



MELBOURNE AIRPORT

Melbourne Airport Airside
Penalty Infringement Notice
(PIN) Booklet

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This Penalty Points System is issued as an Addendum to the Airside Vehicle Control Handbook.

The Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences.

Notification of a Penalty Infringement Notice

Each breach of the airside driver regulations, the driver will be notified and issued with a Penalty Infringement Notice by an authorised Airport Safety Officer via the AIRDAT system. The infringement is recorded and kept on the airside training database, AIRDAT.

Should an Airside Driver accumulate twelve or more penalty points, their Airside Drivers Authority (ADA) will be suspended for a period of 12 months. The Airside Driver will be provided with the details of their offences and invited to show cause as to why their ADA should not be withdrawn. An ADA may be suspended pending this show cause process. If a determination is made to withdraw an ADA the driver may reapply for an ADA after the relevant suspension period has expired. The Airside Drivers Authority will not be automatically renewed.

Upon making a determination to withdraw an ADA, Melbourne Airport will advise the driver and copy in the company, in writing of the reasons for the determination and the duration of the ADA withdrawal.

Process to Appeal a PIN

Within 14 days of the date the infringement is issued, Airside Drivers may challenge the notice by submitting grounds and the basis of their appeal to airside.infringements@melair.com.au

First Stage

The grounds and basis of the appeal will be reviewed by the Airfield Operations Manager or the nominated delegate. The Airside Driver may be requested to attend an appeal meeting to support their appeal and provide any other information which is relevant for consideration in the PIN notice. The Airside Driver is permitted to bring along a support person to this meeting. Following the meeting a letter will be emailed to the Airside Driver detailing the outcome of the appeal.

Second Stage

If the airside driver wishes to appeal the Stage 1 outcome of their PIN, the Airside Driver must notify their request to progress to Stage 2 of the appeals process by emailing airside.infringements@melair.com.au within 7 days of the date of the Stage 1 appeal letter. The grounds and basis of the Stage 2 appeal will be reviewed by the Head of Operations or a nominated delegate. The airside driver may be requested to attend an appeal meeting to support their appeal and show cause as to why their ADA infringement should be altered. The Airside Driver is permitted to bring along a support person to this meeting. The outcome of this Stage 2 appeal and if any subsequent actions, will be communicated via email to the Airside Driver within 7 days.

Third Stage

If an Airside Driver wishes to proceed to Stage 3 of the appeal process, the driver may appeal against a determination to the Administrative Appeals Tribunal, which is located Level 16, HWT Tower, 40 City Rd, Southbank VIC 3006.

Return of Penalty Infringement Notice Points

As a way of recognition for good driving behaviour, Melbourne Airport will administer a points return system. The following table shows points that will be automatically returned to the driver should the airside driver not be issued with any further PINS during the nominated periods. For example, from the issued date of the most current PIN, an airside driver will have the opportunity to be able to redeem one penalty point for 6 months of good driving behaviour. If no other pin is issued for a further 6 months, they will have the opportunity to redeem a further two penalty points.

Time Frame	Points awarded back
6 months	1 point
12 months	2 point
18 months	3 points
24 months	4 points
36 months	All points

Table 1 – Penalty Infringement Points Classification

1.0 SPEEDING		
1.1	Exceeding the speed limit by more than 3 km\hr but less than 13km\hr	Loss of 4 penalty points
1.2	Exceeding the speed limit by 13 km\hr but less than 30km\hr – 1 month suspension #	Loss of 8 penalty points
1.3	Exceeding the speed limit by 30 km\hr - 12 month suspension #	Loss of 12 penalty points

2.0 SAFETY IN THE VICINITY OF AIRCRAFT		
2.1	Failure to give way to taxiing aircraft #	Loss of 12 penalty points
2.2	Failure to give way to aircraft under tow #	Loss of 10 penalty points
2.3	Failure to give way to aircraft that has commenced push back #	Loss of 10 penalty points
2.4	Driving within 3 metres of a parked aircraft	Loss of 3 penalty points
2.5	Driving within 15 metres of a refuelling aircraft *	Loss of 3 penalty points
2.6	Driving underneath an aircraft (wing, tail, fuselage etc) ^	Loss of 4 penalty points
2.7	Being within the danger zone at the front of an operating engine	Loss of 8 penalty points
2.8	Being within the danger zone of the rear of an operating engine	Loss of 8 penalty points
2.9	Driving in a manner dangerous to aircraft #	Loss of 12 penalty points
2.10	Driving behind an aircraft ready to pushback	Loss of 5 penalty points
2.11	Driving through an active bay when not servicing that aircraft	Loss of 4 penalty points

3.0 IMPROPER OVERTAKING		
3.1	Improper overtaking	Loss of 6 penalty points
3.2	Driving in a manner dangerous to other vehicles #	Loss of 10 penalty points

4.0 DRIVING UNDER THE INFLUENCE		
4.1	Having an alcohol reading above 0.00	Loss of 12 penalty points
4.2	Having a drug reading result as non-negative/RFT	Loss of 12 penalty points
4.3	Refusal to undertake a drug and/or alcohol test to be administered in conjunction with the Drug and Alcohol Plan	Loss of 12 penalty points

5.0 LOOSE MATERIAL\EQUIPMENT		
5.1	Failure to check and secure a load, resulting in dropping load/FOD on the airside	Loss of 3 penalty points
5.2	Failure to secure equipment	Loss of 6 penalty points
5.3	Failure to secure vehicle^	Loss of 6 penalty points
5.4	Dropping load/FOD on the airside causing incident/accident	Loss of 6 penalty points
5.5	Failure to stop and pick up FOD	Loss of 3 penalty points
5.6	Failure to store materials in a designated area	Loss of 6 penalty points
5.7	Failure to check and secure live animal resulting in dropping load	Loss of 6 penalty points
5.8	Failure to check and secure ULD cans	Loss of 3 penalty points

6.0 IMPROPER PARKING		
6.1	Parking in a no parking zone	Loss of 6 penalty points
6.2	Parking in a hazard area	Loss of 8 penalty points
6.3	Parking in an area that obstructs an emergency exit	Loss of 12 penalty points
6.4	Parking in an area that obstructs traffic	Loss of 6 penalty points
6.5	Parking in an area that obstructs pedestrians	Loss of 10 penalty points
6.6	Parking in an area that obstructs aircraft #	Loss of 12 penalty points
6.7	Failure to park equipment/vehicles in an equipment staging or storage area	Loss of 6 penalty points
6.8	Vehicle left unattended with engine operating	Loss of 6 penalty points

7.0 IMPROPER LIGHTING		
7.1	Failure to dip headlights	Loss of 3 penalty points
7.2	Driving without headlights	Loss of 3 penalty points
7.3	Failure to use rotating beacon	Loss of 3 penalty points

8.0 LOW VISIBILITY		
8.1	Driving on a movement area during low visibility without authority#	Loss of 12 penalty points

9.0 MOBILE DEVICES AND PHONES		
9.1	Driving while using a hand held mobile device ^	Loss of 10 penalty points

10.0 PEDESTRIAN SAFETY		
10.1	Failure to give way to a pedestrian at a pedestrian crossing	Loss of 6 penalty points
10.2	Driving between an aircraft and the terminal/walkway	Loss of 6 penalty points
10.3	Driving across a pedestrian crossing during passenger loading/unloading #	Loss of 12 penalty points
10.4	Driving in a manner dangerous to pedestrians #	Loss of 12 penalty points

11.0 TOWING OF EQUIPMENT/FREIGHT DOLLIES/BARROWS		
11.1	Towing more than the allowable number of dollies/barrows	Loss of 4 penalty points
11.2	Towing equipment/dollies/barrows that may constitute a hazard to other airside users	Loss of 6 penalty points

12.0 PUSH BACK TRACTORS		
12.1		
12.2	Towing/pushing aircraft in contravention to markers/markings #	Loss of 10 penalty points

13.0 VEHICLE/EQUIPMENT SAFETY		
13.1	Operating another company's piece of equipment without authority #	Loss of 12 penalty points
13.2	Carrying a passenger when there is no seat provided #	Loss of 12 penalty points
13.3		
13.4	Failure to report a serious incident /accident #	To be examined on a case by case basis
13.5	Causing a vehicle accident with a stationary equipment/vehicle /infrastructure – minor +	Loss of 4 penalty points
13.6	Causing a vehicle accident with a stationary equipment/vehicle /infrastructure – major # +	Loss of 8 penalty points
13.7	Causing a vehicle accident with moving equipment/vehicle # +	Loss of 8 penalty points
13.8	Failure to abide by airside signage	Loss of 4 penalty points

14.0 SEAT BELTS		
14.1	Driving without wearing a seat belt	Loss of 6 penalty points
14.2	Passenger not wearing a seat belt (drivers responsibility)	Loss of 6 penalty points

15.0 NON-MOTORISED VEHICLE		
15.1	Riding an unauthorised non-motorised vehicle airside	Loss of 6 penalty points

16.0 FAILURE TO FOLLOW DIRECTIONS (MELBOURNE AIRPORT)		
16.1	Failure To follow direction of Melbourne Airport Airside Safety Officer	Loss of 8 penalty points
16.2	Failure to produce Airside Drivers Authority when requested by a Melbourne Airport Airside Safety Officer	Loss of 4 penalty points
16.3	Failure to produce Australian Driver Licence when requested by a Melbourne Airport Airside Safety Officer	Loss of 4 penalty points
16.4	Failure to produce Authority Use Airside when requested by a Melbourne Airport Airside Safety Officer	Loss of 4 penalty points
16.5	Taking children or an animal airside without authority	Loss of 12 penalty points
16.6	Failure to show Australian Security Identification Card when requested by an authorised Melbourne Airport Officer	Loss of 12 penalty points
16.7	Failure to follow direction\instruction given by Air Traffic Control	Case by case basis

17.0 FAILURE TO ADBIDE BY AIRSIDE MARKINGS		
17.1	Crossing low strength pavement marking	Loss of 6 penalty points
17.2	Crossing a live taxiway at a point other than a live taxiway crossing #	Loss of 12 penalty points
17.3	Failure to stop at a stop sign	Loss of 6 penalty points
17.4	Failure to give way at a give way sign or hold safe marking	Loss of 6 penalty points
17.5	Disobeying traffic signals	Loss of 5 penalty points
17.6	Disobeying traffic direction	Loss of 3 penalty points
17.7	Failure to stop at a live taxiway crossing	Loss of 6 penalty points
17.8	Failure to give way to a vehicle at a live taxiway crossing	Loss of 6 penalty points
17.9	Failure to abide by height sign causing damage to infrastructure #	Loss of 10 penalty points
17.10	Failure to abide by airside markings (specific description required)	Loss of 4 penalty points

18.0 EXCEEDING AUTHORITY		
18.1	Driving on the perimeter road without the appropriate authority #	Loss of 12 penalty points
18.2	Driving on the taxiway without the appropriate authority	Loss of 12 penalty points
18.3	Driving on the runway without the appropriate authority	Loss of 12 penalty points
18.4	Escorting a vehicle without the appropriate authority	Loss of 12 penalty points
18.5	Driving on the airside without the appropriate authority	Case by case basis
18.6	Driving a vehicle in the manoeuvring area without an airport service vehicle locator (Veelo)	Loss of 6 penalty points

19.0 OTHER		
19.1	Any other offence that may constitute a hazard to aircraft operations or airside safety	Case by case basis

21.0 BAGGAGE ROOM		
21.1	Standing, sitting or lying down on a stationary conveyor belt	Loss of 8 penalty points
21.2	Standing, sitting or lying down on a moving conveyor belt #	Loss of 12 penalty points
21.3	Driving in a manner dangerous to pedestrians #	Loss of 12 penalty points

- * except when travelling on the Apron Service Road
- ^ except where company policy and procedures are in use
- # mandatory drug and alcohol test (all other offences assessed on case by case basis)
- + reduced points when self-reported

Company Penalty Infringement Notice System

Melbourne Airport will issue infringement notices to the responsible company for the following offences shown in Table 2 where the airside driver is not present or cannot be identified.

Table 2 – Company Penalty Infringement Points Classification

30.0 COMPANY ISSUED INFRINGEMENTS	
30.1 Improper parking	Loss of 6 penalty points
30.2 Parking in a hazard area	Loss of 8 penalty points
30.3 Parking in an area that obstructs an emergency exit	Loss of 12 penalty points
30.4 Parking in an area that obstructs traffic	Loss of 6 penalty points
30.5 Parking in an area that obstructs pedestrians	Loss of 10 penalty points
30.6 Parking in an area that obstructs aircraft	Loss of 12 penalty points
30.7 Failure to park equipment/vehicles in an equipment staging or storage area	Loss of 6 penalty points
30.8 Vehicle left unattended with engine operating	Loss of 6 penalty points

Demerit Points System leading to Financial Penalty

When a Company accumulates demerit points that exceed the threshold allowances as shown in Table 3, Melbourne Airport will issue the respective financial penalty which shall be paid no later than 30 days the issue date stated on the letter.

Table 3 – Company Demerit Financial Penalties

Demerit Points Threshold	Time Period	Financial Penalty
50 points or greater	Within any given calendar month	\$1,000
250 points or greater	Within any given Financial Quarter (3 months)	\$2,500
500 – 1000 points	Within a 12 month period	\$5,000
1001 points or greater	Within a 2 month period	\$10,000

Notes

- Points will continue to accumulate and will be reset on the commencement of the following Financial Year.

Transfer of Demerit Points

Should a Company identify the offending Airside Driver in the event a Penalty Infringement Notice is issued to the Company, Melbourne Airport shall transfer the demerit points for the offence to the nominated Airside Driver.

Melbourne Airport will not undertake an investigation for Penalty Infringement Notices issued directly to the Company. Should the Company wish to view CCTV in order to identify the Airside Driver, this shall need to be arranged with the Airside Safety Co-Ordinator and a rate of \$50 per 30 minute appointment shall be charged to the Company.

MELBOURNE
AIRPORT

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