

## Document No. PAPL-ENV-GDL-004

This Document is suitable for external distribution.

### AUTHORITY TABLE

|                       |  |
|-----------------------|--|
| Authorised By –       | Environment and Sustainability Manager |
| Policy Officer –      | Environment and Sustainability Manager |
| Responsible Officer – | Environment Coordinator                |
| Commencement Date –   | 04/05/2018                             |

### REVISION INDEX

| Revision number | Date     | Revised or reviewed by<br>(Position title) | Revisions approved by<br>(Position title) | Reasons & details of changes | Next review date |
|-----------------|----------|--|---|------------------------------|------------------|
| 1.0             | 15/10/15 | Bert Huys                                  | Environment Manager                       | Created document.            |                  |
| 2.0             | 10/10/16 | Duanne Ginger                              | Environment & Sustainability Manager      | Revision                     |                  |
| 3.0             | 04/05/18 | Alice Hopson                               | Environment & Sustainability Coordinator  |                              | 2019             |

## Contents of this Guideline

|   |          |
|---|----------|
| <b>Foreword to Tenants, Contractors &amp; Sub-Contractors</b> | <b>3</b> |
| <b>1 Title Page/ Front Cover</b>                              | <b>4</b> |
| <b>2 Description of Tenant Activities</b>                     | <b>5</b> |
| <b>3 Environmental Assessment</b>                             | <b>5</b> |
| 3.1 <i>Background</i>   | 5        |
| 3.2 <i>Scope</i>  | 5        |
| 3.3 <i>Site History Review</i>                                | 5        |
| 3.4 <i>Desktop Review</i>                                     | 6        |
| 3.5 <i>Aerial Photography Review</i>                          | 6        |
| 3.6 <i>Site Walkover</i>                                      | 6        |
| 3.7 <i>Details of Sampling and Analysis Conducted</i>         | 6        |
| 3.7.1 <i>Assumptions and Limitations</i>                      | 6        |
| 3.8 <i>Conclusions and Recommendations</i>                    | 7        |
| <b>4 Legislative Context</b>                                  | <b>7</b> |
| <b>5 PAPL Inspection</b>                                      | <b>8</b> |
| <b>6 Appendix</b>   | <b>8</b> |

## Foreword to Tenants, Contractors & Sub-Contractors

*This document is for use by Perth Airport Pty Ltd.'s (PAPL, Perth Airport) Tenants, Contractors and Sub-contractors (the Organisation) as guide for undertaking an environmental assessment prior to their Lease Expiry.*

*An environmental assessment investigation and report shall be prepared, that identifies and documents the condition of the land that the Organisation is preparing to vacate.*

***The assessment must be undertaken by a suitably qualified site investigator who has appropriate qualifications and experience.***

*The assessment should be undertaken with reference to:*

- *Airport (Environmental Protection) Regulations 1997 (Cth)*
- *National Environment Protection (Assessment of Site Contamination) Measure 1999 (Cth)*
- *Contaminated Sites Act 2003 (WA)*

*The assessment shall be submitted to PAPL with sufficient lead time to allow PAPL to undertake a thorough review of the document prior the Lease Expiry.*

*For the purposes of this document, the following verbal forms are used: "Shall" or "Must" indicates a minimum requirement that the document must meet to be compliant with PAPL's requirements. "Should" indicates a recommendation, that PAPL considers to be good practice, "May" indicates a permission and "Can" indicates a possibility or a capability.*

### **Disclaimer:**

*The Organisation acknowledges that this document is general information only and does not constitute specific advice regarding the Organisation's legal obligations, including under any contract between PAPL and the Organisation or arising under the Airports Act 1996 (Cth) and the Airports (Environment Protection) Regulations 1997 (Cth). The Organisation must make its own independent assessment of its legal obligations and will rely solely on its own investigations and analysis.*

*Subject to any law to the contrary, and to the maximum extent permitted by law, PAPL disclaims all liability for any loss suffered by any person using or acting on this document or any other environmental information supplied by PAPL, whether the loss arises in relation to, in connection with or as a result of any negligence, default or lack of care on the part of PAPL, or from any misrepresentation or any other cause.*

The following document sections are all required to be addressed by the Organisation within their Lease Expiry environmental assessment:

## 1 Title Page/ Front Cover

The title page or front cover should be in the following format, including the company name, date and version and shall be followed by a Table of Contents:

|  |
|--|
| <p style="text-align: center;"><b>[INSERT FACILITY NAME]</b><br/><b>PERTH AIRPORT</b></p> <p style="text-align: center;"><b>LEASE EXPIRY ENVIRONMENTAL<br/>WORKS</b></p> <p style="text-align: center;">Date<br/>Revision No.</p> <p>Tenant Name:</p> <p>Tenant Location:</p> <p>Tenant – Key Contact Name:</p> <p>Tenant – Key Contact Phone:</p> <p>Perth Airport Property Manager:</p> <p>Date Tenancy Commenced:</p> <p>Tenancy Lease Expiry Date:</p> |
|--|

## 2 Description of Tenant Activities

Describe the activities that the Organisation has undertaken on the premises. The description shall include sufficient detail to enable an assessment of the potential environmental risks that may result from the activity undertaken on the premises by the Organisation. The information required shall include, but is not limited to:

- A description of the key function of the business.
- A description of the main activities, goods and/or services undertaken by the Organisation.
- The size / area of the facility.
- A site plan, presented in the context of the broader Perth Airport area.
- A description of any goods that maybe classified as hazardous or dangerous under State or Commonwealth legislation and the expected volumes of such goods either stored at the facility or being handled by the facility.

## 3 Environmental Assessment

### 3.1 Background

Brief description of circumstances of engagement, and reasons for investigation.

### 3.2 Scope

Brief outline of the scope of the investigation, specifying items excluded from scope where appropriate.

Key considerations should include:

- Why has the assessment been prepared.
- What the assessment covers.
- Whose activities it is to manage.
- What the assessment contains.

### 3.3 Site History Review

Establishing a site history to identify the characteristics of the site (such as the location and layout of the premises, the building construction on the premises, the geological setting, current and past activities at the site, current and past uses of the site, and heritage considerations).

### 3.4 Desktop Review

Review of any previous reports that may be relevant to the premises.

### 3.5 Aerial Photography Review

Review of historical orthophotography (e.g. Nearmaps, Google Maps) to determine previous activity.

### 3.6 Site Walkover

Physical inspection of the premises.

### 3.7 Details of Sampling and Analysis Conducted

Investigations are usually confined to areas where potentially contaminating activities have occurred and involve a site history-based sampling plan. The preliminary investigation and initial assessment of site contamination shall consider the possibility of all forms of potential contamination based on past land use.

Potential contamination found on the Perth Airport Estate includes, but is not limited to:

- Hydrocarbons.
- Asbestos Containing Material (ACM).
- Sewage.
- Per-fluorinated compounds from aqueous firefighting foam, e.g. PFAS, PFOS, PFOA.
- Historical Landfills.

The preliminary investigation shall be sufficient to identify whether contamination exists on the site. Contamination may not be completely delineated at this stage.

#### **3.7.1 Assumptions and Limitations**

All laboratory analysis must be undertaken by a NATA registered laboratory.

Sampling and analysis shall take into consideration the varying degrees of non-uniformity of the vertical and horizontal soil or groundwater conditions that may be encountered.

Although monitoring, common testing or sampling techniques cannot ensure the monitoring or testing results/samples completely representative of soil and/or groundwater conditions encountered, sampling and monitoring shall be sufficient to assess the potential and actual risk of contamination being present and identified.

Consequently, the conclusions in the report shall be based on the data collected and the environmental field monitoring and/or testing actually undertaken, and are therefore considered merely indicative of the environmental condition of the site at the time of preparing the report, including the presence or otherwise of contaminants or emissions. It should be

recognised that site conditions, including the extent and concentration of contaminants, can change.

### 3.8 Conclusions and Recommendations

A section outlining the outcomes of the assessment and recommendations for further investigation (if required) shall also be included.

**Note: Identified contamination requiring further investigative works will require the appointment of an DWER accredited contaminated sites auditor to assess and review the findings.**

## 4 Legislative Context

This guideline is prepared with consideration to the *Airport (Environment Protection) Regulations 1997* (extracts below), however the Organisation must make its own independent assessment of its legal obligations and will rely solely on its own investigations and analysis.

### **Regulation 6.05 Duties of sublessees and licensees**

- (1) To ensure effective monitoring under subregulation 6.02 (1), an occupier of part of an airport site must give all reasonable assistance to the airport-lessee company for the airport, including:
  - (a) establishing and maintaining its own appropriate system, or systems, of monitoring the environmental consequences of:
    - (i) its activities; and
    - (ii) the activities of other persons in the area occupied; and
  - (b) reporting to the airport-lessee company the results of the monitoring.
- (2) An occupier must give the airport-lessee company, at any reasonable time, and after a request in writing, any access the airport-lessee company reasonably requires:
  - (a) to the area, or part of the area, occupied; or
  - (b) to a document, or part of a document, under the control of the occupier.
- (3) At the request of an airport-lessee company, if the Secretary is satisfied that an occupier is not complying with subregulation (1) or (2), the Secretary may direct the occupier, in writing, to so comply.
- (4) An occupier receiving a direction under subregulation (3) must:
  - (a) comply with the direction; and
  - (b) if a period is specified in the direction — comply before the end of the period.

Penalty: 50 units
- (5) In this regulation, **occupier** means a person having a right of occupation of part of the airport site under:
  - (a) a sublease, or licence, granted by the airport-lessee company for premises, or an undertaking, at the airport; or
  - (b) any lease, or licence, subordinate to a sublease or licence described in paragraph (a).

## **Regulation 6.07 Duty to assess soil condition**

- (1) *The condition of soil in an area of an airport must be assessed by an airport environment officer for the airport if:*
- (a) *the airport environment officer has reason to suspect that:*
    - (i) *the soil in the area is contaminated by a pollutant mentioned in column 2 of table 1 in Schedule 3 in a way that causes an effect described in subregulation 2.03 (1); or*
    - (ii) *contamination in the soil by a pollutant mentioned in column 2 of table 1 in Schedule 3 is possibly migrating to another place where it is causing an effect described in subregulation 2.03 (1); or*
  - (b) *the soil, being in an area specified under subparagraph 71 (2) (h) (ii) or (3) (h) (ii) of the Act as an area of environmental significance, is possibly contaminated by a pollutant mentioned in column 2 of table 2 in Schedule 3 in a way that causes an effect described in subregulation 2.03 (1); or*
  - (c) *the soil is in an area of land that:*
    - (i) *is likely to have previously experienced some pollution; and*
    - (ii) *is subject to a sublease or licence that is about to expire or is proposed to be terminated or transferred;*  
*or*
  - (d) *the soil is in area of land that is affected by a proposed change of use, under a final master plan for the airport, of a kind described in subregulation (2).*
- (2) *A change of use to which paragraph (1) (d) applies is a change that necessitates greater environmental protection measures because the use will result in the land being used in a way, or for a purpose, that will, or is reasonably likely to, cause greater harm:*
- (a) *to an aspect of the environment; or*
  - (b) *to the health, safety or, in any respect, the welfare of, human beings.*
- (3) *For paragraph (1) (c), the sublessee or licensee must give an airport environment officer for the airport, at least 2 months before the expected occurrence of the event mentioned in subparagraph (1) (c) (ii), a written report of an expert investigation of the condition of soil in the area of the sublease or licence.*


## **5 PAPL Inspection**

Perth Airport may undertake a site inspection of the premises to be vacated. This inspection will take into consideration the environmental aspects of the site, including the criteria addressed in the Vacating Tenant Environmental Inspection checklist attached as Appendix 1 for reference.

## **6 Appendix**




## Appendix 1 – Vacating Environmental Inspection Checklist – for use by PAPL Staff.


|   |   |                  |                  |
|---|---|------------------|------------------|
|  | <b>Vacating Tenant Environmental<br/>Inspection Checklist</b> | Document Number: | PAPL-ENV-TMP-001 |
|   |   | Page:            | 1 of 3           |
|   |   | Created:         | May 2018         |
|   |   | Revision:        | 1.0              |

|                |  |             |  |
|----------------|--|-------------|--|
| <b>Tenant</b>  |  | <b>Date</b> |  |
| <b>Address</b> |  |             |  |

| Item No.   | Criteria  | Findings<br>C, N/C,<br>N/D, N/A | Explanation of Result |
|------------|---|---------------------------------|-----------------------|
| <b>1.0</b> | <b>General</b>  |                                 |                       |
| 1.1        | Note lease type   |                                 |                       |
| 1.2        | Has the premises been used per lease/agreement  |                                 |                       |
| 1.3        | Have actions from recent audits and inspections been closed?  |                                 |                       |
| 1.4        | Have all required records, documents been submitted to PAPL? Records may include results of monitoring, annual reports, incident reports, contamination management or other environmental management records. |                                 |                       |
| 1.5        | Have all facilities and items that are to remain been agreed with the PAPL property team?   |                                 |                       |
| 1.6        | Where facilities are to remain, are 'As Constructed' drawings supplied to PAPL?   |                                 |                       |
| <b>2.0</b> | <b>Hydrocarbons and chemicals and contamination</b>   |                                 |                       |
| 2.1        | Are hydrocarbon and chemical storage and use areas identified?  |                                 |                       |
| 2.2        | What volumes of hydrocarbons and other chemicals were used or stored on site?   |                                 |                       |
| 2.3        | Have all hydrocarbons and chemicals been removed from site?   |                                 |                       |
| 2.4        | Are there known incidents, releases or contamination events at the site?  |                                 |                       |
| 2.5        | Have incidents or contamination been removed, cleaned up or otherwise appropriately treated?  |                                 |                       |
| 2.6        | Are areas of known or suspected contamination present on the site?  |                                 |                       |
| 2.7        | Has environmental investigation, evaluation and development of an approved ongoing management strategy been completed for contaminated sites?   |                                 |                       |
| 2.8        | Is further work in accordance with 'Perth Airport Lease Expiry Environmental Works Requirements' needed?  |                                 |                       |

|   |   |                  |                  |
|---|---|------------------|------------------|
| <br><b>PERTH<br/>AIRPORT</b> | <b>Vacating Tenant Environmental<br/>Inspection Checklist</b> | Document Number: | PAPL-ENV-TMP-001 |
|   |   | Page:            | 2 of 3           |
|   |   | Created:         | May 2018         |
|   |   | Revision:        | 1.0              |

|   |   |  |  |
|---|---|--|--|
| <b>3.0 Surface water and groundwater</b>  |   |  |  |
| 3.1                                       | Is there evidence of pollution, litter, sedimentation or other issue of concern in site surface drainage systems?   |  |  |
| 3.2                                       | Are surface water control measures including sediment ponds, screens, filters and interceptors clean and operational?   |  |  |
| 3.3                                       | Is surface drainage diverted away from or around chemical storage or contamination areas?   |  |  |
| 3.4                                       | Is there evidence of erosion on site?   |  |  |
| 3.5                                       | Is there known or potential risk of contamination to groundwater from site activities, storage or use?  |  |  |
| 3.6                                       | If yes above, has sufficient groundwater investigation been completed?  |  |  |
| <b>4.0 Waste Management</b>               |   |  |  |
| 4.1                                       | Have all surplus materials which are not intended for transfer to PAPL been removed from site?  |  |  |
| 4.2                                       | Is the area clean and litter free?  |  |  |
| 4.3                                       | Have oil drums and other containers been removed from site?   |  |  |
| 4.4                                       | Has plastic and HDPE lining been removed from site? (unless required to remain as part of pollution control equipment)  |  |  |
| 4.5                                       | Has contaminated soil been excavated and removed from site? Have Controlled Waste records been provided to PAPL?  |  |  |
| 4.6                                       | Has unused soil, spoil, rock or other building materials been removed from site? Where required, have PAPL Clean Fill forms and Controlled Waste records been provided? |  |  |
| <b>5.0 Landscaping and Rehabilitation</b> |   |  |  |
| 5.1                                       | Have sumps, pits, trenches and other excavations been cleaned thoroughly and/or rehabilitated?  |  |  |
| 5.2                                       | Have concrete areas been removed and waste concrete removed off site? Where required, have PAPL Clean Fill forms and Controlled Waste records been provided?            |  |  |
| 5.3                                       | Have slopes/batters been landscaped and shaped such that they are safe, stable <u>and resemble</u> pre-tenancy land?  |  |  |
| 5.4                                       | Have compacted surfaces that are not required been deep removed or deep ripped?   |  |  |

|   |   |                  |                  |
|---|---|------------------|------------------|
|  | <b>Vacating Tenant Environmental<br/>Inspection Checklist</b> | Document Number: | PAPL-ENV-TMP-001 |
|   |   | Page:            | 3 of 3           |
|   |   | Created:         | May 2018         |
|   |   | Revision:        | 1.0              |

|            |  |            |                  |
|------------|--|------------|------------------|
| <b>6.0</b> | <b>High Risk Facilities and Equipment</b>  |            |                  |
| 6.1        | Are high risk facilities or equipment planned to remain on site including: <ul style="list-style-type: none"> <li>• Fuel or chemical storage areas</li> <li>• Underground storage tanks</li> <li>• Washdown bays</li> <li>• Oily water separators</li> <li>• Sewage or effluent systems</li> <li>• Chemical treatment or processing</li> </ul> |            |                  |
| 6.2        | Are high-risk facilities and equipment well maintained, appropriately inspected and tested.  |            |                  |
| <b>7.0</b> | <b>Other requirements</b>  |            |                  |
| 7.1        | Where other areas of risk, lease commitment, approval requirement or similar applies to the site, list criteria and determine compliance   |            |                  |
| <b>8.0</b> | <b>Actions</b>   | <b>Who</b> | <b>Timeframe</b> |
| 8.1        |  |            |                  |
| 8.2        |  |            |                  |
| 8.3        |  |            |                  |
| 8.4        |  |            |                  |

#### Acknowledgement and Sign-off

|                              |                            |
|------------------------------|----------------------------|
| <b>Tenant Representative</b> | <b>PAPL Representative</b> |
| Name:                        | Name:                      |
| Signature:                   | Signature:                 |
| Date:                        | Date:                      |

#### Notes: Inspection criteria

|   |   |   |   |
|---|---|---|---|
| <b>C - Compliance</b>   | <b>NC - Non-conformance</b>   | <b>ND - Not determined</b>  | <b>NA - Not applicable</b>  |
| There is sufficient information to demonstrate PAPL guidelines have been met. | Clear information is missing or insufficient to demonstrate that PAPL's guidelines are met. | The necessary information has not been collected to enable an assessment. | Given the type, size or scope of the works may not be applicable. |