



**NARROMINE
AERODROME
VEHICLE CONTROL
POLICY**

Document Version Control			
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NARROMINE SHIRE COUNCIL – NARROMINE AERODROME VEHICLE CONTROL POLICY

DEFINITIONS

Word	Definition
Airside	The secure area of the airport that is beyond the security screening checkpoints. It includes areas where aircraft are parked, loaded, unloaded, refuelled, and boarded. Essentially, it encompasses all parts of the aerodrome that are accessed by aircraft, airport personnel, and authorized vehicles involved in the handling and servicing of aircraft.
Authorised Vehicle	A vehicle authorised by Council or the gliding operator (for glider towing vehicles) to operate on the airside of the aerodrome.
Glider Runways (Glider Strips)	The entire area enclosed by the orange markers.
Landside	The part of the aerodrome that is available for vehicles and the public and is not intended for use by aircraft.
Manoeuvring area	<p>The part of the airport where aircraft are maneuvered for takeoff, landing, taxiing between runways, taxiways, and parking positions, including aprons. It includes:</p> <ol style="list-style-type: none"> 1. Runways: Where aircraft take off and land. 2. Taxiways: Routes for aircraft to move between runways and aprons. 3. Aprons: Areas where aircraft are parked, loaded, unloaded, refuelled, and boarded.
Movement Area	That part of the aerodrome used for take-off and landing by aircraft and for the surface movement of aircraft, including Taxiways and Aprons.
Runways	The sealed portions of runways.
Runway Strips	The grass areas between the sealed areas and the gable markers

PURPOSE

The purpose of the Narromine Shire Council Aerodrome Authorised Vehicle Policy is to regulate and limit vehicle access to the airside of Narromine Aerodrome. This control is intended to minimize the risk of aircraft damage and passenger injury on aprons, while prioritizing aircraft movement on runways and taxiways.

AUTHORISED PERSONS

Only Aerodrome Reporting Officers, Aerodrome Manager, Civil Aviation Authority personnel, aircraft operators with a glider in tow or a person under the immediate supervision of the aforesaid or nominated authorised vehicle drivers are permitted to drive vehicles on the Movement Area. Authorised vehicle access around the aerodrome is via the designated Perimeter Roads. Glider Towing Vehicle drivers must attend an Airside Driving Safety Briefing conducted by the gliding operator. The gliding operator shall keep a register of authorised drivers and vehicles.

AUTHORISED VEHICLES

1. Types of Vehicle Authorisation

- **Authorised Vehicle:** Vehicles permitted to operate on the Movement Area of the Narromine Aerodrome. Authorisation is granted by Council upon submission of a completed Authorised Vehicle Application Form for approval. **Renewal is required annually, with application made to Council each calendar year.**
- **Glider Towing Vehicle:** Authorisation for these vehicles must be obtained from the gliding operator. This authorisation allows the vehicle to travel on the Movement Area only when towing a glider. When not towing, Glider Towing Vehicles must use the Perimeter Roads.

2. Duration and Validity

- Authorised Vehicles can operate on the Movement Area independently of towing a glider.
- Glider Towing Vehicle authorisation is valid for the period indicated on the form, usually for the duration of an event and typically less than a month.
- The gliding operator issuing the authorisation maintains a register of authorised Glider Towing Vehicles. This register must be available to be shared with Council upon request.

3. Sticker Placement

- Upon authorisation, a sticker must be affixed to the front windscreen of the vehicle. The sticker is provided to the driver by Council or the gliding organisation.

Vehicle Authorisation may be withdrawn should these conditions not be complied with fully.

MANOEUVRING AREA

Only Aerodrome Reporting Officers, Aerodrome Manager, Civil Aviation Authority personnel, Authorised Vehicle drivers, or individuals under their immediate supervision are authorised to drive vehicles on the Maneuvering Area of Narromine Aerodrome. Vehicles towing gliders are treated as taxiing aircraft and are exempt from the following conditions but must adhere to CTAF (Common Traffic Advisory Frequency) procedures.

The following conditions must be met by authorised personnel operating vehicles on the Maneuvering Area:

1. Vehicles must:
 - a. Have a radio capable of two-way communication with aircraft; or
 - b. Be under the supervision (as per Note 1) of a vehicle equipped with such a radio.
 - c. A flashing orange light displayed on top of the vehicle.
2. Vehicles must not operate:
 - a. Between sunset and sunrise,
 - b. When visibility is less than 800 meters, unless equipped with headlights set to dipped beam

Authorised Vehicles must use flashing lights, on top of the vehicle to enhance visibility.

Note 1: When under supervision, a vehicle must maintain a distance of between 5 meters and 10 meters behind the supervising vehicle.

VEHICLE OPERATORS (DRIVERS)

No operator of a vehicle should assume that there is a right to drive on the airside of Narromine Aerodrome. Any breach of these conditions may result in the authorisation for the vehicle being withdrawn. A person operating a vehicle on the airside must;

1. Be trained and competent to do so,
2. Hold a current driver's licence, and
2. Know the terminology used to describe, and be familiar with airside areas,
3. Understand the significance of aerodrome signs and markings,
4. Where appropriate, be competent in the use of radio communications equipment and understand radio instructions, and
5. In the case of glider pilots and crew, attend an Airside Driving Safety Briefing conducted by the gliding operator.

The owner of the Authorised Vehicle or gliding operator shall, ensure that the operator of the vehicle is authorised and satisfies the above criteria.

INSURANCE

Applicants must confirm with their insurer that they have at least \$20 million insurance cover for death, injury, environmental harm or property damage to third parties caused by or arising from the use of the vehicle on the aerodrome. All authorised vehicles must be registered to be able to access the Perimeter Road.

GENERAL

When driving Airside drivers must;

1. **Report All accidents and incidents involving the vehicle under their control immediately to Council's Aerodrome Reporting Officer.**
2. Obey all regulatory and guide signs and adhere to the following maximum speed limits: - 10 km/hr for aprons and within 20 metres of any aircraft, and elsewhere as signed.
3. Pass behind taxiing aircraft, NOT in front.
4. Not drive under aircraft or within 3m of any part of an aircraft except when required for the servicing of the aircraft or when towing a glider, Narromine Shire Council – Narromine Aerodrome Vehicle Control Policy 6
5. Stay at least 20m from aircraft with engine running or displaying red rotating beacons or strobe lights,
6. Ensure that passengers not authorised or briefed on airside safety remain in vehicle at all times,
7. Not drive in a manner likely to jeopardise the safety of any person,
8. Not drive whilst affected by alcohol or drugs that would preclude you from lawfully driving on public roads,
9. Comply with directions given to you by Narromine Shire Council staff,
10. Not park or leave vehicle unattended on the movement area except in designated parking areas or beside the Perimeter Roads.
11. Perimeter gates are to be closed at all times, to ensure site safety and security is maintained.

Narromine Shire Council reserves the right to inspect vehicles operating airside and to prohibit operation airside in the event of non-compliance.

Narromine Aerodrome Airside Vehicle Permit Application Form

Privacy Notice: Narromine Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Aviation Transport Security Regulations 2005*, *Civil Aviation Safety Regulations 1998* - Manual of Standards Part 139, Narromine Airport Transport Security Program and Narromine Aerodrome Manual. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

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

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Applicant Details			
Organisation name:			
Contact name:			
Postal address:			
Preferred contact number:		Email:	
Company Endorsement			
<p>I/We agree that the vehicle described in the application will be maintained, insured and operated in accordance with the applicant's obligations under the Narromine Aerodrome Manual and Narromine Aerodrome Airside Vehicle Indemnity and Release, which I/we have read, agreed to and understood. I/We agree to release and indemnify the Council in accordance with the terms and conditions in the Airside Vehicle Indemnity and Release. I also agree and acknowledge that the Council may cancel or suspend the AVP at any time without refund. I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.</p>			
Authorised signatory name:		Position:	
Signature:		Date:	
Vehicle Details			
Registration number:	Make:	Model:	
Year:	GVM:	Tonne:	
Is communication equipment fitted to the vehicle? <i>(required for category 3 and 4)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicle is required to operate within 15 metres of an aircraft, does it comply with CAO 20.9? <input type="checkbox"/> Yes <input type="checkbox"/> No			
AVP Categories <i>(please select the applicable category)</i>			
<input type="checkbox"/>	Category 1 Perimeter road only		
<input type="checkbox"/>	Category 2a GA Apron (all of the GA Apron including the GA Apron taxiways and taxilanes)		
<input type="checkbox"/>	Contractor / Council Employees		
<input type="checkbox"/>	Glider towing to launch areas		
<input type="checkbox"/>	All airside areas		
<input type="checkbox"/>	To residential Sky Park blocks		

OFFICE USE ONLY	Inspecting officer:		Signature:		Date inspected:	
	Approved by:		Signature:		Date approved:	
	AVP number:		AVP category:		Issue date:	

AVP Requirement

Why is the AVP required? Please specify the type of work and areas of operation below:

Insurance Details

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Exclusions:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- If applicable, a letter from the 'contracting company' sponsoring the access.
- Evidence that the vehicle meets the vehicle requirements for an Airside Vehicle Permit:
 - Registration certificate (where applicable); and current drivers licence sighted
 - Compliance with CAO 20.9 (for vehicles and plant to be operated within 15 metres of aircraft)
- A completed RRC Vehicle Indemnity and Release Form.
- Evidence of appropriate insurance cover showing at least \$20 million cover for aircraft movement area use.
- Payment of any administration fee associated with the AVP application (where currently applicable).

Additional Information

For renewal applications:

If possible, previously issued AVP Stickers should be returned to the Airport Administration Office upon receipt of the new AVP Sticker. Alternatively, written or photo confirmation that the old AVP Sticker has been removed will be accepted.

FACT SHEET NARROMINE AERODROME AIRSIDE VEHICLE PERMIT (AVP)



Issue of AVPs

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

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

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

Applying for an AVP

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

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

Vehicle Requirements

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

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

Insurance Requirements

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

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

The value of the Policy for third party indemnity must be no less than \$20 million.

Assessment Criteria

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

Vehicle Markings and Signs

Vehicles will comply with the requirements of MOS Part 139, Chapter 8.10.4.

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

Drivers Licence

A current drivers licence to be sighted by an authorised person.

FACT SHEET NARROMINE AERODROME AIRSIDE VEHICLE PERMIT (AVP)

Airside Area Categories

The Airside areas for which access is authorised are:

Category 1	Perimeter Road
Category 2a	GA Apron - All of the GA Apron including the GA Apron taxiways and taxilanes.
Category 2b	RPT Apron Limited - The RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.
Category 3a	All RPT Apron - All of the RPT Apron including the RPT Apron taxiway. The RPT Apron taxiway (west of the RPT Apron parking clearance line) must be accessed only when absolutely necessary to service aircraft.
Category 3b	RPT & GA Aprons - The RPT Apron, including the RPT Apron taxiway, and the GA Apron, it also allows the holder to cross Runway 04/22 via Taxiways HOTEL, GOLF AND ECHO.
Category 4	All Airside Areas
Category 5	Defence Access Areas – Determined for each exercise.

