



Policy Title	Aerodrome Access Policy
Policy Category	Public
Number & Version	SVC – ENG – PO – 089
Policy Owner	Infrastructure Roads and Design
Approval by	<del>Executive Leadership Team</del> Council
Effective date	
Date for review	September 2020

### 1. STRATEGIC PURPOSE

Snowy Valleys Council (Council) strives to improve community amenities, infrastructure and facilities which meet community needs, by ensuring they are providing well maintained, safe, vibrant and accessible community spaces and facilities.

### 2. POLICY STATEMENT

This policy seeks to set out clear directions for improving safety and reducing risks to personnel and equipment whilst accessing the airside areas of Tumut Aerodrome.

### 3. DEFINITIONS

**Airside** - The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.

**Landside** – The areas of an aerodrome which are not Airside areas.

**Apron** - A defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance.

**Authorised personnel** – Those persons certified, licenced, or otherwise qualified under CASA or another aviation authority as a pilot, Aerodrome Safety Inspector (ASI), Aerodrome Reporting Officer (ARO), Works Safety Officer (WSO), ground crew, flight crew, fuelling personnel, or other suitably qualified and endorsed ~~Council employees~~ personnel.

**Aviation related activity** – activities related to the operation of aircraft such as; taxiing, take-off, landing, marshalling, incident response, refuelling, repairing, maintenance, and construction of aircraft. This may also include gliders, parachuting, skydiving, etc. Aviation

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related activity does not include; the operation of model airplanes, drones, or other small unmanned flying craft.

**CASA** – Civil Aviation Safety Authority.

**Manoeuvring area** - That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Movement area** - That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

**Runway** - A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

#### 4. CONTENT

Aerodromes are divided into two distinct areas – landside and airside. Landside areas are not restricted; the general public can access the carpark, terminal, toilets, etc. Airside areas are restricted – only personnel authorised to access specific airside areas may do so; conditions apply. Airside areas include the movement area of an aerodrome, adjacent terrain and buildings or portions of buildings.

The risk rating associated with either personnel or a vehicle being struck by an aircraft has been assessed by Council as a non-reducible HIGH RISK. This is due to the severity of the outcome should the event occur. For this reason, Council must take all reasonable steps to reduce the risk of such an event occurring.

##### 4.1 Motor Vehicle Access To Airside Areas

Motor vehicle access to airside areas is RESTRICTED. Vehicles should be parked in the carpark provided or near hangars on landside areas.

In the case of vehicles airside CASA recommends that each vehicle and driver have a radio, beacon light for the vehicle and safety vests for the individual to ensure awareness of aircraft and for aircraft to easily be aware of the vehicle and its intentions.

Where vehicular access is required to airside areas, a key for airside gates may be supplied to aerodrome users (hangar leasees, authorities, consultants, aviation related businesses, etc.) on the following basis:

- a. Gates are to be kept closed and secured at all times when not in use.
- b. Gates / access ways are to be kept clear at all times.
- c. All vehicles airside must display an amber/yellow/orange flashing or rotating beacon/warning light mounted on the top of the vehicle so as to provide 360° visibility (emergency vehicles are an exception and should display their emergency warning lights).
- d. Vehicular access to airside areas is to be minimised and must be reasonably justifiable, for example, the delivery of an item to a hangar which is not able to be reasonably delivered via landside access.
- e. Vehicles must not impact on the free and clear movement of aircraft and should not be parked airside unless absolutely necessary.
- f. Vehicles must be currently registered and all drivers must hold a valid state licence for the class of vehicle being driven.

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- g. Drivers of vehicles are to obey all signposting and pavement markings and traffic control devices.
- h. Drivers of vehicles are to exercise situational awareness and extreme caution, and in all cases must give way to aircraft.
- i. Persons operating vehicles airside do so at their own risk. Council accepts no responsibility for vehicles on aerodrome land.
- j. Maximum speed for all vehicles airside is 20km/hr (Council's Aerodrome Reporting Officers are the exception for the purpose of performing runway ground checks only).
- k. Only authorised vehicles and personnel are permitted within 20 metres of aircraft. Vehicles within 20 metres of an aircraft must not exceed 10km/h.
- l. Any reasonable direction by Council employees is to be complied with.
- m. The area within the gable markers is HIGHLY RESTRICTED. Authorised personnel driving vehicles in this area must exercise extreme caution, make the required aircraft radio calls, display an amber beacon/warning light, and vacate the area as soon as practicable. Only Aerodrome Reporting Officers and those expressly authorised by Council via contract are permitted on the runway or within the gable markers. Authorised vehicles accessing this area must display an amber beacon light and must carry an aircraft radio and make the required radio calls.
- 4.2 Authorised Personnel Access To Airside Areas**
- a. Gates are to be kept closed and secured at all times when not in use.
- b. Gates / access ways are to be kept clear at all times.
- c. Only authorised personnel are permitted airside unsupervised.
- d. The general public may only access airside areas if they are closely guided by authorised personnel. Authorised personnel are responsible for the safety of their guests and must maintain a close group and prevent unsupervised wandering.
- e. Personnel should follow transit routes provided (e.g. stay behind the parking clearance line wherever practicable).
- f. Personnel airside must wear high visibility clothing (e.g. hi-vis vest).
- g. Any reasonable direction by Council employees is to be complied with.
- h. The area within the gable markers is HIGHLY RESTRICTED. Only authorised personnel who are carrying out relevant aviation activities may enter the area within the gable markers. They must exercise extreme caution, and must vacate the area as soon as practicable. It is strongly recommended that personnel operating in this area stay in close proximity to a vehicle with a rotating beacon/warning light or utilise other means to make their presence easily visible (i.e. high visibility vest) for the purpose of ensuring their safety. Aerodrome Reporting Officers and those expressly authorised by Council via contract are permitted on the runway or within the gable markers.
- i. Authorised personnel are responsible as Shared Duty Holders under the Work Health and Safety Act 2011. For this reason, Council requests that authorised personnel assist in serving the aviation community in safety by politely querying the legitimacy of person's airside without high visibility clothing or other clear identifier who may be members of the general public. Persons acting in a dangerous manner or contrary to the general interest of safety may should be reported to Council and/or to CASA depending on the circumstances.
- 4.3 Visitors / General Public Access To Airside Areas**

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- ~~The general public may access airside areas only if they are closely guided by a suitably qualified or experienced aerodrome user wearing high visibility clothing.~~
- ~~Guides are responsible for the safety of their guests. Maintain a close group. Guides are to prevent unsupervised wandering.~~
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#### 4.4.4.3 Keys To Vehicle Access Gates

- ~~a. Gates are to be kept closed and secured at all times when not in use.~~
- ~~b. Additional padlocks are not to be added to airside access gates without the express permission of Council. Any unauthorised/unregistered padlocks will be removed.~~
- ~~c. Keys are not to be copied or distributed. Council will maintain the key holder's details on a key register to ensure that aerodrome access is properly administered.~~
- ~~d. Keys remain the property of Snowy Valleys Council and key holders who cease to be a regular aerodrome user must return their key to Council.~~
- ~~e. Lost keys will be replaced at a fee in keeping with the current Council Fees and Charges.~~

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#### 4.4 High Traffic Events

- a. ~~During high traffic events (especially those which attract the general public), additional controls should be implemented. This may include: additional signage, barriers, bollards, supervisory personnel, and tighter requirements on authorised personnel to facilitate the management of these increased risks.~~
- b. ~~Where authorised personnel wish to guide the general public airside during a high traffic event, it is strongly recommended that they wear a high visibility vest or similar and seek the approval of the event organiser if applicable.~~
- c. ~~It is strongly recommended that during high traffic events ground crew and personnel working with operating aircraft wear high visibility clothing (e.g. high visibility vest for ground marshals).~~
- d. ~~Council notes that individual organisations (such as Tumut Aero Club or the Rural Fire Service) that play key organising roles in some of these larger events have the ability to stipulate requirements upon their members, employees, contractors, etc. These organisations should impose the use of any plans, personal protective equipment, standard operational procedures, work methods or any other control deemed necessary in managing the risks identified in their risk assessments for these events.~~

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## 5. ASSOCIATED LEGISLATION

Local Government Act 1993  
 Work Health and Safety Act 2011  
 Aviation Transport Security Act 2004  
 Civil Aviation Act 1988  
 Civil Aviation Safety Regulations 1988 (CASRs)  
 Manual Of Standards (MOS) Part 139

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Adopted:  
 Reviewed:

Australian Airports Association – Small Regional Aerodrome Handbook

## 6. ASSOCIATED COUNCIL DOCUMENTS

Councils Fees and Charges

## 7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
<a href="#">April 2020</a>	New	Aerodrome Access Policy			
<a href="#">May 2020</a>	Review	<a href="#">Aerodrome Access Policy</a>			

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