



# ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

## VEHICLE ACCESS – ORANGE AIRPORT

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### OBJECTIVES

To outline how Orange City Council will manage the risks of vehicles travelling airside at the Orange Airport, and to impose controls in accordance with requirements of the Civil Aviation Safety Authority.

### APPLICABILITY

This policy applies to any vehicle travelling airside at the Orange Airport. Access is limited to service vehicles only.

### GENERAL

Any user wishing to operate a vehicle airside at the Orange Airport must comply with requirements of the Civil Aviation Safety Authority, as well as other Airport security measures imposed by the Aviation Transport Security Act and Regulations.

### PROCEDURE

Council has developed a procedure for the management of vehicles accessing airside at the Orange Airport. All requests for airside vehicular access will be considered in accordance with this Procedure.

### RELATED POLICIES/DOCUMENTS

Vehicle Access Orange Airport Procedure

### Responsible Area – Technical Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1	2 June 2015	15/230	6		
2			7		
3			8		
4			9		
5					

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### SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
June 2015	New Policy



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## **Procedure**

# **VEHICLE ACCESS ORANGE AIRPORT**

Orange City Council owns and operates the Orange Regional Airport. Conditions of licence require the Airport to be operated in accordance with the Civil Aviation Safety Authority Manual of Standards Part 139 for Aerodromes, and the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005.

Vehicles being driven airside must comply with the requirements of the Manual of Standards, security requirements and Orange City Council operational requirements.

Through the Corporate Enterprise Risk Management process vehicles driving airside present risks for Orange City Council and this procedure sets out the minimum operational requirements for any vehicle operating airside, to minimise these risks.

This procedure sets out how Council will deal with requests for vehicles to access any airside area at the Orange Airport.

Access airside is available only for operational vehicles being utilised to undertake activities directly associated to legitimate aviation activities by the driver.

## General

- 1 No vehicles are to be driven on taxiways, taxiway strips, aprons, runway strips or runways unless authorised to do so or under special circumstances only, escorted with an Airport Reporting Officer.
- 2 Only operational vehicles or aircraft owners/operators who do not have direct access landside to their hangar and have \$20m public liability insurance covering the vehicles may operate their vehicle(s) airside.
- 3 All vehicle operators who drive airside must apply for a specific individual security code after 1 April 2015. This code is not to be used by anyone else; otherwise the code will be withdrawn.
- 4 Vehicles operated airside must take the shortest and safest direct route from the appropriate vehicle access gate to their destination and return. This may require crossing Taxiway Charlie or Delta. Under no circumstances can an operational vehicle operate anywhere else without permission from an Aerodrome Reporting Officer (ARO).
- 5 Designated aircraft service vehicles can access the Apron and Taxiway Bravo but must remain clear at all times of Taxiway Alpha or any runway/runway strip.
- 6 All vehicles and ground handling equipment operated airside must have appropriate third party insurance. Copies of insurance must be supplied to Council on an annual basis.
- 7 Vehicles operated airside must be maintained in a sound mechanical and road worthy condition, so as to prevent avoidable breakdowns and spillage of fuel, lubricants and hydraulic fluids. Vehicles that aren't registered with the Roads and Maritime Service will be required to undergo an inspection to ensure road worthiness.

- 8 Vehicles operating airside must either be painted in a single conspicuous colour, either orange or yellow or have vehicle warning lights coloured amber or yellow mounted on top of the vehicle operating and provide 360 degree visibility. An air ground radio must be carried and used with service vehicles and any vehicle using taxiways or the apron.
- 9 Where service vehicles are driving airside appropriate radio messages must be given to warn aircraft on or in the vicinity of Orange Airport.
- 10 The person operating a vehicle airside must be licensed to do so and wear an Aviation Security Identification Card (ASIC) which is visible at all times.
- 11 No unauthorised vehicles are to be driven airside including motor bikes, push bikes, scooters or the like. These vehicles do not comply with the Civil Aviation safety Authority Manual of Standards.
- 12 Vehicles must give way to aircraft at all times.
- 13 Any non-registered operational vehicle to be driven airside must be inspected by Council's workshop staff on an annual basis and deemed appropriate to operate airside.
- 14 Vehicles must maintain a distance of at least 15 metres from aircraft and in the case of an aircraft with running engine/s at least 50 metres.
- 15 Vehicles must not exceed 20 kilometres per hour.
- 16 Owners who require access airside must apply for a permit on the Application to Drive Airside form.
- 17 Where a service/operational vehicle is being driven airside the permit provided by Council must be displayed.
- 18 Only people who have a drivers licence are allowed to drive airside.
- 19 Aircraft owners/operators who mow airside are allowed to do so, so long as the mower is in good condition, is not endangering themselves or other people/aircraft, the mower is limited to the grass immediately around their hangar, and the operator has an ASIC.
- 20 Any person operating a service vehicle airside must comply with Council's Work Health and Safety Policy including high visibility work-wear.

## **Non Conformance**

Where persons do not comply with the Orange Airport Vehicle Procedures the following will occur –

- 1 An initial verbal warning will be given.
- 2 A warning letter will be issued requesting further training.
- 3 Consideration will be given to cancelling permission to operate airside for a specific period of time and in the case of serious or repeated breaches permanent cancellation of this permission and removal of the access code on vehicle gates.

The matter will be reported to the Civil Aviation Safety Authority.



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## Definitions

- Service Vehicle - A vehicle that is used in direct connection with servicing an aircraft.
- Unauthorised Vehicles - Any vehicle not approved by Orange City Council which includes all forms of transport including, but not limited to, motor bikes, push bikes, scooters, go karts, trikes.
- Permit - Permit issued by Orange City Council for a person to be driven airside with approved drivers listed.