



**Melbourne Airport Penalty Infringement  
Notice (PIN)**

**Booklet**

**AFO-AS-HAN-14-0001**

**Version 3**

**January 2024**



## Foreword

This Booklet has been prepared by Melbourne Airport to meet the applicable requirements of the Melbourne Airport Manual, the APAC Safety Management Standard and also the Part 139 (Aerodromes) Manual of Standards 2019, made under division 139.C.4 of the Civil Aviation Safety Regulations (CASR) 1998.

This Booklet is an addendum of the Airside Vehicle Control Handbook (AVCH) issued by the airport operator under Regulation 105 of the Airports (Control of On-Airport Activities) Regulations. This booklet forms part of the Airport Manual for Melbourne Airport and the Melbourne Airport Airside Conditions of Use. The intent of the requirements for the airside operation of vehicles set out in this booklet is consistent with Melbourne Airport's policy to provide for the safety of all people on the airside, the safe and orderly movement of traffic and the protection of aircraft.

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this Booklet becomes impractical or impossible, the Head of Airfield is to be advised immediately.

**Head of Airfield  
Aviation  
Australian Pacific Airports Melbourne**

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## Definitions

Please refer to the [Aeronautical Information Package](#) and the [CASA Website](#) for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit [www.melbourneairport.com.au/glossary](http://www.melbourneairport.com.au/glossary).

## Important Contacts

Title	Contact phone number / email
<b>Airside Safety Team</b>	<a href="mailto:airsidesafety@melair.com.au">airsidesafety@melair.com.au</a>
<b>Senior Airside Safety Officer (Car 2)</b>	0418 335 985
<b>Airside Infringements (PIN Appeals)</b>	<a href="mailto:airside.infringements@melair.com.au">airside.infringements@melair.com.au</a>

## Change Summary

Version number	Date	Change Description
2	14 September 2023	<ul style="list-style-type: none"> <li>• Adjustment of penalty classifications and assigned points.</li> <li>• Focus on just culture to enhance self-reporting.</li> <li>• Implementation of investigations.</li> <li>• Framework for caution issuance.</li> <li>• Addition of Body Worn Cameras.</li> <li>• Revised appeal process.</li> <li>• Addition of company infringements when no driver present.</li> </ul>
<b>3</b>	<b>05 January 2024</b>	<ul style="list-style-type: none"> <li>• <b>Adjustment of existing penalty classifications and assigned points.</b></li> <li>• <b>Addition of new penalties</b></li> </ul>

## 1. Introduction

### 1.1. Overview

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.

## 2. Notification of a Penalty Infringement Notice

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

An authorised Melbourne Airport Officer is either a Senior Airside Safety Officer (Car 2), Airside Safety Officer (ASO) or Airfield Operations management staff member.

The penalties points are divided in five (5) levels of severity:

1. **3 points** – minor offence
2. **6 points** – moderate offence
3. **9 points** – major offence
4. **12 points** – suspension\*
5. Investigation required.

\*Immediate suspensions will result in the Senior Airside Safety Officer, or delegate, confiscating the Airside Drivers Authority (ADA) at the time of PIN issuance. The ADA will only be returned if deemed appropriate by the Airfield Operations Manager after the show cause hearing.

## 3. 'Just Culture' Reporting

Melbourne Airport is committed to creating a safe airside working environment for all stakeholders and believes this can be achieved via a proactive reporting culture that follows elements of a 'Just Culture'.

The PIN classifications have been divided into sections where leniency will be shown to airside drivers that self-report certain incident types that may be a result of system error. Self-reported incidents will have a reduction of 3 penalty points and will be applied upon recommendation from the issuing authorised Melbourne Airport Officer.

Some categories of penalties will not form part of the 'Just Culture' system, as a 'Just Culture' does not support negligent behaviour.

## 4. Investigations

PINs that are assigned '*penalty determined post-investigation*' are infringements that have different levels of severity and need to be investigated to determine root cause. Investigations will be carried out by the Airfield Safety & Operations Coordinator and drivers will be notified via email of the outcome within five (5) business days, **unless additional information is required, or key personnel are unavailable. Drivers can contact [airside.infringements@melair.com.au](mailto:airside.infringements@melair.com.au) for clarification in this instance.** Penalty points will be determined based on:

- Severity of incident (actual vs potential consequence)
- Drivers conduct and whether it was self-reported; and
- Driver's history.

The Senior Airside Safety Officer, or delegate, can suspend and confiscate an ADA at the time of PIN issuance if they deem an immediate suspension is warranted.

## 5. Cautions

For minor infringements, the authorised Melbourne Airport Officer has the discretion to issue a caution. Cautions can only be considered under the following circumstances:

- Minor and some moderate offences
- First time offence, or self-reported; and
- Professional conduct by airside driver.

## 6. DAMP

Some PINs will require a mandatory drug and alcohol test in accordance with the Melbourne Airport Drug & Alcohol Management Plan (DAMP). PINs that have an associated mandatory drug and alcohol test are noted with a #. An authorised Melbourne Airport Officer may also request a DAMP test if they have reasonable grounds to believe that the driver may be adversely affected by alcohol or testable drugs.

## 7. Body Worn Cameras

To promote a safe and professional working environment, Melbourne Airport Airside Safety Officers will use Body Worn Cameras (BWC) when issuing a PIN. The driver will be notified that they are being recorded by the Airside Safety Officer.

Footage will be used when there are allegations of unprofessional conduct by either the airside driver, passenger or Airside Safety Officer.

An ASO not wearing a BWC, or a BWC not recording correctly, does not constitute grounds to have an issued PIN reviewed or cancelled.

## 8. Suspension or Withdrawal

Should an airside driver accumulate twelve (12) or more penalty points within any 36-month period, the airside driver will have their ADA suspended for 14 days. 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.

Refer to the [Airside Vehicle Control Handbook](#) for further information relating to the suspension, withdrawal or appeals process.

## 9. Process to Appeal a PIN

A PIN may be appealed within 14 days of the date the infringement was issued. Airside drivers **must** seek support from their department manager to appeal, and the department manager may challenge the notice by submitting grounds and the basis of the appeal to [Airside Infringements](#).

Appeals lodged directly by the infringed driver may not be accepted without managerial support. Grounds for appeal will only be considered for the following reasons:

1. The driver believes that the offence did not occur.
2. The driver believes there are inaccuracies with the PIN issued.
3. The drivers ADA will be withdrawn after the 14-day suspension period.

*Requests for leniency will no longer be considered as grounds for an appeal. Leniency has been integrated into the revised system.*

### 9.1. First Stage

The grounds and basis of the appeal will be reviewed by the Airfield Operations Manager or the nominated delegate. The airside driver and applicable manager 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. The airside driver is permitted to bring along a support person to this meeting. Following the meeting a letter (via email) will be issued to the airside driver detailing the outcome of the appeal.

### 9.2. Second Stage

If the airside driver wishes to appeal the Stage 1 outcome of their PIN, then they must notify their request to progress to Stage 2 appeal by emailing [Airside Infringements](#) 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 General Manager of Operations or delegate. The airside driver may be requested to attend a meeting to support their appeal and show cause as to why their ADA infringement should be altered. The outcome of this Stage 2 appeal, and any subsequent actions, will be communicated in writing to the airside driver within 7 days.

If penalty points were lowered in a Stage 1 appeal and an airside driver elects to proceed to Stage 2, the General Manager of Operations may decide to revoke the decision of the Airfield Operations Manager (or delegate) and reinstate the full penalty.

### 9.3. Third Stage

If an airside driver wishes to proceed to Stage 3 appeal, 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.

## 10. Education

During a PIN investigation or PIN appeal, the Airfield Safety & Operations Coordinator or the Airfield Operations Manager may mandate additional training prior to returning an ADA. Airside drivers must complete this mandated training prior to recommencing driving duties and the airside drivers' company must provide evidence that it has been completed.

## 11. Company Infringements

Melbourne Airport will also capture and record infringements against airside companies where the individual cannot be identified at the time of the infringement activity. These company infringements will be used to generate reports on overall company performance which may result in Melbourne Airport taking action to improve safety performance.

## 12. Return of PIN 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 airside driver should they 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.

Timeframe	Points awarded back
<b>6 months</b>	1 point
<b>12 months</b>	2 points
<b>18 months</b>	3 points
<b>24 months</b>	4 points
<b>36 months</b>	All points



### 13. Penalty Classifications

No.	Description	Caution Available	Penalty	Suspension	Self-Report
<b>1.0</b>	<b>Speeding</b>				
1.1	Exceeding the speed limit by more than 3 km\hr but less than 15km\hr	✓	3	✗	✗
1.2	Exceeding the speed limit by 15 km\hr but less than 25km\hr	✗	6	1 month	✗
1.3	Exceeding the speed limit by 25 km\hr but less than 35km\hr #	✗	9	3 months	✗
1.4	Exceeding the speed limit by 35 km\hr #	✗	12	Immediate	✗
<b>2.0</b>	<b>Safety in the Vicinity of Aircraft</b>				
2.1	Failure to give way to taxiing aircraft #	Penalty determined post-investigation			✓
2.2	Failure to give way to aircraft under tow #	Penalty determined post-investigation			✓
2.3	Failure to give way to aircraft that has commenced push back; <b>or driving in a manner that prevents an aircraft pushing back safely</b> #	Penalty determined post-investigation			✓
2.4	Driving within 3 metres of an aircraft ( <i>except when servicing that aircraft</i> )	✓	3	✗	✗
2.5	Driving within 15 metres of a refuelling aircraft ( <i>except when driving on Apron Service Roads</i> )	✓	3	✗	✗
2.6	Driving underneath an aircraft (wing, tail, fuselage etc) ( <i>except where company policy and procedures are in use</i> )	✓	3	✗	✗
2.7	Being within the danger zone at the front of an operating engine	✗	6	✗	✓
2.8	Being within the danger zone of the rear of an operating engine	✗	6	✗	✓
2.9	Driving in a manner dangerous to aircraft #	✗	12	Immediate	✗
2.10	Driving behind an aircraft with operating beacons ( <i>e.g. aircraft ready to pushback or holding off the bay</i> )	✓	3	✗	✓
2.11	Driving through a bay when not servicing an aircraft ( <i>drivers are to use Apron Service Roads where provided</i> )	✓	3	✗	✗

<b>2.12</b>	Driving within the close proximity of an operating aircraft with beacon active (refer CASA minimum separation distances)			Penalty determined post-investigation	✓
<b>3.0</b>	<b>Improper Overtaking</b>				
<b>3.1</b>	Improper overtaking	✓	3	x	x
<b>3.2</b>	Driving in a manner dangerous to other vehicles #	x	9	1 month	x
<b>4.0</b>	<b>Driving Under the Influence</b>				
<b>4.1</b>	Having an alcohol reading of above the permitted level.	x	12	Immediate	x
<b>4.2</b>	Having an illegal drug reading requiring further testing.	x	12	Immediate	x
<b>4.3</b>	Refusal to undertake a drug and/or alcohol test to be administered in conjunction with the DAMP	x	12	Immediate	x
<b>5.0</b>	<b>Loose Material/Equipment</b>				
<b>5.1</b>	Failure to secure a load resulting in dropped load or using prohibited plastic material to secure a load	✓	3	x	✓
<b>5.2</b>	Failure to check and secure equipment (including Unit Load Devices)	x	6	x	✓
<b>5.3</b>	Failure to secure vehicle (e.g. parking brake not applied, keys left in ignition, etc.)	✓	3	1 week	x
<b>5.4</b>	Failure to secure load, equipment or vehicle that causes an incident # (e.g. uncontrolled movement, damage to aircraft, injury to person)			Penalty determined post-investigation	✓
<b>5.5</b>	Failure to stop and pick up FOD	✓	3	x	x
<b>5.6</b>	Failure to check and secure live animal resulting in dropping load	x	6	x	✓
<b>6.0</b>	<b>Improper Parking</b>				
<b>6.1</b>	Parking in a no parking zone (signed or white hatching)	✓	3	x	x
<b>6.2</b>	Parking in a hazard area (red hatching)	✓	6	x	x
<b>6.3</b>	Parking in a hazard area that obstructs an aerobridge (except where approval from Melbourne Airport has been sought)	x	6	x	x
<b>6.4</b>	Parking in an area that obstructs an emergency exit	x	9	x	x
<b>6.5</b>	Parking in an area that obstructs vehicle traffic	✓	6	x	x

6.6	Parking in an area that obstructs pedestrians	✓	6	x	x
6.7	Parking in an area that obstructs aircraft #	Penalty determined post-investigation			✓
6.8	Failure to park equipment/vehicles in an equipment staging or storage area	✓	3	x	x
6.9	Vehicle left unattended with engine operating	✓	3	1 week	x
6.10	Parking in an E-GSE charging zone when not charging	✓	3	x	x
6.11	Parking in a staging/storage area outside of the allowable timeframes.	✓	3	x	x
<b>7.0</b>	<b>Improper Lighting</b>				
7.1	Failure to dip headlights	✓	3	x	x
7.2	Driving without headlights	✓	3	x	x
7.3	Failure to use rotating beacon	✓	3	x	x
<b>8.0</b>	<b>Low Visibility</b>				
8.1	Using a live taxiway crossing during low visibility without an escort	✓	3	x	✓
8.2	Driving on a manoeuvring area during low visibility without authority #	Penalty determined post-investigation			✓
<b>9.0</b>	<b>Mobile Device and Phones</b>				
9.1	Driving while using a handheld mobile device, including tablets.	x	6	x	x
<b>10.0</b>	<b>Pedestrian Safety</b>				
10.1	Failure to give way to a pedestrian at a pedestrian crossing	✓	6	x	x
10.2	Driving between an aircraft and the terminal/walkway	x	6	x	x
10.3	Driving across a pedestrian crossing during passenger loading/unloading	x	9	x	x
10.4	Driving in a manner dangerous to pedestrians #	x	12	Immediate	x
<b>11.0</b>	<b>Towing of Equipment</b>				
11.1	Towing more than the allowable number of rolling stock in a train (dolly, barrow, profile)	✓	3	x	x
11.2	Towing equipment/rolling stock that may constitute a hazard to other airside users	x	6	x	x
11.3	Towing unauthorised equipment/rolling stock in prescribed areas	✓	3	x	x

<b>12.0 Towing/Pushback Operations</b>					
<b>12.1</b>	Towing/pushing aircraft in contravention to markers/markings #	x	9	x	✓
<b>12.2</b>	Damaging airport infrastructure during tow/pushback (e.g. airfield lighting)	Penalty determined post-investigation			✓
<b>12.3</b>	Failure to follow direction/instruction given by Air Traffic Control #	Penalty determined post-investigation			✓
<b>12.4</b>	Towing or pushing back an aircraft that creates, or has the potential to create, a taxiway incursion #	Penalty determined post-investigation			✓
<b>12.5</b>	Towing an aircraft onto a bay/stand without Melbourne Airport approval.	✓	3	x	x
<b>13.0 Vehicle/Equipment Safety</b>					
<b>13.1</b>	Operating another company's piece of equipment without authority	✓	6	x	✓
<b>13.2</b>	Carrying a passenger when there is no seat provided	x	6	x	x
<b>13.3</b>	Failure to report an incident/accident #	x	6	x	N/A
<b>13.4</b>	Failure to report a serious incident/accident #	x	12	Immediate	N/A
<b>13.5</b>	Causing a vehicle accident with equipment/vehicle/infrastructure - minor	Penalty determined post-investigation			✓
<b>13.6</b>	Causing a vehicle accident with equipment/vehicle/infrastructure – major #	Penalty determined post-investigation			✓
<b>13.7</b>	Causing damage to an aircraft #	Penalty determined post-investigation			✓
<b>13.8</b>	Operating an unserviceable vehicle or equipment	Penalty determined post-investigation			✓
<b>14.0 Seat Belts</b>					
<b>14.1</b>	Driving without wearing a seat belt	✓	3	x	x
<b>14.2</b>	Passenger not wearing a seat belt (passengers holding an ADA will be penalised)	✓	3	x	x
<b>15.0 Non-Motorised Vehicle</b>					
<b>15.1</b>	Riding an unauthorised non-motorised vehicle airside (e.g. bike, skateboard, scooter)	✓	3	x	x
<b>15.2</b>	Riding an unauthorised motorised vehicle airside (e.g. electric scooter)	✓	3	x	x

<b>16.0 Failure to Follow Direction - Melbourne Airport</b>					
<b>16.1</b>	Failure to follow direction of by an authorised Melbourne Airport Officer or authorised Security Officer #	x	6	x	x
<b>16.2</b>	Failure to show Airside Drivers Authority when requested by an authorised Melbourne Airport Officer or authorised Security Officer	x	6	x	x
<b>16.3</b>	Failure to show Drivers Licence when requested by an authorised Melbourne Airport Officer or authorised Security Officer	x	6	x	x
<b>16.4</b>	Failure to show Authority Use Airside when requested by an authorised Melbourne Airport Officer or authorised Security Officer	x	6	x	x
<b>16.5</b>	Taking children or an animal airside without authority#	x	12	Immediate	x
<b>16.6</b>	Failure to show Australian Security Identification Card when requested by an authorised Melbourne Airport Officer or authorised Security Officer	x	12	Immediate	x
<b>17.0 Failure to Abide by Airside Markings</b>					
<b>17.1</b>	Crossing low strength pavement marking	✓	6	x	✓
<b>17.2</b>	Crossing a live taxiway at a point other than a live taxiway crossing #	x	9	x	✓
<b>17.3</b>	Failure to stop at a stop sign	✓	3	x	x
<b>17.4</b>	Failure to give way to vehicle at a give-way sign	✓	3	x	x
<b>17.5</b>	Disobeying traffic signals	✓	3	x	x
<b>17.6</b>	Disobeying traffic direction	✓	3	x	x
<b>17.7</b>	Failure to stop at a live taxiway crossing	✓	3	x	x
<b>17.8</b>	Failure to give way to a vehicle at a live taxiway crossing	✓	3	x	x
<b>17.9</b>	Failure to abide by height sign causing damage to infrastructure #	✓	9	x	✓
<b>17.10</b>	Failure to wait and ensure security gate closes	✓	3	x	x
<b>17.11</b>	Failure to abide by airside signage or markings (specific description required)	Examined on a case-by-case basis			
<b>17.12</b>	Stopping on a live taxiway crossing	✓	3	x	✓

<b>18.0 Exceeding Authority</b>					
<b>18.1</b>	Driving on Perimeter Road (P) without the appropriate authority or during periods of Low Visibility Operations #	✓	6	✗	✓
<b>18.2</b>	Driving on in Maintenance Area (M) without the appropriate authority or during periods of Low Visibility Operations #	✓	9	✗	✓
<b>18.3</b>	Driving on the taxiway without the appropriate authority or ATC approval #	Penalty determined post-investigation			✓
<b>18.4</b>	Driving on the runway without the appropriate authority or ATC approval #	Penalty determined post-investigation			✓
<b>18.5</b>	Escorting a vehicle without the appropriate authority	✗	9	✗	✓
<b>18.6</b>	Driving on the airside without the appropriate authority	Penalty determined post-investigation			✓
<b>18.7</b>	Driving a vehicle in the manoeuvring area without an airport service vehicle locator (Veelo)	✓	6	✗	✗
<b>19.0 Other</b>					
<b>19.1</b>	Any other offence that may constitute a hazard to aircraft operations or airside safety	Penalty determined post-investigation			

## 14. Further Information

For further information with regards to this **Booklet**, please contact:

**Airfield Support**

**03 8326 2525**

[airfieldsupport@melair.com.au](mailto:airfieldsupport@melair.com.au)

## 15. References

Title
<a href="#">Airside Vehicle Control Handbook</a>

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