation to the previous Department had been taken by, or in relation to, the new Department.

#### **Transition**

- 9.4 As far as possible, actions taken under previous airside vehicle control documentation for the Airport shall be taken to have been done under this Manual and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Manual.

#### **Bicycles, Tricycles and Motorcycles**

- 9.5 No person is to ride a bicycle, tricycle or motorcycle Airside without the written permission of the Manager Aviation Operations which permission may be withdrawn at any time by the Manager Aviation Operations giving written or oral notice of withdrawal.
- 9.6 Any person riding a bicycle, tricycle or motorcycle Airside must comply with the Rules for Drivers Operating Airside.

#### **Other Airport Driving Authorities**

- 9.7 Airside Driving Authorities obtained from other airports are not acceptable for use airside at Mackay Airport.

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**END OF MANUAL**