

Rockhampton Aerodrome Airside Driving Authority Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Aviation Transport Security Regulations 2005*, *Civil Aviation Safety Regulations 1998* - Manual of Standards Part 139, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual, *Local Law No. 7 (Aerodromes) 2011 and Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when a customer wishes to apply for an airside driving authority (ADA) enabling them to operate a motorised vehicle in airside areas of Rockhampton Aerodrome. Applications must be submitted no less than seven working days before the ADA is required. Please refer to the Rockhampton Aerodrome Airside Driving Authority (ADA) Fact Sheet for further information.

P: 07 4932 9000 | E: airportadmin@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Applicant Details			
Organisation name:			
Contact name:			
First		Middle	Last
Position:		ABN:	
Preferred contact number:		Email:	
Current ADA number:			
Drivers Licence Details <i>(Please note a photo copy must be provided at the time of lodgement)</i>			
Drivers licence no:		Expiry:	State:
			Class:
Conditions/restrictions:			
ASIC Details <i>(Please note a photo copy must be provided at the time of lodgement)</i>			
ASIC number:		Expiry:	
Colour: <input type="checkbox"/> Red <input type="checkbox"/> Grey		Identifier: <input type="checkbox"/> ROK <input type="checkbox"/> AUS	
ADA Categories <i>(please select the applicable category)</i>			
<input type="checkbox"/> Category 1	Perimeter road only		
<input type="checkbox"/> Category 2a	GA Apron (all of the GA Apron including the GA Apron taxiways and taxilanes)		
<input type="checkbox"/> Category 2b	RPT Apron (limited) (excludes RPT Apron Taxiway to the west of the parking clearance line)		
<input type="checkbox"/> Category 3a	All RPT Apron		
<input type="checkbox"/> Category 3b	RPT and GA Aprons (also permits crossing of RWY 04/22 via TWY 'H', 'G' & 'E')		
<input type="checkbox"/> Category 4	All airside areas		
<input type="checkbox"/> Category 5	Defence access areas as determined for the current exercise		

OFFICE USE ONLY	Theory examiner:	Signature:	Date marked:
	Practical assessor:	Signature:	Date assessed:
	Approved by:	Signature:	Date approved:
	Completed Airside Vehicle Indemnity and Release signed by vehicle owner/operator: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	ADA number:	ADA category:	Issue date:

Radio Telephone Licence *(only applicants applying for category 3b and 4 ADAs are required to complete this section)*

Category 3b & 4 Authority may only be issued to those applicants who have a requirement to enter runways or taxiways in radio equipped vehicles and who are in direct contact with Air Traffic Control and hold an Aircraft Radiotelephone Operator Certificate of proficiency.

Radio telephone licence number:

Date issued:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Covering letter stating that the applicant has an operational requirement to drive unescorted on the airside on a frequent basis (i.e. at least weekly).
- A copy of a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit to drive the class of vehicle / equipment to be operated or for other plant / equipment, the nearest equivalent where a class or qualification does not exist.
- Evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or;
 - That the applicant has applied for an ASIC and holds a valid Visitors Identification Card (VIC) for Rockhampton Aerodrome or;
 - In the case of short term ADA applications (eg during military exercises), the AOC may approve an ADA for a person holding a valid Visitors Identification Card (VIC) or an appropriate defence identity document.
- A completed RRC Vehicle Indemnity and Release Form.
- Evidence that the applicant has completed all airside driver training (ie completed questionnaire and practical competency assessment).
- If applying for a Category 3b or 4 ADA, the applicant holds a Radio Operators Certificate of Proficiency, issued by the Civil Aviation Safety Authority or its delegate. Aerodrome staff will copy this document when produced.
- If applying for a Category 3b or 4 ADA, the applicant has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas.

Airside Driver Training Questionnaire *(all applicants must complete this questionnaire)*

1. I have applied for a Category _____ Airside Driving Authority (ADA), this permit will permit me to drive in the following areas:

- Perimeter Road RPT Apron including the Apron Taxiway RPT Apron not including Taxiways
 GA Apron RPT and GA Apron including the interlinking Taxiways All Airside Areas

2. The parts of the airport that require a clearance from Air Traffic Control (ATC) to enter, in a vehicle or on foot, are?

- Apron Taxiways Runway Strips Taxiway Strips Aprons

3. There is an area on the apron that has been cordoned off with white cones with a red band. What does this mean?

4. An aircraft has right of way over vehicles on the movement area. True False

5. When driving on aprons I must give way to and keep my vehicle well clear of all pedestrians. True False

6. List three observations which would indicate that an aircraft is about to move off a parking bay.

7. The speed limit for driving on the apron is _____ km/h.

8. During conditions of Low Visibility certain gates will be locked with a control lock and vehicle limitation signs will be placed at other gates. The airside areas I may drive in during Low Visibility operations are?

- Nowhere The RPT Apron not including Taxiways On Runways
 Category 2b Areas Perimeter Road under the direction of the Duty Safety Officer

9. If I observe a hazard when driving on the airport I will assist in preventing an incident/accident from occurring by:

10. If I am involved in an incident/accident when driving on the airport, what am I required to do?

Standard Conditions of Approval

The approval holder must, whilst undertaking the prescribed activity, comply with the requirements of the aerodrome manual prepared by the local government for the aerodrome under the *Civil Aviation Safety Regulations 1998 (Commonwealth)*, part 139.

The conditions may also require that the approval holder -

1. request the issue of a replacement approval in the event of loss, destruction or damage of the original approval; and
2. enter into an agreement with Council to indemnify Council against claims (including claims made against the approval holder by Council) for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the use of a vehicle under the approval; and
3. if the approval holder is a business—take out and maintain insurance against personal injury and property damage resulting from the activities authorised by the approval; and
4. take specified measures to reduce the impact of the activities authorised by the approval so that the activities do not—
 - (i) create a traffic nuisance; or
 - (ii) increase an existing traffic nuisance; or
 - (iii) detrimentally affect the efficiency of the airside area on which the activity is undertaken, and
5. limit the activities authorised by the approval to -
 - (i) a specified area; or
 - (ii) a number of specified areas; and
6. limit the activities to specified days and times; and
7. limit the activities to—
 - (i) a specified period of time; or
 - (ii) specified periods of time; and
8. take specified measures to protect the safety of persons who may be involved in, or affected by, the activities authorised by the approval; and
9. take specified measures to ensure that the activities authorised by the approval do not cause a nuisance; and
10. ensure that the vehicle used in the operation of the prescribed activity is, at all times, maintained—
 - (i) in good working order and condition; and
 - (ii) in a clean and sanitary condition; and
11. produce to an authorised person on demand a current airside driving authority.

Company Endorsement

I certify that the above applicant is required to drive / operate company vehicles / equipment on the Aprons / Taxiways / Runways at Rockhampton Aerodrome (as indicated in the category on page one of this form).

Authorised signatory name:

Position:

Signature:

Date:

Applicant Declaration

I have completed the Rockhampton Aerodrome Driver Training Program and read Sections 2.10 and 2.16 of the Rockhampton Aerodrome Manual. I also understand the applicable rules for driving on the airside areas of Rockhampton Aerodrome and know the extent of the areas I am permitted to drive in.

In making this application, I undertake and agree that I will at all times operate vehicles airside in accordance with the Part 2.10 of the Rockhampton Aerodrome Manual as amended from time to time. I acknowledge also that Rockhampton Aerodrome may cancel or suspend the Authority without refund at any time.

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date:

FACT SHEET

Rockhampton Aerodrome Airside Driving Authority (ADA)

Issue of ADAs

An Airside Drivers Authorisation (ADA) is an authority issued by Rockhampton Aerodrome that permits the holder of the ADA to operate a Vehicle on the Airside at Rockhampton Aerodrome within certain designated areas, depending upon the Category of ADA the driver holds (as set out below).

Upon receipt of an ADA application, the Airport Operations Coordinator (AOC) will assess whether there is sufficient justification for the approval of an ADA.

Applying for an ADA

An applicant must demonstrate a valid and reasonable need for an ADA, and should not assume 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 Rockhampton Aerodrome will issue an ADA to a person.

Applications must be submitted no less than seven working days before any anticipated need for the ADA.

Enforcement

The AOC or delegate may withdraw an ADA should an infringement of the rules be observed or reported.

The guidelines for the processing of airside driving infringements are as follows:

1. Depending on the infringement, a verbal warning may be issued by the ARO or Aerodrome Management for any infringement of the airside driving rules;
2. Repeated infringements will result in the AOC issuing a written warning;
3. Should the same infringement occur following a written warning, suspension of the individual's ADA will result. The period of suspension will be 14 calendar days;
4. Should the same infringement be repeated after the 14 day suspension, a 12 month suspension or permanent cancellation of the ADA will result;
5. Where a particular infringement is repeated within a period in excess of 12 months, a 14 days suspension will be incurred; and
6. Depending on the severity of the infringement or infringement history, the AOC will have the option to immediately suspend or cancel the ADA.

In addition to the above action, breaching the restrictions regarding entry to a live runway may result in legal action, (with the associated risk of heavy fines or other penalties). Driving when an ADA has been suspended or cancelled, or has not been approved may incur a penalty/fine under the relevant RRC Local Laws

Airside Experience

Rockhampton Aerodrome Fixed Base Operators may conduct airside driving experience/training for new employees and/or ADA applicants, provided that the employee/applicant meets the prerequisites for an ADA and understands the instructions contained in Part 2, Section 10 of this manual. Trainees must be under the direct supervision of a competent ADA holder who has held an ADA of the category applicable to the training area, for at least 6 months.

Where an inexperienced individual is applying for an ADA, Aerodrome Management will arrange for an OS to conduct practical instruction and competency assessment within the Airside area. This training is available only by appointment and is subject to staff availability. Aerodrome Management may levy a charge for this process.

Previous Airside driving experience and/or training indicated in an ADA application will be assessed on a case-by-case basis. The ADA applicant may be required to furnish proof of prior training and/or experience.

FACT SHEET

Rockhampton Aerodrome Airside Driving Authority (ADA)

Airside Area Categories

The Airside areas for which access is authorised are:

Category 1	Perimeter Road
Category 2a	GA Apron - All of the GA Apron including the GA Apron taxiways and taxilanes.
Category 2b	RPT Apron Limited - The RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.
Category 3a	All RPT Apron - All of the RPT Apron including the RPT Apron taxiway. The RPT Apron taxiway (west of the RPT Apron parking clearance line) must be accessed only when absolutely necessary to service aircraft.
Category 3b	RPT & GA Aprons - The RPT Apron, including the RPT Apron taxiway, and the GA Apron, it also allows the holder to cross Runway 04/22 via Taxiways HOTEL, GOLF AND ECHO.
Category 4	All Airside Areas
Category 5	Defence Access Areas – Determined for each exercise.

