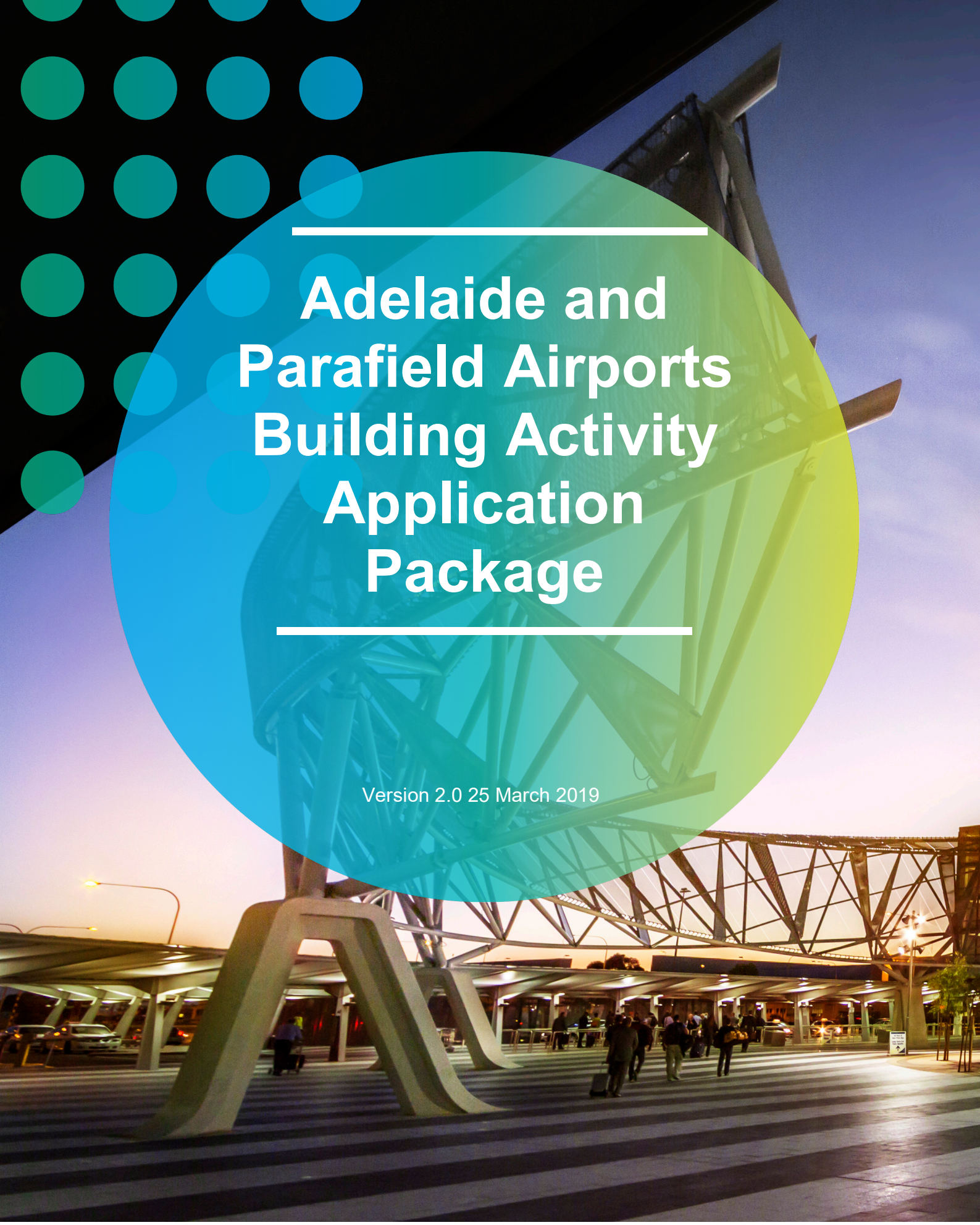

Adelaide and Parafield Airports Building Activity Application Package

Version 2.0 25 March 2019

Adelaide Airport

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1 Introduction

Land use planning and building control at Adelaide Airport is regulated by the Airports Act 1996 (Act) and the Airport Building Control Regulations.

Approval is required from Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) prior to the commencement of building activities. For all applications received from an applicant external to AAL, ABC Building Approval will only be provided after the AAL Building Activity Consent has been approved and received.

1.1 Definitions

Building activities performed on or around the airport will require assessment and approval from both Adelaide Airport Limited and the ABC.

These activities can generally be defined as:

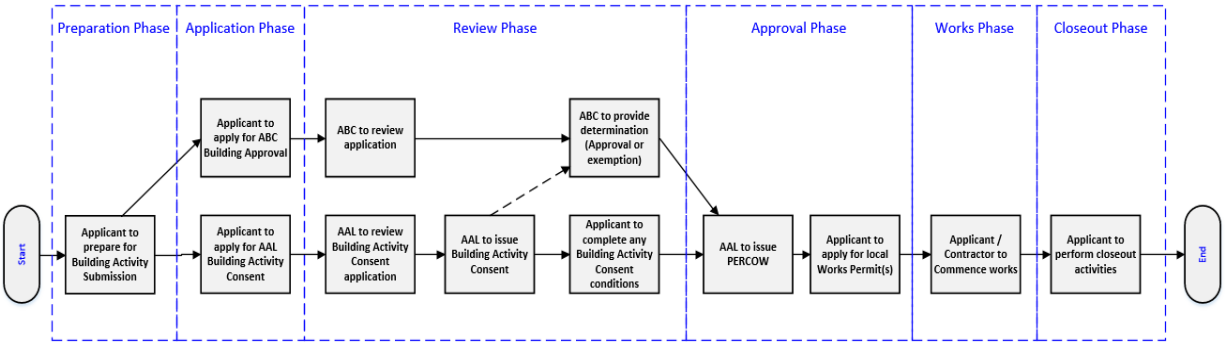
- Construction
  - Construction of buildings or other structures, constructing or altering earthworks (whether or not in relation to buildings etc.) or constructing or altering engineering, electrical or hydraulic works
- Alteration
  - Alterations to the structure of buildings or other structures
- Demolition
  - Demolishing, destroying, dismantling or removing building, structure, earthworks, engineering works, electrical works and hydraulic works

Please note: Buildings or other structures may include bridges, fences, towers, pylons, bollards or monitoring wells. Earth works or engineering works may include but not limited to, runways, taxiways, aprons, roads, car parks, retaining walls, road surfaces, car park surfaces and tunnels.

For further details and examples of the various activities requiring Building Activity approval, please refer to Annexure A.

1.2 The Building Activity Process

The high level Building Activity process and its relevant phases has been illustrated in the diagram below. Further information describing the key steps within each phase have been documented in section 2 and must be followed in order for the BA application to be approved in a timely manner.



1.3 Roles & Responsibilities

1.3.1 Applicant

All lessees/applicants are expected to take all reasonable steps to ensure a safe and compliant workplace during building activity works. This should be reflected in the application and the quality and detail of documentation submitted.

It is the responsibility of the applicant to ensure all required information and payment of fees are provided to AAL in a satisfactory and timely manner. Delays in full document submission or payment will result in delays in the assessment of your application.

1.3.2 AAL Project Officer

The AAL Project Officer is allocated in the Review phase and is responsible for liaising with the applicant and ensuring compliance with the conditions of an approved Building Activity Consent. Specifically, the AAL Project Officer is responsible for issuing the PERCOW once all documents have been received and follow up activities completed. The Project Officer will also provide guidance to the applicant and/or contractor during works (as required) in order to ensure works are completed in a safe manner, all permits required are in place, compliance with airport operational and safety requirements are being adhered to and ensuring the works are carried out as per the approved PERCOW, Building Activity Consent and the ABC Building Approval.

1.3.3 Airport Building Controller

The Secretary of the Department of Infrastructure and Regional Development and Cities has appointed an Airport Building Controller (ABC) at each leased Federal airport. The ABC is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards. The fundamental objective of the ABC is to administer and advise airport operators on building control issues as contained in the Airport (Building Control) Regulations and to implement the building approval system that regulates ongoing building activity at the airport.

1.4 Compliance

1.4.1 WHS Compliance

All works undertaken on the airport are to be compliant with the South Australian Work Health and Safety Act and Regulations 2012 and must be supported by the appropriate documentation as part of the Building Activity Consent application. This documentation may include but is not limited to:

- WHS Management Plan for construction projects
- Appropriate Safe Work Method Statement (SWMS) for any high risk construction work
- Appropriate Job Safety Environment Analysis (JSEA)
- Risk register or analysis for high risk activities
- Operator licences for EWP or high risk equipment

Copies of this documentation are to be provided to AAL prior to the commencement of works and at any time thereafter when reasonably requested.

1.4.2 General Compliance

All applications should be compliant with all appropriate state and Commonwealth legislation and/or standards as appropriate, including but not limited to:

- Environmental Protection Authority (EPA)
- Work Health and Safety (WHS)
- Manual of Standards (MOS) – Part 139 Aerodromes; including lighting in the vicinity of aerodromes

1.5 Fees and Payments

Application fees may apply for both AAL and the ABC assessment. Payment to AAL must be received on submission of the Building Activity application and / or prior to commencement of application processing. AAL will issue an invoice for the BA fee upon receipt of the application and once satisfied that all required information has been received.

1.5.1 Fees Payable to AAL

The fee is based on the estimated value of the building activity as follows:

Estimated Construction Cost	Fee Payable (Including GST)
Under $10,000	$350
$10,000 to $50,000	$500
$50,000 - $100,000	$700
Over $100,000	$1,000 + 0.15% of the balance in excess of $100,000

1.5.2 Fees Payable to the Airport Building Controller

A separate fee applies for applications to the Airport Building Controller. The Airport Building Controller fee structure is based on Schedule 1, Part 1 of the Regulations. Refer to the ABC Online for further details.

2 Process Phases

2.1 Preparation Phase

2.1.1 Applicant preparation for Building Activity Submission

Preparing your application prior to submission will ensure that your application has all the necessary information required and will assist with being reviewed in a timely manner. Separate applications to both Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) are required in order to obtain the necessary approvals as per the table below:

Approval Type	Approval From	Approval via
Building Activity Consent	Adelaide Airport Limited (AAL)	Building Activity Consent Application Form
Airport Building Controller Building Approval	Airport Building Controller (ABC)	ABC Online

Note: The ABC Building Approval is issued by the Airport Building Controller. You are applying for approval or exemption (depending on your scope of works), and the outcome will be a:

- Building Permit, or
- Works Permit, or
- Demolition Authorisation

Or you may receive exemption through:

- Exemption determination (Referred to as Exemption Application and Notification in the ABC online system)

2.1.2 Applicant determination of CEMP requirement

A Construction Environmental Management Plan (CEMP) is a plan that identifies and describes the management of environmental risks associated with a company's operations. CEMPs will predominantly be required where the development includes excavations or multiple penetrations of site soils.

As a guide, CEMPs may be required if the project involves one or more of the following activities:

- Development on or near an Environmentally Significant Area
- Works in known or potentially contaminated areas
- Discharges to air (odour, dust, combustion emissions)
- Discharges to land, surface water (including storm water) or groundwater
- Development, construction or demolition
- Development of a Greenfields site
- Importation of fill material onto the Airport
- Clearing of land
- Use or storage of hazardous materials
- Activities within 200m of a waterway
- It may also be required if the Works Contractor and/or subcontractor(s) had an environmental infringement in the past 3 years

You should consult with the Environment department at AAL to confirm whether a CEMP will be required. The contact details are below:

Adelaide Airport Limited
Environment Department
Email: environment@aal.com.au
Telephone: (08) 8308 9211

2.2 Application Phase

2.2.1 Applicant application for ABC Building Approval

Apply for ABC Building Approval from the Airport Building Controller online with supporting information via this link. The Airport Building Controller contact details are below:

Airport Building Controller - Tonkin Consulting Pty Ltd
Level 3, 60 Light Square
ADELAIDE SA 5000
Mr David Nash: Email: david.nash@tonkin.com.au
Phone: (08) 8110 2220: Facsimile: (08) 8110 228: Mobile: 0418 839 035

Note: It is imperative that the ABC Building Approval application includes the same plans/drawings which will be submitted to AAL when applying for Building Activity Consent.

2.2.2 Applicant application for AAL Building Activity Consent

2.2.2.1 Completion of the Application for Building Activity Consent

Fill out the AAL Building Activity Consent application form ensuring all information has been completed and filled in correctly. This includes but not limited to:

- Applicant / Lessee details
- A clear description including location and purpose of the works
- The estimated value of the building activity works.
- Estimated start and finish dates

Please Note: Delays in full document submission or payment of fee will result in delays in the assessment of your application.

2.2.2.2 Provision of relevant supporting documentation

Supporting documentation must comply with the Airport (Building Control) Regulations 1996. A single electronic copy of all supporting documents are required to be submitted with each Building Activity Consent application. Documentation shall be commensurate with the activity to be undertaken and should include but is not be limited to:

- Scope of Works
- Specifications
- Electronic copies of drawings / plans
- Schedule of Works
- Work, Health and Safety compliance documentation (where applicable):
  - Appropriate Safe Work Method Statement (SWMS) or Job Safety Environment Analysis (JSEA)
  - Risk register or analysis for high risk activities
  - Operator licences for EWP or high risk equipment
- Confirmation that the works comply with the following (If applicable):
  - Airport Masterplan
  - Airport Environmental Strategy
  - Major Development Plan (MDP) (as applicable)

The Building Activity Consent application form contains a checklist which must be completed in full. The checklist includes all relevant details and supporting information that is to be provided or attached in support of the proposed Building Activity.

2.2.2.3 Submission of Building Activity Consent Application

The completed Building Activity Consent application form and all supporting documentation should be submitted to Adelaide Airport Limited at:

Adelaide Airport Limited, Building Approvals Officer
Email: buildingapprovals@aal.com.au
Telephone: (08) 8308 9211

2.3 Review Phase

2.3.1 AAL review of Building Activity Consent Application

AAL will provide an email acknowledging receipt of the application and advise a BA fee invoice will be forwarded under a separate cover. Assessment may take up to 28 days from receipt of the completed application and fee. AAL will review the application in the first instance for completeness and accuracy. If, for whatever reason, the application has not been completed as per the minimum requirements, AAL will request further information and the review process will not commence until AAL is satisfied with all documentation received.

The review of the Building Activity Consent Application will be based on the content of the application including planned scope of work and all relevant supporting information provided. AAL will review the application against its' own planning objectives along with ensuring alignment against the following criteria:

- AAL Master Plan
- Major Development Plan (if applicable)
- AAL Environmental Strategy

The outcomes of the review will be either of the following:

- Granted consent (subject to conditions)
- Refused consent

If Building Activity Consent is refused, a letter will be sent to the applicant explaining the reason. Examples of refusal may include inconsistency with the AAL Master Plan, Major Development Plan, AAL Environment Strategy or AAL's own planning objectives.

Please refer to the Adelaide Airport Limited Master Plan Page which includes links to the Environment Strategy and general planning and development details on the Adelaide Airport website.

2.3.2 ABC review of application

Once the ABC has received all required documentation and application fee, they will review and assess the application for compliance with the relevant codes and standards. The ABC will not issue approval (or exemption) until AAL has approved the Building Activity and provided the Building Activity Consent.

2.3.3 AAL Issuing of Building Activity Consent

Once the Building Activity Consent has been approved, AAL will notify the following parties via email:

- Applicant
- Airport Building Controller
- AAL Project Officer

Notification will contain formal approval along with the following documents:

- Building Activity Consent
- AAL Site Rules and Conditions
- Airside Operating Conditions (if required)
- Closeout Form

The Building Activity Consent will contain conditions which must be read and actioned (as applicable).

Note: The Building Activity Consent is not approval to commence work. A Permit to Commence Work (PERCOW) is required prior to commencing any work on site.

2.3.4 Applicant completion of Building Activity Consent conditions

Approval conditions will vary depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations. It is the responsibility of the applicant to ensure all conditions are actioned and any documentation must meet general compliance obligations and conditions as detailed within the AAL Building Activity Consent.

Electronic copies of required documentation (where applicable) should be provided to the AAL Project Officer prior to the commencement of works. Documentation which may be applicable prior to the commencement of works includes (but is not limited to):

- Construction Environment Management Plan (CEMP)
- Insurance certificates for contractors working on site
- WHS Documentation:
  - Safe Work Method Statements (SWMS)
  - Job Safety Environment Analysis (JSEA)
  - Copies of operator licence's (High Risk equipment)
  - Risk registers
- Works Plans for Airside
- Work zone Traffic Management Plans (WZTMP)
- Permits (see below)

2.3.5 ABC Determination

After the ABC has reviewed the online application and AAL has provided Building Activity Consent, they will then do one of the following:

- Request further information
- Grant an Exemption
- Approve the proposed building activity and issue the appropriate permit/authorisation
- Conditionally approve the proposed building activity and issue the appropriate permit/authorisation with conditions (this may also include conditions imposed by AAL)
- Refuse to issue a permit/authorisation

Note: ABC Approval will not be granted until the required ABC fee has been paid.

2.4 Approval Phase

2.4.1 AAL Issuing of PERCOW

AAL must be satisfied that all requirements have been met and any Building Activity Consent approval conditions completed (where required) before formally providing a Permit to Commence Works (PERCOW). Once satisfied, and following the Airport Building Controller's issue of the appropriate Building Approval (or exemption), the allocated AAL Project Officer will issue a Permit / Conditional Permit to Commence Works (PERCOW) allowing works to commence.

Note: You MUST obtain a PERCOW before commencing work. Failure to comply will result in AAL stopping all works, and potential site shutdown until all permits have been obtained.

The PERCOW may detail specific conditions, site restrictions, requirements and procedures applicable before you can formally commence building works. Subject to all requirements and conditions being addressed, AAL will issue a PERCOW and the contractor must comply with all conditions. The PERCOW only authorises the commencement of work. During the construction stage there are a range of specific permits that the contractor or builder may be required to obtain depending on the nature of the works. See section below for further details.

2.4.2 Applicant application for local Work Permit(s)

Depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations, a local Works Permit may be required for the following:

- Excavation
- Isolation, connection, disconnection
- Hot Works
- Confined Space
- Asbestos Work
- Cranes

Local Works Permits will need to be requested and approved prior to commencement of works with 7 days' notice required for major service / high risk activities and 2 days' notice for minor service / low risk activities. It is the responsibility of the applicant to liaise with the assigned AAL Project Officer who will provide guidance on the process to follow for submitting a local works permit request (and the expected timeframe for assessment based on the activity requirement) to ensure the appropriate permit is requested and approved prior to works commencing.

2.5 Works Phase

2.5.1 Applicant / Contractor commencement of Works

After the PERCOW has been issued and any required Works Permits issued, works can formally commence. The applicant must ensure that all works are conducted in a safe and secure manner as well as ensuring compliance with all approval conditions. Only those works approved by AAL and the Airport Building Controller are authorised to be carried out.

2.5.1.1 Guidance during Works

The nominated AAL Project Officer will be available to liaise with the applicant and contractor(s) identified on the approval and provide guidance in relation to the works. Guidance may consist of activities including (but not limited) to the following:

- Coordination of:
  - Site Inductions
  - Airside Access
  - Security Passes
  - Escorts
  - Additional Permits
  - Drug & Alcohol Management Plan (DAMP)
- Liaising with the applicant to ensure completion of approved works only

- Ensuring General compliance with the conditions of approval, in particular:
  - Construction Environment Management Plan
  - Works plans for airside
  - Traffic Management plans
- Ensuring compliance with airport operational and safety requirements
- Work site being managed in a clean, tidy and safe manner

2.5.1.2 Inspections

In accordance with the Airports (Building Control) Regulations, the Airport Building Controller may require inspections at specified stages of construction. In addition, AAL may carry out inspections of building sites to ensure that works are proceeding in accordance with the conditions specified on the Building Activity Consent and the PERCOW. If non-compliance to specified conditions is evident, AAL may close down the site until these breaches are corrected to the satisfaction of AAL, at the contractor's cost.

Note: A complete set of endorsed, approved drawings, specifications, a copy of all permits and Building Approvals must be available on site for inspection and verification.

2.6 Closeout Phase

2.6.1 Performing Closeout Activities

2.6.1.1 Notifying AAL of Completion of Works

At the completion of the activity, the applicant is required to notify the AAL Project Officer as soon as possible of the completed works. The AAL Project Officer will then inspect the work site or tenancy as required to ensure the work has been carried out as per the approved PERCOW and Building Activity Consent.
The applicant is required to leave the site in a safe and clean state as per the Site Rules and Conditions.

2.6.1.2 Obtaining appropriate compliance ABC Certificate

One of the final steps of the ABC Building Approval Process is the application for an appropriate Certificate of Compliance from the Airport Building Controller (as required):

- Certificate of Compliance for Occupancy: allows the premises to be occupied
- Certificate of Compliance for Use: allows engineering or electrical works to be used

Note: Until a relevant Certificate of Compliance has been issued by the ABC, the building or works must not be occupied or used. Please refer to the ABC for further details.

2.6.1.3 Submission of As Constructed Records

All documentation required to be completed by the applicant shall be submitted to AAL through the Project Officer within 14 days of the completion of works. Documentation will include where required:

- As constructed drawings
- Survey Detail
- Essential Safety Provision certificates
- Certificates of Occupancy

- Other certificates
  - Engineering
  - Certificate of Conformance
  - Test sheets
  - Commissioning records
  - Trade Waste certificate etc.
- Details of any installed meters
  - Electricity, water or gas
- Details of the company that completed the works

AAL will then assess the drawings and respond to the applicant. The response will include either an approval or a list of outstanding items to be rectified by the applicant/client.

2.6.1.4 Closing out Building Activity

At the completion of the works, the applicant is required to complete a Close out form and submit to the AAL Project Officer.

3 Annexures

Annexure A Activities Requiring Building Activity Approval

BA Type	Description	Examples
Construction	Building or assembling of infrastructure	• New Terminal • New Car Park • New Building / Warehouse / Storeroom • New Roof / Modifications to roofing • New Wall / New Cladding
Demolition / Removal	Tearing down, destroying, dismantling or removing of buildings or other man-made structures.	• Buildings • Structures • Land Clearing / Earthworks / Excavation • Carpark island removal • Sign removal • Wall removal • Asbestos removal
New Installations	The installation, improvement and maintenance of structures, machines, plant, equipment, tools, systems and components which may or may not have had design and building involved.	• Roller Doors / Warehouse doors • Sliding Doors • Chillers • Roof Vents • Gates / Boom Gates • Turnstiles
Environmental	Surrounding site conditions: investigation of soil, tree/vegetation, excavation of materials that are on the ground	• Landscaping • Soil disruption • Land clearing • Drilling of soil bores • Tree removal • De-watering (Groundwater)
Fitout	Making interior spaces suitable for occupation.	• New fitout • De-fit
Information & Communication Technology	Works on communication technology, wireless signals and computer networks. Includes new installations of cables or IT infrastructure as installations within existing infrastructure.	• Network/data cable works • Telecommunications cable / service works / Optical fibre works • WIFI • IT Infrastructure • Telecommunications equipment • Works within the Comms Room • CCTV and any new cabling required • Towers, Antennas, masts, aerials

Infrastructure	Basic physical structures and facilities built at the Airport	• Roads • Paving / Pavements / Footpaths / Slabs / Padding / Footings • Aprons • Runways / Taxiways • Fencing • Retaining Walls • Bollards • Monitoring Wells
Signage	Signs collectively, especially commercial or public display signs; Includes new signage or upgrades to existing signage	• Wayfinding signs / notices • Advertising signs / devices • Powered advertising signs
Utilities	Works primarily related to the provision of Gas, Electrical, Water, Sewerage, Stormwater, Mechanical or Thermal systems.	• Stormwater drainage • Metering for water, electricity, gas • Services (New or Modifications to) / Conduits for supply • Stormwater pipeline • Switchboards • Solar Power Installations

Annexure B Building Activity Consent Application Form

APPLICATION FOR BUILDING ACTIVITY CONSENT

This application is covered under the Airport Act 1996 and the Airport (Building Control) Regulation 2.03

OFFICE USE ONLY

Date Received: BA Number:

APPLICANT DETAILS

Name:

Postal Address:

Contact Person:

Email:

Telephone: Facsimile:

LESSEE DETAILS (IF NOT APPLICANT)

Name:

Postal Address:

Contact Person:

Email:

Telephone: Facsimile:

BUILDING ACTIVITY

Location of Works:

Description of Works:

Purpose of Works:

Estimated Start Date: Estimated Completion Date:

BUILDING CONTRACTOR

Name:

Postal Address:

Contact Person:

Email:

Telephone: Facsimile:

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

APPLICATION FEE

Estimated Value of Building Activity:	$
Fee Amount: AAL project	☐ $350 (Value under $10,000)
	☐ $500 (Value between $10,000 and $50,000)
	☐ $700 (Value between $50,000 and $100,000)
	☐ $1000 + 0.15% (value of the balance in excess of $100,000)

WORKS COMPLY WITH

Complete this section in full

Masterplan:	☐ Yes	☐ Not Applicable
Environmental Strategy:	☐ Yes	☐ Not Applicable
MDP (as applicable):	☐ Yes	☐ Not Applicable

SIGNATURE OF OWNER OR AGENT

Signature *Date*

ATTACHED DOCUMENTS (PLEASE LIST ALL SUPPORTING DOCUMENTS BELOW)

All contractors working on Adelaide Airport must provide evidence of appropriate insurances including:

- Public and Product Liability Insurance
- Work Cover/Workers Compensation Insurance
- Contract Work Insurance (indemnifying AAL and the Commonwealth of Australia)

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CHECKLIST

1.	**Application Documentation**	Scope of Works	Yes ☐ (mandatory)
		Specifications	Yes ☐ No ☐ N/A ☐
		Electronic copy of Drawings / Plans:	
		Site plan	Yes ☐ No ☐ N/A ☐
		Survey information	Yes ☐ No ☐ N/A ☐
		Architectural	Yes ☐ No ☐ N/A ☐
		Landscape	Yes ☐ No ☐ N/A ☐
		Structural	Yes ☐ No ☐ N/A ☐
		Civil	Yes ☐ No ☐ N/A ☐
		Services	Yes ☐ No ☐ N/A ☐
		Other (specify): ----------	Yes ☐ No ☐ N/A ☐
		Schedule of Works	Yes ☐ No ☐ N/A ☐
		Construction Environmental Management Plan	Yes ☐ No ☐ N/A ☐
		Traffic Management Plan	Yes ☐ No ☐ N/A ☐
		Airside Work Plan	Yes ☐ No ☐ N/A ☐
		Work, Health and Safety documentation	Yes ☐ No ☐ TBC ☐
2.	**Development Details**	Development details to be provided:	☐ Site area: ---------- m^2 ☐ Building site coverage: ---------- % ☐ Building setback: Front ---------- m Back ---------- m Side ---------- m ☐ Building height: ---------- m ☐ Car parking numbers: ---------- ☐ No. staff to be located at this development ---------- ☐ N/A
3.	**Certificates**	Design Engineers certificate provided, approving the structural elements of the building	Yes ☐ No ☐ N/A ☐
		Certificates required under applicable law provided, approving arrangements for health and comfort of persons, fire resistance, fire protection, or telecommunications services	Yes ☐ No ☐ N/A ☐
4.	**Site Services**	Service connection points identified Note: A Services Isolation / Connection / Disconnection / Access Work Permit is required prior to works commencing.	Yes ☐ No ☐ N/A ☐

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Please advise us by telephone 8308 9211 immediately and shred the document.

5.	**Electrical**	Application for electrical supply required	Yes ☐ No ☐ N/A ☐
		Meter provided	Yes ☐ No ☐ N/A ☐
		Electrical maximum demand & supply	Number of Phases: 1 ☐ 2 ☐ 3 ☐ Amps Per Phases: ..... Total Power Demand: ..... kwh ☐ N/A
6.	**Lighting**	Details of all internal lighting have been provided	Yes ☐ No ☐ N/A ☐
		Details of all external lighting has been provided and is compliant with MOS 139	Yes ☐ No ☐ N/A ☐
7.	**Communications**	Telecommunication requirement has been provided	Yes ☐ No ☐ N/A ☐
8.	**Hydraulics**	Domestic water:	
		Connection required	Yes ☐ No ☐ N/A ☐
		Meter provided	Yes ☐ No ☐ N/A ☐
		Demand (size of supply or flow rate)	.....
		Recycled water:	
		Connection required	Yes ☐ No ☐ N/A ☐
		Meter provided	Yes ☐ No ☐ N/A ☐
		Demand (size of supply or flow rate)	.....
		Sewerage:	
		Connection required	Yes ☐ No ☐ N/A ☐
		Demand (size of supply or flow rate)	.....
		Fire water:	
		Connection required	Yes ☐ No ☐ N/A ☐
		Demand (size of supply or flow rate)	.....
		Confirmation that backflow prevention devices are to be installed on all water supply pipe work within a tenancy	Yes ☐ No ☐ N/A ☐
9.	**Stormwater**	Drainage plan is provided including: • Layout and levels of all pits and pipes • Catchments adequately defined • Any provision to intercept water flowing onto site from beyond its boundaries • Locations, levels and details of all stormwater treatment measures • Location, volume and level of any proposed points of discharge to AAL system	Yes ☐ No ☐ N/A ☐
10.	**Fire Engineering**	This project requires a Fire Engineering Solution	Yes ☐ No ☐ N/A ☐

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Please advise us by telephone 8308 9211 immediately and shred the document.

11.	**Gas**	Connection required	Yes ☐ No ☐ N/A ☐
		Meter provided	Yes ☐ No ☐ N/A ☐
		Demand	.....
		Will you be installing any gas appliances for cooking or otherwise?	Yes ☐ No ☐ N/A ☐
12.	**Exhaust / Vents / Ventilation**	Do you intend on installing any ventilation equipment e.g. fans, hoods, etc?	Yes ☐ No ☐ N/A ☐ If yes, please provide detail Location ..... Discharge rate(s) .....
13.	**Radio Interference**	Will the project generate any potential radio interference?	Yes ☐ No ☐ N/A ☐ If yes, demonstrate ACMA Compliance ..... Licence Details ..... Frequency ..... Band ..... Transmission Power ..... Antenna Height & Location ..... m
14.	**Security**	Is the project located in a Security Restricted Area?	Yes ☐ No ☐ N/A ☐
		Is the project located in a Customs Controlled Area?	Yes ☐ No ☐ N/A ☐
		Is the project located in a Sterile Area?	Yes ☐ No ☐ N/A ☐
		Will the project require a change to the Airside fence?	Yes ☐ No ☐ N/A ☐
		Details of fencing, security in design, bollards, CCTV, access control, etc, provided	Yes ☐ No ☐ N/A ☐
15.	**Structure**	Demolition of structures is proposed and details are provided	Yes ☐ No ☐ N/A ☐
		Does this project include the addition of permanent equipment onto existing structures?	Yes ☐ No ☐ N/A ☐ If yes, please provide details Location:..... Load: .....
		Does this project require the use of heavy plant onto existing structures or terminal forecourt during construction?	Yes ☐ No ☐ N/A ☐ If yes, please provide details Location: ..... Load: ..... Plant: .....
		Are there requirements for any new penetrations in the floor / wall / roof?	Yes ☐ No ☐ N/A ☐ If yes, please provide details Location: ..... Size: ..... Material: .....
16.	**DDA**	Does the proposed design comply with the current building code regulations as well as the intent of the Disability Discrimination Act 1992?	Yes ☐ No ☐ N/A ☐

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17.	**Environment and sustainability**	Details of all measures incorporated to demonstrate sustainability initiatives provided	Yes ☐ No ☐ N/A ☐
		Design complies with Section J of the Building Code of Australia	Yes ☐ No ☐ N/A ☐
		Method and capacity of rainwater harvesting has been provided	Yes ☐ No ☐ N/A ☐
		Does your project include landscaping?	Yes ☐ No ☐ N/A ☐ If yes, does it comply with the Environmental Strategy and Guidelines? Yes ☐ No ☐
18.	**Excavation**	Does the development include excavation? Note: An Excavation Work Permit is required prior to any excavation works	Yes ☐ No ☐ N/A ☐ If yes, please provide details Maximum depth: .....
19.	**Waste Management**	Trade Waste Form has been provided	Yes ☐ No ☐ N/A ☐
		Proposed grease traps and/or interceptors provided	Yes ☐ No ☐ N/A ☐
		Details of waste management during construction and after construction have been provided	Yes ☐ No ☐ N/A ☐
20.	**Asbestos**	Has the asbestos register for the building/infrastructure been reviewed? Note: An Asbestos Work Permit is required prior to any maintenance or removal works	Yes ☐ No ☐ N/A ☐
21.	**Dust, Fumes or Odours**	Could your construction or operational activities produce dust, fumes or odours?	Yes ☐ No ☐ N/A ☐ If yes, please provide details ....
22.	**Fuel, Toxic and Hazardous Material Storage**	Details of any fuel, toxic and hazardous material storage during construction or site operation have been provided	Yes ☐ No ☐ N/A ☐
23.	**Construction activity**	Proposed hours of construction activity	.....
		Is a crane and/or lifting platform required? Note: A Crane Permit is required prior to any crane operation	Yes ☐ No ☐ N/A ☐ If yes, please provide details ....
		Does construction include hot works, including but not limited to welding, grinding? Note: A Hot Work Permit is required prior to any hot works activities	Yes ☐ No ☐ N/A ☐
		Does construction include access to confined spaces? Note: A Confined Space Work Permit is required prior to works commencing	Yes ☐ No ☐ N/A ☐
		Proposed location of waste skips or compactor units provided	Yes ☐ No ☐ N/A ☐

Note: *If you select 'Yes' for any of the checklist items above, you must provide further information in the space provided and ensure you have attached supporting documentation as appropriate. Please ensure you have also listed all supporting documentation in the 'Attached Documents' section on page 2 of this form.*

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Annexure C Building Approval Close out Form

BUILDING APPROVAL
CLOSE OUT PHASE

This form shall be submitted to AAL by the applicant at the completion of the approved works to notify AAL of the works completion.

DETAILS OF THE BUILDING APPROVAL ACTIVITY

Applicant

Activity

BA No

Location

Contact Name Phone No

The above mentioned works have been completed or will be completed on the following date / /

The following documents have been attached

☐ As Building Drawings

☐ Inspection Certificate

☐ Other (please specify)

SIGNATURE OF OWNER OF AGENT

Signature *Date*

AAL OFFICE USE ONLY

Task	**Signature**	**Date**
Site Inspection Conducted		
Site Inspection **Approved**		
As Builts Received		
As Builts **Approved**		

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Annexure D Site Rules and Conditions for Contractors

Adelaide Airport Limited

Induction Pack for Contractors

Site Rules and Conditions for Contractors

Revision: 7 November 2015

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SITE RULES AND CONDITIONS FOR CONTRACTORS

1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as "the Contractor") when working at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as "AAL".

These site rules and conditions are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owed by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

For any building activity or works (referred to as "the works") at Adelaide Airport a contact person will be nominated by AAL. All works will require the prior approval of, or notification to the Airport Building Controller (ABC) and the written consent of AAL.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

AAL considers it essential that a healthy and safe place of work for all staff, Contractors and visitors to the Airport is maintained at all times. Failure to comply with the conditions of this document may result in AAL recommending that the Airport Building Controller issue a stop work order or the Airport Building Controller may do so of his own power and discretion.

The Contractor's attention is drawn to the fact that a reference to "the works" has the full scope of meaning defined at the end of this document.

2. BUILDING CONSENT AND APPROVAL

Prior to building activity commencing at Adelaide Airport, the works shall be approved under the Airports (Building Control) Regulations, 1996. Approval will be in the form of several documents all of which may contain conditions that need to be strictly complied with throughout the duration of works. Approvals issued are as follows:

- Building Consent, issued by AAL;
- Building or Works Permit issued by the Airport Building Controller;
- Permission to Commence Works (PERCOW), issued by AAL when appropriate; and
- where applicable, the additional activity specific permits specified later in this document and to be issued by AAL.

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These approvals must be issued prior to the works commencing on site and will include conditions which will complement those contained in this document. The Contractor must notify AAL two (2) working days prior to site establishment on the Airport.

Building Approval Documentation for the purposes of this document means the AAL Building Consent, the Airport Building Controller Building or Works Permits, the PERCOW and (where applicable) the activity specific permits from AAL.

3. ENVIRONMENTAL CONTROLS

The Contractor must comply with all applicable statutory requirements and any Commonwealth or South Australian laws and regulations in addition to all AAL policy and requirements to minimise any pollution, noise or waste, which includes the control of storm water run-off and storage of fuels.

The Contractor shall take all practical precautions to minimise noise, dust and/or other environmental nuisance arising out of or resulting from any activity associated with the works. Where these construction issues are likely to be or are proven to be disruptive to normal airport activity the Contractor may be directed to stop work and/or amend the work practices or program to minimise the impact.

The Contractor must comply with all conditions of the Building Consent, Permission to Commence Works (PERCOW), the Construction Environmental Management Plan (CEMP) and any other permit relating to the works. The CEMP will be subject to audit by AAL Environmental staff.

4. GENERAL WORK HEALTH AND SAFETY OBLIGATIONS

The Contractor must:

- comply with the WHS Act and Regulations, including WHS Regulations relating to Construction Work;
- manage risks to health and safety in accordance with the WHS Act and Regulations including:
  - identifying all hazards and assessing all risks associated with performing the works and implementing appropriate measures to eliminate or control all such hazards and risks prior to commencing, and throughout, the performance of the works;
  - preparing any job safety analysis (JSA) for all tasks performed as part of the works;
  - preparing Safe Work Method Statements and WHS Management Plans as required by the WHS Regulations where applicable;
- provide and maintain safe systems of work at all times when performing the works;

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- take reasonable steps to ensure that Workers comply with any reasonable direction of AAL in relation to health and safety; and

provide all information, training, instruction and supervision necessary to Workers to ensure the works are performed in a manner that does not pose a risk to the health and safety of any person.

5. INDUCTION

Inductions are required for all Workers working at Adelaide Airport. There are 4 different types of inductions depending on the location of works and/ or the type of work you are carrying out. These consist of:

- **General Induction** – for all Workers working on site at Adelaide Airport
- **Working Airside** – for all Workers that are required to work airside at Adelaide Airport. Note that the CASA Drug and Alcohol Management Plan induction is still required in addition to AAL's induction for anyone entering airside more than once in 90 days.
- **Driving Airside** – for all Workers that are required to drive airside at Adelaide Airport (broken down depending on the category of Authority to Drive Airside required)
- **Parafield Airport Induction** – for all Workers that work at Parafield airport in both airside and landside areas

Inductions can be accessed either:

1. Online at https://aal.e3learning.com.au/ or through AAL's corporate page on the Adelaide Airport website https://www.adelaideairport.com.au/corporate/ ; or
2. Onsite at the Pass Issue office which is located at Delivery Point B at Southern Screening of Terminal 1.

Contractors and Sub-Contractors are required to register on the system so that their employees can subsequently register and complete inductions. Once a Worker has registered they will be provided with a short on line questionnaire designed to determine the inductions modules that need to be allocated to that person.

In addition, where appropriate additional inductions must be tailored for individual projects where there is a need to address specific issues relevant throughout the duration of works.

6. RESTRICTED AREAS AND TIMES

Some sites at Adelaide Airport have restricted areas, access times and working hours. The Contractor must comply with these restrictions which will be specified in the Building Approval Documentation.

Airside security procedures and barriers are to be maintained at all times and additional site access and security requirements may be specified in the AAL Building Consent. Special conditions apply to Airside work and are defined in the document entitled "AAL Airside Operating Conditions for Contractors".

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The Contractor and any Workers engaged by the Contractor are obliged to understand the distinction between "Landside" parts of the airport and "Airside" parts of the airport for the purposes of the Airports Act 1996 (Cth) and to comply with all of the requirements of the Airports Act 1996 (Cth) and any other law in relation to works performed on and associated activities and entry into and exit from Landside parts of the airport and Airside parts of the airport.

7. AUSTRALIAN CUSTOMS, QUARANTINE AND IMMIGRATION SERVICE REQUIREMENTS

International aircraft at Adelaide Airport and their passengers are subject to Customs, Health and Quarantine laws and regulations. No contact is permitted with passengers prior to the passengers being cleared by the relevant agencies within Terminal 1.

8. INSURANCES

Contractors are to have and be able to provide evidence of workers' compensation insurance public liability insurance for the works and Professional Indemnity Insurance for any design component of the works.

9. CONTRACTORS INDEMNITY TO AAL

The Contractor must indemnify AAL against all loss or damage to the property of AAL and from and against any claim, demand, action, suit or proceedings that may be brought by any person against AAL or any of its employees in respect of personal injury or death or loss of or any damage to any property arising out of or as a consequence of carrying out the works.

10. SECURITY AND EMERGENCY PROCEDURES

The Contractor and all Workers engaged by or under the Contractor in connection with the works, must familiarise itself and themselves with AAL's Security and Emergency Procedures prior to commencing any work on the site. This familiarisation must include the location of any warning systems, emergency equipment and fire protection equipment. The Contractor must at all times allow adequate access for fire and emergency services and other vehicles responding to incidents at any airport building, facility or area. In the event of an aviation emergency, the Contractor may be required to vacate the site until the emergency concludes.

The Contractor must comply with the Security restrictions and procedures applicable to certain areas and zones within the Airport and Terminal Buildings.

Prior to a Contractor conducting any works within a restricted area the Contractor and any relevant Worker must be an ASIC holder and have completed the necessary induction program.

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All 'tools of trade' need to be booked in through southern screening point and accounted for on departure as per SEC008 'Tools of Trade'.

Any Contractor entering T1 to complete tenant generated maintenance must ensure the Airport Duty Manager (ADM) is notified of their presence.

Any Contractor entering T1 on facility maintenance instruction generated by AAL must be accompanied by an AAL maintenance staff member and the ADM must be notified of their presence within T1.

The ADM will be entitled to check the maintenance work area to ensure a safe and secure work area and all 'tools of trade' are under immediate supervision of the Contractor.

Construction Workers may carry tools into a sterile area provided:

- The item is necessary to fulfil a required function within the sterile area;
- AAL and the designated screening authority, (as appropriate) have approved the carriage of the item (this may be in the form of a general approval to alleviate the need for on-going individual approvals);
- The item(s) are entered in the 'tools of trade' register prior to entering the 'sterile area'; and
- The item (s) are not accessible to members of the public (eg this may involve the item being carried in a secure manner on the person; being chained to an immovable part of the work area; and/or ensuring the item is under 'constant supervision' i.e line of sight and immediately accessible).

Where the construction of hoarding is required then access to the construction/fit out site is required to be controlled. As a rule when works are being carried out then hoarding access needs to be secured internally and where works have completed for the shift hoarding needs to be secured externally.

11. EXTERNAL LIGHTING

All external lighting shall comply with the Manual of Standards Part 139 (Aerodromes). AAL will advise in the AAL Building Consent if any restrictions apply to external lighting associated with the work.

12. AAL ACTIVITY SPECIFIC PERMITS AND APPLICATION TIMEFRAMES

Specific AAL Permits will be required for the following work and the permits must be obtained not less than two (2) days prior to scheduled commencement of the work:

- Crane
- Excavation

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- Hot Work
- Electrical Access
- High Voltage Access
- Services Isolation / Connection/Access (Minor Services); and
- Confined Space Entry.

In addition, a specific AAL permit will be required for any work associated with isolation/connection/access (Major Services) and the permit must be obtained not less than seven (7) days prior to scheduled commencement of the work.

The Contractor must not commence any of the above activities until the appropriate permit is issued by AAL.

13. AAL EXCAVATION PERMIT

AAL has a strict excavation procedure to ensure the safety of all Contractors, Workers and other persons on site and to mitigate the risk of interruption to services to AAL's tenants and the airport operation.

All excavations must be approved through the AAL Excavation Permit procedure prior to any excavation works commencing on site. Conditions may be applied to AAL Excavation Permits if the Contractor is working in close proximity to existing services. The Contractor may be required to locate and expose any services at the discretion of AAL by non-mechanical means before a permit is issued.

It is the Contractor's responsibility to obtain full information regarding all existing services on the site and to verify any information supplied by AAL and AAL will have no responsibility for the accuracy of any information supplied by it.

14. HEIGHT RESTRICTIONS

AAL will specify in the Building Approval Documentation or otherwise in writing if any height restrictions apply to the work, including the use of cranes. Crane operation in the vicinity of the Airport for lifting or erection, must be approved by AAL through the issue of a crane permit, prior to its use.

15. FIRE PROTECTION

Fire protection equipment and systems must be maintained at all times to requirements of relevant Australian Standards, Codes, Laws and Regulations

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16. ELECTRICAL SAFETY

All electrical work and equipment must comply with relevant Australian Standards, the South Australian Electrical Code of Practice (where applicable), the WHS Act and Regulations and AAL standards and rules.

17. DANGER TAG AND LOCKOUT

Lock out, danger tag or any other isolation procedures must be strictly adhered too. Isolation equipment such as locks or danger tags are not to be removed without the permission of AAL Electrical Team Leader. Positive isolation checks must be completed before any work commences.

18. UTILITIES AND STRUCTURES

Where connections or disconnections are required by the Contractor to AAL's electrical, water, sewer, storm water drainage services or any other utility on the site, permission from AAL must be obtained prior to work commencing and all necessary isolation/connection approvals must be obtained from the relevant service authorities.

The location of any services and structures shown on any AAL drawings are approximate only and it is the responsibility of the Contractor to verify exact locations.

If any service or structure is damaged the Contractor must immediately notify AAL and the Contractor shall be responsible for the full cost of any necessary repairs.

19. ASBESTOS REGISTER

AAL has an Asbestos register of the location of hazardous asbestos material on the Airport within AAL buildings and facilities. The register must be consulted by the Contractor prior to the commencement of work on these buildings and facilities.

20. CONTRACTOR COMPOUND

The location and size of the Contractor's compound and storage areas must be approved by AAL prior to commencement of work on the site. No materials or equipment are allowed within 3 metres on the landside or 2 metres on the airside of an airside security perimeter fence. Establishment of a construction compound may be subject to a separate Building Approval.

21. TEMPORARY BUILDINGS

No temporary buildings will be allowed on site except with the written approval of AAL and the Airport Building Controller. The installation of temporary buildings are subject to the Building Approval process.

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22. CONSTRUCTION SIGNAGE

All construction signage and advertising, and its location, must be approved by the AAL General Manager Property Development prior to its installation.

23. HOUSEKEEPING

Appropriate containers for the storage and collection of rubbish complete with lids or covers must be provided by the Contractor at the work site. The Contractor is responsible for the proper disposal and removal of all rubbish from the work site.

Other areas of the Airport, including pavements which are affected as a consequence of carrying out the works are to be kept clean at all times by the Contractor.

At the completion of the works, the site must be left clean and tidy and the area restored to the satisfaction of AAL.

24. HAZARDOUS SUBSTANCES

Where any hazardous substances are to be used by the Contractor suitable information such as material safety data sheets must be provided at the work site. Planning for adequate safeguards including, but not limited to, personal protective equipment must be completed prior to the works being undertaken. The Contractor must inform AAL of hazardous substances prior to them being used. The use of hazardous material at the airport must be approved by the AAL Environment Manager prior to its use.

25. PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT

Workers operating plant, tools, vehicles, machinery and equipment shall be in possession of current appropriate licenses. Licenses are those required by South Australian Law.

Contractors are to ensure that the above items comply with the requirements of the WHS Act and Regulations and other applicable legislation and standards including all environmental related criteria.

Contractors will be required to provide a copy of licenses to the AAL Project Officer before commencing on site.

26. VEHICLES

The Contractor's vehicles are to be parked in the location nominated by AAL and this would generally include a requirement to be contained with the lease boundary or the construction compound. Vehicle access routes may also be specified.

Special conditions apply to vehicles and drivers operating airside as defined in the AAL “Airside Vehicle Control Handbook” and the “Airside Driver’s Handbook”.

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There may be particular restrictions on the use of some vehicles. The Contractor is to notify AAL of the number and type of vehicles used in connection with the works and ascertain if any restrictions will apply.

27. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor must comply with the provisions of the WHS Act and Regulations relating to use and maintenance of PPE. It is a contractor's and Worker's responsibility to ensure no safety breaches occur. Adelaide Airport staff will monitor and report compliance with these standards.

PPE should include suitable:

- Clothing;
- Footwear;
- Hearing protection; and
- Eye protection,

as a minimum.

28. HIGH VISIBILITY VESTS

High Visibility vests or Hi Vis are to be worn at all times when working on the Airport.

29. ROOF ACCESS

Access to the roof of certain buildings constitutes access airside. Accordingly access to roof areas is controlled, as an airside area would be controlled. Approval to access any roof area must be provided by the AAL Project Officer.

30. TRAFFIC MANAGEMENT

Effective traffic management is vital to personal safety in high traffic areas especially where unfamiliar conditions exist.

Contractors must comply with all procedures, directions and plans stipulated by AAL in relation to traffic management. To the extent that the works are performed in public or trafficable areas, the Contractor must develop a traffic management plan that complies with the WHS Act and Regulations and any relevant Australian Standards, Codes and regulations. The Contractor's traffic management plan must be approved by AAL before it is implemented.

Parking at the kerbside of the Terminals is strictly prohibited.

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31. ALCOHOL AND OTHER DRUGS

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering from the affect of alcohol or other drugs and/or fatigue.

All Contractors who perform work deemed to be a Safety Sensitive Aviation Activity in accordance with Civil Aviation Safety Regulations must comply with the AAL/PAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program, a drug and alcohol response program and the Contractor and Workers are subject to random testing by Civil Aviation Safety Authority.

32. SMOKING

Smoking is prohibited in all AAL buildings including the terminals which are covered by a no smoking policy. Smoking within prescribed safety distances is also not permitted. Smoking is prohibited on any part of the airside area of the Airport.

33. MOBILE PHONES

Mobile phones can interfere with certain communication and electronic equipment. The use of mobile phones may be restricted in some parts of the Airport under certain conditions.

The use of Mobile phones airside is prohibited. If there is an operational requirement to use a mobile phone approval must be sought through the AAL Project Officer.

34. COMMUNICATIONS EQUIPMENT

The Contractor must ensure that any two-way radio system or other forms of communication on the site do not cause interference with airport or airline communications and equipment and must hold and provide evidence of relevant licences.

35. CONTRACTOR WORK PLAN

The Contractor's work must not have an adverse affect on landside or airside activity or on users of the Airport. This condition includes the requirement to maintain clear vehicular and pedestrian access to all areas of the Airport and to ensure the safety of airport users. The Contractors staging plan and detailed construction program is to make adequate provision to comply with this condition. A copy of the Contactors staging plan and detailed construction program is to be given to AAL Project Officer prior to commencing work on site.

36. INFORMATION SHARING AND AUDITING

The Contractor must at any time provide AAL with any information requested by AAL to assist AAL in assessing whether the Contractor is complying with these Site Rules and Conditions, including:

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- documentation and records evidencing the Contractor's compliance with any aspect of these Site Rules and Conditions;
- at the Contractor's expense, an independent verification by a suitably qualified expert, acceptable to AAL, verifying the Contractor's compliance with these Site Rules and Conditions; and
- the Contractor's incident investigation report and any related documents for all Notifiable Incidents occurring in relation to the performance of the works.

AAL may at any reasonable time review, inspect, audit or otherwise observe the Contractor's health and safety systems, work practices and procedures related to the performance of the work.

The Contractor must notify AAL immediately in writing of any thing or circumstance affecting the Contractor's ability to perform the work in accordance with these Site Rules and Conditions.

The Contractor must notify AAL immediately of any Notifiable Incident occurring in relation to the performance of the work.

37. CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker of the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the Worker from the site. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breaches and major breaches of these Rules and Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Worker having regard to the particular circumstances applying to the relevant contravention of the Rules and Conditions.

37.1 Minor Breach

(Individual)

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

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37.2 Major Breach

(Aviation safety/security)

1st offence	Site shutdown Full investigation Workplan to rectify
2nd offence	As above plus additional Safety Officer at Contractor Cost

38. DEFINITIONS

Construction Work has the meaning given in regulation 289 of the WHS Regulations.

JSA means a documented job safety analysis, which identifies hazards and risks associated with a task and sets out the method for performing the task without risks to health and safety so far as is reasonably practicable.

Notifiable Incident has the meaning given by section 35 of the WHS Act.

Safe Work Method Statement means a safe work method statement prepared in accordance with regulation 299 of the WHS Regulations.

WHS Management Plan means a management plan required to be prepared in relation to Construction Work in accordance with chapter 6 part 4 of the WHS Regulations.

WHS Act means the *Work Health and Safety Act 2012* (SA).

WHS Regulations means the *Work Health and Safety Regulations 2012* (SA).

Works means:

(a) Any Construction Work; and
(b) Any Work which comprises a building activity for the purposes of the Airports Act 1996 (Cth) or any Commonwealth or South Australian laws or regulations applicable to activities at the airport.

Worker means anyone carrying out work for a Contractor of AAL and includes employees, contractors, subcontractors, employees of contractors or subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteers.

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Annexure E Airside Operating Conditions (if required)

AIRSIDE OPERATING CONDITIONS FOR CONTRACTORS

Adelaide Airport Limited

Airside Operating Conditions for Contractors

ADELAIDE AIRPORT LIMITED

SOP No.	Procedure	Revision	Document Owner	Date Amended
660	Airside Operating Conditions - Adelaide	Approved Revision : 4.0	Facilities Manager - Facilities Manager	26/02/2015

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1 GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as "the Contractor") when working on the Airside at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as "AAL".

These Airside Operating conditions for contractors are to be read in conjunctions with the "Site Rules & Conditions for Contractors" document and are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

2 SAFETY AND SECURITY CONDITIONS

Operating conditions Airside are strictly controlled to ensure a safe and secure operating environment. Contractors shall comply with the conditions within this document and those specified by the authorising AAL officer with respect to works undertaken in Airside areas.

High Visibility vests or Hi Vis are to be worn at all times when working Airside at the Airport.

3 SPECIAL CONDITIONS

In the event of an airport emergency, or in adverse weather conditions (fog, electrical storm etc) or some unscheduled aircraft operations, airside work sites may be required to be vacated, as directed by an AAL Officer. Due to the unforseen nature of these conditions prior warning may not be given to the Contractor.

Any external lighting (work lights etc) shall be placed so they do not cause glare, confusion or distraction to pilots.

4 TOOLS OF TRADE ON THE AIRSIDE

No firearms are permitted Airside. Tools that eject a missile (eg nail guns) require prior approval and conditions of use, to be obtained from the AAL Project Officer.

On the Airside, works may involve plant, equipment and personnel working in proximity to operational aircraft movement areas. Any such Works shall comply with Manual of Standards Part 139 (MOS 139), Chapter 10 issued by the Civil Aviation Safety Authority (CASA). The Contractor shall be deemed to have inspected and made full allowance for the requirements contained within MOS 139.

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In order to ensure that the safety of aircraft operations is not jeopardised nor their regularity affected, the Contractor shall comply with all requirements of the MOS 139. The Contractor must also comply with any directions and instructions issued by AAL so as to not endanger the safety of aircraft and their passengers at any time.

The MOS 139 requires that no naked flame or non-flame proofed vehicle or plant shall be used within 15 metres of aircraft fuel points, aircraft fuel tank vents or apron fuel hydrants while aircraft fuelling operations are in progress.

5 WORK SAFETY OFFICER

All works undertaken on the airside will require an AAL Works Safety Officer (WSO) to remain at the site while the works are being completed. The WSO is primarily responsible for the safety of passengers, airside ground handlers, operators and aircraft.

The AAL Project Officer in consultation with the Airside Operations Manager will confirm where the WSO is required.

Where a WSO is required the contractor will be required to pay all associated costs to AAL.

6 SECURITY PASSES

All Contractors working Airside will be subject to airport security regulations which require all Contractors to display an ASIC or VIC (and if displaying a VIC must be escorted by a valid ASIC holder), which shall be obtained from AAL at Gate J, Terminal 1 Southern Screening or AAL Reception as appropriate.

The card is to be worn and displayed in a prominent position at all times.

The area in which the Contractor is required to work and the length of the term of contract will determine whether either an ASIC or VIC is required.

All costs associated with obtaining the appropriate security pass and card shall be paid by the Contractor.

A fee and a bond apply for the issue of an ASIC. Please check with AAL for current charges. There is a minimum 4 week processing time.

There is no cost for a VIC with 0.5 hour processing time

A VIC will be issued to individuals with an operational need. Such passes will only be issued for the period of time that the individual is engaged in works, and can only be issued for a period of up to 28 days. If an individual has an operational need in excess of 28 days, then that individual must apply for an ASIC.

The Contractor shall provide to AAL full details of name, and name of the company of all Workers working on the Site to the AAL Project Officer

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Immediately a person ceases to be employed on the project or works, the Contractor shall be responsible for the return of that person's security card to the AAL Project Officer.

7 WORK AREA IDENTIFICATION

Orange work safety cones and bunting shall be used to mark all work boundaries. Suitable solid barriers shall be used to secure and isolate dangerous excavations and hazardous areas. Work areas shall be established by the contractor at the direction of the AAL Works Safety Officer or Aerodrome Operations Officer.

8 VEHICLES PLANT AND ACCESS

All vehicles shall be roadworthy and fit for purpose. The wearing of seatbelts whilst Airside is compulsory at Adelaide Airport.

Contractor's vehicles are required to be escorted at all times unless they are displaying an Authority to Use Airside (AUA) sticker and the driver has an Airside Driving Authority (ADA) licence.

For vehicles who do not have a current AUA access to Airside shall only occur under the supervision of an authorised AAL Officer or other authorised escort. In the event that the Contractor is required to drive unescorted on the Airside, all rules and conditions covered in the 'Airside Vehicle Control Handbook' are to be followed, including testing and licensing of drivers/vehicles where applicable. Fees may apply for services provided by AAL..

A person driving a Supervised Vehicle which is being escorted by another Vehicle must remain behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

All vehicles travelling Airside must remain on the designated perimeter road/s or nominated access routes.

No unauthorised private vehicle shall enter the Airside. The Contractor shall provide and arrange for transport of employees to and from the work site and within the Airside area.

Speed limits on Airside parts of the Airport are:

- Baggage Hall 10 km/h max (walking pace)
- Within 15m of an aircraft 10 km/h
- Elsewhere on the movement area (including aprons) 15 km/h
- Terminal service road 15 km/h
- Airside Roads 40 km/h
- Perimeter roads 60 km/h

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All vehicles, plant and personnel shall remain within the work area designated by the AAL WSO or or AOO.

Prior approval must be obtained from AAL to leave vehicles Airside outside working hours. The Contractor is to advise of the type and number of vehicles and these will be allocated a designated parking area. The Contractor is to be aware that all vehicles are parked at no risk to AAL.

No plant or equipment shall be placed within three metres of the Airside/Landside Security fence.

Under no circumstances are any gates or doors leading onto the Airside to be left open and/or unlocked and unattended.

9 MOBILE PHONES

The use of mobile phones may be restricted in some parts of the Aerodrome under certain conditions. Other than below the AAL Project officer will advise the contractor if phones are not permitted to be used.

Use of mobile phones on the apron within 15m of refuelling operations is strictly prohibited. Use of mobile phones while driving is prohibited at all times.

10 ALCOHOL & DRUGS

All Contractors who perform work on the Airside in accordance with Civil Aviation Safety Regulations must comply with the AAL/PAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by Civil Aviation Safety Authority.

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/-or fatigue.

11 ANIMALS & MINORS

Children and animals are not permitted Airside without the prior expressed approval of the AAL Executive General Manager Airport Operations and Infrastructure.

12 UNSERVICEABILITY MARKER (U/S CONES)

Unserviceability Markers are red and white striped cones used to delineate a part of a runway, taxiway or apron unsuitable for use by aircraft. These cones would generally be used in conjunction with orange Work Safety Cones, which mark the work boundary.

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13 SECURING MATERIALS

All materials, temporary structures, vehicles and objects shall be so constructed, tied down or secured that nothing can be blown onto an aircraft movement area. The Contractor shall take immediate action to remove or secure any objects which AAL considers could be a danger in this regard.

14 METHOD OF WORKING PLAN

Some Airside works may need to be carried out under the conditions and stages specified in a Method of Working Plan (MOWP) which will be prepared by AAL. The provisions of a MOWP must be fully complied with by the Contractor.

15 CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker or employee of, or a person responsible to the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the person from the site. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breach and major breaches of these Airside Operating Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Contractor or Worker having regard to the particular circumstances applying to the relevant contravention of these Airside Operating Conditions.

15.1 Minor Breach

(Individual)

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

15.2 Major Breach

(Aviation safety/security)

1st offence	Site shutdown
	Full investigation
	Workplan to rectify
2nd offence	As above plus additional Safety Officer at Contractor Cost

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16 DEFINITIONS

Airside Area

Comprises all areas inside the Airport perimeter fence (including the Security Restricted Area) as detailed in the Airport Security Program, access to which is restricted to Contractors having lawful authority or excuse to enter. Contractors at Adelaide Airport are required to wear a valid Visitor Identification Card (and be escorted by a valid ASIC holder) at all times when operating airside.

Aviation Security Identification Card (ASIC)

A Security Identification Card issued under the Aviation Transport Security Regulations which permits individuals who have a justifiable need for unescorted access to Security Restricted Areas on the Airport.

Landside

That area of the Airport and buildings to which the public has free access.

Security Restricted Area (SRA)

Comprises the Regular Public Transport apron areas and any other area so detailed in the Airport Security Program, access to which, for the purpose of this document, is restricted to

- Contractors issued with a valid ASIC; and
- Contractors issued with a valid Visitor Identification Card, and escorted by a person issued with a valid ASIC.

Sterile Area

Comprises areas of the terminal buildings as detailed in the Airport Security Program to which Contractors and their Workers, vehicles and goods are not permitted access unless given a clearance. All Contractors who enter the sterile area must submit themselves and all articles in their possession to approved screening procedures. Access to the sterile area is restricted to Contractors issued with either a valid ASIC or a valid Visitor Identification Card and escorted by a valid ASIC holder and authorisation by AAL.

Visitor Identification Card (VIC)

All contractors working airside or in Terminal 1 must hold an ASIC or obtain and display a temporary visitor identification card (visitors pass) issued by AAL. Contractors with a VIC working in the Security Restricted Area must be escorted by the holder of a valid ASIC.

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