

Airside Vehicle Control Handbook

Sydney (Kingsford-Smith) Airport

Version 2.2019

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Limited**

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FOREWORD

Sydney Airport Corporation Limited is certified as the operator of the Sydney (Kingsford Smith) Airport aerodrome under the Civil Aviation Safety Regulations (CASR).

Under the CASR, Sydney Airport is required to include, as part of its regulatory suite of documents, particulars for the management and control of surface vehicles operating on or in the vicinity of the 'airside' area of Sydney Airport. Accordingly, this Airside Vehicle Control Handbook (AVCH) forms part of the Airport Operations Manual for Sydney Airport. The Airports (Control of On-Airport Activities) Regulations 1997 also set out requirements in relation to the movement of surface vehicles on 'airside' areas at Sydney Airport. The Airside Vehicle Control Handbook published for the airport by the Federal Airports Corporation, as in force on 30 June 1998, forms the basis of this document.

The purpose of the requirements for airside operation of vehicles set out in this AVCH is to ensure the safe and orderly movement of staff, passengers, aircraft and vehicular traffic.

Sydney Airport also publishes the Airside Vehicle Control Pocketbook(s). The pocketbooks are a guide to explain the main rules applying to drivers operating airside and should be read in conjunction with the more detailed AVCH (as the full particulars of the rules and regulations are contained within the AVCH).

It is a condition of all Authorities to Drive Airside (ADAs) and Authorities for Use Airside (AUAs) that vehicles are operated on the airside in accordance with the rules set out in the AVCH, including, in particular, any rules regarding the use of radio equipment or other signaling equipment.

Any failure to comply with this AVCH will be taken into account by Sydney Airport in considering whether to exclude individuals or entities from the use or operation of motor vehicles on the airside.

PRIVACY NOTE

In the course of managing the Airside at Sydney Airport (including issuing Authorities to Drive Airside (ADAs) and Authorities to Use Airside (AUAs) and administering and enforcing requirements under this AVCH). Sydney Airport may collect personal information about individuals (including, but not limited to, names, addresses, contact details etc.)

- (1) That information is collected by Sydney Airport Corporation Limited.
Sydney Airport can be contacted at:
Central Terrace Building
10 Arrivals Court
Sydney International Airport NSW 2020
Tel: (02) 9667 9111
- (2) You can gain access to personal information Sydney Airport holds about you by contacting Sydney Airport at the above address, or via email (privacy@syd.com.au).
- (3) The information is collected by Sydney Airport for the purpose of the operation of Sydney Airport, including without limitation, the issuing and administering of ADAs and AUAs, the administration and enforcement of requirements under the AVCH, and to enable Sydney Airport to perform its legislative and other obligations in relation to the operation of the airside.
- (4) Sydney Airport may disclose this information to third parties. These third parties may include the Australian Federal Police, the Australian Customs Service and other law enforcement or government agencies or departments, Sydney Airport's lawyers and other advisers, and your employer or the Vehicle operator at Sydney Airport.
- (5) The requirement for individuals to apply for and obtain an ADA and/or AUA is set out in the Airports (Control of On-Airport Activities) Regulations 1997.
- (6) If you do not provide the required personal information to Sydney Airport, Sydney Airport will not be able to process applications for ADAs and AUAs, which will affect your ability to operate vehicles on the airside at Sydney Airport. It may also contravene requirements under the Airports Act or Regulations made under that Act.

For full details of the way in which Sydney Airport collects, handles and discloses personal information, you can view the Privacy Policy online at www.sydneyairport.com or you can request a copy of it by calling the number above.

As Sydney Airport may be collecting personal information from a person other than the individuals themselves, Sydney Airport must make sure that they are aware of the things set out above. To ensure that this happens, any person who provides information about another individual:







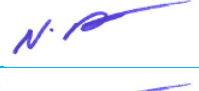

- warrants that they are authorised to provide the personal information to Sydney Airport;
- agrees to inform the individual of the things set out in (1) to (6) above.

APPROVAL CONTROL TABLE

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

The AVCH may be distributed to stakeholders in either hard copy or soft copy. As information is updated, the version number of the document will be amended accordingly and stakeholders advised. As changes come into effect, stakeholders will be forwarded the changes either in hard copy or soft copy so that the document is always current.

It is the responsibility of the AVCH holder to ensure the document is kept up to date at all times. Please ensure that as soon as you receive notice of any changes, your copy of the document is amended. This page will help you keep track of all amendments.

Document Version	Approval required by	Summary of changes	Date of Approval	Signed Approval
2.2019	Manager Aviation Safety Systems	Section 3.2 Categories of ADA	8 May Feb 19	
2.2019	Manager Aviation Safety Systems	Section 3.4 Airfield Zoning of an ADA	8 May 19	
2.2019	Manager Aviation Safety Systems	Section 3.5 Eligability to hold an ADA	8 May 19	
2.2019	Manager Aviation Safety Systems	3.13 Pre-requisites for Category 2PD and Category 2PI ADA	8 May 19	
2.2019	Manager Aviation Safety Systems	Issue Category 2PD and Category 2PI ADA	8 May 19	
2.2019	Manager Aviation Safety Systems	Testing process for an ada	8 May 19	
2.2019	Manager Aviation Safety Systems	Section 3.23 Upgrading an ADA	8 May 19	
2.2019	Manager Aviation Safety Systems	Appendix E – CAT 2P Authorised Areas of Manoeuvring Area	8 May19	

Electronic copies of this AVCH, Airside Driving Pocketbook and application forms can be found on the Sydney Airport website below:

<https://www.experiencesyd.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

For more information regarding Airside Driving requirements, contact the Sydney Airport Airside Driving Centre located in the Airport Services Centre, Level 3 Terminal 1.

Telephone: (02) 9667 9079

Email: airsidedrivingcentre@syd.com.au

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1.0 LEGISLATIVE REQUIREMENTS

1.1 Introduction

- 1.1.1 On State roadways (Landside), the provisions of State laws and regulations are applicable in respect of Vehicle registration requirements and traffic movement. The licensing of vehicles operating on the Airside at the airport is regulated by Sydney Airport Corporation (Sydney Airport) under the Airports (Control of On-Airport Activities) Regulations 1997 ('Regulations').
- 1.1.2 As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations, Sydney Airport is obliged to include in its Airport Operations Manual suite of documents, particulars for the management of surface vehicles operating on, or in the vicinity of the Airside area (CASR 1998 139.230(g)) and (MOS139-Aerodromes Section 10.9). This requirement is met through the publication of the AVCH and Airside Vehicle Control Pocketbooks (AVCP).
- 1.1.3 A Vehicle Operator must ensure that any Vehicle which it operates, or which is operated on its behalf, on the Airside is operated in accordance with all relevant legislation including, to the extent applicable, the Civil Aviation Act 1988, the Civil Aviation Safety Regulations, the Civil Aviation Orders, the Airports (Control of On-Airport Activities) Regulations 1997 and NSW Work Health and Safety legislation.

1.2 Delegations

- 1.2.1 Under the Regulations, the Department of Infrastructure and Regional Development (DIRD) is able to appoint or delegate responsibilities for the management and, as appropriate, enforcement of those Regulations. In the case of airside vehicle control, DIRD has authorised nominated officers of (Sydney Airport) and the Australian Federal Police (AFP) to enforce the Regulations Airside. The use of AFP to enforce the AVCH is discretionary and may be considered by Sydney Airport after due consultation with the appropriate authorities.
- 1.2.2 The Sydney Airport Manager Aviation Safety Systems is responsible for the overall administration of the AVCH and Pocketbooks on behalf of Sydney Airport.

1.3 Responsibilities of the Sydney Airport Manager Aviation Safety Systems

- 1.3.1 The Sydney Airport Manager Aviation Safety Systems may issue the following material to all those who apply for an Authority to Drive Airside (ADA) and/or Authority to Use Airside (AUA):
 - a) Application forms for an ADA and/or AUA;
 - b) A copy of the AVCH;
 - c) Copies of the applicable Pocketbook(s); and

- d) Map of the Airport.

The issuing of these documents does not guarantee that either the application(s) for an ADA or AUA will be accepted.

- 1.3.3 The Sydney Airport Manager Aviation Safety Systems will maintain the AVCH, Pocketbooks and any other associated documentation.

1.4 Authority of the Sydney Airport and Authorised Officers

- 1.4.1 The Regulations give Sydney Airport the authority to require ADA holders to produce certain documentation when requested.

- 1.4.2 ADA holders are required to:

- (a) show their State or Territory Driver's Licence, ADA and ASIC upon request by a Sydney Airport Operations Officer, a Sydney Airport authorised person or Officers of the Australian Federal Police; and

- (b) where driving rules have been breached or a person has been involved in an accident, produce the above-mentioned documents to a Sydney Airport Airfield Operations Officer or a Sydney Airport authorised person having reasonable grounds to inspect them.

- 1.4.3 Failure to comply may result in an Airside Traffic Infringement Notice (ATIN) being issued to the driver with a subsequent loss of demerit points (which may lead to a possible suspension or withdrawal of the ADA).

- 1.4.4 For parking offences, an ATIN may be issued to the driver or in the case where the driver cannot be identified, the company as shown on the AUA, with the subsequent monetary fine to apply.

2.0 AUTHORITY FOR USE AIRSIDE

2.1 Introduction

- 2.1.1 An Authority for Use Airside (AUA) is an authority issued by Sydney Airport that permits the operation of a motorised vehicle on the Airside areas of Sydney Airport. The provisions contained within the AVCH give guidance on the management and requirements for operating vehicle(s) on the Airside of the Airport.
- 2.1.2 The issue of an AUA does not entitle the Vehicle Operator to a parking space on the Airside at Sydney Airport or to access the Airside where such access is not necessary for the particular Vehicle.
- 2.1.3 Use of a Vehicle Airside is subject to the Regulations, which impose rules about the operation of Vehicles, and where they may be parked, Airside.

2.2 Company Registration

- 2.2.1 From 6 November 2017, all companies intending to register vehicles for use airside must register as a company on via the 'Onboard' module of AirDat. The company must provide the following information:
 - (a) Details of the company's operation
 - (b) Key contacts and authorised signatories
 - (c) For companies other than Airlines and Government Organisations, proof of contracts to support operations airside.
 - (d) Insurance Certificate (see section 2.5 for requirements)
 - (e) Proof of indemnity (see section 2.4)
- 2.2.2 On submission of the required information, the Airside Driving Centre will review and authorise the company's application to register. All communications regarding outstanding issues will be managed via the Onboard interface of AirDat.
- 2.2.3 Once the company has successfully registered in AirDat, it will be able to submit online applications for AUA's via the system (see section 2.3)

2.3 AUA Application

- 2.3.1 All applications for AUA's must be submitted via a request to 'Add Fleet' via the 'Onboard' module of AirDat.
- 2.3.2 Applications must be submitted no less than 5 working days before any anticipated need for the AUA.

2.3.3 The Onboard application process for an AUA requires the applicant to supply relevant information in support of the AUA application including but not limited to:

- (a) Details about the vehicle type, unique features, and compliance with equipment requirements under the AVCH.
- (b) A Certificate of Registration of the Vehicle where it is registered for use on public roads;

Note: Sydney Airport may at its discretion request the applicant provide:

- (ii) Certificate of Roadworthiness where the vehicle is not (but is able to be) registered for use on public roads; or
 - (iii) Letter of Compliance from an authorised mechanic that the Vehicle complies with the relevant standards (if the vehicle is not able to be registered for use on public roads);
- (c) If the vehicle is not covered by an overarching company insurance policy, a certificate of liability insurance for the specific vehicle which meets the requirements set out in paragraph 2.5 must be provided;

2.3.4 On submission of a request to add fleet, the Airside Driving Centre will review the supplied information. Provided these requirements are satisfied, an AUA may be issued for a period of up to one year.

2.3.5 In considering any 'contract for service' arrangements, applicants should **NOT** anticipate automatic approval of the granting of an AUA.

2.3 Criteria for Issue

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

2.4.2 In addition, in deciding whether to issue an AUA, the Sydney Airport Manager Aviation Safety Systems will consider the following:

- (a) safety on the airside in relation to aviation operations, persons on the airside and property on the airside;
- (b) the security of aircraft and other property located on the airside;
- (c) congestion of airside areas, thereby decreasing the efficiency of the airport (particularly ramp areas), and increasing the risk of accident to all users of Sydney Airport;

- (d) the ability of the Vehicle Operator to ensure that the operation of the Vehicle will comply with the requirements of this AVCH and with all laws, rules, standards and directions including, where applicable, legislative requirements and Air Traffic Control directions, relating to the operation of Vehicles in the area;

and, without limiting the generality of (d), the Sydney Airport Manager Aviation Safety Systems will also consider whether the Vehicle Operator has in place appropriate arrangements to ensure that:

- (e) if the Vehicle becomes immobilised on a Movement Area, the Vehicle will be immediately removed;
- (f) if the Vehicle becomes immobilised on a Movement Area, that the notifications required under clause 4.24 will be given; and
- (g) the Vehicle will be maintained in a state of good repair.

2.3.3 In addition, the applicant must, to the satisfaction of the Sydney Airport Manager Aviation Safety Systems, meet one or more of the following:

- (a) be directly involved with the operations or servicing of aircraft (including refuelling);
- (b) be directly involved with the servicing of Ground Service Equipment;
- (c) be directly involved with the servicing or maintenance of airside facilities, equipment or building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside;
- (d) be directly involved with the servicing of other equipment that can only be reached from the Airside;
- (e) be a member of a Government organisation (ACS, AQIS, ASA) with a demonstrated need to drive a vehicle on the Airside on a frequent and unescorted basis;
- (f) be directly involved with the servicing of air navigation equipment;
- (g) have a need to carry equipment to parts of the Airside on a frequent basis;
- (h) have a need to be on the Airside of the Airport on a frequent and unescorted basis, eg maintenance contract (supported by documentation from the sponsor including details of frequency of entry onto Sydney Airport, and areas needed to be accessed);
- (i) have a need or authority to carry out regulatory or law enforcement activities on the airside; or
- (j) have a need to access the airside for any other purpose approved in writing by the Sydney Airport Manager Aviation Safety Systems.

- 2.3.4 Notwithstanding paragraphs 2.3.1, 2.3.2 and 2.3.3, Sydney Airport may permit the use of private vehicles airside, if the vehicle is State or Territory registered as 'private' and the Vehicle Operator executes Deed of Indemnity and Release in favour of Sydney Airport.

2.4 Indemnity & Release

- 2.4.1 An AUA will normally not be issued unless the Sydney Airport Airside Driving Centre has been provided with a signed Sydney Airport Indemnity and Release form. This form is available from the Sydney Airport ID, Access and Airside Driving Centre or via the company registration process on AirDat Onboard. Sydney Airport may waive the requirement for an Indemnity and Release in exceptional circumstances.

2.5 Insurance

- 2.5.1 Applicants for an AUA must, while they operate or otherwise have a Vehicle on the Airside:

- (a) take out and maintain an insurance policy with an insurer insuring against any liabilities for death personal injury or property damage incurred in connection with the use of vehicles on the Airside. That insurance policy:
 - (i) must be, unless otherwise agreed by Sydney Airport:
 - (A) in the case of vehicles registered for use on landside public roads, for an amount of not less than A\$20 million; and
 - (B) in the case of all other vehicles, for an amount of not less than A\$50 million; and
 - (ii) must not contain any exclusionary clauses relating to any airport infrastructure or aircraft or matters relating to or in connection with the operation of the vehicle on the Airside;
- (b) not do or permit to be done anything which prejudices, and immediately rectify anything which might prejudice, cover under such insurance policy;
- (c) provide Sydney Airport with a summary of its insurance policy (including what is insured under the policy, what is excluded under the policy and the length of currency of the policy) and any certificates of insurance connected with it, as soon as it is taken out or renewed (whether annually or more frequently); and
- (d) notify Sydney Airport immediately if, for any reason, such insurance policy is cancelled.

These insurances may form part of the Vehicle Operator's insurance for the use of Sydney Airport as a whole. In other words, the Vehicle Operator will satisfy this requirement if it maintains a global insurance public liability insurance policy that covers use of vehicles on the Airside and otherwise complies with the requirements set out in paragraphs 2.5.1 (a) – (d) above.

2.6 Roadworthiness/Vehicle Condition

Vehicles which qualify for registration off-airport

- 2.6.1 In the interests of Airport safety, vehicles must always be maintained in a good state of repair by the vehicle operator in accordance with the vehicle mechanical and roadworthiness standards as set by the NSW Roads & Maritime Service and under the law of New South Wales.
- 2.6.2 All Vehicle operators are required to ensure that any plant (including motorised vehicles) used by their employees or representatives, is used and maintained in accordance with the requirements of NSW WHS legislation. The onus is on vehicles operators to ensure that plant intended to be used is subject to appropriate checks, tests and inspections necessary to eliminate risks to health and safety.
- 2.6.3 The Sydney Airport, reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicles which appear not to be in a roadworthy condition. Any vehicle not deemed to be in roadworthy condition must be removed from the Airside (Refer section 2.13.1)
- 2.6.4 A vehicle serviceability check may include (but is not limited to) the following:
 - (a) Fluid leaks
 - (b) Towing attachments
 - (c) Tyre condition
 - (d) Body condition
 - (e) Excess emissions
 - (f) Seat belts (if fitted)
 - (g) All vehicle lights
 - (h) Horn (if fitted).

Specialist airport vehicles

- 2.6.5 In the interests of Airport safety, specialist Airport Vehicles must always be maintained in a good state of repair by the Vehicle Operator in accordance with vehicle standards as set by the International Airline Transport Association (IATA).
- 2.6.6 In the case of a specialist Airport Vehicle, where no NSW RTA or IATA specification exists, the Sydney Airport Manager Aviation Safety Systems may give approval for the use of the vehicle in accordance with any conditions which the Sydney Airport may have attached to such approval or may attach from time to time.
- 2.6.7 Any vehicle not meeting standards of serviceability as set down in either NSW RMS or IATA Standards or otherwise by the Sydney Airport AVCH will have the AUA suspended. The Vehicle Operator must remove the vehicle from the airside and remove the AUA from the Vehicle.
- 2.6.8 The AUA may be reissued once repairs have been affected and Sydney Airport has received written verification from an appropriately qualified person to that effect.

- 2.6.9 For the avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the Vehicle Operator. Nothing in paragraph 2.6 of this AVCH requires or creates any obligation or responsibility for Sydney Airport to conduct safety inspections of vehicles operated by other persons on the Airside.

2.7 Special Equipment and Markings for Vehicles

- 2.7.1 All vehicles operators must ensure that any Vehicles used on the Airside are equipped and marked in accordance with the requirements of this AVCH.
- 2.7.2 Vehicle markings are restricted to the AUA holder's company logo. Advertising on vehicles is not permitted.
- 2.7.3 Companies intending to operate vehicles on the Manoeuvring Area should also consider CASA Standards - Manual of Standards 139 paragraph 8.10.4.1 and 8.10.4.2.
- 2.7.4 All Vehicles which are to be used on the Airside must be equipped with an amber beacon located on the highest point of the vehicle and visible from 360°. The beacon must be activated during hours of dusk, dawn and darkness or during periods of declared low visibility. Effective from 2 June, 2014, any vehicle not equipped with a beacon will not be granted access to the Airside at any time unless under escort.
- 2.7.5 All Vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with and activate:
- (a) an amber beacon located on the highest point of the Vehicle visible from 360°; and
 - (b) a vehicle locator transmitter or 'VeeLo' capable of detection by the Advanced Surface Movement Guidance Control System (A-SMGCS) (*See also CASR139.254 (3) (a) (i)*). All vehicles accessing the Manoeuvring Area must comply with this requirement by 30 September, 2013.
 - (c) a suitable radio in order to communicate with ATC as appropriate. (*See also CASR 139.254 (3) (a) (ii)*).

2.7 Activation of Lights

- 2.8.1 All Vehicle Operators must activate the vehicle's headlights, tail lights and amber rotating or flashing beacon during hours of dusk, dawn and darkness and periods of declared low visibility, whenever the vehicle is operating on the movement area.
- 2.8.2 All Vehicle Operators must ensure the vehicles amber beacon is activated prior to entering the Airside from any perimeter security gate.

- 2.8.3 All Vehicle Operators must activate the vehicle's amber rotating or flashing beacon whenever the vehicle is operating on the Manoeuvring Area or when operating on airside roadways south of the South West Sector or DOM 5/6 Apron.
- 2.8.4 The amber beacon should be located on the highest point of the vehicle so that it is visible from all angles. The beacon may be of a type which is rotating, flashing or strobing.
- 2.8.5 All Vehicle Operators must activate the vehicle's indicator lights i.e. blinkers; if so equipped, in order to signal its intentions whenever driving around the airport.

2.9 New types of Vehicles

- 2.9.1 Where a Vehicle Operator plans to acquire a new type of Vehicle for Airport use, it should as soon as possible discuss its proposal with Sydney Airport so that an assessment can be made about compatibility with pavements and local geography at the Airport.
- 2.9.2 The type of information necessary to make such assessment of the proposed equipment will ordinarily include:
- (a) compliance with RMS or IATA standards (where applicable)
 - (b) dimensions
 - (c) gross mass
 - (d) number, spacing and size of wheels and type of tyres and their pressures
 - (e) turning radius
 - (f) motive power
 - (g) areas of intended operation
 - (h) safety and special features.
- 2.9.3 To avoid any doubt, the Sydney Airport Manager Aviation Safety Systems retains the absolute discretion about whether, or on what conditions, to issue or renew an AUA.

2.10 Granting of an AUA

- 2.10.1 Upon approval, the Airside Driving Centre will notify the Vehicle Operator that the label is ready for collection.

2.11 Affixing of the AUA Label

- 2.11.1 Upon issue of the label, it must immediately be affixed to the corresponding Vehicle as identified on the label.
- 2.11.2 The label must be affixed to the front windscreen of the Vehicle, preferably on the right hand side
- 2.11.3 Where a vehicle does not have a windscreen, the label is to be affixed and be clearly visible, preferably on the right hand side of the Vehicle.

2.11.4 Responsibility for ensuring a vehicle's AUA is clearly readable rests with the vehicles Operator. The Manager Aviation Safety Systems or their delegate may request an operator apply to replace an AUA where it has been subject to weather damage.

2.12 Affixing of the Airport Map

2.12.1 A map of the airport will also be issued with each AUA label and must be affixed to the Vehicle.

2.12.2 The airport map must be affixed in such a way that it can be easily referenced by the driver.

2.13 Removal of Vehicles from the Airside

2.13.1 If a Vehicle is being driven, or is stopped or parked, on the Airside in a manner that is likely to be a danger to a person or property (including other vehicles or aircraft), the Manager Aviation Safety Systems or an authorised officer, may direct the driver to remove it from the Airside ((Regulation 131(1)). The Manager Aviation Safety Systems or other authorised officer may direct any vehicle be relocated or removed from the Airside where it is deemed to:

- be inappropriately parked, staged or stored;
- impede safe or efficient operations;
- is deemed to be unserviceable or un-roadworthy; or
- that fails to meet the requirements of possessing an AUA under the AVCH

2.13.2 This direction may be communicated by oral and/or written notice the vehicle owner/operator.

2.13.3 Refusal to comply with such a direction is an offence under the Airports (Control of On-Airport Activities) Regulations 1997, and monetary penalties may apply (Regulation 131(2)).

2.13.4 Under a direction given under 2.13.1, if the driver or operator of the Vehicle cannot be found, or refuses to comply with the direction, the Vehicle may be moved by a Sydney Airport authorised officer capable of operating the Vehicle or a person contracted by the authorised officer. The Vehicle may be moved to a place within the airport approved for that purpose (*Regulation 131(4)*).

2.13.5 Sydney Airport accepts no responsibility for any damage that may be sustained by the Vehicle in the course of it being moved or whilst in storage.

2.13.6 The Vehicle Operator will be required to pay all costs and charges incurred by Sydney Airport for the removal and storage of the Vehicle under clause 2.13.

2.14 Suspension of an AUA

- 2.14.1 Subject to this AVCH, an AUA is valid until the end of the month shown on the AUA label.
- 2.14.2 The Sydney Airport Manager Aviation Safety Systems or their delegate may at any time suspend an AUA where:
- (a) the Vehicle does not meet the requirements of clause(s) 2.3, 2.4, 2.5, 2.6 or 2.7; or
 - (b) the Sydney Airport Manager Aviation Safety Systems has reason to believe there has been a breach of the requirements of this Handbook that is sufficiently serious to consider suspension of the AUA.
- 2.14.3 If the Sydney Airport Manager Aviation Safety Systems or their delegate suspends an AUA under clause 2.14.2, it may be done by verbal and/or written notice to the Vehicle Operator. That notice will specify the:
- (a) reason/s for; and
 - (b) period of, the suspension.
- 2.14.4 Within 72 hours of receipt of a notice of suspension of an AUA, the Vehicle Operator must either:
- (a) physically surrender the AUA to the Sydney Airport Airside Driving Centre; or
 - (b) if the AUA cannot be removed from the Vehicle, destroy the AUA and provide Sydney Airport with a statutory declaration that the AUA has been destroyed.
- 2.14.5 At any time during a period of suspension under this Part, Sydney Airport may by written notice to the Vehicle Operator:
- (a) re-issue the AUA for the balance of its term (and any applicable AUA issue charges will apply);
 - (b) extend the period of suspension; or
 - (c) invite the Vehicle Operator of the AUA to show cause why it should not be cancelled.
- 2.14.6 Sydney Airport Manager Aviation Safety Systems will invite the Vehicle Operator of the Vehicle under suspension, in writing, to 'show cause' why the AUA should not be withdrawn. The Vehicle Operator should write to the Sydney Airport Manager Aviation Safety Systems, within 7 days, stating the case for reinstatement of the AUA. Failure to respond to such a request will result in the immediate withdrawal of the AUA. No form of credit or refund will be available as a result of that withdrawal.
- 2.14.7 The Sydney Airport Manager Aviation Safety Systems' authority to suspend or withdraw an AUA is not limited only to situations where there is a breach of this Handbook. In some circumstances, the Sydney Airport Manager Aviation Safety Systems may consider it appropriate to suspend, cancel, or to limit the number of vehicles at the Airport for general congestion or operational efficiencies.

2.15 Withdrawal of an AUA

- 2.15.1 The Sydney Airport Manager Aviation Safety Systems in deciding whether or not to withdraw an AUA may use the criteria for issuing an AUA as detailed in this Part of the AVCH. If the Sydney Airport Manager Aviation Safety Systems decides to withdraw the AUA, she/he will notify the Vehicle Operator, in writing, as soon as practicable.
- 2.15.2 Within 72 hours of receipt of a notice of the withdrawal of the AUA, the Vehicle Operator must either:
- (a) surrender the AUA to the Sydney Airport Airside Driving Centre; or
 - (b) if the AUA cannot be removed from the Vehicle, destroy the AUA and provide Sydney Airport with a statutory declaration that the AUA has been destroyed.
 - (c) remove the vehicle from the airside.

2.16 Appeal of Decisions - AUA

- 2.16.1 Pursuant to the Regulations, a Vehicle Operator may apply to the Administrative Appeals Tribunal (AAT) for review of a decision by Sydney Airport to withdraw an AUA.
- 2.16.2 The AUA will remain withdrawn pending the decision of the AAT.

2.17 Vehicles in Leased Areas

- 2.17.1 An AUA is not required for Vehicles used SOLELY within leased areas so long as the leased area is outside of the area gazetted as part of the Airside.

2.18 Renewal of an AUA

- 2.18.1 In applying for an AUA, Vehicle Operators must acknowledge and accept that the holding of an AUA for a Vehicle is not an automatic right to enter the Airside. Every application for an AUA is reviewed on a case-by-case basis. The holding of a current AUA is not sufficient grounds for an automatic renewal of the AUA for that Vehicle, or for any other Vehicle of a Vehicle Operator.
- 2.18.2 At the time of renewal of an AUA, the Vehicle Operator must satisfy the Sydney Airport Manager Aviation Safety Systems that the criteria set out for the issue of an AUA (as stated at clauses 2.3, 2.4, 2.5, 2.6 and 2.7) have been met.

2.19 Renewal Application

- 2.19.1 All relevant forms and criteria for application are available from the Sydney Airport Airside Driving Centre and Sydney Airport website.

2.19.2 Applications must be submitted to the Sydney Airport Airside Driving Centre no less than 5 working days before the Vehicle Operator wishes to use the Vehicle on the Airside.

2.19.3 The Sydney Airport AUA application form must be accompanied by the following documents in support of the application:

- (a) Certificate of Registration of the Vehicle where it is registered for use on public roads;
Note: for vehicles that are not road registered, Sydney Airport may also request at its discretion one of the following:
 - I. Certificate of Roadworthiness, where the vehicle is not (but is able to be) registered for use on public roads; or
 - II. Letter of Compliance from an authorised mechanic that the vehicle complies with the relevant standards (if the Vehicle is not able to be registered for use on public roads);
- (b) a letter from a responsible manager of the Vehicle Owner confirming that a maintenance program is in place to ensure the vehicle remains in a roadworthy condition; and
- (c) a signed Indemnity & Release form (if not already provided); and
- (d) evidence of liability insurance which meets the requirements set out in paragraph 2.5; and
- (e) a covering letter from the applicant, explaining the need for Airside access; and
- (f) if applicable, a letter from the 'contracting' company, sponsoring the access.

2.20 Replacement of an AUA Label

2.20.1 Sydney Airport may issue a replacement label for any Vehicle Operator that confirms that the original label has been destroyed.

2.20.2 In order to replace a label, the Vehicle Operator is required to submit a Statutory Declaration, providing a clear explanation as to why the original label was either lost or destroyed.

2.21 Temporary AUA

2.21.1 Sydney Airport may issue a temporary AUA. Temporary AUA's are issued for a maximum period of 3 months.

2.21.2 A Vehicle Operator must in applying for a temporary AUA submit all relevant documentation as in the case of any permanent AUA application.

2.22 Expiry of an AUA

2.22.1 When an AUA expires, the Vehicle Operator must either:

- (a) physically return the AUA to the Sydney Airport Airside Driving Centre; or
- (b) if the AUA cannot be removed from the Vehicle, destroy the AUA and provide Sydney Airport with a statutory declaration that the AUA has been destroyed.

2.23 Disposal of Vehicles with an AUA

2.23.1 When a Vehicle Operator disposes of a Vehicle which has an AUA, prior to disposal, the Vehicle Operator must either:

- (a) within 7 days of disposal, physically return the AUA to the Sydney Airport Airside Driving Centre; or
- (b) if the AUA cannot be removed from the Vehicle, the vehicle the operator must supply Sydney Airport with a Statutory declaration that the vehicle has been disposed of.

3 AUTHORITY TO DRIVE AIRSIDE (ADA)

3.1 Introduction

- 3.1.1 An Authority to Drive Airside (ADA) is an authority issued by Sydney Airport that permits the holder of the ADA to operate a Vehicle on the Airside at Sydney Airport within certain designated areas, depending upon the Category of ADA the driver holds (as set out below).
- 3.1.2 Sydney Airport is the sole responsible authority for the examination of drivers and issuing of ADA's on Sydney Airport.

3.2 Categories of ADA

3.2.1 The Airside areas for which driving is authorised for each Category of ADA are:

- | | | |
|-----|--------------|---|
| (a) | Category 2 | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron |
| (b) | Category 2S | Aprons and Airside Roads including those south of Number 2 Fire Station and TWY Kilo Apron |
| (c) | Category 2PD | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron. Permitted to enter restricted areas of the Domestic Manoeuvring Area for pushback and tow forward only |
| (d) | Category 2PI | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron. Permitted to enter restricted areas of the International Manoeuvring Area for pushback and tow forward only |
| (e) | Category 3 | All Manoeuvring Areas excluding Runways and associated Runway strips |
| (f) | Category 4 | All Manoeuvring Areas including Runways and associated Runway strips |

3.3 Endorsements to an ADA

- 3.3.1 ADAs may carry specific 'Endorsements' as part of the ADA.
- 3.3.2 Specific type endorsements may be developed when and if warranted e.g. **E** – Escort.

3.4 Airfield Zoning of an ADA

- 3.4.1 A CAT 2S ADA is required for any driver travelling south of the Taxiway Kilo Standoff Apron or south of the Number 2 Fire Station. The CAT 2S ADA will be restricted to specific organisations/companies that have a need to access the area on a regular basis.
- 3.4.2 A CAT 2PD or 2PI ADA is for drivers to enter the Manoeuvring Areas for the sole purpose of pushing an aircraft park from a parking position to a disconnect point. CAT 2PD or 2PD drivers:
- (a) Can only enter the Manoeuvring Areas that are authorised for CAT 2PD or 2PI use
 - (b) Are only authorised for one precinct that is specified during testing and are not permitted to enter the Manoeuvring Areas they are not authorised for and /or for any other reason except for push back operations. Refer to Appendix E for maps reflecting authorised areas of operation in the domestic and international precincts.

3.5 Eligibility to hold an ADA

- 3.5.1 An applicant must demonstrate a proper and reasonable need for an ADA, and should not assume that there is a right to drive Airside. The applicant must demonstrate that there is an operational requirement for frequent unescorted access to the Airside before Sydney Airport will issue an ADA to a person.
- 3.5.2 In the case of an applicant who has not held an ADA in the same or higher Category for the Airport, the Sydney Airport Manager Aviation Safety Systems (or Delegate) may only issue the ADA if satisfied that the applicant:
- (a) has an operational requirement to drive unescorted on the Airside on a frequent basis (i.e. at least weekly);
 - (b) holds a current and valid Australian State or Territory Driver's Licence or overseas drivers licence as recognised by the NSW Roads & Maritime Service (RMS);
 - (c) holds a current and valid Aviation Security Identification Card (ASIC) or valid Australian Federal Police Warrant Card;
 - (d) is familiar with the Airport geography and comprehends the terminology used to describe the Airside;
 - (e) understands the significance and meaning of Airside signs and markings;
 - (f) has a thorough knowledge of the "Rules for Driving Airside" as contained in the appropriate Pocketbook referenced in this Handbook; and
 - (g) if applying for a CAT 2PD, CAT 2PI, CAT 3 or 4 ADA:

- (i) holds an Aeronautical Radio Operators Certificate of Proficiency (AROC), issued by the Civil Aviation Safety Authority (CASA);
- (ii) has a thorough knowledge of Air Traffic Control instructions, apron operating restrictions and safety issues associated with operating on the airside; and

3.6 Airside Driving Documentation

- 3.6.1 The reference document for all Category ADA's is the Airside Driving Pocketbook and should be read in conjunction with the AVCH.
- 3.6.2 A visual reference for all drivers is the Sydney Airport Map of Airside. This map is available to be affixed to vehicles operating on the airside.

3.7 Sydney Airport ADA Training and Testing

- 3.7.1 All applicants must complete the applicable category of Airside Driving Awareness eLearning course and test. The course must be recompleted every two years.
- 3.7.2 Applicants for all Categories of ADA are required to pass any reasonable and relevant tests deemed necessary by the Sydney Airport Manager Aviation Safety Systems.
- 3.7.3 The Sydney Airport testing regime consists of, but may not be limited to:
 - (a) eLearning test
 - (b) theory test;
 - (c) geography test; and
 - (d) practical test.

3.8 Purpose of Testing

- 3.8.1 The purpose of conducting ADA tests is to provide evidence that the applicant has attained a level of competency in terms of knowledge and skills applicable to driving safely on the Airside. Material tested includes the geography of the Airport and the Rules for Driving Airside. Questions are drawn from information provided in the Airside Driving Pocketbook. Sydney Airport do not seek to verify a person(s) competency in operating a particular piece of plant or equipment.

3.9 Application for an ADA

- 3.9.1 The administration process for ADA applications is managed through the 'Passport' module of AirDat. Before booking for a theory and practical ADA examination, all drivers are required to complete an Airside Driving Awareness eLearning course. This course must be recompleted every two years. Applicants are also required to submit any supporting

documentation including logged hours and the Aeronautical Radio Operators Certificate (CAT 2PI/2PD/3/4 Only) in the system as a prerequisite.

3.9.2 In deciding whether to issue an ADA, the Sydney Airport Manager Aviation Safety Systems or their delegate, will consider the following:

- (a) the demonstrated operational requirement for unescorted driving access on a frequent basis (i.e. at least weekly);
- (b) the reason(s) for the requested Category of issue;
- (c) whether or not the applicant has satisfied the pre-requisites set out in Sections 3.11-3.17 of this AVCH (as required);
- (d) the overall safety of the Airside, having regard to the number and functions of persons and property on the Airside;
- (e) the security of the Airside, and the aircraft on it;
- (f) the efficient utilisation of the Airside.

3.9.2 To avoid any doubt, the Sydney Airport Manager Aviation Safety Systems retains the absolute discretion about whether to, or on what conditions, issue or renew an ADA.

3.10 Prerequisites for Category 2 ADA

3.10.1 For a CAT 2 ADA, the applicant must:

- (a) complete a minimum of four (4) hours driving on the Airside under supervision by an ADA Holder, of which three (3) hours must be conducted by day and at least one (1) hour by night; and
- (b) demonstrate to a Sydney Airport Airside Driving Examiner the following but not limited to:
 - (i) safe Vehicle operations in the vicinity of aircraft;
 - (ii) recognition of giving way to aircraft taxiing or under tow;
 - (iii) recognition of aircraft which have anti-collision lights on and their main engines running;
 - (iv) awareness of the dangers of jetblast and safe distances to pass behind aircraft with their main engines in operation;
 - (v) minimum distances for the operation of Vehicles from parked or taxiing aircraft;
 - (vi) safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
 - (viii) geographic limits for CAT 2 ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
 - (ix) significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
 - (ix) compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
 - (x) knowledge of parking areas, equipment storage areas and equipment staging areas and their associated markings;
 - (xi) correct procedures for live taxiway crossings;

(xii) knowledge of relevant airside safety policies such as “No Seat, No ride”, and other safety matters contained in the relevant Pocketbook.

(c) complete a theory test in accordance with Section 3.19.2 for CAT 2 ADAs.

3.11 Prerequisites for Category 2S ADA

3.11.1 For a CAT 2S ADA, the applicant must:

(a) Complete a minimum six (6) hours driving airside – four (4) hours in daylight, two (2) hours in darkness, with at least two (2) hours (one daylight/ one night) driving in areas south of the Kilo Standoff Apron, and the Number 2 Fire Station.

(b) Be employed by an authorised company or organisation as outlined below, or conduct one of the following authorised activities to hold a CAT 2S ADA:

- Sydney Airport
- Australian Federal Police
- Australian Border Force
- Airservices Australia
- Airside Security – perimeter patrol
- Airfield Maintenance and works
- Airfield Lighting Maintenance
- Contractors engaged in project works

Additional companies, organisations or functions may be authorised to hold an ADA on request and approval by the Manager Aviation Safety Systems. Those authorised must demonstrate a need to access the southern roadways on a regular basis.

(a) Have completed the CAT 2S Southern Airfield Airside Driving Awareness eLearning courses and assessments.

(c) Demonstrate to a Sydney Airport Airside Driving Examiner the following but not limited to:

- (i) safe Vehicle operations in the vicinity of aircraft;
- (ii) recognition of giving way to aircraft taxiing or under tow;
- (iii) recognition of aircraft which have anti-collision lights on and their main engines running;
- (iv) awareness of the dangers of jetblast and safe distances to pass behind aircraft with their main engines in operation;
- (v) minimum distances for the operation of Vehicles from parked or taxiing aircraft;
- (vi) safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
- (viii) geographic limits for CAT 2 and 2S ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;

- (ix) significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
- (ix) compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
- (x) knowledge of parking areas, equipment storage areas and equipment staging areas and their associated markings;
- (xi) correct procedures for live taxiway crossings;
- (xii) knowledge of relevant airside safety policies such as “No Seat, No ride”, and other safety matters contained in the relevant Pocketbook.

(d) complete a theory test in accordance with Section 3.19.3 for CAT 2S ADAs.

3.12 Issue - CAT 2 and CAT 2S ADA

3.12.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may issue an ADA only after the applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid Aviation Security Identification Card for use at Sydney Airport;
- (c) provides evidence of a valid State or Territory Drivers Licence; and
- (d) successfully completes both Sydney Airport theory and practical driving tests.

3.13 Prerequisites for Category 2PD and Category 2PI ADA

3.13.1 For a CAT 2PD and CAT 2PI ADA, the applicant must:

- (a) complete a minimum of four (4) hours driving on the Airside, of which two (2) hours be conducted by day and at least two (2) hours by night.;
- (b) as the driver completed a minimum of ten (10) recorded aircraft pushback operations in the authorised area of operations (International or Domestic) that the applicant wishes to hold a CAT 2PD or CAT 2PI; and
- (c) hold an Aeronautical Radio Operators Certificate (AROC); and
- (d) complete a theory test in accordance with Section 3.19.4; and
- (e) be able to demonstrate to a Sydney Airport Airside Driving Examiner competence in operating a vehicle on the Maneuvering Area that will include the following:
 - (i) all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out in clause 3.10 above

plus

- (ii) recognition and meaning of Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;
- (iii) recognition and meaning of all day and night markers and markings, e.g. Towbar disconnect, MAGS, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
- (iv) correct procedures for entering or crossing taxiways;
- (v) correct radio procedures and use of standard phraseology;
- (vi) knowledge of radio fail procedures and light signals from ATC.

3.13.2 An applicant for a CAT 2PD or CAT 2PI ADA who currently holds a valid and current CAT 3 or 4 ADA may automatically downgrade to a CAT 2PD or CAT 2PI ADA without the requirement to submit logged hours or the ten (10) recorded aircraft pushback operations.

3.14 Issue – Category 2PD and Category 2PI ADA

3.14.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may issue an ADA only after an applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid Aviation Security Identification Card for use at Sydney Airport; and
- (c) provides evidence of a valid State or Territory Drivers Licence; and
- (d) provides evidence of an Aeronautical Radio Operators Certificate (AROC);
- (e) successfully completes both Sydney Airport theory and practical driving tests.

3.15 Prerequisites for Category 3 or Category 4 ADA

3.15.1 For a CAT 3 or CAT 4 ADA, the applicant must:

- (a) complete a minimum of eight (8) hours driving on the Airside, of which six (6) hours be conducted by day and at least two (2) hours by night. A substantial part of this time must be as a driver under supervision on the Manoeuvring Area;
- (b) hold an Aeronautical Radio Operators Certificate (AROC); and
- (c) be able to demonstrate to a Sydney Airport Airside Driving Examiner competence in operating a vehicle on the Maneuvering Area that will include the following:
 - (i) all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out in clause 3.10 above

plus

- (ii) recognition and meaning of Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;

- (iii) recognition and meaning of all day and night markers and markings, e.g. MAGS, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
- (iv) correct procedures for entering or crossing taxiways, runways and runway strips;
- (v) correct radio procedures and use of standard phraseology;
- (vi) knowledge of radio fail procedures and light signals from ATC.

(d) complete a theory test in accordance with Section 3.19.5 or 3.19.6 as the case requires.

3.15.2 An applicant for a CAT 3 or 4 ADA who currently holds a current CAT 2 licence may reduce the hours of training required for the CAT 3 or 4 ADA, by taking into consideration the time logged in training for the CAT 2 licence. For example, a driver upgrading from a CAT 2 licence, needs to complete an additional four (4) hours driving of which two (2) hours must be conducted at night.

3.16 Issue - Category 3 ADA

3.16.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may issue an ADA only after an applicant:

- (f) satisfies the eligibility requirements;
- (g) provides evidence of a valid Aviation Security Identification Card for use at Sydney Airport; and
- (h) provides evidence of a valid State or Territory Drivers Licence; and
- (i) provides evidence of an Aeronautical Radio Operators Certificate (AROC);
- (j) successfully completes both Sydney Airport theory and practical driving tests.

3.17 Issue - Category 4 ADA

3.17.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may issue an ADA only after an applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid Aviation Security Identification Card for use at Sydney Airport; and
- (c) provides evidence of a State or Territory Drivers Licence; and
- (d) provides evidence of an Aeronautical Radio Operators Certificate (AROC);
- (e) successfully completes both Sydney Airport theory and practical driving tests.

3.18 Conditions of Issue

3.18.1 An ADA will be valid for 24 calendar months from the month of issue (unless otherwise specified by the Sydney Airport Manager Aviation Safety Systems), or until suspended or cancelled by Sydney Airport. The ADA will expire on the last day of the month of validity.

3.18.2 If an ADA holder ceases to be employed by a Vehicle Operator, and is subsequently employed or hired for work by another Vehicle Operator on the Airside at Sydney Airport, the driver must re-apply for a new ADA. Provided the period between employers is less than one month, the ADA may be re-issued with the same expiry date and without the need to follow the initial application procedure.

3.18.3 Notwithstanding the condition in paragraph 3.18.2., an ADA holder must have a minimum of 3 months of validity left on the licence. Otherwise the ADA holder must apply for and undertake the appropriate testing before a licence is issued.

3.18.4 The ADA is valid only while the ADA holder is in possession of a current State or Territory Drivers Licence. If for whatever reason, an ADA holder's State or Territory licence has been cancelled or suspended:

- (a) the ADA holder must immediately advise their employer and the Sydney Airport; and

- (b) the ADA will be suspended for the period of the cancellation/suspension of that State or Territory licence.

3.18.5 Where an ADA holder works for more than one company his/her ADA must be sponsored by only one company. However, it is the responsibility of the ADA holder that he informs both companies of this fact.

3.19 Testing Process for an ADA

3.19.1 Sydney Airport will conduct competency based testing of all applicants prior to the issue of an ADA.

3.19.2 The CAT 2 - ADA Driver test will consist of:

- (a) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (b) a practical demonstration of competency consisting of a driving test conducted on the airside.

3.19.3 The CAT 2S – ADA driver test will consist of:

- (a) Cat 2S Southern Airfield Airside Driver Awareness eLearning test
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the airside.

3.19.4 The CAT 2PD and CAT 2PI – ADA driver test will consist of:

- (a) CAT 2P Airside Driver Awareness eLearning test
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the airside; and
- (d) may include a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant

3.19.5 The CAT 3 - ADA Driver test will consist of:

- (a) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (b) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant; and

- (c) a practical demonstration of competency consisting of a driving test conducted on the airside and specifically including the taxiway network.

3.19.6 The CAT 4 - ADA Driver test will consist of:

- (a) a computer based theory test consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (b) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the airside specifically including the taxiway and runway network. The test will include at least two (2) runway crossings.

3.20 Criteria for Obtaining a 'Pass'

- 3.20.1 Applicants must correctly answer 100% of the assessment questions to successfully complete the theory test. At the time of assessment, applicants failing to correctly answer up to three questions in the theory test may immediately attempt the three (or fewer) questions again. Should they again be unsuccessful in correctly answering these questions, they must re-sit the entire test, but may only do so after a mandatory study/training period of not less than 72 hours. CAT 3 and CAT 4 ADA applicants are also required to complete an airport geography test which they must answer 100% correctly to successfully complete the geography test.
- 3.20.2 Following successful completion of the theory (including geography tests for CAT 3 and CAT 4) ADA permit applicants are to demonstrate the application of their knowledge and skill by undertaking a practical driving test under the guidance of a Sydney Airport Airside Driving Examiner.
- 3.20.3 Applicants for CAT 3 and 4 ADA's, are generally required to undertake the practical test during a period after last light.
- 3.20.4 Any person failing to meet the required standards from practical testing may undertake further testing but may only do so after a mandatory study/training period of not less than 72 hours.
- 3.20.5 Current ADA permit holders who fail (during ADA renewal) to demonstrate competency must surrender their current ADA until such time as they can successfully pass the tests. Where an applicant fails any stage of testing in three consecutive attempts, an exclusion period may be assigned at the discretion of the Manager Aviation Safety Systems preventing the applicant from resitting the test for a nominated period of time.

3.21 ADAs and the Points System

- 3.21.1 Sydney Airport has a "points" system for breaches of the Rules for Driving Airside. Details of the demerit points system and the points which apply to each offence under the Rules for Driving Airside are set out in Section 5 of this AVCH. Demerit points may be issued by Sydney Airport Authorised Officers.
- 3.21.2 If a driver is alleged to have breached the Rules for Driving Airside and Sydney Airport cannot identify the driver of the Vehicle at the time of the offence, then Sydney Airport may allocate the points to the custodian of the Vehicle.
- 3.21.3 This system does not restrict the general discretion of the Sydney Airport Manager Aviation Safety Systems to suspend an ADA whenever he/she considers it appropriate to do so in accordance with Section 3.26.
- 3.21.4 A person who accumulates 12 or more points during a period of 36 months may have their ADA suspended either by the Manager Aviation Safety Systems or by an authorised officer (refer also to clause(s) 3.26 and 3.28).
- 3.21.5 Any person who is identified breaching posted speed limits, will have their ADA suspended for a period of 7 days in addition to receiving demerit points against their ADA.
- 3.21.6 Effective from 1 March 2019, any person who is identified failing to wear a seatbelt (where fitted) will have their ADA suspended for a period of 7 Days in addition to receiving Demerit points against their ADA.
- 3.21.7 Effective 1 March, 2019, any person who is identified committing an offence failing to give way to aircraft as outlined under section 5, offence codes 510, 511, 512 or 513, will have their ADA suspended until such time as they have recompleted the applicable category of Airside Driving Awareness eLearning Course.
- 3.21.8 With reference to paragraphs, 3.21.5, 3.21.6 and 3.21.7, the driver will be required to return their ADA to the airside Driving Centre. Alternatively, Sydney Airport Authorised officers may confiscate the ADA at the time of offence. The suspension will apply from the date of return. Failure to return the ADA may result in an extended suspension period applying.
- 3.21.9 Where an individual is alleged to have breached the Rules of the AVCH and does not possess a valid ADA, a Sydney Airport authorised officer may issue the individual a Ramp Safety Notice. The Manager Aviation Safety Systems may then place a temporary ban on the individual from obtaining an ADA for a nominated period of time.

3.21.10 Once an individual has obtained a valid ADA after having accumulated 12 or more points or after having been found to have breached the Rules of the AVCH without holding a valid ADA, the Manager Aviation Safety Systems, or their delegate may at their discretion, suspend the individual for a nominated period of time during. In such instances, the individual will be invited to show cause as to why the decision to suspend their ADA should be overturned. If this decision is overturned, the individual will be placed on probation until such time as their demerit points reduce to below 12 points. During probation, further infringements of the AVCH will result in the suspension or cancellation of the individual's ADA.

3.22 Renewal of an ADA

3.22.1 An applicant may renew an ADA at any time up to one month before the expiry date of that ADA.

3.22.2 To renew an ADA, an applicant must:

- (a) submit an application form signed by a recognised signatory of the applicant's employer;
- (b) demonstrate that there continues to be an operational requirement for frequent unescorted access to the Airside;
- (c) provide evidence of a valid Aviation Security Identification Card for use at Sydney Airport;
- (d) provide evidence of a current State or Territory Drivers Licence; and
- (e) successfully complete the Sydney Airport tests;

3.22.3 Sydney Airport or an Approved Delegate may re-issue an ADA to applicants if these requirements and eligibility criteria are satisfied.

3.22.4 The applicant's airside driving record from the previously issued ADA will carry over to the new ADA for the remainder of any validity.

3.23 Upgrading an ADA

3.23.1 A driver may apply to upgrade to an ADA from a CAT 2 to a CAT 2S, CAT 2PD or CAT2PI.

3.23.2 A driver may apply to upgrade an ADA from a CAT 2, CAT 2PD or CAT 2PI to a CAT 3 or directly to a CAT 4.

3.23.3 A driver may apply to upgrade an ADA from a CAT 2PD, CAT 2PD or CAT 3 to a CAT 4.

3.23.4 In applying to upgrade an ADA, an applicant must:

- (a) establish a genuine need to upgrade the ADA; and

- (b) otherwise satisfy the eligibility requirements for that category of ADA as listed in the preceding clauses.

3.23.5 The Sydney Airport Manager Aviation Safety Systems is under no obligation to upgrade the ADA and each application must be established on a case-by-case basis.

3.24 Downgrading of an ADA

3.24.1 The holder of an ADA that no longer meets the prerequisites of the category of ADA is obliged to downgrade the ADA to a category that they are eligible to meet.

3.24.2 The ADA holder must present the ADA for re-issue to the Sydney Airport ID, Access & Airside Driving Centre, within 72 hours of the downgrade taking effect.

3.24.3 The Sydney Airport Manager Aviation Safety Systems or their delegate may downgrade the category of any ADA under the following circumstances:

- (a) the ADA holder is subject to investigation;
- (b) the ADA holder's category has been lowered due to the loss of a substantial number of demerit points;
- (c) the ADA holder is unable to substantiate the need to maintain the category of the ADA.

3.25 Surrender of an ADA

3.25.1 When a driver is no longer required to drive on the Airside, the ADA holder must return the ADA to the Sydney Airport ID, Access & Airside Driving Centre within 72 hours of the cessation of driving duties for that employer. The Vehicle Operator must also ensure that the ADA holder complies with this clause.

3.25.2 The ADA is not transferable between individuals, and ADAs are issued for use at Sydney Airport only.

3.26 Suspension of an ADA

3.26.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may at any time suspend an ADA where an ADA holder is involved in, or alleged to have been involved in:

- (a) an air safety/security incident; or
- (b) a vehicular or other related accident; or
- (c) a serious breach of the Rules for Driving Airside; or
- (d) a failure to obtain the required pass mark of the Airside Driver Tests; or
- (e) a situation where the ADA holder accumulates 12 or more de-merit points during a period of 36 months.
- (f) A situation where the holder has abused or threatened in any way an Authorised Officer on behalf of Sydney Airport.

- 3.26.2 The suspension will be for a period to be determined by the Sydney Airport Manager Aviation Safety Systems or their delegate, pending the outcome of any Sydney Airport or regulatory investigation.
- 3.26.3 An ADA holder must not drive (utilising the privileges of an ADA) a Vehicle airside on Sydney Airport during the period of suspension.
- 3.26.4 A person may drive a vehicle airside 'under supervision' for the purposes of re-training.
- 3.26.5 Any person supervising a driver for the purpose of retraining under clause 3.26.4 will be responsible for, and subject to any penalties (including loss of ADA points) arising as a result of a breach of the AVCH by the driver.
- 3.26.6 A person found driving airside without supervision, as per clause 3.26.4, may be subject to legal action (e.g. under Regulation 123).
- 3.26.7 A Vehicle Operator that does not comply with the Airport Operations Manual (including the AVCH) may also breach the Sydney Airport 'Conditions of Use'.
- 3.26.8 If ADA is suspended under clause 3.26.1, it may be done by oral and/or written notice to the ADA holder. The Vehicle Operator company will be advised separately. The notice to the ADA holder will specify the reasons for and period of the suspension.
- 3.26.9 If the matter is one of the accumulation of 12 or more demerit points then the ADA holder will be invited to, 'show cause' in writing (within 7 days of the dated letter from Sydney Airport) why their ADA should not be withdrawn (refer also to clause 3.28 - Withdrawal of an ADA and clause 3.30 - Appeal of Decisions - ADA).
- 3.26.10 Within 72 hours of receipt of a notice of suspension of an ADA, the ADA holder must surrender the ADA to the Sydney Airport ID, Access and Airside Driving Centre.
- 3.26.11 Vehicle Operators may also request Sydney Airport to suspend an employee's ADA by providing the Sydney Airport Manager Aviation Safety Systems with sufficient written advice as to why suspension should occur.
- 3.26.12 At any time during the period of ADA suspension, the Sydney Airport Manager Aviation Safety Systems may:
- (a) lift the suspension;
 - (b) extend the period of suspension; and/or
 - (c) downgrade the category of the ADA.
- 3.26.13 Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the Sydney Airport Manager Aviation Safety Systems) be required to sit the appropriate Sydney Airport Category driving tests.

3.27 Removal of the ADA

- 3.27.1 An authorised officer (i.e. Sydney Airport Operations Officer) may request the immediate surrender of a driver's ADA if the driver has been involved in:

- (a) a runway incursion; or
- (b) a number of offences, resulting in the accumulation of 12 offence demerit points in any one event; or
- (c) a failure to obtain the required pass mark of the Airside Driver Tests; or
- (d) a failure to provide (show) or hold a valid ASIC.

3.27.2 In the event that an ADA is requested to be surrendered, the ADA holder must comply with the instruction.

3.28 Withdrawal of an ADA

3.28.1 The Sydney Airport Manager Aviation Safety Systems or their delegate may at any time withdraw an ADA if an ADA holder:

- (a) fails to respond to the invitation to 'show cause' in writing (within 7 days); or
- (b) fails to sufficiently 'show cause' why the ADA should not be withdrawn; or
- (c) is involved in a serious breach of the Rules for Driving Airside; or
- (d) fails to obtain the required pass mark during Airside Driver; or
- (e) no longer has a valid reason to hold an ADA; or
- (f) fails to provide (show) or hold a valid ASIC.

3.28.2 Within 72 hours of receipt of a notice of withdrawal of an ADA, the ADA holder must surrender the ADA to the Sydney Airport ID, Access and Airside Driving Centre.

3.28.3 A person must not drive a Vehicle airside on Sydney Airport once his/her ADA has been withdrawn.

3.28.4 A person may drive a vehicle airside 'under supervision' for the purposes of retraining.

3.28.5 Any person supervising a driver for the purpose of re-training under clause 3.28.4 will be responsible for, and subject to any penalties (including loss of ADA points) arising as a result of, a breach of the AVCH by the driver.

3.28.6 A person found driving on Sydney Airport without the appropriate authority may be subject to legal action (e.g. under Regulation 123).

3.28.7 Vehicle Operators may also request Manager Aviation Safety Systems with sufficient written advice as to why withdrawal should occur.

3.29 Reserved

3.30 Appeal of Decisions - ADA

3.30.1 The AOL/ADC Supervisor will review any appeal about:

- (a) the award of driving demerit points (refer to Section 5 - The Points System); or
- (b) the withdrawal of an ADA; or
- (c) the suspension of an ADA; or

(d) a decision to downgrade an ADA.

- 3.30.2 If the matter is one of the accumulation of 12 or more points, then the ADA holder will be invited to 'show cause' in writing (within 7 days of the dated letter from Sydney Airport) stating why their ADA should not be withdrawn.
- 3.30.3 Sydney Airport's AOL/ADC Supervisor will consider the appeal in the first instance. If necessary, Sydney Airport's Manager Aviation Safety Systems may establish an Appeals Panel.
- 3.30.4 The Appeals Panel will be chaired by an appropriately qualified person who is independent of Sydney Airport, the ADA holder and the Vehicle Operator. That chairperson will be appointed by Sydney Airport.
- 3.30.5 The remainder of the Appeals Panel will consist of a representative from Sydney Airport and the Vehicle Operator. If required a third party 'specialist' may be called in to act as an advisor.
- 3.30.6 Any appeals, including under those invited under clause 3.30.2 should be made **in writing** within 7 days from the date of the offence. The appeal is to be addressed to Sydney Airport's AOL/ADC Supervisor in the first instance (Locked Bag 5000, Sydney International Airport NSW 2020 or via email: airsidedrivingcentre@syd.com.au).
- 3.30.7 Following the establishment of an Appeal Panel, the Panel Chairman will arrange a suitable meeting time that is acceptable to all parties. The Panel is to meet as soon as practicable from the time the Chairperson has been informed of the appeal.
- 3.30.8 Any loss of points given at the time of the incident will stand until such time as the Manager Aviation Safety Systems or the Appeals Panel determines that the points should be amended or left unchanged. It will be incumbent on the alleged offender to demonstrate that he/she was not responsible for the relevant incident or satisfy the Panel of mitigating circumstances.
- 3.30.9 In the event the ADA holder is unsatisfied with the decision of the Sydney Airport Appeals Panel, the ADA holder may apply to the Administrative Appeals Tribunal (AAT) for a review of that decision.

4 RULES FOR DRIVING AIRSIDE

4.1 Introduction

- 4.1.1 The rules for driving Airside are an important part of the system that Sydney Airport has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic Airside.
- 4.1.2 Failure to comply with the requirements of these rules may constitute an offence under the Regulations, and an ADA holder may be subject to penalty.
- 4.1.3 Any failure to comply with the requirements of these rules will also be taken into account by the Sydney Airport Manager Aviation Safety Systems in considering whether to suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor vehicles Airside.
- 4.1.4 Vehicle Operators/companies must not in any way develop procedures for the operation of vehicles while Airside, contrary to the rules and conditions set out in this AVCH.
- 4.1.5 Where the AVCH is silent the NSW Road Rules will apply.

4.2 General Requirements

- 4.2.1 A person driving a Vehicle on the Airside, including a person driving a Vehicle which is under Supervision (escorted), must at all times comply with the Rules for Driving Airside set out in Section 4 of the AVCH.
- 4.2.2 Sydney Airport authorises the use of vehicles on the Airside through the issue of AUAs and ADAs. On Manoeuvring Areas, Airservices Australia's Air Traffic Control exercises control over vehicular traffic.
- 4.2.3 Drivers must not drive a vehicle on the Airside unless:
 - (a) they have a valid ADA and the vehicle has a valid AUA, they carry:
 - (i) that ADA (and the AUA is appropriately affixed to the vehicle);
 - (ii) a valid and current ASIC (or other authorised pass); and
 - (iii) a valid State or Territory driving licence or other drivers licence recognised by the NSW Roads and Traffic Authority (unless that licence has been surrendered to the security gate upon access to the Airside); or
 - (b) if they do not have a valid ADA or the vehicle does not have a valid AUA, they:
 - (i) are supervised in the vehicle by the holder of a valid ADA or the vehicle is escorted by a person authorised in accordance with this AVCH to provide airside vehicle escort services; and

- (ii) carry:
 - (A) a valid and current ASIC (or other authorised pass); and
 - (B) a valid State or Territory driver's licence or other driving licence recognised by the NSW Roads and Traffic Authority (unless that licence has been surrendered to the security gate upon access to the Airside).

4.2.4 When driving Airside, drivers must:

- (a) be familiar with the latest edition of the Handbook/Pocketbooks (including amendments to the Handbook/Pocketbooks);

NB: These documents can be accessed **via the Sydney Airport website:**

<http://www.sydneyairport.com.au/corporate/about-us/working-at-sydney-airport/airside-driving-centre.aspx>

- (b) understand the regulations and restrictions that apply to the Airside Area;
- (c) be familiar with the designations of the runways and taxiways;
- (d) comply with the rules for driving airside, including (without limitation) the radio procedures set out in this AVCH;
- (e) not drive while affected by alcohol or drugs to an extent which would preclude them from lawfully driving on the public roads adjoining the Airport;
- (f) not drive in a manner likely to jeopardise the safety of any person or property on the Airside;
- (g) obey all signposts, pavement markings, and traffic control devices located Airside. Where roadways intersect and there are no signs or markings, NSW state road rules (for example, about giving way to vehicles on the right) will apply at those points;
- (h) activate an amber beacon (located on the highest point of the vehicle) during hours of darkness and during periods of declared low visibility.

4.3 Road System

- 4.3.1 Sydney Airport provides a continuous road system around the Airport. This road system is designed and marked in accordance with the CASA Manual of Standards (MoS139) and allows for appropriate clearances from aircraft operating on the Movement Areas.
- 4.3.2 Vehicles must use the marked roadway system where provided. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only when within close proximity to that aircraft.
- 4.3.3 The Airside Road at a number of locations crosses operational taxiways and taxilanes. Aircraft and aircraft under tow have right of way in all circumstances. Drivers of vehicles including Category 2 ADA holders are permitted to cross taxiways at marked crossing areas

however all drivers, must exercise extreme caution and in all cases, giving way to aircraft.

- 4.3.4 Access to airside roadways south of the Number 2 fire station and TWY Kilo Apron are restricted to holders of CAT 2S and above ADA's. Any driver requiring access to this area who does not hold the required category of ADA will require an escort by a suitably qualified ADA holder.

Note: During the implementation transition phase for the CAT 2S ADA, CAT 2 ADA holders with a valid reason to access this area will remain able to do so until 4 June, 2018.

4.4 Height Restrictions

- 4.4.1 Vehicles in excess of 3.3 metres in height and/or slow moving Vehicles, must obtain clearance from ATC prior to travelling along the western perimeter roadway of runway 16R/34L (west of Taxiway A) between the southern extremity of the runway and the alternate Emergency Assembly Area (adjacent to the Number 2 Fire Station).
- 4.4.2 Vehicles in excess of 4 metres in height travelling along the airside roadway must obtain clearance from ATC prior to transiting across any runway approach/take-off areas.
- 4.4.3 Any vehicles to which clause 4.4.1 or 4.4.2 applies, if non-radio equipped, must request to be escorted by Sydney Airport.
- 4.4.4 Height restrictions apply throughout various locations and are sign-posted accordingly. They include the South West Sector Underpass, Terminal buildings and the roadway on the Domestic 1 apron.

4.5 Speed Limits

- 4.5.1 When driving on the Airside at the Airport drivers must observe the following speed limits:
- | | |
|---|-----------|
| (a) Within 3 metres of an aircraft on an apron: | <10 km/hr |
| (b) Aprons and aircraft parking areas including all areas used for the loading or unloading of passengers, cargo, fuelling, parking, and/ or maintenance of aircraft. | 10 km/hr |
| (c) Airside Roads (where designated): | 30 km/hr |
| (d) Airside Roads (where designated): | 40 km/hr |
| (e) Airside Roads (unless otherwise designated) | 60 km/hr |
| (f) Taxiways and Runways (unless otherwise directed by ATC) | 60 km/hr |
| (g) All areas located beneath Terminal 1 and Terminal 2 including roadways, baggage makeup & basement areas | 10 km/hr |

Note: Where a speed limit is indicated by a sign or pavement marking, that shall be the maximum speed limit for that area.

- 4.5.2 Where there is an operational requirement to vary speeds to those indicated above, approval must be sought from the Sydney Airport Manager Aviation Safety Systems, and the Vehicle must be driven at all times in a safe manner. In general, approval to vary the above speeds is only given to drivers involved in an Airport emergency or runway inspections, or under the request of ATC.
- 4.5.3 The speed limits are not indicators of the speed at which drivers should operate Vehicles; they indicate the maximum permitted speed. The driver must decide, depending on conditions such as weather and the load being carried by the Vehicle, what is a safe speed to travel (below the maximum permitted).

4.6 FOD Control Measures

- 4.6.1 It is the responsibility of all persons accessing the Airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst Airside and placing it in specially marked receptacles.
- 4.6.2 Drivers must ensure when driving vehicles carrying or towing loose material that the load is adequately secured or covered to prevent spillage. Any item(s) falling from a Vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.
- 4.6.3 Drivers must ensure all rubbish (such as drink containers, paper etc.) is removed from vehicles and disposed of appropriately prior to operating the vehicle.
- 4.6.4 When required to carry or tow loads using plastic sheeting to secure cargo, baggage or protect containers, drivers must ensure the plastic is securely fastened. When no longer required, drivers are required to remove plastic from the vehicle or any equipment under tow and dispose of appropriately. This includes any plastic sheeting that may have become caught in the wheel and axel assemblies.
- 4.6.5 Items blowing onto the Manoeuvring Area must be brought to the attention of Sydney Airport Operations Officers immediately.
- 4.6.6 Sydney Airport Authorised Officers actively monitor and enforce requirements regarding FOD emanating from vehicle operations

4.7 Right of Way

- 4.7.1 All aircraft, including those under tow, have right of way over all other Vehicles.
- 4.7.2 Vehicles travelling on Airside roadways have right of way over vehicles entering/crossing roadways.
- 4.7.3 Where roadways intersect and there are no signs or markings, the NSW State road rules (for example, about giving way to vehicles on the right) will apply at those points.

4.8 Overtaking other Vehicles

4.8.1. The following conditions apply to any Vehicle overtaking another Vehicle on the Airside:

- (a) The overtaking Vehicle must not breach the speed limit for that area;
- (b) The overtaking must be conducted in a safe manner;
- (c) The overtaking manoeuvre must not force any other vehicle off the airside road; and
- (d) The overtaking manoeuvre must not force any other vehicle onto any part of the manoeuvring area (i.e. apron taxiway), nor should the overtaking Vehicle use the apron taxiway to overtake preceding traffic.

4.9 Dangerous Driving

4.9.1 Vehicles traveling on the Airside roadways must not be driven in a manner dangerous to people, other vehicles or equipment.

4.10 Proximity to Aircraft

4.10.1 Drivers must not drive, stop or park a Vehicle within 3 metres of an aircraft, **except** when required for the servicing of that aircraft or in an emergency. (Regulation 130)

4.10.2 Drivers must not drive a Vehicle within 15 metres of an aircraft **refuelling point** or **venting point** during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.

4.10.3 Drivers must not drive behind and must stay well clear of aircraft when their red anti-collision beacons are operating (as this indicates that the engines are running or are about to be started, or that the aircraft is about to move).

4.11 Towing of Rolling Stock

4.11.1 Drivers must not operate with a train of rolling stock in excess of:

- (a) Six (6) on aprons and airside roads; or
- (b) As stipulated under local arrangements within the basement baggage handling areas of Terminals 1 or 2.

4.11.2 Drivers involved in towing rolling stock should refer to their company's SOP regarding the number that can be towed safely by their company equipment (which may differ from but must not exceed the maximum number set out in the preceding rule).

4.12 Vehicle Occupants

4.12.1 No person shall ride on or operate a Vehicle when the passenger number is in excess of the designated capacity of that vehicle i.e. **NO SEAT, NO RIDE**.

- 4.12.2 In the case of a vehicle classified as a 'Bus', the number of 'standing' passengers must not be in excess of the designated capacity of that vehicle.
- 4.12.3 The wearing of seat belts is **mandatory** in vehicles where seat belts are fitted. It is the responsibility of the driver to ensure that all occupants of the vehicle comply with this requirement.
- 4.12.4 The wearing of seat belts within the circle of safety around an aircraft is not required for the purpose of positioning rolling stock to load/unload aircraft.

4.13 Mobile Phones and Other Mobile Devices

- 4.13.1 The driver of a Vehicle must not whilst driving airside answer or use, or attempt to answer or use, a hand-held phone, tablet or other mobile device. All other functions including texting, video messaging, online chatting, reading preview messages and emailing as well as the use of audio playing functions are further prohibited.
- 4.13.3 Use of a mobile phone to make or receive phone calls whilst driving airside is restricted to the use of an acceptable hands-free device whereby:
- (a) The mobile phone is secured in a fixed mounting; or
 - (b) If not in a fixed mounting, the mobile phone must be connected to the vehicle's Bluetooth in-vehicle system and must not require the driver to touch or manipulate the phone in any way.
 - (c) Audio ear buds and headphones are prohibited for use as a hands-free device when driving airside. Audio ear buds and headphones are also prohibited when driving airside for use with a portable audio device – see 4.39 Portable Audio Devices
- 4.13.4 The driver of a vehicle should if using a hands-free device, ensure any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.
- 4.13.5 Mobile tablet devices may be secured in a fixed mounting within the vehicle for visual reference purposes, however to maintain situational awareness, the driver must not touch or manipulate the device unless the vehicle has been pulled over with the parking brake engaged in a safe location.

4.14 Vehicle Operations at the Terminals

- 4.14.1 No stopping, standing or parking of vehicles or equipment is permitted on concourse roadways at Terminals 1 and 2 unless otherwise designated. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other vehicles or emergency exits from Terminals. Penalties will apply in signed and/or marked areas.
- 4.14.2 No overtaking is permitted on concourse roadways or basement areas of Terminals 1 and 2.

- 4.14.3 Vehicles entering the concourse roadways at Terminals 1 or 2 from the Apron must stop and give way to Vehicles on the concourse roadways - unless otherwise marked or sign-posted.
- 4.14.4 Vehicles must not enter a roadway where the height of the vehicle is greater than the clearance height designated for that roadway.
- 4.14.5 Vehicles must not transit under any portion of any building i.e. Terminals 1 or 2, whether designated as a marked roadway or not, when the height of the vehicle, plus components i.e. aerials or extensions, are higher than the maximum height limit of the structure.
- 4.14.6 Shared Zones advise the driver that the area is shared by pedestrians and vehicles as well as the applicable speed limit of 10Km/h. Drivers must adhere to the speed limit in these areas and watch out for pedestrians.

4.15 Operating on the Manoeuvring Area

4.15.1 A driver must not enter the Maneuvering Area unless:

- (a) there is an operational requirement to do so;
- (b) he or she holds a Category 2PD, 2PI, 3 or 4 ADA. A Category 4 ADA is required to enter or cross any runway or rapid exit taxiway (RET);
- (c) a clearance is obtained to cross or enter a runway or rapid exit taxiway (RET);
- (d) the Vehicle displays a rotating or flashing beacon which is amber in colour (*see also para 2.8.3*) visible from 360°, or in the case of ARFF vehicles, red and/or red/blue in colour (*see also MOS 8.10.4.2 and 9.19.1*);
- (e) the Vehicle is equipped with a serviceable radio capable of receiving and transmitting on all Sydney ATC Tower frequencies;
- (f) the Vehicle is equipped with a serviceable 'VeeLo' (*see also para 2.7.4*);
- (g) if the vehicle is not equipped with a serviceable radio or VeeLo as outlined above, the vehicle will require an escort from another vehicle that is suitably equipped (*see also CASR 139.254 (3) (B)*);
Note: for vehicles not equipped with a VeeLo this requirement for escort will take effect from 30 September, 2013;
- (h) between sunset and sunrise or in conditions of declared low visibility, the Vehicle has headlights illuminated (dipped) and tail lights operating;
- (i) prior to entering the Manoeuvring Area, the driver obtains the latest terminal information to ascertain the aerodrome operating configuration including whether any low visibility, special procedures (*see para 4.29*) are in use; and
- (j) whilst operating on the Manoeuvring Area the driver must monitor the ATC Tower frequency appropriate to the area of operation and give way to all aircraft movements.

4.15.2 With the agreement of Airservices Australia and under some circumstances, drivers holding Category 3 or 4 ADAs may be permitted to operate on taxiways without specific clearance from ATC. It is incumbent upon the driver to maintain a listening watch on the frequency applicable to the area of operation and vacate the area for aircraft movements.

- 4.15.3 Runway Stop Bars are located at all Runway Hold Points. Upon reaching a Runway Stop Bar, drivers must seek clearance from ATC to proceed to enter the Runway Strip. Drivers must receive clearance and the Runway Stop Bar must be extinguished prior to proceeding to enter the Runway Strip. If either of these elements are not observed, the driver must hold their position and notify the ATC again. Under no circumstances should drivers cross a lit Runway Stop Bar.

NOTE: Runway Stop Bars do not indicate the issuance of clearance by the ATC to enter the runway strip.

- 4.15.4 In the case of aircraft tugs with or without aircraft attached, or aircraft escort vehicles, drivers must seek clearance from ATC prior to commencing the tow or entering the Manoeuvring Area.
- 4.15.5 A taxiway is not and must not be used as a short distance transit route.

4.16 Operating on a Runway Strip or Rapid Exit Taxiway (RET)

- 4.16.1 A driver must not enter any runway (or its associated strip) or rapid exit taxiway (RET) unless a Category 4 ADA permit is held and specific clearance to do so is obtained from Airservices Australia - Air Traffic Control.
- 4.16.2 During periods of low visibility, special procedures (see para 4.28) will be adopted to control the movement and operation of Vehicles on the Manoeuvring Area. Advice will be available on the ATIS and drivers must listen to this broadcast immediately prior to contacting ATC for clearance to enter the Manoeuvring Area.

4.17 Routes and Procedures on Apron Areas

- 4.17.1 Routes are marked throughout all apron areas. Marked roadways including taxiway/taxilane crossing points are to be used to access apron areas.
- 4.17.2 Vehicles must not be driven between, or across the path taken by, passengers moving to or from an aircraft.
- 4.17.3 Persons requiring pedestrian access around Terminals and Apron areas should follow marked footways or if no marked footways are available follow the building footprint. Vehicles must give way to pedestrians crossing at a pedestrian crossing.
- 4.17.4 Drivers must always be on the lookout for pedestrians. In particular, caution must be exercised by drivers as vehicles move from light areas to darker areas under terminal buildings and vice versa.
- 4.17.5 Caution must be used by drivers when operating a vehicle behind Bay 10 and Bay 11, Terminal 3 where the required clearance between some aircraft and the airside roadway is reduced to less than 3 metres. The edge of the apron road behind these bays is marked with reflective double white lines and vibraline to indicate to driver's the reduced clearances.

4.18 Operations near Runway 16L/34R

- 4.18.1 Vehicles operating within the area of control of ATC Aerodrome Controller - East (as depicted on the Airside-driving map) must restrict operations to sealed surfaces. The depicted area comprises reclaimed land and disturbance of grassed surface may lead to a potential aircraft engine-ingestion incident. Access to grassed areas by vehicles is only permitted if associated facilities are withdrawn from aircraft operations.
- 4.18.2 The perimeter roadway at the northeast corner of Runway 16L/34R passes inside the runway strip (delineated by gable markers). A white painted "Flush Marker" on the roadway marks the location. The Civil Aviation Safety Authority has approved the use of this portion of roadway without a requirement to seek a clearance from ATC on each occasion. Vehicles proceeding on this portion of roadway must:
- (a) keep a vigilant watch for aircraft;
 - (b) confine all movement to the sealed roadway only;
 - (c) activate an amber beacon on the vehicle; and
 - (d) not stop or leave vehicle unattended near this area or within 100 metres of the aircraft approach side (as signposted) without ATC clearance.
- 4.18.3 The perimeter roadway at the southeast corner of Runway 16L/34R passes within the Runway 34R approach surface. Vehicles proceeding on this portion of roadway must:
- (a) keep a vigilant watch for aircraft;
 - (b) activate an amber beacon on the vehicle;
 - (c) not transit between runway strip end and sign posted area whilst an aircraft is on its last 1000 metres of Runway 34R approach;
 - (d) confine all movement to the sealed roadway only; and
 - (e) not stop or leave vehicle unattended within approach area (as signposted) without ATC clearance.

4.19 Vehicle Defects

- 4.19.1 Drivers must:
- (a) notify the Vehicle Operator of any defect in a Vehicle, as soon as the driver is aware of it; and
 - (b) immediately draw to the attention of the Vehicle Operator any written statement issued by or on behalf of the Sydney Airport Manager Aviation Safety Systems and notifying a defect in a Vehicle being driven or attached to a Vehicle of which a driver is in charge.

4.20 Vehicle Parking Restrictions and Requirements

- 4.20.1 Vehicles or equipment must not be parked so that they will obstruct aircraft, other Vehicles or pedestrians using the Airside.

- 4.20.2 All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas or other storage areas designated by Sydney Airport.
- 4.20.3 Sydney Airport has designated certain marked parking positions for Sydney Airport and emergency vehicles only. Only designated vehicles are permitted to park within these positions.
- 4.20.4 All aircraft servicing equipment awaiting immediate use is to be staged wholly within marked equipment clearance areas on aircraft parking bays.
- 4.20.5 Vehicles must not be parked or left in areas that are designated by signs or otherwise clearly marked as; no parking areas, limited no parking areas, no standing areas, limited no standing areas.
- 4.20.6 Vehicles must not be parked within 3 metres landside and 2 metres airside of any boundary fence that provides a landside/airside barrier, unless so designated. Such boundaries may not be marked or signposted.
- 4.20.7 If a driver fails to comply with certain provisions under the Regulations (including these Airside Parking restrictions), Sydney Airport may:
- (a) issue an Infringement Notice to the driver or where the driver is unknown, the AUA registered owner of the Vehicle. Monetary penalties may apply; and/or
 - (b) commence legal proceedings for these offences.

4.21 Between Wingtip Staging Area

- 4.21.1 Between Wingtip Staging (BWS) areas are marked by a broken red line with 'Unladen Rolling Stock Only' marked within the BWS area. The top and bottom of the BWS area is capped by a red hatched area with 'Keep Clear' marked. Red hatched 'Keep Clear' markings are provided at the top and bottom of the BWS area providing additional clearance between the BWS area, equipment clearance/storage areas or terminal and the airside roadway to permit the entry/egress of airport refuelling vehicles and Aviation Rescue Fire Fighting (ARFF) vehicles.
- 4.21.2 Procedures for operation of BWS are provided for within the 'Between Wingtip Staging Procedure' v1.2015 (document number 4254819) which can be obtained from the Airside Driving Centre page of the Sydney Airport corporate website:

<https://www.experiencesyd.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

4.22 Parking Restrictions for Refuelling Vehicles

- 4.22.1 Refuelling tanker vehicles/dispensers vehicles are not permitted to transit beneath any terminal building at the Airport.

- 4.22.2 Refuelling tanker vehicles/dispenser vehicles are not permitted to park unattended within 15 metres of a terminal building unless approved by a sign, marking or notice.
- 4.22.3 Refuelling tanker vehicles are not permitted to transit through the South West sector Underpass.

4.23 Push Bikes

- 4.23.1 No person is to ride a bicycle or tricycle Airside without the written permission of the Sydney Airport Manager Aviation Safety Systems.
- 4.23.2 Push bike riders may dismount and walk with their bike upon entering the Airside.
- 4.23.3 The Sydney Airport Manager Aviation Safety Systems may approve the use of pushbikes by law enforcement or other government agencies, and may impose operating conditions to suit the requirements of the particular operation. However, pushbikes are prohibited on the Manoeuvring Areas.
- 4.23.4 Any approval given by the Sydney Airport Manager Aviation Safety Systems may be withdrawn at any time by giving 7 days written notice of withdrawal.

4.24 Unserviceable Areas

- 4.24.1 No Vehicle may enter an area delineated by un-serviceability markers and markings (and lights) unless there is an operational need. If necessary to enter the area the driver must exercise extreme caution and only remain in that area for the period of that operational need.

4.25 Leased Areas

- 4.25.1 The driver of a Vehicle must not enter a leased area Airside without approval of the lessee unless they have a regulatory requirement or other lawful authority to enter that area (Sydney Airport vehicles and personnel excepted).

4.26 Immobilised Vehicles

- 4.26.1 If a vehicle becomes immobilised on the Manoeuvring Area, the driver must immediately report this fact to Air Traffic Control. If unable to contact Air Traffic Control, contact the Sydney Airport, Integrated Operations Centre (IOC) on 9667 9921 and remain with the vehicle.
- 4.26.2 If a vehicle becomes immobilised on an Apron area the driver must notify the Sydney Airport, Integrated Operations Centre (IOC) on 9667 9921.

- 4.26.3 The driver of any vehicle which becomes immobilised on an Apron area must provide to Sydney Airport staff such assistance as is reasonably requested to move the vehicle off the Apron area to another area as directed.
- 4.26.4 If a vehicle becomes immobilized in the South West Sector Underpass the driver must remain in their vehicle where safe to do so. CCTV will alert the IOC which will arrange Airfield Operations assistance.
- 4.26.5 The driver of any vehicle which becomes immobilized in the South West Sector Underpass must provide to Sydney Airport staff such assistance as is reasonably requested to move the vehicle from the Underpass to another area as directed.

4.27 Vehicle Accidents

- 4.27.1 If the driver of a Vehicle is involved in an accident on the Airside which:

- (a) causes personal injury; or
- (b) causes property damage,

the driver must immediately report the accident to the Sydney Airport, Integrated Operations Centre (IOC) on phone: 9667 9921.

- 4.27.2 Unless a statement has already been given to a Sydney Airport authorised person (for example, at the scene of the accident/incident), a written statement is to be forwarded to the Sydney Airport Manager Aviation Safety Systems, within 72 hours of the occurrence, detailing the circumstances surrounding the accident/incident.
- 4.27.3 In the event of the Manager Aviation Safety Systems or his delegate undertaking an investigation, any person(s) involved in or witness to an occurrence, is required to disclose full details of the occurrence to the Sydney Airport Manager Aviation Safety Systems or his delegate.
- 4.27.4 Failure to assist in or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its vehicle AUAs and driver ADAs removed.

4.28 Vehicles Incidents

- 4.28.1 If the driver of a Vehicle is involved in an incident on the Airside which:

- (a) is a breach of the Regulations or rules within the AVCH or AVCP, or
- (b) gives rise to question the safe operation of the Vehicle,

the driver must make him or herself available to assist in any safety investigation which may be requested by the Sydney Airport Manager Aviation Safety Systems and provide any and all information relevant to the event on request.

- 4.28.2 In the event of the Manager Aviation Safety Systems or his/her delegate undertaking an investigation, any person(s) involved in or witness to an occurrence are required to disclose full details of the occurrence, or such limited details as are agreed between the parties to the Sydney Airport Manager Aviation Safety Systems or delegate.
- 4.28.3 Failure to assist in or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its vehicle AUA's and driver ADA's removed.

4.29 Aviation Security Identification Cards

- 4.29.1 When driving airside within a Security Restricted Area (SRA), drivers must display an ASIC or other approved airside security pass issued in accordance with:
- (a) the Sydney Airport ASIC Program (approved by Department of Infrastructure and Regional Development);
 - (b) the Transport Security Program approved for the Airport; and
 - (c) the *Aviation Transport Security Regulations 2005*.
- 4.29.2 A serious breach of any of the conditions in this document, may also mean a breach of the conditions of access to the airside of Sydney Airport. In this event, an authorised officer may require the person in breach to leave the Airside at Sydney Airport or withdraw their access permissions. If the action or incident also involves a breach of the conditions on which that person was issued an ASIC by Sydney Airport, Sydney Airport may suspend or withdraw that ASIC in accordance with its ASIC Program pending further investigation by Sydney Airport and/or other regulatory or law enforcement authorities.

4.30 Low Visibility Procedures

- 4.30.1 The minimum visibility conditions under which an aircraft may operate at Sydney Airport for both landings and take-offs are determined by the capabilities of the airport's facilities such as the Instrument Landing System Category. Sydney Airport is currently classified as a CAT II airport and as such facilitates arrivals in visibility conditions to a minimum visibility of 350m.
- 4.30.2 Low Visibility Procedures (LVP) are declared by Air Traffic Control (ATC) when aircraft conduct Low Visibility Operations (LVO). Declaration of LVO is triggered when visibility at the aerodrome decreases to less than 800m. Under the declaration of LVP, the management of aircraft and vehicle movements on the Movement Area becomes restricted. During this period, positive traffic management of both aircraft and vehicles on the Manoeuvring Area is under the direct control of ATC.
- 4.30.3 Notification of Low Visibility Procedures will be advised by:
- (a) Sydney Airport to all airside operators via SMS alert system. All operators are required to communicate to all personnel Low Visibility Procedures are now in operation. If unsure of the prevailing conditions in place, operators should contact

the Sydney Airport Terminal Operations Control on 9667 9921 or Sydney Airport ATIS information on 9556 6567

- (b) Sydney Airport ATIS on 118.55. Category 3/4 ADA holders must check the ATIS prior to entering the Manoeuvring Area. Sydney Airport ATIS information is also available by phone on 9556 6567.
- (c) Security Officers manning Sydney Airport Security Gates, including pedestrian gates, will advise personnel accessing airside of the application of Low Visibility Procedures.

4.30.4 During LVP arriving and departing aircraft movements will continue to operate around the aerodrome. All airside vehicle operators must use extreme caution when operating around areas adjacent to taxiways including aprons and airside roadways as well as on the Manoeuvring area itself. Aircraft servicing vehicles needing to operate on or near Apron areas during Low Visibility Operations shall be under the guidance of Airline/Ground Handling Ramp Supervisors.

4.30.5 Only vehicles 'essential' to the servicing of aircraft or airport operations will be permitted to operate on Airside during periods of Low Visibility. All vehicles required to operate between aprons must do so using the Airside Roadway system and continue to observe Rules for Driving Airside as outlined within Section 4 of the AVCH. Vehicles requiring access to the Manoeuvring Area may do so only under ATC direction, these include:

- (a) Sydney Airport Operations vehicles;
- (b) Airport Rescue Fire Fighting vehicles;
- (c) Sydney Airport maintenance staff (under escort);
- (d) Air Services Australia technicians (under escort);
- (e) Emergency vehicles (under escort);
- (f) Aircraft tugs involved in pushback operations onto active taxiways; and
- (g) Aircraft tugs - 'positioning' aircraft (under escort).

4.30.6 All vehicles operating airside during Low Visibility Procedures must display dipped headlights and tail lights and must be equipped with and operate a beacon (also known as a Vehicle Warning Light) compliant with requirements under Section 2.7.3 of the AVCH. Vehicles operating on the Manoeuvring Area must also be compliant with vehicle equipment requirements under Section 2.7.4 of the AVCH.

Upon declaration of Sydney Airport's LVPs, any other vehicles not directly involved with the servicing of aircraft or airport operations at that time must either:

- (a) maintain their then-current position; or
- (b) be stored in an area approved for that purpose; or
- (c) be stored in such other area as directed by the Sydney Airport Operations Officers; or
- (d) be removed from the Airside,

until such time as Air Traffic Control declare the cessation of Low Visibility Operations and Sydney Airport's LVPs no longer apply.

4.30.7 Upon declaration of LVPs, Sydney Airport will put in place road closures in the following locations:

- i. Eastern area EIA 2
- ii. Western Side of Lauriston Park Centre.

Non-essential vehicles south of these locations at the declaration of LVPs will be removed by Airfield Operations shortly after these road closures are put in place.

4.30.8 Under special circumstances, if other vehicles (i.e. ambulance) need to enter the Airside, the Gate Security Officer must contact the appropriate duty apron car to ensure an escort is available.

4.31 Escorts

4.31.1 Drivers of Vehicles that are not authorised to drive Airside (i.e. drivers without an ADA and ASIC) may proceed Airside only if under the supervision of an escort. Sydney Airport or a Vehicle Operator may make available a suitably authorised person to act as an escort.

4.31.2 For the purposes of this rule, a suitably authorised person is a holder of an ADA:

- (a) of the category required for the escort; and
- (b) that has been held for no less than three (3) months in that category; and
- (c) trained and endorsed as an escort driver.

4.31.3 A driver holding an appropriate ADA for the area of operation may escort a vehicle by one of the following ways:

- (a) driving a Vehicle for which an AUA is current and appropriately equipped to escort the supervised Vehicle; or
- (b) accompanying the supervised Vehicle on foot.

4.31.4 Before a driver of a Vehicle commences escorting supervised Vehicle(s), the driver of the escort Vehicle must ensure that the driver has been issued with a security pass and that the driver of the supervised Vehicle is aware of the following requirements:

- (a) any specific rules for driving Airside applicable to the proposed route;
- (b) the manner in which the escort will be conducted;
- (c) the proposed route;
- (d) to closely follow the escort vehicle;
- (e) to give way to aircraft and passengers on Aprons at all times;
- (f) to obtain an escort for the journey out of the Airside;
- (g) to keep the supervised Vehicle behind the escorting Vehicle at a distance that will ensure adequate supervision at all times; or
- (h) if unsure at any time of correct procedures, to contact the Airfield Operations Supervisor (Car 2) on (02) 9667 9824 for assistance.

- 4.31.5 The maximum number of Vehicles that may be escorted at one time is two (2) large semi-trailers or four (4) non-articulated vehicles.
- 4.31.6 Any convoy which exceeds the number of vehicles stated in clause 4.30.5 must have a second escort Vehicle located at the rear of the convoy.
- 4.31.7 The Sydney Airport Manager Aviation Safety Systems may withdraw at any time its consent for a driver to act as an escort. This will be done by written notice to the driver, and will be a new condition of the ADA issued to that driver.

4.32 Entry to the Airside

- 4.32.1 No Vehicle may enter the airside unless it has a lawful reason or excuse to be airside.
- 4.32.2 For safety and security reasons, a vehicle may be subject to inspection and/or search by the Sydney Airport Authorised Officers, an Officer of the Australian Federal Police or other authorised persons by Sydney Airport prior to entry to the Airside.
- 4.32.3 A Vehicle may be refused entry at any time based on, but not limited to any of the following conditions:
- (a) Heightened security;
 - (b) Aerodrome emergency;
 - (c) Low Visibility Operations;
 - (d) Vehicle defect;
 - (e) As otherwise directed by the Sydney Airport Manager Aviation Safety Systems or Sydney Airport Manager Airport Security.

4.33 Vehicles entering the Airside (with an AUA)

- 4.33.1 All Vehicles with an AUA entering the Airside of Sydney Airport must comply with the following conditions:
- (a) be in a state of good repair;
 - (b) display a company logo of the Vehicle operator;
 - (c) the company logo must be displayed on both sides of the Vehicle and be clearly legible from at least 15 metres;
 - (d) if the company does not have a logo the company name and contact number must be displayed in its place;
 - (e) those vehicles intending to operate during hours of darkness, or in periods of declared low visibility must have an amber beacon affixed to the uppermost part of the body of the Vehicle and must activate the same upon entering the airside under those conditions;
 - (f) those Vehicles intending to operate on the Manoeuvring Area (at any time) must have an amber beacon affixed to the uppermost part of the body of the Vehicle and operate the same when on the Manoeuvring Area;

- (g) those Vehicles intending to operate on the Manoeuvring Area must be equipped with a radio capable of contacting Air Traffic Control; and
- (h) vehicle drivers must adhere to security regulations.

4.34 Vehicles entering the Airside (without an AUA)

4.34.1 Drivers must ensure that in respect of all Vehicles entering the Airside of Sydney Airport which do not have an AUA:

- (a) the Vehicle is in a state of good repair;
- (b) the vehicle displays the company logo of the Vehicle Operator;
- (c) the company logo is displayed on both sides of the Vehicle and is clearly legible from at least 15 metres;
- (d) if the company does not have a logo, the company name and contact number is displayed in its place; and
- (e) the vehicle is not moved anywhere on the Airside unless it is under escort; and
- (f) they adhere to all security regulations.

4.35 No Smoking in Vehicles

4.35.1 No person is permitted to smoke inside a Vehicle, while that Vehicle is located on the Airside of Sydney Airport. Monetary penalties may apply.

4.36 Vehicles in proximity to Aircraft refuelling operations

4.36.1 Aircraft operators and those drivers servicing aircraft must refer to and adhere by the requirements of Civil Aviation Order 20.9 (Air Service Operators - Precautions in Refuelling, Engine and Ground Radar Operations) See Attachment D for details.

4.37 Traffic Management Devices

4.37.1 Sydney Airport may from time to time establish traffic management devices in order to ensure the safe and orderly flow of traffic on the airside.

4.37.2 Traffic management devices will be established in accordance with NSW RTA Standards where applicable and as far as practicable.

4.37.3 Where a CASA aerodrome standard exists, it shall over-ride any other standard.

4.37.4 No person is to interfere with or amend any traffic management device as established by Sydney Airport.

4.38 South West Sector Underpass

4.38.1 On the approach to the Underpass from either direction the traffic light signal instructions shall be followed as detailed below:

No light showing - Proceed in accordance with road operating conditions.

Orange Light - Proceed with caution. Reduce speed 20Km/h when lights flash.

Red Light - Stop traffic shall not enter the Underpass.

4.39 Portable Audio Devices

4.39.1 The driver of a Vehicle whilst driving airside must not use or attempt to use any portable Audio devices including MP3 Players. Usage of a portable Audio device extends to manipulation of the console itself and the use and /or wearing of ear buds/headphones.

4.40 Aerobridge Clearance Zones

4.40.1 Aerobridge Clearance Zones are marked as red and white hatched areas located and provide clearance for the movement of apron drive aerobridges. Vehicles and equipment are not permitted to enter and/or park a vehicle within the Aerobridge Clearance Zone at any time unless stipulated within the AVCH.

N.B. Where refuelling hydrants are located within the Aerobridge Clearance Zones, refuelling trucks shall be permitted to enter the clearance zone only once all aerobridges are positioned.

5 THE POINTS SYSTEM

5.1 Introduction

- 5.1.1 Any person(s) found driving or acting contrary to the conditions set out in this Handbook or Pocketbooks may accumulate demerit points against their ADA for each breach.
- 5.1.2 For the purpose of these rules, “Dangerous Driving” means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others using the Airside.

	Offence	Points	AVCH Ref:
	Speeding		
501	Exceeding the Speed Limit by up to 30 km/h	3 + 7 day ADA Suspension	4.5.1
502	Exceeding the Speed Limit by more than 30 km/h but not more than 45 km/h	6 + 7 day ADA Suspension	4.5.1
503	Exceeding the Speed Limit by more than 45 km/h	12 + 7 day ADA Suspension	4.5.1

	Safety in the vicinity of Aircraft		
510	Failure to give way to taxiing aircraft	6 + Temp ADA Suspension	4.7.1
511	Failure to give way to aircraft under tow	6 + Temp ADA Suspension	4.7.1
512	Failure to stop when an aircraft has beacons activated	3 + Temp ADA Suspension	4.10.3
513	Failure to give way to an aircraft that has commenced pushback	6 + Temp ADA Suspension	4.7.1

Note: Drivers whose ADA is temporarily suspended for failing to give way to aircraft, will remain suspended until they have recompleted the Airside Driver Awareness eLearning course in AirDat, upon which time the ADA will be reinstated.

	Failure to Abide by Airside Markings		
550	Failure to stop at a stop sign	3	4.2.4(g)
551	Failure to give way at a give way sign	3	4.2.4(g)
552	Disobeying traffic signals	3	4.2.4(g)
553	Failure to use marked roadway (where provided)	3	4.3.2
554	Disobeying traffic directions	3	4.2.4(g)
555	Accessing an area in a vehicle without lawful reason or excuse	3	4.24.1, 4.33.1
556	Failure to comply with ATC Instruction	3	4.15.2, 4.15.3, 4.16.1, 4.29.2,
557	Interfering with or disturbing traffic management devices	6	4.36.4
558	Entering or parking in an Aerobridge Clearance Zone	3	4.39.1

	Dangerous Driving		
580	Driving in a manner dangerous to people, other vehicles, or equipment	6	4.9.1
	Improper Overtaking		
581	Failure to overtake in a safe manner	3	4.8.1
	Foreign Object Debris		
600	Dropping rubbish/FOD from a vehicle	6	4.6.2
601	Failure to secure a load on a vehicle or trailer	3	4.6.2
602	Failure to remove rubbish from a vehicle or equipment under tow	3	4.6.2
	Improper Lighting		
610	Failure to dip headlights	3	4.15.1(e)
611	Driving without headlights	3	4.15.1(e)
612	Failure to use rotating beacons on manoeuvring area	3	4.15.1(d)
613	Failure to use rotating beacon at night/low visibility	3	4.2.4 (h)
	Low Visibility		
630	Driving airside during low visibility conditions without authority	6	4.29
	No Smoking		
640	Smoking in a vehicle on the airside	Fine	4.34.1
	Pedestrian Safety		
650	Failure to give way to passengers or pedestrian at a pedestrian crossing	3	4.17.3
651	Driving across a passenger pedestrian crossing during loading/unloading of passengers	3	4.17.2
	Towing of Freight Dollies		
690	Towing more than the allowable number of rolling stock	3	4.11.1
	Riding on Equipment		
700	Carrying a passenger when there is no seat provided Offence – Driver	6	4.12.1
701	Offence – Each person without a seat and holding an ADA	3	4.12.2
	Seat Belts		
710	Failure to wear seat belt (where fitted)	3 – Per Occupant + 7 Day ADA Suspension	4.12.3, 4.12.4
	Bicycle		
720	Riding a bicycle airside (unless permitted by Sydney Airport)	3	4.22.1
	Failure to Follow Directions		
770	Failure to follow any directions of Sydney Airport Authorised Officer	3	1.4, 4.1.2
771	Failure to show Airside Driving Authority when requested by an Authorised Officer within 72 hours	3	1.4.1; 1.4.2; 4.1.2

772	Failure to show State Driver Licence when requested by an Authorised Officer within 72 hours	3	1.4.2; 1.4.3, 4.2.3
773	Failure to stop after an accident or incident	3	4.26.1

	Exceeding Authority		
800	Driving on an apron without the appropriate authority	3	3.2.1(a)
801	Driving on a taxiway or taxilane without the appropriate authority	6	3.2.1(b)
802	Driving on a runway without the appropriate authority	12	3.2.1(c)

	Improper Parking (Points may apply to identified ADA holders)		
810	Parking in a 'No Parking' zone	Fine (3)	4.14.1
811	Parking in a 'No Standing' or 'No Stopping' zone	Fine (3)	4.14.1
812	Parking in a designated 'Sydney Airport or emergency vehicle zone	Fine (3)	4.20.3 4.14.1 4.21
813	Parking in an area that obstructs an emergency exit	Fine (3)	4.14.1 4.21
814	Parking in an area that obstructs traffic	Fine (3)	4.20.1 4.21
815	Parking in an area that obstructs pedestrians	Fine (3)	4.20.1
816	Parking in an area that obstructs aircraft	Fine (3)	4.20.1
817	Failure to park wholly within a designated storage area	Fine (3)	4.20.2
818	Parking within the prescribed distance(s) of a airside/ landside barrier	Fine (3)	4.20.5

	Other		
901	Failure to display AUA	3	2.8
902	Failure to have a valid AUA	3	2.3
903	Failure to display company logos/identification on vehicle	3	4.32.1, 4.33.1
904	Failure to carry airport map/tower signals in vehicle	3	4.32.2
905	Failure to maintain proper escort (vehicle/aircraft)	3	4.30
906	Failure to report vehicle accident/incident	3	4.26
907	Failure to provide information or giving false or misleading information	3	4.26.3, 4.27.2
908	Failure to give way to vehicles already on the airside road	3	4.7.2
909	Failure to make contact with ATC prior to commencing aircraft escort	3	4.15.3
910	Using a hand-held mobile phone while driving airside	3	4.13
911	Using a portable audio device whilst driving airside	3	4.13 4.38.1
999	Operating a vehicle contrary to a condition within the AVCH	3	ALL

5.1.3 In certain circumstances, the Sydney Airport Manager Aviation Safety Systems or their delegate, may review the points allocated and depending on the circumstances, including the severity of the offence, possible consequences (e.g. death, disability, injury, property damage etc), may amend the points against a particular offence.

5.1.4 If a driver commits multiple offences, he/she may lose multiples of points for each offence committed - points issued will be cumulative for a given action or behaviour.

5.2 Monetary Penalties

5.2.1 Sydney Airport may issue infringement notices or take legal action, involving monetary penalties, for breaches of the Airports (Control of On-Airport Activities) Regulations 1997.

5.3 Notification to Operating Company

- 5.3.1 If an Infringement Notice is issued to any driver, it will be recorded by Sydney Airport and a notification specifying the details of the offence may also be forwarded to the Company/Vehicle Operator sponsoring the ADA of the driver.

6.0 MISCELLANEOUS

6.1 Schedule of Fees

- 6.1.1 Details of fees for Airside Driving services provided by Sydney Airport can be obtained from the Sydney Airport ID, Access and Airside Driving Centre.

6.1 Exemptions

- 6.1.1 Any person, including a Vehicle Operator or ADA applicant, may apply to the Sydney Airport Manager Aviation Safety Systems for exemption from certain provisions of this Handbook either generally or in relation to specific situations, persons, activities or Airside areas. However, any exemption is at the absolute discretion of the Sydney Airport Manager Aviation Safety Systems (who must take into account legislative obligations in determining whether an exemption can be granted).
- 6.1.2 Any such exemption, if granted, would be considered as a temporary measure until the particular conditions of this Handbook can be met by the applicant.
- 6.1.3 The Sydney Airport Manager Aviation Safety Systems may approve, in writing, any such exemption on such conditions as the Sydney Airport Manager Aviation Safety Systems considers appropriate.

6.2 Driving Airside without Authority

- 6.2.1 Any person found driving on the Airside of Sydney Airport without the proper authority is in breach of the Regulations and may be subject to prosecution.

6.3 Changes in Government Departments

- 6.3.1 If a Government Department which is a Vehicle Operator or an Approved Issuing Authority is affected by a change in administrative arrangements which allocate the Department's functions involving Airside operations to a new or another Department, this Handbook operates in relation to the new or the other Department, as far as possible, as if all actions previously taken by or in relation to the previous Department had been taken by, or in relation to, the new Department.

6.4 Transition

- 6.4.1 As far as possible, actions taken under a previous AVCH for Sydney Airport shall be taken to have been done under this Handbook and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Handbook.

6.5 Emergency Service Vehicles

- 6.5.1 Airport Emergency Service Vehicles consist of the Aviation Rescue Fire Fighting Service and the Australian Federal Police.
- 6.5.2 Due to the nature of their role, it is possible that they may in the course of specific duties breach the Rules for Driving Airside. Station 'Standing Orders' have been developed and agreed between Sydney Airport and the respective Emergency Services, so that any breach of the AVCH is restricted to specific 'response' actions. At no time will safety be compromised.
- 6.5.3 Other State Emergency Service Vehicles will unless otherwise authorised, be subject to the conditions of this Handbook.

6.6 Emergency Response Vehicles

- 6.6.1 Sydney Airport Operations Vehicles will respond to emergencies on the airport.
- 6.6.2 Due to the nature of their role, Airport Operations Officers may in the course of specific duties breach the Rules for Driving Airside. 'Standard Operating Procedures' have been developed and provide strict guidelines for responding to emergency situations and specific 'response' actions. At no time will safety be compromised.

7.0 RADIO COMMUNICATIONS

7.1 Introduction

- 7.1.1 Vehicles intending to operate on the Manoeuvring Areas of Sydney Airport must be equipped with radios capable of maintaining two-way communications with Air Traffic Control.
- 7.1.2 Vehicle operators are responsible for organising training so that drivers can obtain a Radio Operator's Certificate of Proficiency, through the Civil Aviation Safety Authority or its approved Delegate.
- 7.1.3 Drivers should refer to their Radio Operators Certificate of Proficiency notes to ensure that they fully understand the regulations and restrictions that apply to the Movement Area and specifically the Manoeuvring area.

7.2 Transmission Techniques

- 7.2.1 The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator. (Refer to your Radio Operators Certificate of Proficiency notes)

7.3 Phonetic Alphabet

- 7.3.1 The International Phonetic Alphabet is used to assist in voice transmission of call signs, taxiway designators and the spelling of proper names and unusual words.

7.4 Radio Checks and Testing

- 7.4.1 For routine radio checks or whenever it is suspected that radio equipment may not be performing correctly, a mandatory radio check is required.
- 7.4.2 The minimum acceptable standard for a transmitter's readability on Sydney Aerodrome is 'Four'.

7.5 Radio Emergency Procedures

- 7.5.1 If the driver suspects for any reason the VHF radio has ceased to operate, he/she should expedite the return of the vehicle to base to have the radio repaired.
- 7.5.2 If at the time of a suspected or actual radio failure, the vehicle was proceeding in accordance with an ATC clearance, the driver should vacate the manoeuvring area without entering or crossing a runway or RET.

7.6 Procedures for Vehicles to Vacate Manoeuvring Area

7.6.1 If directed to vacate the manoeuvring area, you must

- a) if on runway, vacate the runway immediately;
- b) vacate the Manoeuvring Area via the safest direct route; do not cross runways or RETs;
- c) exercise extreme caution at all times and keep a vigilant watch for aircraft;
- d) upon vacating the manoeuvring area, establish contact with the Tower and advise that you are clear of the Manoeuvring Area. Use either another radio or telephone; and
- e) do not re-enter the Manoeuvring Area until the radio has been repaired.

7.7 Procedures for Tugs (Towing Aircraft) to Vacate Manoeuvring Area

7.7.1 If on runway:

- (a) vacate the runway immediately onto the nearest taxiway. Ensure the aircraft has vacated the runway strip then hold position;
- (b) hold position on the taxiway and await arrival of Sydney Airport Operations Officer. Do not leave your vehicle; and
- (c) make no more than two transmissions to ATC to advise of your situation (suspected radio failure) and intentions.

7.8 Some General Tips

7.8.1 Before you go out onto the Manoeuvring Area:

- (a) Know the procedures;
- (b) Know the light signals;
- (c) Be Precise - and patient;
- (d) Comply with All Instructions;
- (e) Comply with this Handbook;
- (f) Keep your Eyes Open, Stay Alert and Never Go Beyond Hearing Range of your Radio;
- (g) Plan work carefully and avoid any tendency to rush whilst Airside;
- (h) Never leave anything (equipment or tools) on the Movement Area; and
- (i) Brief yourself on the current situation on the Manoeuvring Area by listening to the ATIS before proceeding.

7.8.2 If you become confused about what is happening, leave the Movement Area immediately and consult your Supervisor about further training.

7.9 Light Signals

7.9.1 If you receive light signals from the Tower, respond to them promptly.

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 Manoeuvring Area in accordance with local Handbook

7.10 Radio Frequencies

7.10.1 Monitor indicated frequencies unless advised by ATC to operate on an alternate frequency.

CONTROLLER	CALLSIGN	FREQUENCY	AREA
Sydney Coordinator	Sydney Coordinator	127.6 MHz	
Sydney Tower Aerodrome Controller East	ADC E	124.7 MHz	R/W 16L/34R and associated T/W's east of 'C' + Helipad
Sydney Tower Aerodrome Controller West	ADC W	120.5 MHz	R/W's 16R/34L and 07/25
Surface Movement Controller East	SMC E	121.7 MHz	T/W's east of R/W 16R/34L
Surface Movement Controller West	SMC W	126.5 MHz	T/W's west of R/W 16R/34L
Automated Terminal Information Service	ATIS	118.55 MHz 126.25 MHz	
Airport Emergency Response	Not to be used by anyone other than ARFF	131.0 MHz	

7.11 Call sign for Ground Vehicles

7.11.1 Sydney Airport maintains a register of Vehicle call signs and provides this list to Airservices Australia for consultation purposes prior to finalising any call sign.

7.11.2 Should a Vehicle operator intend to operate a Vehicle on the Manoeuvring Areas, a call sign should be applied for using the application form (see appendix H) and forwarded to the Sydney Airport Manager Aviation Safety Systems.

7.11.3 Applications must be submitted no less than 21 working days before any anticipated need for the call sign.

7.11.4 Vehicle operators will be advised of the approval of the requested call sign by Sydney Airport's Manager Aviation Safety Systems.

7.12 Inoperable VeeLo on the Manoeuvring Area

- 7.12.1** ATC monitor vehicle movements on the Manoeuvring Area via A-SMGCS. In the event of a VeeLo failure, ATC will notify the vehicle operator and the Airfield Operations Supervisor via the radio. The vehicle must then exit the Manoeuvring Area via the nearest available exit point. Should the vehicle have an aircraft under tow, the vehicle will be permitted to complete the tow.
- 7.12.2 Where a vehicle operator has been notified of an inoperable VeeLo, the vehicle must not return to the Manoeuvring Area until it is equipped with a serviceable VeeLo.
- 7.12.3** During Low Visibility Procedures (LVP) ATC will instruct the operator of any vehicle with an unserviceable VeeLo to hold position. The Airfield Operations Supervisor shall arrange an escort to allow the vehicles movement from the Manoeuvring Area.

8.0 DEFINITIONS

Accident	<p>Any vehicle accident which:</p> <p>(a) results in, or could potentially have resulted in, personal injury or damage to Sydney Airport property; or</p> <p>(b) might potentially involve Sydney Airport in WHS or other proceedings.</p> <p>(Sydney Airport must be notified immediately of all Accidents).</p>
Aircraft Radiotelephone Operator Certificate of Proficiency	A certificate issued in accordance with Civil Aviation Safety Regulation 83A
Airport	Sydney (Kingsford Smith) Airport
Airside	That part of the Airport designated as Airside and to which the general public does not have free access.
Airside Road	An Airside road which remains clear of the Manoeuvring Area except in areas where the road, marked as a road, crosses a taxiway.
Air Traffic Control (ATC)	A general term about the exercise of control over aircraft and vehicles on Sydney Airport, by Air Services Australia
Airside Traffic Infringement Notice (A.T.I.N)	An infringement notice issued by an Authorised person, following a breach of the Regulations for Driving Airside
	An infringement notice issued by an Authorised person, following a breach of the Rules for Driving Airside as set out in the AVCH and AVCP
Authority for Use Airside (AUA)	An Authority issued in accordance with the Regulations.
Approved Testing Officer	A person approved by Sydney Airport in accordance with this Handbook

Apron	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
A-SMGCS	Advanced Surface Movement Guidance and Control System, used for the safe control of aircraft and vehicles operating on the Manoeuvring Area.
Authority to Drive Airside (ADA)	An ADA issued under the Regulations.
Authorised Officer	A person appointed by the Secretary to the Department of Transport & Regional Services as an authorised person under the Regulations.
Authorised Signatory	A authorised signatory employed by a Vehicle Operator to sign a request for a AUA/ADA application
Backtrack	Taxiing on a runway in the opposite direction to the current direction of operation
Company	The owner or other person, firm, company or corporation (including government departments or business enterprises), controlling the operations of one or more Vehicles on Airside, or any person who has procured such vehicle for operation by his own agents
Car # (i.e. Car 2)	Refers to the Radio call sign/designation of a Sydney Airport Operations vehicle
Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the Airside
Escort	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times

Frequent	At least three times per week
Handbook	This AVCH, including any appendices or attachments
Landside	That portion of the Airport not designated as Airside and to which the general public normally has free access
Leased Area	An area in respect of which a tenant pays a fee under a lease for exclusive use of that area
Low Visibility Operations (LVO)	Aircraft approved to conduct operations, low visibility take offs with an RV/RVR of less 800m or approaches with minima less than CAT I (eg CAT II or III) when, Low Visibility Conditions exist.
Low Visibility Procedures (LVP)	Procedures that have been developed by the aerodrome operator and ATC to manage ground traffic by restricting vehicle and pedestrian access to the movement area in order to allow aircraft to operate safely and minimise the possibility of a runway incursion during Low Visibility Conditions. Air Traffic Control declare LVP in progress at a trigger point when weather conditions are at the minima and the forecast is that the visibility will reduce to below 800m and/or cloud base is below 200ft.
Manoeuvring Area	That part of the Airport used for the takeoff, landing and taxiing of aircraft, excluding Aprons
Markings	A line, symbol or group of symbols/lines displayed on the surface of the Movement Area in order to convey information.
Movement Area	That part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons

Pavement Markings	The symbols, lines, words and figures displayed on the surface of a Movement Area
Pocketbook	The publication containing rules for driving Airside, markings, airport map etc., which is applicable to that category of airside driving authority shown on the cover
Prohibited Area	Any part of the Airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Rapid Exit Taxiway (RET)	A taxiway that enables higher than normal exit speeds off a runway
Regulations	The Airports (Control of On-Airport Activities) Regulations 1997 (Cth)
Restricted Area	Any part of the Airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Runway/Taxiway Strip	A specific area on each side of the runway/taxiway designed to reduce the risk of damage to an aircraft should it run off the runway/taxiway
Speed Limit	The speed limit in a particular area, determined in accordance with Part 4 of this Handbook
Subsidiary	A wholly owned subsidiary company
Supervision	Supervision in accordance with the Rules for Drivers Operating Airside
Supervised Vehicle	A Vehicle driven under Supervision in accordance with the Rules for Drivers Operating Airside
SWOOS	The South and Western Sydney Ocean Outfall Sewer

Sydney Airport Vehicle	All vehicles owned by or under the direct control of Sydney Airport
Transport Security Program	The Sydney Airport Transport Security Program (or TSP) issued in accordance with the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005
Terminal 1	The International terminal at the Airport which is operated by Sydney Airport (also known as the "Sydney International Terminal")
Terminal 2	The domestic terminal at the Airport which is operated by Sydney Airport
Terminal 3	The domestic terminal at the Airport which is operated by Qantas. All conditions in relation to this Handbook apply around the Terminal but not directly under the Terminal.
VeeLo	An electronic surveillance device that meets the technical standards for the equipment published within the Manual of Standards Part 139 required by vehicles that enter, or move on the Manoeuvring Area.
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise
Vehicle	<p>A motor vehicle or other specialised Airside mobile plant or equipment, other than bicycles and tricycles. A vehicle includes:</p> <ul style="list-style-type: none"> (a) A trailer, caravan or portion of an articulated vehicle; or (b) An object that was designed or adapted for use as a vehicle but is incapable of being so used because:

	<ul style="list-style-type: none"> i. One or more parts have been removed from it; or ii. It is in a wrecked or damaged condition.
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ATTACHMENTS

Attachment A	Indemnity and Release Form
Attachment B	Civil Aviation Order 20.9
Attachment C	ADA 2 Pocketbook
Attachment D	Airside Map

Attachment A

Deed of indemnity and release form

A copy of the form is available via the Onboard module of AirDat

Attachment B

Civil Aviation Order 20.9

Copies of these documents are available from the Australian Government Federal Register of Legislation Website – www.legislation.gov.au

Attachment C

Airside Driving Pocketbook

**A copy of this pocketbook is available from
the Airside Driving Centre webpage of the Sydney Airport Website:**
<https://www.sydneyairport.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

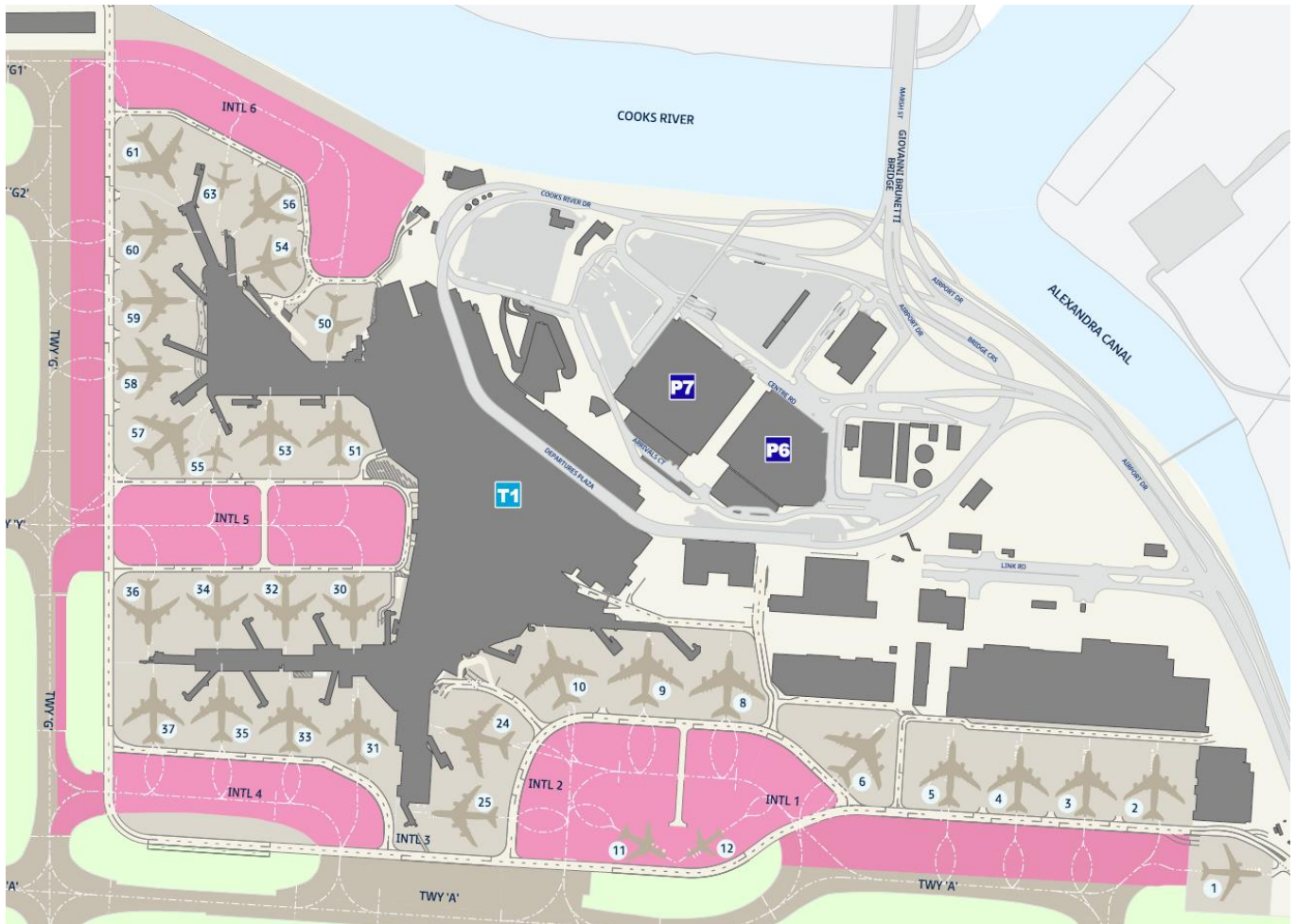
Attachment D

Airside Map

**A copy of the map is available from
the Airside Driving Centre**

Attachment E

CAT 2PI Authorised Areas of Manoeuvring Area



CAT 2PD Authorised Areas of Manoeuvring Area

