



Airside Vehicle Control Handbook

VERSION 1.6 SEPTEMBER 2023

Contents

Contents	1
Forward	1
Privacy Note	2
Record of Amendment	3
Definitions	4
Abbreviations	7
Section 1- Introduction	8
1.1. Legislative Requirements	8
1.2. Department of Defence Responsibilities.....	8
1.3. Delegations.....	8
1.4. Responsibilities	9
1.5. Authority of DIA and Authorised Officers	9
Section 2 - Authority for Use Airside	10
2.1. Introduction.....	10
2.2. Company Registration.....	10
2.3. AUA Application.....	10
2.4. Criteria for Issue	11
2.5. Indemnity & Release	12
2.6. Insurance	12
2.7. Roadworthiness/Vehicle Condition	13
2.8. Markings and Specialised Equipment for Vehicles	14
2.9. Marking for Non Self-Propelled and Towed Equipment (including Rolling Stock)	15
2.10. Activation of Lights.....	15
2.11. New Types of Vehicles	15
2.12. Private Vehicles.....	16
2.13. Granting of an AUA.....	16
2.14. Affixing of the AUA Label	16
2.15. Air Traffic Services Light Signals Label.....	16
2.16. Removal of Vehicles from the Airside	17
2.17. Suspension of an AUA.....	17
2.18. Withdrawal of an AUA.....	18
2.19. Appeal of Decisions - AUA	19
2.20. Vehicles in Leased Areas	19
2.21. Renewal of an AUA.....	19
2.22. Renewal Application	19
2.23. Replacement of an AUA Label.....	20

2.24. Temporary AUA.....	20
2.25. Expiry of an AUA	20
2.26. Disposal of Vehicles with an AUA	20
Section 3 - Authority to Drive Airside (ADA)	21
3.1. Introduction.....	21
3.2. Categories of ADA	21
3.3. Eligibility to hold an ADA.....	22
3.4. Airside Driving Documentation.....	23
3.5. DIA ADA Testing	23
3.6. Purpose of Testing	23
3.7. Application for an ADA.....	24
3.8. Prerequisites for Category 1 and Category 2 ADA.....	24
3.9. Issue – Category 1 or Category 2 ADA	25
3.10. Prerequisites for Category 3 or Category 4 ADA	25
3.11. Issue - Category 3 or Category 4 ADA.....	26
3.12. Conditions of Issue.....	26
3.13. Testing Process for an ADA	26
3.14. Criteria for Obtaining a 'Pass'.....	27
3.15. Driver Competency	27
3.16. ADAs and the Points System.....	28
3.17. Renewal of an ADA.....	28
3.18. Upgrading an ADA.....	28
3.19. Downgrading of an ADA.....	28
3.20. Surrender of an ADA.....	29
3.21. Suspension or Withdrawal of an ADA	29
3.22. Removal of the ADA	30
3.23. Appeal of Decisions - ADA	30
Section 4 - Authorised Issuing Authorities	32
4.1. Introduction.....	32
4.2. General Requirements	32
4.3. Responsibilities of Authorised Issuing Authorities	32
4.4. Authorised Testing Officers	33
Section 5 - Rules for Driving Airside	34
5.1. Introduction.....	34
5.2. General Requirements	34
5.3. Road System.....	35
5.4. Height Restrictions	36

5.5. Speed Limits	36
5.6. FOD Control Measures	36
5.7. Right of Way	37
5.8. Overtaking other Vehicles	37
5.9. Dangerous Driving.....	37
5.10. Proximity to Aircraft.....	37
5.11. Towing of Rolling Stock	38
5.12. Vehicle Occupants	38
5.13. Phones and other Electronics Devices.....	38
5.14. Vehicle Operations Airside and around the Terminal	39
5.15. Operating on the Manoeuvring Area.....	39
5.16. Operating on a Runway Strip.....	40
5.17. Routes and Procedures on Apron Areas.....	40
5.18. Pedestrians on the Apron	40
5.19. Vehicle Defects	40
5.20. Vehicle Parking Restrictions and Requirements	41
5.21. Aerobridge Clearance Zones	41
5.22. Push Bikes	41
5.23. Unserviceable Areas	42
5.24. Leased Areas	42
5.25. Immobilised Vehicles	42
5.26. Vehicle Accidents and Incidents.....	42
5.27. Low Visibility Operations	43
5.28. Escorts	44
5.29. Entry to the Airside.....	45
5.30. Vehicles entering the Airside (with an AUA)	45
5.31. Vehicles entering the Airside (without an AUA)	46
5.32. No Smoking or Vaping in Vehicles	46
5.33. Vehicles in Proximity to Aircraft Refuelling Operations	46
5.34. Traffic Management Devices	46
5.35. Potable Water and Waste Dump Facilities.....	46
5.36. Push Back Procedures.....	47
Section 6 - The Penalty Points System.....	48
6.1. Introduction.....	48
6.2. Airside Driver Penalty Points.....	48
6.3. Appeal Process.....	48
6.4. DIA Demerit Penalty Points Table	49

Section 7 - Approved Testing Officers	52
7.1. Introduction.....	52
7.2. Nominated Testing Officer.....	52
7.3. Scope of Authority.....	52
7.4. Suspension of Authority	52
7.5. Testing of Approved Testing Officers.....	52
7.6. Cancellation of an Approved Testing Officer.....	52
Section 8 - Miscellaneous	53
8.1. Schedule of Fees	53
8.2. Exemptions.....	53
8.3. Driving Airside without Authority.....	53
8.4. Transition	53
8.5. Emergency Service Vehicles	53
8.6. Emergency Response Vehicles.....	54
Section 9 - Radio Communications	55
9.1. Introduction.....	55
9.2. Transmission Techniques	55
9.3. Phonetic Alphabet	55
9.4. Numerals.....	56
9.5. Call Signs for Ground Vehicles	57
9.6. Radio Checks and Testing	57
9.7. Radio Emergency Procedures	57
9.8. Commonly Used Phrases.....	57
9.9. Procedures for Vehicles Operating on the Manoeuvring Area of the Aerodrome.....	60
9.10. Procedures for Vehicles to Vacate Manoeuvring Area.....	61
9.11. Failure of Radio.....	61
9.12. Some General Tips	61
9.13. Light Signals	62
9.14. Common Traffic Advisory Frequency (CTAF) Procedures	63
Attachments and Annexes	64
Attachment 1 – Airside Vehicle Indemnity & Release Deed Poll	65
Attachment 2 – Aerodrome Plan	66
Attachment 3 - DIA Air Transport Apron Plan	67

Forward

Darwin International Airport Pty Ltd (DIA) is certified as the operator of Darwin International Airport aerodrome under the Civil Aviation Safety Regulations (CASR).

DIA is required to include in its Aerodrome Manual particulars for the management and control of surface vehicles operating on, or in the vicinity of the airside area of DIA.

This Airside Vehicle Control Handbook (AVCH) is issued under the Airports (Control of On-Airport Activities) Regulations and forms part of the DIA Aerodrome Manual.

The AVCH details the rules and procedures that apply to all airside users operating vehicles airside at DIA.

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

DIA also publishes the [Airside Drivers Guide](#). The Guide is produced in the interests of safety and security as a quick reference to the rules that apply for drivers operating airside and is also intended to support drivers as a learning tool for individuals or vehicle operators and should be read in conjunction with the more detailed AVCH.

It is a condition of all Authorities to Drive Airside (ADA) and Authorities for Use Airside (AUA) that vehicles are operated on the airside in accordance with the rules set out in the AVCH and detailed in the Airside Drivers Guide.

Failure to comply with the requirements of this AVCH will be taken into account by DIA in considering whether to exclude individuals or entities from the use or operation of vehicles on the airside.

Privacy Note

In the course of managing the airside at Darwin International Airport (DIA), including issuing Authority to Drive Airside (ADA) and Authority to Use Airside (AUA) permits and administering and enforcing requirements under this Airside Vehicle Control Handbook (AVCH), DIA may collect personal information about individuals (including, but not limited to: names, addresses, contact details, employers details etc.)

- 1.1.1. The information is collected by Airport Development Group (ADG) operating Darwin International Airport (DIA).

ADG can be contacted at:
Airport Development Group
Terminal Building
Henry Wrigley Drive
Eaton NT 0820
Phone: 08 8920 1811

- 1.1.2. You can gain access to personal information ADG holds about you by contacting DIA at the above address.
- 1.1.3. The information is collected by ADG for the purpose of the airside operation of DIA, including without limitation, the issuing and administering of ADA and AUA permits, the administration and enforcement of requirements under the AVCH, and to enable DIA to perform its legal, and other obligations in relation to the operation of the airside.
- 1.1.4. DIA may disclose this information to third parties. These third parties may include the Australian Federal Police, Australian Border Force and other law enforcement or government agencies or departments, DIA's lawyers and other advisers, and your employer or the Vehicle Operator at DIA.
- 1.1.5. 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.
- 1.1.6. If you do not provide the required personal information, DIA will not be able to process applications for ADA's and AUA's. This will affect your ability to operate vehicles on the airside at DIA. It may also contravene requirements under the Airports Act or Regulations made under that Act.

For full details of the way in which DIA collects handles and discloses personal information, you can view the Privacy Policy online at [Privacy statement | Darwin International Airport](#).

As DIA may be collecting personal information from a person other than the individuals themselves, DIA 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 ADG; and
- agrees to inform the individual of the information set out in (1) to (6) above

Record of Amendment

Amendment Number	Date of Amendment	Page Number	Description
1.0	February 2014	All	Review, rewrite and format to corporate format.
1.1	February 2016	All	Complete review, update forms in attachments.
1.2	January 2017	All	Document review – including update DIA position titles; add reference the NTA Airside Use of Bicycles Policy. Rewrite and issue in new corporate format.
1.3	October 2018	All	General review of all sections and re-issue. Add: <ul style="list-style-type: none"> - Abbreviations - Section 6 – The Penalty Points System - Update DIA website references and links; and Secure Documents website link - Update reference to eLearning link for Inductions and Assessments
1.4	December 2020	All	Review of all sections, includes: <ul style="list-style-type: none"> - Updated CASA MOS 139 references - New Maps and Forms
1.5	May 2022	All	Review of all sections
1.6	September 2023	All	Review of all sections

The DIA Airside Vehicle Control Handbook is subject to change from time to time. As information is updated, the version number of the document will be amended accordingly, and stakeholders advised.

To the extent necessary to meet their obligations, this document and others relating to operational requirements are made available to Airlines and Ground Handlers via the DIA website.

Definitions

ITEM	DEFINITION
Access Control Point	Access Control Points (ACP) are located at the Eastern and Western end entry points to the SRA or Air Transport Apron. All persons and vehicles entering through the ACP are subject to security checks
Accident	Any vehicle or equipment related accident or incident
ADG	Means Airport Development Group
Aeronautical Radio Operator Certificate	Certificate issued in accordance with Civil Aviation Safety Regulations 1998, Part 64.
Airport	Means Darwin International Airport
Airside	The movement area of DIA, adjacent terrain, roads and buildings or portions thereof, access of which is controlled, bounded by the perimeter fence
Airside Drivers Guide	The DIA publication containing rules and procedures for driving airside, markings, airport map etc.
Airside Road	Any road within the Airside of the Airport, including roads marked on aprons
Air Traffic Control	Air Traffic Control exercise control over aircraft and vehicles on DIA. ATC services are provided by RAAF personnel
Air Transport Apron	The defined area within the Security Restricted Area to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
Approved Testing/ Training Officer	A person approved by DIA 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 refuelling, parking or carrying out maintenance on aircraft
Authority for Use Airside	An Authority issued in accordance with the Regulations
Authority to Drive Airside	An ADA issued under the regulations
Authorised Person	Means a person authorised under an appropriate statutory instrument for the purposes of the Airports (Control Of On-Airport Activities) Regulations and includes DIA and AFP
Authorised Signatory	An authorised signatory employed by a Vehicle Operator to sign a request for an AUA/ADA application
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
Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the airside as is the opinion of an Authorised Officer; or

	persons authorised to make determination on an act that constitutes an act of dangerous driving
Equipment	Any equipment that cannot move under its own power, and therefore must be pushed or towed
Escort	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times
Follow Me Service	A "Follow Me Service" is a service provided to aircraft or vehicles by an escort authorised by DIA. May be subject to Airside Escort Charges (AEC) in accordance with ADG Conditions of Use.
Frequent	At least three times per week
Handbook	This AVCH, including any appendices or attachments
Identifying Number Label	A unique set of numbered labels to be fixed and displayed on all vehicles operated on the movement areas of the airport
Infringement Notice	An infringement notice issued by an Authorised person, following a breach of the Rules for driving airside as set out in the AVCH
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	Special procedures to be implemented by Air Traffic Control and the aerodrome operator to protect the runways. Activated at a trigger point when weather conditions are above the minimal or the forecast is that the visibility will reduce to below 800m and/or cloud base is below 200ft. Only those vehicles with an operational requirement a permitted on the manoeuvring area, these include ARFF and DIA vehicles
Manoeuvring Area	That part of the airport used for the take-off, landing and taxiing of aircraft, excluding Aprons
Markings	A line, symbol or group of symbols/lines displayed on the surface of the Movement Area to convey information
Movement Area	That part of the airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons
Parking Clearance Line	Yellow, Red, Yellow lines marking the end of the apron. All parts of parked aircraft must remain inside this area.
Pavement Markings	The symbols, lines, words and figures displayed on the surface of a Movement Area
Perimeter Road	Means an Airside Road which remains clear of the Movement Areas except at marked taxiway crossings, such as, road from Gate India to Qantas Engineering and ARFF facilities
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
Radio Procedures	The standard procedures adopted for communication between ATC and aircraft/vehicles
Regulations	The Airports (Control of On-Airport Activities) Regulations 1997
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	A defined area for the take-off and landing of aircraft
Runway Strip	A specific area on each side of the runway designed to reduce the risk of damage to an aircraft should it run off the runway
Security Restricted Area	Area designated by DIA, access to which is restricted to (a) persons holding an authorised identification card valid for that part of the airport and (b) having a lawful excuse for entry. Access Control Points are located at the Eastern and Western end entry points to the SRA
Speed Limit	The speed limit in a particular area
Subsidiary	A wholly owned subsidiary company
Supervised vehicle	A vehicle driven under Supervision in accordance with the Rules for Drivers Operating Airside
Transport Security Program	The Darwin International Airport Transport Security Program (or TSP) issued in accordance with the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005
Taxilane	Means a portion of an apron designated as a taxiway and for use only to provide access to, and egress from, aircraft parking positions. For RPT jet aircraft the section of taxiway adjacent the Air Transport Apron Bays 1-12 and behind Bays 21-25 is considered a taxilane.
Taxiway	A defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.
Terminal	The International terminal at the airport which is operated by DIA (also known as "Darwin International Terminal")
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or otherwise defined as being held responsible for a vehicle operated on the airside.
Vehicle	A motor vehicle, special purpose vehicle or specialised airside mobile plant or equipment that can move under its own power (excludes bicycles, skateboards and other personal mobility devices).

Abbreviations

Abbreviation	Description
ACP	Access Control Point
ADA	Authority to Drive Airside
ADG	Airport Development Group
ADM	Airport Duty Manager (see TAOO)
AFIS	Aerodrome Flight Information Service
AM	Airside Manager
AOO	Airside Operations Officer (see TAOO)
ARFF	Airport Rescue and Fire Fighting Service
AROC	Aeronautical Radio Operator Certificate
ASA	Airservices Australia
ASIC	Aviation Security Identification Card
ASSM	Airside Safety and Standards Manager
ATA	Air Transport Apron
ATC	Air Traffic Control
ATIS	Automated Terminal Information Service
ATS	Air Traffic Services
AUA	Authority to Use Airside
AVCRM	Aerodrome Management Compliance and Risk Management reporting database
BASO	Base Aviation Safety Officer (RAAF Base Darwin)
BMU	Baggage Make-Up area
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CISC	Cyber Infrastructure Security Centre
CTAF	Common Traffic Advisory Frequency
DIA	Darwin International Airport
DIPL	Department of Infrastructure, Planning and Logistics
FOD	Foreign Object Debris or Foreign Object Damage
HOA	Head of Airside – ‘the Manager’
SMC	Surface Movement Control (RAAF ATC)
SOC	Senior Operations Coordinator
SRA	Security Restricted Area
TAOO	Terminal & Airside Operations Officer
TIBA	Traffic Information Broadcast by Aircraft
WOL	Who’s On Location – manages the eLearning on-line ADA Inductions and Assessments

Section 1- Introduction

1.1. Legislative Requirements

- 1.1.1. On State or Territory roads (Landside), the provisions of State or Territory 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 Darwin International Airport Pty Ltd (DIA) under the Airports (Control of On-Airport Activities) Regulations 1997 ('the Regulations').
- 1.1.2. As the operator of an aerodrome licensed under the CASR, DIA is obliged to include in its Aerodrome Manual suite of documents, particulars for the management of surface Vehicles operating on the airside (Civil Aviation Safety Regulations 1998 139.105(1)(a)(ii)) and MOS Part 139 Aerodromes – Chapter 14). This requirement is met through the publication of the AVCH, and DIA Airside Drivers Guide and their appendices.
- 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 CASR, Civil Aviation Orders, Airports (Control of On-Airport Activities) Regulations 1997 and WHS Legislation.

1.2. Department of Defence Responsibilities

- 1.2.1. Darwin International Airport is jointly used with the Department of Defence.
The Department of Defence is responsible for military operations on the airfield and is responsible for Airside Vehicle Control for Defence personnel and its contractors operating on RAAF Base Darwin, including on the jointly used areas.

1.3. Delegations

- 1.3.1. Under the Regulations the Department of Infrastructure and Regional Development may appoint or delegate responsibilities for the management and enforcement of those Regulations. In the case of airside vehicles, authorised officers of DIA and the AFP enforce the regulations airside. The use of AFP to enforce the AVCH is discretionary and may be considered by DIA after due consultation with the appropriate authorities.
- 1.3.2. The DIA Head of Airside (hereinafter referred to as 'the Manager') has overall responsibility and authority to control persons and vehicles entering and operating on the airside of DIA, this Handbook is issued under such authority.
- 1.3.3. Where the AVCH refers to the Managers 'delegate' this term refers to the Airside Manager or the Aerodrome Safety & Standards Manager.

1.4. Responsibilities

- 1.4.1. The DIA Airside Manager is responsible for the administration, maintaining and updating this Handbook, and ensuring the current version of the Handbook is available on the DIA website.
- 1.4.2. The DIA Airside Manager is responsible for updating and ensuring that the current version of the DIA Airside Drivers Guide is available on the DIA website: [Airside driving | Darwin International Airport \(darwinairport.com.au\)](https://www.darwinairport.com.au/airside-driving)
- 1.4.3. The DIA Airside Manager will maintain any other associated documentation and training, or induction programs presented by DIA with respect to ADA's or AUA's.
- 1.4.4. The DIA Management Team is responsible for reviewing breaches of the rules for driving airside and making the determination to suspend or withdraw and ADA.

1.5. Authority of DIA and Authorised Officers

- 1.5.1. The Regulations give DIA the authority to require ADA holders to produce certain documentation when requested.
- 1.5.2. ADA holders are required to:
 - a) show their State or Territory Driver's Licence, ADA and ASIC upon request by a DIA Terminal & Airside Operations Officer (TAOO), a DIA authorised person or Officers of the AFP;
 - a) where driving rules have been breached or a person has been involved in an accident, produce the above-mentioned documents to a DIA TAOO or a DIA authorised person having reasonable grounds to inspect them; and
 - b) in the event of a driver being involved in an accident, submit to testing under the CASA Drug and Alcohol Management Regulations.
- 1.5.3. Failure to comply may result in an Infringement being issued to the driver with a subsequent loss of demerit penalty points, which may lead to a possible suspension or withdrawal of the ADA.

Section 2 - Authority for Use Airside

2.1. Introduction

- 2.1.1. An Authority to Use Airside (AUA) is an authority issued by DIA that permits the operation of a motorised vehicle on the airside areas of DIA. 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 DIA 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. All companies intending to register Vehicles for use Airside must be a registered business. To register your business companies must complete the Business Registration Form available on the Darwin Airport website: [Airport access | Darwin International Airport \(darwinairport.com.au\)](https://www.darwinairport.com.au)

2.3. AUA Application

- 2.3.1. Application forms are available from the DIA Website [Airside driving | Darwin International Airport](#).
- 2.3.2. Applications must be submitted no less than five working days before any anticipated need for the AUA.
- 2.3.3. The DIA AUA application form must be accompanied by the following documents:
 - a) Details about the Vehicle type, unique features and compliance with the equipment requirements under the AVCH.
 - b) at least one of the following:
 - (i) Certificate of Registration of the vehicle where it is registered for use on public roads; or
 - (ii) Certificate of Roadworthiness where the vehicle is not (but is able to be) registered for use on public roads; or
 - (iii) Certificate of Serviceability 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, i.e. specialised airport equipment);
 - c) if applicable, a letter from the 'contracting' company, sponsoring the access.
 - d) 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 section 2.6 must be provided.

- 2.3.4. Note, vehicles that can be registered with the MVR, must be registered with the MVR.
- 2.3.5. If granted, an AUA may be issued for a period of up to two years.
- 2.3.6. In considering any 'contract for service' arrangements, applicants should NOT anticipate automatic approval of the granting of an AUA.

2.4. Criteria for Issue

- 2.4.1. 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, DIA 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 apron areas), and increasing the risk of accident to all users of DIA.
 - 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 ATC directions relating to the operation of Vehicles in the area;
 - e) that the Vehicle Operator has in place measures to limit fire hazards in vehicles and, without limiting the generality of (d), the DIA AM (or delegate) will also consider whether the Vehicle Operator has in place appropriate arrangements to ensure that:
 - f) if the vehicle becomes immobilised on a Movement Area, the vehicle can be immediately removed;
 - g) the vehicle will be maintained in a state of good repair.
- 2.4.3. In addition, the applicant must, to the satisfaction of the DIA AM (or delegate) 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 (GSE);
 - 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 (such as, Australian Border Force, Department of Agriculture, Airservices, AFP) 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, e.g. maintenance contract (supported by documentation from the sponsor

including details of frequency of entry onto DIA, 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 DIA Head of Airside.

2.5. Indemnity & Release

- 2.5.1. An AUA will normally not be issued unless DIA has been provided with a signed DIA Airside Vehicle Indemnity and Release Deed Poll. This deed poll is available from the [DIA website](#).

DIA may waive the requirement for an Indemnity and Release in exceptional circumstances.

2.6. Insurance

- 2.6.1. 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 DIA:
 - A. Vehicles which are Registered Vehicles, provide cover for an amount of not less than A\$20 million; and
 - B. Vehicles authorise for Airside use, provide cover for an amount of not less than A\$20 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 DIA 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 DIA immediately if, for any reason such insurance policy is amended or cancelled.

These insurances may form part of the Vehicle Operator's insurance for the use of Darwin International Airport as a whole. In other words, the Vehicle Operator will satisfy this requirement if it maintains a global public liability insurance policy that covers use of Vehicles on the airside and otherwise complies with the requirements set out in paragraphs 2.6.1 (a) – (d) above.

2.6.1. Copies of the Indemnity & Release and the Insurances will be maintained on the ADG Security Data System database.

2.7. Roadworthiness/Vehicle Condition

Vehicles which qualify for registration off-airport

- 2.7.1. In the interests of airport safety, vehicles must be maintained in a good state of repair by the Vehicle Operator in accordance with the Original Equipment Manufacturer's (OEM) required maintenance program or a suitably developed maintenance program, by an authorised maintenance provider. Maintenance should consider the vehicle mechanical and roadworthiness standards as set by the Northern Territory Department of Transport and under the laws of the Northern Territory.
- 2.7.2. 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 Northern Territory OHS legislation. The onus is on Vehicle Operators to ensure that plant intended to be used is subject to appropriate checks.
- 2.7.3. DIA, reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicle(s) which operate on the airside. Any vehicle not deemed to be in roadworthy condition must be removed from the airside (2.15.1).
- 2.7.4. Vehicle Operators must maintain the ongoing serviceability of all registered and non-registered vehicles and equipment by way of a vehicle serviceability check. Vehicle registration must be maintained for any vehicle where it is able to be used on public roads.
- 2.7.5. DIA 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 a roadworthy condition must be removed from the Airside (refer to section 2.16).
- 2.7.6. A vehicle serviceability check may include, but is not limited to, the following:
 - a) Fluid leaks
 - (i) Fuel
 - (ii) Oil (engine)
 - (iii) Oil (hydraulic – including condition of hoses and connectors)
 - b) Towing attachments
 - c) Tyre condition
 - d) Body condition
 - e) Brake condition
 - f) Excess emissions
 - g) Seat belts (if fitted)
 - h) All vehicle lights – including beacons
 - i) Horn (if fitted)
 - j) General mechanical condition

Specialist Airport Vehicles

- 2.7.7. 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).
- 2.7.8. In the case of a specialist airport vehicle, where no Northern Territory Dept of Transport licensing or IATA specification exists, the DIA Head of Airside may give approval for the use of the Vehicle in accordance with any conditions which DIA may attach to such approval or may attach from time to time.
- 2.7.9. Any vehicle not meeting standards of serviceability as set down in either the Northern Territory Department of Infrastructure, Planning and Logistics (DIPL) or IATA standards or otherwise by DIA will have their AUA suspended, and the Vehicle Operator must remove the vehicle from the airside and remove the AUA from the vehicle.
- 2.7.10. The AUA may be reissued once repairs have been affected and DIA has received written verification from an appropriately qualified person to that effect.
- 2.7.11. For the avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the Vehicle Operator. Nothing in this AVCH requires or creates any obligation or responsibility for DIA to conduct safety inspections of Vehicles operated by other persons on the airside.

2.8. Markings and Specialised Equipment for Vehicles

- 2.8.1. All Vehicle Operators must ensure that any vehicles used on the airside are equipped and marked in accordance with the requirements of this AVCH.
- 2.8.2. Companies intending to operate vehicles on the Manoeuvring Area must also comply with CASA Regulations – Manual of Standards (MOS) Part 139 Chapter 14.03 and 14.05.
- 2.8.3. Any vehicle operated on the Manoeuvring Area must also carry a label identifying emergency light signals and their meaning in a location directly visible to the driver or operator.
- 2.8.4. All vehicles which are intended to be used or may be used on the Movement areas of DIA (inclusive of all apron areas) must be equipped with a yellow or amber beacon located on a position of the vehicle that is visible from all angles. The beacon may be of a type that is rotating, flashing or strobing.
- 2.8.5. The beacon must be activated at all times and in all areas whilst in operation airside. Any vehicle not equipped with a beacon will not be granted access to the airside, unless under escort.
- 2.8.6. All vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with and activate:
 - a) Yellow or amber beacon which must operate whether the Vehicle is moving or stationary, on a runway strip, a runway, a taxiway strip or a taxiway.
 - b) a suitable radio communications equipment capable of maintaining two-way radio communicate with ATC in accordance with CASR 139.160.

- 2.8.7. All vehicles operated on the Movement area (inclusive of all apron areas) must be identifiable and display the Vehicle Operators name or logo on the vehicle; in some cases vehicles are required to have a unique number displayed on the vehicle. The operator name, logo and/or number must be displayed on all sides of a vehicle.

2.9. Marking for Non Self-Propelled and Towed Equipment (including Rolling Stock)

- 2.9.1. All non-self-propelled equipment, and equipment that is towed on the airside (including rolling stock) must be marked in such a way as to be visible from all directions while being towed on the airside during the hours of darkness and periods of low visibility.

2.10. Activation of Lights

- 2.10.1. All vehicles which are intended to be used on the airside must display (on top of vehicle or highest point) an occulting or rotating amber/orange/yellow beacon, which is red and/or blue in the case of emergency response vehicles which is visible 360° around the vehicle.
- 2.10.2. All Vehicle Operators must activate the vehicle's amber beacon at all times (night and day) while operating on the movement area (inclusive of all apron areas).
- 2.10.3. All Vehicle Operators must activate the vehicle's headlights (dipped), taillights and amber beacon during hours of darkness and periods of declared low visibility whenever the vehicle is operating on the movement area.

2.11. New Types of Vehicles

- 2.11.1. Where a Vehicle Operator plans to acquire a new type of vehicle for airport use, the Vehicle Operator should as soon as possible discuss the proposed acquisition with the DIA so that an assessment can be made about compatibility with pavements and local geography at the airport.
- 2.11.2. The type of information necessary to make such assessment of the proposed equipment will ordinarily include:
- a) compliance with NT DIPL 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 & special features.
- 2.11.3. Companies with GSE wider than the airside apron road (3.6m) must provide DIA with a risk assessment and safety operation procedure when applying for an AUA for that vehicle.

- 2.11.4. Electric Vehicles or GSE will require specific risk assessments to be provided by the Operator and consideration to issue an AUA, must include the compatibility of the equipment, charging requirements and assessment of the requirements and availability of supporting infrastructure.
- 2.11.5. To avoid any doubt, the Manager retains the discretion about whether, or on what conditions, to issue or renew an AUA. DIA may restrict certain Vehicles and plant from operating on certain areas of the airport to minimise damage to pavements and infrastructure.

2.12. Private Vehicles

- 2.12.1. DIA may approve use of privately owned vehicles on the airside if the operator meets the conditions of Section 2 of the AVCH, including the requirement for any employees' vehicles to be covered by their Employers' public liability insurance for an amount of not less than AU\$20 million when used on the airside.
- 2.12.2. DIA retains absolute discretion on the issuing of AUA's to privately owned vehicles.

2.13. Granting of an AUA

- 2.1.1 Upon approval, DIA will notify the Vehicle Operator that the AUA permit label is ready for collection.

2.14. Affixing of the AUA Label

- 2.14.1. Upon issue of the label, it must immediately be affixed to the corresponding vehicle as identified on the label.
- 2.14.2. The label must be affixed to the front windscreen of the vehicle.
- 2.14.3. Where a vehicle does not have a windscreen, the label is to be affixed and be clearly visible.
- 2.14.4. It is the responsibility of the vehicle operator to ensure a vehicle's AUA is clearly readable.
- 2.14.5. No AUA label is transferable between Vehicle Operators or a Vehicle Operator's vehicles.

2.15. Air Traffic Services Light Signals Label

- 2.15.1. Vehicles operating on the manoeuvring area must have affixed to the vehicle a label defining the meanings of light signals from ATC.
 - a) The label must be visible to the driver or vehicle operator; and
 - b) Be maintained in a condition that it is legible to the operator or driver of the vehicle.

These labels can be collected from the Terminal Control Centre.

2.16. Removal of Vehicles from the Airside

- 2.16.1. DIA may direct the removal of a vehicle from the Airside under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131(1) where the vehicle:
- is operated, parked staged or stored in a manner that is likely to endanger a person or property (including other vehicles or aircraft);
 - impedes safe or efficient operations;
 - is inactive, unserviceable or un-roadworthy;
 - fails to meet requirements of possessing an AUA under the AVCH
 - is identified airside with the appropriate authority (e.g. AUA).
- 2.16.2. This direction may be issued to the vehicle operator verbally and/or written notice to the vehicle driver, owner/operator.
- 2.16.3. Refusal to comply with such a direction is an offence under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131 (2).
- 2.16.4. If the driver cannot be found, or refuses to comply with the direction, the Manager, or authorised officer, may direct that the vehicle be moved to a place within the airport approved for that purpose under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131 (4).
- 2.16.5. Under 2.16.4, the vehicle may be moved by DIA through appropriate means with no liability to DIA regardless of any damage or costs associated with the removal of the vehicle. All costs associated with the transfer of vehicles will be met by the Vehicle operator i.e. towing; staff resources; storage and /or any other costs associated with the removal.
- 2.16.6. DIA accepts no responsibility for any damage that may be sustained by the Vehicle in the course of it being removed or whilst in storage.
- 2.16.7. Under a direction given under 2.16.1, the vehicle may be moved by an authorised officer capable of operating the vehicle or a person contracted by the authorised officer.
- 2.16.8. A vehicle that is not displaying a valid AUA will not be permitted access to the SRA at the Access Control Points and will be removed from the airside.

2.17. Suspension of an AUA

- 2.17.1. Subject to this AVCH, an AUA is valid until the end of the month shown on the AUA label.
- 2.17.2. The Manager or their delegate may at any time suspend an AUA where:
- the vehicle does not meet the requirements of clause(s) 2.3, 2.4, 2.5, 2.6, 2.7; or
 - there has been a breach of the requirements of this Handbook or the Regulations that is sufficiently serious to consider suspension of the AUA.
- 2.17.3. If DIA suspends an AUA under clause 2.16.2, it may be done by verbal and/or written notice to the Vehicle Operator, the notice will specify the:
- reason/s for; and
 - period of, the suspension.

- 2.17.4. 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 TCC Office; or
 - b) if the AUA Labels cannot be returned to DIA, the AUA and labels must be destroyed and DIA provided with a statutory declaration declaring that the AUA and/or labels have been destroyed.
- 2.17.5. At any time during a period of suspension under this part, DIA 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 just cause" why it should not be cancelled.
- 2.17.6. The Manager will invite the Vehicle Operator of the vehicle under suspension, in writing, to "show just cause" why the AUA should not be withdrawn. The Vehicle Operator should write to the DIA, 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.
- 2.17.7. The Manager's 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 Manager may consider it appropriate to suspend, cancel, or to limit the number of Vehicles at the airport for general congestion or operational efficiencies.

2.18. Withdrawal of an AUA

- 2.18.1. The Manager in deciding whether to withdraw an AUA may use the criteria for issuing an AUA as detailed in this Part of the AVCH. If the Manager decides to withdraw the AUA, he/she will notify the Vehicle Operator, in writing, as soon as practicable.
- 2.18.2. 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 TCC; or
 - b) if the AUA cannot be removed from the vehicle, destroy the AUA and provide DIA with a statutory declaration that the AUA has been destroyed.
 - c) remove the vehicle from the airside

2.19. Appeal of Decisions - AUA

- 2.19.1. The decision by DIA to withdraw an AUA may initially be appealed to the Manager within 7 business days of the notification of any suspension.
- 2.19.2. DIA must provide an outcome of the appeal within 7 business days of the receipt of the appeal. Where this cannot be achieved, DIA will notify the vehicle operator in writing.
- 2.19.3. Should the operator wish to escalate the matter beyond the initial appeal, pursuant to the regulations, a Vehicle Operator may apply to the Administrative Appeals Tribunal (AAT) for review of a decision by DIA to withdraw an AUA.
- 2.19.4. The AUA will remain withdrawn pending the decision of the AAT.
- 2.19.5. All costs incurred by DIA with an appeal to the AAT will be met by the applicant regardless of the outcome.

2.20. Vehicles in Leased Areas

- 2.20.1. Vehicles must be issued with an AUA if operated in any area of the airside. This includes vehicles that may be used solely within a leased area if it is deemed to be airside.

2.21. Renewal of an AUA

- 2.21.1. 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.
- 2.21.2. At the time of renewal of an AUA, the Vehicle Operator must satisfy DIA that the criteria set out for the issue of an AUA (as stated at clauses 2.3, 2.4, 2.5, 2.6, or 2.7) have been met.

2.22. Renewal Application

- 2.22.1. All relevant forms and criteria for application are available from the DIA Website [Airside driving | Darwin International Airport](#).
- 2.22.2. Applications should be submitted to DIA no less than 5 working days before the Vehicle Operator wishes to use the vehicle on the airside.
- 2.22.3. The AUA renewal application form must be accompanied by the following documents in support of the application:
 - a) at least one of the following:
 - (i) Certificate of Registration of a vehicle where it is able to be used 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); and
 - b) a signed Airside Vehicle Indemnity & Release deed poll (if not already provided); and

- c) evidence of liability insurance which meets the requirements set out in paragraph 2.5; and
- d) If applicable, a letter from the 'contracting' company, sponsoring the application.

2.23. Replacement of an AUA Label

- 2.23.1. DIA may issue a replacement AUA label for any Vehicle Operator that confirms that the original label has been destroyed.
- 2.23.2. 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.
- 2.23.3. The Vehicle Operator will pay all costs associated with the replacement of a lost or destroyed label.

2.24. Temporary AUA

- 2.24.1. DIA may, in their discretion, issue a temporary AUA.
- 2.24.2. A Vehicle Operator must, in applying for a temporary AUA, submit all relevant documentation as in the case of any permanent AUA application.
- 2.24.3. A Vehicle Operator must, in applying for a temporary AUA, submit any additional documentation as requested by the DIA AM in support of the application.

2.25. Expiry of an AUA

- 2.25.1. When an AUA expires, the Vehicle Operator must either:
 - a) physically return the AUA to DIA TCC; or
 - b) if the AUA cannot be removed from the vehicle, destroy the AUA and provide DIA with a statutory declaration that the AUA has been destroyed.

2.26. Disposal of Vehicles with an AUA

- 2.26.1. 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 DIA AM (or delegate); or
 - b) if the AUA cannot be removed from the vehicle, destroy the AUA and provide DIA with a statutory declaration that the AUA has been destroyed.

Section 3 - Authority to Drive Airside (ADA)

3.1. Introduction

- 3.1.1. An Authority to Drive Airside (ADA) is an authority issued by DIA that permits the holder of the ADA to operate a vehicle on the airside at Darwin International Airport (DIA) within certain designated areas, depending upon the Category of ADA the driver holds, as set out below.
- 3.1.2. DIA is the responsible authority for issuing ADA's. DIA may delegate the responsibility to issue ADA's to a third party as an Approved Issuing Authority.
- 3.1.3. Department of Defence is responsible for Defence personnel and its contractors (refer 3.2.2 Joint User Arrangements).

3.2. Categories of ADA

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

- a) Category 1: Perimeter and Airside Roads
Note: There is limited requirement for Category 1 ADA at DIA unless there is a requirement to restrict vehicles to a particular area, in most cases a Category 2 ADA would be issued.
- b) Category 2: Airside Roads and Aprons
- c) Category 3: All Manoeuvring Areas excluding Runways and associated Runway strips
- d) Category 4: All Airside areas

3.2.2. Joint User Arrangements

In accordance with the Joint User Deed, the Department of Defence is responsible for military operations on the airfield and is responsible for Airside Vehicle Control for Defence personnel and its contractors.

All military and civilian personnel based at RAAF Base Darwin that require airside access, must be issued with a RAAF Base Darwin Airside Access Pass in accordance with the requirements detailed in the RAAF Base Darwin Aerodrome Manual.

- Awareness: Airside Awareness training is mandatory to all Defence personnel, APS staff, contractors and visitors who operate on or from RAF Base Darwin annually. This is the prerequisite for doing any Level 1, 2 or 3 Airside Access Training. Personnel who have only completed the Airside Awareness course must be escorted at all times.
- Airside Access (Level 1): This training provides the theory necessary to operate on RAAF Base Darwin controlled aircraft parking areas (C2).
- Airside Access (Level 2): This training provides the theory necessary to operate on Darwin Airport taxiways (C3) and runways (C4).

- Airside Access (Level 3): This training provides the necessary aerodrome-specific training to operate on RAAF Base Darwin airside areas (C2, C3 and C4) and is required for all military and civilian personnel who required access to the Airside areas, including runways and/or taxiways.

In addition to the Airside Awareness and Airside Access theory training, Airside Access (Level 3) training includes a series of practical drives and assessment.

RAAF Base Darwin utilise the following codes on Access Cards:

C2 – Parking areas only

C3 – Parking areas and taxiways only

C4 – All movement areas.

RAAF Base Darwin Airside Access Pass is valid for two years or a lesser period as required.

Airside Access and Airside Awareness training is overseen and managed by the RAAF Base BASO.

RAAF Base Darwin qualified drivers, such as Air Traffic Controllers, Base Safety, Base Engineer and Security Police (SECFOR) are authorised to access DIA leased areas as required.

3.3. Eligibility to hold an ADA

- 3.3.1. An application for an ADA must be made to DIA online via the website – [DIA Application for Authority to Drive Airside \(ADA\)](#).
- 3.3.2. 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 DIA will issue an ADA to a person.
- 3.3.3. In the case of an applicant who has not held an ADA in the same or higher Category for the airport, the DIA AM (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;
 - b) holds a current and valid Australian State or Territory Driver's Licence
 - c) holds a current and valid Aviation Security Identification Card (ASIC);
 - 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 Airside Drivers Guide and this Handbook; and

- g) if applying for a Cat 3 or 4 ADA:
 - (i) holds an Aeronautical Radio Operators Certificate (AROC) issued by CASA or its Delegate;
 - (ii) has a thorough knowledge of ATC instructions, operating restrictions and safety requirements associated with operating on the airside; and
 - (iii) will not be impeded in his or her ability to read and understand coloured signs and/or lights (e.g. colour blindness). Any such restrictions must be written on the application form in order that it can be assessed on a case-by-case basis.

3.4. Airside Driving Documentation

- 3.4.1. The reference document for the ADA is the DIA Airside Drivers Guide and should be read in conjunction with the AVCH.
- 3.4.2. These Airside Drivers Guide is available from the [Darwin Airport website](#)

3.5. DIA ADA Testing

- 3.5.1. Applicants for all Categories of ADA are required to pass any reasonable and relevant tests deemed necessary by the DIA AM.
- 3.5.2. The DIA testing regime consists of, but may not be limited to:
 - a) Online theory test and induction course;
 - b) geography test (Category 3 and 4); and
 - c) practical test (Category 3 and 4).

Renewal Process

- 3.5.3. All ADA holders are required to complete a renewal process every two years. ADA holders must complete the online theory test and induction course relevant to the category of ADA.

3.6. Purpose of Testing

- 3.6.1. 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 *DIA Airside Drivers Guide* relevant to the category of ADA.

DIA does not seek to verify a person(s) competency in operating a particular piece of plant or equipment; however, where requested, a Vehicle Operator company must provide evidence of compliance to regulatory requirements for the use of all equipment operated airside as required from time to time.

3.7. Application for an ADA

- 3.7.1. The administration process for ADA applications is managed through the DIA website [Working on Airport – Airside Driving](#). Before registering for an ADA induction, all drivers must have completed their practical training log
- 3.7.2. Following registering, applicants will receive an email with the link(s) to sit the Airside Driving Induction(s).
- 3.7.3. Applicants are also required to submit any supporting documentation, including [Practical Training Logbook](#) and the Aeronautical Radio Operators Certificate (CAT 3 and 4 only).
- 3.7.4. In deciding whether to issue an ADA, the Manager (or delegate) will consider the following:
 - a) the demonstrated operational requirement for unescorted driving access on a frequent basis;
 - 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 3.8 and 3.10 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.
- 3.7.5. To avoid any doubt, the Manager (or their Delegate) retains the absolute discretion about whether to, or on what conditions to issue or renew an ADA.

3.8. Prerequisites for Category 1 and Category 2 ADA

- 3.8.1. For a Cat 1 or 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 an Authorised Airside Driving Examiner the following:
 - (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 jet blast 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;
 - (vii) geographic limits for Cat 1 and 2 ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
 - (viii) 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 taxi lane and/or taxiway crossings;
 - (xii) knowledge of relevant airside safety policies such as “No Seat, No Ride”, and other safety matters contained in the relevant Guide.
- c) complete online induction and theory test in accordance with Section 3.13.2 for Cat 2 ADAs

3.9. Issue – Category 1 or Category 2 ADA

3.9.1. The Manager (or approved delegate) may issue an ADA only after the applicant:

- a) satisfies the eligibility requirements;
- b) provides evidence of a valid Aviation Security Identification Card (ASIC) for use at Darwin International Airport;
- c) provides evidence of a valid State or Territory Drivers Licence; and
- d) successfully completes both the DIA theory and check ride (if required) tests.

3.10. Prerequisites for Category 3 or Category 4 ADA

3.10.1. 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 competence in operating a vehicle on the manoeuvring area that will include the following:
 - (i) all of the matters required to be demonstrated by an applicant for a Cat 1 or 2 ADA, as set out in clause 3.8.1

plus

 - (ii) recognition and meaning of any 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, holding points, runways and all lighting;
 - (iv) unaided identification of all runway and taxiways;
 - (v) correct procedures for entering or crossing taxiways, runways and runway strips;
 - (vi) correct radio procedures and use of standard phraseology;
 - (vii) knowledge of radio failure procedures and light signals from ATC.
- d) complete online induction and theory test in accordance with Section 3.13.3 and 3.13.4 as the case requires.

3.1.1 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.

3.11. Issue - Category 3 or Category 4 ADA

- 3.11.1. The Manager or their delegate may issue an ADA only after an applicant:
- a) satisfies the eligibility requirements;
 - b) provides evidence of a valid ASIC for use at Darwin International Airport;
 - c) provides evidence of a valid State or Territory Drivers Licence;
 - d) provides evidence of an Aeronautical Radio Operators Certificate; and
 - e) successfully completes both the DIA online theory and Check Ride (if applicable) tests

3.12. Conditions of Issue

- 3.12.1. An ADA will be valid for up to 24 calendar months from the month of issue (unless otherwise specified by the Manager), or is suspended or cancelled by DIA. The ADA will expire on the last day of the month of validity. Note the ADA will be aligned with the ASIC expiry date and the initial issue may be for a period of less than 24 months.
- 3.12.2. 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 Darwin International Airport, the driver must re-apply for a new ADA, or apply for a transfer. The ADA may be re-issued with the same expiry date and without the need to follow the initial application procedure providing the period between employers is less than one month.
- 3.12.3. The ADA is valid only while the ADA holder is in possession of a current State or Territory Drivers Licence. It is the responsibility of the ADA holder to ensure they hold a current State or Territory 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 DIA AM; and
 - b) the ADA will be suspended for the period of the cancellation/suspension of that State or Territory Drivers Licence.
- 3.12.4. Where an ADA holder works for more than one company his/her ADA may only be sponsored by one company. However, it is the responsibility of the ADA holder that they inform both companies and DIA of this fact. Failure to disclose this information to an employer and/or DIA may result in the driver being uninsured in the event of an accident.

3.13. Testing Process for an ADA

- 3.13.1. DIA will conduct competency-based testing of all applicants prior to the issue of an ADA.
- 3.13.2. The Cat 2 - ADA Driver test may consist of:
- a) Airside driving induction (note this is normally carried out by the Employer)
 - b) An online theory test, consisting of multi-choice questions derived from information provided in the Airside Drivers Guide.

3.13.3. The Cat 3 – ADA Driver test may consist of:

- a) an online theory test, consisting of multi-choice questions derived from information provided in the Airside Drivers Guide which are to be completed within a designated time frame of commencing the test;
- b) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant;
- c) a practical demonstration of competency consisting of a check ride driving test conducted on the airside, specifically including the taxiway network; and
- d) the applicant demonstrating knowledge and competency of radio procedures.

3.13.4. The Cat 4 – ADA Driver test may consist of:

- a) an online theory test, consisting of multi-choice questions derived from information provided in the Airside Drivers Guide which are to be completed within a designated time frame of commencing the test;
- 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 check ride driving test conducted on the airside, specifically including the taxiway network and runway network. The test may include at least one (1) runway crossing; and
- d) the applicant demonstrating knowledge and competency of radio procedures.

3.14. Criteria for Obtaining a 'Pass'

- 3.14.1. Applicants must correctly answer 100% of the assessment questions to successfully complete the online theory test. Should the applicant be unsuccessful, they may re-sit the test.
- 3.14.2. Following successful completion of the online theory; initial Cat 3 and Cat 4 ADA applicants are required to demonstrate the application of their knowledge (including airport geography) and skill by undertaking a check-ride practical driving test under the guidance of an Authorised Airside Driving Examiner.
- 3.14.3. Applicants for Category 3 and 4 ADA's may be required to undertake the practical test during a period after last light.
- 3.14.4. 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.
- 3.14.5. Current ADA holders who (during ADA renewal) fail to demonstrate competency must surrender their current ADA until such time as they can successfully pass the tests. In the case of a Category 3 or 4 holder failing to pass the competency testing, the applicant's current Category 3 or 4 may be downgraded to a Category 2 ADA.

3.15. Driver Competency

- 3.15.1. Each employer will be responsible for training their driver/s in the safe and correct operation of any vehicle or equipment the driver is to operate airside.
- 3.15.2. Driver/s that have not operated on the airside for a period of 3 months must be reassessed by their employer e.g., conduct a check-ride assessment.

3.16. ADAs and the Points System

- 3.16.1 DIA 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 6 of this AVCH.

3.17. Renewal of an ADA

- 3.17.1. An applicant may renew an ADA at any time up to one month before the expiry date of that ADA.
- 3.17.2. To renew an ADA an applicant must:
- a) successfully complete the DIA online induction/s refresher via WoL
 - b) submit an ADA Application Form;
 - c) demonstrate that there continues to be an operational requirement for frequent unescorted access to the airside;
 - d) provide evidence of a valid ASIC for use at Darwin International Airport;
 - e) provide evidence of a current State or Territory Drivers Licence;
- 3.17.3. DIA or an approved delegate may re-issue an ADA to applicants if these requirements and eligibility criteria are satisfied.

3.18. Upgrading an ADA

- 3.18.1. A driver may apply to upgrade an ADA from a Cat 2 to a Cat 3 or directly to a Cat 4, provided the applicant has held the Cat 2 for a minimum period of six weeks.
- 3.18.2. A driver may apply to upgrade an ADA from a Cat 3 to a Cat 4.
- 3.18.3. In applying to upgrade an ADA, an applicant must:
- a) establish a genuine need to upgrade the ADA;
 - b) complete a check-ride assessment with an Authorised Airside Driving Examiner; and
 - c) otherwise satisfy the eligibility requirements for that category of ADA as listed in the preceding clauses.
- 3.18.4. The Manager is under no obligation to upgrade the ADA and each application must be established on a case-by-case basis.

3.19. Downgrading of an ADA

- 3.19.1. 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.
- 3.19.2. The ADA holder must present the ADA for re-issue to the DIA TCC within 72 hours of the downgrade taking effect.
- 3.19.3. The Manager may downgrade the category of any ADA under the following circumstances:
- a) the ADA holder is subject to investigation;

- b) the ADA holder is unable to substantiate the need to maintain the category of the ADA issued.

3.20. Surrender of an ADA

- 3.20.1. When a driver is no longer required to drive on the airside, the ADA holder must return the ADA to the issuing authority 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.
- 3.20.2. An ADA is not transferable between individuals, and ADA's are issued for use at Darwin International Airport only.

3.21. Suspension or Withdrawal of an ADA

- 3.21.1. The Manager or their delegate may at any time suspend or withdraw 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) breach of the condition of issue of the ADA; or
 - e) fails to comply with a directive from an authorised officer; or
 - f) a situation where the ADA holder accumulates 12 or more demerit penalty points during a 24 month period; or
 - g) fails to respond to an invitation to 'show cause' in writing within 14 days or fails to sufficiently 'show cause' why the ADA should not be suspended or withdrawn; or
 - h) a situation where the ADA holder has abused or threatened in any way an Authorised Officer on behalf of DIA.
- 3.21.2. The suspension will be for a period to be determined by the Manager or their delegate, pending the outcome of any DIA or regulatory investigation.
- 3.21.3. An ADA holder must not drive (utilising the privileges of an ADA) a vehicle airside on Darwin International Airport during the period of suspension.
- 3.21.4. A person may drive a vehicle airside "under supervision" for the purposes of re-training.
- 3.21.5. If ADA is suspended under clause 3.19.1 it may be done by oral and/or written notice to the ADA holder and the Vehicle Operator. The notice to the ADA holder will specify the reasons for, and period of the suspension.
- 3.21.6. If the matter is one of the accumulations of 12 or more demerit penalty points then the ADA holder will be invited to 'show cause' in writing to DIA within 14 days of notice (or letter) being issued, stating why their ADA should not be suspended or withdrawn (refer 3.23 – Appeal of Decisions – ADA).
- 3.21.7. Within 72 hours of receipt of a notice of suspension or withdrawal of an ADA, the ADA holder must surrender the ADA to the DIA TCC.

3.21.8. Vehicle Operators may also request DIA to suspend an employee's ADA by providing the Manager with sufficient written advice as to why suspension should occur.

3.21.9. At any time during the period of ADA suspension, the Manager may:

- a) lift the suspension;
- b) extend the period of suspension; and/or
- c) downgrade the category of the ADA.

3.21.10. Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the Manager) be required to sit further DIA driving tests.

3.22. Removal of the ADA

3.21.1 An Authorised Officer (i.e. DIA TAOO) 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 demerit points in any one event; or
- c) a failure to obtain the required pass mark of the Airside Diver Tests; or
- d) a failure to provide (show) or hold a valid ASIC.

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

3.23. Appeal of Decisions - ADA

3.23.1. DIA may establish an Appeals Panel to review any appeal about:

- a) the withdrawal of an ADA; or
- b) the suspension of an ADA; or
- c) a decision to downgrade an ADA.

3.23.2. The ADA holder will be invited to "show cause" in writing (within 7 days of the dated letter from DIA) stating why their ADA should not be withdrawn.

3.23.3. The Manager will consider the appeal in the first instance.

3.23.4. If Should the appeal require escalation, the matter may be reviewed by the DIA Operations Management Team.

3.23.5. If necessary, DIA may establish an 'Appeals Panel' chaired by an appropriately qualified person who is independent of DIA, the ADA holder and the Vehicle Operator. If required a third party 'specialist' may be called in to act as an advisor by any of the members of the Appeals Panel.

3.23.6. Any appeals should be made in writing within 14 days from the date of the offence. The appeal is to be addressed to the Manager in the first instance.

3.23.7. Following the establishment of an Appeals Panel, the 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 chairman has been informed of the appeal.

- 3.23.8. Any loss of points (or suspension) given at the time of the incident will stand until such time the Manager or the Appeals Panel the points and/or suspension should be amended or left unchanged. It will be incumbent on the ADA holder to demonstrate that he/she was not responsible for the relevant incident or satisfy the Panel of mitigating circumstances.
- 3.23.9. In the event the ADA holder is unsatisfied with the decision of the DIA Appeals Panel, the ADA holder may apply to the Administrative Appeals Tribunal (AAT) for a review of that decision under Regulation 125 of the Airports (Control of On-Airport Activities) Regulations.

Section 4 - Authorised Issuing Authorities

4.1. Introduction

- 4.1.1. DIA may, authorise certain Vehicle Operators to issue Authorities to Drive Airside to employees of Vehicle Operators other than Subsidiaries. Such a Vehicle Operator shall be known as an "Approved Issuing Authority".
- 4.1.2. Authorised Issuing Authorities are only permitted to issue a Category 1 and 2 ADA.
- 4.1.3. The Department of Defence is responsible for Airside Vehicle Control and managing Airside Access for Defence personnel and its contractors.

4.2. General Requirements

- 4.2.1. In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide to DIA the following information:
 - a) Number of Vehicles likely to enter the airside
 - b) Number of employees likely to be authorised to drive airside
 - c) The type of vehicles likely to enter the airside
 - d) A copy of the proposed Vehicle Operator training and testing material including:
 - geography of the airport
 - ATC communication procedures
 - airport markings
 - aircraft towing/push back procedures
 - standard Vehicle Operator ramp operating procedures.
- 4.2.2. DIA will conduct audits of Approved Issuing Authorities from time to time.
- 4.2.3. Approved Issuing Authorities are to provide DIA with details of all vehicles for which an Authority for Use Airside has been issued, and of all drivers tested and issued with an ADA in a format and frequency determined by DIA to ensure the application of 4.5.3 is met.
- 4.2.4. Approved Issuing Authorities may train their own staff.

4.3. Responsibilities of Authorised Issuing Authorities

- 4.3.1. An Approved Issuing Authority is required to issue to all its employees (and employees of its Subsidiaries) who may require to drive airside as part of their normal duties, the following:
 - the DIA Airside Drivers Guide (or the AVCH)
 - maps of the airport
 - radio procedures (if required)
 - guidance material regarding the use and meaning of signs, markers, and markings

- 4.3.2. The Approved Issuing Authority shall ensure that:
- a) all documentation detailed in 4.2.1 is current.
 - b) the training and testing material provided and used reflects the most recent documentation from the DIA and is maintained and updated accordingly.
 - c) the training and testing will be conducted in accordance with section 3 of this document pertaining to Category 1 and 2 ADA's.
- 4.3.3. Following receipt of application from its own employees or from employees of its Subsidiaries, the Approved Issuing Authority may issue Authorities to Drive Airside (excluding ADA Category 3 and 4) in accordance with the conditions of this Handbook.

4.4. Authorised Testing Officers

- 4.4.1. An Approved Issuing Authority is required to provide DIA details of all proposed Authorised Testing Officers. The proposed Authorised Testing Officers will undergo checks by DIA to ensure that minimum and uniform standards are maintained. These details may be reviewed and resubmitted annually to DIA.
- 4.4.2. If a proposed Authorised Testing Officer satisfies the requirements of DIA, then he or she may be endorsed by DIA as an Authorised Testing Officer.
- 4.4.3. Authorised Testing Officers are required to train and test the employees of the Approved Issuing Authority who apply for an Authority to Drive Airside (other than an ADA Category 4, who may only be tested by DIA).
- 4.4.4. The Approved Issuing Authority undertakes to train and test its employees to drive on the airside to the standard set out in this Handbook.
- 4.4.5. The Department of Defence trains and tests Defence personnel and contractors to access and drive on the airside.

Section 5 - Rules for Driving Airside

5.1. Introduction

- 5.1.1. The rules for driving airside are an important part of the system that DIA has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic airside.
- 5.1.2. 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.
- 5.1.3. Any failure to comply with the requirements of these rules will also be taken into account by the Manager (or Delegate) in considering whether to suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor vehicles airside.
- 5.1.4. 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.
- 5.1.5. The *DIA Airside Drivers Guide* has been produced by Darwin International Airport, in the interests of promoting driving safely on the airside at Darwin Airport.

The *Guide* details the safety rules for drivers in more detail and covers general conditions of operating a vehicle airside on roadways, aprons and around the terminal (and aerobridges), speed limits, driving in the vicinity of aircraft, aircraft pushback procedures, as well as detailed information on airside markings and general safety tips, communications, situational awareness and guidance and should be read in conjunction with the AVCH.

5.2. General Requirements

- 5.2.1. 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 5 of this AVCH.
- 5.2.2. DIA authorises the use of vehicles on the airside through the issue of AUA's and ADA's. On Manoeuvring Areas, RAAF ATC exercises control over vehicular traffic.

Note that during periods that ATC services are temporarily not available or reduced, such as, AFIS or FLIGHT WATCH, vehicle movements are broadcast on CTAF frequency 133.1.
- 5.2.3. Drivers must not drive a vehicle on the airside unless they hold:
 - (a) a valid ADA; and the vehicle has a valid AUA appropriately affixed to the vehicle
 - (b) a valid and current ASIC (or other authorised pass); and
 - (c) a valid State or Territory drivers licence; or
 - (d) 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 and
 - b. a valid State or Territory drivers' licence.

5.2.4 When driving airside, drivers must:

- a) be familiar with the latest edition of the AVCH and the *Airside Drivers Guide* (including amendments to the Handbook/Guides); and any other relevant airside driving publications;
- 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;
- e) be familiar with and comply with the radio procedures set out in this AVCH;
- f) not drive while affected by alcohol or drugs;
- g) not drive in a manner likely to jeopardise the safety of any person or property on the airside;
- h) obey all signage, pavement markings, and traffic control devices located airside;
- i) activate an amber beacon whilst operating on the Movement Area
- j) wear and/or carry PPE in accordance with ADG Airside PPE Policy
- k) obey all instructions given by an Authorised Officer when requested to do so
- l) wear seatbelts where fitted when driving on the airside

NB: ADA Application Forms and copies of the current DIA Airside Drivers Guide and Practical Training Logbook can be accessed via the DIA website:

<https://www.darwinairport.com.au/corporate/operations#airside-driving>

5.3. Road System

- 5.3.1. DIA provides a road system around the airport which allows for appropriate clearances from aircraft operating on the Movement Areas.
- 5.3.2. Vehicles must use the marked roadway where provided. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only within the close proximity to that aircraft.
- 5.3.3. The airside road crosses operational taxiways and taxilanes at several locations. Drivers of vehicles, including Category 2 ADA holders, are permitted to cross taxiways at marked crossing areas – 'Live Taxiway Crossing' - marked in a red and white zipper pattern; however, all drivers, must exercise extreme caution and adhere to signage, and must STOP giving way to aircraft at all times.
- 5.3.4. Vehicles must not cross the Parking Clearance Line (yellow, red, yellow lines at apron end) to pass around a parked aircraft.
- 5.3.5. Any vehicles or GSE that is required to travel beyond the Parking Clearance Line into the taxilane at the rear of the apron, must obtain clearance from ATC, or if the vehicle is not equipped with a radio, must request approval from DIA TAOO – refer 5.15 Operating on the Manoeuvring Area.

5.4. Height Restrictions

- 5.4.1. Height restrictions apply throughout various locations and are sign-posted accordingly. They include the baggage makeup area and aerobridges from Bay 1 through to Bay 5.
- 5.4.2. Vehicles and GSE in excess of 3.8 metres in height must not be driven (or towed) along the airside road under link from terminal to an aerobridge).
- 5.4.3. Any vehicles or GSE in excess of 3.8 metres in height are required to access the apron to travel around aerobridges and the links to the terminal.

5.5. Speed Limits

- 5.5.1. When driving on the airside at the airport drivers must observe the following speed limits:
 - a) On Apron Areas: maximum 10 km/h
 - b) Airside road: maximum 10 km/h
 - c) Baggage Make-up Area: maximum 5 km/h
 - d) Perimeter Roads: 25 km/hr (unless otherwise designated)
 - e) Taxilane adjoining Northern and Southern GA Aprons: 25 km/hr Refer Note 1
 - f) Taxiways as required
 - g) Runways as required
 - h) RAAF Property: in accordance with RAAF regulations and signage

Notes:

- 1- Vehicles, including Refueller tankers are permitted to travel up to 25 km/h when driving on the taxilane adjoining the Northern and Southern GA Aprons, provided that:
 - a) Vehicle is travelling on the marked centre line
 - b) Give way to taxiing aircraft at all times – including vacating the taxilane when aircraft are approaching; and
 - c) Restricted to maximum 10 km/h when not driving along the centre line of the taxiway

- 5.5.2. Where there is an operational requirement to vary speeds to those indicated above, approval must be sought from the Manager (or delegate) 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 RAAF ATC.
- 5.5.3. 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).

5.6. FOD Control Measures

- 5.6.1. 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.

- 5.6.2. Drivers must ensure when driving Vehicles carrying loose material (such as garbage, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage.
- 5.6.3. When transporting ULD containers, drivers must ensure container doors/curtains are closed and locked and the locks on rolling stock are engaged.
- 5.6.4. Drivers must ensure all rubbish (such as drink containers, paper etc) is removed from vehicles and disposed of appropriately prior to and following operating the vehicle.
- 5.6.5. Any item(s) falling from a vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.
- 5.6.6. Items blowing onto the Manoeuvring Area must be brought to the attention of DIA TAOO immediately.

5.7. Right of Way

- 5.7.1. All aircraft, including those under tow, have right of way over all other Vehicles.
- 5.7.2. Vehicles travelling on airside roadways have right of way over Vehicles entering/crossing roadways.
- 5.7.3. Where roadways intersect and there are no signs or markings, or the NT State Road Rules (for example, give way to vehicles on the right) will apply at those points.

5.8. Overtaking other Vehicles

- 5.8.1. In general, overtaking a vehicle is not permitted; if there is an operational requirement to do so the following conditions apply to any vehicle overtaking another vehicle on the airside:
 - a) Overtake on the right hand side.
 - b) The overtaking vehicle must not breach the speed limit for that area;
 - c) The overtaking must be conducted in a safe manner;
 - d) The overtaking manoeuvre must not force any other vehicle off the road/roadway;
 - e) 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 taxilane to overtake preceding traffic.

5.9. Dangerous Driving

- 5.9.1. Vehicles travelling on the Airside roadways (and aprons) must not be driven in a manner dangerous to people, other vehicles or equipment.

This includes tailgating where you will most likely be in the drivers' blind spot, in particular when driving behind large vehicles, such as refuelling and catering trucks.

5.10. Proximity to Aircraft

- 5.10.1. 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.
- 5.10.2. 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.

- 5.10.3. Drivers must not drive behind and must stay well clear of aircraft when their 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, note there are other indicators that drivers need to be aware of that an aircraft is about to move, such as, aerobridge retracted and tug connected.
- 5.10.4. Drivers of vehicles and equipment must ensure safe distances for the respective aircraft types are always maintained to operating aircraft, refer to Airside Drivers Guide for more detail and information on aircraft types and respective aircraft codes and the required minimum separation distances.
- 5.10.5. Drivers must give way to all moving aircraft, including aircraft under tow.

5.11. Towing of Rolling Stock

- 5.11.1. Drivers must not operate with a train of rolling stock with more than:
 - a) Four (4) baggage trolleys and dollies (Unit Load Device (ULD))
 - b) Two (2) larger low-profile type trailers (pallets)on aprons and airside roads; or,
 - c) As stipulated under local arrangements within the baggage handling areas
- 5.11.2. Drivers involved in towing rolling stock should also refer to their company's SOP's regarding the number that can be towed safely which may differ from but must not exceed the maximum number set out in the preceding rule.

5.12. Vehicle Occupants

- 5.12.1. No person shall ride on or operate a vehicle when the passenger number is more than the designated capacity of that vehicle i.e., NO SEAT, NO RIDE.

5.13. Phones and other Electronics Devices

- 5.13.1. The driver of a vehicle must not whilst driving airside answer or use, or attempt to answer or use, a hand-held phone. All other functions including texting, video messaging, online chatting, reading messages and emailing, as well as the use of audio playing functions are further prohibited.
- 5.13.2. The driver of a vehicle must not, when driving airside, use, or attempt to use any portable audio devices; and the wearing and/or use of audio earphones and/or buds while driving is explicitly prohibited.
- 5.13.3. 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 system and must not required 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 or for use with a portable audio device.
- 5.13.4. 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.

- 5.13.5. Mobile phones or other electronic devices must not be carried or used **within 3m of the fuelling zone** – the filling and venting points, refuelling trucks or equipment and hydrant connections – refer to CASA Instrument EX66/14.

5.14. Vehicle Operations Airside and around the Terminal

- 5.14.1. No stopping, standing or parking of vehicles or equipment is permitted on roadways unless otherwise designated. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other vehicles or emergency exits from terminals.
- 5.14.2. Vehicles must not transit under any portion of any building or structure whether designated as a marked roadway or not, when the height of the vehicle is higher than the maximum height limit of the structure.
- 5.14.3. Vehicles must not transit under the moveable section(s) of an aerobridge.
- 5.14.4. Vehicles must not be parked in the red hashed KEEP CLEAR area of the Bay 1, 2 and Bay 5 Apron Drive Aerobridges.

5.15. Operating on the Manoeuvring Area

- 5.15.1. A driver must not enter the Manoeuvring Area unless:
- there is an operational requirement to do so;
 - they hold a Category 3 or 4 ADA. A Category 4 ADA is required to enter or cross any runway (refer Airside Drivers Guide for any exemptions);
 - a clearance is obtained from ATC to cross or enter a runway;
 - ATC is advised of intention to drive on taxiway(s) (refer 5.15.2);
 - the vehicle displays a rotating beacon which is amber in colour, or in the case of ARFF Vehicles, red and/or red/blue in colour (refer MOS 14.05);
 - between sunset and sunrise or in conditions of declared low visibility, the vehicle has headlights illuminated and taillights operating;
 - the vehicle is equipped with a radio capable of receiving and transmitting on all Darwin International Airport ATC Tower frequencies, in accordance with CASA regulations CASR 139.160;
 - 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 are in use;
 - whilst operating on the manoeuvring area the driver must monitor the ATC frequency appropriate to the area of operation and give way to all aircraft movements.
- 5.15.2. Drivers holding ADA Category 3 or 4 may be permitted to operate on taxiways without specific clearance from ATC. It is incumbent on the driver to maintain a listening watch on SMC frequency and vacate the area for aircraft movements. 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.
- 5.15.3. A taxiway is not and must not be used as a short distance transit route.

5.16. Operating on a Runway Strip

- 5.16.1. A driver must not enter any runway (or its associated strip) unless a Category 4 ADA is held and specific clearance to do so is obtained from ATC.
- 5.16.2. During periods of low visibility, special procedures (see 5.27) may be adopted to control the movement and operation of vehicles on the manoeuvring area.

5.17. Routes and Procedures on Apron Areas

- 5.17.1. Routes (airside roads) are marked throughout most apron areas. Marked roadways including taxiway and taxilane crossing points ('live taxiway crossing') are to be used to access apron areas.

Drivers must use caution in these areas and must stop and give way to aircraft.

Under no circumstances are ADA Category 1 or 2 drivers permitted to cross a taxiway other than the locations identified at 'live taxiway crossings'.

5.18. Pedestrians on the Apron

- 5.18.1. Vehicles must not be driven between, or across the path taken by, passengers moving to or from an aircraft.
- 5.18.2. 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 in and around terminal buildings and service areas.
- 5.18.3. Persons requiring pedestrian access around terminals and apron areas should follow marked footways (when provided) or if no marked footways are available follow the building footprint. Vehicles must give way to pedestrians crossing at a pedestrian crossing.
- 5.18.4. Caution must be used by drivers when operating within the vicinity of the BMU; and at Boarding Gate crossings along the Air Transport Apron Airside Road.

5.19. Vehicle Defects

- 5.19.1. 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 Manager (or delegate) and notifying a defect in a vehicle being driven or attached to a vehicle of which a driver is in charge.
 - c) The operating Company of the vehicle will be required to provide an update that the defect has been resolved. Should the defect not be rectified, DIA reserves the right to suspend or cancel the Vehicle's AUA and request the vehicle be removed from the airside.

5.20. Vehicle Parking Restrictions and Requirements

- 5.20.1. Vehicles or equipment must not be parked so that they will obstruct aircraft, other vehicles or pedestrians using the airside.
- 5.20.2. All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas or other storage areas designated by DIA.
- 5.20.3. All aircraft servicing equipment awaiting immediate use is to be staged wholly within marked equipment staging areas on aircraft parking bays.
- 5.20.4. 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, or KEEP CLEAR areas.
- 5.20.5. 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.
- 5.20.6. Vehicles must not be left unattended with the engine running.
- 5.20.7. If a driver fails to comply with certain provisions under the Regulations (including these Airside Parking restrictions), DIA may issue an Infringement Notice to the driver or where the driver is unknown, to the AUA registered owner of the vehicle or equipment.

5.21. Aerobridge Clearance Zones

- 5.21.1. Vehicles must be kept clear of the Aerobridge Clearance Zones. The Aerobridge Clearance Zone is an area defined as a red hatched area that aerobridge operations and movements may occur. This area must be kept clear of equipment, vehicles and personnel at all times.

5.22. Push Bikes

- 5.22.1. Bicycles can never be ridden on runways, taxiways and aircraft manoeuvring areas at any time in accordance with the ADG Airside Use of Bicycles Policy.
- 5.22.2. The use of bicycles airside in general is prohibited unless an exemption has been approved and/or the written permission of the Manager.
- 5.22.3. The ADG Airside Use of Bicycles Policy provides the following exemptions:
 - a) ARFFS and Qantas employees riding from Gate India to their respective workplaces along the defined route (refer Attachment A of the ADG Airside Use of Bicycles Policy). Riders must dismount and push their bikes from Gate India to the ACP for security inspection, which will include a face-to-face ASIC check and visual inspection of bag prior to entering the SRA.
 - b) AFP and ABF may use bicycles airside for approved operational matters; though are prohibited from manoeuvring areas and are restricted to perimeter roads.

All exemptions must comply with the ADG PPE Policy. ADG Airside Use of Bicycles Policy and PPE Policy is available on the DIA website:

[Procedures, permits and resources | Darwin International Airport](#)

- 5.22.4. Any other push bike riders may dismount and walk with their bike along a designated walkway upon entering the airside.

- 5.22.5. Any person granted an approval must comply with all standards and rules as would the driver in charge of a vehicle on the airside and must hold an ADA relevant to the areas of operation.
- 5.22.6. Any approval given by the Manager may be withdrawn at any time by giving 7 days written notice of withdrawal.
- 5.22.7. Scooter, skateboards and other personal mobility devices are prohibited airside.

5.23. Unserviceable Areas

- 5.23.1. No vehicle may enter an area delineated by unserviceability markers or 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.

5.24. Leased Areas

- 5.24.1. 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 (DIA vehicles and personnel excepted).
- 5.24.2. Aviation industry participants with airside/landside access are authorised to escort vehicles into their premises, provided that:
 - a) Vehicles accessing the premises must have an operational need to be in the area and the driver and the passengers in the vehicle comply with the ASIC provisions of the DIA Transport Security Program.
 - b) The vehicle must remain within the premises at all times and not move onto the airside aircraft movement area (any apron area) unless escorted by a person specifically authorised to do so by DIA.

5.25. Immobilised Vehicles

- 5.25.1. If a vehicle becomes immobilised on the Manoeuvring Area, the driver must immediately notify Air Traffic Control. If unable to contact ATC, contact DIA Airport Operations on 0402 088 145 and remain with the vehicle.
- 5.25.2. If a vehicle becomes immobilised on an apron area, the driver must notify DIA Airport Operations on 0402 088 145.
- 5.25.3. The driver of any vehicle which becomes immobilised on an Apron area must provide to DIA staff such assistance as is reasonably requested to move the vehicle off the Apron area to another area as directed.

5.26. Vehicle Accidents and Incidents

- 5.26.1. The driver of a vehicle must report 'all' accidents and incidents regardless of how minor the circumstances may seem, and the driver must immediately report the accident to the duty TAOO on 0402 088 145 or the ADM 0401 005 977.
- 5.26.2. Unless a statement has already been given to a DIA authorised person (for example, at the scene of the accident/incident), a written statement is to be forwarded to the Manager, within 72 hours of the occurrence, detailing the circumstances surrounding the accident/incident.

- 5.26.3. The Operator is required to provide DIA with a detailed report of any airside driving incidents, accidents or near misses, that includes:
 - a) Details of the incident, including feedback on what happened and why
 - b) Contributing factors
 - c) What remedial actions have been taken to prevent reoccurrence.
- 5.26.4. Any operator involved in an accident (or incident) airside is required to be DAMP tested for Alcohol and other Drugs under CASR part 99. The operator of a vehicle or equipment must make themselves available for testing in accordance with the regulations.
- 5.26.5. The operator must be stood down from all airside activity pending the DAMP testing results review.
- 5.26.6. DIA will generally undertake an investigation into any incidents that are deemed to be (though not limited to) of serious nature, safety issue or highlight other deficiencies, such as training or inadequate procedures.
- 5.26.7. In the event of DIA undertaking an investigation, any person(s) involved in or witness to an occurrence, is required to disclose full details of the occurrence to DIA.
- 5.26.8. 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.

5.27. Low Visibility Operations

- 5.27.1. Low Visibility Operations is a mode of operation declared by ATC when the prevailing meteorological conditions cause the management of aircraft movements to be severely restricted. Low visibility conditions are considered to exist when the visibility reduces to below 800m and/or cloud base below 299ft or shallow fog exist within the airfield boundary or when the visibility on any part of the aerodrome is insufficient for ATC to exercise control over traffic on the basis of visual surveillance.

During this period, positive traffic management of both aircraft and vehicles on the manoeuvring area is under the direct control of ATC.
- 5.27.2. All vehicles needing to enter the manoeuvring area must seek ATC clearance to do so prior to entering the area. Only essential vehicles may enter the manoeuvring area during Low Visibility Operations.
- 5.27.3. Under declared low visibility conditions, the following vehicles are classified as 'essential' and may, under ATC direction, be cleared to enter the manoeuvring area:
 - a) DIA Operations Vehicles
 - b) Aviation Rescue Fire Fighting Services Vehicles;
 - c) DIA maintenance staff (under escort);
 - d) Airservices 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.
- 5.27.4. 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.

- 5.27.5. Any other vehicles not directly involved with the servicing of aircraft 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 DIA AOO; or
 - d) be removed from the airside until such time as the Low Visibility Operations are declared complete; or
 - e) comply with any signage that may indicate restrictions in place due to Low Visibility Operations.
- 5.27.6. Under special circumstances, if other Vehicles (i.e. ambulance) need to enter the airside, DIA TAOO will ensure an escort is available.

5.28. Escorts

- 5.28.1. 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. DIA or a Vehicle Operator may make available a suitably authorised person to act as an escort. Please note, escorts by DIA will incur charges in accordance with the ADG Conditions of Use.
- 5.28.2. 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) trained and endorsed as an escort driver by DIA.
- 5.28.3. 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.
- 5.28.4. 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 Visitor Identification Card (VIC) 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;
 - h) if unsure at any time of correct procedures, to contact a DIA AOO for assistance.

5.29. Entry to the Airside

- 5.29.1. No vehicle may enter the airside unless it has a lawful reason or excuse to be airside.
- 5.29.2. Vehicles will not be permitted to airside unless they display a valid AUA or under escort by a vehicle with a valid AUA.
- 5.29.3. For safety and security reasons, a vehicle may be subject to inspection and/or search by DIA personnel, an Officer of the AFP or other DIA authorised person or Security Contractor prior to entry to the airside.
- 5.29.4. All vehicles entering the SRA of the airside will be required to present at the ACP located at the eastern and western access areas to the SRA for security inspection, in accordance with the Airside Security Measures mandated by CISC.
- 5.29.5. The inspection process at the ACPs may include, but not limited to, a face-to-face ASIC verification, visual inspection of the vehicle and contents, confirmation of valid ADA and AUA; ETD swabs of vehicle and occupants; and physical of persons, of vehicle, inspections of goods prior to entering the SRA.
- 5.29.6. 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 DIA HoA, AM or Airport Security Manager.

5.30. Vehicles entering the Airside (with an AUA)

- 5.30.1. All vehicles with an AUA entering the airside of Darwin International 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) If the company does not have a logo the company name must be displayed in its place;
 - d) Those vehicles intending to operate on the Movement Areas must have an amber beacon affixed to the uppermost part of the body of the vehicle visible from 360° and must activate the same upon entering the airside under those conditions;
 - e) Those vehicles intending to operate on the movement 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;
 - f) Those vehicles intending to operate on the manoeuvring area must be equipped with equipment as described under 5.15.
 - g) Vehicle drivers must adhere to all safety and security regulations.

5.31. Vehicles entering the Airside (without an AUA)

- 5.31.1. Drivers must ensure that in respect of all vehicles entering the airside of Darwin International Airport which do not have an AUA:
- a) the vehicle is in a state of good repair;
 - b) the vehicle is not moved anywhere on the airside unless it is under appropriate escort; and
 - c) the person in charge of the vehicle adheres to all safety and security regulations.

5.32. No Smoking or Vaping in Vehicles

- 5.32.1. No person is permitted to smoke or vape inside a vehicle, while that vehicle is located within the airside areas. Note smoking and vaping are not permitted anywhere on the airside.

5.33. Vehicles in Proximity to Aircraft Refuelling Operations

- 5.33.1. 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) and CASA Instruments relating to any existing exemptions issued, such as, CASA EX66/14.

5.34. Traffic Management Devices

- 5.34.1. DIA may from time to time establish traffic management devices, such as speed signs, in order to ensure the safe and orderly flow of traffic on the airside.
- 5.34.2. Traffic management devices will be established in accordance with the Standards where applicable and as far as practicable.
- 5.34.3. Where a CASA aerodrome standard exists, it shall over-ride any other standard.
- 5.34.4. No person is to interfere with or amend any traffic management device as established by DIA.

5.35. Potable Water and Waste Dump Facilities

- 5.35.1. DIA provides potable water fill points for the upload of potable water to aircraft. Users must ensure the following requirements are met in use of these facilities.
- i. point.
 - ii. Ensure any FOD around the potable water points is removed or reported to DIA.
 - iii. Ensure filling is monitored and water switched off as soon as filling is completed.
 - iv. On completion of filling, ensure that the filling hose is returned to the storage point and the hose cap is secured.
- 5.35.2. DIA provides toilet waste dump facilities located at the eastern end of the SRA adjacent Gate Lima ACP. Users of the waste dump facility must ensure:
- i. Only toilet waste is emptied into the macerator. Do not throw any hard rubbish items such as, cloths, bottles, rubber gloves or food into the facility.

- ii. Ensure the area is hosed down and all waste materials washed down the pit following emptying of waste trucks/carts.
- iii. Ensure all hoses are retracted and left tidy after each use.

Ensure all taps are switched off.

5.36. Push Back Procedures

- 5.36.1. Only those personnel trained and qualified are permitted to perform aircraft towing and/or push-back operations.
- 5.36.2. If you are a Category ADA 2 holder and involved in an aircraft push-back, ensure you have constant communications with the pilot or engineer in the flight deck who gains clearance from ATC for the push-back to begin.
- 5.36.3. Vehicles involved in pushback operations must be fitted with a radio capable of communicating with ATC in accordance with CASA regulations CASR 139.254(3)(ii).
- 5.36.4. All jet aircraft on the ATA are required to be parked nose-in and push-back for departure (unless prior approval has been given by DIA Operations) ATC will provide push-back directions to aircraft operating on the ATA.
- 5.36.5. Push back directions will be given advising the duty Runway which will dictate the push back direction e.g.
 - a) Call Sign – *Push back approved tail west*
 - b) Call Sign – *Give Way to E170 taxiing behind, push back approved tail east*

The *DIA Airside Drivers Guide*, and *DIA Air Transport Apron Procedures* provide further detail for push back and towing procedures.

Section 6 - The Penalty Points System

6.1. Introduction

- 6.1.1. A demerit penalty point system is in effect at Darwin International Airport which allocates point penalties for prescribed driving and other offences conducted whilst operating at on the airside at DIA.

6.2. Airside Driver Penalty Points

- 6.2.1. The DIA Demerit Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences.
- 6.2.2. Each time a driver is reported for a breach of the rules for driving airside the driver will be notified, issued with an Infringement Notice by an authorised DIA Officer and be notified of any Demerit Points imposed and a record kept on the Tracker Airside and DIA Operations Dashboard database. The points penalty applying to each type of offence are set out in DIA Demerit Penalty Points Table 7.4.
- 6.2.3. For any specific incident, after full review and recommendation from the Airside Operations Management team, the Manager, at their sole discretion, may elect to impose a serious, but lessor penalty, for the infringement or incident.

DIA may at any time withdraw or suspend an ADA (or an AUA) for any person who breaches the conditions of the AVCH or who drives in a negligent manner.
- 6.2.4. Airside drivers who accumulate twelve (12) or more demerit penalty points within the twenty-four (24) month period of their ADA, will be provided with details of their airside driving offences and invited to *show cause* why their Authority to Drive Airside should not be suspended or withdrawn.
- 6.2.5. DIA will notify a driver's employer suspension or withdrawal of an ADA, or the issue of Infringement Notices. DIA will advise the driver in writing of the reasons for the determination and the duration of the suspension or withdrawal of the ADA.

6.3. Appeal Process

- 6.3.1. Airside drivers may challenge individual Infringement Notices, or suspension or withdrawal of an ADA, by writing to the Manager within 14 days of the Infringement Notice or invitation to show cause being issued and stating why the notice should be withdrawn.
- 6.3.2. The driver's response the Infringement or *show cause* notice will be considered by the DIA Airside Operations Management team, an ADA may be suspended pending this show cause process.
- 6.3.3. Upon making the determination to suspend or withdraw and ADA, DIA will advise the driver in writing of the reasons for the determination and the duration of the suspension/withdrawal.

6.3.4. If a determination is made to withdraw or suspend an ADA for a specified time, the ADA may not be automatically reinstated and the driver may be required to re-apply for an ADA after the expiration time.

Prior to the reinstatement of the ADA the driver may be required to:

- Have further driver training;
- Re-sit online induction and theory test; and/or
- Undertake a check-ride practical driving test (as required)

6.4. DIA Demerit Penalty Points Table

	OFFENCE	Demerit Points
1.	SPEEDING	
1.1	Exceeding the speed limit by 5 – 10 km/h	Warning
1.2	Exceeding the speed limit by 10 km/h but less than 20 km/h	2
1.3	Exceeding the speed limit by 20 km/h but less than 30 km/h	3
1.4	Exceeding the speed limit by 30 km/h or more	6 and 1 month ADA suspension
2.	SAFETY IN THE VICINITY OF AIRCRAFT	
2.1	Failure to give way to a taxiing aircraft	6
2.2	Failure to give way to an aircraft under tow	6
2.3	Failure to stop when an aircraft has beacons activated	3
2.4	Failure to give way to an aircraft that has commenced pushback	6
2.5	Driving within 3 metres of a parked aircraft	3
2.6	Driving in a manner dangerous to aircraft	12
2.7	Using the apron/aircraft parking Bays as a short cut (without an operational requirement or prior approval)	3
3.	IMPROPER OVERTAKING	
3.1	Failure to overtake in a safe manner	3
3.2	Driving in a manner dangerous to other vehicles	6
4.	DRIVING UNDER THE INFLUENCE	
4.1	Having returned a positive Drug or Alcohol test as per DAMP	Suspension of ADA
5.	FOD / COVER LOOSE MATERIAL	
5.1	Dropping rubbish/FOD from a vehicle	3
5.2	Failure to secure load	3
5.3	Failure to stop and pick up FOD	1
6.	IMPROPER PARKING	
6.1	Parking in a no parking zone	3
6.2	Parking in a safety area or Keep Clear e.g. obstructing Emergency Fuel Shut Off button	3

6.3	Parking in an area that obstructs an emergency exit	6
6.4	Parking in an area that obstructs pedestrians	3
6.5	Parking in an area that obstructs traffic, equipment or refuelling	3
6.6	Parking in an area that obstructs aircraft	6
6.7	Failure to park equipment in an equipment staging to storage area	3
7. SAFETY IN VICINITY OF AEROBRIDGES		
7.1	Parking vehicles or equipment in an Aerobridge Keep Clear Zone (Bays 1, 2 and 5 Apron Drive Aerobridges)	6
7.2	Driving beneath an aerobridge	6
8. IMPROPER LIGHTING		
8.1	Driving without headlights	1
8.2	Failure to use flashing beacon	3
9. PEDESTRIAN SAFETY		
9.1	Failure to give way to a passengers pr pedestrian at a pedestrian crossing.	3
9.2	Driving across a pedestrian crossing during unloading/loading of passengers.	3
10. PUSHBACK TUGS		
10.1	Failure to return to apron other than by same bay aircraft pushed-back from	1
10.2	Towing / pushing aircraft in contravention to markers / markings	3
11. TOWING OF EQUIPMENT/FREIGHT DOLLIES/BARROWS		
11.1	Towing more than the allowable number of dollies/barrows	3
11.2	Towing equipment/dollies/barrows that may constitute a hazard to other airside users	6
11.3	Failure to secure load or equipment	3
11.4	Driving/towing oversized equipment under Aerobridge / Fixed Link	6
12. RIDING ON EQUIPMENT		
12.1	Carrying a passenger when there is no seat provided	6
13. BICYCLES		
13.1	Riding a bicycle (or any other personal mobility device – including scooter and skateboards) airside <i>(unless written permission from DIA refer Airside Use of Bicycles Policy – Exemptions)</i>	3
14. MOBILE DEVICES AND PHONES		
14.1	Driving whilst using a hand held mobile device or phone	3

15.	FAILURE TO FOLLOW DIRECTIONS	
15.1	Failure to follow directions of an Authorised Person	3
15.2	Failure to show Authority to Drive Airside when request by a DIA Airside Operations Officer	3
15.3	Taking children (or an animal) airside	3
15.4	Failure to stop after an accident	6
15.5	Failure to follow direction/instruction given by Air Traffic Control	6 + ADA Suspension to be examined on a case by case basis
16.	FAILURE TO ABIDE BY AIRSIDE MARKINGS	
16.1	Failure to stop at a Stop sign	6
16.2	Failure to give way at a Give Way sign	3
16.3	Disobeying a traffic direction	3
16.4	Failure to stop at a 'live taxiway' crossing	6
16.5	Crossing a taxiway other than at a 'live taxiway' crossing (CAT 1 or 2 ADA)	6
16.6	Failure to stop at a vehicle Access Control Point	6
17.	EXCEEDING AUTHORITY / ATC CLEARANCE	
17.1	Driving on the airside without the appropriate authority	3
17.2	Driving on an Apron (or Apron taxilane) without the appropriate authority	3
17.3	Driving on a taxiway without the appropriate authority	8
17.4	Driving on a runway without the appropriate authority / ATC clearance (Runway Incursion)	10 + ADA Suspension to be examined on a case by case basis
17.5	Escorting a vehicle without the appropriate authority	3
18.	RUNWAY CROSSING REQUIREMENTS	
18.1	Unauthorised vehicle crossing Runway	6 + ADA Suspension to be examined on a case by case basis
19.	OTHER	
19.1	Operating a personal entertainment audio device whilst operating a vehicle (or equipment)	3
19.2	Operating an un-roadworthy vehicle (or equipment) airside	3
19.3	Any other offence that may constitute a hazard to aircraft operations or airside safety	Case by case basis

- 6.4.1. In certain circumstances, the Manager or their delegate, may review the points allocated, and depending on the circumstances, including the severity of the offence, possible consequences, may amend the points against a particular offence.

Section 7 - Approved Testing Officers

7.1. Introduction

- 7.1.1. DIA may authorise a person(s), on its behalf, to administer any such tests that DIA deems fit to evaluate a person's competency to hold an Authority to Drive Airside.
- 7.1.2. An Approved Testing Officer is a person who is approved by the DIA AM to administer the DIA Airside Driving Tests.
- 7.1.3. An Approved Testing Officer is only permitted to administer Category 1 and 2 ADA Tests.
- 7.1.4. In accordance with the Joint User Deed, the Department of Defence is responsible for military operations on the airfield and is responsible for Airside Vehicle Control for Defence personnel and its contractors. RAAF Base Darwin BASO oversees training and testing of Defence personnel and its contractors.

7.2. Nominated Testing Officer

- 7.2.1. A Vehicle Operator may submit in writing to the Manager a nomination of a person to be an Approved Testing Officer, where that person:
 - a) is an officer or employee of the Vehicle Operator or its subsidiary; and
 - b) holds a current ADA at the level that is requested in order to undertake such tests as directed.
- 7.2.2. The Manager may approve a person nominated by the Vehicle Operator to be an Approved Testing Officer subject to such limitations and conditions as considered appropriate.

7.3. Scope of Authority

- 7.3.1. Approved Testing Officers are able to test the employees of the Vehicle Operator and the employees of its subsidiaries who apply for an ADA as directed by the DIA HoA.
- 7.3.2. Approved Testing Officers will submit to DIA tests results supporting the approval for an applicant to be issued an ADA.

7.4. Suspension of Authority

- 7.4.1. The Manager may at any time suspend a person's Authority to be an Approved Testing Officer by either verbal or written notice. That notice will be given within 7 days of the suspension, and will specify the:
 - a) reason/s for; and
 - b) period of the suspension.

7.5. Testing of Approved Testing Officers

- 7.5.1. Approved Testing Officers must make themselves available for assessment by the Manager at any time given reasonable notice.

7.6. Cancellation of an Approved Testing Officer

- 7.6.1. The Manager at any time may cancel the approval of a person as an Approved Testing Officer by giving 7 days written notice to the Approved Testing Officer.

Section 8 - Miscellaneous

8.1. Schedule of Fees

- 8.1.1. Details of fees for airside driving and vehicle authorities provided by DIA can be obtained from the DIA TCC or from the DIA website:

[Airside driving | Darwin International Airport](#)

8.2. Exemptions

- 8.2.1. Any person, including a Vehicle Operator or ADA applicant, may apply to the Manager 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 Manager (who must take into account legislative obligations in determining whether an exemption can be granted).
- 8.2.2. Any such exemption, if granted, would be considered as a temporary measure until the applicant can meet the particular conditions of this Handbook.
- 8.2.3. The Manager may approve, in writing, any such exemption on such conditions considered to be appropriate.
- 8.2.4. In accordance with Section 3.2.2 Defence Personnel are exempt from holding a DIA ADA.

8.3. Driving Airside without Authority

- 8.3.1. Any person found driving on the airside of Darwin International Airport without the proper authority is in breach of the Regulations and may be subject to prosecution.

8.4. Transition

- 8.4.1. As far as possible, actions taken under any previous AVCH for DIA 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.

8.5. Emergency Service Vehicles

- 8.5.1. Airport Emergency Service Vehicles consist of the Aviation Rescue Fire Fighting Service and the Australian Federal Police.
- 8.5.2. 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 during response actions, though at no time will safety be compromised.
- 8.5.3. Other Northern Territory Emergency Service Vehicles will unless otherwise authorised, be subject to the conditions of this Handbook.

8.6. Emergency Response Vehicles

- 8.6.1. DIA Operations Vehicles will respond to emergencies on the airport.
- 8.6.2. Due to the nature of their role, TAOO's may in the course of specific duties breach the Rules for Driving Airside. 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.

Section 9 - Radio Communications

9.1. Introduction

- 9.1.1. Vehicles intending to operate on the manoeuvring areas of Darwin International Airport must be equipped with radios capable of maintaining two-way communications with ATC.
- 9.1.2. Effective driver/controller communications are vital to safe aerodrome operations.
- 9.1.3. Vehicle Operators are responsible for organising training so that drivers can obtain an AROC, through the CASA or an approved delegate.
- 9.1.4. Drivers should refer to their AROC notes to ensure that they fully understand the regulations and restrictions that apply to the movement area and specifically the manoeuvring area.

9.2. Transmission Techniques

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

9.3. Phonetic Alphabet

- 9.3.1. 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:

Letter	Spoken As	Pronunciation	Letter	Spoken As	Pronunciation
A	ALPHA	Al-fa	N	NOVEMBER	no-VEM-ber
B	BRAVO	BRAH-voh	O	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	P	PAPA	pah-PAH
D	DELTA	DEL-tah	Q	QUEBEC	key-BECK
E	ECHO	ECK-oh	R	ROMEO	ROH-me-OH
F	FOXTROT	FOKS-trot	S	SIERRA	see-AIR-rah
G	GOLF	golf	T	TANGO	TANG-go
H	HOTEL	hoh-TELL	U	UNIFORM	YOU-nee-form
I	INDIA	IN-dee-ah	V	VICTOR	VIC-tah
J	JULIETT	JEW-lee-ETT	W	WHISKY	WISS-key
K	KILO	KEE-low	X	X-RAY	ECKS-RAY
L	LIMA	LEE-mah	Y	YANKEE	YANG-key
M	MIKE	mike	Z	ZULU	ZOO-loo

9.4. Numerals

9.4.1. Numbers are to be transmitted using the following pronunciations:

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

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

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

9.4.3. Numbers (Operational Numbers) containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word 'decimal', day-see-mal e.g.

121.8	ONE TWO ONE DECIMAL EIGHT
133.1	ONE THREE THREE DECIMAL ONE

9.5. Call Signs for Ground Vehicles

- 9.5.1. Ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.

Safety 1	SAFETY ONE
Car 61	CAR SIX ONE

- 9.5.2. A register of vehicle call signs is maintained and provided to RAAF ATC. Though from time to time ATC may approve the use of temporary call signs such as:

'WORKS TEN'

9.6. Radio Checks and Testing

- 9.6.1. For routine radio checks or whenever it is suspected that radio equipment may not be performing correctly, a mandatory radio check is required.
- 9.6.2. In requesting a 'radio check', the accepted acknowledgement in terms of readability will be gauged as a ranking of 1 through to 5:

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

- 9.6.3. The minimum acceptable standard for a transmitter's readability is 'Four'.

9.7. Radio Emergency Procedures

- 9.7.1. If the driver suspects for any reason the VHF radio has ceased to operate, he/she should expedite the return of the vehicle to the Vehicle Operator to have the radio repaired.
- 9.7.2. 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.

9.8. Commonly Used Phrases

- 9.8.1. The following phrases are commonly used.

ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRM	YES

APPROVED	PERMISSION FOR PROPOSED ACTION GRANTED
BREAK	SEPARATION BETWEEN PORTIONS OF THE MESSAGE (to be used when there is no clear distinction between the text and other portions of the message).
CANCEL	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
CLEARED	AUTHORISED TO PROCEED UNDER THE CONDITIONS SPECIFIED.
CONFIRM	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
CONTACT	ESTABLISH RADIO CONTACT WITH
CORRECT	THAT IS CORRECT
CORRECTION	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE - THE CORRECT VERSION IS
DISREGARD	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
EXPEDITE	HURRY (Carry out instruction promptly)
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT	Hold at the appropriate holding position for the runway or the runway strip edge. (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (Normally preceded by "RADIO CHECK" refer readability scale)
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST CROSS RUNWAY 29
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU
UNABLE	INDICATES INABILITY TO COMPLY WITH A SPECIFIC INSTRUCTIONS, REQUEST, OR CLEARANCE

VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by "VIA TAXIWAY or NEXT LEFT")
VACATED	I HAVE VACATED RUNWAY / TAXIWAY / AREA (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	CHECK AND CONFIRM WITH ORIGINATOR
WILCO	I UNDERSTAND YOUR MESSAGE/ INSTRUCTION AND WILL COMPLY WITH IT
WORDS TWICE	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE <u>or</u> SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

9.8.2. Communicating with ATC

Before transmitting, be sure the channel is clear, and use concise communication. Your initial transmission should contain these elements:

- WHO you are calling: *Ground*
- Tell ATC WHO you are: *Your approved call sign (e.g. Tender 4; Safety 1)*
- Tell ATC WHERE you are located: *On TWY Bravo 2*
- Tell ATC WHAT you wish to do: *Request enter Runway 11 for*
- Tell ATC any other significant information: *Escorting tug, require two minutes to cross*

Before transmitting, be sure the channel is clear (i.e. no other communications in progress).

9.8.3. Read-back Requirements

The following ATC approvals and instructions are mandatory to be read back.

- a) Any instruction to hold position or hold short of a runway
- b) Any instruction to enter a runway (including strip); or
- c) Cross a runway
- d) Any instruction to hold short of a nominated position
- e) Any instruction to expedite

Always include the runway designator to avoid possibility of confusion.

9.9. Procedures for Vehicles Operating on the Manoeuvring Area of the Aerodrome

In accordance with the agreement between the Department of Defence (RAAF ATC), Darwin International Airport and Airservices Australia (ARFF) the following procedures apply to all traffic, vehicles and pedestrians operating on the aerodrome.

- a) Aircraft, vehicles, and pedestrians operating on the movement area, outside of the runway, will maintain radio communications with ATC on the designated ground frequencies 119.55 and 121.8.
- b) Aircraft, vehicles and pedestrians requiring to cross a runway will remain on ground frequency.
- c) Aircraft, vehicles and pedestrians requiring operations on any runway or within the runway strip of any runway, that is, operations requiring them to "enter" the runway, will:
 1. Remain outside of the runway strip and advise requirement to enter the runway – on ground frequency. ATC Ground Controller will instruct to contact Tower.
 2. Switch from Ground to Tower frequency – 133.1 - and report on frequency to Tower, and request to enter the runway (see examples).
 3. Remain on tower frequency until the runway operations are complete and report the runway vacated.
 4. Once tower has acknowledged that the element has vacated, switch back to ground frequency.
- d) Exceptions to this procedure may be required due to operational requirements such as, but not limited to, a facility failure, and emergency situation, displaced threshold operations or when a runway or portion thereof is released to the ground controller. Under these circumstances, runway enters may be conducted on ground frequency and ATC is responsible for conducting appropriate coordination between controllers and maintaining safety of operations. ATC will utilise the phrase "remain this frequency" in these scenarios. It is a requirement to follow ATC instructions at all times.
- e) Refer to the following examples for vehicles (or aircraft under tow) to cross 9.9.3 or enter a runway 9.9.4.

Note only the words CROSS or ENTER authorise a vehicle onto a runway.

Refer 9.14 for procedures during Common Traffic Advisory Frequency (CTAF) conditions.

9.10. Procedures for Vehicles to Vacate Manoeuvring Area

9.10.1. If directed to vacate the manoeuvring area, you must:

- a) If on runway, acknowledge by responding with the vehicle call-sign and vacate the runway immediately.
- b) Vacate the manoeuvring area via the safest direct route; do not cross runways.
- c) Exercise extreme caution at all times and keep a vigilant watch for aircraft.

9.11. Failure of Radio

9.11.1. If you find that you are unable to receive or make transmissions once you have commenced operating on the manoeuvring area you should first carry out some quick and simple checks of your radio:

- checking that the radio is turned on;
- checking that the volume has not been turned down;
- checking that the correct frequency is selected;
- checking that the microphone is plugged in correctly;
- checking that you are not out of range or in a dead spot;
- checking the squelch function and level.

If there is no apparent fault you should vacate the manoeuvring area immediately, contact ATC by another radio or phone.

9.11.2. Should you experience a radio failure, or observe flashing runway/taxiway lights or white flashing lights from the Tower (refer [9.13](#)), adopt the following procedures:

- a) if on the runway, vacate the runway and runway strip immediately;
- b) vacate the manoeuvring area via the most safe and direct route available;
- c) exercise extreme caution at all times and keep a vigilant watch for aircraft;
- d) on vacating the manoeuvring area establish contact with the Tower using another radio or by telephone and advise that you are clear of the area;
- e) do not re-enter the manoeuvring area until your radio has been replaced or repaired.

9.12. Some General Tips

9.12.1. Before you go out onto the manoeuvring area:

- a) Prepare first – brief yourself on the current situation on the manoeuvring area by checking ATIS (128.25 or 8920 2950) before proceeding
- b) Check the expected route – have an aerodrome chart or diagram available
- c) Always be aware of where you are
- d) Communication with ATC should be concise and the point – though ensure ATA is aware of your intentions
- e) If you are unsure of the ATC instruction or the response to your request is unclear or incorrect STOP and request ATC to repeat instruction and make a further request of your intentions or requirements
- f) Know the procedures
- g) Know the meaning of visual aids on the aerodrome

- h) Know the meaning of Tower light signals
- i) Be precise – and patient
- j) Comply with all instructions
- k) Comply with this Handbook
- l) Avoid distractions
- m) Keep your eyes open, stay alert and never go beyond hearing range of your radio
- n) Do not use noisy equipment that makes your radio difficult to monitor
- o) Plan work carefully and avoid any tendency to rush whilst airside
- p) Never leave anything (equipment or tools) on the movement area




Contact ATC by phone to discuss any unusual tasks that may be required on the day.

9.12.2. If you become confused or have any doubt about what is happening, leave the movement area immediately (and consult your supervisor about further training).

9.13. Light Signals

9.13.1. If ATC experiences a radio failure the controllers will communicate using light signals. If you receive light signals from the Tower, respond to them immediately.

9.13.2. The meaning of these signals must be displayed in your vehicle within easy sight of the driver. Stickers can be collected at the TCC These signals are as follows:

STEADY RED	STOP	Radio Frequencies	
	MOVE OFF THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY AND WATCH OUT FOR AIRCRAFT		Ground 119.55 121.80 (alt) (SMC-V) SMC
	APPROVAL TO CROSS RUNWAY OR TO MOVE ONTO THE HELICOPTER LANDING AREA OR TAXIWAY		Tower/ CTAF 133.1
	VACATE THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY		ATIS 128.25
<p>Note: In emergency conditions, or if the Tower Controller suspects that the ground vehicle has not observed the Control Tower Light Signals, the following method of attracting attention will be used:</p>		Phone Numbers	
FLASHING THE RUNWAY OR TAXIWAY LIGHTING	VACATE THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY IMMEDIATELY AND OBSERVE THE TOWER FOR A LIGHT SIGNAL. TELEPHONE THE TOWER CONTROLLER IMMEDIATELY.		ATC 7929 4816
		ADM 0401 005 977	
		AOO 0402 088 145	
		ARFF 8920 4810 (General)	
		ARFF 8920 4899 (Fire or First Aid)	
		ATIS 8920 2950	

9.14. Common Traffic Advisory Frequency (CTAF) Procedures

- 9.14.1. RAAF ATC – 452SQN DAR FLT provide Air Traffic Services (ATS) 24/7 for Darwin Airport.
- 9.14.2. In the event that Air Traffic Services (ATS) are temporarily not available i.e. RAAF ATC are unable or do not provide ATS, procedures will be implemented to manage Darwin Airspace, such as, FLIGHTWATCH or Aerodrome Flight Information Service (AFIS). When ATS is temporarily not available ATC will issue a NOTAM advising operators of the procedures and respective frequencies.
- 9.14.3. When Air Traffic Services are not available all vehicles and aircraft will broadcast on CTAF frequency 133.1 MHZ.
- 9.14.4. During CTAF conditions it is essential that vehicle operators listen to other broadcast to maintain situational awareness.
- 9.14.5. It is essential that effective radio are communications are used and that broadcasts are clear and concise.
- 9.14.6. The following format should be used when making broadcast during CTAF conditions.

Location	“Darwin Traffic”
Who you are	“Vehicle or Aircraft Call Sign”
At	“Your location”
Your Intentions	“Entering runway 11/29, for runway inspection”. “E190 under tow from Bay 24 to Bay 5”
Location	“Darwin”

Note broadcasts may also commence with “All Stations” instead of “Darwin Traffic”.

Attachments and Annexes

The following appendices and annexes are to be read in conjunction with the information contained in this AVCH. Annexes and attachments not contained within the AVCH are available on request from the TCC or are available through the DIA website.

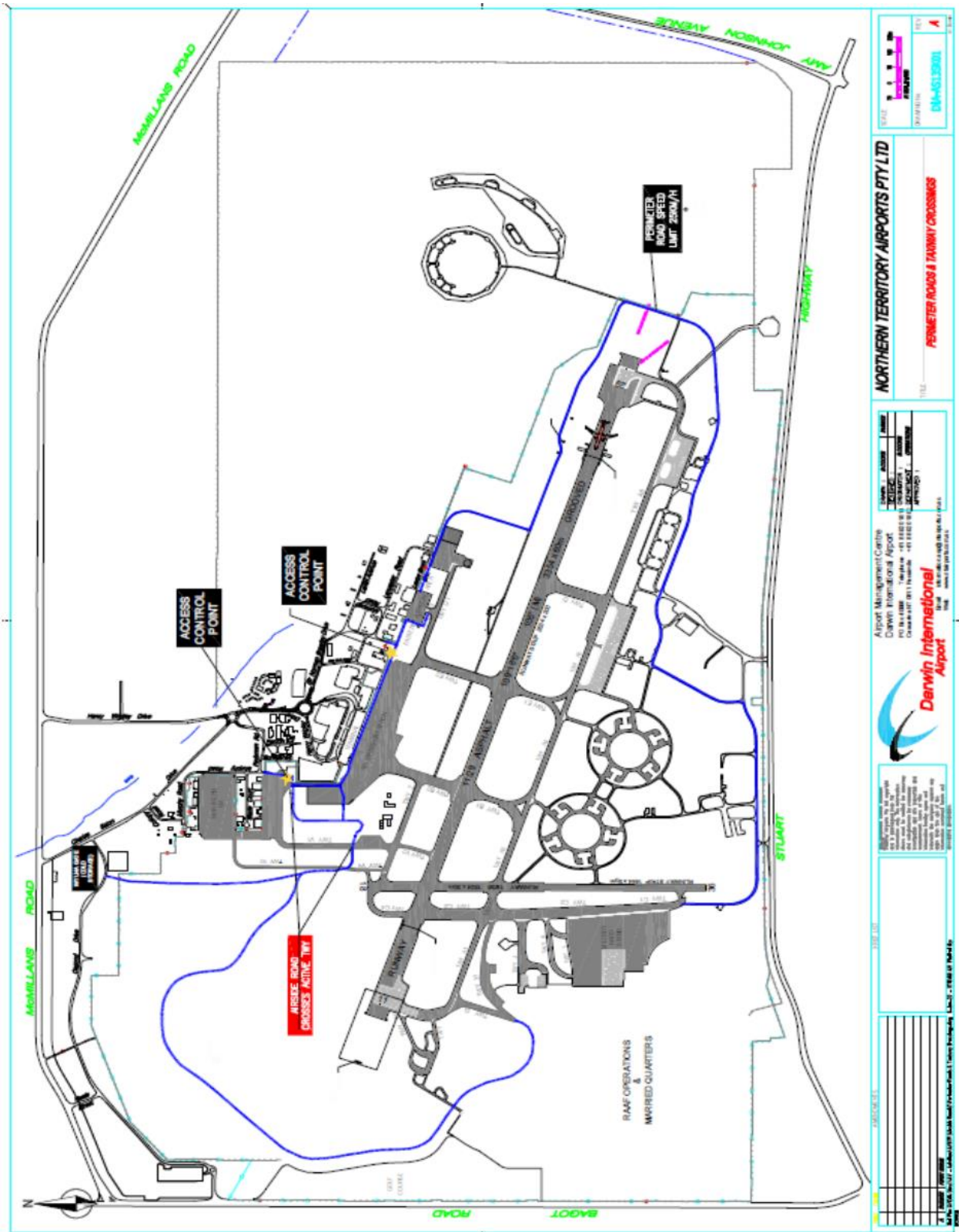
Attachment 1	Airside Vehicle Indemnity & Release Deed Poll
Attachment 2	Aerodrome Plan
Attachment 3	Air Transport Apron Layout Plan
Annex A	DIA Airside Drivers Guide
Annex B	DIA Air Transport Apron Procedures

Attachment 1 – Airside Vehicle Indemnity & Release Deed Poll

A copy of the form is available via the Darwin Airport website:

[Airside driving | Darwin International Airport \(darwinairport.com.au\)](https://darwinairport.com.au)

Attachment 2 – Aerodrome Plan



Attachment 3 - DIA Air Transport Apron Plan

