Perth Airport

Airport Operating Standard

Temporary structures

Contents

Introduction

Airport Operating Standards have been produced by Perth Airport to ensure safe operations at Perth Airport. The *Temporary Structures* standard applies to the providers and installers of temporary structures & their contractors, and to the operators within the temporary structure, their staff & contractors. This standard, and the requirements contained within, are supplementary to all conditions within the lease or licence agreement the organisation has with PAPL.

The *Temporary Structures* Standard aims to provide a safe environment for all contractors, staff passengers and customers, and to ensure that the requirements documented in this standard are relevant and capable of practical implementation by all staff.

This Standard and the procedures described within may be amended from time to time by PAPL. PAPL will endeavour to provide sufficient notification of changes to operators; however, it is the responsibility each operator to keep informed of any amendments.

The Standard includes:

- Responsibilities
- Applying to erect a temporary structure
- Operating in a temporary structure

The Standard is designed to be read in conjunction with the *Perth Airport Operating Protocol* and the following Airport Operating Standards:

- Aviation Security
- Incident Reporting & Responding

The above documents are available via the Corporate page on the Perth Airport website www.perthairport.com.au/AOP.

Responsibilities

Perth Airport Pty Ltd (PAPL)

PAPL is responsible for producing this Standard and consulting with stakeholders as necessary to determine operating requirements and necessary restrictions.

PAPL (Projects) is responsible for the approval and facilitating the necessary consents applicable to the erection and removal of the temporary structure.

PAPL (Operations) has the responsibility for ensuring Occupational Health & Safety (OHS) meetings are conducted and requirements of this standard are implemented, fire safety conditions are met and traffic management is in place. PAPL will also ensure regular inspections of tenanted areas (in accordance with the provisions of the lease/licence agreement) are conducted and for enforcing and encouraging responsible practices.

PAPL are responsible for the safe management of activities outside of the temporary structure only.

Property Managers (or Ground Transport if located in a car park) are assigned to the Operator to be the first point of contact in relation to all contractual matters in relation to the licence/lease.

Temporary Structure Provider

The provider of the temporary structure (Provider) is responsible for ensuring all aspects of the application to erect the structure and this Airport Operating Standard are met and that the site is returned to its original condition post removal. This includes all OHS requirements for their staff and contractors.

Operator

The Operator is responsible for the safe management of activities within the temporary structure.

Operators should be familiar with requirements for operating in the temporary structure. This includes all the requirements laid out in the formal agreement ("Licence Agreement") between the operator and PAPL as well as all aspects of this and and relevant AOS's which apply to day-to-day operations and any other resources and directives supplied by PAPL from time to time. It is important that the operators share this knowledge with all levels of staff (including contractors and sub-contractors) to enable them to operate effectively and safely at Perth Airport.

Operators are also responsible for ensuring their temporary structure is maintained in a clean and functional state, the security of the structure, provision of all services/utilities to the structure, and that their employees are trained and aware of this Standard.

All operators should also be actively aware of their obligations in relation to environmental management, local authorities, and other legislation. It is the Operators' responsibility to be aware of any and all legislation relating to their business.

Providers and Operators employees and contracted staff

Everyone working in the temporary structure must:
- Report all emergency (life-threatening) incidents to 000 then the Airport Control Centre (ACC) on (618) 9478 8500;
- For incidents that are not life threatening (incl. security incidents), notify ACC on (618) 9478 8572;
- Be familiar with the evacuation plan for the structure and the area in which they work including emergency exits and assembly areas;
- Where it is safe to do so, assist others during an emergency situation, particularly those who may be unfamiliar with the structure, including passengers.

Applying to erect a temporary structure

The *Airports Act 1996* (Cth) and *Airports (Building Control) Regulations 1996* (Cth) requires approval of building activities on the airport estate, known as the 'consent process'. This includes the erection of temporary structures.

Prior to making an application to erect a temporary structure on the Perth Airport estate, a number of factors should be considered. Dependent upon the longevity of the structure, its location, intended use and how the structure is to be tethered, the application to erect may require approval from the Commonwealth's Airport Building Controller (ABC) in addition to approval via the Perth Airport Consent process.

> Full details regarding the Perth Airport Consent requirements can be found at
> https://www.perthairport.com.au/Home/property/for-tenants/undertaking-works-at-perth-airport/getting-perth-airport-consent-and-an-abc-permit-for-works

Location

When determining the location of a temporary structure the following should be taken into consideration:

Proximity to a terminal building	• If the temporary structure is to be erected within 10m of a terminal, it will require inclusion of a life-support suppression system (fire sprinkler system) and approval by the ABC. • Allowance for clear egress route for people evacuating the terminal must be maintained or provided. • Temporary structures are to be erected in such a way that the existing hydrants provide adequate coverage for the structure. • In considering the location, PAPL will ensure temporary structures are not to obstruct access to hydrants by fire vehicles or limit coverage to service nearby buildings by way of obstructing the approach or range from the hydrant to the building with a length of hose.
Proximity to airside fences	• Where located landside, the temporary structure must not be located within 3m of an airside fence or have any structures that could facilitate a person accessing airside.
Traffic management	• Traffic and pedestrian management within the site, including maintaining clear access routes for ambulance & other emergency services.

Utilities & waste management	• Unless otherwise negotiated, access to Perth Airport services/utilities will not be provided to temporary structures.
	• Provision for power, water, waste management and sewage are the responsibility of the Provider/Operator and the delivery & management of such must be included in each application (e.g generators, potable water etc).
Permitted use & operating hours	• The permitted use of activities within the temporary structure and operating hours must not impact directly or indirectly on any operations in the immediate vicinity of the structure unless otherwise agreed by PAPL.
	• The agreed permitted use and operating hours will be outlined in the Lease Agreement between the operator and PAPL.

Structure

The Provider and/or operator must ensure that any temporary structure erected on the Perth Airport Estate is structurally sound and affixed, and that Perth Airport is not liable should any defect or failure of the structure occur.

When planning the structure to be erected, the following should be considered:

Anchorage	• Anchorage of the temporary structure is to be designed and certified by a structural engineer.
	• Weighted blocks are the preferred anchorage system in carparks or on sealed surfaces.
	• Where there are inground services, weighted blocks should be used. Spikes must not be placed over existing services or obstruct Fire Services (i.e hydrants).
	• Where spikes are required, ground must be scanned, and a Perth Airport Excavation Permit in place prior to installation.
	• Excavation for footings and/or services **is not** permitted in any circumstances.
Design & structural requirements	• All temporary structures (e.g. marquee, hangar etc) must comply with Australian Standards.

Erection and removal of structure

Keeping our passengers, visitors, staff and community safe is our biggest priority and we have a comprehensive Occupational Safety and Health (OSH) system in place to manage safety risks.

Information relating to Contractor requirements can be found at the above website.

OSH	• The Provider will need to make sure that all of the Providers workers engaged to conduct the work have completed a Perth Airport induction and comply with their occupational health and safety duties. • An OSH Works Planning Meeting is required prior to any works commencing at Perth Airport.
Clearing of site	• Excavation for footings and/or services **is not** permitted in any circumstances. • Details on the clearing required for the site, including permanent or temporary removal of cleared spoil must be considered and included in the application. A permit for clearing would be required. • Any queries in relation to proposed clearing of the site should be raised with the PAPL Project Manager/facilitator prior to submitting an application.
Repatriation of site	• Photos of the site prior to erection of structure to be provided within 7 days of construction. • Repatriation of site to original condition is required within 7 days of removal/demobilisation. • Decontamination of site where biological, chemical and/or radiological activities have occurred is required within 7 days of removal/demobilisation.
As-cons and GIS location	• GIS coordinates on the temporary structure to be provided within 7 days of erection of the structure. • As-con drawings (preferably in Microstation 3D (dgn)) to be provided within 7 days of erection of the structure.

Other considerations

Emergency plan	• Provide details on emergency plan and procedures including:
	  - ingress & egress,
	  - emergency exits & associated signage of such,
	  - number and locations of fire extinguishers,
	  - evacuation area, noting that Perth Airport Assembly Areas may also be located nearby and used where possible.
	• Provide a 24/7 single point of contact for the facility to PAPL for emergency response purposes.

Security	• Consider security of the site outside of operational hours, noting that security of the structure and equipment within is the responsibility of the Operator at all times. • Any closed-circuit television installation must be approved by PAPL.
Risk assessment	• Undertake a risk assessment on the structure and operations within and provide with your application.

Submitting an application

When you are ready to submit an application, contact the Consents Coordinator to receive an application pack at consents@perthairport.com.au.

As a minimum, the application form must be completed along with the estimated duration of the temporary structure and details of the structure to be erected.

The proposed location plan should ideally be submitted with the application but can be provided at a later date when looking to expedite the approval process.

Records

Once your application has been approved and the structure erected the following records must eb provided in the time determined within the approval.

- As-con drawings and GIS location of the temporary structure (see page 6).

- Records in relation to compliance for electrical, fire and mechanical safety must always be retained on site.

Providers and Operators must also have their own audit/compliance framework in place to meet their own compliance/regulatory needs.

Operating within the temporary structure

Emergency & incident response

Should there be, or is, any threat to life then call 000 immediately, then notify the Perth Airport Control Centre on (+618) 9478 8500 who will initiate surrounding area access & control.

For any matters that may threaten security, life or property at Perth Airport, call the Perth Airport Control Centre (ACC) emergency number on (+618) 9478 8500.

Once an awareness of the situation and appropriate response is initiated:

- Continue to follow your site emergency response procedures.

- Be prepared to receive or provide immediate access for police or emergency service vehicles or first responders either to, through or around your area of works.

- Note that the Australian Federal Police will generally respond prior to WA Police. Similarly, Aviation Rescue & Fire Fighting responders will generally be on-site prior to Department of Fire & Emergency Services.

- If the incident is on your site, appoint a Liaison officer to work with the Incident Controller and the Perth Airport Liaison Officer.

- In emergency situations, be prepared to follow the direction of the Incident Controller or their delegate including the Perth Airport Liaison Officer, the Airfield Operations Safety Officer or Security Officer (if airside).

If there are operational events that may cause concern or confusion to staff or visitors to the airport, impact on normal operations or attract media/social media attention then they should be reported to the ACC on **(+618) 9478 8572**.

First aid

Operators are responsible for complying with the applicable legislative requirements in relation to having a first aid representative in their leased area.

Any staff encountering a person in their leased area or in the vicinity of the leased area who appears to be requiring urgent medical attention should contact the ACC on (618) 9478 8500 to arrange a response. If the incident is perceived as life threatening, 000 must be called first followed by ACC.

Incident reporting

It is vital that all incidents are reported immediately to the ACC. A report must be logged for any hazard observed or incident occurring in the terminal, including inside your leased areas.

Remember in an emergency to call 000 and then the ACC Emergency Line on (618) 9478 8500. For all other incidents or hazards, call the ACC General Enquiries line (618) 9478 8572 to log a report. These numbers are listed on the back of Perth Airport-issued ASIC's.

Examples of incidents include:

- Medicals
- Serious customer disputes or threats
- Incidents with contractors
- Any accidental damage to the surrounding environment
- OSH incident within your premises, in addition to your own company policy
- Vandalism, crime or illegal activity
- Suspicious activity, such as loitering, attempting to gain access to secure areas, photography or recording without a credible subject, testing security or attempting to gain access without authorisation.
- Unattended bags/items
- Hazards (OSH hazards i.e. trip hazard, spills, exposed wires or materials, sharp edges)

An investigation into the cause of the incident will often be required and must be made available to PAPL. The *Incident Reporting & Responding* Airport Operating Standard provides direction on investigation reporting and must be adhered to.

Fault reporting

Operators are responsible for repairs and maintenance within the temporary structure and, accordingly, are required to maintain and keep the tenancy area in good substantial repair, working order and condition at all times.

Ensure good housekeeping, maintenance and assurance of activities to prevent the risk of fire, including management of fire loads, ignition sources, litter and combustible materials.

Damage to Services or Facilities

If an Operator or its associates/contractors causes damage in any way to a PAPL service or facility, or to any property that is not licenced to the Operator as a result of an accident and/or their non-compliance, the Operator must inform PAPL (or the owner of that property) immediately via the ACC.

The Operator and/or its associates/contractors will be responsible for the full cost of repairs or replacement required as a result of such damage. This will also include any accident, defect or want of repair to any service or facility of PAPL or any other Tenant.

Equipment & storage in temporary structure

Storage of all equipment and goods must be within the temporary structure/ leased areas. Should there arise an operational need to store any equipment and goods in locations other than the designated areas, written approval from Perth Airport management is required and can be requested via your property manager.

The Operator must ensure good housekeeping, maintenance and assurance of activities to prevent the risk of fire, including management of fire loads, ignition sources and combustible materials.

Equipment/goods	Requirements
Compressed Air or non-flammable gasses	• Stored upright so residual liquefied gas cannot contact the cylinder valves. • Secured by a chain or rack so they can't fall over. • Kept in a well ventilated area (preferably in a cage outside) to reduce the risks associated with leakage. • Located away from radiant heat or anything that could cause a fire. • Segregated so volatile and incompatible gases are not stored together. • Labelled and tagged so staff and contractors know exactly what's inside and that it's been tested as 'safe to use". • Unless a cylinder is being used, make sure the protector cap is secured over the valve. • Make sure cylinders are secured with a non-abrasive coated chain, strap or cable that won't scratch the cylinder, or even better a customised racking system.
Petrol or LPG	• Ensure that flammable liquids are always stored in a flammable storage cabinet. • Flammable liquids storage containers and cylinders must be in good condition and labeled correctly. • Store flammable liquids in a safe location which is away from ignition sources and incompatible chemicals. • Damaged containers must be decommissioned and replaced immediately. • The lids of all flammable liquid containers must always be fastened when the flammable liquids are not being used.
Cartons, paper, oils and fats	• Are never to be stored to a height which is greater than 500mm from the bottom of fire sprinklers (if applicable). • Ensure that the stack is stable and not close to ignition sources.

Waste management

All Operators are responsible for the safe containment and proper disposal of any waste their operation generates (including biological waste) and removal from site. Bin selection will depend on the type of waste being deposited and the business being undertaken by the operator.

A sufficient number of bins are to be provided by the Operator to ensure effective waste management.

A waste management plan is required to be submitted where biological waste is produced on site.

> The dumping of the Operators rubbish (including prohibited waste) in public rubbish bins is <u>strictly prohibited.</u>
> Offending Operators may be issued with a breach of lease notice.

Environmental management

Environmental management at Perth Airport is the responsibility of all staff, airline operators, business partners, tenants and contractors. Airport tenants, as operators in the airport, must take all reasonable and practicable measures to prevent pollution generation. Tenants must comply with relevant legislation, the Airport Environment Strategy (AES) and Perth Airport's Environmental Policy. Perth Airport's environment team is available to help our tenants understand and meet their individual environmental requirements.

> For more information, please visit:
> https://www.perthairport.com.au/Home/corporate/community-and-environment/environment-management

General information

Operating licenses

Special licenses and permits required to operate any given business should be obtained from the relevant issuing authority, where applicable, and provided to Perth Airport for their records (e.g. Industrial Waste Permits).

Branding

Operators are not permitted to install any branding (either fixed or mobile), advertising or other signage around the temporary structure without the prior written consent of PAPL. Temporary or non-fixed signage requires a written approval of PAPL and can be requested via the project manager.

Any use of Perth Airport branding, including but not limited to the logo, must be approved by PAPL. There are strict guidelines on how the logo can be reproduced and these must be adhered to at all times.

Signage

Care must be taken to ensure signage is not installed in a manner that impacts on regulatory signage required by border agencies and the Aviation Transport Security Act.

Media policy

Filming at the airport is a sensitive issue due to security and privacy restrictions. There are many different agencies to alert and cooperate with when filming on airport. As such, any company wishing to film on the estate must seek approval through Corporate Affairs. The same rules are applicable to media as to corporate filming.

Please visit the Perth Airport Media centre for more information on the Perth Airport media policy.
http://www.perthairport.com.au/AboutUs/MediaCentre.aspx

Parking

Operators staff & contractors may be eligible for staff parking.

To apply for a staff parking card, please email parking.cards@perthairport.com.au. Please allow a 2-day turnaround time for cards to be distributed once application is submitted.

Each operator is responsible for keeping their car parking account up to date, with each card registered to the correct cardholder at all times.

Further Enquiries, Contacts & Emergencies

Further enquiries

If you have any questions in relation to this standard, please contact:

General Manager Projects & Development
Perth Airport Pty Ltd
PO Box 6
Cloverdale, Western Australia, 6985
Phone: (618) 9478 8873
Fax: (618) 9478 8889

For proposed changes to this standard, please email document.controller@perthairport.com.au.

Important contacts

Airport Control Centre (ACC)

Phone: (618) 9478 8572

Further contacts

Project Managers

Email: ProjectsandDevelopment@perthairport.com.au

Consents

Phone: (618) 9478 8436
Email: Consents@perthairport.com.au

Emergencies

In case of emergency contact 000 (if life threatening situation) then ACC on (618) 9478 8500.

Perth Airport Pty Ltd

Level 2, 2 George Wiencke Drive Perth Airport WA 6105

PO Box 6, Cloverdale WA 6985

T: +61 8 9478 8888

F: +61 8 9478 8889

W: perthairport.com.au