



Airside Vehicle Control Handbook

(CASA Reference Document)

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Foreword

Townsville Airport Pty Ltd is certified as the operator of Townsville Airport under the Civil Aviation Safety Regulations (CASR).

Under the CASR, Townsville Airport is required to include, as part of its regulatory suite of documents, for the management and control of surface vehicle operating on or near the 'airside' area of Townsville Airport. Accordingly, this Airside Vehicle Control Handbook (AVCH) forms part of the Aerodrome Operations Manual for Townsville Airport. The Airports (Control of On-Airport Activities) Regulations 1997 also set out requirements in relation to the movement of surface vehicles on 'airside' areas at Townsville Airport (CASR 1998 PART 139.095(j)).

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

It is a condition of all Authorities to Drive Airside (ADA's) and Authorities for Use Airside (AUA's) that vehicles are operated on the airside in accordance with the rules set out in the AVCH, including any rules regarding the use of radio equipment or other signalling equipment.

On Landside, the provisions of State/Territory laws and regulations are applicable in respect of vehicle registration requirements and traffic movement. The parking of vehicles is controlled by the Airport Operator and under Division 4.2 of the Airports (Control of On-Airport Activities) Regulations 1997.

The Airport Operator also has general duties of care under common law and obligations under occupational health and safety legislation, the Civil Aviation Regulations and the Air Navigation Regulations in relation to safety and security issues associated with surface vehicles operating in such areas.

Failure to comply with the requirements of this handbook is a breach of conditions set down by the relevant authorities for use of airside and to drive airside and any such failure will be considered by the airport operator in considering whether to exclude individuals or entities from airside use or operation of motor vehicles on the airside.

Approved



27 October 2020

Kyle Morris

Date

Operations & Standards Manager
Townsville Airport Pty Ltd

Privacy Note

During managing the Airside at Townsville Airport (including issuing Authorities to Drive Airside (ADAs) and Authorities to Use Airside (AUAs) and administering and enforcing requirements under this AVCH), Townsville Airport may collect personal information about individuals (including, but not limited to, names, addresses, contract details, etc.)

- a) That information is collected by Townsville Airport Pty Ltd.
Townsville Airport can be contacted at:
Townsville Airport Management Centre
Cnr Halifax and Stinson Street
Garbutt QLD 4814
Tel: (07) 4727 3211
- b) You can gain access to personal information Townsville Airport holds about you by contacting Townsville Airport at the above address, or via email (aviation@tsvairport.com.au)
- c) The information is collected by Townsville Airport for the operation of Townsville Airport, including without limitation, the issuing and administering of ADAs and AUAs, the administration and enforcement of requirements under the AVCH, and to enable Townsville Airport to perform its legislative and other obligations in relation to the operation of the airside.
- d) Townsville Airport may disclose this information to third parties. These third parties may include the Australian Federal Police, Queensland Police Service, Australian Border Force and other law enforcement of government agencies or departments, Townsville Airport's lawyers and other advisers, and your employer of the Vehicle Operator at Townsville Airport.
- e) The requirement for individuals to apply for and obtain an ADA and/or AUA is set out in the Airports (Control of On-Airport Activities) Regulations 1997.
- f) If you do not provide the required personal information to Townsville Airport, Townsville Airport will not be able to process applications for ADAs and AUAs, which will affect your ability to operate vehicles on the airside at Townsville Airport. It may also contravene requirements under the Airports Act or Regulations made under the Act.

For full details of the way in which Townsville Airport collects, handles and discloses personal information, you can view the Privacy Policy by visiting the Townsville Airport website or you can request a copy of it by calling the number above.

As Townsville Airport may be collecting personal information from a person other than the individuals themselves, Townsville Airport must make sure that they are aware of the things set out above. To ensure that this happens, any person who provides information about another individual:

- Warrants that they are authorised to provide the personal information to Townsville Airport.
- Agrees to inform the individual of the things set out in (a) to (f) above.

Record of Amendments

The Townsville Airport Airside Vehicle Control Handbook is subject to change from time to time.

The AVCH may be distributed to stakeholders in either hard copy or soft copy. As information is updated, the version number of the document will be amended accordingly and stakeholders advised. As changes come into effect, stakeholders will be forwarded the changes either in hard copy or soft copy so that the document is always current.

It is the responsibility of the AVCH holder to ensure the document is kept up to date always. Please ensure that as soon as you receive notice of any changes, your copy of the document is amended. This page will help you keep track of all amendments.

Version	Revision	Date of Amendment	Comments	Entered By
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5	1	Oct 2020	Addition of Category 1 ADA, Section 3.8 – Night/Low Visibility Driving Endorsement, Minor updates Section 5 – Penalty Points, Formatting corrections, Minor role amendments, New ADA card.	K. Morris

Distribution Record

Held By	Organisation
Hard Copy	
General Manager Aviation	Townsville Airport Pty Ltd
Aerodrome Reporting Officer Supervisor	Townsville Airport Pty Ltd
Electronic Copy	
District Aerodrome Inspector	Civil Aviation Safety Authority
Operations and Standards Manager	Townsville Airport Pty Ltd
Runway Safety Committee	TAPL Stakeholders

The AVCH is available to airport operators via SharePoint extranet, Townsville Airport Website and email.

Definitions

Word/Acronym	Definition
Aeronautical Radio Operator Certificate	A certificate issued in accordance with Civil Aviation Regulation 83A and Part 64 of the Civil Aviation Safety Regulations.
Airport	Townsville Airport
Airport Operator	Townsville Airport Pty Limited (TAPL) (ACN 081 257 490).
Airside	Movement Area of the Airport, adjacent terrain and buildings or portions thereof.
Airside Road	Road within the Airside of the Airport.
Approved Issuing Authority	Person or body authorised under paragraph 4.42A(1)(c) of the Airports (Control of On-Airport Activities) Regulations to issue ADAs or AUAs (see below) for the airport.
Airside Vehicle Permit (AVP) also known as an Authority for Use Airside (AUA)	Authority issued in Accordance with regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations.
Authority to Use Airside	Permit to be affixed to a vehicle approved to access the Airside, issued by the Airport Operator or by an Approved Issuing Authority.
Approved Training Officer	Person nominated by an Approved Issuing Authority and approved by the Airport Operator in accordance with Part 5 of the Handbook.
Apron	That part of an Airport used for: <ul style="list-style-type: none"> ▪ The purpose of enabling passengers to board, or disembark from aircraft ▪ Loading cargo on to, or unloading cargo from, aircraft; and /or ▪ Refuelling, parking or carrying out maintenance on aircraft.
ASIC	Aviation Security Identification Card
Authority to Drive Airside (ADA)	Authority to drive airside issued under regulation 4.43 of the Airports (Control of On-Airport) Regulations.
Authority to Drive Airside Category 1	Authority authorising driving in Category 1 (specific exemption) issued in accordance with Section 3 of the Handbook.
Authority to Drive Airside Category 2	Authority authorising driving in Category 2 (Airside roads and aprons) issued in accordance with Section 3 of the Handbook.
Authority to Drive Airside Category 3	Authority authorising driving in Category 3 (Airside roads, aprons and taxiways) issued in accordance with Section 3 of the Handbook.
Authority to Drive Airside Category 3N	Authority authorising driving in Category 3N (Airside roads, aprons and taxiways) issued in accordance with Section 3 of the Handbook plus Night/Low Visibility endorsement.
Authority to Drive Airside Category 4	Authority authorising driving in Category 4 (All movement areas) issued in accordance with Section 3 of the Handbook.
Authority to Drive Airside Category 4N	Authority authorising driving in Category 4N (All movement areas) issued in accordance with Section 3 of the Handbook plus Night/Low Visibility endorsement.

Word/Acronym	Definition
Handbook	This Handbook including its Appendices.
Manoeuvring Area	Part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.
Markings	Symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to vehicles.
Movement Area	Part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.
Night/Low Visibility Endorsement	An endorsement on an Authority to Drive Airside made in accordance with Section 3.8 of this Handbook.
Perimeter Road	An Airside Road which remains clear of the Manoeuvring Areas except in areas where the road crosses a taxiway.
Rules for Drivers Operating Airside	The rules for drivers set out in Section 4 of this manual.
Subsidiary	Wholly or partly owned subsidiary as defined in the <i>Corporations Act 2001 (Cth)</i> .
Supervision	Supervision in accordance with Section 4.18 of the Handbook and with the Rules for Drivers Operating Airside.
Supervised Vehicle	Vehicle driven under Supervision in accordance with Section 4.18 of the Handbook and with the Rules for Drivers Operating Airside.
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or otherwise.
Vehicle	A motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

Table of Contents

1. Legislative Requirements.....	11
1.1. Introduction.....	11
1.2. Delegations.....	11
1.3. Responsibilities of the Townsville Airport General Manager Aviation.....	11
1.4. Authority of the Townsville Airport General Manager Aviation and Delegated Officers	11
2. Airside Vehicle Permit (AVP) – Authority to Use Airside (AUA)	12
2.1. Introduction.....	12
2.2. Application.....	12
2.3. Criteria for Issue	13
2.4. Indemnity and Release	14
2.5. Insurance	14
2.6. Roadworthiness / Vehicle Condition	15
2.7. Special Equipment and Markings for Vehicles	16
2.8. Activation of Lights	16
2.9. New Types of Vehicles.....	16
2.10. Granting of an AVP	17
2.11. Affixing of the AVP Label	17
2.12. Removal of Vehicle from Airside	17
2.13. Suspension of an AVP	17
2.14. Withdrawal of an AVP.....	18
2.15. Vehicles in Leased Areas.....	18
2.16. Renewal of an AVP.....	18
2.17. Renewal Application	19
2.18. Replacement of an AVP Label.....	19
2.19. Temporary AVP.....	19
2.20. Expiry of an AVP.....	19
2.21. Disposal of Vehicle with an AVP	19
3. Authority to Drive Airside.....	20
3.1. Introduction.....	20
3.2. ADA Categories	20
3.3. Endorsements to an ADA.....	20
3.4. Eligibility to hold an ADA	21
3.5. Townsville Airport ADA Tests	22
3.6. Purpose of Testing.....	22
3.7. Application for an ADA	22

3.8.	Night/Low Visibility Driving Endorsement.....	22
3.9.	Conditions of Issue	23
3.10.	Renewal of an ADA	23
3.11.	Surrender of an ADA.....	23
3.12.	Suspension of an ADA.....	24
3.13.	Removal of the ADA.....	24
3.14.	Withdrawal of an ADA	25
4.	Rules for Driving Airside	26
4.1.	Introduction.....	26
4.2.	General Requirements.....	26
4.3.	Road System	27
4.4.	Under Terminal Concourse Road.....	28
4.5.	Speed Limits.....	28
4.6.	Foreign Object Debris (FOD) Control Measures	28
4.7.	Right of Way	29
4.8.	Dangerous Driving	29
4.9.	Proximity to Aircraft	29
4.10.	Mobile Phones	29
4.11.	Operating on the Manoeuvring Area	30
4.12.	Vehicle Accidents.....	30
4.13.	Vehicle Incidents.....	30
4.14.	Immobilised Vehicles	31
4.15.	Vehicle Defects	31
4.16.	Bicycles and Tricycles.....	31
4.17.	Emergency Situations	31
4.18.	Aviation Security Identification Cards	32
4.19.	Escorts.....	32
4.20.	Entry to the Airside.....	33
4.21.	Vehicle entering the Airside (with an AVP)	33
4.22.	Vehicle entering the Airside (without an AVP).....	33
4.23.	Vehicles in proximity to Aircraft Refuelling Operations	33
4.24.	Portable Audio Devices.....	34
4.25.	Markings, Lighting, Non-Visual and Visual Aids.....	34
5.	The Points System.....	38
5.1.	Introduction.....	38
5.2.	Monetary Penalties	40
5.3.	Notification to Operating Company	40

6.	Approved Issuing Authority	41
6.1.	Introduction	41
6.2.	Cancellation	41
6.3.	Information to Drivers	41
6.4.	Record Keeping and Audit	41
7.	Approved Training Officers.....	42
7.1.	Introduction.....	42
7.2.	Scope of Authority.....	42
7.3.	Suspension of Authority	42
7.4.	Testing for Approved Training Officers.....	42
7.5.	Cancellation of Authority.....	42
8.	Miscellaneous	43
8.1.	Schedule of Fees	43
8.2.	Exemptions	43
8.3.	Driving Airside without Authority.....	43
8.4.	Transition.....	43
8.5.	Changes in Government Departments	43
8.6.	Interpretation	43
9.	Radio Communications.....	44
9.1.	Introduction.....	44
9.2.	Working on the Movement Area.....	44
9.3.	Transmission Techniques.....	44
9.4.	Phonetic Alphabet	45
9.5.	Numerals.....	45
9.6.	Signal Strength.....	46
9.7.	Commonly Used Phrases	46
9.8.	Communicating when Tower Active (0600hrs – 2200hrs local) – Frequency 121.8 or 119.45.....	47
9.9.	Entering a Runway	47
9.10.	Crossing a Runway	47
9.11.	Entering the Manoeuvring Area from Aprons.....	47
9.12.	Typical replies from Air Traffic Control advising of Restrictions.....	47
9.13.	Vacating onto other Runways	48
9.14.	The meaning of “HOLD”	48
9.15.	Listening Watch on Manoeuvring Areas.....	48
9.16.	General Tips.....	49
9.17.	Light Signals	49
9.18.	Communicating when Common Traffic Advisory Frequency (CTAF) is Active	49

9.19.	Entering a Runway	50
9.20.	Crossing a Runway	50
9.21.	Vacating the Runway	50
9.22.	Aircraft Inbound.....	50
9.23.	Aircraft Departure	50
Attachment A – Authority to Use Airside (Airside Vehicle Permit) Application Form		51
Attachment B – Authority to Use Airside (Airside Vehicle Permit) Example.....		53
Attachment C – Authority to Drive Airside Application Form		54
Attachment D – Authority to Drive Airside Example		56
Attachment E – Airside Vehicle Indemnity and Release		57

1. Legislative Requirements

1.1. Introduction

- 1.1.1. On State roadways (Landside), the provisions of State laws and regulations are applicable in respect of vehicle registration requirements and traffic movement. The licensing of vehicles operating on the Airside at the airport is regulated by Townsville Airport Pty Ltd under the Airports (Control of On-Airport Activities) regulations 1997 ('The Regulations').
- 1.1.2. As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations, Townsville Airport is obliged to include in its Aerodrome Operations Manual suite of documents, for the management of surface vehicles operating on, or near the Airside area (CASR 1998 139.230(g)) and (MOS139-Aerodrome Section 10.9). This requirement is met through the publication of the AVCH.
- 1.1.3. A Vehicle Operator must ensure that any vehicle which it operates, or which is operated on its behalf, on the Airside is operated in accordance with all relevant legislation including, to the extent applicable, the *Civil Aviation Act 1988*, Civil Aviation Safety Regulations, The Civil Aviation Orders, the Airports (Control of On-Airport Activities) Regulations 1997 and the *Work Health and Safety Act 2011* (Qld).

1.2. Delegations

- 1.2.1. Under the Regulations, the Department can appoint or delegate responsibilities for the management and, as appropriate, enforcement to those Regulations. In the case of airside vehicle control, DIRD has authorised Townsville Airport to enforce the Regulations Airside.
- 1.2.2. The Townsville General Manager Aviation is responsible for the overall administration of the AVCH on behalf of Townsville Airport.

1.3. Responsibilities of the Townsville Airport General Manager Aviation and Delegated Officers

- 1.3.1. The Townsville Airport General Manager Aviation or delegate may issue the following material to all those who apply for an Authority to Drive Airside (ADA) and/or Authority to Use Airside (AUA):
 - a) Application forms for an ADA and/or AUA.
 - b) A copy of the AVCH.
 - c) Map of the Airport.

The issuing of these documents does not guarantee that either the application for an ADA or AUA will be accepted.

- 1.3.2. The Townsville Airport General Manager Aviation or delegate will maintain the AVCH and any other associated documentation.

1.4. Authority of the Townsville Airport General Manager Aviation and Delegated Officers

- 1.4.1. The Regulations give Townsville Airport the authority to require ADA holders to produce certain documentation when requested.
- 1.4.2. ADA holders are required to:
 - a) Show their State or Territory's Driver Licence, ADA, and ASIC upon request by a Townsville Airport Aerodrome Reporting Officer, a Townsville Airport authorised person or Queensland Police Officers.
 - b) Where driving rules have been breached or a person has been involved in an accident, produce the above-mentioned documents to a Townsville Airport Aerodrome Reporting Officer or a Townsville Airport authorised person having reasonable grounds to inspect them.

2. Airside Vehicle Permit (AVP) – Authority to Use Airside (AUA)

2.1. Introduction

- 2.1.1. An Airside Vehicle Permit (AVP) also known as Authority to Use Airside (AUA), is an authority issued by Townsville Airport that permits the operation of a motorised vehicle on the Airside areas of Townsville Airport. The provisions contained within the AVCH give guidance on the management and requirements for operating vehicle(s) on the Airside of the Airport.
- 2.1.2. The issue of an AVP does not entitle the Vehicle Operator to a parking space on the Airside at Townsville Airport or to access the Airside where such access is not necessary for the vehicle.
- 2.1.3. Use of vehicle Airside is subject to the Regulations, which impose rules about the operation of vehicles, and where they may be parked, airside.

2.2. Application

- 2.2.1. Subject to this Handbook, upon receiving an application form set out in Attachment A from a Vehicle Operator, Townsville Airport may issue or renew an Airside Vehicle Permit (AVP) as set out in Attachment B.
- 2.2.2. An Approved Issuing Authority may also, upon completion of the Application, issue or renew an AVP for itself or a Subsidiary.
- 2.2.3. All relevant forms and criteria for application are available from the Townsville Airport Management Centre.
- 2.2.4. Applications must be submitted no less than 5 working days before any anticipated need for the AUA.
- 2.2.5. The Townsville Airport AVP application form must be accompanied by the following documents:
 - a) At least one of the following:
 - i. Certificate of Registration of the vehicle where it is registered for use on public roads; or
 - ii. Certificate of Roadworthiness where the vehicle is not (but able to be) registered for use on public roads; or
 - iii. Letter of Compliance from an authorised mechanic that the vehicle complies with the relevant standards (if the vehicle is not able to be registered for use on public roads); and
 - b) Letter from a responsible manager of the vehicle owner confirming that a maintenance program is in place to ensure the vehicle remains in a 'road-worthy' condition.
 - c) A signed Townsville Airport Indemnity & Release form.
 - d) Evidence of liability insurance which meets the requirements set out in paragraph 2.5
 - e) A covering letter from the applicant, explaining the need for Airside access.
 - f) If applicable a letter from the contracting company, sponsoring the access.
- 2.2.6. If granted, an AVP may be issued for a period of up to one year.
- 2.2.7. In considering any 'contract for service' arrangements, applicants should NOT anticipate automatic approval of the granting of an AVP.

2.3. Criteria for Issue

- 2.3.1. The major criterion for the issue or renewal of an AVP is that the applicant must demonstrate an operational need to drive a vehicle on the airside on a frequent unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.
- 2.3.2. Townsville Airport or an Approved Issuing Authority may only issue or renew an AVP for an Airside area if the applicant demonstrates:
- a) Capacity to ensure that the operation of the vehicle will comply with the requirements of this Handbook and all laws, rules, standards and directions including, where applicable, Civil Aviation Orders and Air Traffic Control directions.
 - b) 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.
 - c) That appropriate arrangements are in place to ensure that if the vehicle becomes immobilised on a Movement Area, Manoeuvring Area or Apron Area that notifications required under Rule 4.13 will be given.
 - d) That the vehicle will be maintained in a state of good repair.
- 2.3.3. In addition, in deciding whether to issue an AVP, Townsville Airport or an Approved Issuing Authority will consider the following:
- a) Safety on the airside in relation to aviation operations, persons on the airside and property on the airside.
 - b) The security of aircraft and other property located on the airside.
 - c) Congestion of airside areas, thereby decreasing the efficiency of the airport (particularly ramp areas) and increasing the risk of accident to all users of Townsville Airport.
 - d) The ability of the Vehicle Operator 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, legislative requirements and Air Traffic Control directions, relating to the operation of vehicles in the area.
 - e) Without limiting the generality of (d), the Townsville Airport Aerodrome Reporting Officer Supervisor will also consider whether the Vehicle Operator has in place appropriate arrangements to ensure that:
 - i. If the vehicle become immobilised on a Movement Area, the vehicle will be immediately removed.
 - ii. If the vehicle becomes immobilised on a Movement Area, that the notifications under Clause 4.24 will be given.
 - iii. The vehicle will be maintained in a state of good repair.
- 2.3.4. In addition, the applicant must, to the satisfaction of Townsville Airport, meet one or more of the following:
- a) Be directly involved with the operations or servicing of aircraft (including refuelling).
 - b) Be directly involved with the servicing of Ground Service Equipment.
 - c) Be directly involved with the servicing or maintenance of airside facilities, equipment or building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside.
 - d) Be directly involved with the servicing of other equipment that can only be reached from the Airside.

- e) Be a member of a Government organisation with a demonstrated need to drive a vehicle on the Airside on a frequent unescorted basis.
- f) Be directly involved with the servicing of air navigation equipment.
- g) Have a need to carry equipment to parts of the Airside on a frequent basis.
- h) Have a need to be on the Airside of the Airport on a frequent unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry onto Townsville Airport, and areas needed to be accessed).
- i) Have a need or authority to carry out regulatory or law enforcement activities on the airside.
- j) Have a need to access the airside for any other purpose approved in writing by Townsville Airport.

2.3.5. Notwithstanding paragraphs 2.3.1, 2.3.2 and 2.3.3, Townsville Airport may permit the use of private vehicles airside, if the vehicle is State or Territory registered as 'private; and the Vehicle Operator executes Deed of Indemnity and release in favour of Townsville Airport.

2.4. Indemnity and Release

2.4.1. An AVP will normally not be issued unless Townsville Airport Pty Ltd has been provided with a signed Townsville Airport Indemnity & Release Form. This form is available from The Townsville Airport Management Centre.

2.4.2. An Approved Issuing Authority is not authorised to issue an AVP unless Townsville Airport has been provided with an Indemnity and Release Form as set out in Attachment E or Townsville Airport has agreed to waive the requirement for such indemnity.

2.5. Insurance

2.5.1. Applicants for an AVP must, while they operate or otherwise have a vehicle on the Airside:

- a) Take out and maintain an insurance policy with an insurer insuring against any liabilities for death, personal injury or property damage.
 - i. Must be, unless otherwise agreed by Townsville Airport
 - (A) In the case of vehicle registered for use on landside public roads, for an amount of no less than A\$20 million.
 - (B) In the case of other vehicles that are involved in the transport of fuel, for an amount of no less than A\$50 million.
 - (C) In the case of aircraft refuellers, for an amount of no less than \$100million.
 - ii. Must not contain any exclusionary clauses relating to any airport infrastructure or aircraft or matters relating to or regarding the operation of the vehicle on the Airside.
- b) Not do or permit to be done anything which prejudiced, and immediately rectify anything which might prejudice, cover under such insurance policy.
- c) Provide Townsville Airport with a summary of its insurance policy (including what is insured under the policy, what is excluded under the policy and the length of currency of the policy) and any certificates of insurance connected with it, as soon as it is taken out or renewed (whether annually or more frequently).
- d) Notify Townsville Airport immediate if, for any reason, such insurance policy is cancelled.

2.5.2. These insurances may form part of the Vehicle Operator's insurance for the use of Townsville Airport. In other words, the Vehicle Operator will satisfy this requirement if it maintains a global insurance public liability insurance policy that cover use of vehicle on the Airside and otherwise complies with the requirements set out in paragraphs 2.5.1 (a) – (d) above.

2.6. Roadworthiness / Vehicle Condition

Vehicle which qualify for registration off-airport.

- 2.6.1. In the interest of Airport safety, vehicles must always be maintained in a good state of repair by the Vehicle Operator in accordance with the vehicle mechanical and roadworthiness standards as set by the QLD Department of Transport and Main Roads under the law of QLD.
- 2.6.2. All Vehicle Operators are required to ensure that any plant (including motorised vehicles) used by their employees or representatives, is used and maintained in accordance with the requirements of QLD Workplace Health and Safety legislation. The onus is on Vehicle Operators to ensure that plant intended to be used is subject to appropriate checks, tests and inspections necessary to eliminate risks to health and safety.
- 2.6.3. The Townsville Airport Aerodrome Reporting Officer Supervisor reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicles which in the opinion of the Aerodrome Reporting Officer Supervisor, appear not to be in a roadworthy condition. Any vehicle not deemed to be in a roadworthy condition must be removed from the Airside (Refer section 2.13.1).
- 2.6.4. A vehicle serviceability check may include (but is not limited to) the following:
 - a) Fluid leaks
 - b) Towing attachments
 - c) Tyre condition
 - d) Body condition
 - e) Excess emissions
 - f) Seat belts (if fitted)
 - g) All vehicle lights
 - h) Horn (if fitted)

Specialist airport vehicles

- 2.6.5. In the interests of Airport safety, specialist Airport Vehicles must always be maintained in a good state of repair by the Vehicle Operator.
- 2.6.6. In the case of a specialist Airport Vehicle, where no QLD Department of Transport specification exists, the Townsville Airport Aerodrome Reporting Officer Supervisor may give approval for the use of the vehicle in accordance with any conditions which the Townsville Airport Aerodrome Reporting Officer Supervisor may have attached to such approval or may attach from time to time.
- 2.6.7. Any vehicle not meeting standards of serviceability as set down in QLD Department of Transport and Main Roads Standards or otherwise by the Townsville Airport Aerodrome Reporting Officer Supervisor will have the AVP suspended, and the Vehicle Operator must remove the vehicle from the airside and remove the AVP from the Vehicle.
- 2.6.8. The AVP may be reissued once repairs have been affected and Townsville Airport has received written verification from an appropriately qualified person to that effect.
- 2.6.9. For the avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the Vehicle Operator. Nothing in paragraph 2.6 of this AVCH require or creates any obligation or responsibility for Townsville Airport to conduct safety inspection of vehicle by other persons on the Airside.

2.7. Special Equipment and Markings for Vehicles

- 2.7.1. All Vehicle Operators must ensure that any vehicles used on the Airside are equipped and marked in accordance with the requirements of this AVCH.
- 2.7.2. Companies intending to operate vehicles on the Manoeuvring Area should also consider CASA Standards – Manual of Standards 139 paragraph 8.10.4.1 and 8.10.4.2.
- 2.7.3. All vehicles which are to be used on the Airside must be equipped with an amber beacon located on the highest point of the vehicle and visible from 360°. The beacon must be activated during hours of dusk, dawn and darkness or during periods of declared low visibility. Any vehicle not equipped with a beacon will not be granted access to the Airside at any time unless under escort.
- 2.7.4. All vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with and activate:
 - a) An amber beacon located on the highest point of the vehicle visible from 360°
 - b) A suitable radio to communicate with ATC as appropriate.

2.8. Activation of Lights

- 2.8.1. All Vehicle Operators must activate the vehicle's headlights, taillights and amber rotating or flashing beacon during hours of dusk, dawn and darkness and periods of declared low visibility, whenever the vehicle is operating on the movement area.
- 2.8.2. All Vehicle Operators must ensure the vehicles amber beacon is activated prior to entering the Airside from any perimeter security gate.
- 2.8.3. All Vehicle Operators must activate the vehicle's amber rotating or flashing beacon whenever the vehicle is operating on the Manoeuvring Area.
- 2.8.4. The amber beacon should be located on the highest point of the vehicle so that it is visible from all angles. The beacon may be of a type which is rotating, flashing or strobing.
- 2.8.5. All Vehicle Operators must activate the vehicle's indicator lights i.e. blinkers; if so equipped, to signal its intention whenever driving around the airport.

2.9. New Types of Vehicles

- 2.9.1. Where a Vehicle Operator plans to acquire a new type of vehicle for Airport use, it should as soon as possible discuss its proposal with the Townsville Airport Aerodrome Reporting Officer Supervisor so that an assessment can be made about compatibility with pavements and local geography of the Airport.
- 2.9.2. The type of information necessary to make such assessment of the proposed equipment will ordinarily include:
 - a) Compliance with Department of Transport and Main Roads standards (where applicable)
 - b) Dimensions
 - c) Gross mass
 - d) Number, spacing and size of wheels and type of tyres and their pressures.
 - e) Turning radius
 - f) Motive power
 - g) Areas of intended operation
 - h) Safety and special features.
- 2.9.3. To avoid any doubt, the Townsville Airport Aerodrome Reporting Officer Supervisor retains the absolute discretion about whether, or on what conditions, to issue or renew an AVP.

2.10. Granting of an AVP

- 2.10.1. Upon approval, the Townsville Airport Aviation Department will notify the Vehicle Operator that the label is ready for collection.

2.11. Affixing of the AVP Label

- 2.11.1. Upon issue of the label, it must immediately be affixed to the corresponding vehicle as identified on the label.
- 2.11.2. The label must be affixed to the front windscreen, the label is to be affixed and be clearly visible, preferably on the left-hand side of the vehicle.
- 2.11.3. Where a vehicle does not have a windscreen, the label is to be affixed and be clearly visible, preferably on the right-hand side of the vehicle.
- 2.11.4. Responsibility for ensuring a vehicle's AVP is clearly readable rests with the Vehicle's Operator. The Aerodrome Reporting Officer Supervisor or their delegate may request an operator apply to replace an AVP where it has been subject to weather damage.

2.12. Removal of Vehicle from Airside

- 2.13.1. If a vehicle is being driven, stopped or parked, on the Airside in a manner that is likely to be a danger to a person or property (including other vehicles or aircraft), the Aerodrome Reporting Officer Supervisor or an Aerodrome Reporting Officer, may direct the driver to remove it from Airside. When a vehicle is deemed to be un-roadworthy or fails to meet requirements of possessing an AVP under the AVCH the Aerodrome Reporting Officer Supervisor or an Aerodrome Reporting Officer, may direct the vehicle be removed from the Airside.
- 2.13.2. This direction may be done by oral and/or written notice to the vehicle owner/operator.
- 2.13.3. Refusal to comply with such a direction is an offence under the Airports (Control of On-Airport Activities) Regulations 1997, and monetary penalties may apply (Regulation 131(2)).
- 2.13.4. If the driver of the vehicle cannot be found, or refused to comply with the direction, the Aerodrome Reporting Officer Supervisor or an Aerodrome Reporting Officer, may direct that the vehicle be moved to a place within the Airport approved for that purpose (Regulation 131(4)).
- 2.13.5. Under a direction given under 2.13.1, the vehicle may be moved by an authorised officer capable of operating the vehicle or a person contracted by the authorised officer.
- 2.13.6. Townsville Airport accepts no responsibility for any damage that may be sustained by the vehicle during it being moved or whilst in storage.
- 2.13.7. The Vehicle Operator will be required to pay all costs and charges incurred by Townsville Airport for the removal and storage of the vehicle under clause 2.13.3 and/or 2.13.4.

2.13. Suspension of an AVP

- 2.14.1. Subject to this AVCH, an AVP is valid until the end of the month shown on the AVP label.
- 2.14.2. The Townsville Airport Aerodrome Reporting Officer Supervisor may at any time suspend an AVP where:
 - a) The vehicle does not meet the requirements of clause(s) 2.3, 2.4, 2.5, 2.6 or 2.7; or
 - b) The Townsville Airport Aerodrome Reporting Officer Supervisor has reason to believe there has been a breach of the requirements of this handbook that is sufficiently serious to consider suspension of the AVP.
- 2.14.3. If the Townsville Airport Aerodrome Reporting Officer Supervisor suspends an AVP under clause 2.14.2, it may be done by verbal and/or written notice to the Vehicle Operator. That notice will specify the:

- a) Reason/s for
 - b) Period of, the suspension
- 2.14.4. Within 72 hours of receipt of a notice of suspension of an AVP, the Vehicle Operator must either:
- a) Physically surrender the AVP to the Townsville Airport Management Centre.
 - b) If the AVP cannot be removed from the vehicle, destroy the AVP and provide Townsville Airport with a statutory declaration that the AVP has been destroyed.
- 2.14.5. At any time during a period of suspension under this Part, the Townsville Airport Aerodrome Reporting Officer Supervisor may by written notice to the Vehicle Operator:
- a) Reissue the AVP for the balance of its term (and any applicable AVP issue charges will apply).
 - b) Extend the period of suspension.
 - c) Invite the Vehicle Operator of the AVP to 'show cause' why it should not be cancelled.
- 2.14.6. The Aerodrome Reporting Officer Supervisor will invite the Vehicle Operator of the Vehicle under suspension, in writing, to 'show cause' why the AVP should not be withdrawn. The Vehicle Operator should write to the Townsville Airport Aerodrome Reporting Officer Supervisor, within 7 days, stating the case for reinstatement of the AVP. Failure to respond to such a request will result in the immediate withdrawal of the AVP. No form of credit or refund will be available because of that withdrawal.
- 2.14.7. The Aerodrome Reporting Officer's authority to suspend or withdraw an AVP is not limited only to situations where there is a breach of this handbook. In some circumstance, the Townsville Airport Aerodrome Reporting Officer Supervisor may consider it appropriate to suspend, cancel, or to limit the number of vehicles at the Airport for general congestion or operational efficiencies.

2.14. Withdrawal of an AVP

- 2.15.1. The Townsville Airport Aerodrome Reporting Officer in deciding if to withdraw an AVP may use the criteria for issuing an AVP as detailed in this Part of the AVCH. If the Aerodrome Reporting Officer Supervisor decides to withdraw the AVP, they will notify the Vehicle Operator, in writing, as soon as practicable.
- 2.15.2. Within 72 hours of receipt of a notice of the withdrawal of the AVP, the Vehicle Operator must either:
- a) Surrender the AVP to the Townsville Airport Management Centre
 - b) If the AVP cannot be removed from the vehicle, destroy the AVP and provide Townsville Airport with a statutory declaration that the AVP has been destroyed.
 - c) Remove the vehicle from the airside.

2.15. Vehicles in Leased Areas

- 2.16.1. An AVP is not required for vehicle used solely within leased areas so long as the leased area is outside of the area gazetted as part of the Airside.

2.16. Renewal of an AVP

- 2.17.1. In applying for an AVP, Vehicle Operators must acknowledge and accept that the holding of an AVP for a vehicle is not an automatic right to enter the Airside. Every application for an AVP is reviewed on a case-by-case basis. The holding of a current AVP is not sufficient grounds for an automatic renewal of the AVP for that vehicle, or for any other vehicle of a Vehicle Operator.
- 2.17.2. At the time of renewal of an AVP, the Vehicle Operator must satisfy the Townsville Aerodrome Reporting Officer Supervisor that the criteria set out for the issue of an AVP (as stated at clauses 2.3, 2.4, 2.5, 2.6 and 2.7) have been met.

2.17. Renewal Application

- 2.18.1. All relevant forms and criteria for application are available from the Townsville Airport Management Centre.
- 2.18.2. Applications must be submitted to the Townsville Airport Management Centre no less than 5 working days before the Vehicle Operator wishes to use the vehicle on the Airside.
- 2.18.3. The Townsville Airport AVP Application form must be accompanied by the following documents in support of the application:
 - a) At least one of the following:
 - i. Certification of Registration of the vehicle where it is registered for use on public roads.
 - ii. Certificate of Roadworthiness, where the vehicle is not (but is able to be) registered for use on public roads.
 - iii. Letter of Compliance from an authorised mechanic that the vehicle complies with the relevant standards (if the vehicle is not able to be registered for use on public roads)
 - b) A letter from a responsible manager of the vehicle Owner confirming that a maintenance program is in place to ensure the vehicle remains in a roadworthy condition.
 - c) A signed Indemnity & Release Form (if not already provided)
 - d) Evidence of liability insurance which meets the requirements set out in paragraph 2.5
 - e) A covering letter from the applicant, explaining the need for Airside access.
 - f) If applicable, a letter from the contracting' company, sponsoring the access.

2.18. Replacement of an AVP Label

- 2.19.1. Townsville Airport may issue a replacement label for any Vehicle Operator that confirms that the original label has been destroyed.
- 2.19.2. In order to replace a label, the Vehicle Operator is required to submit a Statutory Declaration, providing a clear explanation as to why the original label was either lost or destroyed.

2.19. Temporary AVP

- 2.20.1. The Townsville Airport Aerodrome Reporting Officer Supervisor may, in their discretion, issue a temporary AVP. Temporary AVP's are issued for a maximum period of 3 months.
- 2.20.2. A Vehicle Operator must in applying for a temporary AVP submit all relevant documentation as in the case of any permanent AVP application.
- 2.20.3. A Vehicle Operator must in applying for a temporary AVP submit any additional documentation as required by the Townsville Airport Aerodrome Reporting Officer Supervisor in support of the application.

2.20. Expiry of an AVP

- 2.21.1. When an AVP expires the Vehicle Operator must remove the expired AVP and dispose of appropriately. All vehicles must have a current ADA affixed to the vehicle in accordance with these rules before operating airside.:

2.21. Disposal of Vehicle with an AVP

- 2.22.1. When a Vehicle Operator disposes of a vehicle which has an AVP, prior to disposal, the Vehicle Operator must either:
 - a) Within 7 days of disposal, physically return the AVP to the Townsville Airport Management Centre
 - b) If the AVP cannot be remove from the vehicle, the Vehicle Operator must supply Townsville Airport with a Statutory Declaration that the vehicle has been disposed of.

3. Authority to Drive Airside

3.1. Introduction

- 3.1.1. An Authority to Drive Airside (ADA) is an authority issued by Townsville Airport that permits the holder of the ADA to operate a vehicle on the Airside at Townsville Airport within certain designated areas, depending upon the Category of ADA the driver holds (as set out below).
- 3.1.2. Subject to this handbook, on receipt of an application in accordance with the form set out in Attachment C and if satisfied of the matters required to be certified in the application, Townsville Airport may issue or renew an ADA in any category.
- 3.1.3. Townsville Airport is the responsible authority for issuing ADA's on Townsville Airport. Townsville Airport may from time to time consider delegating to a third party (Approved Issuing Authority) the ability to issues ADA's. An Approved Issuing Authority may issue or renew an Authority to Drive Airside in Category 2 or 3 to a person who is an officer or employee of the Approved Issuing Authority or an officer or employee of a Subsidiary of the Approved Issuing Authority.
- 3.1.4. Only Townsville Airport may issue or renew an Authority to Drive Airside Category 4.

3.2. ADA Categories

Category	Description	Requirement for Licence Issue
1	Areas determined under specific conditions	Logged familiarity training on specific conditions Practical Test with Aerodrome Reporting Officer
2	GA Aprons, Airside Roads and Aprons	Online Test and Log of Hours Practical Test with Aerodrome Reporting Officer
3	Airside Roads, Aprons and Taxiways	Online Test and Log of Hours Radio Operators Certificate Practical Test with Aerodrome Reporting Officer
3N	Airside Roads, Aprons and Taxiways with Night/Low Visibility Endorsement	Online Test and Log of Hours Radio Operators Certificate Practical Test with Aerodrome Reporting Officer
4	All Movement Areas	Online Test and Log of Hours Radio Operators Certificate Practical Test with Aerodrome Reporting Officer
4N	All Movement Areas with Night/Low Visibility Endorsement	Online Test and Log of Hours Radio Operators Certificate Practical Test with Aerodrome Reporting Officer

3.3. Endorsements to an ADA

- 3.3.1. ADAs may carry specific Endorsement as part of the ADA.
- 3.3.2. Specific type endorsement may be developed when and if warranted.

3.4. Eligibility to hold an ADA

- 3.4.1. An applicant must demonstrate a proper and reasonable need for an ADA and should not assume that there is a right to drive Airside. The applicant must demonstrate that there is an operational requirement for frequent unescorted access to the Airside before Townsville Airport will issue an ADA to a person.
- 3.4.2. In the case of an applicant who has not held an ADA in the same or higher Category for the Airport, Townsville Airport may only issue the ADA if satisfied that the applicant:
- a) Has an operational requirement to drive unescorted on the Airside on a frequent basis (i.e. at least weekly).
 - b) Holds a current and valid Australian State or Territory Driver's Licence or overseas drivers licence as recognised by the Department of Transport and Main Roads.
 - c) Holds a current and valid Aviation Security Identification Card (ASIC).
 - d) Is familiar with the Airport geography and comprehends the terminology used to describe the Airside.
 - e) Understands the significance and meaning of Airside signs and markings.
 - f) Has a thorough knowledge of the "Rules for Driving Airside".
 - g) If applying for a Category 3, 3N, 4 or 4N ADA:
 - i. Holds an Aeronautical Radio Operator Certificate issued by the Civil Aviation Safety Authority or its delegate.
 - ii. Has a thorough knowledge of Air Traffic Control instructions, apron operating restrictions and safety issues associated with operating on the Airside.
 - iii. Will not be impeded in their ability to read and understand coloured signs and/or lights (e.g. colour blindness). Any such restriction must be written on the application form in order that it be assessed on a case by case basis.
- 3.4.3. In the case of an applicant who has not held an Authority to Drive Airside in the same or higher category for the Airport during the 12 months preceding the application, Townsville Airport may issue the authority if satisfied that:
- a) The applicant has undergone a minimum number of hours as an observer in a vehicle operating in the relevant Airside Area of:
 - i. 4 hours for Categories 2
 - ii. 8 hours for Categories 3 and 4
 - iii. 2 hours additional is required for a nighty visibility endorsement (N).
 - b) The applicant has had appropriate training, which has been logged as per Attachment G.
 - c) In the case of an ADA being issued by Townsville Airport or persons engaged by Townsville Airport with responsibility for administering tests for ADAs have reported that the applicant has achieved a satisfactory standard in the test.
 - d) Be aware of the fire safety requirements to be met by mechanical and electrical equipment within 15 metres of an aircraft's fuel tank filling points and vent outlets during fuelling operations as outline in the Civil Aviation Order 20.9 at Attachment F.
 - e) Any Applicant who has not been issued with a Townsville Airport Pty Ltd ASIC, will need to undertake and pass the Townsville Airport Security Induction Test.

3.5. Townsville Airport ADA Tests

- 3.5.1. Applicants for all Categories of ADA are required to pass any reasonable and relevant tests deemed necessary by the Townsville Airport.
- 3.5.2. The Townsville Airport testing regime consists of, but may not be limited to:
 - a) Theory test
 - b) Geography test
 - c) Practical test
- 3.5.3. A third-party organisation may be permitted by Townsville Airport to administer one or more of the ADA tests.

3.6. Purpose of Testing

- 3.6.1. The purpose of conducting ADA tests is to provide evidence that the applicant has attained a level of competency in terms of knowledge and skills applicable to driving safety on the Airside. Material tested includes the geography of the Airport and the Rules for Driving Airside. Townsville Airport do not seek to verify a person(s) competency in operating a piece of plant or equipment.

3.7. Application for an ADA

- 3.7.1. In deciding whether to issue an ADA, Townsville Airport will consider the following:
 - a) The demonstrated operational requirement for unescorted driving access on a frequent basis (i.e. at least weekly).
 - b) The reason(s) for the requested Category of issue.
 - c) If the applicant has satisfied the pre-requisites set out in Sections 3.4.3 of this AVCH (as required).
 - d) The overall safety of the Airside, having regard to the number and functions of persons and property on the Airside.
 - e) The security of the Airside, and the aircraft on it.
 - f) The efficient utilisation of the Airside.
- 3.7.2. To avoid any doubt, Townsville Airport retains the absolute discretion about whether to, or on what conditions, issue or renew an ADA.

3.8. Night/Low Visibility Driving Endorsement

- 3.8.1. A Category 3 and 4 ADA does not authorise driving:
 - a) Between sunset and sunrise
 - b) In conditions where visibility is less than 800 metres
- 3.8.2. Unless the Authority has been endorsed for such driving in accordance with a Night/Low Visibility Driving Endorsement under this Section.
- 3.8.3. Townsville Airport or an Approved Issuing Authority may endorse an ADA with a Night/Low Visibility Driving Endorsement if it is reported that the applicant has achieved a satisfactory standard in such a test for such endorsement.

3.9. Conditions of Issue

- 3.9.1. An ADA will be valid for 24 calendar months from the month of issue (unless otherwise specified by Townsville Airport) or until suspended or cancelled by Townsville Airport. The ADA will expire on the last day of the month of validity.
- 3.9.2. If an ADA holder ceased to be employed by a Vehicle Operator and is subsequently employed or hired for work by another Vehicle Operator on the Airside at Townsville Airport, the driver must re-apply for a new ADA. Provided the period between employers is less than one month, the ADA may be re-issued with the same expiry date without the need to follow the initial application procedure.
- 3.9.3. Notwithstanding the condition in paragraph 3.9.2, an ADA holder must have a minimum of 3 months of validity left on the licence. Otherwise the ADA holder must apply for and undertake the appropriate testing before a licence is issued.
- 3.9.4. The ADA is valid only while the ADA holder is in possession of a current State or Territory Driver Licence. If for whatever reason, an ADA holder's State or Territory licence has been cancelled or suspended:
 - a) The ADA holder must immediately advise their employer and Townsville Airport
 - b) The ADA holder must surrender the Authority to Townsville Airport within 48 hours of the cessation or cancellation.
 - c) The ADA will be suspended for the period of the cancellation/suspension of that State or Territory Licence.
- 3.9.5. Where an ADA holder works for more than one company his/her ADA must be sponsored by only one company. However, it is the responsibility of the ADA holder that he informs both companies of this fact.

3.10. Renewal of an ADA

- 3.10.1. An applicant must renew their ADA when they receive their new ASIC.
- 3.10.2. To renew an ADA, an applicant must:
 - a) Submit an application form signed by a recognised signatory of the applicant's employer.
 - b) Demonstrate that there continues to be an operational requirement for frequent unescorted access to the Airside.
 - c) Provide evidence of a valid Aviation Security Identification Card for use at Townsville Airport.
 - d) Provide evidence of a current State or Territory Drivers Licence.
 - e) Successfully complete Townsville Airport tests.
- 3.10.3. Townsville Airport or an Approved Delegate may re-issue an ADA to applicants if these requirement and eligibility criteria are satisfied.
- 3.10.4. The applicant's airside driving record from previously issued ADA will carry over to the new ADA for the remained of any validity.

3.11. Surrender of an ADA

- 3.11.1. When a driver is no longer required to drive on the Airside, the ADA holder must return the ADA to Townsville Airport within 72 hours of the cessation of driving duties for that employer. The Vehicle Operator must also ensure that the ADA holder complies with this clause.
- 3.11.2. The ADA is not transferable between individuals, and ADAs are issued for use at Townsville Airport only.

3.12. Suspension of an ADA

- 3.12.1. The Townsville Airport Operations & Standards Manager or delegate may at any time suspend an ADA where an ADA holder is involved, or alleged to have been involved in:
 - a) An aviation safety/security incident.
 - b) A vehicular or other related incident.
 - c) A serious breach of the rules as prescribed in this document.
 - d) A failure to obtain the required pass mark of the Airside Driver Test.
- 3.12.2. The suspension will be for a period to be determined by Townsville Airport General Manager Aviation or delegate, pending the outcome of any Townsville Airport or regulatory investigation.
- 3.12.3. An ADA holder must not drive (utilising the privileges of an ADA) a vehicle airside at Townsville Airport during the period of suspension.
- 3.12.4. A person may drive a vehicle airside 'under supervision' for the purposes of re-training.
- 3.12.5. Any person supervising a driver for the purposes of retraining under clause 3.12.4 will be responsible for a breach of the AVCH by the driver.
- 3.12.6. A person found driving airside without supervision, as per clause 3.12.4, may be subject to legal action.
- 3.12.7. A Vehicle Operator that does not comply with the Townsville Airport Aerodrome Operations Manual (including the AVCH) may also breach the Townsville Airport 'Conditions of Use.'
- 3.12.8. If the Townsville Airport General Manager Aviation or delegate suspends an ADA under clause 3.12.1, it may be done by oral and/or written notice to the ADA holder. The Vehicle Operator company will be advised separately. The notice to the ADA holder will specify the reasons for and period of the suspension.
- 3.12.9. Within 72 hours of receipt of a notice of suspension of an ADA, the ADA holder must surrender the ADA to the Townsville Airport Management Centre.
- 3.12.10. Vehicle Operators may also request Townsville Airport to suspend an employee's ADA by providing the Townsville Airport with sufficient written advice as to why suspension should occur.
- 3.12.11. At any time during the period of the ADA suspension, the Townsville Airport General Manager Aviation or delegate may:
 - a) Lift the suspension
 - b) Extend the suspension
 - c) Downgrade the suspension.
- 3.12.12. Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the Townsville Airport Operations and Standards Manager or delegate) be required to sit the appropriate Townsville Airport Category Driving Test.

3.13. Removal of the ADA

- 3.13.1. An authorised officer (Townsville Airport Aerodrome Reporting Officer, Aerodrome Reporting Officer Supervisor or delegate) may request the immediate surrender of a driver's ADA if the driver has been involved in:
 - a) A runway incursion
 - b) Several offences.
 - c) A failure to obtain the required pass mark of the Airside Driver Tests
 - d) A failure to provide (show) or hold a valid ASIC.
- 3.13.2. If an ADA is requested to be surrendered, the ADA holder must comply with this instruction.

3.14. Withdrawal of an ADA

- 3.14.1. The Townsville Airport Operations & Standards Manager or delegate may at any time withdraw an ADA if an ADA holder:
- a) Fails to respond to the invitation to 'show cause' in writing (within 7 days)
 - b) Fails to sufficiently 'show cause' why the ADA should not be withdrawn.
 - c) Is involved in a serious breach of the Rules for Driving Airside.
 - d) Fails to obtain the required pass mark during Airside Driver Test.
 - e) No longer has a valid reason to hold an ADA.
 - f) Fails to provide (show) or hold a valid ASIC.
- 3.14.2. Within 72 hours of receipt of a notice of withdrawal of an ADA, the ADA holder must surrender the ADA to the Townsville Airport Management Centre.
- 3.14.3. A person must not drive a vehicle airside on Townsville Airport once his/her ADA has been withdrawn.
- 3.14.4. A person may drive a vehicle airside 'under supervision' for the purposes of retraining.
- 3.14.5. Any person supervising a driver for re-training under clause 3.14.4 will be responsible for, and subject to any penalties arising because of a breach of the AVCH by the driver.
- 3.14.6. A person found driving airside without the appropriate authority may be subject to legal action (under Regulation 123).
- 3.14.7. Vehicle Operators may also request the Townsville Airport Operations & Standards Manager to withdraw an employee's ADA with sufficient advice as to why withdrawal should occur.

4. Rules for Driving Airside

4.1. Introduction

- 4.1.1. The rules for driving Airside are an important part of the system that Townsville Airport has put in place to promote the safe and orderly movement of staff, passenger, aircraft and vehicular traffic Airside.
- 4.1.2. Failure to comply with the requirement of these rules may constitute an offence and an ADA holder may be subject to penalty.
- 4.1.3. Any failure to comply with the requirement of these rules will also be considered by Townsville Airport in considering whether to suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor vehicle Airside.
- 4.1.4. Vehicle Operators/companies must not in any way develop procedures for the operation of vehicle while Airside, contrary to the rules and conditions set out in this AVCH.

4.2. General Requirements

- 4.2.1. Townsville Airport authorises the use of vehicles on the Airside through the issues of AVPs and ADAs. On Manoeuvring Areas, Air Traffic Control exercises control over vehicular traffic.
- 4.2.2. Drivers must not drive Airside unless:
 - a) If they have a valid ADA and the vehicle has a valid AVP, they carry:
 - i. That ADA (and the AVP is appropriately affixed the vehicle).
 - ii. A valid and current ASIC (or another authorised pass).
 - iii. A valid State or Territory driving licence or other drivers licence recognised by the QLD Department of Transport and Main Roads (unless that licences has been surrendered to the security gate upon access to the Airside).
 - b) If they do not have a valid ADA or the vehicle does not have a valid AVP, they:
 - i. Are supervised in the vehicle by the holder of a valid ADA or the vehicle is escorted by a person authorised in accordance with this AVCH to provide airside vehicle escort services; and
 - ii. Carry:
 - (A) A valid and current ASIC (or another authorised pass)
 - (B) A valid State or Territory drivers licence or other driving licence recognised by the QLD Department of Transport and Main Roads (unless that licence has been surrendered to the security gate upon access to the Airside).
- 4.2.3. When driving Airside, drivers must:
 - a) Be familiar with the latest edition of this handbook (including amendments). The Townsville Airport Management Centre holds copies of the current documents. They can also be accessed via the Townsville Airport Website: <http://www.townsvilleairport.com.au/regulatory/compliance-and-safety/>
 - b) Understand the regulations and restrictions that apply to the Airside Area.
 - c) Be familiar with the designations of the runways and taxiways.
 - d) Comply with the rules for driving airside, including (without limitation) the radio procedures set out in this AVCH.
 - e) Be aware of the Civil Aviation Order 20.9 in Attachment F
 - f) Not drive through the red shaded areas where the aerobridges operate.
 - g) Not drive under aerobridges 2, 3 and 4.

- h) Not drive while affected by alcohol or drugs to an extent which would preclude them from lawfully driving on the public roads adjoining the Airport.
- i) Not drive in a manner likely to jeopardise the safety of any person or property on the Airside.
- j) Obey all signposts, pavement markings, and traffic control devices located Airside. Where roadways intersect and there are no signs or markings, QLD State road rules (for example, about giving way to vehicles to the right) will apply at those points.
- k) Activate an amber beacon (located on the highest point of the vehicle).
- l) Comply with instructions given to you by Townsville Airport including instruction in the form of default notices given to you or attached to a vehicle in which you are operating.
- m) Not park vehicle or equipment where they will obstruct aircraft, other vehicle or pedestrians.
- n) Leave doors closed but unlocked, key in the ignition switch and handbrake on when the vehicle is left unattended in other designated parking areas.
- o) If the AVP for the vehicle only authorises entry at specified points, only drive a vehicle into or out of Airside areas through those points.

4.3. Road System

- 4.3.1. Townsville Airport provides a continuous road system around the Airport. This road system is designed and marked in accordance with the CASA Manual of Standards (MOS139) and allows for appropriate clearances from aircraft operating on the Movement Areas.
- 4.3.2. Vehicles must use the marked roadway system where provided. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only when within proximity to that aircraft.
- 4.3.3. The Airside Road at several locations, crosses operational taxiways and taxi-lanes. Aircraft and aircraft under tow have right of way in all circumstances. All drivers must exercise extreme caution and, in all cases, give way to aircraft.

4.4. Under Terminal Concourse Road



All vehicular traffic, except for refuelling vehicles, must exit left when travelling North along terminal concourse road.

All vehicular traffic exiting the Baggage Make-up Area (BMA) must come to a stop when exiting the BMA.

4.5. Speed Limits

4.5.1. When driving on the Airside at the Airport, drivers must observe the following speed limits:

- 25 km/hr on airside roads and on the general apron, except within 15m of an aircraft, and when driving under the concourse.
- 10km/h when driving under the concourse.
- 10 km/hr within 15m of an aircraft.
- 40 km/hr on perimeter roads and taxiways.
- 5 km/hr in the Baggage Make Up Area.

Note: Where a speed limit is indicated by a sign or pavement marking, that shall be the maximum speed limit for that area.

4.5.2. Where there is an operational requirement to vary speed limits to those indicated above, approval must be sought from Townsville Airport, and the vehicle must be driven always in a safe manner. In general, approval to vary the above speeds is only given to drivers involved in an Airport emergency or runway inspections, or under the request of ATC.

4.5.3. The speed limits are not indicators of the speed at which drivers should operate vehicle; they indicate the maximum permitted speed. The driver must decide, depending on conditions such as weather and the load being carried by the vehicle, what is a safe speed to travel (below the maximum permitted).

4.6. Foreign Object Debris (FOD) Control Measures

4.6.1. It is the responsibility of all persons accessing the Airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst Airside and placing it in specifically marked bins.

4.6.2. Drivers must ensure when driving vehicles carrying loose material (such as garbage, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage. Any item(s) falling from

a vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage. Items that blow onto the Manoeuvring Area must be brought to the attention of the Aerodrome Reporting Officer Supervisor or Duty Aerodrome Reporting Officer immediately.

4.7. Right of Way

- 4.7.1. All aircraft, including those under tow, have right of way over all other vehicles.
- 4.7.2. Vehicle travelling on Airside Roadways have right of way over vehicles entering/crossing roadways.
- 4.7.3. Where roadways intersect and there are no signs or markings, the QLD State road rules (for example, about giving way to vehicles on the right) will apply at those points.

4.8. Dangerous Driving

- 4.8.1. Vehicles traveling on the Airside roadways must not be driven in a manner dangerous to people, other vehicles or equipment.

4.9. Proximity to Aircraft

- 4.9.1. Drivers must not drive, stop or park a vehicle within 3 metres of an aircraft, except when required for the servicing of that aircraft or in an emergency.
- 4.9.2. Drivers must not drive a vehicle within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.
- 4.9.3. Drivers must not dive behind and must stay well clear of aircraft when their red anti-collision beacons are operating (as this indicates that the engines are running or are about to be started, or that the aircraft is about to move).

4.10. Mobile Phones

- 4.10.1. The driver of a vehicle must not whilst driving Airside answer or use, or attempt to answer or use, a hand-held phone. All other functions including texting, video messaging, online chatting, reading preview messages and emailing as well as the use of audio playing functions are further prohibited.
- 4.10.2. Use of a mobile phone to make or receive phone calls whilst driving airside is restricted to the use of an acceptable hands-free device whereby:
 - a) The mobile phone is secured in a fixed mounting.
 - b) If not in a fixed mounting, use of the mobile phone does not require the driver to touch or manipulate the phone in any way.

Note: the use of audio earphones/buds for the purposes of the AVCH are explicitly prohibited,

- 4.10.3. The driver of the vehicle should, if using a hands-free device, ensure any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.

4.11. Operating on the Manoeuvring Area

4.11.1. A driver must not enter a Manoeuvring Area unless:

- a) There is an operational requirement to do so.
- b) The vehicle is equipped with a radio capable of two-way communication with ATC and aircraft.
- c) The driver holds an Aeronautical Radio Operator Certificate.
- d) The vehicle is under Supervision by a vehicle so equipped and driven by a driver with such Certificate.

4.11.2. You must not drive a vehicle on any part of the Manoeuvring Area between sunset and sunrise or in conditions where visibility is less than 800 metres unless:

- a) ADA has a Night/Low Visibility Endorsement;
- b) The vehicle has dipped headlights and taillights operating; and
- c) Displays a rotating beacon on the highest part of the vehicle which is red in the case of rescue and fire fighting vehicles and amber for all other vehicles;
- d) Displays flashing lights visible 360 degrees around vehicle; or
- e) Is under supervision by another vehicle being operated in accordance with these Rules and displays such beacon or flashing lights.

4.11.3. On the Manoeuvring Area, drivers must:

- a) Be conversant with the Radio Procedures and with the meaning of ATC visual signals and signs which might be used on the Airport (See the Radio Procedures in this AVCH)
- b) Obey all instructions given by Air Traffic Controllers
- c) Be familiar with the geography of the Airport and display a plan of the airport in the vehicle.

4.12. Vehicle Accidents

4.12.1. If a driver of a vehicle is involved in an accident on the Airside which:

- a) causes personal injury or
- b) property damage to a value greater than \$1,000

The driver must immediately report the accident to Townsville Airport.

4.12.2. Unless a statement has already been given to a Townsville Airport authorised person (for example, at the scene of the accident), a written statement is to be forwarded to the Townsville Airport General Manager Aviation, within 72 hours of the occurrence, detailing the circumstances surrounding the accident/incident.

4.12.3. In the event of Townsville Airport undertaking an investigation, any person(s) involved in or witness to an occurrence, is required to disclose full details of the occurrence to Townsville Airport.

4.12.4. Failure to assist in or making available person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause; why is should not have its vehicle AVP and ADAs removed.

4.13. Vehicle Incidents

4.13.1. If the driver is involved in an incident on the airside which:

- a) Is a breach of the Regulation or rules within the AVCH; or
- b) Gives rise to question the safe operation of the vehicle,

4.13.2. The driver must make themselves available to assist in any safety investigation which may be requested by Townsville Airport and provide all information relevant to the event on request.

- 4.13.3. In the event of Townsville Airport undertaking an investigation, any person(s) involved in or witness to an occurrence are required to disclose full details of the occurrence, or such limited details as are agreed between the parties.
- 4.13.4. Failure to assist in or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its vehicle AVP and the driver's ADA removed.

4.14. Immobilised Vehicles

- 4.14.1. If a vehicle becomes immobilised on the Manoeuvring Area the driver must contact Air Traffic Control and the Townsville Airport Duty Aerodrome Reporting Officer immediately on 0418 771 999.
- 4.14.2. If a vehicle becomes immobilised on an Apron Area, the driver must notify The Townsville Airport Duty Aerodrome Reporting Officer immediately on 0418 771 999.
- 4.14.3. If a vehicle becomes immobilised on a Movement Area, the driver must provide Townsville Airport staff assistance to move the vehicle off the Movement Area or to another part of the Movement Area that Townsville Airport considers appropriate.

4.15. Vehicle Defects

- 4.15.1. Drivers must:
 - a) Notify the Vehicle Operator of any defect in a vehicle, as soon as the driver is aware of it.
 - b) Immediately draw to the attention of the Vehicle Operator any written statement issued by, or on behalf of, Townsville Airport and notifying a defect in a vehicle being driven or attached to a vehicle of which a driver is in charge.

4.16. Bicycles and Tricycles

- 4.16.1. No person is to ride a bicycle or tricycle Airside without written permission from Townsville Airport.
- 4.16.2. Permission may be withdrawn at any time by Townsville Airport giving written notice of the Withdrawal.
- 4.16.3. Bicycle riders may dismount and walk with their bike upon entering the Airside.
- 4.16.4. Any person riding a bicycle or tricycle Airside must comply with Section 2.5, 4.1, 4.2, 4.11, 4.13, 7.2 and the Rules for Driving Airside.
- 4.16.5. All persons must pass an Airside Driver's Licence Test for Category 2 areas.

4.17. Emergency Situations

- 4.17.1. In emergency situations, or if the standard light signals have not been observed, Air Traffic Control may cause the runway or taxiway lights to flash. This means that you must vacate the Manoeuvring Area and observe the Air Traffic Control Tower for light signals.
- 4.17.2. If a driver experiences or suspects radio failure whilst on the Manoeuvring Area, the driver is to vacate the area by the safest and most expedient route and then transmit the following example phrase: *"THIS IS SAFETY 1, TRANSMITTING BLIND DUE TO RADIO FAILURE, I HAVE VACATED RUNWAY 19 AND RETURNING TO LANDSIDE VIA TAXIWAY ALPHA."*
- 4.17.3. The ATC Tower is to be advised by telephone that you have vacated the Manoeuvring Area due to suspected radio failure as soon as practicable.
- 4.17.4. These rules also apply to CTAF Operations.

4.18. Aviation Security Identification Cards

- 4.18.1. When driving airside within a Security Restricted Area (SRA), the driver must wear an Aviation Security Identification Card (ASIC) issued in accordance with:
- a) The QAL Airport ASIC Program (approved by the Department of Infrastructure and Regional Development, Office of Transport Security)
 - b) The Transport Security Program (TSP) approved for the Airport.
 - c) The Aviation Transport Security Regulations 2005.
- 4.18.2. A serious breach of any conditions in this document, may also mean a breach of conditions of access to the airside at Townsville Airport. In this event, an authorised officer may require the person in breach to leave the Airside at Townsville Airport or withdraw their access permissions. If the action or incident also involves a breach of conditions on which that person was issued an ASIC by Townsville Airport, Townsville Airport may suspend or withdrawn that ASIC in accordance with its ASIC Program pending further investigation by Townsville Airport and/or other regulatory or law enforcement authorities.

4.19. Escorts

- 4.19.1. Drivers of vehicles that are not authorised to drive Airside (i.e. drivers without an ADA and ASIC) may proceed Airside only if under supervision of an escort. Townsville Airport or a Vehicle Operator may make available a suitably authorised person to act as an escort.
- 4.19.2. For the purposes of this rule, a suitably authorised person is a holder of an ADA:
- a) Of the category required for the escort.
 - b) That has been held for no less than three (3) months in that category.
- 4.19.3. A driver holding an appropriate ADA for the area of operation may escort a vehicle by one of the following ways:
- a) Driving a vehicle for which an AVP is current and appropriately equipped to escort the supervised vehicle.
 - b) Accompanying the supervised vehicle on foot.
- 4.19.4. Before a driver of a vehicle commences escorting supervised vehicle(s), the driver of the escort vehicle must ensure that the driver has been issued with a Visitor Pass or holds a valid ASIC (AUS or TSV) and that the driver of the supervised vehicle is aware of the following requirements:
- a) Any specific rules for driving Airside applicable to the proposed route.
 - b) The way the escort will be conducted.
 - c) The proposed route.
 - d) To closely follow the escort vehicle.
 - e) To give way to aircraft and passenger on Aprons always.
 - f) To obtain an escort for the journey out of the Airside.
 - g) To keep the supervised vehicle behind the escorting vehicle at a distance that will ensure adequate supervision always.
 - h) If unsure at any time of correct procedures, to contact Townsville Airport for assistance.
- 4.19.5. If you are driving a Supervised vehicle which is being escorted by another vehicle the driver must keep the Supervised vehicle behind the escorting vehicle at no more than 10 metres and no less than 5 metres.
- 4.19.6. Before escorting a vehicle, the driver of the escorting vehicle must ensure that the driver of the supervised vehicle is aware of the requirement to keep the supervised vehicle behind the escorting vehicle.

4.20. Entry to the Airside

- 4.20.1. No vehicle may enter the airside unless it has a lawful reason or excuse to be airside.
- 4.20.2. For safety and security reasons, a vehicle may be subject to inspection and/or search by Townsville Airport Aerodrome Reporting Officer Supervisor, Aerodrome Reporting Officer or a Townsville Airport authorised person prior to entry to the Airside.
- 4.20.3. A vehicle may be refused entry at any time based on, but not limited to any of the following conditions:
 - a) Heightened security
 - b) Low Visibility Operations
 - c) Vehicle defect
 - d) As otherwise directed by Townsville Airport.

4.21. Vehicle entering the Airside (with an AVP)

- 4.21.1. All vehicles with an AVP entering the Airside of Townsville Airport must comply with the following conditions:
 - a) Be in a state of good repair.
 - b) Display a company logo of the Vehicle Operator which is clearly visible.
 - c) The company logo must be displayed on both sides of the Vehicle and be clearly legible from at least 15 metres.
 - d) If the company does not have a logo, the company name and contact number must be displayed in its place.
 - e) Those vehicles intending to operate during hours of darkness, or in periods of declared low visibility must have an amber beacon affixed to the uppermost part of the body of the vehicle and must activate the same upon entering the airside under those conditions.
 - f) Those vehicles intending to operate on the Manoeuvring Area at any time must have an amber beacon affixed to the uppermost part of the body of the vehicle and operate the same when on the Manoeuvring Area.
 - g) Those vehicles intending to operate on the Manoeuvring Area must be equipped with a radio capable of contact Air Traffic Control.
 - h) Vehicle drivers must adhere to security regulations.

4.22. Vehicle entering the Airside (without an AVP)

- 4.22.1. Drivers must ensure that in respect of all vehicles entering the Airside of Townsville Airport which do not have an AVP:
 - a) The vehicle is in a state of good repair.
 - b) The vehicle displays the company logo of the Vehicle Operator which is clearly visible.
 - c) The company logo is displayed on both sides of the vehicle and is clearly legible from at least 15 metres.
 - d) If the company does not have a logo, the company name and contact number is displayed in its place.
 - e) The vehicle is not moved anywhere on the Airside unless it is under escort.
 - f) They adhere to all security regulations.

4.23. Vehicles in proximity to Aircraft Refuelling Operations

- 4.23.1. Aircraft Operators and those drivers servicing aircraft must refer to and adhere by the requirements of the Civil Aviation Order 20.9 (Air Service Operators – Precautions in Refuelling, Engine and Ground Radar Operations) See Attachment F.

4.24. Portable Audio Devices

4.24.1 The driver of a vehicle whilst driving airside must not use or attempt to use any portable Audio devices. Usage of a portable Audio Device extends to manipulation of the console itself and the use of ear buds/headphones.

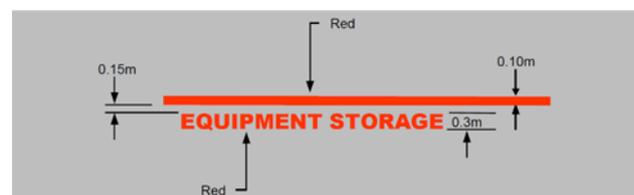
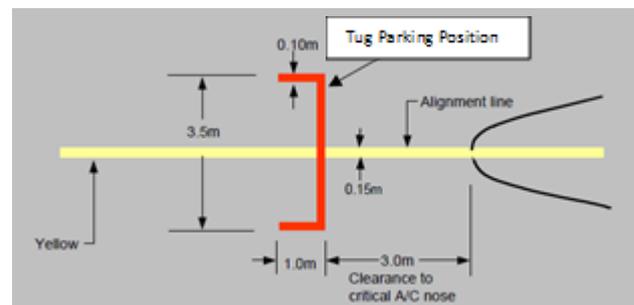
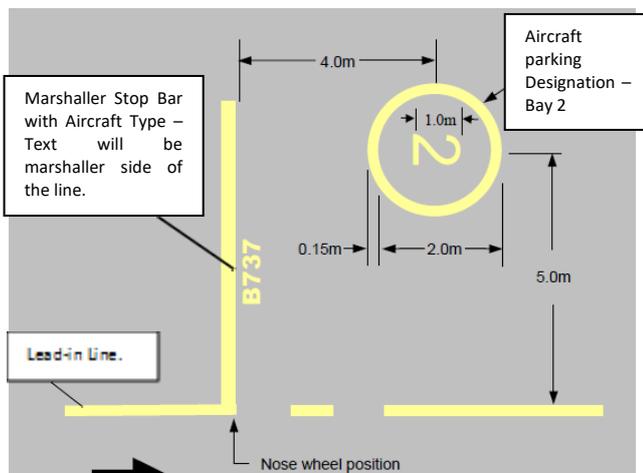
4.25. Markings, Lighting, Non-Visual and Visual Aids

Apron Parking Layouts

A typical aircraft parking layout at Townsville Airport consists of the following:

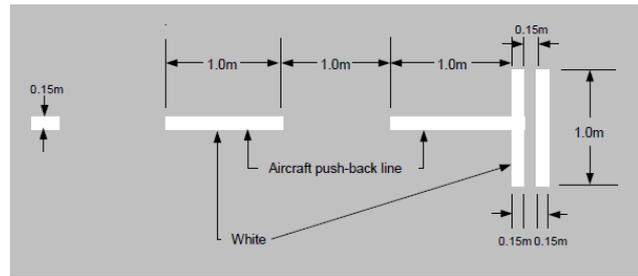
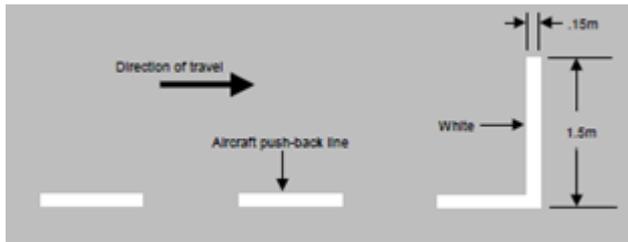
- Aircraft Parking Designation
- Marshaller Stop Bar
- Alignment Line
- Lead-in Line
- Pushback Line (only in cases where it differs from the lead in line)
- Tug Parking Position
- Equipment Clearance Areas
- Equipment Storage Areas
- Combined Emergency Eye Wash Station & Safety Shower
- Pedestrian Walkway
- Equipment Free Zones

The pictures below illustrate the above markings:



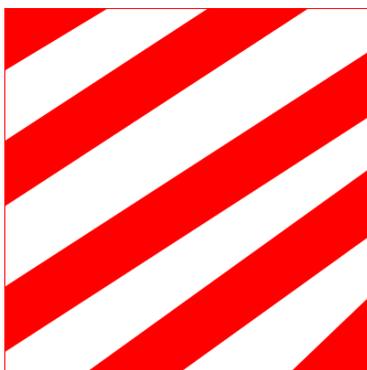
Equipment Clearance Markings are provided for the staging of equipment involved in the immediate servicing of an aircraft on the bay where the clearance markings are provided. Equipment must be staged on the text side of the line.

Equipment Storage Markings are provided for the storage of equipment not involved in the immediate servicing of an aircraft. Equipment must be stored text side of the line.



Pushback lines are only provided where the pushback differs from the lead-in line. The Tug Operator must disconnect at the relevant Tug Disconnect Point (TDP) for the bay in which the pushback commenced.

Pushback Limit Markings mark the absolute limit of a pushback, the nose gear of an aircraft can never pass this line on pushback.

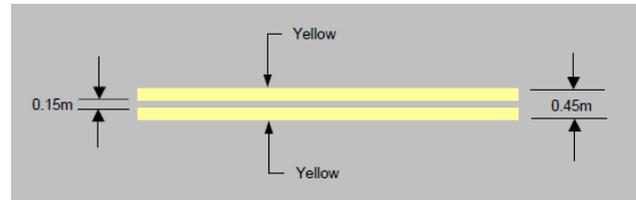


Equipment Free Zones are red hatched areas. Equipment must not be staged or stored within these areas. Aerobridges are marked with Equipment Free Zones

Manoeuvring Area Markings and Lighting



Runway Holding Points are provided at all Runway intersections. The Runway Holding Points consist of two solid yellow and two dashed yellow lines. The dashed lines are on runway side. With reference to the above picture, vehicles must hold on the left-hand side of the two solid double yellow lines.



Taxiway edge lines provide delineation between high and low strength pavement and are defined by two solid yellow lines.

Taxiway Lighting

Description	Colour
Centerline	Green
Taxiway Edge	Blue
Holding Point	Yellow

Runway Lighting

Runway Edge (last 600m on HIRL are Yellow)	White
Runway End	Red
Runway Threshold	Green
Runway Exits	Alternate Green/ Yellow
Holding Point	Yellow



Intermediate Holding Points mark the intersection of Taxiways. For example; if you are given an instruction by Air Traffic Control to Hold Short of Alpha on Echo you would stop short of this type of marking.

Coloured Cones



A BLUE cone

To mark the edge of the grassed helicopter parking area.



A YELLOW cone

To mark the edge of an aircraft apron area.



A WHITE cone with a RED BAND (Unserviceability Cone or US Cone)

To mark the unserviceable area.



An ORANGE cone

To define the limit of a works area.

5. The Points System

5.1. Introduction

- 5.1.1. Any person(s) found driving or acting contrary to the conditions set out in this Handbook or Pocketbooks may accumulate demerit points against their ADA for each breach.
- 5.1.2. For these rules, “Dangerous Driving” means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others using the airside.

Table 1 – Demerit Points Table

Offence ID	Offence	Points
1. Speed		
1.1	Exceeding the speed limit by more than 5km/h up to 15km/h	3
1.2	Exceeding the speed limit by more than 15km/h up to 30km/h	6
1.3	Exceeding the speed limit by more than 30km/h but not more than 45km/h	9
1.4	Exceeding the speed limit by more than 45km/h	12
2. Moving Aircraft		
2.1	Failure to give way to taxiing aircraft	6
2.2	Failure to give way to aircraft under tow	6
2.3	Failure to stop when an aircraft has beacons activated	3
2.4	Failure to give way to an aircraft that has commenced pushback	6
3. Failure to abide by airside markings		
3.1	Failure to stop at a stop sign	3
3.2	Failure to give way at a give way sign	3
3.3	Disobeying traffic signals	3
3.4	Failure to use marked roadway (where provided)	3
3.5	Disobeying traffic directions	3
3.6	Accessing an area in a vehicle without lawful reason	3
3.7	Failure to comply with ATC instruction	6
3.8	Interfering with or disturbing traffic management devices	6
3.9	Entering or parking in an Aerobridge Clearance Zone	3
4. Improper overtaking		
4.1	Driving in a manner dangerous to people, other vehicles or equipment	6
4.2	Failure to overtake in a safe manner	3
5. Improper FOD Management		
5.1	Dropping rubbish on the apron from a vehicle	6
5.2	Failure to secure a load on a vehicle or trailer	3
5.3	Failure to remove rubbish from a vehicle or equipment under tow	3
5.4	Failure to collect and remove apparent FOD	3
6. Improper Lighting		
6.1	Failure to dip headlights	3
6.2	Driving without headlights	3
6.3	Failure to use rotating beacons on manoeuvring area	3
7. Low Visibility		
7.1	Driving airside during low visibility conditions without authority	6

Offence ID	Offence	Points
9.1	Smoking in a vehicle on the airside	12
8. Pedestrian safety		
8.1	Failure to give way to passengers or pedestrians at a pedestrian crossing	6
8.2	Driving in a manner dangerous to pedestrians	6
9. Towing of barrows or dollies		
9.1	Towing more than the allowable number of rolling stock	3
10. Riding on Equipment		
10.1	Carrying a passenger when there is no seat provided	
	a) Offence - Driver	6
	b) Offence – Each person without a seat and holding an ADA	3
10.1	Failure to wear seat belts (where fitted)	3
11. Failure to follow directions		
11.1	Failure to follow any directions of Townsville Airport Authorised Officers	3
11.2	Failure to show ADA when requested by an Authorised Officer within 72 hours	3
11.3	Failure to show State Driver Licence when requested by an Authorised Officer within 72 hours	3
11.4	Failure to stop after an accident or incident	6
12. Exceeding authority		
12.1	Driving on an apron without the appropriate authority	3
12.2	Driving on a taxiway or taxilane without the appropriate authority	6
12.3	Driving on a runway without the appropriate authority	12
12.4	Riding a bicycle airside (unless permitted by Townsville Airport)	3
13. Improper parking		
13.1	Parking in a 'No Parking' zone	Fine (3)
13.2	Parking in a 'No Standing' or 'No Stopping' zone	Fine (3)
13.3	Parking in a designated 'Townsville Airport' or 'Emergency Vehicle' zone	Fine (3)
13.4	Parking in an area that obstructs an emergency exit	Fine (3)
13.5	Parking in an area that obstructs traffic	Fine (3)
13.6	Parking in an area that obstructs pedestrians	Fine (3)
13.7	Parking in an area that obstructs aircraft	Fine (3)
13.8	Failure to park wholly within a designated storage area	Fine (3)
13.9	Parking within the prescribed distance(s) of an airside/landside barrier	Fine (3)
14. Driver Behaviour		
14.1	Failure to display AUA	3
14.2	Failure to have a valid AUA	3
14.3	Failure to display company logos/identification on vehicle	3
14.4	Failure to maintain proper escort (vehicle/aircraft)	3
14.5	Failure to report vehicle accident/incident	3
14.6	Failure to provide information or giving false or misleading information	3
14.7	Failure to contact ATC prior to commencing aircraft escort	3
14.8	Using a hand-held mobile phone whilst driving airside	3
14.9	Using a portable audio device whilst driving airside	3
14.10	Operating a vehicle contrary to a condition within the AVCH	3
14.11	Failure to maintain attention and awareness	3

5.2. Monetary Penalties

- 5.2.1. Townsville Airport may issue infringement notices or take legal action, involving monetary penalties, for breaches of the Airports (Control of On-Airport Activities) Regulations 1997.

5.3. Notification to Operating Company

- 5.3.1. If an Infringement Notice is issued to any driver, it will be recorded by Townsville Airport and a notification specifying the details of the offence may also be forwarded to the Company/Vehicle Operator sponsoring the ADA of the driver.

6. Approved Issuing Authority

6.1. Introduction

- 6.1.1. Townsville Airport may grant approval for a Vehicle Operator to be an Approved Issuing Authority for the purpose of using Airside Vehicle Permits and/or Authorities to Drive Airside in accordance with this Handbook.
- 6.1.2. In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide Townsville Airport with the following information:
 - a) Number of Vehicles likely to enter Airside.
 - b) The type of Vehicles likely to enter Airside.
 - c) The number of employees likely to be authorised to drive Airside.
 - d) A copy of the proposed Vehicle Operator training and testing material which must include:
 - i. Geography of the Airport.
 - ii. ATC communication procedures.
 - iii. Airport Markings
 - iv. Aircraft towing procedures.
 - v. Standard Vehicle Operator apron operating procedures.

6.2. Cancellation

- 6.2.1. Townsville Airport may at any time, at the discretion, cancel approval for an Approved Issuing Authority by written notice to the Approved Issuing Authority.

6.3. Information to Drivers

- 6.3.1. An Approved Issuing Authority must keep up to date and issue this AVCH (as amended by Townsville Airport from time to time) to all its own employees and employees of its Subsidiaries, who may be required to drive on the Airside as part of their normal duties.

6.4. Record Keeping and Audit

- 6.4.1. An Approved Issuing Authority must retain all applications received and issued for AVPs, ADAs and Night/Low Visibility Endorsements for a minimum of 3 years.
- 6.4.2. An Approved Issuing Authority must create and retain records that are sufficient to enable Townsville Airport to conduct an audit from time to time to ensure the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions for a minimum of 3 years including a record of:
 - a) The assessment on behalf of the Approved Issuing Authority of the compliance of Vehicle with the requirements of the AVCH.
 - b) The materials used in the training and testing of applicants for ADA's and Night/Low Visibility Endorsements.
 - c) The training and testing of individual applicants for ADAs and Night/Low Visibility Endorsements.
- 6.4.3. An Approved Issuing Authority must provide Townsville Airport on request a listing of AVPs, ADAs and Night/Low Visibility Endorsements issued by the Approved Issuing Authority with any other details and information about the Permits/Authorities/Endorsements.
- 6.4.4. An Approved Issuing Authority must provide Townsville Airport with reasonable access to its records and premises to enable Townsville Airport to carry out audits to ensure the Authority is maintaining satisfactory standards in carrying out its functions.
- 6.4.5. An Approved Issuing Authority must ensure that relevant officers and employees of the Authority and its Subsidiaries make themselves available and cooperate with Townsville Airport when carrying out such audits.

7. Approved Training Officers

7.1. Introduction

- 7.1.1. An Approved Issuing Authority may at any time submit in writing to Townsville Airport a nomination for a person to be an Approved Training Officer for the purpose of this Handbook if that person:
- Is an officer or employee of the Approved Issuing Authority or Subsidiary
 - Holds a current Australian Drivers Licence.
 - Holds a current Authority to Driver Airside.
- 7.1.2. Townsville Airport may approve a person nominated by the Approved Issuing Authority to be an Approved Training Officer, subject to such limitations and conditions as Townsville Airport may state when approving the person or at any time while the person remains an Approved Training Officer.

7.2. Scope of Authority

- 7.2.1. An Approved Training Officer may only train and test for Categories of ADA:
- Equal to or lower than the Category for which the Officer holds an Authority.
 - For Vehicles which are of a type covered by the Approved Training Officer's ADA.
 - For Night/Low Visibility Endorsements if the Officer's own Authority to Driver Airside has such endorsement.
- 7.2.2. Approved Training Officers can test the employees of the Vehicle Operator and the employees of its subsidiaries who apply for an ADA as directed by Townsville Airport.
- 7.2.3. Approved Training Officers will submit to Townsville Airport, all tests results supporting the approval for an applicant to be issued an ADA.

7.3. Suspension of Authority

- 7.3.1. Townsville Airport may at any time, suspend a person's Letter of Authority to be an Approved Training Officer by either verbal or written notice. That notice will be given within 7 days of the suspension and will specify the:
- Reason/s for
 - Period of, the suspension.

7.4. Testing for Approved Training Officers

- 7.4.1. Approved Training Officer must make themselves available for such testing at Townsville Airport may require from time to time to assess the suitability of the Approved Training Officer to continue in this role.

7.5. Cancellation of Authority

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

8. Miscellaneous

8.1. Schedule of Fees

- 8.1.1. A schedule of fees is available on the Townsville Airport which are subject to change.

8.2. Exemptions

- 8.2.1. Any person, including a Vehicle Operator, driver, ADA applicant or Approved Issuing Authority may apply to Townsville Airport for exemption from certain provisions of this Handbook either generally or in relation to specific situations, persons, activities or Airside Areas. However, any exemption is at the absolute discretion of Townsville Airport (who must consider legislative obligations in determining whether an exemption can be granted).
- 8.2.2. Any such exemption, if granted, would be considered as a temporary measure until the conditions of this Handbook can be met by the applicant.
- 8.2.3. Townsville Airport may approve, in writing, any such exemption on such conditions as Townsville Airport considers appropriate.

8.3. Driving Airside without Authority

- 8.3.1. Any person found driving on the Airside of Townsville Airport without the proper authority is in breach of the Regulations and may be subject to prosecution.

8.4. Transition

- 8.4.1. As far as possible, actions taken under a previous AVCH for Townsville Airport shall be taken to have been done under this Handbook and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Handbook.

8.5. Changes in Government Departments

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

8.6. Interpretation

- 8.6.1. The Acts Interpretation Act 1901 can be used to interpret this Handbook where necessary as if this Handbook were an instrument made under the Airports Act 1996.

9. Radio Communications

9.1. Introduction

- 9.1.1. Vehicles intending to operate on the Manoeuvring Areas of Townsville Airport must be equipped with radios capable of maintaining two-way communications with Air Traffic Control.
- 9.1.2. Vehicle Operators are responsible for organising training so that drivers can obtain an Aeronautical Radio Operator's Certificate (AROC), through the Civil Aviation Safety Authority or its approved delegate.
- 9.1.3. Drivers should refer to their AROC notes to ensure that they fully understand the regulations and restrictions that apply to the Movement Area and specifically the Manoeuvring Area.

9.2. Working on the Manoeuvring Area

- 9.2.1. Once Drivers have entered the Manoeuvring Areas, they must keep a constant radio listening watch, staying alert to what is happening around them by listening to radio communications.
- 9.2.2. As soon as drivers are advised by Air Traffic Control to vacate a runway, they must do so immediately and then notify Air Traffic Control that they have vacated and when moved outside the relevant line of runway strip markers.

9.3. Transmission Techniques

- 9.3.1. The efficient use of two-way radios depends largely on microphone technique, the method of speaking and choice of words used by the operator.
- 9.3.2. The following should be followed when communicating:
 - a) Speak plainly and end each word clearly to prevent consecutive words running together.
 - b) Avoid any tendency to shout.
 - c) Avoid variations in speech intensity and unusual inflections of the voice.
 - d) Avoid hesitant sounds such as "er" and "um"
 - e) Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences).
 - f) Maintain a business-like manner and not use colloquialisms, first names or be unduly familiar with others.
 - g) If improvisation is necessary, make it brief and unambiguous (standard phraseology is best).
 - h) Read each written message before transmission, to eliminate unnecessary delays.

9.4. Phonetic Alphabet

- 9.4.1. The International Phonetic Alphabet is used to assist in voice transmission of call signs, runway/taxiway designators and the spelling of proper names and unusual words.
- 9.4.2. The Phonetic Alphabet is made up of words to denote the letters. When used the pronunciations as shown are to apply:

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
M	MIKE	mike	Z	ZULU	ZOO-loo

9.5. Numerals

- 9.5.1. Numbers are to be transmitted using the following pronunciations:

0	ZE-RO	6	SIX
1	WUN	7	SEV-en
2	TOO	8	AIT
3	TREE OR THREE	9	NIN-er
4	FOW-er	DECIMAL	DAY-SEE-MAL
5	FIFE	THOUSAND	TOUSAND OR THOUSAND

- 9.5.2. In general, number except whole thousands, are to be transmitted by pronouncing each digit separately:

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

- 9.5.3. Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word “decimal”:

118.1	ONE ONE EIGHT DECIMAL ONE	121.9	ONE TWO ONE DECIMAL NINE
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- 9.5.4. In contrast, ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier:

Truck 12	TRUCK TWELVE	Safety 1	SAFETY ONE
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- 9.5.5. At some airports, ATC may approve the use of discrete call signs for specific vehicles e.g. “Sweeper Blue of Tug Red”.

9.6. Signal Strength

9.6.1. Readability of radio signals (i.e. how well a transmission can be heard) is categorised as follows:

1	Unreadable	4	Readable
2	Readable now and again	5	Perfectly readable
3	Readable but with difficulty		

9.7. Commonly Used Phrases

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
CLEARED	Authorised to proceed under the conditions specified
CONFIRM	Have I correctly received the following (see also "SAY AGAIN")
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 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 "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

9.8. Communicating when Tower Active (0600hrs – 2200hrs local) – Frequency 121.8 or 119.45

9.8.1. Before transmitting be sure the channel is clear (i.e. there are no other communications in progress) by listening and then:

- a) Identify the unit you are calling “(TOWNSVILLE) GROUND”
- b) Tell Air Traffic Control WHO you are “THIS IS CAR (NUMBER)”
- c) Tell Air Traffic Control WHERE you are (location).
- d) Tell Air Traffic Control what you wish to do “REQUEST ENTER TAXIWAY BRAVO AND RUNWAY (NUMBER)”
- e) Tell Air Traffic Control of other significant details “REMAINING CLEAR OF RUNWAY (NUMBER) ON IMMEDIATE RECALL”

9.9. Entering a Runway

9.8.1. The following (example) phrase should be used when drivers are entering a Runway:

“TOWNSVILLE GROUND THIS IS SAFETY ONE ON DOMESTIC APRON, TO ENTER TAXIWAY BRAVO AND RUNWAY ONE ONE REMAINING CLEAR OF RUNWAY TWO ONE, ON IMMEDIATE RECALL”

(Tower response: "SAFETY ONE, ENTER BRAVO AND RUNWAY 11").

(Driver’s acknowledgement: "ENTERING BRAVO AND RUNWAY ONE ONE – SAFETY ONE").

9.10. Crossing a Runway

9.10.1. When crossing the Runway, the following (example) phrase is to be used:

"TOWNSVILLE GROUND - CAR FOURTEEN ON TAXIWAY BRAVO - TO CROSS RUNWAY ZERO SEVEN"

(Tower response: "CAR 14 HOLD SHORT OF RUNWAY 07")

(Your acknowledgement: "HOLDING SHORT OF RUNWAY ZERO SEVEN - CAR FOURTEEN")

Note: Your request was denied at this time and would be followed, when the runway is clear, by "Car 14, cross Runway 07"

9.11. Entering the Manoeuvring Area from Aprons

9.11.1. When entering the Manoeuvring Area from Apron, the driver should use the following phrase:

"TOWNSVILLE GROUND - TRUCK ELEVEN AT SOUTHERN END OF DOMESTIC APRON - TO ENTER RUNWAY ZERO ONE / TAXIWAY MIKE INTERSECTION VIA TAXIWAY ALPHA - ESTIMATED DURATION FIVE MINUTES"

(Tower response: "TRUCK 11, ENTER INTERSECTION RUNWAY 01 AND TAXIWAY MIKE")

(Your acknowledgement: "ENTERING INTERSECTION RUNWAY ZERO ONE AND TAXIWAY MIKE - TRUCK ELEVEN")

9.12. Typical replies from Air Traffic Control advising of Restrictions

9.12.1. Examples of replies from Air Traffic are as follows:

- a) "CAR TWO - TOWNSVILLE GROUND - HOLD POSITION"
(Stay where you are and await further details regardless of where you are)
- b) "CAR THREE - TOWNSVILLE GROUND - ENTER RUNWAY ZERO THREE - CROSS RUNWAY ZERO SIX - EXPEDITE"
(Cross Runway 06 without any delay and enter Runway 03. You must not enter Runway 06 again without approval)
- c) "CAR NINE - TOWNSVILLE GROUND - HOLD POSITION - EXPECT ONE ZERO MINUTE DELAY"
(Several aircraft are on approach or taxiing for departure - you may wish to try later)
- d) "TRUCK SIXTEEN - VACATE RUNWAY ZERO NINE"
(Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move outside the runway strip, clear of the gable markers).

9.13. Vacating onto other Runways

- 9.13.1. Before crossing or entering another runway whilst vacating an active runway, drivers must request and obtain a clearance to do so. For example:

(Tower: "CAR 4 - VACATE RUNWAY 17")

Car 4: "VACATING RUNWAY ONE SEVEN - REQUEST TO VACATE ONTO RUNWAY ZERO EIGHT TILL ONE SEVEN AVAILABLE - CAR FOUR"

(Tower: "CAR 4 - NEGATIVE - ENTER TAXIWAY BRAVO")

(Driver acknowledgement: "ENTERING TAXIWAY BRAVO - CAR FOUR")

Note: This means neither runway is available and the driver must enter Taxiway B immediately and clear the runway strip markers.

- 9.13.2. Drivers will generally be cleared only to enter a specific area on a particular runway and when ready to leave that area, you must notify the Tower of your intentions, e.g.

Car 19: "CAR NINETEEN - VACATING RUNWAY THREE ZERO THRESHOLD - REQUEST TO ENTER RUNWAY THREE FIVE THRESHOLD VIA TAXIWAY CHARLIE AND RUNWAY THREE FIVE"

(Tower: "CAR 19 - ENTER RUNWAY 35 THRESHOLD")

(Your acknowledgement: "ENTERING RUNWAY THREE FIVE THRESHOLD - CAR NINETEEN")

- 9.13.3. Driver must always ask for a clearance to cross or enter any runway, unless Air Traffic Control has specifically authorised them to do so prior. If a driver has not received such a clearance, they must stop at the Taxi Holding Position (clear of the runway strip) and remain there until they have permission to proceed.

9.14. The meaning of "HOLD"

- 9.14.1. The word "STOP" is rarely used in radio transmission from Air Traffic Control. The word "HOLD" is used instead. i.e. "HOLD YOUR POSITION" (Stop where you are).

9.15. Listening Watch on Manoeuvring Areas

- 9.15.1. Once a Vehicle gains runway (or taxiway) entry, the driver must maintain constant listening watch.
- 9.15.2. Drivers should always be within hearing distance of their radio. Often, a change in wind direction or other operational factor will require Air Traffic Control to move you from your work urgently.
- 9.15.3. When directed to vacate, Air Traffic Control Call is brief:

(Tower: "CAR 1 – VACATE RUNWAY 32")

(Driver's Response: "VACATING RUNWAY 32 – CAR ONE").

- 9.15.4. Note: Once you have made initial contact, you no longer address the Tower as Townsville Ground and conversely, the Tower does not advise its name). Once you have vacated and are outside the runway (taxiway) strips, you call the Tower:

"CAR ONE - VACATED THREE TWO"

(The Tower will acknowledge: "CAR ONE")

9.16. General Tips

9.16.1. Before you go out onto the Manoeuvring Area:

- a) Know the Procedures.
- b) Know the light signals.
- c) Be precise – and patient.
- d) Comply with ALL instructions.
- e) Comply with this Handbook.
- f) Keep your Eyes Open, Stay Alert and Never Go Beyond Hearing Range of Your Radio.
- g) Plan work carefully and avoid any tendency to rush whilst Airside.
- h) Never leave anything (equipment or tools) on the Movement Area
- i) Brief yourself on the current situation on the Manoeuvring Area by listening to the ATIS before proceeding.

9.16.2. If you become confused about what is happening leave the Movement Area immediately and consult your Supervisor after further training

9.17. Light Signals

9.17.1. If you receive light signals from the Tower, respond to them promptly.

9.17.2. The meaning of these signals may be displayed on the left-hand corner of your vehicle windscreen.

9.17.3. Signals and their meanings are listed below:

GREEN FLASHES:	Permission to cross runway or to move on a taxiway.
STEADY RED:	Stop immediately.
RED FLASHES:	Move off the landing area or taxiway and watch out for aircraft.
WHITE FLASHES:	Vacate the Manoeuvring Area in accordance with the Handbook

9.17.4. In emergency conditions or if the above signals are not observed, the following meaning will be indicated by the use of the runway or taxiway lighting:

FLASHING RUNWAY OR TAXIWAY LIGHTING:	Vacate the runway or taxiway and observe the tower for light signal
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9.18. Communicating when Common Traffic Advisory Frequency (CTAF) is Active

9.18.1. The CTAF Frequency is 118.3 VHF

9.18.2. Before transmitting, the driver must be sure the channel is clear (i.e. there are no other communications in progress) by listening out.

9.18.3. Radio Check Procedures (Airport Operator Staff Only) include the following:

9.18.4. Select frequency 118.3 on VHF (AM) (handheld) radio and 118.3 on UHF Vehicle radio, then press PTT button on UHF radio and listen out for “carrier wave” on VHF radio, then carry out the same procedure in reverse using VHF radio to transmit. If you receive a “carrier wave”: during both test, this verifies that RAAF translator is operative. Failure to receive a “Carrier wave” during either test indicates a failure of the RAAF translator.

9.18.5. Before entering the Manoeuvring Area, you are required to conduct a listening watch.

9.19. Entering a Runway

9.19.1. Drivers must hold short of Runway and transmit the following:

“TOWNSVILLE TRAFFIC GROUND VEHICLE SAFETY 1, ENTERING RWY 01-19 FOR RUNWAY AND LIGHTING INSPECTIONS” TOWNSVILLE.

Maintain listening watch, if Nil response from aircraft, then transmit the following:

“RWY 01-19 OCCUPIED FOR RUNWAY AND LIGHTING INSPECTIONS” AND THEN PROCEED.

(AIRCRAFT RESPONSE “SAFETY 1 THIS IS BRAVO ALPHA DELTA ESTIMATING CIRCUIT AREA AT 45 LANDING RWY 19 TOWNSVILLE.

This means the aircraft is estimating that he will arrive in the circuit area at 45 minutes past the hour.

(Your acknowledgement “BRAVO ALPHA DELTA THIS IS SAFETY1 VACATING RUNWAY 19 AT TAXIWAY GOLF “, then when you have vacated the runway report “BRAVO ALPHA DELTA, SAFETY1 HAS VACATED RUNWAY 19 AT TAXIWAY GOLF TOWNSVILLE.

(AIRCRAFT RESPONSE “SAFETY 1 COPIED BRAVO ALPHA DELTA”).

9.20. Crossing a Runway

TOWNSVILLE TRAFFIC GROUND VEHICLE CIVIL 2 CROSSING RUNWAY 01 AT TAXIWAY DELTA TOWNSVILLE.

Nil response from aircraft then maintain a listening watch.

AIRCRAFT RESPONSE “CIVIL 2 THIS IS ALPHA JULIET TANGO ON 4 MILE FINAL RUNWAY 01 TOWNSVILLE.

(Your acknowledgment “ALPHA JULIET TANGO THIS IS CIVIL 2 HOLDING AT TAXIWAY DELTA”)

9.21. Vacating the Runway

“TOWNSVILLE TRAFFIC GROUND VEHICLE CIVIL 5 HAS VACATED RUNWAY 19 TSV.

(Aircraft response “CIVIL 5 COPIED HOTEL INDIA SIERRA”)

9.22. Aircraft Inbound

“TOWNSVILLE TRAFFIC THIS IS DELTA OSCAR GOLF, DASH 8, 15 MILES ON THE 333 RADIAL, ON DESCENT FROM 4’500 FEET, LANDING RIGHT BASE RUNWAY 19” TSV.

9.23. Aircraft Departure

“TOWNSVILLE TRAFFIC METROLINER, DELTA UNIFORM MIKE, BAY 1A, TAXIING RUNWAY 01 FOR DEPARTURE TO CHARTERS TOWERS, 2 POB.” TOWNSVILLE.

Attachment A – Authority to Use Airside (Airside Vehicle Permit) Application Form

The form is available on the Townsville Airport website, extranet or by contacting aviation@tsairport.com.au.

Airside Vehicle Permit (AVP) Application Form or Authority to Use Airside (AUA)		 <small>A Queensland Airports Limited Company</small>	
PO Box 7636 Garbutt QLD 4814 P: +61 7 4727 3211 F: +61 7 4779 1843 ACN 081 257 490			
1. Applicant Details			
Applicant Name: _____			
Company Name: _____			
Address: _____			
Email: _____		Contact Number: _____	
Type of work to be undertaken: _____			
Areas of operation: _____			
Communication Equipment: _____			
Justification for frequent unescorted access: _____			
2. Release and Indemnification			
In consideration of being granted an Airside Vehicle Permit (AVP) in accordance with this application, the Applicant agrees in terms of the attached Indemnity and Release to release and indemnify Townsville Airport Pty Ltd (TAPL), its servants, officers, agents, contractors and any persons providing assistance to TAPL in relation to all claims for damage to any Vehicle (as defined in the Indemnity and Release) and/or any damage and associated costs to any other area, person or thing caused by the Vehicle whilst accessing the airside area.			
3. Undertaking and acknowledgement by the applicant			
<ul style="list-style-type: none"> ▪ I have read the Townsville Airport Pty Ltd Airside Vehicle Control Handbook and agree to fulfil the requirements on vehicle operations set out in the handbook. ▪ The Vehicle Operator undertakes to ensure that the vehicle is maintained and operated in accordance with the Townsville Airport Pty Ltd Airside Vehicle Control Handbook, including daily FOD checks. ▪ The Vehicle Operator acknowledges that the TAPL General Manager Aviation may cancel or suspend this Airside Vehicle Permit at any time. 			
Please note: Vehicle Warning Lights are required on vehicles operating airside. They must be amber/yellow/orange flashing or rotating mounted on the top of the vehicle, so as to provide 360° visibility.			
Signature: _____		Date: / /	
Townsville Airport Office Use Only			
Supplied:	<input type="checkbox"/> Certificate of Currency	<input type="checkbox"/> Indemnity & Release	SDS: <input type="checkbox"/> Yes <input type="checkbox"/> No
Received by TAPL	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cheque
Receipt Number:	Advam Number:	Total:	
Invoice Request:	/ /		
Notes: _____ _____			

Attachment B – Authority to Use Airside (Airside Vehicle Permit) Example

Authority to Use Airside stickers, also known as Airside Vehicle Permit (AVP) issued at Townsville Airport appear as below. The stickers are numbered sequentially and expire annually on the 31st March with a different background colour used each year.

<p> Townsville MARCH 20xx</p> <p>No: xxx Rego: _____</p> <p>This vehicle is authorised to operate on airside areas of Townsville Airport in compliance with the provisions of the Airports (Control of On-Airport Activities) Regulations and specific requirements of Townsville Airport Pty Limited as outlined in the Airside Vehicle Control Handbook.</p>
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Attachment C – Authority to Drive Airside Application Form

The form is available on the Townsville Airport website, extranet or by contacting aviation@tsvairport.com.au.

Authority to Drive Airside (ADA) Application Form		Townsville Airport A Queensland Airports Limited Company	
PO Box 7636 Garbutt QLD 4814 P: +61 7 4727 3211 F: +61 7 4779 1843 ACN 081 257 490			
1. Applicant Details			
Surname:		Given Name:	
Address:			
Contact:	()	Home	Mobile
Employer:		Drivers Licence State/Territory Issued:	
Licence Number:		Class:	Expiry: / /
<p>I acknowledge that</p> <ul style="list-style-type: none"> I have read, understood and agree to fulfil the requirements set out in the Townsville Airport Airside Vehicle Control Handbook. I have undergone _____ hours as an observer in a vehicle operating airside in areas where the ADA I am applying for will authorise me to drive and have attached my driving log. (For new applicants) I have completed the Townsville Airport Security Awareness Test. I must hold a current Australian Drivers Licence and must advise Townsville Airport of any suspensions/cancellations The ADA is only valid for Townsville Airport and I am obliged to apply for a separate licence for each airport. 			
Signature:		Date: / /	
2. Employer Details <i>Authorising person must be registered with and approved by Townsville Airport Pty Ltd</i>			
I _____ of _____ Name Company			
certify that the above applicant			
<ul style="list-style-type: none"> Is required to drive/operate company vehicles/equipment in the ADA Category specified below. Has completed the prescribed training and spent time as an observer in a vehicle airside. They will only drive/operate authorised vehicles/equipment in airside areas where they hold a current endorsement. I also understand this ADA is for the sole use of the applicant and that cards are <u>not</u> to be transferred amongst other staff members, and <u>must</u> be returned to Townsville Airport when no longer required by the applicant. 			
<input type="checkbox"/> Cat 2 – GA aprons, Airside Roads & Aprons <input type="checkbox"/> Cat 3 – Airside Roads, Aprons & Taxiways <input type="checkbox"/> Cat 4 – All Movement Areas			
<input type="checkbox"/> Night/Low Visibility Endorsement Required – MUST BE <u>YES</u> if driving between sundown and sunrise			
Address:			
Contact:	()	Work	Mobile
Signature:		Date: / /	
Townsville Airport Office Use Only			
Drivers Licence Sighted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	ASIC Number:	<input type="checkbox"/> AUS <input type="checkbox"/> TSV
Radio Operators Licence Number <i>Please print:</i>		<input type="checkbox"/> Sighted <input type="checkbox"/> N/A	Issued: / /
Townsville Airport Security Induction Test Completed:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADA Cat:	ADA Number:	Issued: / /	Expiry: / /
Amount:	<input type="checkbox"/> \$60 – All ADA Categories <input type="checkbox"/> \$100 x _____ hrs – ARO Provided Driver Training		
GST Inclusive	<input type="checkbox"/> \$30 – Upgrade of Category		
Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> To be invoiced		
Receipt Number:		Date: / /	
Version 3		July 2017	
		Page 1 of 2	

Attachment D – Authority to Drive Airside Example

Authority to Drive Airside issued at Townsville Airport will follow the format below. The ADA will expire on the same date as the holder's ASIC.

AUTHORITY TO DRIVE AIRSIDE	2
Johnathan Thurston TSV13724 MAR 22 Cowboys 	<p>Use of this Authority to Drive Airside (ADA) is subject to the conditions issued to the bearer at the time of application.</p> <p>If <u>found</u> please forward to: Townsville Airport Pty Ltd PO Box 7636 Garbutt QLD 4814</p>

Attachment E – Airside Vehicle Indemnity and Release

Townsville Airport Pty Limited

ACN 081 257 490

and

.....
"the Indemnitor"

INDEMNITY AND RELEASE

TOWNSVILLE AIRPORT PTY LIMITED
MANAGEMENT CENTRE
P.O. BOX 7636
GARbutt, QLD 4814.
P: (07) 4727 3211
F: (07) 4779 1843

Vehicle Indemnity & Release

THIS AGREEMENT is made on the day of20..... between the following parties:

Townsville Airport Pty Ltd, (A.C.N. 081 257 490) whose registered address at Halifax Street, Garbutt in the State of Queensland (hereinafter referred to as TAPL);

AND:

..... whose registered address is

ACN number (hereinafter referred to as "the Indemnitor")

RECITALS:

- A. TAPL is an airport lessee company (within the meaning of the *Airports Act 1996*) of Townsville airport.
- B. TAPL will permit the Indemnitor to enter upon and to use and operate vehicles on the Airside of the Airport on the condition that the Indemnitor gives the indemnities any releases contained in this Agreement.

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

1. DEFINITIONS

In this Agreement:

"Airport" means Townsville International Airport;

"Airside" means all areas inside the perimeter fences which mark the boundaries of the Airport including, but not limited to, the movement area (as defined in Regulation 2(1) of the Civil Aviation Regulations) of the Airport.

"TAPL" means Townsville Airport Pty Limited (ACN081 257 490).

"Indemnitor" means the company applying for the Airside Vehicle Permit.

"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.

2. INTERPRETATION

In this Agreement, unless the context otherwise requires:

- (a) headings and under linings are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa; and
- (c) words importing a gender include any gender.

Vehicle Indemnity & Release

3. INDEMNITY

- (1) In consideration of TAPL 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 TAPL and each servant, officer and agent of TAPL from and against all and any physical loss or damage or personal injury (including death) suffered, paid or incurred by TAPL or any of its servants, officers, agents which arises out of a negligent act or omission of the Indemnitor, its servants, officers or agents in relation to the use or operation of any Vehicle on the airside.
- (2) The indemnity in clause 3(1) is a continuing indemnity and remains in full force and effect until this Agreement has been finally discharged by the TAPL in writing.
- (3) The Indemnitor must pay any monies owing under this clause to the TAPL within twenty eight (28) days of written notice upon demand by the TAPL.
- (4) The indemnity contained in clause 3(1) does not apply to the extent that any such loss, damage, cost charge, expense or other liability was caused by a contributory act or omission of TAPL or its servants, officers, agents or contractors.

4. RELEASE

- (1) The Indemnitor releases the TAPL and each servant, officer, agent, and contractor of TAPL from:
 - (a) all claims, actions, causes of action, proceedings, and demands which the Indemnitor or any Third Party might at any time in the future have, against TAPL or any servant officer, agent or contractor of TAPL; and
 - (b) all future liability of the TAPL or any servant officer, agent, or contractor of the TAPL to the Indemnitor however caused in relation to or arising out of or in consequence of:
 - (i) the use or operation of any Vehicle on the Airside by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; or
 - (ii) 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
 - (iii) any combination of the things referred to in clause (i) to (ii), however the release set out in this clause shall not operate to the extent such claims, demands or liabilities are caused by or contributed by any act or omission of TAPL or any of its servants, officers, agents or contractors.
- (2) The release contained in clause 4(1) operates even if the Indemnitor is not at any future time is not aware or has knowledge of, any fact or circumstance which may in the future be relevant to or apply in relation to any such claim, action, cause of action, proceeding or demand or liability.
- (3) 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 4(1).

Vehicle Indemnity & Release

5. INSURANCE

- (1) The Indemnitor must insure itself and keep insured in the sum of not less than Twenty Million Dollars (\$20,000,000) with a reputable insurance company against all liability to the Indemnitor arising under this Agreement subject to the policy terms and conditions.
- (2) The Indemnitor will at all times whenever reasonably required by TAPL, produce such evidence in the form of a Certificate of insurance that the insurance is in full force and effect
- (3) If the Indemnitor fails to insure itself as required by this clause 5(1), TAPL will refuse the Indemnitor access to the Airport until the Indemnitor can provide appropriate insurance cover acceptable to Townsville Airport.

6. BENEFIT

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

7. GOVERNING LAW

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

IN WITNESS whereof the parties hereto have here unto set their hands the day and year first hereinbefore written.

SIGNED BY.....)
 as authorised representative for)
)
)
 in the presence of:)

By executing this agreement the signatory warrants that the signatory is duly authorised to execute this agreement on behalf of

.....

.....
 Signature of Witness

.....
 (Print Name of Witness in Full)

SIGNED by.....)
 as authorised representative for)
TOWNSVILLE AIRPORT)
PTY LIMITED)
 in the presence of:)

By executing this agreement the signatory warrants that the signatory is duly authorised to execute this agreement on behalf of the TOWNSVILLE AIRPORT PTY LIMITED

.....
 Signature of Witness

.....
 (Print Name of Witness in Full)

Vehicle Indemnity & Release