

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14 Feb 2006	42	14 Feb 2006
2	11 May 2010	0142	11 May 2010
3	11 Nov 2014	0392	11 Nov 2014
4	12 Jun 2018	18/174	13 Jul 2018
5	09 Jul 2024	24/182	08 Aug 2024

2 Policy Objective

- To give guidance additional to the Environmental Planning and Assessment Act Section 79C for orderly development at the Griffith Aerodrome.
- To ensure good landside access.
- To distinguish between Landside and Airside areas and ensure the requirements of the Civil Aviation Safety Authority and the Office of Transport Security are met.

3 Policy Statement

3.1 Parking Spaces (Applies to new development and new leases)

- 3.1.1 All lease areas are required to provide on-site car parking as per development application with a minimum of two (2) parking spaces.
- 3.1.2 Parking spaces shall be clearly identifiable and be able to be used in wet weather conditions.
- 3.1.3 Parking spaces shall be designated and line marked in accordance with Australian Standard 2890 or the DA conditions.

3.2 Building Line (applies to new development and new leases)

- 3.2.1 Building setbacks depend on the code taxiway frontage and road frontage and must be referred to the Airport Coordinator.

3.3 Road Access to Landside Areas (applies to new development and new leases)

- 3.3.1 An all-weather driveway shall be provided and maintained by the lessee between the service or access road and the parking areas at all times.
- 3.3.2 Access guide posts and reflectors are required to be provided where a driveway connects with a service road (Airside).
- 3.3.3 Airside access for vehicles and aircraft to taxiways shall only be from the frontage of the lease.

3.4 Security Fence to define Landside/Airside boundary (applies to new development and new leases)

- 3.4.1 A security fence compatible with the standard fence used at the aerodrome shall be provided and maintained by the lessee to ensure a continuous fence around the Landside/Airside boundary. A plan indicating the type, size, colour and location of this fence and any access gates shall be approved by the Aerodrome Coordinator prior to erection.
- 3.4.2 Lessees are required to keep the lease tidy and clean and remove all rubbish. (Applies to all)

3.5 Restricted Airside Access to Pedestrians (Applies to all)

- 3.5.1 Access to Airside/Leases is allowed on the lessee displaying an Aviation Security Identification Card (ASIC). Other persons working airside must attend Airport Coordinator's Office with suitable photo identification, show justified reason for entering airside and obtain a Visitors Identification Card (VIC). These persons are required to be under the supervision of an ASIC holder at all times whilst airside.
- 3.5.2 The Lessee shall comply with the Aerodrome owners (Council) Aviation Security Identification Card (ASIC) program.
- 3.5.3 Adequate signage shall be erected by the lessee stating that unauthorised access to airside areas is prohibited. Signs are to be of the form set out in the Act (example image 1 & 2 below).
- 3.5.4 New developments must have both Landside and Airside door access.



Image 1: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to All)



Image 2: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to All)

3.6 Restricted Airside Access to Vehicles (Applies to all)

- 3.6.1 The Lessee will provide a list of unregistered vehicles to be authorized for airside use to the Airport Coordinator or his delegate and must provide a road worthiness certificate from a registered auto mechanic.
- 3.6.2 Registered vehicles are currently authorized for airside use.
- 3.6.3 All vehicles must be covered for all liability by the lessee's insurance.
- 3.6.4 No vehicles shall be permitted to access "Airside" areas without a valid reason.
- 3.6.5 All vehicles operating airside must have operating flashing amber beacons at all times for both daytime and night time operation.

3.7 Requirement for Airside Driver Licence (Applies to all)

- 3.7.1 All persons wishing to drive "Airside" must obtain an Airside Driver Licence issued by the Aerodrome Coordinator.
- 3.7.2 The Airside Driver Licence will only be issued to ASIC holders.
- 3.7.3 A visitor with a valid reason and a Visitor Identification Card (VIC) (e.g. Fuel truck driver) may drive airside accompanied or closely supervised by a holder of a Griffith Airside Driver's Licence.

3.8 Adoption of Transport Security Program (Applies to all)

- 3.8.1 The lessee, occupant must abide by Councils Transport Security Program (TSP).

3.9 Reporting of Non-compliance and Security Breaches (Applies to all)

- 3.9.1 The lessee must report any breaches of security and any non-compliance with the TSP in accordance with the Aviation Transport Security Act 2004.

3.10 Issue of Visitor ASIC Privileges (Applies to all)

3.10.1 The Aerodrome Coordinator may refuse or revoke Visitor Identification Card issuing agent status for any reason.

3.11 Times of Security Alert (Applies to all)

Council may:

3.11.1 Add additional locks on doors and gates to prevent airside access.

3.11.2 Restrict the use of key fobs.

3.11.3 Temporally revoke VIC issuing status to lessees.

3.11.4 Give any other direction to improve security in accordance with the TSP and directions from lawful Authorities.

3.12 Street Hangar Number for Identification (Applies to all)

3.12.1 A reflective number identifying the lease shall be located on the guideposts where the driveway accesses a service road and on the hangar (Landside).

3.13 Security Lighting (Applies to new development.)

3.13.1 Adequate arrangements shall be made for security lighting. Lights to be shielded so as not to shine towards the air where they may cause glare to pilots in aircraft.

3.14 Contact Details for Lease Area (Applies to all)

3.14.1 A sign indicating the following details is to be located on the front wall of the Hangar adjacent to the pedestrian access door (Airside and Landside):

Lease No:

Lessee:

Contact Ph No:

Dangerous Goods:

4 Definitions

None

5 Exceptions

None

6 Legislation

Environmental Planning & Assessment Act
Civil Aviation Orders
Civil Aviation Safety Regulations (CASR) 1998
Civil Aviation Safety Authority Regulations
Civil Aviation Safety Authority Requirements for Certified Aerodromes
Aviation Transport Security Act and Regulations
Aviation Transport Security Act 2004
Aviation Transport Security Regulations 2005
Part 139 (Aerodromes) Manual of Standards 2019
CASA Advisory Circular AC 139.C01V1.1 (Aerodrome Manual)
Manual of Air Traffic Services (MATS) – Air Services Australia
The Secretary of the Department of Home Affairs

7 Related Documents

Griffith Aerodrome Manual Version 17

8 Directorate

Sustainable Development