

10.7 TUMUT AERODROME ACCESS POLICY - FOR ADOPTION - ATTACHMENTS

Attachment Titles:

1. Tumut Aerodrome Access Policy - For Adoption

Attachment 1 - DRAFT Aerodrome Access Policy - SVC-ENG-PO-089-02



Policy Title	Aerodrome Access Policy
Policy Category	Public
Number & Version	SVC-ENG-PO-089-02
Policy Owner	Infrastructure Roads and Design
Approval by	Council
Effective date	
Date for review	

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 Council deems to have suitable qualifications and experience so as to be aware of; the terminology used to describe the movement area, the purpose and location of all airside areas, hazardous or prohibited areas on the airside, the significance of aerodrome visual aids and signs, and safety procedures relevant for specific activities airside.

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 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.

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 approved 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 lessees, 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 comply with the airside vehicle lighting requirements set out in CASA's Part 139 - Manual of Standards for Aerodromes. Council recommends that all airside vehicles display at all times an amber/yellow flashing/rotating beacon light on the top of the vehicle so as to be visible in all directions.
- 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. No motorbikes are permitted airside. [Only aircraft maintenance personnel with the correct accreditation are permitted airside, and the use of any vehicle by aircraft maintenance personnel for the carrying out of maintenance on aircraft in the designated airside sections of the aerodrome must comply with the relevant sections of this Policy \(Section 4.1\) at all times.](#)
- 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 confirming they are maintained in a roadworthy condition and all drivers must hold a valid state licence for the class of vehicle being driven. In the event that ground equipment cannot obtain state registration, the owner must provide a current statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period.
- 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. 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 and should only be accessed by vehicles if there is a safety-related or operational requirement to do so. Authorised personnel driving vehicles in this area must exercise extreme caution, make the required aircraft radio calls, display an amber/yellow flashing/rotating beacon light on the top of the vehicle, and vacate the area as soon as practicable.
- n. Airside vehicles are not to be driven:
 - in a manner likely to endanger the safety of any person or create a hazard to aircraft operations
 - under an aircraft, or within 3 m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
 - within 15 m of refuelling aircraft. All vehicles operated within 15 m of an aircraft's fuel tank filling points and vent outlets during fuelling operations must comply with Appendix 1 of Civil Aviation Order 20.9.
 - when drivers are affected by alcohol or drugs as per CASR Part 99.

4.2 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 in 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.

Lost keys will be replaced at a fee in keeping with the current Council *Fees and Charges*.

4.3 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. Any reasonable direction by Council employees is to be complied with.
- g. 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 utilise means to make their presence easily visible (i.e. high visibility vest or work in close proximity to a vehicle with a rotating beacon/warning light) for the purpose of ensuring their safety.

- h. 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 who may not be authorised personnel. Persons acting in a dangerous manner or contrary to the general interest of safety should be reported to Council and/or to CASA depending on the circumstances.

4.4 Animals

Animals are only permitted airside if caged or restrained. Animal owners must comply with this requirement. All aerodrome users are responsible for keeping gates secure to ensure wildlife do not enter the airside areas.

4.5 Small Unmanned Flying Craft

The operation of model airplanes, drones, or other small unmanned flying craft at Tumut Aerodrome is prohibited unless specifically approved by Council.

4.6 High Traffic Events

- a. During high traffic events and/or during emergency situations and operations (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.

5. ASSOCIATED LEGISLATION

Local Government Act 1993

Work Health and Safety Act 2011

Also referenced:

- Manual Of Standards (MOS) Part 139
- 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
April 2023	New/review	Aerodrome Access Policy			
18/06/2020	Adopted by Council	Aerodrome Access Policy	SVC-ENG-PO-089-01	18/06/2020	M129/20
16/05/2024	Endorsed by Council for Public Exhibition	Aerodrome Access Policy	SVC-ENG-PO-089-02	16/05/2024	M101/24