



HOBART AIRPORT

AIRSIDE VEHICLE CONTROL HANDBOOK

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

FOREWORD

This Foreword provides a BACKGROUND to the documentation of airside vehicle control at Hobart International Airport (HIA) and a REMINDER OF OBLIGATIONS on people operating vehicles airside at HIA.

This current document is the result of review of the previous documentation applicable to airside vehicle operation at HIA, enabled by amendment of relevant Commonwealth regulation completed in 2009.

In common with its predecessors, however, this current documentation continues to provide formal procedures for the control of surface vehicles operating on or near the movement area (runway, taxiways and aprons) of HIA as relevant regulation still requires.

The *Airports (Control of On-Airport Activities) Regulations 1997* enacted under the *Airports Act 1996* for the sale of the Commonwealth's airports specifically required each airport operator company to continue to operate the Airside Vehicle Control Handbook (AVCH) in force at the time for their airport. In Hobart International Airport Pty Ltd's (HIAPL's) case this was the AVCH for HIA under Commonwealth ownership as at 19 May 1998, as specifically noted in the Regulations.

HIAPL duly retained the 19 May 1998 AVCH for HIA as the *formal* AVCH for HIA, as regulation had obliged it to.

This situation has inevitably shaped the subsequent measures and *actual* airside vehicle control at HIA that HIAPL separately determined was necessary regardless of the formal obligation, as a matter (at least) of sound safety and security management practice and for its general duties of care under common law. This actual airside vehicle control has until now been documented and exercised in what HIAPL has labelled its draft AVCH, pending amendment of the Act and Regulations allowing it to be formally adopted.

Legislative amendment has now been completed. Compilation 2007-291 of the Act published on 20 April 2007 incorporated an amendment to refer to Airside Vehicle Control Handbooks for the first time; viz, "*Airside Vehicle Control Handbook* for an airport means the Airside Vehicle Control Handbook published by an airport-operator company for the airport." This prepared the way for the Regulations to be amended to state that *Airside Vehicle Control Handbook* was as defined in the Act instead of a specific document. This amendment was achieved by legislative instrument 2009 No 43 registered on 19 March 2009.

This current document thus becomes the formal AVCH under the legislation. It provides the required particulars of airside vehicle control to help HIAPL deliver sound management and meet its duties of care.

It also assists meeting obligations that arise under separate aviation regulation as a consequence of the Commonwealth, then HIAPL, having established formal procedures for the control of surface vehicles operating on or near the movement area (runway, taxiways and aprons) of HIA. *Civil Aviation Safety Regulations 1998* (CASRs) become applicable in that case, requiring that:

- HIAPL's aerodrome manual include the particulars of HIA's administration and operating procedures for this airside vehicle control (CASR 139.095(a)(ii))
- HIAPL's technical inspections required under CASRs include an inspection of the airside vehicle control arrangements (CASR 139.230(2)(g)).

Under CASRs HIAPL's aerodrome manual also includes the particulars of HIA's administration and operating procedures for preventing the unauthorised entry into the

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

movement area of, amongst other things, vehicles that may endanger aircraft safety. This Handbook provides some of the conditions for authorised entry.

The intent of the requirements for airside operation of vehicles set out in this AVCH is to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic.

Note that other Commonwealth regulation and guidance also bears on the operation of vehicles on the airside of airports. This AVCH identifies and takes account of such regulation and guidance where it can but it is the responsibility of airside users themselves to know and comply with all relevant regulation and identify and take due account of guidance.

As HIAPL's requirements or regulation change from time to time, this AVCH will need to be reviewed and updated as necessary. HIAPL will endeavour to ensure all organisations and individuals subject to this AVCH are advised of those updates.

All organisations and individuals subject to this AVCH must then be aware that:

- *Organisations as Vehicle Operators bear responsibilities both for their Vehicles and for individuals as Drivers of their Vehicles to comply*
- *Failure to comply with the requirements of this AVCH will compromise HIAPL's ability to meet the purposes and intent of the AVCH*
- *Where any failure by a Vehicle Operator or Driver to comply occurs HIAPL will apply its rights, or, where relevant, meet its obligations, to consider whether to exclude individuals or organisations involved in the failure from Airside or the operation of Vehicles Airside*
- *In particular, some failures to comply will constitute offences, some of strict liability, and attracting financial penalties under the Regulations and other legislation*
- *Compliance with the requirements of this AVCH, by organisations or individuals, is liable to audit or other inspection by HIAPL or other responsible authorities.*

Brett Reiss
Chief Executive Officer
Hobart International Airport Pty Ltd

____ December 2009

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

DOCUMENT HISTORY

Review	Review date	Overview of changes	Additional notes
Original issue	May 1998	Unknown (if any) – by Commonwealth (Federal Airports Corporation) for <i>Airports (Control of On-Airport Activities) Regulations 1998</i>	Commonwealth AVCH imposed on HIAPL under Regs
1 (*)	March 2002	Amend Foreword (new CEO) and form/format of Authority to Drive Airside (ADA)	* No previous reviews evident in 2007 in the record available to Management
2	December 2007	Wholesale review and amendment: <ul style="list-style-type: none"> - Amend Foreword re Regulatory constraints - Add regulatory references for contents - Extensive update / deletion of definitions, abbreviations - Clarification and redirection of obligations to persons airside - Introduction / update of standards post MOS Part 139 - Suspension of Authority for Use Airside (AUA) requirements - Extensive update of AUA requirements pending reintroduction - Extensive update of ADA requirements to actual requirements and practice - Extensive update of escorting procedures to actual requirements and practice - Update to approved issuing authorities and training - Extensive editing and update of Attachments 	Document issued and operated as 'Draft' due continued obligation in Regs to retain May 1998 version as the formal AVCH
3	December 2009	Wholesale review and amendment: <ul style="list-style-type: none"> - Introduce Document History - As necessary to reflect amendment to Regs - Further review of definitions, including for relevance / correctness to AVCH usage and Regs - Remove duplication of Definitions - General editing intended to improve usability by organisations, individuals and HIAPL - Introduction of direct quotes of Regs and MOS where necessary to assist application of vehicle control measures - Reinstatement of explicit (new) AUA provisions - Addition of procedures for introduction of SMC - Greater alignment of AUA and ADA administrative procedures - Clarification of separation of Vehicle Operator and Driver responsibilities - Removal of redundant former Part 8 - Rules brought into Handbook 'proper' (Part 9) - Total edit, rearrangement and renumbering of Rules, intended to assist learning and testing and confirm alignment with balance of AVCH - Radio guidance material relocated to 	Following March 2009 amendment of Regs. Release from constraint of Regs – becomes formal AVCH

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

		Attachments and edited to assist understanding/learning - New Airside area plan	

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

CONTENTS

PART 1

REQUIREMENTS ON VEHICLE OPERATORS

- General requirements
- Requirements for the Movement and Manoeuvring Areas
- Requirements related to Accidents and Incidents
- Requirements for immobilised Vehicles
- Requirements for Insurance
- Disposal of Vehicles
- New types of Vehicles

PART 2

AUTHORITY FOR USE AIRSIDE (AUA)

- General
- Evidence of AUA
- Application, issue and renewal
- Indemnity and Release
- Expiry, suspension and cancellation

PART 3

DRIVING VEHICLES AIRSIDE

- General requirements

PART 4

AUTHORITY TO DRIVE AIRSIDE (ADA)

- General
- Evidence of ADA
- Application, training and testing
- Issue and renewal
- Expiry, suspension and cancellation
- Carrying and showing documentation
- Notifying loss of licence

PART 5

ESCORT OF VEHICLES WITHOUT AUTHORITY FOR USE AIRSIDE (AUA) OR SUITABLE RADIO AND DRIVERS WITHOUT AUTHORITY TO DRIVE AIRSIDE (ADA)

- Requirement to escort
- Authority to escort
- Conditions of escort

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 6

APPROVED ISSUING AUTHORITY

- Approval
- Cancellation
- Information to Drivers
- Record-keeping and audit

PART 7

APPROVED TRAINING OFFICERS

- Approval
- Scope of authority
- Cancellation
- Testing

PART 8

MISCELLANEOUS

- Exemptions
- Changes in Government Agencies
- Transition
- Bicycles and tricycles

PART 9

RULES FOR DRIVERS AIRSIDE AT HOBART INTERNATIONAL AIRPORT (HIA)

- Definitions
- Administration
- Driving authority, licence and endorsements
- Loss or change of authority, licence or endorsement
- Aviation security identification
- Rules for driving Airside - General
- Rules for driving Airside - Escorting
- Rules for driving Airside - Manoeuvring Area
- Rules for driving Airside - Radio
- Rules for driving Airside - Accidents and immobilisations

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

ATTACHMENT A

RADIO ARRANGEMENTS AT HIAPL and ADVICE ON TRANSMISSIONS AND
TRANSMISSION TECHNIQUES

Communicating with the Hobart Tower
Transmission techniques and forms

ATTACHMENT B

AUTHORITY FOR USE AIRSIDE APPLICATION FORM

ATTACHMENT C

POTENTIAL CONSIDERATIONS FOR THE ISSUE OF AN AUTHORITY FOR USE AIRSIDE

ATTACHMENT D

AUTHORITY TO DRIVE AIRSIDE APPLICATION and RENEWAL FORMS

ATTACHMENT E

AUTHORITY TO DRIVE AIRSIDE EXAMPLE

ATTACHMENT F

AIRSIDE VEHICLE INDEMNITY AND RELEASE

ATTACHMENT G

PLAN OF AIRSIDE AT HOBART INTERNATIONAL AIRPORT

ATTACHMENT H

Copies of CIVIL AVIATION ORDERS 20.9, 20.10 and 20.22 as at November 2007

ATTACHMENT I

Extract of *AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS 1997* as at
November 2007

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 1

REQUIREMENTS ON VEHICLE OPERATORS

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

General requirements

- 1.1 A Vehicle Operator must not cause or permit the operation of any of its Vehicles in an area on Airside in breach of the Rules for Drivers Operating Airside in this AVCH (Attachment A).
- 1.2 A Vehicle Operator must ensure that its Vehicles are operated on Airside in accordance with all relevant legislation including, to the extent applicable, that referred to at "CONTENTS" of this AVCH.
- 1.3 Without limiting the generality of the previous provisions, a Vehicle Operator must ensure that its Vehicles are 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 cause or permit the operation of any of its Vehicles in an Airside area, unless with Escort in accordance with Part 5 of this AVCH, unless the following *direct* safety conditions are met in each case:
 - (a) each Vehicle Driver holds a current Authority to Drive Airside for that area; and
 - (b) the Vehicle is in condition that allows for its safe operation, generally and in particular where aircraft operate, including that its condition should prevent avoidable breakdowns, spillage of fuels, lubricants or hydraulic fluids and sources of external ignition, and provide good braking and steering; and
 - (c) the Vehicle has radio required for that area in accordance with paragraph 1.5 and Part 3; and
 - (d) there is an Authority for Use Airside for the Vehicle applicable to that area

Conditions of issue of an Authority for Use Airside, to provide *indirect* evidence of required safety condition, are set out in Part 2.

Requirements for the Movement and Manoeuvring Areas

- 1.5 A Vehicle Operator must not cause or permit the operation of any of its Vehicles on any part of the Manoeuvring Area unless in each case:
 - (a) the Vehicle is equipped with radio capable of two-way communication with Air Traffic Control (when operating) and aircraft, as provided for at Part 3; and
 - (b) the Driver holds an Aircraft Radiotelephone Operator Certificate of Proficiency
- 1.6 A Vehicle may be operated not compliant with the requirements of paragraph 1.5 if the Vehicle is under Escort in accordance with Part 5 by a Vehicle so equipped and driven by a Driver with such Certificate.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 1.7 As currently provided in MOS Part 139 Section 10.9, a Vehicle Operator must not operate or permit the operation of a Vehicle on any part of the Movement Area:
- (a) at night; or
 - (b) in conditions of poor visibility
- unless the Vehicle displays dipped headlights;
- 1.8 A Vehicle Operator must ensure its Vehicle/s operating on the Movement Area are marked to comply with MOS Part 139, which currently provides at Sections 8.10.4, 9.19.1 and 10.9.2 that:
- (a) a Vehicle used regularly on the Manoeuvring Area by day should be painted a single conspicuous colour, preferably yellow or orange and where so painted it does not require additional marking;
 - (b) Vehicles used regularly on the Manoeuvring Area by day and not painted yellow or orange must be marked, by using either
 - (i) flags, which 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, or where orange merges with the background, another colour instead of orange that contrasts with the background; or
 - (ii) vehicle warning lights, which must be mounted on the top of the vehicle, so as to provide 360° visibility be amber/yellow/orange, be flashing or rotating and of a standard type commercially available as an automobile accessory (MOS provide a suitable specification if required);
 - (c) Vehicles operating on the Movement Area must be lit as per (ii) above or accompanied by a Vehicle that is so equipped; and
 - (d) mobile aircraft servicing equipment that does not have its own motive power and is used only on aprons need not comply with 1.7 or 1.8(b)
- 1.9 A Vehicle may be operated not compliant with the requirements of paragraph 1.8 if it is under Escort in accordance with Part 5 by a Vehicle compliant with paragraph 1.8.
- 1.10 HIAPL relies absolutely on Vehicle Operators that are emergency response agencies to comply with either MOS 139 Subpart H or, in the case of emergency or security vehicles not dedicated to aerodrome use, the local traffic code, for the marking and lighting of their Vehicles.

Requirements related to Accidents and Incidents

- 1.11 A Vehicle Operator must promptly report to HIAPL any occurrence on Airside involving one of its Vehicles if such occurrence:
- (a) causes personal injury; or
 - (b) causes property damage,

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

so that safety can be maintained or re-established after such occurrence and so that HIAPL can operate its Safety Management System most beneficially in terms of future prevention.

- 1.12 Also for the purposes of operating HIAPL's Safety Management System most beneficially, any other detrimental occurrence on Airside involving a Vehicle, including a near miss, should be promptly reported to HIAPL by the Vehicle Operator or other person or organisation involved in or otherwise witnessing the occurrence

Requirements for immobilised Vehicles

- 1.13 A Vehicle Operator must ensure that, if any of its Vehicles becomes immobilised on the Manoeuvring Area:
- (a) Air Traffic Control is notified immediately; or
 - (b) if Air Traffic Control is not operating, HIAPL is notified immediately.
- 1.14 A Vehicle Operator must also, if any of its Vehicles becomes immobilised on the Movement Area, other than for normal approved parking or storage,
- (a) immediately remove the Vehicle, to an area HIAPL may consider appropriate; or
 - (b) immediately notify HIAPL of its inability to move the Vehicle immediately, whereupon HIAPL will assume a right to to so remove the Vehicle.
- 1.15 HIAPL staff may assist a Vehicle Operator to move an immobilised Vehicle if requested.

Requirements for Insurance

- 1.16 To ensure the capability of a Vehicle Operator to meet any claims that may arise in relation to its Vehicles, the Vehicle Operator must ensure that its Vehicles meet the conditions of Authorities for Use Airside regarding insurance set out in Part 2.

Disposal of Vehicles

- 1.17 When a Vehicle Operator disposes of a Vehicle for which it holds an Authority for Use Airside the Vehicle Operator must meet the conditions of the Authority for Use Airside regarding disposal set out in Part 2:

New types of Vehicles

- 1.18 Where a Vehicle Operator plans to acquire a new type of Vehicle for Airside use, it should discuss its proposal with HIAPL in a timely manner in order that an assessment can be made in regard to compatibility with pavements, other operations and local geography and in particular provide the type of information necessary to make such an assessment:
- 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

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

- special features

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 2

AUTHORITY FOR USE AIRSIDE (AUA)

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

General

- 2.1 The current *Airports (Control of On-Airport Activities) Regulations 1997* provide the bases for AUAs for HIA as a regulated airport:
- (a) Regulation 123(1) requires Vehicles to be the subject of AUAs when taken onto or operated on Airside
 - (b) Regulation 124(1) provides that HIAPL may issue AUAs
 - (c) Regulation 127 provides the authority for AUAs so issued and for any rules of issue nominated by HIAPL in its AVCH
- 2.2 *This edition of the AVCH re-establishes an explicit AUA system for Vehicles except those referred to in paragraph 2.3 (replacing the former system of deeming AUAs on all Vehicles provided they were operated compliant with all other requirements of the AVCH and any other conditions, directions or limitations imposed by HIAPL applicable to those Vehicles)*
- 2.3 Vehicles used by aircraft operators or their agents to service or otherwise handle aircraft, freight, passengers or their baggage Airside, and Vehicles intended for emergency response, continue to be deemed by HIAPL to be the subject of AUAs provided they are compliant with all other requirements of the AVCH and any other conditions, directions or limitations imposed by HIAPL applicable to those Vehicles.
- 2.4 The provisions of this Part will be applied to applications for new AUAs - HIAPL may apply modified provisions for incorporation into the explicit system of existing deemed AUAs for Vehicles that would otherwise require explicit AUAs.
- 2.5 Regulation 124(1) of the current *Airports (Control of On-Airport Activities) Regulations 1997* provides that HIAPL may delegate the issue of AUAs to issuing authorities in accordance with this AVCH (refer Part 6 - there may also be limitations or conditions on such delegations)

Evidence of AUA

- 2.6 HIAPL will issue specific identification for Vehicles used Airside, other than Vehicles as referred to in paragraphs 2.3, 2.7 and 2.8, to be affixed to the Vehicles, to identify that they are the subject of an AUA.
- 2.7 HIAPL may issue specific identification for Vehicles used by aircraft operators or their agents to service aircraft, freight, passengers or their baggage Airside, to identify that they are the subject of a deemed AUA
- 2.8 HIAPL will not issue specific identification for vehicles intended for emergency response, notwithstanding they are deemed to be the subject of AUAs

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

Application, issue and renewal

- 2.9 HIAPL will require formal application for the issue of AUAs, for individual Vehicles, a class of Vehicle or the Vehicles of a Vehicle Operator or Operators.
- 2.10 The application form at Attachment B represents a model of the form HIAPL may use for application for AUAs.
- 2.11 At a minimum the application form from time to time will state that the Vehicle Operator will be required to affirm the following by authoritative signature at the time of issue of the eventual AUA or AUAs:
- (a) that all subject general Vehicles
 - (i) are registered for use on public roads; or
 - (ii) meet the mechanical and roadworthiness requirements under the law of Tasmania
 - (b) that any subject specialist aviation Vehicles for which (a) above cannot apply
 - (i) meet the IATA specifications for such Vehicles; or
 - (ii) are not the subject of any IATA specifications
 - (c) that for any Vehicles to which (b)(ii) above applies it accepts and will comply with any conditions HIAPL may attach to the AUA for those Vehicles
 - (d) that it will accept if asked the requirement to Indemnify and Release as set out in Part 2 of this AVCH
 - (e) in particular that all the subject Vehicles are adequately insured, either directly or by the Vehicle Operator's corporate coverage, as required in paragraph 2.20 including for any damage they could conceivably cause to persons or property while Airside in areas to which their AUs apply
- 2.12 Notwithstanding the affirmations paragraph 2.11 requires HIAPL and law enforcement agencies (at least) may formally or casually inspect Vehicles for their compliance with the affirmations
- 2.13 To assist ongoing assessment of compliance HIAPL may require individual or classes of Vehicle Operators' Vehicles to display markings which identify Vehicle Operator and any other matters required by HIAPL.
- 2.14 The affirmations required by paragraph 2.11 will be held by HIAPL as acceptance by Vehicle Operators of absolute responsibility for the matters in paragraph 2.11, noting in particular that they, not HIAPL, will have the technical expertise to determine compliance with (a)(ii) and (b)(i) or the applicability of (b)(ii)
- 2.15 Upon receiving an application from a Vehicle Operator, in the form set out in Attachment B or other form that may apply, and if HIAPL or the Approved Issuing Authority receiving the application can determine in good faith that the conditions of this AVCH will be met by the subject Vehicle/s or the Vehicle Operator as the case may be, HIAPL or the Approved Issuing Authority may issue or renew an AUA.
- 2.16 In considering whether to issue or renew an AUA for an Airside area, HIAPL or an Approved Issuing Authority may consider any or all of the matters in Attachment C and issue or not issue an AUA accordingly.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 2.17 Issue or renewal of an AUA for a Vehicle will consist at least of the following
- (a) issue of the evidence of the AUA where paragraph 2.6 applies,
 - (b) a record by HIAPL or the Approved Issuing Authority of
 - (i) the details of the Vehicle
 - (ii) the details of the Vehicle Operator
 - (iii) limitations, if any, on the Vehicle's use Airside
 - (iv) the signature required by paragraph 2.11
- 2.17 An Approved Issuing Authority is not authorised to issue, and must not purport to issue, an AUA for a Vehicle which is of a type for which an AUA has not previously been issued in relation to HIA, until HIAPL has approved issue after an assessment as referred to in paragraph 1.18.

Indemnity and Release

- 2.18 An Approved Issuing Authority is not authorised to issue, and must not purport to issue, an AUA unless HIAPL has received from the Vehicle Operator the affirmation referred to in paragraph 2.11 regarding indemnity and release of scope represented by the form at Attachment F to cover the Airside operation of the Vehicle or HIAPL has agreed to waive the requirement for such indemnity.
- 2.19 HIAPL may not issue an AUA unless HIAPL has been provided with an indemnity and release in the form of Attachment F or HIAPL has agreed to waive the requirement for such indemnity.
- 2.20 A Vehicle Operator must have and maintain insurance in respect of each Vehicle for which it seeks an AUA as follows:
- (a) Third Party Personal Injury Insurance to an amount as specified by HIAPL, if specified (refer Indemnity form Attachment F)
 - (b) Third Party Property Insurance to an amount as specified by HIAPL, if specified (refer Indemnity form Attachment F)
- 2.21 HIAPL may agree in writing to waive the requirement for either or both kinds of insurance, which
- (a) in the case of Third Party Personal Injury insurance, HIAPL will ordinarily consider if the Vehicle Operator is a Government Department; and
 - (b) in the case of Third Party Property Insurance, HIAPL will only consider if the Vehicle Operator is a Government Department, statutory authority or wholly owned corporation or if the Vehicle Operator is a publicly listed company.

Expiry, suspension and cancellation

- 2.22 HIAPL may set a validity period from date of issue for AUAs generally or for individual AUAs.
- 2.23 Withdrawal of AUAs may arise and will proceed as specifically provided for in the *Airports (Control of On-Airport Activities) Regulations 1997* as follows (the "airport-operator company" is HIAPL):

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

“(Regulation) 134 Withdrawal of Authority for Use Airside

(1) The airport-operator company for a regulated airport may withdraw an AUA if the vehicle to which it applies has been operated on the airside of the airport:

(a) otherwise than in accordance with:

(i) the driver’s ADA; or

(ii) the vehicle’s AUA (if any); or

(iii) the Airside Vehicle Control Handbook for the airport; or

(iv) a direction of an employee of the airport-operator company; or

(b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).

(2) If the airport-operator company considers that there may be reasons why an AUA should be withdrawn, it must invite the holder of the ADA, in writing, to show cause why the AUA should not be withdrawn.

(3) The criteria to be applied by the airport-operator company in deciding whether or not to withdraw an AUA are the criteria (if any) set out for that purpose in the Handbook.

(4) If an airport-operator company withdraws an AUA, it must tell the owner of the vehicle of the withdrawal, in writing, as soon as practicable.”

- 2.24 The Regulations provide that appeal may be made to the Administrative Appeals Tribunal about an AUA withdrawal decision made by HIAPL according to the provisions of the Regulations
- 2.25 To the extent a Driver, as holder of an ADA, cannot reasonably be held responsible for a withdrawal matter that a Vehicle Operator, as holder of the AUA, is responsible for, HIAPL will decide upon withdrawal at its discretion
- 2.26 HIAPL continues to reserve the right included in the AVCH inherited from the Commonwealth that it may at any time, by written notice to the Vehicle Operator, cancel or suspend an AUA, whether originally issued by HIAPL or by an Approved Issuing Authority.
- 2.27 In exercising the right asserted in paragraph 2.26, HIAPL would ordinarily first suspend an AUA - for example, if it 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 the AVCH which is sufficiently serious to consider cancellation of the AUA - and give the Vehicle Operator an opportunity to discuss whether or not there has been a breach and if so whether cancellation is then appropriate.
- 2.28 HIAPL may also suspend an AUA in relation to a Vehicle where a breach of the AVCH by its Vehicle Operator in relation to another Vehicle casts doubt on the capacity of the Vehicle Operator to comply with the AVCH in relation to its Vehicles generally
- 2.29 HIAPL may also suspend or cancel an AUA or AUAs to control the number and/or type of Vehicles or Vehicle Operators at HIA to deal with congestion or other operational constraints or for commercial reasons
- 2.30 Upon completion of withdrawal proceedings or on receipt of a notice of suspension or cancellation of an AUA, if specific identification has been issued for the Vehicle under paragraph 2.6, the Vehicle Operator must:
- (a) surrender the identification to HIAPL, or

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (b) if the identification cannot be returned - for example it cannot be removed from the Vehicle - promptly destroy the identification and promptly provide HIAPL with a written statement that it has been destroyed.
- 2.31 If an Approved Issuing Authority withdraws, suspends or cancels an AUA, the Approved Issuing Authority must promptly give HIAPL written notice of that action with a statement of the reason for such action.
- 2.32 At any time during a period of suspension, HIAPL may:
 - (a) re-issue the AUA for the balance of its term;
 - (b) cancel the AUA; or
 - (c) extend the period of suspension; or
 - (d) cancel the AUA and issue the AUA for a different Airside area.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 3

DRIVING VEHICLES AIRSIDE

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

General requirements

- 3.1 A Driver driving a Vehicle on Airside, must comply with the Rules for Drivers Airside at Attachment A to the AVCH.
- 3.2 A Driver driving a Vehicle on Airside must have the qualifications necessary to enable the Driver to comply with the Rules; for example, the relevant level of radio proficiency
- 3.3 Drivers may be subject, on Airside or as they enter Airside, to spot checking by HIAPL for their compliance with the Rules in respect of their Driving Licence, any licence endorsements and any other required qualifications, and their authority to drive airside and non-compliance will be dealt with under the terms of this AVCH or otherwise by law enforcement agencies as the case may be.
- 3.4 Drivers Airside must, while driving Airside,
 - (a) hold an Authority to Drive Airside according to the provisions of Part 4, or
 - (b) be escorted according to the provisions of Part 5, and
 - (c) have assured themselves that their Vehicle has the required Authority for Use Airside according to the provisions of Part 2
- 3.5 Drivers must obey the provisions of HIAPL's Transport Security Program, approved under the *Aviation Transport Security Act 2004*, of the Act itself and of the *Aviation Transport Security Regulations 2005* made under it for aspects of activity Airside at HIA including Vehicle activity.
- 3.6 It is an offence against specific Commonwealth regulation if a Driver does not comply with a direction from a HIAPL employee, an officer of the Commonwealth Department responsible for civil aviation safety or a Commonwealth police officer to remove a Vehicle from the Airside if they consider the Vehicle is being driven, or is stopped or parked, on the Airside of HIA such that the Vehicle is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of HIA
- 3.7 If a person for the purposes of paragraph 3.6 cannot be found or refuses to comply with the direction the person giving the direction may also move the Vehicle to a place within HIA approved for the purpose by HIAPL.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 4

AUTHORITY TO DRIVE AIRSIDE (ADA)

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

General

- 4.1 The current *Airports (Control of On-Airport Activities) Regulations 1997* provide the bases for ADAs for HIA as a regulated airport:
- (a) Regulation 123(1) requires Drivers to hold an ADA when taken a Vehicle onto Airside or operating a Vehicle on Airside
 - (b) Regulation 124(1) provides that HIAPL may issue ADAs
 - (c) Regulation 125 provides the authority for ADAs so issued and for any rules of issue nominated by HIAPL in its AVCH
- 4.2 Regulation 124(1) of the current *Airports (Control of On-Airport Activities) Regulations 1997* provides that HIAPL may delegate the issue of ADAs to issuing authorities in accordance with this AVCH (refer Part 6 - there may also be limitations or conditions on such delegations)

Evidence of ADA

- 4.3 The suitable evidence of an issued ADA that the *Airports (Control of On-Airport Activities) Regulations 1997* require will be
- (a) endorsement of the Driver's Aviation Security Identification Card (ASIC) with the number corresponding to the Category of the ADA (refer paragraph 4.9), or
 - (b) where endorsement of an ASIC cannot be achieved or is not appropriate, a completed card of the form in Attachment E, or similar form

Application, training and testing

- 4.4 ADAs are issued to individuals and HIAPL will require formal application for the issue of ADAs, by the individuals.
- 4.5 The application form at Attachment D represents a model of the form HIAPL may use for application for ADAs.
- 4.6 At a minimum, application will consist of a requirement for
- (a) employer endorsement of the need for the applicant employee to have an ADA, and the Category of ADA sought, in the form of
 - (i) endorsement of the relevant part/s of the employee's HIAPL ASIC application form, or

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (ii) in the event application is being made separate from an ASIC application, by separate written endorsement covering the relevant matters in HIAPL's ASIC application form, and
 - (b) demonstration by the applicant that they have been found eligible to have an ASIC for HIA and
 - (c) in the case of an application for a Category 4 ADA, attachment of evidence the applicant holds a Aircraft Radiotelephone Operator Certificate of Proficiency
- 4.7 While demonstration of eligibility to have an ASIC allows application for an ADA, the ADA is not be issued before the full ASIC is issued
- 4.8 An ADA is not to be issued to the holder of only a Visitor Identification Card as their means of identification of authority to be Airside
- 4.9 Subject to this AVCH, Categories of ADA and the Airside areas for which they authorise driving are:
- Category 1: (Not currently used at HIA but would apply to) Perimeter Roads only
 - Category 2: Airside Roads (including Perimeter Roads) and Aprons
 - Category 3: Airside Roads (including Perimeter Roads), Aprons and Taxiways
 - Category 4: All Airside Areas.
- 4.10 Upon receiving an application, in the form set out in Attachment D or other form that may apply, HIAPL or the Approved Issuing Authority receiving the application will seek to determine in good faith that the conditions of this AVCH will be met by the applicant, by testing and training
- 4.11 For an applicant who has held an ADA for HIA of the same or higher Category than being applied for, within the 12 months preceding the application - which includes an applicant for renewal - HIAPL or the Approved Issuing Authority will require to be satisfied
- (a) in the case of HIAPL, that a person responsible for administering HIAPL tests for the relevant ADA on behalf of HIAPL has reported that the applicant has achieved a satisfactory standard in such a test
 - (b) in the case of an Approved Issuing Authority, the applicant has performed satisfactorily in tests approved for this purpose by HIAPL and administered by an Approved Training Officer.
- 4.12 For an applicant who has held an ADA for HIA in the same or higher Category than being applied for, but not within the 12 months preceding the application, HIAPL or the Approved Issuing Authority will require to be satisfied that
- (a) the relevant condition (a) or (b) of paragraph 4.11 is met
 - (b) the applicant has undergone the following minimum hours as an observer in a Vehicle operating in the relevant Airside areas, or has had equivalent exposure to the operation of the relevant areas:

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (i) 4 hours for Categories 1, 2 or 3; or
 - (ii) 8 hours for Category 4;
 - (c) the applicant has had training, or experience equivalent to such training, appropriate to the gap since the ADA was last held, and;
- 4.13 An applicant who has not held an ADA for HIA or is applying for an ADA in a higher Category than the applicant has held for HIA will be required to undertake a test approved for this purpose by HIAPL and administered by an Approved Training Officer
- 4.14 Tests will be intended to confirm by passing the test, and to the extent relevant to the Category ADA being applied for, that the applicant is aware of, understands and is familiar with matters pertinent to their driving safely on the Airside of HIA, such as the geography of HIA, the limits of the areas covered by the ADA, the Rules for Drivers Airside, Airport Markings, Air Traffic Control communication and other procedures, aircraft towing procedures, aircraft and apron operating procedures, including aircraft fuelling procedures, and fuel safety issues generally.
- 4.15 Test administration by HIAPL, including acquisition of airside driving experience, will for the time being be generally as follows:
- Tests will be conducted on one day a month unless the capacity of suitable venues for the numbers of applicants requires additional testing times
 - Applicants must make appointments with a HIAPL Senior Operations Officer (SOO) to sit tests
 - HIAPL Management will arrange a venue suitable for the timing of the test and the number of applicants recorded by the SOOs
 - Tests will be written and open book, to test familiarity with the content and requirements of the AVCH
 - Tests will be supervised by a SOO or a HIAPL Manager
 - Tests will be marked by a SOO or HIAPL Manager
 - Applicants obtaining a mark of at least 90% will pass the test
 - SOOs will advise applicants passing the test and confirm they have met the requirements of paragraphs 4.11 and 4.12
 - If an applicant does not meet the requirements of paragraph 4.12(b) regarding familiarity with airside driving the SOO may arrange to have the applicant accompany a Driver holding an ADA as an observer to gain the required experience
 - This experience need not be completed in one go but can be spread to suit the parties' needs
- 4.16 Tests by Approved Issuing Authorities are to be conducted as provided for in Part 6
- 4.17 If an applicant fails a test, HIAPL and Approved Issuing Authorities will not ordinarily allow a re-test within the same week, to ensure applicants have sufficient time to re-prepare for a re-test.
- 4.18 Applications, employer endorsements and test results, including those of applicants who may have failed, whether they then do not re-sit the test or they subsequently re-sit and pass the test, are recorded and stored

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

Issue and renewal

- 4.19 If HIAPL or the Approved Issuing Authority can determine in good faith that the conditions of this AVCH will be met by the applicant HIAPL or the Approved Issuing Authority may issue or renew an ADA.
- 4.20 An ADA is not to be issued to an applicant unless there is a record of the testing requirements of paragraph 4.11 having been met, except as specifically approved by HIAPL for individual exceptional operational reasons
- 4.21 An Approved Issuing Authority
- (a) may issue or renew an ADA in Category 1, 2 or 3 to a person who is an officer or employee of, or recognised provider of services to, the Approved Issuing Authority or its Subsidiaries
 - (b) must not issue or renew an ADA to a person not referred to in (a)
 - (c) must not issue or renew an ADA in Category 4 unless they are an Approved Issuing Authority referred to in paragraph 4.10
- 4.22 Only HIAPL (to any person) and Airservices Australia (to Airservices Australia employees) may issue or renew an ADA in Category 4.
- 4.23 HIAPL may elect to issue or renew an ADA at a different Category than sought by the employer
- 4.24 An Approved Issuing Authority may elect to issue or renew an ADA at a lesser Category than sought by the applicant but must not issue or renew an ADA at a higher Category than sought by the applicant
- 4.25 Issue or renewal of an ADA will consist at least of the following
- (a) issue of the evidence of the ADA
 - (b) a record by HIAPL or the Approved Issuing Authority of
 - (i) the details of the Driver
 - (ii) the Category of the ADA
 - (iii) limitations, if any, over and above the Category of the ADA
 - (iv) the expiry date of the ADA
 - (v) the employer endorsement

Expiry, suspension and cancellation

- 4.26 The duration of an ADA issued to a Driver will be
- (a) in the case of an ADA issued by HIAPL, generally the duration of the Driver's ASIC, or other such duration as HIAPL may determine
 - (b) in the case of an ADA issued by an Approved Issuing Authority, the duration of the Driver's ASIC or other such duration as the Approved Issuing Authority may determine, but no longer than the duration of the Driver's ASIC

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 4.27 Without detriment to its discretion to withdraw, suspend or cancel an ADA at any time as set out in the following paragraphs, HIAPL may adopt a "points" system to operate as a preliminary assessment of Driver behaviour, to alert it to repeat offenders and to assist it to determine whether or not to withdraw, suspend or cancel ADAs
- 4.28 Withdrawal of ADAs may arise and will proceed as specifically provided for in the *Airports (Control of On-Airport Activities) Regulations 1997* as follows (the "airport-operator company" is HIAPL):
“(Regulation) 133 Withdrawal of Authority to Drive Airside
(1) The airport-operator company for a regulated airport may withdraw a person’s ADA on the airport if the person operates a vehicle on the airside of the airport:
(a) otherwise than in accordance with:
(i) his or her ADA; or
(ii) the vehicle’s AUA (if any); or
(iii) the Airside Vehicle Control Handbook for the airport; or
(iv) a direction of an employee of the airport-operator company; or
(b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).
(2) If the airport-operator company considers that there may be reasons why an ADA should be withdrawn, it must invite the holder of the ADA, in writing, to show cause why the ADA should not be withdrawn.
(3) The criteria to be applied by the airport-operator company in deciding whether or not to withdraw an ADA are the criteria (if any) set out for that purpose in the Handbook.
(4) If an airport-operator company withdraws a person’s ADA, it must tell the person of the withdrawal, in writing, as soon as practicable.”
- 4.29 The Regulations provide that appeal may be made to the Administrative Appeals Tribunal about an ADA withdrawal decision made by HIAPL according to the provisions of the Regulations
- 4.30 To the extent a Driver, as holder of an ADA, cannot reasonably be held responsible for a withdrawal matter that a Vehicle Operator, as holder of the AUA, is responsible for, HIAPL will decide upon withdrawal at its discretion
- 4.31 HIAPL continues to reserve the right included in the AVCH inherited from the Commonwealth that it may at any time, by written notice to the Driver, cancel or suspend an ADA, whether originally issued by HIAPL or by an Approved Issuing Authority.
- 4.32 In exercising the right asserted in paragraph 4.31, HIAPL would ordinarily first suspend an ADA and give the Driver an opportunity to discuss whether or not there has been a breach of the AVCH and if so whether cancellation is then appropriate.
- 4.33 HIAPL may also withdraw, suspend or cancel an ADA to control the number and/or type of Drivers at HIA to deal with congestion or other operational constraints or for commercial reasons
- 4.34 Notice of withdrawal, suspension or cancellation may be given to ensure the withdrawal, suspension or cancellation occurs as soon as practicable and therefore may be:
- (a) orally or in writing to the Driver in person; or

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (b) by written notice to the address provided in the application for the ADA or any such changed address as the Driver may have notified to HIAPL and/or an Approved Issuing Authority; or
 - (c) in the event the Driver or a suitable personal address for the Driver cannot be found, by written notice to the Driver's current or most recent employer
- 4.35 When a Driver is given notice under paragraph 4.34 the Driver must
- (a) immediately cease using the ADA i.e. driving Airside and
 - (b) in the case that their ADA is shown on their ASIC, promptly submit their ASIC to HIAPL for defacement of the ADA, or
 - (c) promptly surrender the ADA to the issuing body (HIAPL or the Approved Issuing Authority) or
 - (d) if neither (b) nor (c) can be met - for example if both are lost - promptly provide HIAPL with a statutory declaration to that effect
- 4.36 If HIAPL or an Approved Issuing Authority withdraws, suspends or cancels an ADA, it will give the Driver's Vehicle Operator (where the Vehicle Operator is not also the respective issuing body) written notice of the withdrawal, suspension or cancellation with a statement of the reason for such action.
- 4.37 A Vehicle Operator must take reasonable steps to ensure that, within 48 hours of its receiving written notice under paragraph 4.36, the ADA is surrendered.
- 4.38 If an Approved Issuing Authority withdraws, suspends or cancels an ADA, the Approved Issuing Authority must promptly give HIAPL written notice of that action with a statement of the reason for such action.
- 4.39 At any time during a period of suspension, HIAPL may:
- (a) re-issue the ADA for the balance of its term
 - (b) cancel the ADA;
 - (c) extend the period of suspension; or
 - (d) cancel the ADA and issue the Driver with an ADA for a lower Category.
- 4.40 If HIAPL takes action under the paragraph 4.39, it will give written notice of that action to the Driver and will copy the notice to the Driver's Vehicle Operator.

Carrying and showing documentation

- 4.41 HIAPL may ask a Driver on Airside to show:
- (a) their ADA;
 - (b) their current Driving Licence;
 - (c) their ASIC, or

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (d) if applicable, any physical evidence of an AUA issued in respect of the Vehicle,

4.42 The *Airports (Control of On-Airport Activities) Regulations 1997* provide that a Driver must immediately comply with a request made under paragraph 4.41

Notifying loss of licence

4.43 If a Driver who holds an ADA ceases to hold a Driving Licence, by expiry or by suspension or cancellation for breach of traffic laws, their ADA terminates immediately

4.44 Upon a termination under paragraph 4.43, the Driver must within 48 hours of the expiry, suspension or cancellation:

- (a) immediately cease using the ADA i.e. driving Airside and
- (b) notify in writing HIAPL, the Vehicle Operator for whom they drive and, if applicable, the Approved Issuing Authority which issued the ADA, of the cessation or cancellation as the case may be, and.
- (c) in the case that their ADA is shown on their ASIC, submit their ASIC to HIAPL for defacement of the ADA, or
- (d) surrender the ADA to the issuing body (HIAPL or the Approved Issuing Authority) or
- (e) if neither (c) nor (d) can be met - for example if both are lost - provide HIAPL with a statutory declaration to that effect

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 5

ESCORT OF VEHICLES WITHOUT AUTHORITY FOR USE AIRSIDE (AUA) OR SUITABLE RADIO AND DRIVERS WITHOUT AUTHORITY TO DRIVE AIRSIDE (ADA)

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

Requirement to escort

- 5.1 In accordance with the current *Airports (Control of On-Airport Activities) Regulations 1997*, this Part is intended to allow for escorted driving of a Vehicle on Airside where:
- (a) there is no AUA for the Vehicle; or
 - (b) the Driver does not hold a relevant ADA; or
 - (c) both.
- 5.2 Vehicles must be escorted in Airside areas where they or their Drivers do not meet the radio and radio operator requirements of the AVCH for those areas
- 5.3 A person who holds an ADA for an Airside area is authorised by HIAPL to provide Airside Escort in that area (however, refer Paragraphs 5.3, 5.4, 5.9 and 5.10).

Authority to escort

- 5.4 HIAPL may at any time, and at its discretion, exclude an individual or organisation from the authorisation given by paragraph 5.3.
- 5.5 HIAPL may, at its discretion and on such conditions as it considers appropriate, require that Airside vehicle escort services be provided by a particular person or organisation, including by HIAPL itself.

Conditions of escort

- 5.6 Escort of a Vehicle ("the Escorted Vehicle") in an area will be achieved by either:
- (a) driving a Vehicle for which an AUA is current to escort the Escorted Vehicle; or
 - (b) riding in the Escorted Vehicle; or
 - (c) accompanying the Escorted Vehicle on foot.
- 5.7 In particular circumstances, HIAPL may, at its discretion and on such conditions as it considers appropriate, permit that escort of a Vehicle is by directing it from a vantage point.
- 5.8 Escort of more than one Escorted Vehicle at a time is permitted provided that effective control of all Escorted Vehicles is maintained to ensure the Escorted Vehicles do not present hazards to the safe operation of Airside or otherwise do not comply with this AVCH.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 5.9 Any person who wishes to request HIAPL to provide escort should contact HIAPL well in advance, noting that, even if such notice is given, HIAPL will not always be able to make Vehicles and/or personnel available to escort Vehicles.
- 5.10 For the purposes of escort referred to in paragraphs 5.6(a) and (c), and where there is only one Escorted Vehicle, before the escort commences, the Escort - the Driver of the Vehicle or the escort on foot - must
- (a) ensure that the Driver of the Escorted Vehicle is aware that the Escorted Vehicle must stay within approximately 10 metres of the Escort; and
 - (b) ensure that the Escorted Vehicle complies with (a).
- 5.11 For the purposes of escort referred to in Paragraph 5.8, before an Escort commences escorting the Escorted Vehicles, the Escort must
- (a) ensure that the Drivers of the Escorted Vehicles are aware that the front Escorted Vehicle must stay within approximately 10 metres of the Escort and each following Escorted Vehicle must stay within approximately 10 metres of the Escorted Vehicle in front of it; and
 - (b) ensure that the Escorted Vehicles comply with (a).

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 6

APPROVED ISSUING AUTHORITY

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

Approval

- 6.1 HIAPL may approve a Vehicle Operator to be an Approved Issuing Authority for the purposes of issuing AUAs and/or ADAs in accordance with this AVCH.
- 6.2 HIAPL will only consider approving a Vehicle Operator as an Approved Issuing Authority if it is satisfied the Vehicle Operator is a respected and responsible significant Aviation Industry Participant.
- 6.3 A candidate to become an Approved Issuing Authority may be required to provide to HIAPL information to allow HIAPL to assess:
- (a) the approximate number of Vehicles the Approved Issuing Authority is likely to authorise to be on Airside;
 - (b) the likely types of Vehicles the Approved Issuing Authority is likely to authorise to be on Airside; and
 - (c) the approximate number of Drivers the Approved Issuing Authority is likely to issue ADAs to
- 6.4 A candidate to become an Approved Issuing Authority will be required to demonstrate to HIAPL that they will train and test ADA applicants adequately in the matters set out in paragraph 4.14

Cancellation

- 6.5 HIAPL may at any time at its discretion cancel approval of an Approved Issuing Authority by written notice to the Approved Issuing Authority.

Information to Drivers

- 6.6 Unless otherwise specifically required by HIAPL Approved Issuing Authorities will carry out their own training and testing of Drivers for all Categories of ADA and applicants for which they are authorised by the AVCH.
- 6.7 An Approved Issuing Authority must make available to all its own employees and employees of its Subsidiaries who may be required and approved to hold ADAs, the following (as may be amended by HIAPL from time to time):
- (a) the current AVCH; and
 - (b) any guidance material approved by HIAPL, including regarding the use and meaning of signs, markers and Markings.

Record-keeping and audit

- 6.8 An Approved Issuing Authority must:

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (a) retain for a minimum of 3 years all applications it deals with for AUAs and ADAs;
 - (b) make and retain for a minimum of 3 years records sufficient to demonstrate that the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority; for example, records of:
 - (i) assessments on behalf of the Approved Issuing Authority of the compliance of Vehicles with the requirements of the AVCH;
 - (ii) materials used in the training and testing of applicants for ADAs, including any endorsements;
 - (iii) the training and testing of individual applicants for ADAs;
- 6.9 HIAPL may carry out audits to ensure an Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority, for which the Authority must
- (a) provide HIAPL with reasonable access to its records and premises ; and
 - (b) ensure that its relevant officers and employees make themselves available and co-operate with HIAPL
- 6.10 An Approved Issuing Authority must provide to HIAPL on request a listing of the AUAs and ADAs it has issued with such other details and information about the AUAs and ADAs HIAPL may request

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 7

APPROVED TRAINING OFFICERS

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

Approval

- 7.1 An Approved Issuing Authority may nominate in writing to HIAPL a person to be an Approved Training Officer for the purposes of the AVCH if they:
- (a) are an officer or employee of the Approved Issuing Authority or its Subsidiary; and
 - (b) hold a valid current ADA for HIA;
- 7.2 HIAPL may approve a person nominated under paragraph 7.1 subject to any limitations or conditions it may state:
- (a) when approving the person; or
 - (b) at any time while the person remains an Approved Training Officer.
- 7.3 Conditions for the purposes of paragraph 7.2 may include a condition that persons nominated to be Approved Training Officers undergo HIAPL supervised tests to confirm their suitability for such tasks or, 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, that such a demonstration, if made, will be acceptable in lieu of testing.

Scope of authority

- 7.4 An Approved Training Officer may only train and test for Categories of ADA:
- (a) equal to or lower than the Category for which the Officer holds an ADA;
 - (b) for vehicles which are of a type covered by the Approved Training Officer's ADA.
- 7.5 HIAPL may further limit the authority of an Approved Training Officer - for example, so that the Officer only has authority to test for Categories of Authority to Drive Airside *lower* than the Category for which the Officer holds an Authority to Drive Airside.

Cancellation

- 7.6 HIAPL may at any time cancel the approval of a person as an Approved Training Officer by written notice to the Approved Issuing Authority.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

Testing

- 7.7 Approved Training Officers must make themselves available for such testing as HIAPL may require from time to time to assess their suitability to continue as an Approved Training Officer

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 8

MISCELLANEOUS

[Definitions of terms and abbreviations used in this Part are spelt out at Part 9]

Exemptions

- 8.1 A Vehicle Operator, Driver or Approved Issuing Authority may apply to HIAPL for exemption from, or - in respect of their own activities - modification to, some or all of the provisions of this AVCH either generally or in relation to specific situations, persons, activities or Airside areas.
- 8.2 HIAPL may approve, in writing, any such exemption on such conditions as it considers appropriate, provided safe aviation outcomes and compliance with relevant legislation and regulation would be maintained.

Changes in Government Agencies

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

Transition

- 8.4 As far as possible, actions taken under a previous version of the AVCH for HIA and otherwise still current are taken to have been done under this AVCH but subject to amendment, renewal, cancellation, suspension or other applicable action under this AVCH.

Bicycles and tricycles

- 8.5 No person is to ride a bicycle or tricycle Airside without the written permission of HIAPL which permission may be withdrawn at any time by HIAPL giving written or oral notice of withdrawal.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

PART 9

RULES FOR DRIVERS AIRSIDE AT HOBART INTERNATIONAL AIRPORT (HIA)

- 1 These Rules are addressed to Drivers, as “you”
- 2 You must have a satisfactory knowledge of, and comply with, these Rules, *and any other aspect of the Airside Vehicle Control Handbook that contains them that relates to your driving Airside*, to be allowed to drive Airside

Definitions

- 3 For the purposes of these Rules and the Airside Vehicle Control Handbook containing them,

ADA: means **Authority to Drive Airside**

Aircraft Radiotelephone Operator Certificate of Proficiency: means a certificate issued in accordance with the relevant Civil Aviation Rules

Airside: means the area of HIA enclosed by the security barrier described in HIAPL's Transport Security Program, as marked on the plan at Attachment G, and which includes the Movement Area of HIA and adjacent terrain and buildings or portions thereof,.

Airside road: means a surface within the Airside prepared for and/or marked for the use of road vehicles including those marked as a road on the plan at Attachment G.

Approved Issuing Authority: means an organisation authorised by the HIAPL under Part 6 of the AVCH to issue Authorities for Use Airside and/or Authorities to Drive Airside.

Approved Training Officer: means a person nominated by an Approved Issuing Authority and approved by HIAPL in accordance with Part 7 of the AVCH.

Apron: means that part of Hobart International Airport (HIA) used

- for the purpose of enabling passengers to board, or disembark from aircraft;
- for loading cargo on to, or unloading cargo from, aircraft; and /or
- for refuelling, parking or carrying out maintenance on aircraft.

ASIC: means Aviation Security Identification Card

ATC: means **Air Traffic Control**

AUA: means Authority for Use Airside

Authority to Drive Airside (ADA): means an authority to drive airside issued under the *Airports (Control of On-Airport Activities) Regulations 1997* and Part 4 of the AVCH.

(ADA) Category 1: means an ADA authorising driving in Category 1 issued in accordance with Part 4 of the AVCH.

(ADA) Category 2: means an ADA authorising driving in Category 2 issued in accordance with Part 4 of the AVCH.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

(ADA) Category 3: means an ADA authorising driving in Category 3 issued in accordance with Part 4 of the AVCH.

(ADA) Category 4: means an ADA authorising driving in Category 4 issued in accordance with Part 4 of the AVCH.

Authority for Use Airside (AUA): means an authority issued in accordance with the *Airports (Control of On-Airport Activities) Regulations 1997* and Part 2 of the AVCH.

AVCH: means Airside Vehicle Control Handbook, generally this Airside Vehicle Control Handbook

Aviation Industry Participant (AIP): means, for the purposes of this AVCH, certain of the types of organisation defined as AIPs by the *Aviation Transport Security Act 2004*; including major aircraft operators, major regulated air cargo agents and Airservices Australia

Driver: means, for the purposes of this AVCH in the absence of a single or clear definition in applicable regulation, the person in physical control of a Vehicle at the time, or in the circumstances that, a referenced part of the AVCH applies to that Vehicle, whether or not the Vehicle is moving or they are on, in or with the Vehicle

Driving Licence; means a driving licence valid for driving on Australian public roads i.e. a current State or Territory driving licence

Escort: means the escort services provided in accordance with Part 5 of the AVCH and with the Rules for Drivers Operating Airside.

Escorted Vehicle: means a Vehicle driven under Supervision in accordance with Part 5 of the Handbook and with the Rules for Drivers Operating Airside.

HIA: means Hobart International Airport

HIAPL: means Hobart International Airport Pty Ltd, the owner of HIA

IATA: means International Air Transport Association

Manoeuvring Area: means that part of HIA used for the take-off, landing and taxiing of aircraft, excluding Aprons.

Markings: means the symbols, lines, words, figures and facilities in the Airside to control or assist the movement of aircraft and Vehicles or visual distinguishing features added to Vehicles.

MOS: means the Manual of Standards Part 139 under the *Civil Aviation Safety Regulations 1998*

Movement Area: means that part of HIA that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

Perimeter Road: means an Airside Road which remains clear of the Manoeuvring Areas.

Permit: if issued, means a physical identification on or for a Vehicle that it is the subject of an AUA.

Rules for Drivers Operating Airside: means the rules for Drivers set out in this Part

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

Tower: means the Air Traffic Control Tower at HIA.

Vehicle: means, for the purposes of this AVCH in the absence of a single or clear definition in applicable regulation, any wheeled conveyance or equipment in the physical control of a Driver

Vehicle Operator: means, for the purposes of this AVCH in the absence of a single or clear definition in applicable regulation, the entity or person with direct administrative responsibility for a Vehicle – as owner, hirer or other controller of the Vehicle – at the time, or in the circumstances that, a referenced part of the AVCH applies to that Vehicle

Administration

- 4 These Rules are integral to HIAPL's promotion of safe and orderly movement of passengers, aircraft, vehicles and people Airside at HIA
- 5 Failure to comply with these Rules will be taken into account in considering whether Drivers or their Vehicles are excluded from use of the Airside of HIA
- 6 Some failures to comply with these Rules may also constitute actual offences under relevant legislation, some of strict liability and attracting financial penalties
- 7 The main relevant legislation is the *Airports (Control of On-Airport Activities) Regulations 1997*, while other Commonwealth regulation and guidance also bears on the operation of vehicles on the airside of airports, but it is the responsibility of Drivers themselves (and Vehicle Operators) to know and comply with all relevant regulation and identify and take due account of guidance.

Driving authority, licence and endorsements

- 8 You may ONLY drive a Vehicle Airside if you hold a Driving Licence as defined in these Rules
- 9 You may ONLY drive a Vehicle in an Airside area if you either
 - hold an Authority to Drive Airside (ADA) in a Category which authorises you to drive a vehicle of that type in the area
 - OR
 - are under Escort by a person who holds an ADA in that Category.
- 10 You may not drive a Vehicle on an Airside area that requires endorsement on Driving Licences and you do not have that endorsement, whether under your ADA or Escort
- 11 You may not Drive a Vehicle Airside if to do so requires a special licence or qualification that you do not hold
- 12 You must carry your ADA and your Driving Licence with you whenever you are in charge of a Vehicle on Airside.
- 13 Your ADA is not transferable to any other person
- 14 Your ADA is not valid at any other airport than Hobart Airport (HIA).
- 15 You must not drive a Vehicle in an Airside area without Escort if the Vehicle does not have a valid Authority for Use Airside (AUA) for the Vehicle as specified in the AVCH

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 16 Whenever you are apparently in charge of a Vehicle Airside you must comply when a HIAPL employee asks you to show any of
- your ADA
 - your Driving Licence
 - your Aviation Security Identification Card (ASIC) valid for HIA
 - the AUA for the Vehicle, if a physical AUA has been issued for the Vehicle.

Loss or change of authority, licence or endorsement

- 17 Your ADA immediately ceases to be valid, and cannot be used, if any of the following happen
- you cease to hold at least one Drivers Licence
 - you have any Drivers Licence cancelled for a breach of traffic law
 - you are notified by HIAPL that it is withdrawn, suspended or cancelled
 - it expires:
- 18 You must promptly return your ADA to the authority that issued it when it ceases to be valid, for action by the authority as set out in the AVCH
- 19 You must promptly notify, in writing, HIAPL, and, if applicable, the Vehicle Operator/s for whom you drive and the Approved Issuing Authority that issued the ADA when either of the following happens
- you cease to hold at least one Drivers Licence
 - you have any Drivers Licence cancelled for a breach of traffic law
 - you incur a penalty for a breach of traffic law which does not result in cancellation of your Drivers Licence

including details of the causes of the cessation, cancellation or breach and penalty

Aviation security identification

- 20 You must have, and properly display a valid Aviation Security Identification Card (ASIC) for Hobart Airport when Airside at HIA, which includes driving Airside at HIA

Rules for driving Airside - General

- 21 When you are Airside you need to have fulfilled or be able to fulfil the following as the case may be:
- Know the relevant procedures
 - Comply with the AVCH
 - Know the light signals that might apply to your activity (refer Attachment A)
 - Stay alert and, where radio is required, not go beyond hearing range of your radio
 - Plan carefully what you are going to be doing Airside
 - Be precise and patient in what you do Airside
 - Never leave anything behind on the Movement Area (for example, equipment, tools, rubbish)

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- If you become confused about what is happening on the Movement Area, leave it and consult someone about further training.
- 22 To drive under an ADA at HIA you are expected to have the following:
- familiarity with the current version of the AVCH
 - an understanding of the regulations and restrictions which apply to the Movement Area
 - familiarity with the Airside areas and general geography of HIA
 - suitably ready access to a plan of relevant areas of HIA.
 - familiarity with the designations of the runways and taxiways
 - knowledge of the terminology used to describe the Airside areas
 - where radio use is required, competency in the use of radio equipment, and understanding of radio instructions
 - understanding of the meaning of ATC visual signals and signs that might be used on HIA
- 23 You must obey all regulatory signs
- 24 You must obey all instructions given by ATC;
- 25 You must obey speed, Give Way and No Standing signs
- 26 You must adhere to the following speed limits, regardless of signage:
- | | |
|---|---------|
| ○ within 15 metres of an aircraft | 10 km/h |
| ○ in the Baggage Hall | 10 km/h |
| ○ on a marked airside road around aircraft | 10 km/h |
| ○ elsewhere on aprons, subject to the lower limits above | 15 km/h |
| ○ elsewhere on the movement area, except where specific operational or emergency requirements apply | 40 km/h |
| ○ perimeter roads | 40 km/h |
- 27 You must not drive under or within 3 metres of an aircraft, unless the Vehicle you are driving is one of the following:
- a Vehicle of a kind normally required for servicing, refuelling, loading, towing or pushing that aircraft
 - an emergency vehicle being used in connection with an emergency
- 28 You must stay well clear of aircraft when their red anti-collision beacons are operating (as these indicate the engines are running or are about to be started)
- 29 You must give way to moving aircraft even when you are on a marked airside road
- 30 You must comply with any Drug and Alcohol Management Plan (DAMP), under civil aviation safety regulation, applying to you
- 31 You must not drive Airside while affected by alcohol or drugs to an extent which would preclude you lawfully driving on the public roads on HIA

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 32 You must obey any specific local or national policies or rules relating to the influence of alcohol or drugs while driving Airside
- 33 You must not drive in a manner likely to jeopardise the safety of any person
- 34 You must comply with instructions given to you by HIAPL including instruction in the form of default notices given to you or attached to a Vehicle of which you are in charge;
- 35 You must not drive a baggage train of more than 4 barrows or dollies
- 36 You must ensure when driving Vehicles carrying loose material that the load is covered to prevent loss of material from the load
- 37 You must not park Vehicles or equipment so that they will obstruct aircraft, other Vehicles or pedestrians
- 38 You must give way to passengers at all times and to other pedestrians on marked walkways including crossings of marked airside roads
- 39 You must leave Vehicles with doors closed but unlocked and with keys in the ignition and handbrake on unless one of the following applies
 - the Vehicle is left in a designated parking area
 - leaving the Vehicle in the first place contravenes aviation transport security requirements
- 40 You must as soon as possible notify the Vehicle Operator of any defect you have become aware of, in a Vehicle you are responsible for, either yourself or from a written statement by or on behalf of HIAPL notifying the defect
- 41 You must comply with a direction from a HIAPL employee, an officer of the Commonwealth Department responsible for civil aviation safety or a Commonwealth police officer to remove your Vehicle from the Airside if they consider the Vehicle is being driven, or is stopped or parked, on the Airside of HIA such that the Vehicle is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of HIA

Rules for driving Airside - Escorting

- 42 Subject to such other conditions HIAPL may make in general or for particular occasions, and if you and your Vehicle meet the conditions for an Airside area at HIA you may Escort another Vehicle in one of the following ways
 - driving a Vehicle for which an Authority for Use Airside is current to Escort the Escorted Vehicle;
 - riding in the Escorted Vehicle;
 - accompanying the Escorted Vehicle on foot; or
 - in particular circumstances approved by HIAPL at its discretion and conditions, by directing it from a vantage point.
- 43 You must ensure you adopt specific procedures for Escorting that maintain effective control of all Escorted Vehicles to ensure they do not present hazards to the safe operation of Airside or otherwise do not comply with this AVCH

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 44 Before you start Escorting a Vehicle or a number of Vehicles you must ensure that the Driver/s of the Escorted Vehicle/s is/are aware of the procedures and requirements on them while under Escort
- 45 When Escorting by driving another Vehicle you must ensure the Driver of the Escorted Vehicle knows to, and does, keep the Escorted Vehicle within approximately 10 metres behind the Escorting Vehicle.
- 46 When Escorting more than one Vehicle you must ensure the Drivers of the Escorted Vehicles know to, and do, keep the Escorted Vehicle within approximately 10 metres behind the Vehicle in front of them

Rules for driving Airside - Manoeuvring Area

- 47 You may ONLY drive a Vehicle on HIA's runway or taxiways and their associated strips (i.e. the Manoeuvring Area) if one of the following applies:
 - the Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (if operating) and aircraft AND you hold an Aircraft Radiotelephone Operator Certificate of Proficiency
 - OR
 - the vehicle is under Escort by a Vehicle so equipped and driven by a Driver with such a Certificate.
- 48 In the following conditions you may ONLY drive a Vehicle on the Manoeuvring Area IF the Vehicle displays dipped headlights
 - at night
 - in conditions of poor visibility
- 49 Your Vehicle, if you are operating it on the Movement Area, must be marked to comply with the requirements of the Manual of Standards (MOS) Part 139 which provide as set out in the AVCH at Part 1 paragraphs 1.8. and 1.9
- 50 You must vacate the Manoeuvring Area when the runway or taxiway lights flash and watch the Tower for further light signals (The flashing lights may be initiated by ATC in emergency conditions or if you have not observed the standard light signals (refer Attachment A)).

Rules for driving Airside - Radio

- 51 You must comply with radio requirements and procedures set out in the AVCH
- 52 Subject to where you are authorised to Drive Airside you may be required to demonstrate proficiency in radio arrangements at HIAPL and transmissions and transmission techniques refer Attachment A to the AVCH
- 53 You must have radio contact with ATC if you intend to proceed from an Apron onto taxiways and from a taxiway onto the runway (contact details are at Attachment A)
- 54 You must not enter the Manoeuvring Area unless you have an established need to do so.
- 55 In the Movement Area you must keep a constant radio listening watch, always being within hearing distance of your radio and staying alert to what is happening around you by listening to radio communications.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- 56 You must do the following when told by ATC to vacate the runway
- vacate the runway as soon as you are told to
 - notify the Tower that you are clear when you have moved outside the relevant line of runway strip markers

Rules for driving Airside - Accidents and immobilisations

- 57 You must promptly report to HIAPL an accident involving you as the Driver of a Vehicle if the accident has done one of the following
- caused personal injury
 - caused property damage
- 58 You must provide a written statement to HIAPL of how an accident occurred. within a reasonable time after the accident
- 59 You should also report to HIAPL any lesser accident, near miss or other incident on Airside involving a Vehicle that you are involved in or witness
- 60 You must immediately notify the following if you are driving a Vehicle that becomes immobilised on the Manoeuvring Area:
- Air Traffic Control if it is operating
 - HIAPL if Air Traffic Control is not operating
- 61 You must notify HIAPL if you are driving a Vehicle that becomes immobilised on an Apron, other than in an approved parking or storage area
- 62 You must immediately ensure the Vehicle Operator of an immobilised Vehicle you were driving when it became immobilised Vehicle is aware of the immobilisation, so that the Vehicle Operator can fulfil its obligations to have the Vehicle moved

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

ATTACHMENT A

RADIO ARRANGEMENTS AT HIAPL

and

ADVICE ON TRANSMISSIONS AND TRANSMISSION TECHNIQUES

Communicating with the Hobart Tower

Surface movement control (SMC) operates at Hobart Airport (HIA).

The SMC Frequency is **121.7**. The call sign is "*Hobart Ground*".

All aircraft, vehicles and personnel operating on the aprons and taxiways at HIA need to be able to tune to 121.7 if they need or wish to monitor the appropriate operational frequency or communicate with Air Traffic Control.

The runway and airborne operations (ACD) Frequency is **118.1**. The call sign is "*Hobart Tower*".

The SMC and ACD frequencies normally operate independently of each other between 0930 and 1730 daily. At other times they are combined and both frequencies retransmit the other frequency.

Vehicles should always use the appropriate frequency for the area they are operating in.

The following procedures apply for Drivers of Vehicles Airside at HIA:

- Drivers on aprons and taxiways maintain a listening watch on *Hobart Ground*
- Drivers make requests to cross or enter the runway to *Hobart Ground* ("cross" = direct crossing of the runway from the point the request is made, "enter" = all other entry of the runway)
- Runway *cross* clearance issued by *Hobart Ground* and vehicle stays on *Hobart Ground* frequency and reports clear to *Hobart Ground* when crossing completed
- Runway *enter* clearance request is transferred by *Hobart Ground* to *Hobart Tower*.
- Runway *enter* clearance issued by *Hobart Tower* and Vehicle stays on *Hobart Tower*, reports clear to *Hobart Tower* when runway vacated and is then transferred back to *Hobart Ground*

ATC should not interrupt work unless it is necessary but when it does co-operation with all possible speed is expected. A change in wind direction or other operational factor may require ATC to move Airside activities urgently. Transmissions for vacating the Manoeuvring Area are brief and after initial contact it is no longer necessary to address ATC by name or for ATC to address itself by name. Transmissions proceed as follows:

- *Tower*: "Car (number), vacate Runway 12"
- *Driver* (straight away): "VACATING RUNWAY ONE TWO, CAR (NUMBER)"
- *Driver*: "CAR (NUMBER), VACATED ONE TWO"

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- *Tower* (acknowledging): "Car (number)"

ATC may initiate the following light signals, in lieu of radio messages, which Drivers are to respond to promptly:

- GREEN FLASHES mean "Permission to cross runway or to move on a taxiway"
- STEADY RED means "Stop immediately"
- RED FLASHES mean "Move off the runway or taxiway and watch out for aircraft"
- WHITE FLASHES mean "Vacate the Manoeuvring Area in accordance with the AVCH"

For helicopter operations on Area Bravo, the taxiways and Helipad, SMC will make a general broadcast unless frequencies combined.

The following deals with communications initiated by Drivers.

Before transmitting, be sure by listening that the channel is clear of other communications in progress.

Transmit and receive as follows

- Identify who you are calling "HOBART TOWER"
- Tell them *who* you are "THIS IS (e.g, CAR (NUMBER))"
- Tell them *where* you are e.g. "ON DOMESTIC APRON" or "ON TAXIWAY ALPHA"
- Tell them *what you wish to do* e.g. "REQUEST ENTER TAXIWAY BRAVO AND RUNWAY (NUMBER)"
- Tell them any other significant details "REMAINING CLEAR OF RUNWAY (NUMBER) ON IMMEDIATE RECALL"

Communications when intending to enter the manoeuvring area from aprons are typically as follows:

- *Driver*: "HOBART TOWER, CAR (NUMBER) ON THE FREIGHT APRON, REQUESTING A BLANKET CLEARANCE FOR TAXIWAYS AND APRONS"
- *Tower*: "Car (number) you have a blanket clearance for taxiways and aprons"
- *Driver*: "CAR (NUMBER) RECEIVED BLANKET CLEARANCE FOR TAXIWAYS AND APRONS"

Communications when intending to cross the runway are typically as follows:

- *Driver*: "HOBART TOWER - CAR (NUMBER) ON TAXIWAY DELTA - REQUESTING TO CROSS RUNWAY THREE ZERO"
- *Tower*: "Car (number) hold short of Runway 30"
- *Driver*: "HOLDING SHORT OF RUNWAY THREE ZERO - CAR (NUMBER)"
- *Tower* (when the runway is clear): "Car (number), cross Runway 30"
- *Driver*: "CAR (NUMBER) CROSSING RUNWAY THREE ZERO - CAR (NUMBER)"

Communications when intending to enter the runway are typically as follows:

- *Driver*: "HOBART TOWER THIS IS CAR (NUMBER) ON DOMESTIC APRON, REQUESTING TO ENTER RUNWAY ONE TWO, ON IMMEDIATE RECALL"
- *Tower*: "Car (number, enter Runway 12)"
- *Driver*: "CAR (NUMBER) ENTERING RUNWAY ONE TWO CAR (NUMBER)"

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

Transmission techniques and forms

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator

Radio users should do the following:

- speak plainly and end each word clearly to prevent consecutive words "running together"
- avoid any tendency to shout
- avoid variations in speech intensity and unusual inflections of the voice
- avoid hesitant sounds such as "er" and "um"
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others
- if improvisation is necessary, make it brief and unambiguous (standard phraseology is best)
- preferably prepare messages before transmission, in order to transmit them without unnecessary delays

The readability of someone's radio signals - i.e. how well their transmission is able to be heard - can be conveyed to them as follows:

- "one" means "Unreadable"
- "two" means "Readable now and again"
- "three" means "Readable but with difficulty"
- "four" means "Readable"
- "five" means "Perfectly readable"

The international phonetic alphabet assists in voice transmission of call signs, runway/taxiway designators and the spelling of proper names and unusual words, and is made up of particular words with particular pronunciations and emphases to denote the letters:

A	ALPHA	Al-fa	N	NOVEMBER	no-VEM-ber
B	BRAVO	BRAH-voh	O	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	P	PAPA	pah-PAH
D	DELTA	DEL-tah	Q	QUEBEC	key-BECK
E	ECHO	ECK-oh	R	ROMEO	ROH-me-OH
F	FOXTROT	FOKS-trot	S	SIERRA	see-AIR-rah
G	GOLF	golf	T	TANGO	TANG-go
H	HOTEL	hoh-TELL	U	UNIFORM	YOU-nee-form
I	INDIA	IN-dee-ah	V	VICTOR	VIC-tah
J	JULIETT	JEW-lee-ETT	W	WHISKY	WISS-key
K	KILO	KEE-low	X	X-RAY	ECKS-RAY
L	LIMA	LEE-mah	Y	YANKEE	YANG-key

Numbers are transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE OR THREE
4	FOW-er
5	FIFE

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

6	SIX
7	SEV-en
8	AIT
9	NIN-er
DECIMAL	DAY-SEE-MAL
THOUSAND	TOUSAND OR THOUSAND

In general, numbers except whole thousands, are transmitted by pronouncing each digit separately, e.g.

10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
5000	FIVE THOUSAND
11000	ONE ONE THOUSAND
24000	TWO FOUR THOUSAND
38143	THREE EIGHT ONE FOUR THREE

However, ground vehicle call signs are transmitted using the group number form, preceded by a vehicle identifier, e.g.

Truck 12	TRUCK TWELVE
Car 25	CAR TWENTY- FIVE

Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "decimal", e.g.

118.1	ONE ONE EIGHT DECIMAL ONE
121.9	ONE TWO ONE DECIMAL NINE

Typical ATC messages advising of restrictions may be

- "CAR TWO - HOBART TOWER - HOLD POSITION" means stay where you are and await further details regardless of where you are
- "CAR SEVEN - HOBART TOWER - HOLD POSITION - EXPECT ONE ZERO MINUTE DELAY" means, for example, that several aircraft are on approach or taxiing for departure and you may wish to try later
- "CAR THIRTEEN - VACATE RUNWAY ONE TWO" means regardless of what you are doing, what you have requested or what you have been cleared to do so far, move outside the Manoeuvring Area, clear of the runway strip markers

"HOLD" has the particular meaning of "Stop" in aerodrome transmissions, for example as follows:

- "HOLD YOUR POSITION" means "Stop/stay where you are"
- "HOLD SHORT OF RUNWAY ONE TWO" means "Stop and stay clear of the runway strip when you get there"

The following phrases are commonly used in transmissions:

ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRMATIVE	YES
APPROVED	PERMISSION FOR PROPOSED ACTION GRANTED
CANCEL	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
CLEAR/ED	(Note: NOT (to be) used by Vehicles) AUTHORISE/D TO PROCEED UNDER THE CONDITIONS SPECIFIED
CONFIRM	HAVE I CORRECTLY RECEIVED THE FOLLOWING? (see also "SAY AGAIN")

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

CORRECT	THAT IS CORRECT
CORRECTION	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE - THE CORRECT INFORMATION IS.....
DISREGARD	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
EXPEDITE	HURRY
GO AHEAD	PROCEED WITH YOUR MESSAGE (Normally only after "STAND BY")
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	STOP BEFORE A SPECIFIED LOCATION (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (or HOW WELL CAN YOU HEAR MY TRANSMISSION) (Normally preceded by "RADIO CHECK")
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST PERMISSION TO, or I WOULD LIKE TO KNOW.....
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU BACK
VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by e.g "VIA TAXIWAY or NEXT LEFT")
VACATED	I HAVE VACATED RUNWAY/TAXIWAY/AREA (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	CHECK AND CONFIRM WITH ORIGINATOR
WILCO	I (FULLY) UNDERSTAND YOUR MESSAGE/INSTRUCTION AND WILL COMPLY WITH IT
WORDS TWICE	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE or SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

ATTACHMENT B

AUTHORITY FOR USE AIRSIDE

APPLICATION FORM

1. APPLICANT

Name:

Address:

..... Tel. No.

2. VEHICLE

Make:

Model: Year:

Reg. No.: Motive Power:

Special Features:

.....

.....

If not registered, give details of industry specifications with which the Vehicle complies:

.....

.....

.....

(If the Vehicle is not registered and there are no applicable IATA specifications, then HIAPL's approval is required)

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

3. THIRD PARTY INSURANCE (PERSONAL INJURY)

Insurer:

Amount of cover: \$

4. THIRD PARTY INSURANCE (PROPERTY DAMAGE)

Insurer:

Amount of cover: \$

5. TYPE OF WORK TO BE UNDERTAKEN AIRSIDE AND AREA/S OF OPERATION

.....
.....
.....

6. COMMUNICATION EQUIPMENT

.....
.....

7. EXPLAIN NEED FOR FREQUENT AND UNESCORTED ACCESS

.....
.....
.....

8. EXPLAIN ARRANGEMENTS FOR MOVING VEHICLE IF IMMOBILISED

.....
.....
.....

9. RELEASE AND INDEMNIFICATION

In consideration of being granted an Airside Vehicle Permit in accordance with this application, the Applicant agrees to release and indemnify HIAPL, its officers and employees and any persons providing assistance to

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

HIAPL in relation to all claims for damage to the Vehicle in moving the Vehicle if the Vehicle becomes immobilised on the Movement Area.

10. UNDERTAKING AND ACKNOWLEDGEMENT BY THE APPLICANT

I have personally read the Airside Vehicle Control Handbook and agree to fulfil the requirements on Vehicle Operators set out in the Handbook.

The Vehicle Operator undertakes to ensure that the Vehicle is operated in accordance with the Handbook.

The Vehicle Operator acknowledges that HIAPL may cancel or suspend this Authority at any time.

Signed : Date :/...../.....

(Title/position with the Vehicle Operator)

OFFICIAL USE

Indemnity and Release executed and lodged with HIAPL
...../...../19.....

Vehicle Check: Beacon Signs Radio/...../19

Authority to use Airside No. issued:/...../19.....

Approved by : date:/...../19.....

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

ATTACHMENT C

POTENTIAL CONSIDERATIONS FOR THE ISSUE OF AN AUTHORITY FOR USE AIRSIDE

Refer to Part 2 of the AVCH. The following represent considerations HIAPL might have, or require Approved Issuing Authorities to have, in deciding whether to issue AUAs:

- That there is a need for the Vehicle to operate in an 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 HIAPL
- That there is a capacity to ensure that the operation of the Vehicle will comply with the requirements of this AVCH 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
- That the applicant has in place appropriate arrangements to limit fire hazards in Vehicles which are to operate within 15 metres of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling;
- That there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on a Movement Area, the Vehicle will be immediately removed
- That there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on a Movement Area, that the notifications required under paragraphs 1.12 and 1.13 of the AVCH will be given
- That the Vehicle will be maintained in a state of good repair
- Whether the Vehicle is involved in scientific research
- That the "appropriate arrangements" to limit fire hazards referred to above will at least include capacity to ensure compliance with Civil Aviation Order 20.9 set out in Attachment H

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

ATTACHMENT D

**AUTHORITY TO DRIVE AIRSIDE
APPLICATION and RENEWAL FORMS**

APPLICATION

..... Airport

1. APPLICANT

Name:

Address:

..... Tel. No.

Employer:

2. This is an application for issue/renewal of an Authority to Drive Airside:

Category (1, 2, 3 or 4)

For (type of Vehicles)

3. *[Application for issue only]* I have undergone a minimum as an observer in a Vehicle operating Airside in areas where the Authority to Drive Airside for which I am applying will authorise me to drive. I have undergone hours as an observer.

[Note: Your application will be considered only if you have undergone a minimum of 4 hours as an observer for Category 1, 2 or 3, or 8 hours for Category 4.]

4. I attach a statement from a HIAPL employee/Approved Training Officer certifying that I have been tested and achieved a satisfactory standard for driving Vehicles of the type to be authorised by the Category of Authority in areas covered by the Category of Authority subject to this application.

5. STATE/TERRITORY DRIVER'S LICENCE

Licence No. Class: Expiry Date:/...../19.....

6. AVIATION SECURITY IDENTIFICATION

Card No.

7. ENDORSEMENT BY THE VEHICLE OPERATOR

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

It is certified on behalf of the Vehicle Operator that the Applicant is required to drive/operate Vehicle Operator Vehicles of the type subject to this application on:

- Cat 1 Perimeter Roads Not applicable at Hobart Airport
- Cat 2 Airside Roads (including Perimeter Roads) and Aprons
- Cat 3 Airside Roads, (including Perimeter Roads) Aprons and Taxiways
- Cat 4 All Airside areas

[indicate the appropriate category of Authority to Drive Airside required]

Name:

Position:

Signed: Date:/...../19.....

9. ACKNOWLEDGEMENT AND UNDERTAKING BY THE APPLICANT

I have read the Airside Vehicle Control Handbook and agree to fulfil the requirements on Airside Drivers set out in the Handbook and I acknowledge that HIAPL may cancel or suspend the Authority at any time.

Signed: Date:/...../19.....

<u>OFFICIAL USE</u>	
State/Territory Driver's Licence sighted:	Yes / No
Authority to Drive Airside No.	issued:/...../19.....
Approved by:	date:/...../19.....
Tested by:	date:/...../19.....

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

RENEWAL



HOBART INTERNATIONAL AIRPORT PTY LTD

HOBART AIRPORT

Renewal Form

Authority to Drive Airside Training Test and Assessment

I _____ (applicant) accept the conditions applicable to the issuance of an Authority to Drive Airside and to operate an Authorised Vehicle on Hobart Airport.

Signature

I _____ being the **AUTHORISED DRIVER TESTING OFFICER** for the **HOBART INTERNATIONAL AIRPORT PTY LTD** have conducted the appropriate assessment of the above name applicant and found their level of proficiency to be (acceptable) (inadequate) for issuance of an Authority to Drive Airside.

Comments /Recommendations

HB Number _____

Renewal Due: _____

GATE 1 Number _____

Date of Test: _____

Category _____

Signature of Authorised Testing Officer

Signature

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009


ATTACHMENT E

AUTHORITY TO DRIVE AIRSIDE

EXAMPLE

Hobart Airport

(SEPARATE CARD)

<p>AUTHORITY TO DRIVE AIRSIDE</p> <p>ISSUED UNDER HOBART INTERNATIONAL AIRPORT PTY LTD AUTHORITY, SUBJECT TO AIRSIDE VEHICLE CONTROL.</p> <p>SERIAL NO.</p> <p>SIGNATURE:</p>	<p>CATEGORY</p> <table><tr><td><input type="checkbox"/></td><td><input type="checkbox" value="HBA"/></td><td><input type="checkbox"/></td></tr></table> <p>EXPIRES:</p> <p>Name: _____</p> <p>Company: _____</p> 	<input type="checkbox"/>	<input type="checkbox" value="HBA"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox" value="HBA"/>	<input type="checkbox"/>		

(APPROVED ASIC)

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

ATTACHMENT F

AIRSIDE VEHICLE
INDEMNITY AND RELEASE

Hobart Airport

HOBART INTERNATIONAL AIRPORT PTY LTD

- and -

..... (ACN No.)

"the Indemnitor"

1. **THIS AGREEMENT** is made on the day of 19 between the following parties:

HIAPL (as defined under the Airport Act)) of Hobart Airport in the State of Tasmania and
..... of ("Indemnitor")

2. **RECITALS:**

(a) HIAPL will permit the Indemnitor to enter upon and to use and operate Vehicles on the Airside of Hobart Airport on the condition that the Indemnitor gives the indemnities and releases contained in this agreement.

THIS AGREEMENT WITNESSES that in consideration, among other things, of the mutual promises contained in this Agreement, the parties agree:

3. **DEFINITIONS**

In this Agreement:

"**Airport**" means Hobart Airport;

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

"Airside" means the Movement Area of an Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at Attachment G of the Airside Vehicle Control Handbook.

Authority for Use Airside: means a person or body authorised under paragraph 4.42(1)(c) to issue Authority for Use Airside and/or Authorities to Drive Airside for Hobart Airport.

"Indemnitor" means the Vehicle Operator or person applying for an Airside Vehicle Permit;

"Leased Area" means an area Airside that has been leased to a Vehicle Operator for the purposes of carrying out an aviation-related business;

"Vehicle" means any motor vehicle, special purpose vehicle or other mobile equipment which is used on the Airside, or taken onto the Airside, by the Indemnitor.

4. 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.

5. INDEMNITY

- (a) In consideration of HIAPL permitting the Indemnitor to enter upon and to use and operate Vehicles on the Airside of the Airport the Indemnitor must indemnify and keep indemnified the Airport Operator and each servant, officer, agent and contractor of the Airport Operator from and against all and any loss, damage, cost, charge, expense or other liability however suffered, paid or incurred by or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in relation to or arising out of or in consequence of :
 - (i) any action, proceeding, claim or demand which is or may be brought, made or prosecuted or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the use or operation of any Vehicle on the Airside by the Indemnitor or by any servant, officer, agent or contractor of the Indemnitor (including, but not limited to any loss of or damage to property or loss of life or personal injury or other loss suffered or incurred by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor); and
 - (ii) any other thing in any way relating to the use of or operation of any Vehicle on the Airside by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; and
 - (iii) the presence on the Airside of any Vehicle (whether or not being used or operated at the time) under the control of the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; and
 - (iv) the presence on the Airside for any reason whatever of any servant, officer, agent or contractor of the Indemnitor.

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (b) The indemnity in clause 5(a) is a continuing indemnity and remains in full force and effect until this Agreement has been finally discharged by the Airport Operator in writing.
- (c) The Indemnitor must pay any monies owing under this clause to the Airport Operator immediately upon demand by the Airport Operator.
- (d) The indemnity contained in clause 5(a) does not apply to the extent that any such loss, damage, cost, charge, expense or other liability was caused by the fraud or negligence of HIAPL or its servants, officers, agents or contractors.

6. RELEASE

- (a) The Indemnitor releases the Airport Operator and each servant, officer, agent and contractor of the Airport Operator from:
 - (i) all claims, actions, causes of action, proceedings and demands which the Indemnitor now has or, but for clause 5 would or might at any time in the future have, against the Airport Operator or any servant, officer, agent or contractor of the Airport Operator; and
 - (ii) all present or future liability of the Airport Operator or any servant, officer, agent or contractor of the Airport Operator to the Indemnitor however caused in relation to or arising out of or in consequence of:
 - (A) the use or operation of any Vehicle on the Airside by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; or
 - (B) the presence on the Airside of any Vehicle (whether or not being used or operated at the time) under the control of the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; or
 - (C) the presence on the Airside for any reason whatever of any servant, officer, agent or contractor of the Indemnitor; or
 - (D) any combination of any of the things referred to in paragraphs 6(a)(i)(A) to (C) inclusive. However, the release set out in this clause shall not operate to the extent such claims, demands or liabilities are caused by fraud or negligence on the part of the Airport Operator or any of its servants, officers, agents or contractors.
 - (iii) The release contained in clause 6(a) operates even if the Indemnitor is not now aware of, or has no present knowledge of, or at any future time is not aware or has no knowledge of, any fact or circumstance which may now or in the future be relevant to or apply in relation to any such claim, action, cause of action, proceeding or demand or liability.
 - (iv) The Indemnitor must not make or commence or threaten to make or commence any claim, action, cause of action, proceeding or demand referred to in clause 6(a).

7. INSURANCE

HOBART INTERNATIONAL AIRPORT AIRSIDE VEHICLE CONTROL HANDBOOK

December 2009

- (a) The Indemnitor must insure itself and keep insured in a sum of not less than Ten Million Dollars (\$10,000,000) with an **INSURANCE COMPANY** approved by the Airport Operator against all liability to the Indemnitor arising from this Agreement.
- (b) The Indemnitor will at all times whenever so required by the Airport Operator produce such evidence acceptable to the Airport Operator that the insurance is in full force and effect.
- (c) If the Indemnitor fails to insure itself as required by this clause, the Airport Operator may itself effect the insurance and the premium paid in respect of such insurance will be a debt due to the Airport Operator by the Indemnitor and may be sued for and recovered by the Airport Operator as a liquidated demand in any Court of competent jurisdiction.

8. **BENEFIT**

It is intended that each servant, officer, agent and contractor of the Airport Operator obtain benefits expressed in their favour under this Agreement and be entitled to enforce the same.

9. **GOVERNING LAW**

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

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

EXECUTED as a deed.

Signed for and on behalf of the)
AIRPORT OPERATOR)
by)
in the presence of:)

The Common Seal of)
was hereto affixed by the authority of the Directors)
in the presence of Director)
..... Director/Secretary)

Signed for and on behalf of)
by a duly appointed officer)
in the presence of:.....)

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2009

ATTACHMENT H

Copies of CIVIL AVIATION ORDERS 20.9, 20.10 and 20.22
as at November 2007



**AIR SERVICE OPERATIONS —
PRECAUTIONS IN REFUELLING, ENGINE AND
GROUND RADAR OPERATIONS**

SUBSECTIONS

- | | | | |
|----------|-----------------------------|----------|---|
| 2 | Application | 5 | Starting and ground operations of engines |
| 3 | Fuels and oils | 6 | Ground operation of aircraft radar equipment |
| 4 | Fuelling of aircraft | | |
- Appendix I**

2 APPLICATION

- 2.1 Subject to paragraph 2.2, this section applies to:
- (a) all Australian aircraft operating on aerodromes in Australian territory; and
 - (b) as far as practicable — all Australian aircraft operating outside Australian territory.
- 2.2 This section does not apply to an aircraft that is being refuelled in accordance with:
- (a) section 20.10, except as set out in subparagraph 1A.1 (a) of section 20.10; and
 - (b) section 20.10.1, except as set out in subparagraph 2.2 (a) of section 20.10.1.

3 FUEL AND OILS

- 3.1 The pilot in command of an aircraft shall ensure that the aircraft is not flown unless the aviation fuel, aircraft engine lubricating oil, aircraft engine power augmentation fluid and aircraft hydraulic system fluid used in connection with the servicing or operation of the aircraft complies with the specification and grade required or approved for the purpose by CASA.

Note 1: In respect of aircraft engine power augmentation fluid and aircraft hydraulic system fluid the specification and grade specified for a particular purpose in a manual or manuals promulgated by the aircraft or aircraft engine manufacturer may be considered as having been approved by CASA.

Note 2: The pilot in command may assume that:

- (a) aviation fuel; and
- (b) aircraft engine lubricating oil; and
- (c) aircraft engine power augmentation fluid; and
- (a) aviation fuel; and
- (d) aircraft hydraulic system fluid in the aircraft, other than that which he has caused to be delivered into the aircraft, complies with the required specification and grade.

- 3.3 All ground fuel stock shall be carefully checked for the presence of undissolved water before the fuelling operation is commenced.
- Note 1: This precaution is particularly important when handling fuel from drum stocks.
- Note 2: Attention is drawn to the necessity of using a positive method, such as suitable water-detecting paste or paper, in testing for the presence of free water since sensory perceptions of colour and smell, if used alone, can be quite misleading.
- Note 3: In the case of turbine fuels, attention is also drawn to the necessity of watching for signs of cloudiness or other indication of the presence of suspended water droplets which will not necessarily be detected by the means mentioned in Note 2.
- 3.4 All fuel shall be strained or filtered for the removal of free or suspended water and other contaminating matter before entering the aircraft tanks.
- Note: Attention is drawn to the special standards of filtration which may be specified by the manufacturers of certain types of engines. e.g. turbine engines and direct-injection piston engines.

4 FUELLING OF AIRCRAFT

4.1 Location of Aircraft

- 4.1.1 During fuelling operations, the aircraft and ground fuelling equipment shall be so located that no fuel tank filling points or vent outlets lie:
- (a) within 5 metres (17 ft) of any sealed building; and
 - (b) within 6 metres (20 ft) of other stationary aircraft; and
 - (c) within 15 metres (50 ft) of any exposed public area; and
 - (d) within 15 metres (50 ft) of any unsealed building in the case of aircraft with a maximum take-off weight in excess of 5 700 kg (12 566 lb) and
 - (e) within 9 metres (30 ft) of any unsealed building in the case of aircraft with a maximum take-off weight not exceeding 5 700 kg (12 566 lb).
- 4.1.1.1 Notwithstanding the contents of paragraph 4.1.1 limited fuelling operations for maintenance purposes may be carried out in certain hangars under the following conditions:
- (a) refuelling or defuelling of gasoline or wide-cut gasoline type turbine fuel is not permitted;
 - (b) overwing fuelling is not permitted;
 - (c) these operations shall not be permitted in hangars occupied by 2 or more tenants;
 - (d) the operator shall obtain approval from CASA for the detailed procedures under which these operations may be performed. These procedures shall be described in the maintenance manual and shall include the circumstances under which refuelling or defuelling in hangars or maintenance area is permitted, and the maximum volume of fuel involved.
- 4.1.1.2 For the purpose of this Order, a sealed building is one which all the external part within 15 metres (50 ft) of an aircraft's fuel tank filling points or vent outlets or ground fuelling equipment is of non-flammable materials and has no openings or all openings are closed.

- 4.1.2 Where the fuelling equipment is not mobile, the aircraft shall be so placed that it can be rapidly moved to a place of safety, and a means of ensuring that this can be done shall be readily available.

Note: The following operations are not deemed to constitute fuelling operations:

- (a) the drainage of a small quantity of fuel from a fuel system drain point;
- (b) the transfer of fuel from tank to tank within an aircraft making use exclusively of lines and equipment permanently installed in the aircraft.

4.2 Passengers

- 4.2.1 The operator of an aircraft with a maximum seating capacity of 20 or more must ensure that avgas or aviation grade turbine fuel is not loaded onto an aircraft while passengers are on board, or entering or leaving, the aircraft unless, in the case of aviation grade turbine fuel, it:
- (a) contains an anti-static additive; or
 - (b) is loaded in the USA and meets the ASTM D 1655 standard.
- 4.2.2 The operator of an aircraft with a maximum seating capacity of 20 or more must ensure that fuel is not loaded on to the aircraft while passengers are on board, or entering or leaving, the aircraft, unless the following conditions are satisfied:
- (a) before the fuel is loaded, all persons who may be on board, or entering or leaving, the aircraft while the fuel is loaded are told that:
 - (i) fuel is to be loaded; and
 - (ii) their seat-belts must not be fastened while the fuel is loaded; and
 - (iii) they must not smoke, use any electrical equipment or do anything else that might cause fuel vapours to ignite during the loading;
 - (b) all persons on board, or entering or leaving, the aircraft obey the instructions given under sub-subparagraphs (a) (ii) and (iii);
 - (c) a cabin attendant is appointed to perform the following tasks while the fuel is loaded:
 - (i) ensure the safety of the passengers;
 - (ii) maintain discipline inside the aircraft;
 - (iii) supervise any necessary evacuation of the aircraft;
 - (d) while the fuel is loaded:
 - (i) the aircraft's "fasten seat belt" signs are turned off; and
 - (ii) the aircraft's "no smoking" signs are turned on; and
 - (iii) the aircraft's emergency lights (if any) are armed;
 - (e) while the fuel is loaded, there is at least 1 cabin attendant on duty in the aircraft:
 - (i) for every 72 passengers on board the aircraft; or
 - (ii) for every passenger zone in the aircraft in which there are passengers;whichever is more;

- (f) while the fuel is loaded, there is at least 1 cabin attendant on duty by at least 1 exit door of each of the aircraft's passenger zones in which there are passengers;
- (g) all cabin attendants who are on duty in the aircraft while the fuel is loaded:
- (i) are prepared for an immediate evacuation; and
- (ii) supervise the passengers during the loading; and
- (iii) ensure that the aisles and exits are unobstructed during the loading;
- (h) the areas outside the aircraft that would be used if the aircraft were evacuated are kept clear while the fuel is loaded;
- (i) the fuel is loaded using a system which gets the fuel from its container into the aircraft's fuel tank without exposing it to the air;
- (k) if the aircraft's engine is running — a member of the aircraft's flight crew is on duty on its flight deck;
- (l) the operator's operations manual sets out:
- (i) the responsibilities of members of the operating crew who are on duty in the aircraft while fuel is loaded; and
- (ii) procedures for complying with the requirements of this paragraph.
- 4.2.3 Subject to paragraph 4.2.4, the operator of an aircraft with a maximum seating capacity of less than 20 must ensure that fuel is not loaded on to the aircraft while passengers are on board, or entering or leaving, the aircraft.
- 4.2.4 The operator of an aircraft with a maximum seating capacity of less than 20 may allow fuel that is not:
- (a) avgas; or
- (b) an aviation turbine grade which does not contain an anti-static additive; to be loaded on to the aircraft while a passenger is on board if:
- (c) the passenger's medical condition is such that he or she cannot leave the aircraft without assistance; and
- (d) the conditions set out in paragraph 4.2.2 are satisfied.
- 4.2.5 If:
- (a) fuel is being loaded onto an aircraft in accordance with paragraph 4.2.2 or 4.2.4; and
- (b) either:
- (i) fuel vapour is found inside the aircraft; or
- (ii) for any other reason it is not safe to continue loading the fuel; the aircraft's operator must ensure that the loading of the fuel stops immediately.
- 4.3 **Aircraft Safety Precautions during Fueling Operations**
- 4.3.1 All engines in the aircraft, including any auxiliary power units, shall be stopped with their ignition switches in the 'OFF' position, except where CASA is satisfied that the operation of such an engine or auxiliary power unit will not present a hazard and where a statement to that effect, together with any special conditions for operation, is included in the aircraft Operations Manual.

- 4.3.2 When an external electrical supply is used, the connections between that supply and the aircraft electrical system shall be made and securely locked before the fuelling operation is connected and shall not be disconnected until the operation has been completed, except that connectors, which provide control to ensure effective engagement before external power can be supplied to the aircraft, need not be locked.
- 4.3.3 A person shall not, and the pilot in command and the operator shall take reasonable steps to ensure that a person does not, during fuelling operations:
- (a) operate or perform maintenance work on the aircraft's radar equipment except that where the fuel is kerosene, operation or maintenance may be carried out provided the radar transmitter is de-activated; or
 - (b) except where the fuel involved is kerosene, carry out maintenance on any electrical, electronic or radio systems within the aircraft or operate such equipment other than the aircraft's interior lighting or electrical apparatus necessary for the fuelling process.
- 4.3.4 The aircraft and all items of fuelling equipment (including drums, funnels and other loose items of equipment, where used) shall be connected in such a way as to ensure that they are of the same electrical potential and, where a suitable earth point is available at the fuelling site, both the aircraft and the equipment shall be effectively connected to that point:
- (a) where the fuelling operation is performed by a barge to a seaplane, the barge shall be effectively connected to the aircraft in such a way as to ensure that the barge, the fuelling equipment and the aircraft are at the same electrical potential.
- 4.3.5 All footwear worn by aircraft servicing personnel and persons operating fuelling equipment shall be of a non-sparking type and such persons shall not carry any matches, cigarette lighters or other objects which could represent an ignition hazard.
- 4.3.6 Except where automatic shut-off devices limit the capacity of an aircraft fuel tank, the operator and the pilot in command shall ensure that sufficient airspace remains in each fuel tank to allow for anticipated fuel expansion.
- 4.3.7 When a fuelling operation on an aircraft has been completed, the pilot in command and the operator of the aircraft shall ensure that all fuel and oil tank caps are securely refitted.
- 4.3.8 Aircraft oil tanks shall not be drained or filled when the aircraft is inside a hangar or other building unless the oiling equipment used complies with the provisions of Appendix I to this Order.
- 4.4 **Safety Precautions External to an Aircraft during Fuelling Operations**
- 4.4.1 The area in which fuelling operations are carried out shall be clearly placarded as a 'No Smoking' area and the limits of this area shall be a sealed building or at least 15 metres (50 ft) from the aircraft or ground fuelling equipment.
- 4.4.2 Where mobile fuelling equipment is used, the equipment shall be so placed that it can be rapidly moved in the event of fire.

- 4.4.3 A person shall not, and the pilot in command and the operator shall take reasonable steps to ensure that a person does not, during fuelling operations:
- (a) smoke or use a naked flame within 15 metres (50 ft) of the aircraft and ground fuelling equipment; or
 - (b) except in the case of aircraft, operate an internal combustion engine or any electrical switch, battery, generator, motor or other electrical apparatus within 15 metres (50 ft) of the aircraft's fuel tank filling points or vent outlets, and ground fuelling equipment unless the engine, switch, generator, motor or apparatus complies with the provisions of Appendix I to this Order and has been inspected.
- 4.4.4 At least 2 fire extinguishers of approved type and capacity must be positioned:
- (a) within 15 metres, but not less than 6 metres, from the aircraft and the fuelling equipment; or
 - (b) carried on the fuelling equipment.
- 4.4.5 If the fire extinguishers are carried on the fuelling equipment, they must:
- (a) be fitted with quick release brackets; and
 - (b) be readily available from either side of the equipment; and
 - (c) be located as far as practicable from the vehicle fuel tanks and fuelling points.
- 4.4.6 For paragraph 4.4.4 and 4.4.5, the fire extinguishers may be:
- (a) 60B dry powder fire extinguishers; or
 - (b) an 80B dry powder fire extinguisher and a 20B foam extinguisher; or
 - (c) other fire extinguishers approved by CASA.
- 4.5 **Action in the Event of a Fire Hazard**
- 4.5.1 A fuelling operation shall be suspended and the Airport Fire Service notified when any fuel of a quantity likely to create a fire hazard is spilled on or within 15 metres (50 feet) of the aircraft or ground fuelling equipment, including the bilge of a fuelling barge, and the operation shall not recommence until the fire hazard is removed.
- 4.5.2 A fuelling operation shall be stopped as soon as it becomes apparent that an infringement exists of any of the relevant requirements of this Order.
- 4.5.3 When any fuel of a quantity likely to create a fire hazard is spilled on or within 15 metres (50 ft) of the aircraft or ground fuelling equipment, the pilot in command or, in his absence, the operator shall ensure that:
- (a) passengers remaining on board or in the process of embarking or disembarking are removed to a point at least 15 metres (50 ft) from the spilled fuel; and
 - (b) mobile power units, vehicles and power operated loading devices operating within 15 metres (50 ft) of the spilled fuel are shut down; and
 - (c) maintenance work of any nature on or within the aircraft is suspended and not recommenced until the spilled fuel has been removed.

4.7 In this subsection:

cabin attendant means a person who:

- (a) is a member of the operating crew, but not the flight crew, of an aircraft; and
- (b) may be assigned to emergency duties in the aircraft under subsection 12 of section 20.11 of the Civil Aviation Orders.

passenger zone in relation to an aircraft, means an area within the aircraft which has:

- (a) seats for 72 or less passengers; and
- (b) an exit.

5 STARTING AND GROUND OPERATIONS OF ENGINES

5.1 The pilot in command or in his absence any other person responsible for starting or ground operation of an aircraft shall ensure that:

5.1.1 In the case of land aircraft, passenger loading equipment to permit rapid evacuation of passengers and crew is kept immediately available during the starting of engines.

5.1.2 In the case of seaplanes, water transport of a capacity sufficient to enable rapid evacuation of passengers and crew is immediately available during the starting of engines.

5.1.3 Where any fuel or other flammable material is spilled within 15 metres (50 ft) of an aircraft, the aircraft engines shall not be started or operated until the fire hazard has been removed.

5.1.4 An aircraft engine shall not be started or operated:

- (a) within 5 metres (17 ft) of any sealed building; or
- (b) within 8 metres (25 ft) of other aircraft; or
- (c) within 15 metres (50 ft) of any exposed public area; or
- (d) within 15 metres (50 ft) of any unsealed building in the case of an aircraft with a maximum take-off weight exceeding 5 700 kg (12 566 lb); or
- (e) within 8 metres (25 ft) of any unsealed building in the case of an aircraft with a maximum take-off weight not exceeding 5 700 kg (12 566 lb);

and turbine engines, in addition, shall not be operated within the appropriate distance specified below of any other aircraft, fuelling equipment or exposed public areas which lie to the rear of and within a 15 degree arc either side of the exhaust outlet axis of that engine:

Engine Type	Power Condition	Minimum Distance Metres
Turbo-prop	At or below normal slow taxiing power	15 (50 ft)
	At power used to initiate movement of a stationary aircraft	23 (75 ft)
Turbo-jet	At or below normal slow taxiing thrust	30 (100 ft)
	At thrust used to initiate movement of a stationary aircraft	46 (150 ft)

Note: Fueling equipment does not include equipment and outlet points of an installation located below ground level when the equipment is stowed and covering hatches are in place.

5.2 The operator of an aircraft shall ensure that all persons who may be required to start the engine of the aircraft are familiar with the method of operation of any installed engine nacelle fire extinguishing equipment.

5.3 The pilot in command and the operator shall ensure that passengers do not embark or disembark or that freight is not loaded or unloaded from the aircraft whilst an engine of the aircraft is operating unless the passengers and/or the loading personnel have been given instruction and guidance to protect them from injury as a consequence of engine operation.

6 GROUND OPERATION OF AIRCRAFT RADAR EQUIPMENT

6.1 The requirement of this subsection shall apply to all radar equipment with a nominal peak power output rating in excess of 25 kW.

6.2 During all ground operation, including testing and maintenance of aircraft radar equipment, the operator and person in charge of such equipment shall ensure that:

6.2.1 The equipment is not energised in its normal mode (antenna rotating) unless the sector area scanned by the radar beam is clear of the following objects to a distance of 37 metres (120 ft) from the antenna:

- (a) aircraft being refuelled or defuelled;
- (b) fuel tankers, fuel tanks or fuel storage areas;
- (c) persons or cargo;
- (d) any other aircraft or aircraft hangar.

Note: For each radar installation the sector area should be defined in terms of readily distinguishable dimensions preferably related to some feature of the aircraft and should appear in the Aircraft Maintenance Manual.

SECTION 20.9

-9-

Issue 7

- 6.2.2 The equipment is not energised with the antenna stationary and the beam directed towards any of the objects specified in paragraph 6.2.1 unless the distance separating them from the antenna is in excess of 60 metres (200 ft).
- 6.2.3 The distance specified in paragraphs 6.2.1 and 6.2.2 may be reduced by 75 per cent when an approved beam attenuating device is used between the antenna and any object specified in paragraph 6.2.1.
- 6.2.4 The equipment is not energised in any radiating mode of operation when the aircraft in which the equipment is fitted is in a hangar or other enclosure unless a suitable microwave energy absorbing shield is fitted over the antenna.
- 6.2.5 The equipment is not to be operated in any aircraft which is being refuelled or defuelled.

Note: During all testing of aircraft radar equipment the beam should, whenever possible, be directed with maximum upward tilt toward a clear area.

FIRE SAFETY REQUIREMENTS TO BE MET BY MECHANICAL AND ELECTRICAL EQUIPMENT WITHIN 15 METRES (50 FT) OF AN AIRCRAFT'S FUEL TANK FILLING POINTS AND VENT OUTLETS DURING FUELLING OPERATIONS

APPENDIX I

1	APPLICATION
1.1	The requirements of this Appendix are applicable to all mechanical and electrical equipment used within 15 metres (50 ft) of an aircraft's fuel tank filling points and vent outlets during fuelling operations.
1.2	Compliance with these requirements is the responsibility of the operator of the equipment.
2	VEHICLES AND PLANT
	Note: Because a higher standard of safety can be more readily achieved on diesel engines than petrol engines, it is recommended that diesel engines be used on all vehicles, pumping plants, etc., used within 15 metres (50 ft) of an aircraft's fuel tank filling points and outlet vents during fuelling operations.
2.1	All equipment shall be of good automotive design, and shall receive proper maintenance to ensure that it is kept in good state of repair. All reasonable means shall be taken to limit the hazard from fire. Particular attention shall be given to possible sources of ignition such as: (a) incandescent carbon or naked flame which could be emitted from the engine or associated equipment; and (b) arcing between metallic parts of electrical circuits and components caused by: (i) operation of switch contacts; and (ii) faulty cable terminations; and (iii) breakdown of electrical insulation; and (iv) moving contacts or rotary electrical equipment; and (v) accidental short circuiting or open circuiting; and (c) exposure of hot parts to combustible matter; and (d) overheating of working parts to the ignition temperature of any combustible matter in the vicinity of the engines.
2.2	Parts of the equipment requiring attention are: (a) fuel system; and (b) exhaust system; and (c) electrical system.

2.2.1 Fuel system

The carburettor air intake shall be fitted with a flame arrestor, such as a backfire non-return valve, or an efficient baffled and screened air cleaner.

The fuel tank shall be securely mounted, and the tank and its filler shall be positioned so that fuel cannot be inadvertently spilled on the engine, its exhaust, electrical and ignition system.

Fuel tank filling openings shall be fitted with well fitting caps.

Liquefied petroleum gas systems shall comply with Australian Standard 1425 and Australian Standard CB20, but excess flow valves and non-return valves shall be fitted irrespective of size of tank.

2.2.2 Exhaust System

The exhaust system shall be provided with means to prevent hazardous emission of incandescent carbon or naked flame. Baffled standard vehicle mufflers, of good automotive design, and in good condition are acceptable.

2.2.3 Electrical System

Standard vehicle wiring shall be maintained in good condition. All additional equipment such as obstruction lights, shall have wires and cables well supported, with insulating grommets fitted wherever they pass through metal panels. Equipment shall be suitably insulated and mechanically protected to prevent breakdown during use.

Batteries shall be suitably covered to prevent accidental shorting of cells and shall be provided with adequate means of natural ventilation.

3 Fuelling Vehicles and Plant

Aircraft fuelling vehicles and plant shall comply with the following:

- (a) be fitted with an isolation switch between the battery and electrical services;
- (b) the engine exhaust outlet to be remote from the fuelling equipment;
- (c) all electrical wiring to the rear of the vehicle cab shall be mechanically protected;
- (d) exposed electrical terminals shall be protected by insulating boots or covers;
- (e) generators, motors, switches and relays shall be of a type which will prevent emission of hazardous sparks.

- 4 ELECTRICAL EQUIPMENT**
- 4.1 Equipment above Ground level**
- All fixed and portable electrical equipment (other than vehicular) shall be of the same requirements as the SAA requirements as for equipment operated in Class 1, Division 2 locations, as specified in the SAA Wiring Rules, Part 1, except that arc-producing devices such as switches, contactors, etc., which are not operated during fuelling or defuelling operations need not to conform to the requirements for this class of equipment. The controls of all arc-producing devices which do not meet the requirements for Class 1, Division 2 locations shall be clearly labelled so that there is no doubt that they are not to be operated during fuelling operations.
- 4.2 Equipment below Ground level**
- Electrical equipment located below the general ground level of the apron (such as apron power outlets, pump control switches, etc.) shall comply with the SAA requirements for equipment operated in Class 1, Division 1 locations.
- 4.3 Cables**
- (a) All cables carrying electrical current at potentials up to 250 volts with respect to earth shall be required to have 250 volt grade insulation and shall be protected by a plastic sheath resistant to attack by fuel and oil.
- (b) All cables situated in areas traversed by vehicles, hand-carts and the like shall be suitably protected against mechanical damage. In no case shall this protection be of a lower standard than that provided by hardwood troughing with the dimensions by 2W and 3D where W and D are respectively width and depth of the cable space where W is not less than D.
- (c) Where the use of trailing cables is permitted as a temporary measure, the appropriate placement of wooden or other suitable portable barriers may be used as an alternative to wooden troughing described in paragraph 4.3 (b) to guard against damage by vehicles and to ensure the safety of pedestrians.
- 4.4 Protective Devices**
- All fuses and overload protective devices shall be hermetically sealed and protected by a general purpose enclosure.
- 4.5 Batteries**
- All batteries shall be suitably covered to prevent accidental shorting of cells and shall be provided with adequate means of natural ventilation.
- 4.6 Protection from Breakdown in Service**
- (a) All electrical equipment shall be suitably insulated and mechanically protected to prevent breakdown whilst in use.
- (b) All connections shall be secured with spring or lock washers to prevent accidental loosening of connections whilst in use.



HOT REFUELLING — HELICOPTERS

SUBSECTIONS

- | | | | |
|----|--------------------------------------|---|---------------------------------------|
| 1 | Meaning of <i>hot refuelling</i> | 4 | Procedures and equipment |
| 1A | Application | 5 | Fuel loading |
| 2 | Operator's responsibilities | 6 | Radio transmissions |
| 3 | Responsibilities of pilot in command | 7 | Inspection and testing of fuel system |

1 MEANING OF HOT REFUELLING

- 1.1 In this section, *hot refuelling* means the refuelling of a helicopter with its engine or engines running.
- 1.2 Hot refuelling of a helicopter may take place with its rotor or rotors rotating.

1A APPLICATION

- 1A.1 The hot refuelling of helicopters must be carried out in accordance with:
- (a) the requirements set out in section 20.9 other than the requirements set out in paragraphs 4.1.1.1, 4.3.1, 4.3.8, 4.4.1, 4.5.1 and 5.1.4; and
 - (b) this section.

Note: Operators and pilots should note that the provisions of paragraph 5.1 of section 20.2 of the Civil Aviation Orders relating to the inspections and tests for the presence of water in an aircraft's fuel system before the start of each day's flying are applicable to helicopters to which this section applies.

2 OPERATOR'S RESPONSIBILITIES

- 2.1 Hot refuelling of a helicopter must not be carried out unless authorised by its operator.
- 2.2 Before authorising the hot refuelling of a helicopter, the operator must be satisfied that the refuelling can be carried out safely and, in particular, must have regard to:
- (a) the configuration of the helicopter and its engine or engines; and
 - (b) the location of the components of the helicopter's fuel system; and
 - (c) the refuelling system or systems to be used and its or their components; and
 - (d) the helicopter's flight manual.

2.3	The operator of a helicopter who authorises hot refuelling of that helicopter must include in the operations manual: (a) the operational circumstances in which hot refuelling may take place; and (b) the procedures to be followed during hot refuelling; and (c) the requirements and instructions, if any, set out in the helicopter's flight manual that relate to hot refuelling; and (d) if applicable, the instructions to ensure fuel quality as required for the purposes of subparagraph 7.2 (b).
2.4	The operator must set out the matters referred to in paragraph 2.3 separately in relation to each type of helicopter to which the operations manual applies.
3	RESPONSIBILITIES OF PILOT IN COMMAND
3.1	Before allowing the hot refuelling of a helicopter to commence, the pilot in command must ensure that the refuelling can be carried out safely in accordance with this section and the procedures included in the operations manual.
3.2	The pilot in command must ensure that passengers are not on board during hot refuelling, except in the case of a passenger who cannot, in the opinion of the pilot or on medical advice, be safely disembarked.
3.3	Unless subsection 7 of Civil Aviation Order section 95.7 applies, a pilot with a licence that is valid for the helicopter must, at all times, be at the controls of the helicopter while refuelling is carried out.
3.4	While a pilot is at the controls of a helicopter, communication between the pilot and the person on the ground in charge of the refuelling system must be maintained by means of an electronic intercommunication system or by visual contact and an agreed system of signals.
4	PROCEDURES AND EQUIPMENT
4.1	All persons engaged in hot refuelling must be trained in, and familiar with, the procedures to be followed during hot refuelling or any emergency that may occur in relation to the refuelling.
4.2	Suitable and properly maintained fire fighting equipment must be readily available for use if an emergency occurs during the refuelling.
4.3	Before carrying out hot refuelling on an off-shore oil rig, gas rig or platform, a drilling ship or any other vessel, the approval of the operator or master of that installation or vessel must be obtained.
5	FUEL LOADING
5.1	The quantity of fuel to be loaded must be decided before hot refuelling is commenced.
5.2	A closed or open refuelling system may be used for hot refuelling.

-
- 5.3 If an open system of refuelling is used, there must be a means of quickly cutting off the fuel supply at the point of entry into the fuel tank of the helicopter.
 - 5.4 Before the helicopter's fuel filler cap is removed, the refuelling equipment and the helicopter must be earthed and connected so as to ensure they are of the same electrical potential.

6 RADIO TRANSMISSIONS

- 6.1 While hot refuelling is taking place, radio transmissions from the helicopter must be restricted to the greatest extent practicable.
- 6.2 While hot refuelling is taking place, an HF transmitter or radar equipment on the helicopter must not be operated.

7 INSPECTION AND TESTING OF FUEL SYSTEM

- 7.1 The operator of a helicopter that has been hot refuelled must ensure that, on completion of each hot refuelling of the helicopter, the pilot in command inspects and tests the helicopter's fuel system for the presence of water.
- 7.2 Paragraph 7.1 does not apply:
 - (a) if the helicopter has, for a continuous period of not more than 5 hours' time in service, been engaged in operations during which hot refuelling has taken place; and
 - (b) if:
 - (i) the fuel used by the helicopter is supplied by a person:
 - (A) who has a fuel quality audit program; and
 - (B) whose regular audit reports are checked by the operator; or
 - (ii) in a case where the fuel used by the helicopter is supplied by a person who does not have a fuel quality audit program — the operator has a system for monitoring the quality of the fuel used by the helicopter.

THIS PAGE INTENTIONALLY LEFT BLANK



**HOT REFUELLING — TURBINE ENGINE AEROPLANE
ENGAGED IN AERIAL WORK OR PRIVATE OPERATIONS**

SUBSECTIONS

- | | | | |
|---|---|---|--|
| 1 | Interpretation | 5 | Procedures and equipment |
| 2 | Application | 6 | Fuel loading |
| 3 | Operator's or owner's responsibilities | 7 | Radio transmissions |
| 4 | Responsibilities of pilot in command | 8 | Inspection and testing of fuel system |

1 INTERPRETATION

1.1 In this section:

hot refuelling means the refuelling of an aeroplane with its engine or engines running.

equivalent data means the information and instructions that would otherwise be contained in an aeroplane's flight manual but, in the absence of a flight manual, are instead displayed either wholly on a placard or partly on a placard and partly in another document.

1.2 Hot refuelling of an aeroplane may take place with its propeller or propellers rotating.

2 APPLICATION

2.1 This section applies only to turbine engine aeroplanes engaged in aerial work or private operations.

2.2 The hot refuelling of aeroplanes at an aerodrome or a place used as an aerodrome must be carried out in accordance with:

- (a) the requirements set out in section 20.9 other than the requirements set out in paragraphs 4.1.1.1, 4.3.1, 4.3.8, 4.4.1, 4.5.1 and 5.1.4; and
- (b) this section.

Note: Operators and pilots should note that the provisions of paragraph 5.1 of section 20.2 of the Civil Aviation Orders relating to the inspections and tests for the presence of water in an aircraft's fuel system before the start of each day's flying are applicable to aeroplanes to which this section applies.

3 OPERATOR'S OR OWNER'S RESPONSIBILITIES

- 3.1 Hot refuelling of an aeroplane must not be carried out unless authorised by:
- (a) if the operation is not a private operation — the operator of the aeroplane; or
 - (b) in the case of a private operation — the owner of the aeroplane.
- 3.2 Hot refuelling may only be carried out:
- (a) at an aerodrome — with the consent of the aerodrome operator; or
 - (b) at a place used as an aerodrome — with the consent of the owner or occupier of the place.
- 3.3 Before authorising the hot refuelling of an aeroplane, the operator or owner must be satisfied that the refuelling can be carried out safely and, in particular, must have regard to:
- (a) the configuration of the aeroplane and its engine or engines; and
 - (b) the location of the components of the aeroplane's fuel system; and
 - (c) the refuelling system or systems to be used and its or their components; and
 - (d) the aeroplane's flight manual or equivalent data.
- 3.4 The operator or owner of an aeroplane who authorises hot refuelling of that aeroplane in accordance with paragraph 3.1 must include in the aeroplane's operations manual or, in the case of private operations, its flight manual or equivalent data:
- (a) the operational circumstances in which hot refuelling may take place; and
 - (b) the procedures to be followed during hot refuelling; and
 - (c) in the case of an operations manual — the requirements and instructions, if any, that relate to hot refuelling and are set out in the aeroplane's flight manual or equivalent data; and
 - (d) if applicable, the instructions to ensure fuel quality as required for the purposes of subparagraph 8.3 (b).
- 3.5 In an operations manual, the operator must set out the matters referred to in paragraph 3.4 separately in relation to each type of aeroplane to which the operations manual applies.
- 4 RESPONSIBILITIES OF PILOT IN COMMAND**
- 4.1 Before allowing the hot refuelling of an aeroplane to commence, the pilot in command must ensure that the refuelling can be carried out safely in accordance with this section and the procedures included in the operations manual or the aeroplane's flight manual or equivalent data.
- 4.2 The pilot in command must ensure that passengers are not on board during hot refuelling, except in the case of a passenger who cannot, in the opinion of the pilot or on medical advice, be safely disembarked.
- 4.3 Unless subsection 7 of section 95.7 of the Civil Aviation Orders applies, a pilot with a licence that is valid for the aeroplane must, at all times, be at the controls of the aeroplane while refuelling is carried out.

-
- 4.4 While a pilot is at the controls of an aeroplane, communication between the pilot and the person on the ground in charge of the refuelling system must be maintained by means of an electronic intercommunication system or by visual contact and an agreed system of signals.
- 4.5 While hot refuelling is taking place, the pilot in command must ensure that:
- (a) the door or doors on the refuelling side of the aircraft remain closed; and
 - (b) the door or doors on the non-refuelling side remain open; and
 - (c) a person nominated by the pilot in command is stationed at the open door or doors to assist with evacuation in the event of an emergency; and
 - (d) the area outside the aircraft that would be used in event of evacuation is kept clear of obstacles; and
 - (e) if the presence of fuel vapour is detected inside the aircraft, or any other hazard arises during refuelling, refuelling is stopped immediately.

5 PROCEDURES AND EQUIPMENT

- 5.1 All persons engaged in hot refuelling must be trained in, and familiar with, the procedures to be followed during hot refuelling or any emergency that may occur in relation to the refuelling.
- 5.2 Suitable and properly maintained fire fighting equipment must be readily available for use if an emergency occurs during the refuelling.

6 FUEL LOADING

- 6.1 The quantity of fuel to be loaded must be decided before hot refuelling is commenced.
- 6.2 A closed or open refuelling system may be used for hot refuelling.
- 6.3 If an open system of refuelling is used, there must be a means of quickly cutting off the fuel supply at the point of entry into the fuel tank of the aeroplane.
- 6.4 Before the aeroplane's fuel filler cap is removed, the refuelling equipment and the aeroplane must be earthed and connected so as to ensure they are of the same electrical potential.

7 RADIO TRANSMISSIONS

- 7.1 While hot refuelling is taking place, radio transmissions from the aeroplane must be restricted to the greatest extent practicable.
- 7.2 While hot refuelling is taking place, an HF transmitter or radar equipment on the aeroplane must not be operated.

8 INSPECTION AND TESTING OF FUEL SYSTEM

- 8.1 The operator of an aeroplane engaged in aerial work operations must ensure to the greatest extent practicable that, on completion of each hot refuelling of the aeroplane, the pilot in command inspects and tests the aeroplane's fuel system for the presence of water.
- 8.2 The pilot in command of an aeroplane, engaged in aerial work operations or private operations, that has been hot refuelled must, on completion of each hot refuelling of the aeroplane, inspect and test the aeroplane's fuel system for the presence of water.
- 8.3 Paragraphs 8.1 and 8.2 do not apply to an aeroplane engaged in aerial work operations:
- (a) if the aeroplane has, for a continuous period of not more than 5 hours time in service, been engaged in operations during which hot refuelling has taken place; and
- (b) if:
- (i) the fuel used by the aeroplane is supplied by a person:
- (A) who has a fuel quality audit program; and
- (B) whose regular audit reports are checked by the operator; or
- (ii) in the case where the fuel used by the aeroplane is supplied by a person who does not have a fuel quality audit program — the operator has a system for monitoring the quality of the fuel used by the aeroplane.
- 8.4 Paragraph 8.2 does not apply to an aeroplane engaged in private operations if the requirements set out in subparagraphs 8.3 (a) and (b) are satisfied and approval in writing is given by CASA.



**TAXIING OF AIRCRAFT BY PERSONS
OTHER THAN LICENSED PILOTS**

SUBSECTIONS

- | | | | |
|----------|---|----------|---|
| 3 | Certificate of Approval requirements | 5 | Aircraft movement Appendixes I, II and III |
| 4 | Training requirements | | |

3 CERTIFICATE OF APPROVAL REQUIREMENTS

- 3.1 A Certificate of Approval may be issued for an applicant in the form set out in Appendix II of this Order.
- 3.2 When making an application for a Certificate of Approval the applicant shall furnish a Certificate of Competency to CASA. The Certificate of Competency shall be issued by an appropriate person, or a pilot approved for this purpose by CASA, when the person or approved pilot is satisfied that the applicant has received practical training and has displayed adequate knowledge and skill with regard to safety and the provisions of this Order. A sample Certificate of Competency is shown at Appendix I.
- 3.3 CASA may at any time suspend or cancel a Certificate of Approval for reasons of public safety or non-compliance with this Order.
- 3.4 In this subsection:
appropriate person means a person who holds:
(a) a flight instructor (aeroplane) rating of one of the following grades:
(i) grade 1; or
(ii) grade 2; and
(b) an aircraft endorsement for the type of aircraft involved.

4 TRAINING REQUIREMENTS

- 4.1 An applicant shall receive practical training in taxiing the type of aircraft concerned. This shall include all normal precautions associated with engine start and action in the event of engine fire after start from a person meeting the requirements of paragraph 3.2. Such training shall include all normal taxiing manoeuvres, taxiing in confined spaces and in conditions of crosswind and tailwind.
- 4.2 The applicant shall be orally examined by the flight instructor or approved person in accordance with Appendix III.

5 AIRCRAFT MOVEMENT

- 5.1 An aircraft which is required to be fitted with radio communications equipment and is operated at a controlled aerodrome shall not be taxed by an approved person unless he or she is, in addition, the holder of an Aircraft Radio Telephone Operator Certificate of Proficiency.
- 5.2 Before an aircraft is taxed by an approved person he or she shall ensure that Air Traffic Control is fully aware of his or her intention and shall conform to any instructions and signals given by Air Traffic Control.

APPENDIX I

**CERTIFICATE OF COMPETENCY AND APPLICATION ISSUED IN
PURSUANCE OF SECTION 22 OF THE CIVIL AVIATION ORDERS**

This is to certify that has completed
the relevant requirements of Civil Aviation Orders and I consider him/her competent
to taxi the
type(s) of aircraft.

Signed

Licence Class No.....

..... Date

Signed

Delegate of CASA

This is to certify that is authorised to
taxi
the type(s) of aircraft.

**CERTIFICATE OF COMPETENCY AND APPLICATION ISSUED IN
PURSUANCE OF SECTION 20.22 OF THE CIVIL AVIATION ORDERS**

APPENDIX II

APPENDIX III

**TAXIING OF AIRCRAFT — APPROVED PERSONS
SYLLABUS OF EXAMINATION**

1 Air Traffic Control requirements

- (a) Meanings of all light signals used for the control of aircraft on the movement area.
- (b) Significance of all aerodrome surface markings.
- (c) Rules of right of way between taxiing aircraft and aircraft taking off and landing.
- (d) Use and meaning of signals used to marshal and to park aircraft.

REFERENCES: Regulations 187 and 189 of the *Civil Aviation Regulations 1988*; section 20.3 of the Civil Aviation Orders.

2 Aircraft and engine systems

- (a) Braking System — normal and emergency management.
- (b) Nose or tailwheel steering system — normal management limitation.
- (c) Fuel system — layout and management — use of booster pumps. Any peculiarities of the system.
- (d) Engine handling procedures — Limiting temperatures and pressures cooling system.
- (e) Action in event of an engine fire after start.

THIS PAGE INTENTIONALLY LEFT BLANK

**HOBART INTERNATIONAL AIRPORT
AIRSIDE VEHICLE CONTROL HANDBOOK**

December 2007

ATTACHMENT I

**Extract of AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES)
REGULATIONS 1997**
as at November 2007

Part 4 Vehicles

Division 1 Introductory

105 Definitions for Part 4

In this Part:

airside of an airport has the same meaning as in the Vehicle Control Handbook for the airport.

emergency vehicle means:

- (a) a police vehicle; or
- (b) an ambulance vehicle; or
- (c) a fire service vehicle.

landside of an airport means the part of the airport that is not the airside of the airport.

vehicle has the same meaning as in section 172 of the Act.

Vehicle Control Handbook, means:

- (a) for Melbourne, Brisbane and Perth Airports — the Airside Vehicle Control Handbook published for the airport by the FAC, as in force on 14 May 1997; and
- (b) for Adelaide, Alice Springs, Archerfield, Canberra, Coolangatta, Darwin, Hobart, Jandakot, Launceston, Moorabbin, Mount Isa, Parafield, Tennant Creek and Townsville Airports — the Airside Vehicle Control Handbook published for the airport by the FAC, as in force on 19 May 1998; and
- (c) for Sydney (Kingsford-Smith) Airport, Bankstown Airport, Camden Airport, Essendon Airport and Hoxton Park Airport — the Airside Vehicle Control Handbook published for the airport by the FAC, as in force on 30 June 1998.

Regulation 123

- ~~(d) a person authorised under the law of a State or Territory to prosecute offences related to the parking of vehicles.~~

Division 4 Airside vehicle operation

122 Definitions for Division 4

In this Division:

ADA means:

- (a) an Authority to Drive Airside issued under regulation 125; or
- (b) a document issued by the FAC that is taken, under regulation 126, to be an ADA.

approved issuing authority, for an airport, means a person or body authorised under paragraph 124 (1) (c) to issue ADAs or AUAs for the airport.

AUA means:

- (a) an Authority for Use Airside issued under regulation 127; or
- (b) a document issued by the FAC that is taken, under regulation 128, to be an AUA.

owner, of a vehicle, includes any person who has the right to use the vehicle, whether or not the person actually owns the vehicle.

regulated airport means an airport to which Part 11 of the Act applies.

123 Vehicles not to be taken onto or operated airside

- (1) A person must not take a vehicle onto, or operate a vehicle on, the airside of a regulated airport unless:
 - (a) the person holds an ADA and the vehicle is the subject of an AUA; or
 - (b) the vehicle is escorted by a person authorised, in accordance with the Vehicle Control Handbook, to provide airside vehicle escort services.

Regulation 124

- (2) A person escorted under paragraph (1) (b) must comply with a reasonable direction given by the escort.

Penalty: 5 penalty units.

- (2A) An offence against subregulation (2) is an offence of strict liability.

Note For *strict liability*, see section 6.1 of the *Criminal Code*.

124 Who can issue ADA or AUA

- (1) The airport-operator company for an airport may:
- (a) issue an ADA, in accordance with regulation 125; or
 - (b) issue an AUA, in accordance with regulation 127; or
 - (c) in accordance with the Vehicle Control Handbook for the airport, authorise a person to issue ADAs or AUAs.
- (2) The airport-operator company for an airport may revoke an authorisation under paragraph (1) (c) by 7 days written notice to the person authorised.
- (3) Application may be made under the *Administrative Appeals Tribunal Act 1975* to the Administrative Appeals Tribunal for review of a decision of an airport-operator company under subregulation (2) to revoke an authorisation.

125 Authority to Drive Airside

- (1) Application for an ADA at an airport must be made to the airport-operator company for the airport, or an approved issuing authority for the airport, in the way set out in the Vehicle Control Handbook for the airport.
- (2) The criteria to be applied by the airport-operator company or approved issuing authority in deciding whether or not to grant the ADA are the criteria set out for that purpose in the Handbook.
- (3) An approved issuing authority for an airport must not issue an ADA otherwise than in accordance with the Vehicle Control Handbook for the airport.

Regulation 126

- (4) An airport-operator company or approved issuing authority must issue a card or other suitable evidence of an ADA.
- (5) It is a condition of an ADA that the holder must operate a vehicle on the airside of the airport only in accordance with:
 - (a) the rules set out in the Vehicle Control Handbook for the airport, including, in particular, any rules regarding the use of radio communications equipment or other signalling equipment; and
 - (b) any other conditions of the ADA; and
 - (c) if the vehicle is the subject of an AUA — any conditions of the AUA; and
 - (d) any directions of an employee of the airport-operator company.
- (6) It is also a condition of an ADA that the holder shows the ADA to an employee of the airport-operator company on demand.
- (7) An ADA may be issued subject to any other conditions that the airport-operator company thinks necessary.
- (8) Without limiting the generality of subregulation (7), the conditions may include a condition:
 - (a) that the person, or the person's employer, indemnify the airport-operator company; or
 - (b) limiting the person's right to drive in particular places, at particular times, or in particular circumstances.

126 Transitional — previously issued authorities

- (1) An authority to drive a vehicle on the airside of an airport issued by the FAC after 15 May 1997 but before the commencement of an airport lease for the airport, and in force at that commencement, is taken:
 - (a) to continue in force from 1 July 1998; and
 - (b) to be an ADA for the airport.
- (2) An authority continued in force by subregulation 4.50 (1) (as in force on 30 June 1998), and in force immediately before 1 July 1998, is taken:

Regulation 127

- (a) to continue in force from 1 July 1998 despite the repeal of that subregulation; and
 - (b) to be an ADA for the airport concerned.
- (3) An ADA that is taken to continue in force under subregulation (1) or (2):
- (a) is subject to the same conditions as the authority issued by the FAC; and
 - (b) may be withdrawn as if it had been issued under this Division.

127 Authority for Use Airside

- (1) Application for an AUA at an airport must be made to the airport-operator company for the airport, or an approved issuing authority for the airport, in the way set out in the Vehicle Control Handbook for the airport.
- (2) The criteria to be applied by the airport-operator company or approved issuing authority in deciding whether or not to grant the AUA are the criteria set out for that purpose in the Handbook.
- (3) An approved issuing authority for an airport must not issue an AUA otherwise than in accordance with the Vehicle Control Handbook for the airport.
- (4) It is a condition of an AUA that the vehicle must be operated on the airside of the airport only in accordance with:
 - (a) the rules set out in the Vehicle Control Handbook for the airport, including, in particular, any rules regarding the use of radio communications equipment or other signalling equipment; and
 - (b) any other conditions of the AUA; and
 - (c) any directions of an employee of the airport-operator company.
- (5) An AUA may be issued subject to any other conditions that the airport-operator company thinks necessary.
- (6) Without limiting the generality of subregulation (5), the conditions may include a condition:

Regulation 129

- (a) that the owner of the vehicle indemnify the airport-operator company; or
- (b) limiting the operation of the vehicle to particular places, times or circumstances.

128 Transitional — previously issued authorities

- (1) An authority for the use of a vehicle on the airside of an airport issued by the FAC after 15 May 1997 but before the commencement of an airport lease for the airport, and in force at that commencement, is taken:
 - (a) to continue in force from 1 July 1998; and
 - (b) to be an AUA for the airport.
- (2) An authority continued in force by subregulation 4.50 (2) (as in force on 30 June 1998), and in force immediately before 1 July 1998, is taken:
 - (a) to continue in force from 1 July 1998 despite the repeal of that subregulation; and
 - (b) to be an AUA for the airport concerned.
- (3) An AUA that is taken to continue in force under subregulation (1) or (2):
 - (a) is subject to the same conditions as the authority issued by the FAC; and
 - (b) may be withdrawn as if it had been issued under this Division.

129 Driver of vehicle must show authority etc

- (1) In this regulation:
 - ASIC* means a card or similar form of identification:
 - (a) that was issued to a person for security identification purposes under the Air Navigation Regulations; or
 - (b) that:
 - (i) was issued to the person by an airport operator (including the Federal Airports Corporation), an aircraft operator or the Secretary to allow the person

Regulation 130

- unescorted access to a security restricted area, or part of a security restricted area, of an airport; and
- (ii) if there are provisions of the Air Navigation Regulations about ASICs — is valid as an ASIC for those provisions.

- (2) An authorised person may ask the driver of a vehicle to show the authorised person:
- (a) the driver's ADA; or
 - (b) the AUA for the vehicle; or
 - (c) the driver's ASIC.

- (3) The driver must comply with the request.

Penalty: 1 penalty unit.

- (3A) An offence against subregulation (3) is an offence of strict liability.

Note For *strict liability*, see section 6.1 of the *Criminal Code*.

- (4) A contravention of subregulation (3) is an infringement notice offence.

130 Vehicles to be kept clear of aircraft

- (1) A person must not drive, stop or park a vehicle within 3 metres of an aircraft.

Penalty: 3 penalty units.

- (1A) An offence against subregulation (1) is an offence of strict liability.

Note For *strict liability*, see section 6.1 of the *Criminal Code*.

- (1B) It is a defence to a prosecution under subregulation (1) that:

- (a) the vehicle:
 - (i) was of a kind normally used for servicing, refuelling, loading, unloading, towing or pushing the aircraft; and
 - (ii) was being used to do so; or

Regulation 132

- (b) the vehicle was an emergency vehicle and was being used in connection with an emergency on the aircraft or in the vicinity of the aircraft.

Note A defendant bears an evidential burden in relation to the capabilities and use of the vehicle mentioned in subregulation (1B) (see subsection 13.3 (3) of the *Criminal Code*).

- (2) A contravention of subregulation (1) is an infringement notice offence.

131 Vehicle being driven dangerously etc may be removed

- (1) If an authorised person considers that a vehicle is being driven, or is stopped or parked, on the airside of an airport in a manner that is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of the airport, the authorised person may direct the driver of the vehicle to remove it from the airside.

- (2) The driver of the vehicle must comply with a direction under subregulation (1).

Penalty: 5 penalty units.

- (2A) An offence against subregulation (2) is an offence of strict liability.

Note For *strict liability*, see section 6.1 of the *Criminal Code*.

- (3) A contravention of subregulation (2) is an infringement notice offence.

- (4) If the driver of the vehicle cannot be found, or refuses to comply with the direction, the authorised person (with whatever assistance is reasonably necessary) may move the vehicle to a place within the airport approved for the purpose by the airport-operator company.

132 Authorised person

The Secretary may appoint as an authorised person for this Division:

Regulation 133

- (a) an officer of the Department; or
- (b) a protective service officer or special protective service officer of the Australian Federal Police; or
- (c) an employee of the airport-operator company for the airport.

133 Withdrawal of Authority to Drive Airside

- (1) The airport-operator company for a regulated airport may withdraw a person's ADA on the airport if the person operates a vehicle on the airside of the airport:
 - (a) otherwise than in accordance with:
 - (i) his or her ADA; or
 - (ii) the vehicle's AUA (if any); or
 - (iii) the Vehicle Control Handbook for the airport; or
 - (iv) a direction of an employee of the airport-operator company; or
 - (b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).
- (2) If the airport-operator company considers that there may be reasons why an ADA should be withdrawn, it must invite the holder of the ADA, in writing, to show cause why the ADA should not be withdrawn.
- (3) The criteria to be applied by the airport-operator company in deciding whether or not to withdraw an ADA are the criteria (if any) set out for that purpose in the Handbook.
- (4) If an airport-operator company withdraws a person's ADA, it must tell the person of the withdrawal, in writing, as soon as practicable.

134 Withdrawal of Authority for Use Airside

- (1) The airport-operator company for a regulated airport may withdraw an AUA if the vehicle to which it applies has been operated on the airside of the airport:
 - (a) otherwise than in accordance with:
 - (i) the driver's ADA; or

Regulation 135

- (ii) the vehicle's AUA (if any); or
 - (iii) the Vehicle Control Handbook for the airport; or
 - (iv) a direction of an employee of the airport-operator company; or
- (b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).
- (2) If the airport-operator company considers that there may be reasons why an AUA should be withdrawn, it must invite the holder of the ADA, in writing, to show cause why the AUA should not be withdrawn.
- (3) The criteria to be applied by the airport-operator company in deciding whether or not to withdraw an AUA are the criteria (if any) set out for that purpose in the Handbook.
- (4) If an airport-operator company withdraws an AUA, it must tell the owner of the vehicle of the withdrawal, in writing, as soon as practicable.

135 Review of decisions

Application may be made to the Administrative Appeals Tribunal for review of a decision of an airport-operator company under regulation 125, 127, 133 or 134.