



9. **WORKS AND SERVICES POLICIES**  
9.1 **TECHNICAL SERVICES**  
9.1.18 **Manjimup Airfield – Airside Access Policy**

**Objectives**

The objective is to ensure that priority is given to Aircraft runways, aprons and taxiways by providing aerodrome facilities and maintaining aerodrome environments that are safe for aircraft operations. This is achieved by pro-active safety management and complying with civil aviation prescribed standards and procedures.

**Definitions**

“Airside” means ‘The part of the aerodrome from which unrestricted access is available to the aircraft movement area, from which unauthorised personnel are excluded for security and safety reasons.

**Legislative Context**

This Policy is made pursuant to Manual of Standard Part 139 of Civil Aviation Safety Authority (CASA) Rules and Practices for Aerodromes (RPA) and Civil Aviation Regulations (CAR) Part 9, which empowers Council to make, amend and revoke Policies.

**Area of Application**

The Civil Aviation Safety Authority’s Manual of Standards Part 139 – Aerodromes defines ‘Airside’ as ‘the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled’.

‘Airside’ is therefore the area designated by fences, barriers or signs to where the general public may have controlled access only. In the case of the Manjimup aerodrome the perimeter fence marks this boundary.

**Links to Strategic Documents**

- Manjimup Aerodrome Manual
- Air Transport Emergencies Plan

**Policy Principles**

- To ensure that priority is given to Aircraft on Runways, Aprons and Taxiways
- To avoid damage to Aircraft and injury to passengers on aprons



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Policy Measures

Airfield access and conditions of use are as follows:

**1. Authorised Access**

- 1.1. All emergency services vehicles, ambulances, fire and rescue, state fire emergency, etc.
- 1.2. Aircraft repair and service personnel involved in maintenance of parked aircraft
- 1.3. Fuel delivery and refuelling personnel
- 1.4. Vehicles and staff servicing and maintaining the Airport
- 1.5. Aircrew vehicles are only permitted airside when departing on extended flight; full day and overnight departures. Vehicles are to be parked alongside or in hanger
- 1.6. Authorised Vehicles and personnel loading aircraft
- 1.7. Other vehicles specifically authorised by the Shire of Manjimup or its Reporting Officers

**2. Access Conditions**

- 2.1. There shall be no vehicle movements airside when aircraft are taxiing or showing a red light
- 2.2. Operating vehicles on the airside shall not drive faster than 10km/h and within 15m of aircraft
- 2.3. Vehicles must not be driven closer than 15m to refuelling aircraft
- 2.4. Vehicles operating on the main apron or aircraft manoeuvring areas shall have flashing beacon operating whilst airside.
- 2.5. Vehicles left unattended **MUST** have the keys in the ignition, the handbrake on and unlocked
- 2.6. Gates shall be kept shut at all times
- 2.7. Children airside shall be under the direct supervision of a responsible adult and passengers are the responsibility of the aircrew involved. Relatives and friends of medical evacuees should not be permitted airside.
- 2.8. Strictly no smoking airside
- 2.9. All aircraft operating out of Manjimup airport are required to be radio equipped.

Acceptance of the above is a condition of use of Manjimup Airport

**3. Airside Works**

- 3.1. Where airside works are to be carried out that are of a nature that will disrupt aircraft operation then a Method of Works Plan shall be prepared and implemented in accordance with CASA Manual of Standards Part 139.
- 3.2. Where the airside works are of a maintenance nature, they shall be carried out as time limited works in accordance with CASA Manual of Standards Part 139. The Airport Reporting Officer shall be in attendance during these works.



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**Administration**

Responsibility for implementing this policy is delegated to the Manager Technical Services.

**Adoption and Date Due for Revision**

**ADOPTED 7 MAY 2009**  
**REVIEWED 26 JUNE 2014**  
**REVIEWED 26 JULY 2018**  
**REVIEWED 26 JULY 2022**

**NEXT DUE FOR REVIEW JULY 2026**

**The Administration of this Policy is by the Works & Services Directorate**