



SYDNEY METRO AIRPORTS
BANKSTOWN & CAMDEN

Rules for Drivers Operating



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Introduction

Bankstown Airport Ltd has produced these notes in the interests of greater safety on the Airside of Bankstown Airport. It is meant to act as a quick reference guide for all drivers operating Airside.

As the operator of a Aerodrome under the Civil Aviation Certified Safety Regulations, Bankstown Airport Ltd (BAL) is obliged to include in its Manual particulars for the control of surface vehicles operating on, or in the vicinity of the movement area (CASA 139)

BAL 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.

- **THESE RULES ARE AN IMPORTANT PART OF THE SYSTEM WHICH BAL HAS PUT IN PLACE TO PROMOTE THE SAFE AND ORDERLY MOVEMENT OF AIRCRAFT AND VEHICULAR TRAFFIC AIRSIDE.**
- **FAILURE TO COMPLY WITH THE REQUIREMENTS OF THESE RULES IS A BREACH OF CONDITIONS SET DOWN BY THE RELEVANT AUTHORITIES TO USE AND TO DRIVE AIRSIDE.**
- **ANY FAILURE TO COMPLY WITH THE REQUIREMENTS OF THESE RULES WILL ALSO BE TAKEN INTO ACCOUNT BY BAL IN CONSIDERING WHETHER TO EXCLUDE INDIVIDUAL DRIVERS OR THEIR EMPLOYERS FROM AIRSIDE USE OR OPERATION OF MOTOR VEHICLES.**

Kim Ellis

**Chief Executive Officer
Bankstown Airport**

DEFINITIONS

In these Rules:

Aircraft Radiotelephone Operator Certificate of Proficiency: means a certificate issued in accordance with Civil Aviation Regulation 83A.

Airport: means Bankstown Airport.

Airport Operator: an airport operator company as defined under The Airports Act 1996. Bankstown Airport Ltd (BAL) is the Airport Operator of Bankstown Airport.

Airside: means the Movement Area of the Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at **Attachment "B"**.

Airside Road: means a road within the Airside of the Airport and marked as a road on the plan at **Attachment "B"**.

Approved Issuing Authority: means a person or body authorised under paragraph 4.42A(i)(c) to issue ADAs or AUAs (for these see below) for the Airport.

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

Apron: means that part of an Airport used

- for the purpose of enabling passengers to board, or disembark from aircraft;
- for loading cargo on to, or unloading cargo from, aircraft; and /or
- for refueling, parking or carrying out maintenance on aircraft and designated as such on the plan at Attachment "G".

Authority to Drive Airside (ADA): means an authority to drive airside issued under regulations, 4.43 of the Airports (Control of On-Airport Activities) Regulations.

Authority to Drive Airside Category 1 & 2: means an Authority authorising driving in Category 1 & 2 issued in accordance with ADA Requirements.

Authority to Drive Airside Category 3: means an Authority authorising driving in Category 3 issued in accordance with ADA Requirements.

Authority to Drive Airside Category 4: means an Authority authorising driving in Category 4 issued in accordance with ADA Requirements.

Authority to Use Airside (AUA): means an Authority issued in accordance with regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations.

BAL: means Bankstown Airport Ltd, the Airport Operator of Bankstown Airport.

Handbook: means the Bankstown Airport Airside Vehicle Control Handbook.

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

Markings: means the symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles.

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

Night/Low Visibility Endorsement: means an endorsement on an Authority to Drive Airside made in accordance with this Handbook.

Perimeter Road: means an Airside Road which remains clear of the Maneuvering Areas except in areas where the road marked as a road crosses a taxiway and being marked as a Perimeter Road on the plan at **Attachment "B"**.

Rules for Drivers Operating Airside: means the rules for drivers set out in this manual.

Subsidiary: means a wholly owned subsidiary.

Supervision: means supervision in accordance with Part 5 of the Handbook and with the Rules for Drivers Operating Airside.

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

Surface Movement Control - Vehicles (SMC-v): means the radio channel used to control the movement of vehicles on Movement Areas excluding the Runway Strips.

Tower: means the Air Traffic Control tower at the Airport.

Transport Security Program: means the security arrangements in force at the Airport in accordance with Section 22ZA of the Air Navigation Act.

Vehicle Operator: means a person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.

Vehicle: means a motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

NOTE: Bicycles and tricycles may only be used Airside in accordance with paragraph 10 of the Rules.

ADA Requirements

Prior to sitting the mandatory ADA test the applicant must have completed the following minimum hours as an observer in a vehicle on the Airside;

- 4 hours in relation to an ADA Category 1, 2, 3 or 4. This must include 2 hours as an observer and 2 hours being observed.
- 8 hours (4 hours of which is on the Maneuvering Area) in relation to an ADA Category 4.

All night endorsements to have 6 hours night familiarisation over and above the day requirements.

Candidates for the ADA must answer all mandatory questions correctly and obtain an overall pass mark of 95%. Should they be unsuccessful, they may re-sit the test after a study / training period of no less than 48 hours.

Renewals: It is the responsibility of the authorised driver to ensure that he / she re-sits the appropriate tests PRIOR to the expiry of their ADA.

The following categories indicate where a driver is authorised to operate:

Category 1 & 2 – T Hanger access, Apron, & Perimeter Roads

Category 3 – Taxiways, "A", "E", "F", "H", "D", "B", "X", "M2", "K", "W", and apron areas only

Category 4 - All movement Areas

Please Note:

When applying for a CAT 3 and 4 ADA, a driver must:


1. Hold a "Radiotelephone Operators Certificate of Proficiency" issued by CASA or an approved issuing authority.
2. Be able to comprehend any visual signals that may be issued by ATC (refer to "Radio Procedures" on page 13 of this document).

Applicants wanting an ADA for access to T-Hangers will only be able to drive directly to the T-Hangers, and back to the access gate.

BASIC VISUAL AIDS LINE MARKINGS-

Used to mark the following areas:

Reference: - MOS 139 – Chapter 8: Visual Aids provided by Aerodrome Markings, Markers, Signals and Signs.

RUNWAY CENTRE LINE	Uniformly spaced white lines and gaps
AIRCRAFT PARKING LIMIT LINES	A continuous <u>RED LINE WITH A CONTINUOUS YELLOW</u> line either side
APRON EDGE MARKING	A <u>DOUBLE YELLOW</u> line used to mark the edge of the high strength pavement
APRON SERVICE ROAD	Marked with WHITE <u>LINES AND DOUBLE WHITE LINE</u> at the taxiway edge. Vehicles traversing the apron are to remain on the Apron Service Road and give way to all traffic
EQUIPMENT CLEARANCE LINES	A <u>BROKEN RED</u> line consisting of a 1m in length dash followed by a 1m in length gap defines the area to be kept clear while an aircraft is being maneuvered into an adjacent parking position. i.e. Staging area.
EQUIPMENT STORAGE AREA	A <u>SINGLE RED</u> line defines areas that are clear of aircraft and are to be used for parking equipment (depending on the background surface the red line may be accompanied by a black or white line to highlight its position
LEAD IN LINE	A <u>SINGLE YELLOW</u> line which is an extension of the Taxiway centreline. This lines guides pilots to their park.
PASSENGER PATHWAY	A <u>WHITE ZEBRA</u> marking to assist the movement of passengers to and from aircraft parked on the apron.
RUNWAY STRIP	<u>WHITE GABLE MARKERS</u> define the edge of the Runway Strip. ATC permission is required for entry to this area.
TAXIWAY CROSSINGS	A <u>WHITE</u> line with a STOP sign marks a road crossing a taxiway. All vehicles MUST give way to ALL aircraft.
TAXIWAY HOLDING POINTS	<u>YELLOW LINES</u> markings on the intersection of taxiways & runways for aircraft holding Taxi Holding Points.
	
	<i>Yellow taxi holding point lines</i>
TAXIWAY INTERSECTIONS	One metre <u>SOLID YELLOW</u> then one metre <u>BROKEN</u> lines to mark intersection of taxiways to show where to halt before entering the intersection if required by ATC to do so.
TAXIWAY MARKING	A <u>SINGLE YELLOW</u> line marks the centreline of taxiways.
PUSHBACK ALIGNMENT LINE	A <u>BROKEN WHITE LINE</u> to assist tug operators to align an aircraft correctly at the end of the pushback operation.

COLOURED LIGHTS	– Used to mark the following areas:
APRON or TAXIWAY EDGE	BLUE LIGHTS
HOLDING POINTS	YELLOW LIGHTS
ROTARY WING TAXIWAY	BLUE LIGHTS
RUNWAY EDGE	WHITE LIGHTS
TAXIWAY CENTRE LINE	GREEN LIGHTS
UNSERVICEABLE AREA	RED LIGHTS
WORKS AREA LIMIT	ORANGE LIGHTS

COLOURED CONES – Used to mark the following areas:

HELICOPTER APRON EDGE	A <u>BLUE</u> cone to mark the edge of the helicopter parking area.
TAXIWAY AND APRON EDGE	A <u>YELLOW</u> cone to mark the edge of an aircraft apron area
UNSERVICEABILITY AREA	A <u>WHITE</u> cone <u>WITH a RED BAND</u> to mark the unserviceable area
WORKS AREA LIMIT	A <u>ORANGE</u> cone to define the limit of works.

MOVEMENT AREA GUIDANCE SIGNS (MAGS)

Movement Area Guidance Signs are used to indicate to pilots their position on the airfield. They are also a useful aid to drivers for a quick check of their position.

RUNWAY STRIP MARKERS

White gable markers mark the edge of the runway strip. **Vehicles are not permitted to enter the runway strip without specific clearance from ATC.**

RULES

1. AUTHORITY TO DRIVE AIRSIDE AND STATE/TERRITORY LICENCE

Authority

1.1. You must not drive a Vehicle in any Airside area unless:

- You hold a current Authority to Drive Airside valid for the area in which you need to operate.
- The vehicle has a current Authority to Use Airside (AUA)
- You have a valid reason to be driving airside

OR

- You are under Supervision by the holder of an ADA.

Licence

1.2 You must not drive a Vehicle Airside unless you hold a current State or Territory driving licence.

Inspection of Documents

1.3 You must carry your Authority to Drive Airside and your State or Territory driving licence with you whenever you are in charge of a Vehicle on Airside.

1.4 Whenever you are in charge of a Vehicle Airside, if BAL directs you to produce your Authority to Drive Airside and/or your State or Territory driver's licence, you must comply with that direction. A current AUA should also be clearly visible on the vehicle for inspection.

Cancellation/Suspension

1.5 If you are notified by BAL that your Authority to Drive Airside is cancelled or suspended you must surrender it to BAL:

- (a) Immediately if you are notified while you are in charge of a Vehicle Airside;
- (b) Otherwise within 48 hours.

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- 1.6 If you hold an Authority to Drive Airside and you cease to hold a State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your Authority to Drive Airside terminates immediately and you must within 48 hours of ceasing to hold a licence or cancellation:
- (a) Surrender the Authority to BAL; and
 - (b) Notify in writing BAL, the Vehicle Operator for whom you drive and, if applicable, the Approved Issuing Authority which issued the Authority that you no longer hold a State or Territory licence or of the cancellation, as the case may be.

2. VEHICLE

- 2.1 You must not drive a Vehicle in an Airside area without Supervision unless the Vehicle Operator's current Authority to Use Airside for the Vehicle:
- (a) Is affixed to the windscreen if the Vehicle has a windscreen;
 - (b) Is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the Vehicle does not have a windscreen.
- 2.2 As well as an AUA, a vehicle approved to operate airside must also have clearly displayed:
- (a) logo which Identifies the operator of the vehicle
 - (b) Visible Rotating Beacon

3. DRIVING

- 3.1 When driving Airside, you must:
- a) Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:
 - Within 15 metres of an aircraft 10 km/h
 - Elsewhere on the movement area 25 km/h
 - Perimeter roads. 40 km/h
- Where a speed limit is indicated by a sign, that shall be the speed limit for that area;
- b) Not drive within 3 metres of an aircraft, except when required for the servicing of that aircraft;
 - c) Not drive within 15 meters of an aircraft refueling, except when equipment conforms to Civil Aviation orders (CAO) Part 20.9, Section 4.4.3 (b) (Attachment "D")
 - d) Stay well clear of aircraft when their red anti-collision beacons are operating (indicating that the engines are running or are about to be started), and give way to all moving aircraft;
 - e) Use roadways (where marked) to traverse Aprons;
 - f) Not drive while affected by alcohol or drugs to an extent which would preclude you lawfully driving on the public roads adjoining the Airport;
 - g) Not drive in a manner likely to jeopardise the safety of any person;

-
- h) Comply with instructions given to you by BAL including instruction in the form of default notices given to you or attached to a Vehicle of which you are in charge;
 - i) Ensure when driving Vehicles carrying loose material (such as garbage and waste paper) that the load is adequately covered to prevent spillage;
 - j) Not park Vehicles or equipment so that they will obstruct aircraft, other Vehicles or pedestrians;
 - k) Leave doors closed but unlocked, keys in the ignition switch and handbrake on when the Vehicle is left unattended in other than designated parking areas;
 - l) Lock vehicle and remove keys when parked airside overnight;
 - m) If the Authority to Use Airside for the Vehicle only authorises entry and egress at specified points, only drive a Vehicle into or out of Airside areas through those points;
 - n) Notify the Vehicle Operator of any defect in a Vehicle of which you are aware as soon as possible;
 - o) Immediately draw to the attention of the Vehicle Operator any written statement purporting to have been issued by or on behalf of BAL and notifying a defect in a Vehicle which you are driving or attached to a Vehicle of which you are in charge; and
 - p) If you are driving under an Authority to Drive Airside:
 - (i) Be familiar with the latest Rules; and (where applicable)
 - (ii) Understand the regulations and restrictions which apply to the Movement Area;
 - (iii) Be familiar with the designations of the runways and taxiways; and
 - (iv) Comply with the radio procedures set out below. (section 9)

3.2 An Authority to Drive Airside does not authorise driving on Airside:

- (a) Between sunset and sunrise; or
- (b) In conditions where visibility is less than 800 metres

Unless the Authority has been endorsed for such driving in accordance with a Night/Low Visibility Driving Endorsement. A Night/Low Visibility Driving Endorsement is required for all personnel who are, due to the nature of their duties, required to drive airside at night or during periods of low visibility.

3.3 You must not drive a Vehicle on the Maneuvering Area of the Airport unless:

- (a) The Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (when operating) and aircraft and the driver holds an Aircraft Radiotelephone Operator Certificate of Proficiency; or

OR

- (b) The vehicle is under Supervision by a Vehicle so equipped and driven by a driver with such Certificate of Proficiency.

3.4 You must not drive a Vehicle on any part of the Maneuvering Area and Apron area

-
- (a) Between sunset and sunrise; or
 - (b) In conditions where visibility is less than 800 metres;

UNLESS

- (c) Your Authority to Drive Airside has a Night endorsement;
- (d) The Vehicle has headlights (dipped) and tail lights operating;

AND

- (e) Displays a rotating beacon on the highest part of the Vehicle which amber for all Vehicles;

OR

- (f) Is under Supervision by another Vehicle being operated in accordance these Rules and displaying such beacon.

Note: Bankstown Airport does not have low visibility operations. Cat 4 are endorsed to drive under low visibility conditions, only if they are operationally required to do so.

3.5 On the Maneuvering Area of an Airport with Air Traffic Control (ATC) you 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 "Radio Procedures" below);
- (b) Obey all instructions given by Air Traffic/Surface Movement Controllers; and
- (c) Be familiar with the geography of the Airport.

3.6 When driving airside at night or during periods of low visibility you must:

- (a) Remain on designated roads and aprons;
- (b) Be familiar with the geography of the Airport;
- (c) Refrain from entering areas you are unfamiliar with; and
- (d) Hold a current night endorsed authority to drive airside

4. CIRCLE OF SAFETY ON APRON & PARKING AREAS

The 'Circle of Safety' is a key Safety Control

Working in and around aircraft is a safety critical area. The Circle of Safety is a key Safety Control to protect staff at all times.

The reduction of speed of movement of vehicles within the Circle of Safety is a critical control to reduce the risks of injury to staff and damage to aircraft.

A significant proportion of damage to aircraft and potential injury to staff continues to include failure to observe the Circle of Safety as a primary or contributory factor to the occurrence.

Present levels of aircraft damage cause unacceptable additional costs in repair, aircraft delays, out of service costs and customer inconvenience.

4.2 Who is affected by this procedure?

Employees, who hold an Airside Drivers License, are Licensed to operate equipment and work on and around aircraft within the Circle of Safety are covered by this procedure.

Managers and Supervisors are responsible for implementing the procedure.

4.3 What is the Circle of Safety?

The following are the mandatory behaviors in the Circle of Safety

- (a) Do not approach an aircraft until the Anti-Collision Beacon has been turned off and the 'All Clear' or 'Thumbs Up' Signal has been given by the Ground Engineer.
- (b) A visible brake test must be conducted no less than 5 metres from the aircraft.
- (c) The vehicle must come to a complete stop at a distance of no less than 2 metres from the aircraft.
- (d) From this point the approach must be at a slow 'snails pace' when within two (2) metres of an aircraft.

5. ACCIDENTS / INCIDENTS

If you are the driver of a Vehicle involved in an accident / Incident on Airside which:

- (a) Causes personal injury; or
- (b) Causes property damage to a value greater than \$1,000; or
- (c) May involve BAL in litigation.

You must immediately report the accident / incident to a BAL Operations Officer and within a reasonable time after the accident provide a written statement to BAL of how the accident/ incident occurred.

6. IMMOBILISED VEHICLES

If you are driving a Vehicle which becomes immobilised on the Maneuvering Area you must:

- (a) If Air Traffic Control is operating, notify Air Traffic Control immediately;
- (b) If Air Traffic Control is not operating, notify BAL immediately.

If you are driving a Vehicle which becomes immobilised on an Apron Area, you must notify BAL immediately and assist them in moving it.

If you are the driver of a Vehicle which becomes immobilised on a Movement Area, you must provide to BAL staff such assistance as they may reasonably require to move the Vehicle off the Movement Area or to another area on the Movement Area as the BAL staff may consider appropriate.

7. EMERGENCY SITUATIONS

In emergency conditions, or if the standard light signals have not been observed, the Tower may cause the runway or taxiway lights to flash. This means that you must vacate the Maneuvering Area and observe the Tower for light signals.

8. SUPERVISION

If you are made available by BAL or by your Vehicle Operator to provide Supervision for a Vehicle or driver not authorised to be driven/drive within an Airside area except under Supervision, you may, subject to such conditions as BAL considers appropriate, supervise the Vehicle by:

- (a) Driving a Vehicle for which an Authority to Use Airside is current to escort the Supervised Vehicle; or
- (b) Riding in the Supervised Vehicle; or

If you are driving a Supervised Vehicle which is being escorted by another Vehicle in accordance with the preceding Rule you must keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 20 metres and no less than 5 metres.

Before you start supervising a Vehicle by driving an escorting Vehicle, you must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 20 metres.

9. AVIATION SECURITY IDENTIFICATION CARDS

Not Applicable at Bankstown Airport at this stage.

10. RADIO PROCEDURES

Introduction

Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

Do not enter the Maneuvering Area unless you have an established need to do so.

Working on the Maneuvering Area

Once you have entered the Maneuvering Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications. (Ensure that your vehicles AM / FM is switched off)

As soon as you are told by the Tower to vacate a runway, you must do so immediately and then notify the Tower that you are clear when you have moved outside the relevant line of runway strip markers.

Transmission Techniques

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

You should make use of the following principles:

-
- Speak plainly and end each word clearly to prevent consecutive words "running together"
 - Avoid any tendency to shout
 - Avoid variations in speech intensity and unusual inflections of the voice
 - Avoid hesitant sounds such as "er" and "um"
 - Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
 - Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others
 - If improvisation is necessary, make it brief and unambiguous (standard phraseology is best)
 - Read each written message before transmission, in order to eliminate unnecessary delays.

Phonetic Alphabet

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.

The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply

A	ALPHA	Al-fa	N	NOVEMBE R	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

Numerals

Numbers are to be transmitted using the following pronunciations:

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

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

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

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

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

In contrast, ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.

Truck 12 TRUCK TWELVE
Car 2 CAR Two

Note: At some airports, ATC may approve the use of discrete call signs for specific vehicles, e.g. "Sweeper Blue or Tug Red".

Signal strength

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

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

Commonly Used Phrases

The following phrases are commonly used

ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRMATIVE	YES
APPROVED GRANTED	PERMISSION FOR PROPOSED ACTION
CANCEL CLEARANCE	ANNUL THE PREVIOUSLY TRANSMITTED
CLEARED CONDITIONS SPECIFIED	AUTHORISED TO PROCEED UNDER THE
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 NOT SENT	CONSIDER THAT MESSAGE/INSTRUCTION AS
EXPEDITE	HURRY

GO AHEAD	PROCEED WITH YOUR MESSAGE (Normally only after "STAND BY")
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	STOP BEFORE A SPECIFIED LOCATION (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (or HOW WELL CAN YOU HEAR MY TRANSMISSION) (Normally preceded by "RADIO CHECK")
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST PERMISSION TO, or I WOULD LIKE TO KNOW
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU BACK
VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by "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 <u>or</u> SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

Communicating with the Tower

The following arrangements apply to BAL staff at Bankstown Airport:

- Works within runway strips - use Tower (Operational) frequency 132.80 MHz
- To cross runways, plus all other areas - use Ground 119.90 MHz).

The following arrangements apply to CAL staff at Camden Airport:

- Works or crossing of runways, plus all other areas within runway strips - use CTAF or Tower (Operational) frequency 120.1 MHz

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

- Identify the unit you are calling
"BANKSTOWN TOWER" (If operating Camden, substitute Bankstown Tower, with Camden Tower or Camden CTAF)
- Tell the Tower WHO you are
"THIS IS CAR (NUMBER)"
- Tell the Tower WHERE you are
"AT GATE 1 or ON TWY ALPHA"
- Tell the Tower what you wish to do
- Tell the Tower of other significant details

Entering a runway (TOWER frequency)

"BANKSTOWN TOWER THIS IS CAR TWO AT GATE 1, REQUEST CLEARANCE TO ENTER TAXIWAY YANKEE AND THEN RUNWAY 11 CENTRE , ON IMMEDIATE RECALL"

(Tower response: "Car 2, clear to enter Yankee and Runway 11C")

(Your acknowledgement: "ENTERING YANKEE AND RUNWAY 11 CENTRE – CAR TWO")

Crossing a runway - use Ground 119.90 MHZ.

"BANKSTOWN GROUND - CAR ONE ON TAXIWAY QUEBEC - REQUEST CLEARANCE TO CROSS -RUNWAY 11 CENTRES"

(Tower response: "Car 1 hold short of Runway 11C")

(Your acknowledgment: "HOLDING SHORT OF RUNWAY 11C - CAR ONE")

Note: Your request was denied at this time and would be followed, when the runway is clear, by "Car 1, cross Runway 11C"

Entering the maneuvering area from aprons (SMC-V frequency)

"BANKSTOWN GROUND - TRUCK TWO AT GATE ONE - CLEARANCE TO ENTER TAXIWAYS FOR THE DAY - REMAINING CLEAR OF ALL RUNWAYS"

(Tower response: "Truck 2, enter Taxiways for the day, remaining clear of all runways")

(Your acknowledgment: TRUCK TWO")

Typical replies from the Tower advising you of restrictions

"CAR TWO - BANKTOWN GROUND - HOLD POSITION"

(Stay where you are and await further details regardless of where you are)

"CAR THREE - BANKTOWN GROUND - CROSS RUNWAY TWO NINE RIGHT - EXPEDITE"

(Cross Runway 29R without any delay. You must not enter Runway 29R again without approval)

"CAR NINE - BANKSTOWN GROUND - HOLD POSITION - EXPECT ONE ZERO MINUTE DELAY"

(Several aircraft are on approach or taxiing for departure - you may wish to try later)

"TRUCK TWO - VACATE RUNWAY TWO NINE CENTRE"

(Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move outside the Maneuvering Area, clear of the runway strip markers).

Vacating onto other runways

Before crossing or entering another runway whilst vacating an active runway, you must request and obtain a clearance to do so, e.g.

(Tower: "Car 4 - vacate Runway 29C")

Car 4: "VACATING RUNWAY TWO NINE CENTRE - CLEARANCE TO VACATE ONTO

THE DEAD AREA BETWEEN TWO NINE CENTRE & TWO NINE RIGHT - CAR FOUR"

(Tower: "Car 4 – Enter the dead area between 29C and 29R")

(Your acknowledgment: "ENTERING DEAD AREA BETWEEN TWO NINE CENTRE AND TWO NINE RIGHT - CAR FOUR")

You 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 10: "CAR TEN - VACATING RUNWAY ONE ONE CENTRE THRESHOLD - CLEARANCE TO ENTER RUNWAY ONE ONE RIGHT VIA TAXIWAY YANKEE"

(Tower: "Car 10 - Enter Runway 11R")

(Your acknowledgment: "ENTERING RUNWAY ONE ONE RIGHT - CAR TEN")

You must remember to always ask for a clearance to cross or enter any runway, unless the Tower Controller has already specifically authorised you to do so. If you have not received such a clearance, you must stop at the Taxi Holding Position (clear of the runway strip) and remain there until you have permission to proceed.

The meaning of "HOLD"

The word "stop" is rarely used in radio transmissions from the Tower - instead you will hear the word "HOLD", which means "STOP". Examples of the use of "HOLD" are:

"HOLD YOUR POSITION" (Stop where you are)

"HOLD SHORT OF RUNWAY ONE FOUR" (Stop clear of the runway strip)

Listening Watch on Maneuvering Areas

Once you have gained runway (or taxiway) entry, you must maintain a constant listening watch.

You should always be within hearing distance of your radio. Often, a change in wind direction or other operational factor will require the Tower to move you from your work urgently. Remember that the Tower will not interrupt your work unless it is necessary and that you are then expected to co-operate with all possible speed.

When directed to vacate, the Tower call is brief:

(Tower: "Car 1 - Vacate Runway 11C")

Your response, straight away: "VACATING RUNWAY 11C - CAR ONE"

Note: Once you have made initial contact, you no longer address the Tower as Bankstown Tower 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 ONE ONE CENTRE"

(The Tower will acknowledge: "CAR ONE")

Some General Tips:

Before you go out onto the Maneuvering Area:

KNOW THE PROCEDURES

KNOW THE LIGHT SIGNALS

BE PRECISE - AND PATIENT

COMPLY WITH THIS HANDBOOK

KEEP YOUR EYES OPEN, STAY ALERT AND NEVER GO BEYOND HEARING RANGE OF YOUR RADIO

PLAN WORK CAREFULLY AND AVOID ANY TENDENCY TO RUSH WHILST AIRSIDE

NEVER LEAVE ANYTHING (EQUIPMENT OR TOOLS) ON THE MOVEMENT AREA

NOTE: If you become confused about what is happening, leave the movement area and consult someone about further training.

Light Signals:

If you receive light signals from the Tower, respond to them promptly. The meaning of these signals may be displayed on the left hand corner of your Vehicle windscreen.

Signals and their meanings are listed hereunder:

GREEN FLASHES Permission to cross runway or to move on a taxiway

STEADY RED Stop immediately

RED FLASHES Move off the runway or taxiway and watch out for aircraft

WHITE FLASHES Vacate the Maneuvering Area and contact Airservices Australia
Duty Team Leader

11. BICYCLES, TRICYCLES, MOTORISED SKATEBOARDS

NOTE: Motorized skateboards and similar devices are not permitted airside.

Bicycles, tricycles, motorized skateboards and similar devices are not permitted to be operated in the airside area whatsoever.

12. OTHER LOCAL REQUIREMENTS

The airside of the Airport is designated a no-smoking area. This means no smoking anywhere on airside,

Only essential vehicles should be near an aircraft during fuelling operations.

Under declared low visibility conditions, all non-essential vehicles operating Airside shall cease operations. Only BAL Operations Officers are permitted on the Maneuvering Area. Any vehicles needing to operate on or near aircraft movement areas shall be under the direct control of the BAL Operations Officers.

Drivers on the Maneuvering Area must obey all instructions given by Air Traffic/Surface Movement Controllers.

Aircraft maneuvering areas must not be used as shortcuts.

Roadways and perimeter roads (where marked) must be used to traverse Aprons, Taxilanes/Taxiways.

Drivers are to exercise extreme caution at these crossing points and in all cases give way to aircraft.

Drivers must not operate with a train of trolleys in excess of six (6) trolleys on aprons and roadways.

A vehicle must not operate with a passenger load in excess of its designated capacity.

Remember: NO SEAT, NO RIDE:

Vehicles shall not be driven between passengers moving to or from an aircraft.

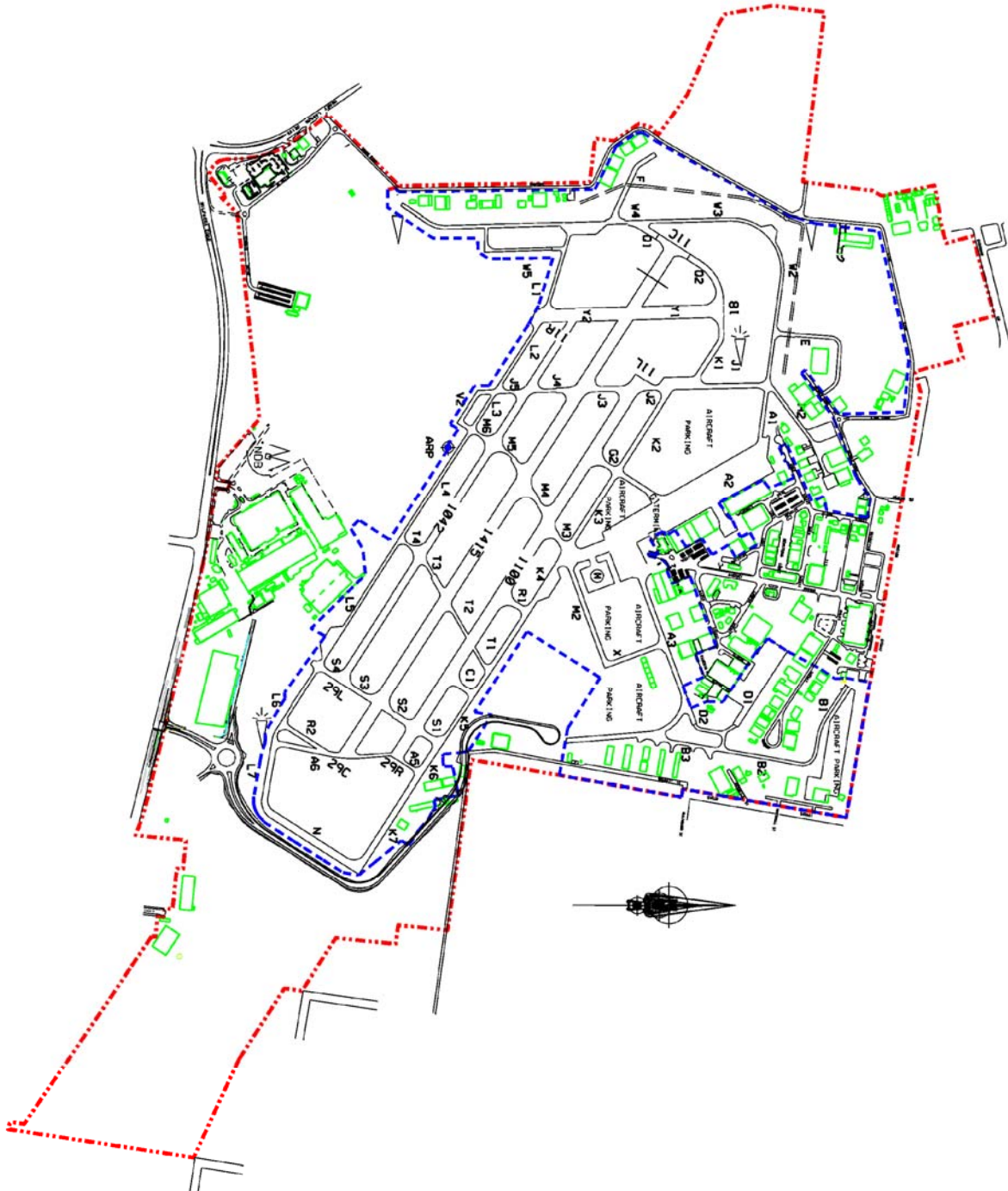
Vehicles shall not be used to service, load or unload an aircraft unless a representative/agent of the aircraft operator is present, or if there is a written agreement between the parties.

The driver shall not whilst driving answer or use a hand-held mobile phone.

All safety and security directions issued by the Airport Operations Officer must be followed at all times.

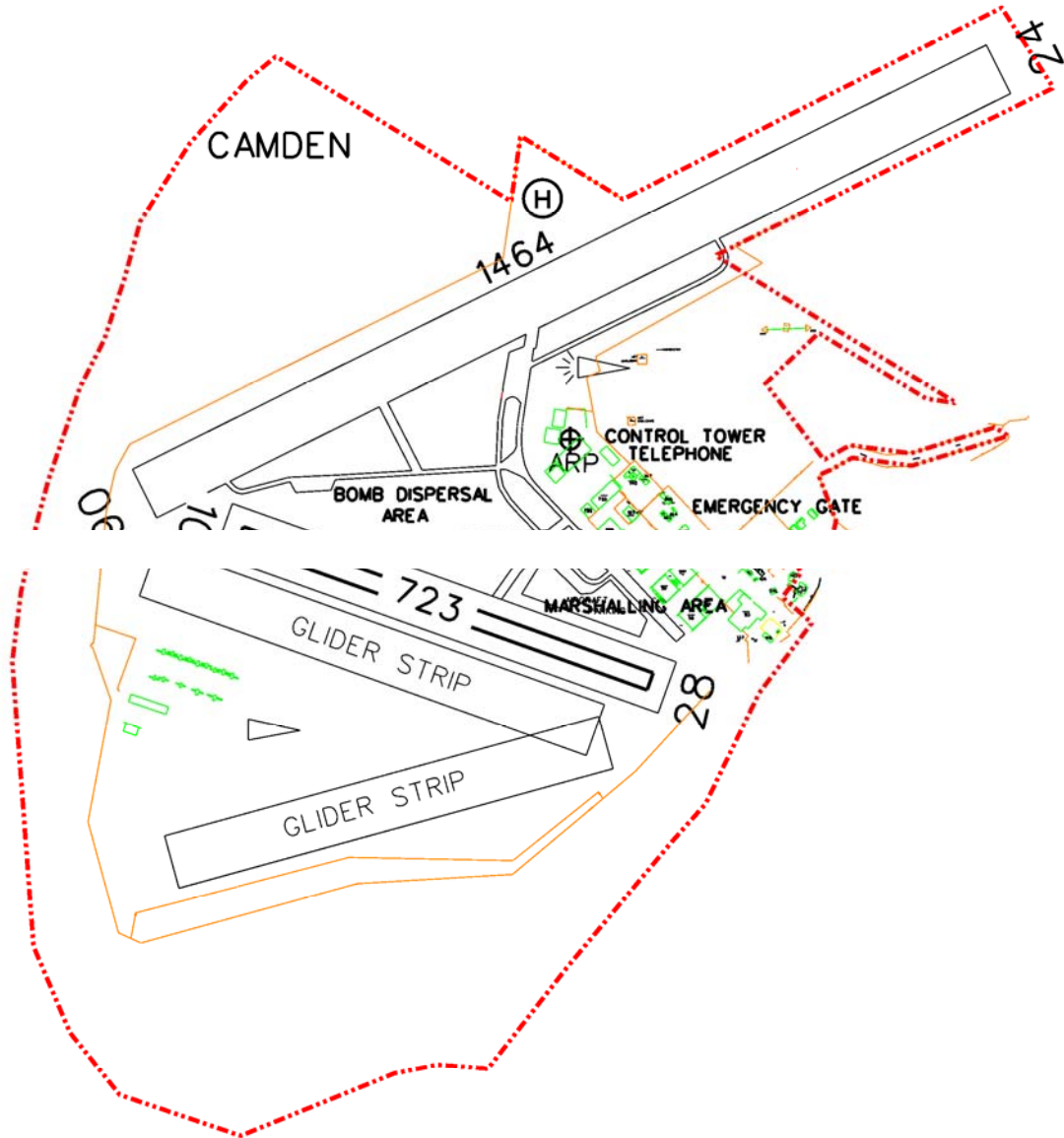
ATTACHMENT "A"

OVERALL AIRSIDE PLAN BANKSTOWN:



ATTACHMENT "B"

OVERALL AIRSIDE PLAN CAMDEN:



CAMDEN AIRPORT

ATTACHMENT "C"

Airports (Control Of On-Aiport Activities) Regulations – Division 4.4:

Definitions for Division

4.41. In this Division:

“**airside**”, for a regulated airport, has the same meaning as in the Vehicle Control Handbook for the airport;

“**ADA**” means an Authority to Drive Airside issued under regulation 4.43;

“**approved issuing authority**”, for an airport, means a person or body authorised under paragraph 4.42A(1) (c) to issue ADAs or AUAs for the airport;

“**AUA**” means an Authority for Use Airside issued under regulation 4.44;

“**owner**”, of a vehicle, includes any person who has the right to use the vehicle, whether or not the person actually owns the vehicle;

“**Vehicle Control Handbook**”, for an airport, means the Airside Vehicle Control Handbook, published for the airport by GCAL, as in existence immediately before the commencement of this Division;

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.42

Vehicles not to be taken onto or operated airside

4.42

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

Penalty: 5 penalty units

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.42A

Who can issue ADA or AUA

4.42A

- (1) The airport-operator company for an airport may:
 - (a) issue an ADA, in accordance with regulation 4.43; or
 - (b) issue an AUA, in accordance with regulation 4.44; or
 - (c) in accordance with the Vehicle Control Handbook for the airport, authorise a person to issue ADAs or AUAs.

-
- (2) The airport-operator company for an airport may revoke an authorisation under paragraph (1) (c) by 7 days written notice to the person authorised.
 - (3) Application may be made under the Administrative Appeals Tribunal Act 1975 to the Administrative Appeals Tribunal for review of a decision of an airport-operator company under subregulation (2) to revoke an authorisation.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.43

Authority to Drive Airside.

4.43

- (1) Application for an ADA at an airport must be made to the airport-operator company for the airport, or an approved issuing authority for the airport, in the way set out in the Vehicle Control Handbook for the airport.
- (2) The criteria to be applied by the airport-operator company or approved issuing authority in deciding whether or not to grant the ADA are in the criteria set out for that purpose in the Handbook.
- (2A) An approved issuing authority for an airport must not issue an ADA otherwise than in accordance with the Vehicle Control Handbook for the airport.
- (3) An airport-operator company or approved issuing authority must issue a card or other suitable evidence of an ADA.
- (4) It is a condition of an ADA that the holder must operate a vehicle on the airside of the airport only in accordance with;
 - (a) the rules set out in the Vehicle Control Handbook for the airport, including, in particular any rules regarding the use of radio communications equipment or other signalling equipment; and
 - (b) any other conditions of the ADA; and
 - (c) if the vehicle is the subject of an AUA any conditions of the AUA; and
 - (d) any directions of an employee of the airport-operator company.
- (5) It is also a condition of an ADA that the holder shows the ADA to an employee of the airport-operator company on demand.
- (6) An ADA may be issued subject to any other conditions that the airport-operator company thinks necessary.
- (7) Without limiting the generality of subregulation (6), the conditions may include a condition:
 - (a) that the person, or the person's employer, indemnify the airport-operator company;
or
 - (b) limiting the person's right to drive in particular places, at particular times, or in particular circumstances.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.44

Authority for Use Airside

4.44

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

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.45

Vehicle being driven dangerously etc may be removed

4.45

- (1) If an authorised person considers that a vehicle is being driven, or is stopped or parked, on the airside of an airport in a manner that is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of the airport, the authorised person may direct the driver of the vehicle to remove it from the airside
- (2) The driver of the vehicle must comply with a direction under subregulation (1). Penalty: 5 penalty units.
- (3) A contravention of subregulation (2) is an infringement notice offence.
- (4) If the driver of a vehicle cannot be found, or refuses to comply with the direction, the authorised person (with whatever assistance is reasonably necessary) may move the vehicle to a place within the airport approved for the purpose by the airport-operator company.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.46

Authorised person

4.46 The secretary may appoint as an authorised person for subregulation 4.45 (1)

- (a) an officer of the Department; or
- (b) an officer of the Australian Protective Service; or
- (c) an employee of the airport-operator company for the airport.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.47***Withdrawal of Authority to Drive Airside***

4.47

(1) The airport-operator company for a regulated airport may withdraw a person's ADA on the airport if the person operates a vehicle on the airside of the airport.

(a) Otherwise than in accordance with:

- (i) his or her ADA; or
- (ii) the vehicle's AUA (if any); or
- (iii) the Vehicle Control Handbook for the airport; or
- (iv) a direction of an employee of the airport-operator company

or

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

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

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

(4) If an airport-operator company withdraws a person's ADA, it must tell the person of the withdrawal, in writing as soon as practicable.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.48***Withdrawal of Authority for Use Airside***

4.48

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

(a) otherwise than in accordance with:

- (i) the driver's ADA; or
- (ii) the vehicle's AUA (if any); or
- (iii) the Vehicle Control Handbook for the airport; or
- (iv) a direction of an employee of the airport-operator company;

or

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

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

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

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

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.50

Review of decisions

4.49 Application may be made to the Administrative Appeals Tribunal for review of a decision of an airport-operator company under regulation 4.43, 4.44, 4.47 or 4.48.

AIRPORTS (CONTROL OF ON-AIRPORT ACTIVITIES) REGULATIONS – REG 4.40

Transitional-existing authorisations

4.50

- (1) A person who held, immediately before the commencement of this regulation, an authority (however described) issued by the FAC to drive a vehicle on the airside of a regulated airport is taken to hold an ADA.
- (2) An authority (however described) issued by the FAC for the use of a vehicle on the airside of a regulated airport and in effect immediately before the commencement of this regulation continues to have effect as an AUA.
- (3) An ADA that a person is taken to hold under subregulation (1):
- (a) is subject to the same conditions as the authority held by the person before the commencement of this regulation; and
 - (b) may be withdrawn as if it had been issued under this Division.
- (4) An AUA that continues to have effect under subregulation (2):
- (a) is subject to the same conditions as the authority granted by the FAC for the vehicle; and
 - (b) may be withdrawn as if it had been issued under this Division.