

PERTH AIRPORT OPERATING PROTOCOL

AUTHORITY TABLE

Authorised By – Executive General Manager - Operations & Customer Experience
Policy Manager – Manager Business Systems Development
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REVISION INDEX

Revision number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons & details of changes	Next review date
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2	Feb 2013	Executive General Manager - Operations & Customer Experience	Executive General Manager - Operations & Customer Experience	Updated to reflect opening of Terminal 2 and to amend contact details.	August 2013

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2.1	March 2013	Manager Operational Development	Executive General Manager - Operations & Customer Experience	Amended to incorporate airline feedback.	September 2013
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- 1. FOREWORD 6**
 - 1.1 Purpose..... 6**
 - 1.2 Application and Scope..... 6**
 - 1.3 Distribution 7**
 - 1.4 Implementation And Changes 7**
 - 1.5 Airline Responsibility for Implementation of Changes 7**
 - 1.6 Disputes Process 7**
 - 1.7 Comments And Suggestions..... 7**
 - 1.8 Further Information 8**
- 2. DEFINITIONS AND ABBREVIATIONS 9**
 - 2.1 Definitions..... 9**
 - 2.2 Abbreviations 12**
- 3. NEW SERVICES AND CHANGES TO FLIGHT SCHEDULES 13**
 - 3.1 Schedule Coordination System..... 13**
 - 3.2 Notification To PAPL - New services and schedule changes 13**
 - 3.3 Approval of New Services 13**
 - 3.4 Swapping 14**
 - 3.5 Adherence To Scheduled Times Of Arrival And Departure..... 14**
 - 3.6 Operation of Filed Services 14**
- 4. APRON AND BAY MANAGEMENT..... 15**
 - 4.1 Operating Protocol..... 15**
 - 4.2 Facilities..... 17**
 - 4.2.1 Terminal 1 17**
 - 4.2.2 Terminal 2 17**
 - 4.2.3 Terminal 3 18**
 - 4.3 Towing Requirements 18**
 - 4.4 Overnight Parking 19**
 - 4.5 Terminal Access..... 19**
 - 4.6 Operational Information To Be Provided To PAPL 20**



- 5. AIRFIELD OPERATIONS 20**
 - 5.1 General..... 20**
 - 5.2 Competent Staff And Agents..... 20**
 - 5.3 Passenger Marshalling 21**
 - 5.4 Aircraft Marshalling..... 21**
 - 5.5 Airside Driving..... 21**
 - 5.6 Foreign Object Debris (FOD) 21**
 - 5.7 Bird And Wildlife Management..... 22**
 - 5.8 Notification Of Material Incident..... 22**
 - 5.9 Condition of Ground Service Equipment..... 22**
 - 5.10 Storage of Ground Service Equipment..... 22**
 - 5.11 Removal of Disabled Aircraft..... 23**
 - 5.12 Explosive Cargo 23**
 - 5.13 Aircraft Noise..... 23**
- 6. TERMINAL MANAGEMENT 24**
 - 6.1 General..... 24**
 - 6.2 Competent Staff And Agents..... 24**
 - 6.3 Terminal Evacuation 24**
 - 6.4 Notification of Incidents..... 24**
 - 6.5 Use And Condition of Proprietary Airline Equipment..... 25**
 - 6.6 Updating FIDS..... 25**
 - 6.7 Refuse And Waste..... 25**
- 7. CONTROL OF WORKS – AIRFIELD AND TERMINALS..... 26**
 - 7.1 General..... 26**
 - 7.2 Method of Works Plans..... 26**
- 8. EMERGENCY MANAGEMENT AND RESPONSE 27**
 - 8.1 Aerodrome Emergency Plan & Committee..... 27**
 - 8.2 Emergency Management 27**
 - 8.3 Contact Details 27**

8.4 Notification Of Incidents	28
9. AVIATION SECURITY	28
9.1 General Requirements	28
9.2 Information	29
10. SIGNAGE	29



1. FOREWORD

1.1 Purpose

The purpose of this Protocol is to communicate the requirements, responsibilities, conditions, procedures and expectations that apply to Airlines and their Contractors in relation to the day to day conduct of activities that contribute to the safe, secure, efficient and legally compliant operation of Perth Airport’s aviation facilities.

1.2 Application and Scope

This Protocol applies to all areas of Perth Airport except the Qantas Domestic Terminal Lease area (Terminal 4).

This Protocol does not replace, supersede or override legislative requirements or the requirements set out in the following documents. If there are any inconsistencies between this Protocol and the following documents, the following documents prevail:

- The Perth Airport Transport Security Program and related procedures;
- The Perth Airport Aerodrome Manual and related procedures;
- The Perth Airport Aerodrome Emergency Plan and related procedures;
- Terminal Evacuation Procedures;
- The Perth Airport Environment Strategy; and
- Prices and Services Agreements between Perth Airport Pty Ltd (PAPL) and particular Airlines.

To the extent necessary to meet their obligations, these other documents are made available to Airlines and their Contractors via other secure communication processes.

For further information please contact either of the following PAPL managers:

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1.3 Distribution

The current version of this Protocol is available at the Perth Airport Website.

1.4 Implementation And Changes

This Protocol will become effective on PAPL giving written notice to an Operator.

Subject to the requirements of the succeeding paragraph, prior to making changes to this Protocol PAPL will forward to Airlines an electronic copy of this Protocol with the proposed changes highlighted. Airlines will be provided with an opportunity to comment on the proposed changes. After PAPL has provided Airlines with an opportunity to comment on the proposed changes, PAPL may, in its sole discretion, modify this Protocol.

Where, due to operational reasons, it is necessary for PAPL to make immediate changes to this Protocol, these changes will be communicated to the Airlines.

1.5 Airline Responsibility for Implementation of Changes

It is the responsibility of Airlines to implement parts of this Protocol which affect their operations. This includes ensuring their Contractors are aware of and abide by all requirements.

1.6 Disputes Process

In the first instance, disputes relating to the operation of this Protocol are to be raised with PAPL's Airport Operations Manager or Terminals and Landside Operations Manager. If the dispute remains unresolved the Airline may refer the dispute to PAPL's Senior Manager Terminals and Landside Operations, who may consult with PAPL's Executive General Manager Operations & Customer Experience. The decision of PAPL's Executive General Manager Operations & Customer Experience will be final except in the case of manifest error.

1.7 Comments And Suggestions

In order to advance the Efficiency Objective, PAPL actively encourages Operators to provide to PAPL comments or suggestions regarding the Protocol and operation of the Airport generally.

1.8 Further Information

Questions and requests for further information in relation to this Protocol should be directed to PAPL's Senior Manager Terminals and Landside Operations:

Senior Manager Terminals and Landside Operations

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2. DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Term	Meaning
Aerobridge Bays	Any Bays where passengers board or deplane aircraft through the use of an aerobridge.
AIP	Aeronautical Information Publication
Aircraft Operator	An aircraft operator that is not an Airline.
Airfield or Airside	The airside area of Perth Airport established under the <i>Aviation Transport Security Act (2004)</i> and includes any airside security zone and any airside event zone established within the airside area.
Airline	(a) an airline which holds a valid air operator's certificate allowing it to operate at Perth Airport; or (b) a group of airlines which each hold a valid air operator's certificate allowing each of them to operate at Perth Airport, provided each airline operates flights under the same IATA code.
Airport Control Centre	The Centre from which PAPL controls or coordinates Airport operations, including Airfield, Terminal and landside operations.
Apron	The aircraft manoeuvring and aircraft parking areas immediately adjacent to the Terminals.
Bay	Any designated area on the Airfield from where aircraft operate or are parked and includes Operational Bays, Remote Parking Bays, Remote Bus Bays and Terminal Contact Bays.
Charter	A flight operated by an Airline which is not RPT.
Contractor (s)	Any company or other entity engaged by an Airline to provide services to the Airline at the Airport and includes any Ground Handling Agent and sub-contractors.

Gate	A passageway in the Terminal building through which passengers proceed when boarding or leaving an aircraft.
Efficiency Objective	The Efficiency Objective described in section 5 of this Protocol.
Good Practice Objective	The Good Practice Objective described in section 5 of this Protocol.
Ground Handling Agent	Any company or other entity contracted by an Airline to perform duties on behalf of the Airline in the Terminal, on the Apron or elsewhere in the Airfield.
Incumbent Airline	Any Airline operating in a Terminal at the date of this Protocol.
IATA	International Air Transport Association.
Operational Bay	A Bay which has passenger boarding or deplaning aircraft regardless of whether it is a Terminal Contact Bay or not.
Operator	Any Airline, Contractor or Ground Handling Agent which uses a Terminal, the Apron or any other part of the Airfield in common with PAPL.
Other Agreement(s)	Any current agreement in writing between PAPL and an Airline governing the Airline's use of facilities at the Airport.
Other Terminal Contact Bay	A Bay that is directly accessible from a Terminal building via Gates but not where passengers board or deplane aircraft through the use of an aerobridge.
Passenger Throughput	The number of passengers carried by the Airline's aircraft to and from the Terminal.
'Perth Airport' and 'the Airport'	Perth Airport and includes the Airfield, Terminals and related infrastructure operated or controlled by PAPL.
Protocol	This document and any annexure or schedules attached to this document.
Remote Bus Bay	A Bay which requires bussing to facilitate passenger boarding or deplaning.

Remote Parking Bay	A Bay which does not have passenger boarding or deplaning facilities.
RPT Operations	Operations by Airlines in accordance with a schedule and for which tickets are generally available for purchase by the public.
Slot	For the purposes of the System, a permission given by PAPL in relation to a single aircraft for a planned operation to use the full range of airfield infrastructure necessary to arrive at or depart from Perth Airport on a specific date and time.
System	The Perth Airport Schedule Coordination System.
Scheduling Agent	Coordinates the Perth Airport schedule coordination system as published on the PAPL website.
Terminal	The domestic common use terminals currently designated Terminal 2 (or T2), Terminal 3 (or T3) and the International Terminal (or T1).
Terminal Contact Bay	A Bay that is directly accessible from a Terminal building via Gates.

2.2 Abbreviations

Abbreviation	Meaning
ACC	Airport Control Centre
AOM	Airport Operations Manager
CIP	Commercially Important Passenger
CSS	Customer Service Supervisors
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FIDS	Flight Information Display System
FOD	Foreign Object Debris
GARA	General and Regional Aviation
MOWP	Method of Works Plan
RPT	Regular Public Transport commercial air services
STA	Scheduled Time of Arrival
STD	Scheduled Time of Departure
PAPL	Perth Airport Pty Ltd (ABN 24 077 153 130)
WST	Western Standard Time

3. NEW SERVICES AND CHANGES TO FLIGHT SCHEDULES

3.1 Schedule Coordination System

All operators at Perth Airport must comply with the Perth Airport Schedule Coordination System.

All schedule additions, deletions and amendments for Airline and Aircraft Operators operating at Perth Airport are to be lodged with PAPL and PAPL's scheduling agent in accordance with the System.

Refer to the Perth Airport Schedule Coordination System document for the allocation of slots.

3.2 Notification To PAPL - New services and schedule changes

PAPL requires as much notification as possible from each Airline of proposed new services and schedule changes in order to ascertain the impact on Airport operations and to meet, to the extent possible, the needs of the airline.

Accordingly, Airlines must lodge schedules with PAPL and PAPL's scheduling agent before they are made public.

Lodgement of a schedule does not constitute acceptance by PAPL that the proposed schedule times can be accommodated at the Airport.

3.3 Approval of New Services

PAPL acknowledges that the schedules lodged with PAPL by Airlines are the intended times for operations at the Airport and that these are subject to change as a result of matching schedule times at other domestic ports. Where an Airline identifies the need to change the intended times for operations at the Airport it shall consult with PAPL's scheduling agent and they will apply their best endeavours to accommodate the change, including by facilitating discussions between airlines.

All lodgements for new services of Airlines and Aircraft Operators operating out of Terminals 2 and 3 are to be lodged with PAPL's Scheduling Agent in accordance with the System.

3.4 Swapping

In order for PAPL to properly manage Bay allocation, Airlines are expressly prohibited from swapping or otherwise trading approved departure times, STDs or flight destinations with other Airlines or third parties, including in circumstances where the Airlines may be in a code share or alliance arrangement, without prior consultation with PAPL and PAPL's consent in writing. Airlines of the same company group may swap/trade approved departure times, provided they advise PAPL of the change and the change does not compromise existing operations.

Operational Bays are allocated to Airlines for a particular STD based on the information supplied at the time of lodgement, including aircraft type and destination.

Any swapping that involves slot transfers or slot exchanges must also comply with the System.

3.5 Adherence To Scheduled Times Of Arrival And Departure

PAPL understands that on any given day changes to the approved STD or STA are made by Airlines for a multitude of reasons, for example, the late arrival of an inbound aircraft, aircraft breakdown, crew limitations, weather related delays and other causes beyond their reasonable control. Changes of this nature are accepted as part the normal business process and are to be communicated directly to the Airport Control Centre (ACC) in a timely manner.

Airlines which regularly run off schedule, or seek to operate outside the principles of this Protocol, will have approval to operate offending services withdrawn.

Such behaviour may also constitute intentional misuse of slots under the System.

3.6 Operation of Filed Services

PAPL reserves the right to cancel or suspend approval to operate a service at a particular time where PAPL considers that the service is not being operated in accordance with this Protocol or any aspect of the service materially affects PAPL's ability to achieve the Efficiency Objective or the Good Practice Objective described in this Protocol.

4. APRON AND BAY MANAGEMENT

4.1 Operating Protocol

PAPL coordinates the operation of Aprons, Bay allocation and Airfield parking through its ACC.

Airlines and their Contractors are required to comply with the reasonable instructions of the ACC in relation to the allocation of Bays and movement to and from Bays.

Where an Airline fails to adhere to instructions provided by the ACC, PAPL will take this matter up with the Airline's management. Should the Airline continue to fail to observe ACC instructions PAPL reserves the right to remove Terminal Contact Bay allocation for the aircraft.

Recognising that Bays at each of the Terminals and Aprons are multi-user, PAPL has developed an operating Protocol for the allocation and the efficient operation of Bays at each Terminal.

Prior to applying for a Bay allocation, all Airlines and Aircraft Operators who are subject to the System must have a slot allocated under the System for the arrival or departure for which a Bay allocation is sought.

When applying this Protocol PAPL will comply with any priority or other preferential access arrangements that it has agreed with particular Airlines from time to time, noting that PAPL will not divulge to Airlines the nature of any arrangements it has made with other Airlines.

When applying this Protocol for Bay allocation PAPL is guided by the following objectives:

Efficiency Objective - Maximise the efficient operation of the Terminals and Airfield and passenger throughput through each Terminal and ensure that the greatest level of amenity is provided to the maximum number of passengers boarding or disembarking their aircraft from the Terminal Contact Bays.

Good Practice Objective - Operate the Terminals and Airfield with the degree of skill, diligence, prudence and foresight that would reasonably be expected from a significant proportion of Australian airport operators consistent with applicable laws, licences and industry codes and to otherwise achieve safety, good customer service, reliability and environment protection.

In accordance with the Efficiency Objective, and otherwise subject to the Bay allocation Protocol and Other Agreements, Terminal Contact Bays will generally be allocated by giving higher priority to aircraft type with a greater passenger capacity.



In particular, in determining the allocation of Terminal Contact Bays the following order of priority will apply:

Table 1 – Operational Bay Allocation Order of Priority

Priority	Aircraft Type
1	A380
2	B747
3	B777, A340, A330
4	B767
5	A321
6	A320, B737/8, B737/7
7	B737/4
8	B717/2 , BAE 146300, BAE146 200, E190, F100
9	BAE 146100 , Q400, Q300, F50

Generally aircraft with higher number of seats will be allocated Bays closer to Terminal departure and arrivals processing.

In allocating Bays PAPL will also have regard to, but is not compelled to accommodate, Airline preferences. For example an Airline may prefer a Bay proximate to its CIP lounge.

The determining factors when considering Bay allocation are as per the following hierarchy:

- a) Contractual agreements that exist between PAPL and Airlines;
- b) Largest Aircraft types;
- c) Number of wheelchair passengers;
- d) RPT Operations;
- e) Shortest turnarounds;
- f) Loads that maximise the Efficiency Objective;
- g) The greatest number of passenger seats to within 15 seats;
- h) The Airline which lodged for approval first.

In accordance with the Good Practice Objective in respect of Apron management it may be necessary to allocate Aerobridge Bays to an Airline which has not expressed a desire to use these Bays.

PAPL requires expected load factors for aircraft departing off Remote Bus Bays to be sent by Airlines to the ACC no later than 1730 WST the previous night. This is to ensure sufficient buses are available to meet Airline requirements.

All Airlines and their Contractors operating from the Terminals are required to have on shift at any given time trained representatives who are certified as being competent to operate the Terminal aerobridges and other equipment relevant to the Airline's operations.

4.2 Facilities

4.2.1 Terminal 1

Aircraft Bays

There are a total of five (5) Terminal 1 Contact Bays which are directly accessible from the Terminal building. There are a total of five Aerobridge Bays. Two further remote walkout Bays are available accessible from a shared Aerobridge Gate.

There are no Bays which are permanently allocated to one Airline or Ground Handling Agent. The Bay occupancy charts are provided in the Terminal 1 Bay Allocation Protocol document.

Terminal Departure Gates

There are up to five Gates available to passengers from the departure lounge. A number of the Gates service multiple Bays, which creates a challenge during the simultaneous boarding of passengers during the peak morning periods.

4.2.2 Terminal 2

Aircraft Bays

There are a total of fourteen Terminal 2 contact bays that are directly accessible from the Terminal building via the walkway system.

There are a further twenty two remote parking bays (bays 450 to 469 inclusive) on the main Terminal 2 apron. These are detailed in the Terminal 2 Bay Allocation Protocol document.

Terminal Departure Gates

There are up to eight departure gates available to enplane passengers from the Terminal 2 departure lounge. A number of the gates service multiple bays which creates a challenge during the simultaneous boarding of passengers during the peak morning periods.

4.2.3 Terminal 3

Aircraft Bays

There are a total of eight (8) Terminal 3 Contact Bays which are directly accessible from the Terminal building. Up to five Operational Bays are directly accessible via either Aerobridges or a walkway system from the first floor airside departure lounge.

A further five Remote Bus Bays are available via a dedicated bussing Gate in the lounge and a short bus journey from the Terminal. All Terminal 3 Bays are controlled by PAPL. There are no Bays which are permanently allocated to one Airline or Ground Handling Agent. The Bay occupancy charts are provided in the Terminal 3 Bay Allocation Protocol document.

There are a further seven Remote Parking Bays (Bays 22 to 28 inclusive) on the main Terminal 3 Apron supplemented by additional Bays to the south of the Terminal and in the General and Regional Aviation (GARA) precinct (the 500 series bays).

Terminal Departure Gates

There are up to six Gates available to passengers from the Terminal 3 departure lounge. A number of the Gates service multiple Bays, which creates a challenge during the simultaneous boarding of passengers during the peak morning periods.

4.3 Towing Requirements

The following rules may be applied as and when required:

Departures - subject to on-time performance of Airlines, scheduled departing domestic aircraft will have access to the Bay, at least 30 minutes prior to the STD. Aircraft providing international services will have access to the Bay at least 45 minutes prior to the STD.

Generally, on time performance of Airlines will impact capacity on any given day to access the Bay prior to departure.

Arrivals - aircraft may be required to tow off no later than 30 minutes after the STA.

Failure to tow at requested times - should an Airline fail to tow at the requested times, and subject to the rules above, an aircraft may be allocated to a Remote Bus Bay. This is to ensure that the Contact Bays are managed as efficiently as possible and other Airlines are not adversely impacted.

Turnaround aircraft towing requirements - aircraft arriving on Terminal Contact Bays that are subsequently operating a departing service may remain on the Bay provided the departing service is operated within 45 minutes of the scheduled arrival time and there are no other requirements for that Bay. For all aircraft turns of more than 45 minutes, or if a requirement for the Bay arises, it may be necessary to tow the aircraft off to a Remote Bus or Parking Bay if a Terminal Contact Bay is not available.

4.4 Overnight Parking

Overnight parking on the Terminal Contact Bays will be strictly controlled and limited to those aircraft that are scheduled to depart in the first wave of morning departures. If an aircraft registration swap, which will impact the allocated departure flow, occurs after Bays have been allocated, the Airline may be required to tow off an aircraft already located on a Terminal Contact Bay.

4.5 Terminal Access

In accordance with the Efficiency Objective and the Good Practice Objective, as they relate to Apron management, PAPL may request certain information from an Airline applying to depart a service from a PAPL controlled Terminal that is currently operating out of another Terminal not operated by PAPL. This information will consist of data pertaining to existing capacity and services currently being operated in the Terminal being used by the Airline.

PAPL will review the information requested and ascertain the impact that the new service requests may have on the existing Airlines in Terminals 2 and 3 (and any new entrants wishing to utilise Terminals 2 and 3 without access to another Terminal from which to operate) at Perth Airport subject to any Other Agreements between PAPL and Airlines. Following this review, PAPL reserves the right to deny a new service request where this would not, in PAPL's view, be in accordance with the Good Practice Objective as it relates to Apron management or the Efficiency Objective.

4.6 Operational Information To Be Provided To PAPL

In order for PAPL to properly manage Bay allocation, Airlines are required to send the following aircraft movement information for all Airline movements for the following day in writing to the ACC by 1730 WST the previous night:

- flight number;
- flight destination;
- aircraft registration;
- STD;
- STA;
- aircraft type; and
- the estimated passenger numbers for aircraft departing from the Remote Bus Bay.

5. AIRFIELD OPERATIONS

5.1 General

PAPL has appointed Operations Officers and Works Safety Officers to oversee and promote safe and compliant Airfield operations. Airline staff and Contractors are required to comply with all reasonable instructions of PAPL's Operations Officers and Works Safety Officers.

Any failure to comply with the reasonable instructions of PAPL's Operations Officers and Works Safety Officers is considered to be a serious breach of this Protocol, which in all cases will be immediately reported to PAPL's Executive General Manager - Operations & Customer Experience and senior operational management of the Airline concerned. If the failure to comply with the reasonable instructions of PAPL's Operations Officer or Works Safety Officers raises material safety concerns, the Operations Officer or Works Safety Officer is authorised by PAPL to take necessary actions to cause operations in the area concerned to cease.

5.2 Competent Staff And Agents

The Airline is responsible to ensure its staff and Contractors are competent to perform the functions assigned to them in respect of Airfield and Apron operations, having regard to good Airfield, ramp and occupational safety and health practice.

From time to time PAPL reserves the right to undertake inspections and audits to verify airfield and apron operations are being carried out in accordance with the requirements of the Perth Airport Aerodrome Manual. Airlines and their agents are required comply with all reasonable requests to facilitate this activity. Failure to assist is considered a serious breach of this protocol.

5.3 Passenger Marshalling

It is the Airline's responsibility to ensure that its operations are sufficiently resourced to meet marshalling requirements for the safety of staff and passengers on the Apron at all times.

5.4 Aircraft Marshalling

It is the Airline's responsibility to ensure that:

- personnel (including marshalls) and equipment are in position prior to the arrival of the aircraft on Bay; and
- its Ground Handling Agent is sufficiently resourced to meet marshalling requirements for the safety of staff and passengers on the Apron.

5.5 Airside Driving

All personnel driving Airside must comply with PAPL's Airside driving licensing and other procedures, communicated to the Airline and its Contractors from time to time, including the Airside Vehicle Control Handbook.

5.6 Foreign Object Debris (FOD)

FOD represents a serious risk to operations. Airlines must ensure that their operating and maintenance procedures minimise FOD.

Where FOD can be clearly identified as being generated by the operations of a particular Airline or their Contractor it will be the responsibility of the Airline to ensure the FOD is removed.

To support PAPL's FOD management, Airlines and their contractors must advise PAPL of the location, size and time of discovery of "material FOD". PAPL will, from time to time, issue guidance on what constitutes "material FOD".

5.7 Bird And Wildlife Management

Wildlife, particularly birds, represents a serious risk to Airfield operations. Airlines must ensure that each instance of discovery of “material wildlife” and each instance of bird or wildlife strike is notified to PAPL. PAPL will, from time to time, issue guidance material on what constitutes “material wildlife”.

5.8 Notification Of Material Incidents

To achieve continuous improvement of Airfield safety it is necessary that PAPL is made aware, in a timely manner, of all material incidents on the Airfield. Airlines and their Contractors must report to PAPL all material incidents, as soon as possible, and in all cases within 24 hours. PAPL will, from time to time, issue guidance material on what constitutes “material incidents” and procedures for their efficient reporting.

Operators are required to investigate material incidents and submit the findings and corrective actions to PAPL. Investigations are to be carried out by appropriately trained personnel using contemporary investigation processes. PAPL reserve the right to appoint an investigator, the operator is required to assist with PAPL instigated investigations. Costs associated with investigators appointed by PAPL will be borne by PAPL.

5.9 Condition of Ground Service Equipment

Airlines are responsible for ensuring that all equipment used Airside by Airlines, or on an Airline’s behalf is safe, compliant and fit for its intended purpose. PAPL reserves the right to require an Airline or its Contractors to take out of service any item of equipment that PAPL reasonably considers not to be fit for its intended purpose, having regard to safety and environmental considerations.

From time to time PAPL reserves the right to undertake inspections and audits to verify the equipment used Airside by Airlines, or on an Airline’s behalf are safe, compliant and fit for its intended purpose. Airlines and their agents are required comply with all reasonable requests to facilitate this activity. Failure to assist is considered a serious breach of this protocol.

5.10 Storage of Ground Service Equipment

Airlines are responsible for ensuring that all ground service equipment is stored in assigned areas and that is properly secured, particularly during adverse weather conditions.

5.11 Removal of Disabled Aircraft

Consistent with the Perth Airport Aerodrome Manual each Airline must provide to PAPL a copy of documented procedures for the removal of disabled aircraft.

5.12 Explosive Cargo

Consistent with the Perth Airport Aerodrome Manual each Airline must seek the approval of PAPL at least two days prior to carrying explosive cargo, providing details about the flight, the nature of the cargo and a copy of the required Civil Aviation Safety Authority approval.

5.13 Aircraft Noise

Aircraft noise is an issue of concern for communities in the proximity of the Airport. Engine ground running can result in adverse community impact. Therefore Airlines are required to comply with Perth Airport's engine ground running Protocol, which are communicated to Airlines from time to time.

6. TERMINAL MANAGEMENT

6.1 General

PAPL has appointed Customer Service Supervisors (CSS) who oversee Terminal operations to promote safe, efficient and compliant Terminal operations. Airline staff and Contractors are required to comply with all reasonable instructions of PAPL's CSS.

Any failure to comply with the reasonable instructions of PAPL's CSS is considered to be a serious breach of this Protocol, which in all cases will be immediately reported to PAPL's Senior Manager Terminal and Landside Operations and senior operational management of the Airline concerned. If the failure to comply with the reasonable instructions of PAPL's CSS raises material safety concerns the CSS is authorised by PAPL to take necessary actions to cause operations in the area concerned to cease.

6.2 Competent Staff And Agents

Each Airline is responsible to ensure that its staff and its Contractors are competent to perform the functions assigned to them in respect of Terminal operations, having regard to good occupational safety and health and public safety practice.

6.3 Terminal Evacuation

PAPL has procedures for the evacuation of Terminals in the case of an emergency. These procedures are communicated to Airlines and their Contractors via separate processes. Each Airline is responsible for ensuring that its staff and the staff of its Contractors working in the Terminal are competent to perform their responsibilities under the Terminal evacuation procedures.

6.4 Notification of Incidents

To achieve continuous improvement of Terminal safety it is necessary that PAPL is made aware, in a timely manner, of all material incidents in the Terminals. Each Airline and its Contractors are required to report to PAPL all material incidents, as soon as possible, and in all cases within 24 hours. PAPL will, from time to time, issue guidance material on what constitutes "material incidents" and procedures for their efficient reporting.

6.5 Use And Condition of Proprietary Airline Equipment

Airlines and their Contractors may only introduce and use proprietary equipment in the Terminal with express prior approval of PAPL, with the use of the equipment being subject to conditions of use notified by PAPL.

Airlines are responsible for ensuring that all proprietary equipment operated by or on behalf of the Airline is safe, compliant (including through routine testing) and fit for its intended purpose. PAPL reserves the right to require the Airline and its Contractors to take out of service any item of equipment that PAPL reasonably considers not to be fit for its intended purpose, having regard to safety and environmental objectives.

6.6 Updating FIDS

The Flight Information Display System (FIDS) is a vital tool for PAPL to manage efficient passenger facilitation and Bay allocation. It is the responsibility of the Airline and its Ground Handling Agent to continually update FIDS with revised ETAs and ETDs.

6.7 Refuse And Waste

Airlines and their Contractors must take all reasonable steps to minimise the extent of refuse and waste generated by their operations and they must comply with PAPL's Protocol for the management of refuse and waste as communicated to them from time to time.

7. CONTROL OF WORKS – AIRFIELD AND TERMINALS

7.1 General

Experience demonstrates that failure to effectively control construction, maintenance and other works on the Airfield and in Terminals presents a serious risk to public safety, occupational health and safety, and security. PAPL therefore has a Protocol for the planning, implementation and commissioning of all works, which are separately communicated to Airlines.

Airlines and their Contractors must not, under any circumstances, without the express prior approval in writing of PAPL have any construction, servicing, maintenance or other works (other than aircraft maintenance or repair) conducted by the Airline or on its behalf in Terminals or on the Airfield, including in areas leased or licensed to the Airline or its Contractors that are subject to this Protocol.

7.2 Method of Works Plans

To facilitate the safe completion of Airfield works, PAPL develops and promulgates to all relevant organisations, a Method of Works Plan (MOWP) for each construction or major maintenance project in accordance with the Aerodrome Manual. Typically a draft MOWP is circulated to relevant organisations for comment, and following receipt and consideration of comments, PAPL promulgates a final MOWP.

Airlines are responsible for ensuring that their operations and those of their Contractors are consistent with the final MOWP that is communicated to them.

Airlines are to notify PAPL in writing of the relevant personnel within their organisation to whom draft and final MOWP's are to be communicated.

8. EMERGENCY MANAGEMENT AND RESPONSE

8.1 Aerodrome Emergency Plan & Committee

PAPL has an Aerodrome Emergency Plan (AEP) as required under the *Civil Aviation Safety Regulations (1998)* as an element of its Aerodrome Manual. Airlines operating at Perth Airport should familiarise themselves with the requirements of the AEP.

PAPL also convenes and supports an Aerodrome Emergency Committee (AEC) which has an important role in the development, maintenance and communication of emergency response procedures at Perth Airport. The AEC includes representatives of Airlines and response agencies. Airlines are encouraged to apply for membership of the AEC and to support its activities.

Information relating to the AEP and the AEC may be obtained from:

Manager Security and Emergency Services

N: Debra Blaskett

T: +61 8 9478 8836

M: +61 0438 957 653

E: debra.blaskett@perthairport.com.au

8.2 Emergency Management

Each Airline and its Contractors are responsible to assist PAPL, to the extent they reasonably can, in the management of Airport emergencies. Specifically, each Airline and its Contractors are required to have sufficient staff available at all times to support emergency response and management in so far as they relate to the operations of the Airline and its Contractors at the Airport.

8.3 Contact Details

Crucial to effective Airport emergency management is that PAPL is able to contact an appropriate representative of the Airline and its Contractors at any time during the day. The Airline and its Contractors are responsible for ensuring up to date contact details are communicated to PAPL in relation to emergency management.

8.4 Notification Of Incidents

Each Airline and its Contractors must immediately notify the ACC of any event or circumstance that has occurred, or is likely to occur, that presents a material risk to employee or public safety or security, including any incident that has occurred on an aircraft that is returning to, or expected to arrive at, the Airport.

9. AVIATION SECURITY

9.1 General Requirements

PAPL has a Perth Airport Transport Security Program (TSP) approved under the *Aviation Transport Security Act (2004)*. The Perth Airport TSP sets out aviation security requirements at Perth Airport. Airlines and their Contractors, amongst others, are required to strictly comply with the requirements of the Perth Airport Transport Security Program. In addition, Airlines and their Contractors are required to comply with all reasonable requests by PAPL associated with implementation of the TSP requirements.

Consistent with the provisions of the *Aviation Transport Security Act (2004)* and the requirements of the TSP itself, the obligations in the TSP are communicated by PAPL to each Airline and other aviation industry participants primarily through password protected secure web site access, but also through other means such the Airport Security Consultative Group meetings, Perth Airport Notices and the Airport Security Guide.

Whilst there are a number of obligations set out in the TSP, the following specific expectations of Airlines and their Contractors are repeated in this Protocol, given their importance. Airlines and their Contractors must ensure that:

- a) all staff performing work at the Airport have a valid Aviation Security Identity Card (ASIC);
- b) all visitors, including Contractors' staff, have valid Visitors Cards and are, at all times, escorted by a holder of a valid ASIC; and
- c) procedures are in place to prevent unauthorised access to secure areas through premises controlled by the Airline or their Contractor.

In addition, Airlines and their Contractors must immediately notify the ACC in the event of:

- a) the occurrence of an aviation security incident (an aviation security incident is defined in both the TSP and the *Aviation Transport Security Act (2004)*);
- b) detection of unattended items;

- c) suspicious behaviour or persons; and
- d) any incident on an aircraft arriving at the Airport that is of sufficient concern that the Airline has sought the assistance of the Australian Federal Police.

9.2 Information

Information about aviation security at Perth Airport may be obtained from:

Manager Security and Emergency Services

N: Debra Blaskett

T: +61 8 9478 8836

M: +61 0438 957 653

E: debra.blaskett@perthairport.com.au

10. SIGNAGE

The express prior approval in writing of PAPL is required prior to any Airline or Contractor installing signage at the Airport. Unless otherwise agreed PAPL's signage and way-finding standards will be applied to common-use areas at the Airport.