



BUNBURY AIRPORT

# AIRSIDE VEHICLE CONTROL HANDBOOK

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## 1 Foreword

Airside operation of vehicles set out in this Handbook is to ensure the safe and orderly movement of vehicular traffic so that aircraft operations are not interrupted or impeded.

The City of Bunbury has a general duty 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 within Airside areas.

Failure to comply with the requirements of this Handbook will be taken into account by the City of Bunbury in considering whether to exclude individuals or entities from the use of vehicles Airside.

## 2 Record of Amendments

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

This handbook is made available for viewing and/or downloads from the City of Bunbury website. ([www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au))

As information is updated, the version number of the document will be changed accordingly and the amended document made available on the website.

It is the responsibility of Drivers and Vehicle Operators to remain up-to-date with the rules and requirements for driving Airside as outlined in this manual.

DATE	RECORD CHANGED	VERSION
28/04/2022	First Edition	1

### 3 Definitions

**ADA:** an Authority to Drive Airside.

**Aerodrome:** a defined area of land or water (including any buildings, installations and equipment), intended to be used for the arrival, departure and movement of aircraft.

**Aeronautical Radio Operator Certificate:** a certificate issued in accordance with Civil Aviation Regulations.

**Airport:** Bunbury Airport

**Airport Operator:** City of Bunbury (CoB)

**Airside:** the area of the Airport enclosed by the perimeter fence, which includes the Runway Strip, Manoeuvring Area and Hangar Access Area of the Airport and adjacent terrain and buildings or portions thereof, to which the general public does not have access.

**Airside Vehicle Control Handbook (AVCH):** this Airside Vehicle Control Handbook.

**Apron:** that part of the Airport to be used for the purpose of enabling crew and passengers to board, or disembark from aircraft; for loading cargo onto or unloading cargo from an aircraft; and/or refuelling, parking, or carrying out maintenance on aircraft.

**ARO:** Airport Reporting Officer

**AVCH:** Airside Vehicle Control Handbook.

**Authorised Officer:** a CoB Airport employee.

**Authority to Drive Airside (ADA):** a document or permission issued to a person to permit them to drive a vehicle Airside in accordance with Section 6 of this Handbook.

**City of Bunbury:** the Airport Operator.

**Company:** the owner or other person, firm, company or corporation (including Government departments or business enterprises) controlling the operation of one or more vehicles on Airside, or any person who has rented such a vehicle for operation by his/her own agents.

**CoB:** City of Bunbury

**Driver:** a person in physical control of the Vehicle at the time, or in the circumstances that this AVCH applies, whether or not the Vehicle is moving or they are on, in, or with the Vehicle.

**Drivers Licence:** an official document, issued by a State or Territory, to permit a person to operate a motorized vehicle on Australian public roads.

**Escort:** the supervision of a Vehicle operating Airside whereby the supervising person takes responsibility for and will provide guidance and may take immediate action to prevent an unsafe act by the Vehicle being escorted.

**Handbook:** this Airside Vehicle Control Handbook.

**Hangar Access Area:** that part of the Airport containing taxi-lanes and structures utilised for the storage of aircraft.

**Landside:** that portion of an Airport not designated as Airside, and to which the general public normally has free access.

**Leased/Licensed Area:** a portion of land for which geographic limits are defined and for which the lessee/licensee is responsible for the control of all vehicles within the boundaries of that area.

**Manoeuvring Area:** that part of the Airport used for the taxiing of aircraft including Taxiways and Aprons.

**Movement Area:** that part of the Airport comprising the Manoeuvring Area and the Runway Strip.

**Road:** a road within the Airside to facilitate travel of vehicles to various areas whilst remaining clear of the Manoeuvring Areas.

**Runway:** a defined rectangular area on a land aerodrome, prepared for the take-off and landing of aeroplanes along its length.

**Runway Strip:** a defined area including the runway and stop-way (if provided), intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.

**Speed Limit:** the maximum speed at which a Vehicle is permitted to travel in a given area and under specified circumstances.

**Supervised Vehicle:** a Vehicle being escorted by a CoB/WSO Vehicle because the Driver does not hold an ADA.

**Taxiway:** a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome to another, including aircraft stand, taxi-lane and apron taxiway.

**Vehicle:** any motor vehicle, special purpose vehicle or other mobile equipment, which is used on the Airside (including specialised ramp equipment).

**Vehicle Operator:** the person or entity controlling the operation of a Vehicle, whether as the owner, hirer or otherwise.

**Warning Notice:** a written warning issued to a Driver, Driver's employer, and / or Vehicle Operator for a breach of the rules and requirements outlined in this Handbook.

**WSO:** Work Safety Officer

## 4 Working Airside

### 4.1 Security

There are strict controls and procedures that must be followed when working Airside (comprising the aprons, runways and all other areas inside the security fence).

Persons may only enter the Airside area if they have a valid work-related/operational reason for doing so.

Certain CASA officers have access to airside under CASR 139.025. City of Bunbury airport officers reserve the right to ask officers for identification.

### 4.2 Airside Access Gates

Entry to Airside through the pedestrian and vehicle access gates is controlled separately through the issue of codes for locks (for pedestrian gates) and access fobs (for vehicle gates). Codes and access fobs for Airside gate access are available from CoB on approval.

Drivers using the Airside access gates must ensure that the gate is fully open before proceeding through the gate to prevent damage to the gate. Drivers are responsible for ensuring that no other vehicle or person enters through the access gate into the Airside area prior to the gate closing unless approved. Any unauthorised access, including from tailgating through the airside access gates, must be reported to the ARO immediately.

### 4.3 Aircraft Operations

Aircraft have right of way at all times, regardless of whether the aircraft is moving under its own power or is being towed.

Equipment and vehicles can pose a serious safety hazard to aircraft, and all care must be taken to ensure that aircraft operations are not interfered with or obstructed in any way.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the Aircraft Owner/Operator.

### 4.4 Safety around Aircraft

There are safety hazards for personnel working Airside, and extra caution must be taken around aircraft. Jet blast from turbine engines can cause serious injury or death, as well as damage property and equipment nearby. Propellers can appear motionless when they are operating at very high revolutions per minute (RPM), and contact with propellers can cause serious injury or death.

When aircraft have red anti-collision beacons (small flashing red light on top of aircraft) activated it indicates that the aircraft is about to start its engines, has the engines running, or is about to move. Aircraft must not be approached, by persons or Vehicles, while the beacons are operating.

### 4.5 Hi-Visibility Clothing

For personal safety, high visibility vests/clothing and Personal Protective Equipment (PPE) must be worn when walking within aircraft movement areas (leased hangars and leased apron areas excluded). The high visibility items worn must be compliant with Australian Standard AS4602.



#### **4.6 Noise Protection**

Bunbury Airport is a high occupational noise impact area, and noise protection (Class 5 recommended) should be worn when aircraft activity is taking place.

#### **4.7 Smoking**

Smoking is strictly prohibited Airside, including inside Vehicles.

#### **4.8 Drugs and Alcohol**

Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed by personnel while Airside or prior to accessing Airside. All CoB contractors must abide to the CoB's DAMP policy and /or the primary contractors DAMP policy.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate Vehicles and machinery. Persons who have been prescribed drugs of this type must inform their supervisor before they commence work or conduct activities around aircraft.

#### **4.9 Animals**

Animals are not permitted Airside at Bunbury Airport unless:

- (a) A visually impaired person brings a guide dog accompanying that person to the airport; or
- (b) A person brings to the airport an animal, or has the possession and control at the airport of an animal, that is , is to be , or has been , air freighted to or from the airport- provided that person exercises effective control over the animal at all times.
- (c) Where an animal is found Airside, the CoB is permitted to use all reasonable means to capture and remove the animal from the Airport, and where capture is not practical and a safety hazard exists, the CoB is permitted to destroy the animal.

## **5 Driving Vehicles Airside**

### **5.1 Control of Vehicles and Driving**

City of Bunbury (CoB) as the Airport Operator is responsible for the control of Vehicles and Drivers in the Airside area of the Airport.

A Vehicle may not be driven Airside unless it has been approved by CoB to operate Airside. Similarly, a Driver may not drive a Vehicle in the Airside area unless they have been approved by CoB. Drivers and Vehicles may only be permitted to operate in the Airside area without the above approvals when being escorted by a CoB/WSO Airport Vehicle and or Officer. (refer to Section 8).

Any person driving a Vehicle within the Airside area, and each Vehicle being operated Airside, must comply with the rules and requirements of this Handbook.

CoB may refuse Airside entry, or give instruction to vacate Airside, to Drivers and/or Vehicles at any time, including for security measures, an aerodrome emergency, low visibility operations, or a breach of the Airside driving rules outlined in this Handbook.

Drivers and Vehicle Operators must comply with any instruction made by a CoB Authorised Officer with regards to driving or Vehicles within the Airside of Bunbury Airport.

### **5.2 Who can drive Airside**

The driving of a Vehicle in the Airside area of Bunbury Airport is restricted to persons who have a valid work-related/operational reason for needing to drive Airside, and is subject to authorisation by CoB to drive Airside.

Due to aircraft safety, Vehicle traffic within the Movement Area must be kept to a minimum to ensure that aircraft activity is not impeded in any way.

Airside aprons are provided for aircraft operations, and may not be used by Vehicles as a shortcut. Vehicle activities permitted on the apron include towing of aircraft, refuelling trucks, and accessing aircraft for maintenance. Vehicles that are moving between hangars must use the roads and access the destination hangar by the nearest airside access gate.

CoB Authorised Officers may, at any time, stop a Vehicle within the Airside and request information regarding the Drivers travel intentions, and any direction given by the Authorised Officer to the Driver must be complied with.

### **5.3 Right of Way**

Within the Airside area, aircraft (including aircraft under tow) have right of way at all times. Vehicles must not impede or restrict aircraft operations. Failure to give way to an aircraft will result in the issue of a Warning Notice (refer to Section 9).

Drivers must slow down for pedestrian traffic and give way to pedestrians accessing aircraft parked on the Apron.

Emergency services vehicles (police, fire and ambulance) have right of way over all other vehicles (not aircraft) when responding to an aerodrome emergency incident. Emergency vehicles will display rotating beacons for an emergency response, and all other Vehicles must remain clear of the incident site.

## 5.4 Airside Speed Limits

Speed limits in the Airside area must be strictly adhered to. The speed limits are the maximum speed that a Vehicle is permitted to operate in each area. Drivers must reduce speed during times of high vehicle and aircraft traffic, and when weather conditions are causing reduced visibility.

The following speed limits apply:

Manoeuvring Area - within 15 meters of an aircraft	10 km/h
Manoeuvring Area - if more than 15 meters from an aircraft	25 km/h
Movement Area - runways and associated taxiways	25 km/h
Hangar Access Area roads	40 km/h

The speed limits do not apply to emergency service Vehicles that are involved in an emergency response or CoB Vehicles conducting runway serviceability inspections

## 5.5 Driving Safety

To ensure safety for Drivers, aircraft and personnel working Airside:

- a) Drivers must obey all signs, pavement markings, and traffic control devices located Airside.
- b) Vehicles must not be driven within three (3) meters of an aircraft, except where required for the servicing of that aircraft.
- c) Vehicles are to keep at least 10m clear of any aircraft operating either red rotating beacon or strobe lights as this indicates that the aircraft engines are running or about to be started, the aircraft is under tow, or the aircraft is, or about to be taxiing.
- d) Drivers must give way to approaching aircraft at all times by moving the Vehicle behind the parking limit line or outside the taxiway strip and stopping until the aircraft has passed.
- e) Vehicles must not approach within 15 meters of an aircraft during fuelling or de-fuelling operations, other than in accordance with *Civil Aviation Order 20.9*. All contact with fuel hydrants, hoses and cables that are connecting the aircraft with the refuelling Vehicle must be avoided.
- f) Vehicles must be driven along the taxiway centrelines to ensure the Vehicle can be easily seen by aircraft and other Vehicles, and the Driver can see any aircraft that may pull out into the taxiway.
- g) Where possible, Vehicles must use indicators to signal when intending to turn right or left.
- h) Drivers must avoid reversing where possible, or if unavoidable, must check carefully behind the Vehicle for any obstructions and watch for other traffic.
- i) The wearing of seatbelts Airside is not mandatory. Drivers must check with their employer and comply with the company policy.
- j) A Vehicle must not be operated with a passenger load in excess of its designated capacity. Passengers can only travel in Vehicles if they have an allocated seat.
- k) Vehicles are not permitted to overtake aircraft or other Vehicles.
- l) Mobile phones are a distraction and should not be used when driving Airside, unless operationally necessary. Use of phones, including hands-free, must be kept to a minimum whilst driving to ensure situational awareness is not impaired and all mobile phone use whilst driving within the Movement Area is prohibited.

m) Vehicles must not enter an unserviceable area (identified by white and red cone markers and/or flashing red lights at night) unless there is an operational requirement to do so. Drivers must exercise extreme caution if it is necessary to enter the unserviceable area.

### **5.6 Rotating Beacon**

Vehicles operating within the Movement Area must carry and activate an amber, yellow or orange rotating beacon or amber strobe light on the highest point of the vehicle (so it provides 360 degrees visibility).

If approved by CoB, the use of Vehicle hazard lights is permitted during daylight hours in lieu of a rotating beacon.

Vehicles being driven along taxi-lanes within the Hangar Access Area are to activate their Vehicle hazard lights.

### **5.7 Driving at Night**

In addition to a rotating beacon, Vehicles must also activate headlights (dipped) and tail lights while driving at night. Vehicles should not be positioned where headlights can shine directly into pilot vision.

### **5.8 Low Visibility Procedures**

During times of low visibility conditions only essential vehicles should enter the Manoeuvring Area, and no vehicles are permitted within the Runway Strip unless responding to an aerodrome emergency incident.

### **5.9 Vehicle Parking**

Vehicles, equipment, goods and structures are prohibited within two (2) metres inside, and three (3) meters outside, of the Airside boundary fence. This is to ensure that Airside security is not compromised by people using these objects to climb over the fence.

A Vehicle must not be parked in any area where it can obstruct aircraft, other Vehicles or pedestrians.

Vehicles parked within the Movement Area must be left for as short a period of time as possible with the doors unlocked, keys in the ignition and handbrake on.

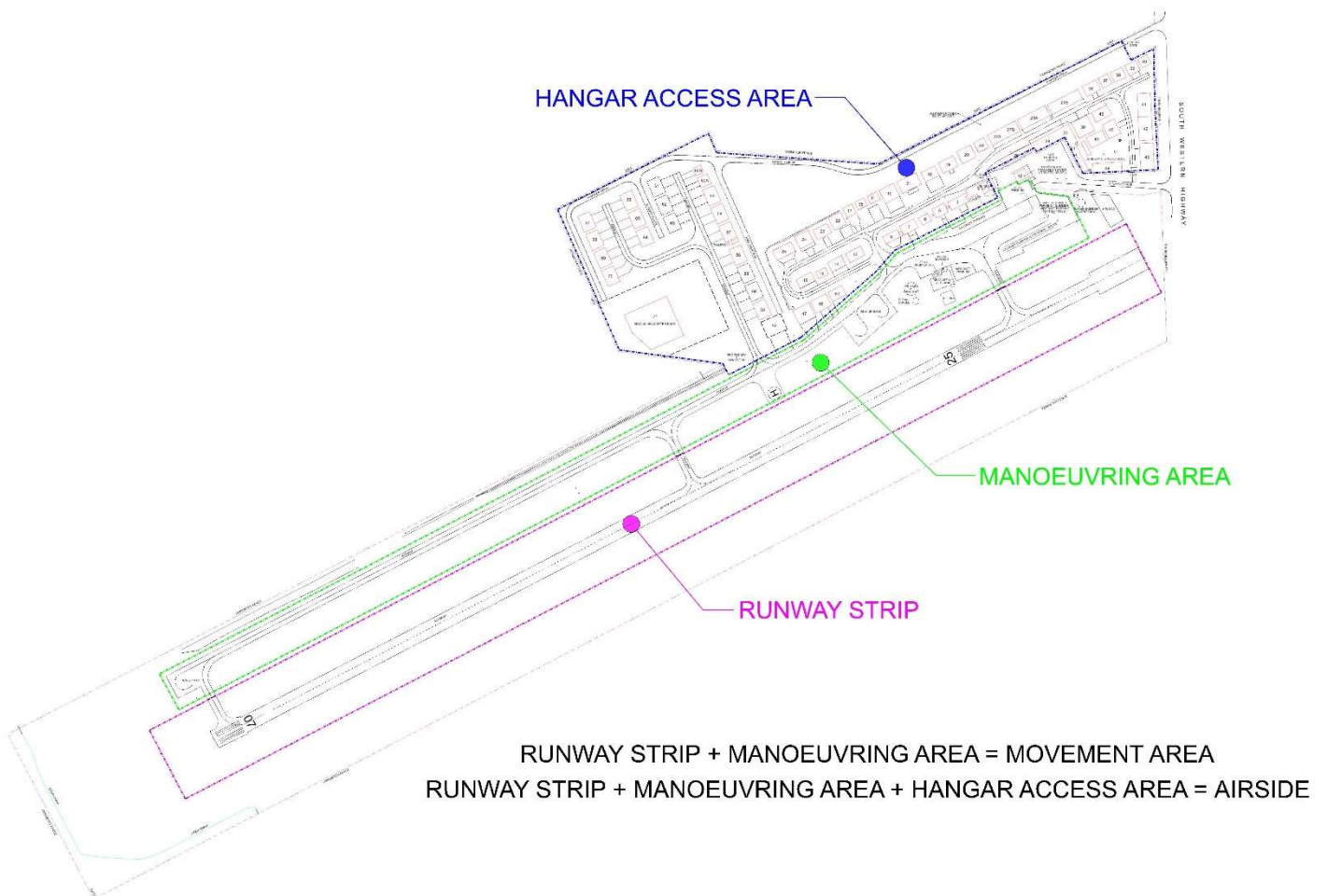
### **5.10 Removal of Vehicles from Airside**

If a Vehicle is being driven, or is stopped or parked, in a manner that is likely to be a danger or obstruction to a person or property (including other Vehicles, aircraft or facilities), or that it is likely to interfere with the operation of the Airport and/or aircraft, a CoB Authorised Officer may direct the Driver to remove the Vehicle from the Airside. The direction may be done verbally or by written notice to the Vehicle Operator.

If the Driver of the Vehicle cannot be found, or refuses to comply with the direction to move, CoB will take actions necessary to remove the Vehicle. CoB accepts no liability for damage sustained by the Vehicle in the course of it being moved by CoB. (fees may apply)

### 5.11 Movement Area

The Movement Area, comprising the Runway Strip and Manoeuvring Area, is a restricted area.



All aircraft and Vehicle traffic in the Movement Area is controlled by CTAF radio procedures.

Vehicles are only permitted to enter the Movement Area if:

- there is a valid operational requirement for the Vehicle to be in the Movement Area;
- the Vehicle displays an activated rotating beacon;
- the Vehicle is equipped with a radio capable of two-way communications with CTAF frequencies;
- the Driver has been approved by CoB and the Driver holds an Aeronautical Radio Operator Certificate;
- the Driver understands the procedures that apply in the Movement Area

### 5.12 Roads

Vehicle movements within the Hangar Access Area are to maximise Road usage and minimise taxi-lane usage. Vehicle usage along Hawker Drive is the preferred method of accessing hangars.

### **5.13 Immobilised Vehicles**

If a Vehicle becomes immobilised within the Movement Area, the Vehicle Operator must take all actions necessary to remove the Vehicle immediately.

Where possible, the immobilised Vehicle must immediately be pushed out of any area where it will cause an obstruction to aircraft or other Vehicles.

Immobilised Vehicles may not be left unattended at any time.

In addition, if a Vehicle becomes immobilised within the Movement Area, the Vehicle Operator must also ensure that:

- CoB AROs are notified immediately and CTAF radio frequency is monitored to advise aircraft of the immobilised vehicle.

If the Vehicle Operator does not have the resources available to remove the vehicle promptly, CoB can be contacted to tow the vehicle. The Driver and/or Vehicle Operator of the immobilised vehicle must provide such assistance as reasonably required by CoB to move the vehicle.

### **5.14 Accidents**

The Driver and/or Vehicle Operator must immediately report to CoB any accident that occurs on Airport land if the accident causes:

- personal injury;
- damage to Airport property/facilities; or
- All property damage.

In the event of an accident, a written statement from the Driver and/or Vehicle Operator must be provided to CoB within the timeframe requested by CoB.

### **5.15 Fuel/Oil Spills**

Drivers are to guard against fuel/oil spills on the apron. Spills must be reported immediately to CoB and cleaned up properly. The cost of repairs for Apron damage caused by fuel/oil spills will be charged to the person/Company responsible.

### **5.16 Foreign Object Debris**

Objects in or on a Vehicle must be fully secured so that they do not pose a hazard to aircraft operations by causing Foreign Object Debris (FOD). FOD is any loose item that could be ingested into a jet or propeller engine or blown into and cause damage to an aircraft. Any objects that become loose and fall on the ground, or that are found on the Apron, must be removed immediately. Any FOD identified in the Movement Area must be reported immediately to CoB AROs for removal.

### **5.17 Fees**

The City of Bunbury reserves the right to charge fair and reasonable fees to reimburse costs expended resolving damage or safety issues caused by other parties.

## 6 Authority to Drive Airside

### 6.1 Introduction

Any person that has an operational requirement to drive Airside on a frequent and unescorted basis must hold an Authority to Drive Airside.

### 6.2 Approval

Any person wishing to drive Airside is required to complete and submit an Authority to Drive Airside application form (available from the City of Bunbury website [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au)).

As a condition of approval for an Authority to Drive Airside, the Driver must satisfy the following requirements:

- read and understand this Handbook;
- Complete the Authority to Drive Airside application form.
- Undertake Airside familiarisation training if required or requested by CoB.

### 6.3 Airside Vehicle Control Handbook

Prior to applying for an Authority to Drive Airside, the applicant must have read and understand this Handbook in its entirety.

### 6.4 ADA Application Form

All applications for an Authority to Drive Airside are assessed and approved by the CoB Senior Airport Reporting Officer or Airport Reporting Officer.

### 6.5 Drivers Licence

A person must not drive a Vehicle within the Airside unless they hold a current Australian driver's licence for the type of vehicle being driven. International licences may be accepted at the discretion of CoB.

The drivers licence must be carried at all times when driving Airside. Drivers must comply with any request from a CoB Authorised Officer to sight the drivers licence.

If a driver's licence is expired, suspended or cancelled, the Driver's ADA terminates immediately and the Driver must (within 48 hours) notify CoB and the Vehicle Operator of the cessation or cancellation of the drivers licence.

### 6.6 Colour/Visual Impairment

Any colour or other vision impairment conditions, as noted on a State/Territory drivers licence, must be disclosed to CoB. The applicant must be able to demonstrate that they will not be impeded in their ability to read and understand coloured signs and lights, and any such restrictions will be assessed by CoB on a case-by-case basis.

### 6.7 Aeronautical Radio Operator Certificate

If a Driver will be operating on the Manoeuvring Area, the Driver is required to hold an Aeronautical Radio Operator Certificate that has been issued by CASA or other CASA approved issuing authority.

### **6.8 Inspections**

CoB may at any time request the Driver of a Vehicle to produce their current Drivers Licence. Failure to provide the Drivers Licence on request will result in a Warning Notice being issued to the Driver.

### **6.9 Bicycles, Motorcycles, Scooters, Skates, Skateboards**

Bicycles, Motorcycles, scooters, motorised bicycles and skateboards, roller skates and similar means of transport are not permitted Airside.



## 7 Indemnity and Insurance

### 7.1 Insurance

Each Vehicle Operator that will be operating within the Movement Area must hold and maintain Public Liability Insurance, for the amount of twenty million dollars (\$20,000,000) for any one occurrence, for liabilities for death, personal injury and property damage incurred in connection with the use of Vehicles Airside.

Copies of renewed Certificates of Currency may be requested by CoB for the duration that an Authority to Drive Airside is valid, and failure to provide the requested Certificate of Currency may result in suspension of an ADA.

Where an insurance policy is cancelled, suspended or lapsed, the Vehicle Operator must:

- cease from operating Vehicles until the required insurance has been obtained; and
- Notify CoB in writing within 24 hours of any such occurrence.

## 8 Vehicle and Driver Escorts

### 8.1 Supervision of Vehicles and Drivers

Where there is a valid operational requirement for a Vehicle to operate Airside and where the Driver of that Vehicle does not hold an ADA, CoB will, at its discretion, make available an authorised CoB/WSO Driver and/or Vehicle ("Escort") to supervise the driving of that Vehicle ("Supervised Vehicle") Airside by:

- a) driving a CoB Vehicle to escort (lead) the Supervised Vehicle;
- b) travelling as a passenger in the Supervised Vehicle;
- c) accompanying the Supervised Vehicle on foot; or
- d) Directing the Supervised Vehicle from a suitable vantage point.

Where a CoB/WSO Vehicle is providing the Escort, the person driving the Supervised Vehicle must remain directly behind the CoB/WSO Vehicle at a distance of no more than 10 meters and no less than 5 meters, and follow all instructions given by CoB/WSO.

The escort of more than one Supervised Vehicle at a time is permitted provided that effective control of all Supervised Vehicles is able to be maintained by CoB/WSO to ensure the Supervised Vehicles do not present hazards to the safe operation of Airside or otherwise do not comply with this Handbook.

Vehicles must be escorted in the Manoeuvring Area if the Vehicle and/or Vehicle Driver does not meet the radio (see 5.11) and radio operator (see 6.7) requirements.

### 8.2 Arrangements

All requests for the provision of an Escort during normal business hours must be made to CoB at least 24 hours in advance. For Escorts outside of normal business hours, CoB requires at least 48 hours advance notice.

### 8.3 Fees

For Escorts during normal business hours, fees may apply if an Escort is required for more than 30 minute duration in any one day.

Fees may apply for Escorts outside of normal business hours. A minimum 3 hour charge will apply at the rate published on the City of Bunbury's Adopted Fees and Charges.

## **9 Warnings, Suspensions and Cancellations**

### **9.1 Warnings**

If a Driver and/or Vehicle is found to be in breach of any of the rules and requirements detailed in this Handbook, a written Warning Notice will be issued to the Driver, and/or Vehicle Operator. A verbal warning may also be advised to the Driver and/or Vehicle Operator prior to the Warning Notice being issued.

At any time following the issue of a Notice, CoB may request that the Driver or Vehicle Operator provide a written statement in response to the Notice. CoB will consider the response received in determining whether or not to impose conditions or suspend or cancel the ADA.

In determining whether to impose conditions, suspend or cancel an ADA following the issue of a Notice, CoB will consider the type of incident and the potential safety and/or operational impact caused by the breach of the rules and requirements of this AVCH.

### **9.2 Conditions, Suspensions and Cancellations**

The Senior Airport Reporting Officer or an authorised person may at any time impose conditions or withdraw an Authority to Drive Airside by giving written notice to the Driver and/or Vehicle Operator

## **10 Other**

### **10.1 Exemptions**

Any person, including a Vehicle Operator and Driver, may apply to CoB in writing for an exemption for some or all of the provisions of this Handbook generally or in relation to specific situations, persons, activities or Airside areas.

Any exemption granted is at the absolute discretion of the Senior Airport Reporting Officer who will consider all safety and legislative requirements in determining whether an exemption can be granted. The decision made regarding the requested exemption will be advised in writing to the person making the request for the exemption.

## 11 CoB Responsibilities

### 11.1 Approval

CoB is responsible for approving all Authority to Drive Airside applications. For any disputes or issues regarding the requirements outlined in this Handbook, the decision made by the Senior Airport Reporting Officer will be binding.

### 11.2 Documentation

CoB is responsible for:

- reviewing the Airside Vehicle Control Handbook annually;
- keeping the Airside Vehicle Control Handbook updated at all times;
- providing a current copy of the Airside Vehicle Control Handbook on its website for viewing and/or downloading by applicants;
- retaining copies of all documentation associated with Authority to Drive Airside permits, including application forms and public liability insurance certificates or currency.

### 11.3 Escorts

CoB will, subject to the requirements detailed in Section 8, act as an Escort for Vehicles and Drivers that have a valid operational requirement to operate Airside but that do not hold the appropriate Authority to Drive Airside permit to be able to operate Airside. This escort authority may be transferred to a qualified WSO if required.

### 11.4 Audits & Investigations

As the Airport Operator, CoB has a responsibility to ensure that Airside activities comply with all relevant Commonwealth and State regulations and requirements,

CoB will undertake the following activities to confirm that the requirements of this Handbook are being adhered to:

- investigate all accidents, reported as per 5.14, in conjunction with relevant Vehicle Operator and/or Drivers;
- periodically audit a sample of Airside Drivers to check the currency of Australian driver's licences and Authority to Drive Airside permits;
- inspect and check Vehicles, and if required, to request that that Vehicle Operator provide a Road Worthiness certificate, endorsed by an Auto Mechanic, to ensure that the Vehicle satisfies mechanical and road-worthiness standards.