Mareeba
SHIRE COUNCIL

MAREEBA
AERODROME
Standard Conditions

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1 Introduction

This handbook details the conditions and procedures for authorised airside drivers at the Mareeba Aerodrome. These conditions are in place to ensure the safe and orderly movement of passengers, aircraft, and vehicular traffic in all airside areas at the Mareeba Aerodrome.

To meet the necessary safety and security requirements no driver is permitted to operate a vehicle on any airside area, without the approval of Mareeba Shire Council (MSC) by completing the vehicle airside application form, and the airside access ID card from.

As an authorised airside driver, it is your responsibility to adhere to the conditions, areas, and activities for which you are authorised to operate.

Failure to comply with the requirements of the "Mareeba Aerodrome Standard Conditions" is a breach of conditions set down by the relevant authorities, and any such failure will be taken into account by MSC in considering whether to exclude or limit vehicles, equipment, individual drivers, or their employers from airside operations.

1.1 Review

Version	Date	Description of Change	Name
0	10/03/2021	Draft	KM
1	20/09/2021	Updated photo of crash gate with sign	KM
2	26/09/2023	Added copy of airside access card form	KM
2.1	25/06/2024	Updated the details for the personal airside access and the vehicle airside application	KM & SW
2.2	08/07/2024	Updated access details	KM & SW
2.3	10/09/2024	Updated authority to drive airside	KM & SW

1.2 Categories of vehicle and personal airside categories

Category 1	**Category 2**	**Category 3**
For airside categories refer to airside map - annexure 2.		

2 Driving Vehicles Airside Requirements

2.1 Licence

To operate a vehicle airside, you must hold and carry the appropriate current State or Territory Open Class licence for the type of vehicle being operated. You must also have a valid work-related or operational reason for being airside. Learner's Licences are excluded from holding a Vehicle Airside Permit (vehicle aerodrome permit pass).

The driving licence may be a licence from any Australian State or Territory.

2.2 Authority to Drive Airside

You must not drive a vehicle in any airside area unless:

- you are employed by an organisation authorised to operate at the aerodrome and have an operational requirement to drive a vehicle in an airside area.
- you are under Supervision of a person/s who holds a current vehicle or personal aerodrome permit pass.

A vehicle aerodrome permit pass is not transferable between individuals, organisations or between airports. If a person is observed or is known to operate a vehicle without a valid vehicle aerodrome permit pass, the driver faces immediate driving suspension and/or the inability to apply for a vehicle aerodrome permit pass.

It is the responsibility of the employer to ensure that the driver holds a current vehicle aerodrome permit pass and relevant state licence, is competent to operate relevant company vehicles and equipment.

2.3 To work airside

To work airside, you must have obtained a current MSC personal airside access card, relating the area of the level of access that you are required to work in.

2.4 Inspection of documents

You are required to carry your personal airside access ID card, the vehicle access permit and your State, Territory, or equivalent driving licence with you whenever you are in charge of a vehicle airside.

Whenever you are in charge of a vehicle airside, if the Aerodrome Manager or delegate, or an Authorised Officer directs you to produce your personal airside access ID card, the vehicle access permit, and your State or Territory driver's licence, you must comply with that direction.

2.5 Cancellation/suspension

If you are notified by the Aerodrome Manager or delegate that your personal airside access ID card, or vehicle access permit is cancelled or suspended, you must surrender these to MSC:

- immediately if you are notified while you are in charge of a vehicle airside.
- otherwise within 48 hours.

Note: no worker or driver should assume that there is a right to drive or go airside, breaches of the conditions will be used as a guide to determine when MSC will invoke its power to cancel or suspend a personal airside access ID card and /or the vehicle access permit. However, the system does not restrict the general discretion of the Aerodrome Manager or delegate to cancel or suspend personal airside access ID card and /or the vehicle access permit whenever he/she considers it appropriate to do so.

If you are the holder of a vehicle access permit, and you cease to hold at least one State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, the vehicle access permit terminates immediately, and you must within 48 hours of ceasing to hold a licence or cancellation:

- surrender the vehicle access permit to MSC; and
- notify MSC and the vehicle operator for whom you drive in writing that you no longer hold a State or Territory licence.

3 Vehicle Requirements

All vehicles operating airside must be fitted with and operate an amber-coloured flashing rotating beacon fixed to the highest point of the vehicle and visible from 360 degrees (hazard lights are not an acceptable alternative), unless connected to an aircraft. The vehicle is equipped with a two-way radio capable of communication with an aircraft and the driver holds an Aeronautical Radio Operator Certificate.

OR

- the vehicle is under supervision by another vehicle being operated in accordance with these conditions and displaying such beacon or flashing light.
- un-roadworthy vehicles or vehicles leaking oil or fuel are not permitted to operate Airside.
- all loads and vehicle contents must be secured to reduce the risk of FOD.
- vehicles and equipment on the airside must be parked in accordance with parking signs or marked parking bays.

On aprons, vehicles and equipment must be parked within the defined Equipment Storage Areas. Vehicles must not be parked where they will obstruct aircraft, other vehicles, pedestrian crossings, or over in-ground hydrant positions. Any unattended vehicle must also be parked at least 2m from the fence on airside and 3m from the fence landside.

4 Driving

When driving airside:

Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits.

Note: - these are maximum speeds and speeds must be reduced to suit weather and road conditions.

Location	**Speed limit (km / h)**
Perimeter roads	40kph
Aprons	15 kph
Taxiways	As conditions require
Runways	As conditions require
During low-visibility operations	As conditions require

Drivers must not drive within 15 metres of an aircraft, except when required for the servicing of that aircraft.

Stay well clear of aircraft when red-coloured anti-collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft including aircraft under tow.

Use roadways (where marked) to traverse Aprons.

Drivers must not drive with a blood alcohol content exceeding 0.00 nor drive while under the influence of any drug which would adversely affect safe work performance in accordance with the organisations Drug and Alcohol Management Procedures.

Comply with instructions given to you by MSC's Aerodrome Manager or delegate including instruction in the form of a notice/s given to you or attached to a vehicle of which you are in charge.

Ensure when driving a vehicle carrying loose material (such as waste, tools, or equipment) that the load is adequately secured to prevent spillage.

Drivers must not park a vehicle/s or equipment so that they obstruct aircraft, other vehicles or pedestrians.

Adhere to any operating restrictions, authorised entry points and routes.

Drive to the surrounding conditions e.g., slow down when wet or when visibility is reduced.

Notify the vehicle operator of any vehicle defects of which you are aware as soon as possible.

Immediately notify the vehicle operator of any written defect notices issued by MSC Aerodrome Manager or delegate for the vehicle which you are driving.

MSC reserves the right for Authorised Officers to search your vehicle. If you refuse to have your vehicle searched, you will not be permitted to enter or remain airside.

Drivers must look for arriving and departing aircraft before entering areas.

Drivers must not enter areas if any aircraft are entering the apron or aircraft on adjacent bays have red anti-collision beacons activated.

Drivers must check for aircraft at taxiway intersections and along the apron.

Drivers must observe designated Give Way points marked.

Drivers need to be prepared to slow down or stop at the Give Way markers for arriving and departing aircraft. If you are unsure of the route of an arriving aircraft, hold your position at the nearest Give Way point until the aircraft has either turned into the nearest bay or has passed you.

4.1 Crash Gates

Emergency crash gates must be always kept clear, vehicles, machinery and tools must be kept away from these gates.

5 General

5.1 Smoking

Smoking within the terminal building or any other buildings, and on any aircraft apron area is strictly prohibited.

5.2 Animals

Other than guide dogs and law enforcement dogs, uncaged animals are not permitted on the airside of Mareeba Aerodrome, including inside vehicles, unless specifically authorised by MSC.

5.3 Seat belts

Seat belts must be worn where fitted.

5.4 Mobile phones

Mobile phones are not permitted to be used whist driving any vehicle airside. Mobile phones and other non-intrinsically safe equipment must not be operated within 5m of any refuelling equipment, fuel point or vent point on an aircraft.

6 Accidents and incidents

If you are a driver of a vehicle involved in an accident or incident on Airside which:

- causes personal injury; and/or
- causes vehicle or property damage; and/or
- causes any damage to aircraft, or essential airport facilities, equipment, lighting, or visual aids; and/or
- causes a hazardous situation to occur.

You must immediately report the accident or incident to your company management and MSC Mareeba Aerodrome Manager or delegate, and within 24 hours after the accident provide a written statement to the MSC Aerodrome Manager or delegate detailing how the accident or incident occurred.

To report an incident or accident 24 hrs a day contact MSC 1300 308 461.

7 Immobilised vehicles

If you are driving a vehicle which becomes immobilised on an apron area, you must immediately notify the ARO / MSC and your Company.

If you are the driver of a vehicle which becomes immobilised, you must provide the Aerodrome Manager with assistance as they may reasonably require to move the vehicle to another safe area as the Mareeba Aerodrome Manager considers appropriate.

8 Emergency situations

In emergency situations, you will be required to follow the direction of an Airport Safety Officer, member of the police force(s) or emergency services agencies.

Access to airside areas for unauthorised drivers and vehicles maybe undertaken provided the following supervision requirements are met:

- an appropriately licenced supervising driver and authorised vehicle escorts the supervised vehicle or
- an appropriately licenced supervising driver rides in the supervised vehicle

Before supervising a vehicle, the driver of the escorting vehicle must ensure that the driver of the supervised vehicle knows to maintain a maximum distance behind the escorting vehicle of no more than 10 metres, and obeys all instructions given.