DEVELOPMENT GUIDELINES



Gold Coast Airport

DEVELOPMENT GUIDELINES

Prepared in conjunction with:

TABLE OF CONTENTS

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1.0 INTRODUCTION

1.1 GENERAL INTRODUCTION

These development guidelines are prepared pursuant to Section 2.04(d) of the Airports (Building Control) Regulation 1996 and are intended to provide further information regarding Gold Coast Airports planning objectives for the airport.

The aim of the Guidelines is to provide concise, practical planning criteria to facilitate a high standard of development at Gold Coast Airport (GCA). The guidelines are applicable to both investors and stakeholders to assist in the management of the airport and ensure the growth in value of airport assets.

1.2 FUNDAMENTAL OBJECTIVES OF THE GUIDELINES

The key objectives of the development guidelines are to:

- Enhance the commercial viability of the Gold Coast Airport;
- Establish a strong precinct identity;
- To encourage development that achieves the most effective, highest and best use of sites;
- To assist in creating developments which achieve a high aesthetic quality;
- To ensure that the future development of the Gold Coast Airport is carried out in an orderly manner;
- Maintain a high level of building and landscaping presentation throughout the Airport to achieve the desired streetscape;
- To minimise impacts on the natural environment ;
- To ensure development does not adversely impact upon the airports core aviation activities;
- To promote the adoption of sustainable design principles into development at GCA.

1.3 PRINCIPLE PLANNING DOCUMENTS

The Airports Act 1996 and associated Regulations (Airports (Building Control) Regulations 1996, Airports (Environment Protection) Regulations 1997) prescribe the Commonwealth regime for the overall land use planning of leased airports such as GCA. Section 112 of the Act specifically excludes State laws from applying in relation to land use planning and building activities. However, Part 5, Division 3 of the Act requires a Master Plan to be prepared for each airport which identifies the land use objectives for the airport. The Master Plan is required to forecast development of the airport over a 20 year horizon and is to be reviewed a minimum of every 5 years.

In addition to the Master Plan the airport is required prepare an Airport Environment Strategy (AES) which identifies potential sources of environmental impact as a result of airport operations and prescribes measures and bench marks to ameliorate those impacts.

The Gold Coast Airport Master Plan 2006 and the Airport Environment Strategy 2004 are the approved Master Plan and AES for GCA. Copies of these documents can be viewed at www.goldcoastairport.com.au.

All development on airport must be consistent with the Master Plan and AES.

1.4 MAJOR AIRPORT DEVELOPMENT

The Airports Act 1996 also requires specific approval from the Minister for Major Airport Development. Section 89 of the Act defines Major Airport Development which for the purposes of these guidelines would primarily include:

"89 (1)
(e) Constructing a new building, where:
(i) the building is not wholly or principally for use as a passenger terminal, and
(ii) the cost of construction exceeds $20 million or such higher amount as is prescribed, or
(h) Constructing a new road or new vehicular access facility, where:
(i) the construction significantly increases the capacity of the airport to handle movements of passengers, freight or aircraft, and
(ii) the cost of construction exceeds $20 million or such higher amount as is prescribed, or
(i) Extending a road or vehicular access facility, where:
(i) the extension significantly increases the capacity of the airport to handle movements of passengers, freight or aircraft, and
(ii) the cost of construction exceeds $20 million or such higher amount as is prescribed, or
(m) A development of a kind that is likely to have significant environmental or ecological impact, or
(n) if a final environmental strategy is in force for the airport - a development which affects an area identified as environmentally significant in the environmental strategy, or
(o) A development of a kind specified in the regulations."

Section 89(4) states that the Minister may determine that specific developments constitute Major Airport Development if the development described above is part of a larger project which exceeds the thresholds or is an extension of an existing building.

Where Developments are defined as Major Airport Development a Major Development Plan is required to be prepared by the Airport for determination by the Minister. This is a separate process and if applicants form the view that their development may constitute Major Airport Development than they should contact GCA immediately.

1.5 AIRPORT PRECINCTS

The Gold Coast Airport Master Plan 2006 incorporates a Land Use Plan which identifies Airport precincts which are characterised by certain types of development. These development guidelines relate

to the Terminal Precinct, General Aviation Precinct and Western Enterprise Precinct as depicted in Figure 1.5. The Master Plan sets out the objectives and desired outcomes for each precinct.

1.6 PERMITTED USES

The land uses proposed must comply with the GCA Master Plan and the permitted uses specified in the sublease for the site. All uses must have a sublease approved by GCA prior to commencement of any works or occupation of a premises.

1.7 GCA APPROVAL

All works require Approval from GCA, including but not limited to:

- Any new structure;
- Alteration and extensions to an existing structure;
- Signage;
- Any changes of use;
- Hardstand areas;
- Excavation and services;
- Earthworks;
- Fencing ; and,
- Landscaping.

Checklists and forms relating to the approval process are provided in Appendix A of these guidelines.

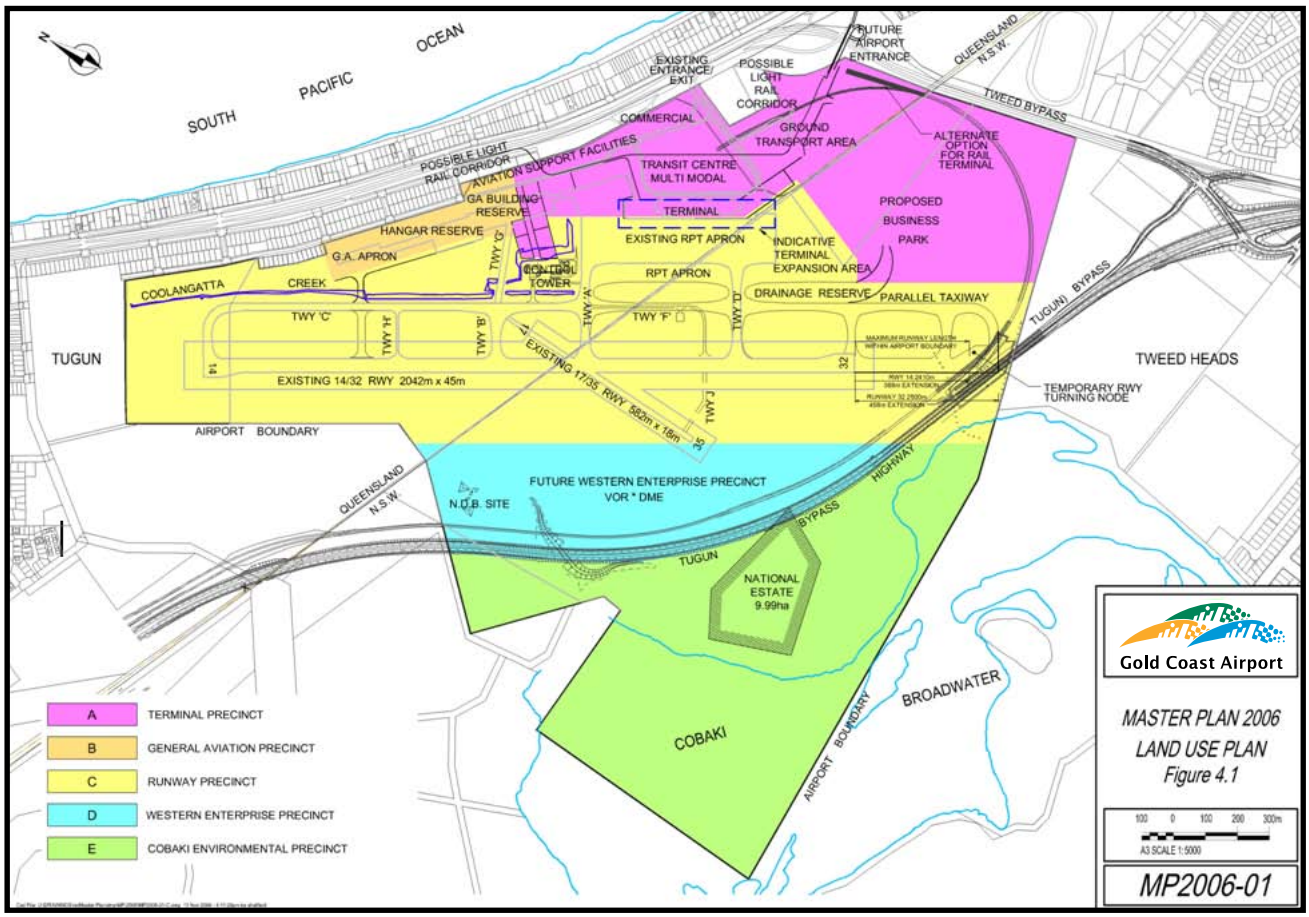
1.8 REGULATIONS

Overarching Regulations

Developments shall be consistent with:

- Airport Master Plan and Airport Environment Strategy.
- Airports (Building Control) Regulations 1996
- Airports (Environment Protection) Regulations 1997
- Regulations in regard to aviation security and safety.
- Building Code of Australia (BCA) and relevant Australian Standards.
- Workplace health and safety requirements for developments shall be in accordance with the relevant statutory requirements.

Figure 1.5 Gold Coast Airport Master Plan 2006 Land Use Plan

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2.0
PROCESS FOR APPROVALS

2.1 APPLICATION FOR BUILDING APPROVAL

GCA is required to consent to development in order for the Airport Building Controller (ABC) to consider a building application. Following consideration of the application the airport will grant consent, refuse consent or grant consent subject to conditions which will be required to be met as prescribed in the approval. When granted, the consent enables the submission of a building application to the ABC.

2.2 AIRPORT CONSENT

Each application will need to include the following as a minimum;

(a) A Planning Report. This Report includes a detailed description of the proposal and justification for the proposed development which canvases as a minimum the design, acoustic treatments, lighting considerations, measures proposed to accommodate physical constraints, traffic management, relevant legislation and compliance with the GCA Master Plan.

(b) Detailed Plans (minimum scale 1:200) including:

- A Site Analysis Plan identifying physical characteristics of the site both environmental and structural, the location of proposed works in relation to existing vegetation, infrastructure and adjoining structures;
- A detailed Site Plan showing existing and proposed contours, floor level(s), building location, siting and arrangement of parking areas (inc. bicycle spaces), rubbish locations, loading bays, display areas, pedestrian/vehicular circulation and landscaping. The site plan should also be accompanied by a table demonstrating compliance with these Guidelines;
- Building layouts including internal floor plans. In the case of extensions and alterations to an existing structure the plans should clearly identify the proposed works areas;
- Elevations, sections and perspectives of the proposed buildings sufficient to describe the character of the proposal including external details such as signage, materials, colours and finishes.
- A Landscape Concept Plan showing indicative earthworks, ground treatment, existing trees and proposed planting and reticulation.
- Proposed Services Plan detailing location and works required to connect to services and storm water control measures.

(c) A Construction and Environment Management Plan. This plan demonstrates how the proposal satisfies the AES. As a guide a proforma CEMP is included in Appendix D of these guidelines.

(d) A Sustainability Plan. Prepared pursuant to Section 3.16 of these Guidelines.

The information described above will be assessed by GCA to ascertain whether the information meets the intent of the Development Guidelines. Amendments may be requested if the intent of the Guidelines is not observed and where insufficient justification has been provided.

When airport consent is granted, GCA will issue a consent which references the plans and supporting documentation. Any variation to a proposal will require an amended submission to GCA. A development approval shall remain valid for 3 years from the date issued by GCA.

2.3 BUILDING APPROVAL

Under the Airports Act 1996 the Department of Infrastructure, Transport, Regional Development and Local Government appoints an Airport Building Controller (ABC) and Airport Environment Officer (AEO) to assess Building Applications at Airports. Guidelines for the submission of Building Applications to Gold Coast Airport are attached in Appendix C of these guidelines. The ABC assesses the buildings for compliance with applicable standards for construction whilst the AEO ensures the environmental standards prescribed in the Act are satisfied.

Under the Act once a complete Building Application is submitted the ABC/AEO have 28 days to consider the application. Once approved a Building Approval has been granted the permit is valid for 3 years from the date of the Approval. Once a Building Approval has been granted the permit is valid for 3 years from the date of the Approval.

3.0 DESIGN GUIDELINES

3.1 DESIGN INTENT

GCA is unashamedly focused on leisure. Our core business is the conveying of passengers primarily on route to their holiday destination. Hence we are part of the holiday experience. Our vision is to create a subtropical ambience with a vibrant yet relaxed atmosphere. Your developments should embrace this theme.

Developments should:

- be designed to a human scale and avoiding imposing structures;
- create functional and efficient spaces;
- incorporate principles of ESD;
- utilise varied facades and finishes that contribute to that relaxed atmosphere;
- encourage integration of public and private spaces;
- stimulate interaction between patrons;
- incorporate landscaping native to the region to soften hardstand areas; and,
- encourage non motorised forms of transport and safe pedestrian circulation.

GCA recommends that proponents consider the services of suitably qualified professionals in preparing applications.

3.2 BUILDING MATERIALS & COLOURS

GCA promotes varied facades with a high degree of architectural merit. Whilst many of the buildings within the airport will be functional, GCA strongly supports the incorporation of outstanding design treatments so as to promote a varied and interesting streetscape.

In general terms, all buildings should be designed and sited so as to achieve the following:-

- The front elevation must be designed to address the street, provide a corporate image and an inviting entrance;
- Compliance with Australian Standard 2021 – Aircraft Noise Intrusion – Building Siting & Construction as determined by the location of the site relative to the ANEF contours identified in the Gold Coast Airport Master Plan 2006;
- Architectural form and character must avoid large unrelieved expanses of wall or roof;
- Where more than one building is planned for a site, their design must result in the creation of a group of integrated buildings presenting a harmonious image;
- The main entrance is to be on the front elevation or close to the front of the building, clearly visible from the street; and
- Entrance points to buildings are to be designed as focus points and must provide protection for pedestrians by means such as awnings, verandahs, canopies or colonnades.
- External finishes should reduce glare and reflectivity and building lighting should be in accordance with aviation requirements.

Materials for exterior use can be selected from the following range:

3.2.1 ROOFING MATERIALS

Roofing Products - Industrial

- Colorbond metal decking (excl. reflective metal sheeting); and
- Concrete with tanking membrane (Interesting & varied parapet elements are required in this instance).

Roofing Products – Commercial / Retail / Tourist Accommodation

- Colorbond metal decking (ex. reflective metal sheeting); and
- Concrete with tanking membrane (Interesting & varied parapet elements are required in this instance).

3.2.2 WALL / CLADDING MATERIALS

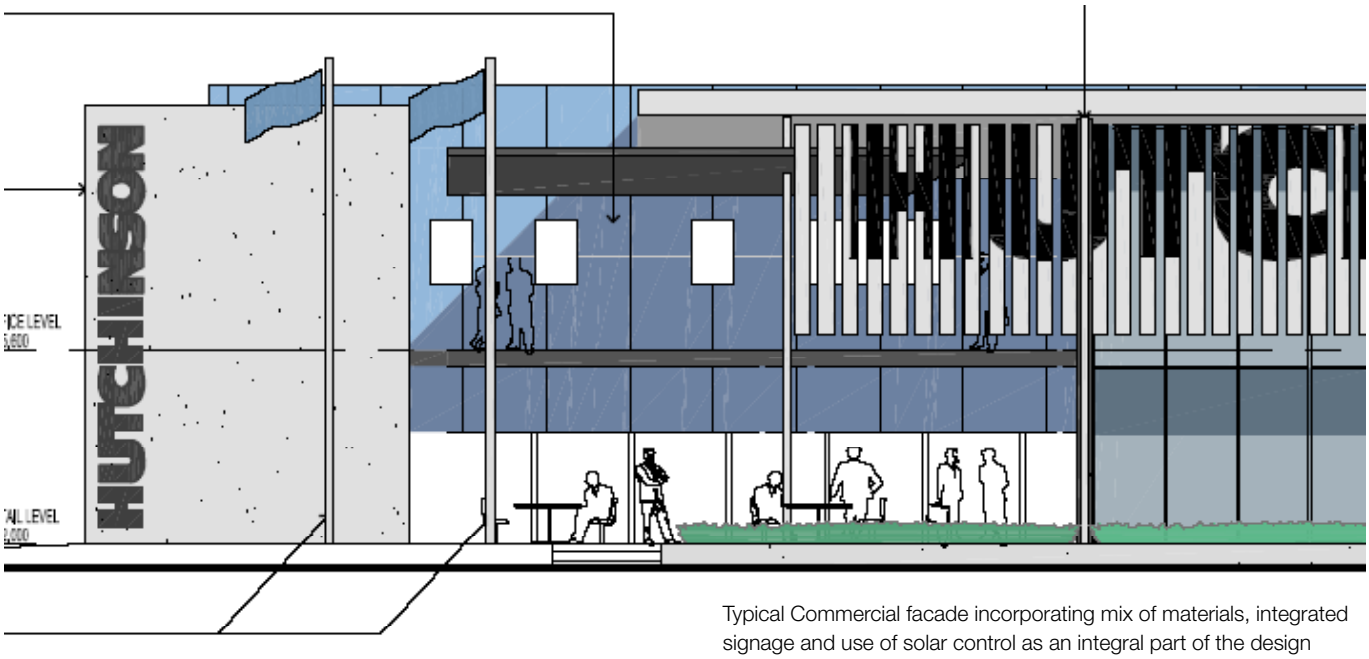
Walls - Industrial

- Composite aluminium panels.
- Pre finished profiled metal sheeting – stainless steel or metallic finish.
- Colorbond metal sheeting (industrial buildings only) – limited to no more than 75% of overall cladding coverage and no more than 50% of street elevation.
- Off form in situ concrete – coloured or natural finish.
- Tilt up or pre cast concrete panels – coloured or paint finish.
- Rendered concrete masonry – paint finish.
- Stone or tile cladding to masonry or concrete substrate.
- Thermal performance glazing in powder coated aluminium frames (no greater than 25% of external cladding).
- Solar control sun shading and screening.
- Wall openings and recesses are encouraged.

Walls – Commercial / Retail & Tourist Accommodation

- Composite aluminium panels.
- Pre finished profiled metal sheeting – stainless steel or metallic finish.
- Colorbond metal sheeting - maximum of 25% colourbond cladding is permitted.
- Composite FC sheeting (commercial grade).
- Off form in situ concrete – coloured or natural finish.
- Tilt up or pre cast concrete panels – coloured or paint finish.
- Rendered concrete masonry – paint finish.
- Stone or tile cladding to masonry or concrete substrate.
- Thermal performance glazing in powder coated aluminium frames.
- Solar control sun shading and screening.
- Wall openings and recesses are encouraged.

NB. Low maintenance timber elements are also encouraged where appropriate.



Typical Commercial facade incorporating mix of materials, integrated signage and use of solar control as an integral part of the design

3.2.3 FLOORING / SURFACE MATERIALS

Floors & Surfaces – Industrial

- Asphalt concrete or concrete pavements to parking and driveway areas.
- Coloured concrete, paving or exposed aggregate concrete pathways.
- Tiled building forecourts and entry thresholds.
- Internal flooring to choice of proponent.

Floors & Surfaces – Commercial / Retail & Tourist Accommodation

- Asphalt concrete or concrete pavements to parking and driveway areas.
- Coloured concrete, paving or exposed aggregate concrete pathways, concourses or plaza areas.
- Tiled building forecourts and entry thresholds.
- Internal flooring to choice of proponent.

3.2.4 COLOURS

Colours – Industrial Buildings

- Natural or coastal colours are preferred, with the dominance of colour largely reflective of materials chosen.
- Strong dominant colours will be supported where serving an architectural function.

Colours – Commercial / Retail & Tourist Accommodation

- Natural or coastal colours are preferred, with the dominance of colour largely reflective of materials chosen.
- Strong dominant colours will be supported where serving an architectural function.

3.3 BUILDING HEIGHT

The maximum building height in each Precinct is prescribed in the Airport Master Plan 2006. These heights are however subject to compliance with the Obstacle Limitation Surface (OLS) which provides adequate clearances for visual contact with aircraft approaching runways.

Generally the maximum building heights include:

- 10 storeys in the Terminal Precinct;
- 10m in the Western Enterprise Precinct; and,
- 10m in the General Aviation Area.

A copy of the Airport Master Plan can be viewed at www.goldcoastairport.com.au.

Typical use of coastal colours and integration of design features with dominant colour inputs

3.4 DEVELOPER CONTRIBUTIONS

Proponents will be responsible for the payment of developer contributions as required to external service providers. These providers include but are not limited to Gold Coast City Council and the QLD Department of Main Roads. This requirement does not apply to Gold Coast Airport Pty Ltd.

Applications may also be conditioned to make direct contributions to GCA or carry out works in kind where the intensity of the development requires augmentation of airport infrastructure.

3.5 BUILDING SETBACKS

Setback controls are designed to ensure consistency. Whilst variations will be supported where justified, the standards aim to meet the following objectives:-

- Minimise excessive dominance to the streetscape;
- Ensure that sufficient area is set aside for active uses in the frontage;
- Ensure that sufficient area is set aside for landscaping and a balancing of hardstand areas;
- Assist in meeting sustainable design objectives;
- Allow visual permeability through the development; and,
- Allow for passive surveillance of the street and an avoidance of crime generating design.

Setbacks specific to uses are identified in the development compliance table in Section 3.17.

Any lot that abuts directly onto a conservation area shall have that setback determined in consultation with the GCA given potential environmental and bushfire constraints.

3.6 SITE COVERAGE

Site coverage parameters relating to specific land uses are identified in the table in Section 3.17.

3.7 PLOT RATIO / FLOOR SPACE RATIO

Floor Space Ratio parameters relating to specific sites are specified in the table in Section 3.17. Please note that compliance with all other facets of these guidelines must be achieved and that GCA is under no obligation to guarantee floor space ratios as estimated Section 3.17. GCA may however consider more intensive developments where it can be demonstrated that the proposal is consistent with the other development parameters specified in these Guidelines.

3.8 LANDSCAPE AREA

Landscape area parameters relating to specific land uses are identified in the table in Section 3.17.

A Landscaping Plan is required to be submitted where landscaping is required as part of these Guidelines, is proposed within a development or impacted by proposed works. The Landscaping Plan is to be consistent with GCA's Landscape Master Plan and be compliant with the Landscaping Guidelines included in Appendix B of these Guidelines.

3.9 EXTERNAL SERVICE & STORAGE AREAS

Service, storage and refuse areas shall be set behind the approved building line and be screened from public view. Plant and machinery placed on the roof will also require architectural screening.

Landscape screening and/or approved fencing can be used to achieve screening and should be considered an extension of the design of the building.

3.10 FENCING ELEMENTS

Quality boundary fencing shall be considered as part of the integral design of any development, particularly where such fencing has the potential to impact upon the streetscape. GCA recognises that fencing has the potential to excessively dominate a streetscape, but that equally it can bring variation to the streetscape when considered in the context of the overall design.

It is acknowledged that site security is important. Applicants are encouraged to consider a range of security deterrents including effective lighting, landscaping, and natural surveillance and building orientation to achieve the required protection.

Fencing is discouraged forward of the building line thereby encouraging an open and transparent interface with the street. The latter is depicted below in typical manner.

Fencing alignments will be assessed with due consideration to the impact on adjoining properties and the aesthetic balance of the general streetscape. The following minimum accepted standards of fencing apply to airport lands:-

- Maximum front fence height of 2m (only where it can be demonstrated as necessary from a security or safety perspective).
- Fencing behind the front building line must be part of integrated design and landscape or architectural theme.
- Fencing must be in accordance with GCA's security requirements, particularly where property adjoins operational airport lands. Early consultation with GCA is recommended in this regard.

3.11 CAR PARKING & ACCESS

Car parking shall be provided in accordance with the following minimum requirements:

Office	1 space per 30m² NLA
Tourist Accommodation	1 space per unit and 0.25 per staff member
Retail/Medical	1 space per 20m² NLA
Industrial/Storage/Hanger	1 space per 100m² NLA

Any other uses to be determined at the discretion of GCA

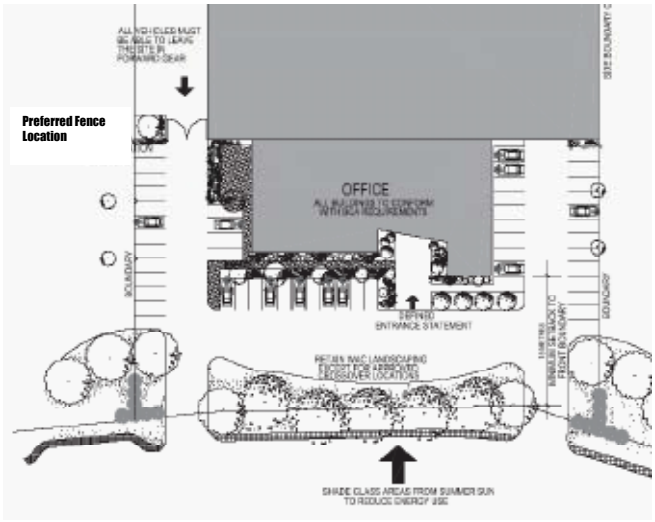
Bicycle parking shall be provided at the following rates:

Commercial Office	4 per 100m² NLA
Tourist Accommodation	1 per 10 units and 1 per 4 staff member
Retail/Medical	4 per 100m² NLA
Industrial/Storage/Hangar	1 per 100m² NLA

Any other uses to be determined at the discretion of GCA.

All vehicles (inclusive of delivery and service vehicles) are to enter and leave the site in a forward direction.

Use of Landscaping as an integrated design feature and to soften stark architectural features is promoted. All landscaping should be consistent with the scale of architecture proposed.



Preferred Fencing Outcomes and front setback treatment – Behind primary facade.

Loading and delivery bays are to be integrated into the design and clearly identified in the Application.

Loading bays should be sized to accomodate the following:

Office	Small Rigid Vehicles
Tourist Accommodation	Coach
Retail (<1000m²)	Medium Rigid Vehicle
Retail (>1000m²)	Heavy Rigid Vehicle
Industrial / Storage / Hangar	Articulated Vehicle

Any other uses to be determined at the discretion of GCA.

No loading and unloading shall be carried out within the street or in a manner that requires the reversing of vehicles on to the street.

Refuse vehicles should be afforded easy access to the site frontage for collection of waste. Where collection of waste is proposed on site, then all waste vehicles must be able to enter and exit the site in a forward manner.

The design of car parking and vehicular manoeuvring areas should address:

- The separation of car parking from truck movement and service areas;
- Safe pedestrian access;
- A limit of two (2) vehicle crossovers per site;
- Disabled parking and access in accordance with AS 1428:2002 and the BCA;
- Car park design and function shall conform to Australian Standards AS 2890.1, AS 2890.2 and AS 2890.3; and,
- Provision of unobstructed sight triangles in accordance with AS2890.1

3.12 LIGHTING CONSIDERATIONS

Special lighting restrictions apply on the airport to ensure the safe operation of aircraft. As such, lighting design will be assessed to ensure safety is not compromised. It is strongly recommended that early consultation be undertaken with GCA representatives in this regard.

3.13 INFRASTRUCTURE SERVICES

Infrastructure services including mains sewer, reticulated water supply, electricity supply, and communications cabling are generally available at the frontage of each site. Proponents should consult with GCA regarding the location and capacity of services prior to commencing the design of any project. Where services are not adequate to service the development proposed, GCA may seek a monetry contribution or accept works in kind to augment services to cater for the development.

3.14 STORMWATER MANAGEMENT

All development proposals upon GCA lands must make adequate provision for the control and management of stormwater within their development. Water Sensitive Urban Design strategies should be applied to stormwater management on sites, with stormwater resulting from up to the 1 in 10 year storm occurrence retained on site and integrated with maintenance of site landscaping. In this regard underground storage tanks are encouraged.

No polluted or contaminated stormwater may leave any site. Where necessary pollution control equipment such as oil & grit traps and gross pollution traps shall be installed, operated correctly and maintained at all times.

3.15 SIGNAGE

All applications made to the GCA must indicate proposed signage for the building and overall site.

Major site signage shall be limited to the following:

- The company names/ business names and / or logo positioned prominently on the building or within the front building setback; and,
- Where sites provide for integrated uses, then a prominent entrance sign is permitted.

A high standard of contemporary signage is expected with cut or raised lettering encouraged on all occasions. Building mounted signage and external display areas to sites fronting primary roads shall be illuminated or backlit and programmed to operate throughout the night so as to ensure an active presence and assist in security and crime prevention.

Minor site signage shall be limited to:

- A flush wall or an awning sign or the like which identifies the location and name of the business;
- Minor statutory and safety signage to ensure the safe use of the development; and,
- Signage advertising merchandise, services and hours of operation.

The advertising of merchandise, services and hours of operation should be restricted to the frontage of the relevant premises.

3.16 SUSTAINABILITY CRITERIA

Implementing 'Sustainability' in building and landscape design and the businesses day-to-day operations requires consideration of economic, social and environmental (Triple Bottom Line) impacts. Sustainability's underlying principle of 'eco-efficiency' is defined as reducing costs and environmental impacts by more efficient use of inputs – in other words, doing more with less.

GCA is committed to incorporating sustainability and eco-efficiency into its approval process and requires all proponents to submit a 'Sustainability Plan' with their application. The 'Plan' is to be prepared by a suitably qualified professional and is to reflect the scale and nature of the development.

The objective is to encourage businesses to participate sustainably in the development of GCA lands; ensure that businesses operating are able to respond to future requirements in terms of environment and efficiency related standards and regulations; and to ensure their long-term viability.

The main considerations in eco-efficient building design and operation should be:

- Energy consumption;
- Water consumption;

- Material usage (both in construction and operation); and
- Waste minimisation and diversion from landfill (both in construction and operation).

Incorporating sustainability and eco-efficiency considerations into building design is easier than retrofitting. More importantly, it often delivers significant financial benefits in terms of:

- Overall operating and maintenance costs;
- Improved employee productivity;
- Water use;
- Energy use;
- Resource use and waste generation; and
- Reduced direct and indirect greenhouse gas emissions (i.e. Carbon Footprint).

As a guide, consideration should include at least the following elements in the preparation of the Sustainability Plan.

It is important to note that GCA encourages all buildings to achieve a 4-Star (Greenstar) Rating as a minimum. It is acknowledged however that buildings associated with aircraft storage and some forms of light industry may not be able to comply with this requirement. Whilst strict compliance may not be required in these instances, it is important nonetheless that proponents adopt a 'best practice' stance in relation to building design and construction.

3.17 DEVELOPMENT CONTROL TABLE

The Building Design · Orientation · Shading · Glazing · Natural lighting · Insulation · Light weight materials (including cladding) · Durability · Dual reticulation systems · Acoustics	**Construction and Fitout Materials** · Recycled content materials (including carpets) · Modular Carpets · Glazing, Tinting and Insulation · Low embodied energy materials · Solar Reflecting coatings/membranes (where appropriate) · Low VOC coatings and floor coverings
Water Using Fixtures and Fittings · WELS 5-Star Urinals and Taps · WELS 4-Star (or better) Toilets, and Showers · WELS 4-Star (or better) dishwasher and washing machines · WELS 4-Star (or better) trigger sprays/ pressure cleaners · Instantaneous kitchen hot water systems (with timer); · Instantaneous or Solar hot water systems (for showers and other use) · Rainwater harvesting for use in toilets and urinals · Sensor and/or timed taps and urinals · Water sub-meters · Compliance with Level 6 Restrictions	**Air-conditioning** · Preference for air-cooled (as opposed to Evaporative Cooling Towers) · Appropriate sizing and design (including positioning of supply and return air vents, and thermostats) · Air Quality · Temperature Settings · Zoning (esp. IT server rooms) · Timers · Self-closing and/or automated doors · Refrigerant type · Sub-floor ventilation/ air conditioning · Energy Efficient Chillers · Enthalpy units allowing for heat recovery for pre-heating of hot water
Lighting · Energy Efficient Lamps and tubes · Efficient reflectors and ballasts · Daylight Harvesting · Occupancy Sensing Controls · Zoned lighting systems · Timer controlled external signage lighting · Compliance with AS1680 (2006)	**IT Equipment** · LCD Monitors · Energy efficient servers · System and monitor standby · Sleep modes for printers, copiers and fax machines · Appropriate positioning of printers etc. to reduce HVAC energy consumption · Setting duplex printing as default
Furnishings · Eco-Specifier approved low VOC tables, desks, chairs, carpets etc. · Photo-sensitive (automated) blinds and drapes · Ergonomic furniture	**Consumables** · Recycled content office paper · Remanufactured toner cartridges · Reusable cups, crockery and cutlery
Landscaping · Use of native species · Water sensitive design and materials · Use of rainwater/non-potable sources · Deciduous trees (where appropriate)	**Waste Management** · Office Paper recycling · Co-mingled recycling · Green waste/ organics recycling · Other waste segregation options

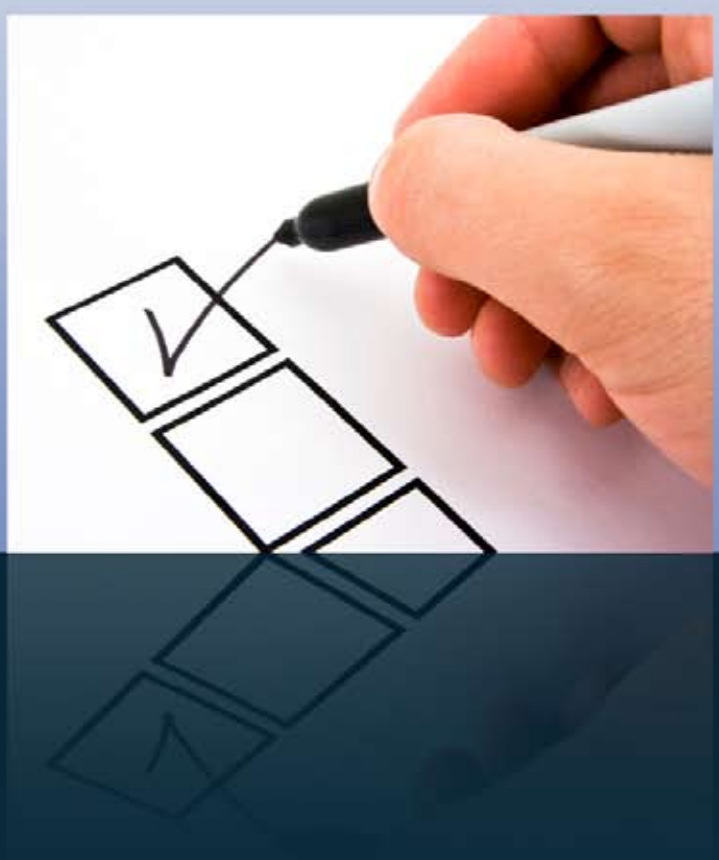
Consideration should be given to the elements in the preparation of the Sustainability Plan.

Following is a table of development controls applicable to development upon GCA lands. Please note that compliance with this table is strongly promoted, however where an alternate outcome can be demonstrated as producing a superior result, then consideration will be given to that proposal.

3.18 AIRPORTS DISCRETION

Gold Coast Airport has the discretion to vary these standards either at the request of the applicant or where it is considered necessary in order to achieve the Design Intent of these Guidelines.

Control	**Land Use Categories**			
	Tourist Accommodation	Light Industrial / Storage / Aviation	Commercial Office	Bulky Goods Retail
Site Coverage (max)	50%	80%	70%	70%
Floor Space Ratio	1:1.2	1:0.8	1:1.2	1:0.8
Front Setback	6m	6m	6m	6m
Front Setback (secondary frontage)	3m	3m	3m	3m
Rear Setback	3m up to 14m and then in 1.0m for every 5m of building height thereafter	To Building Code of Australia (BCA) require ments	3m up to 14m and then in 1.0m for every 5m of building height thereafter	To Building Code of Australia (BCA) require ments
Side Setbacks	3m up to 14m and then in 1.0m for every 5m of building height thereafter	To Building Code of Australia (BCA) require ments	3m up to 14m and then in 1.0m for every 5m of building height thereafter	To Building Code of Australia (BCA) require ments
Landscaped Area	30% site area	10% site area	20% site area	10% site area
Building Height	10 Storey's	10m	10 Storey's	10m
Podium Heights (where basement car parking proposed	Max 1m	Max 1m, where applicable	Max 1m	Max 1m, where applicable
Façade lengths	Maximum unbroken façade length of 15m	Maximum unbroken façade length of 25m	Maximum unbroken façade length of 15m	Maximum unbroken façade length of 25m



CHECKLIST & APPLICATION FORMS

To assist prospective developers and their representatives Application Forms are contained in Appendix A of these Guidelines. These forms include a check list to ensure that proponents have provided all required information. The checklist is intended to act as a prompt and proponents should consider the various implications of the guidelines as they relate to their development.

Applications for airport consent will not be processed unless the applications are complete i.e. that sufficient information is provided to enable a comprehensive assessment of the development proposal.

Appendix A

Application Form & Application Check List

Application Form

Gold Coast Airport
Application for Consent

Property Details:

Site No ..... Site Area m2 .....

Street Name .....

Proponent Details:

Name .....

Address .....

Locality ..... Post Code .....

Phone No. ..... Mobile ..... Fax No. .....

Email Address .....

Contact Person .....

Consent:

Existing land use.....

Existing Improvements .....

Description of purposed works/land use .....

.....

Cost of works..... Date of Completion .....

Receipt Details:

Receipt No ..... Fees..... Date.....

Receiving Officer .....

Application Check List

Please ensure when you submit your application that you have included the following:

1. A Planning Report (Section 2.2a)
2. Detailed Plans (Section 2.2b)
3. A CEMP (Section 2.2c)
4. A Sustainability Plan (Section 2.2d)

In compiling this information you should have had regard for:

1. Site layout and orientation
2. Site coverage
3. Build Form and character
4. Environmentally sustainable development
5. Building setbacks
6. Materials and finishes
7. Fencing, landscaping and signage
8. Vehicle access, car parking and loading areas
9. Infrastructure services and storm water management
10. Have you consulted Gold Coast City Council regarding payment of Infrastructure Charges?

Appendix B

Landscaping Guidelines

Landscaping Guidelines

Landscape Guidelines for Future Development of Leased Sites.

The following guidelines apply to all leased sites at Gold Coast Airport:

- All landscaping is to be designed and completed under the supervision and instruction of a suitability qualified professional.
- Landscaping Plans must be prepared in accordance with the appropriate Australian Standard. The Landscaping Plan should reference the relevant Australian Standard and provide justification for applying the standard in that instance.
- All open areas are to landscaped.
- All open areas are to have a minimum of 50% shade to surface areas.
- Areas for parking are to be clearly defined either by hard surfaces that are marked or areas constructed with permeable surfaces such as grass pave.
- All plantings are to be consistent or compatible with the species list in the Airport Landscaping Master Plan and reflect the vegetative character of the SEQ region.
- No plants which are environmental weeds or considered to be potential environmental weeds are to be used in any planting schemes.
- No vegetation is to be planted that attracts inappropriate fauna to the Airport Precincts.
- No trees are to be removed without the express consent of Gold Coast Airport.
- Landscaping supervisors working within the leased areas should meet the entry requirements of their respective professional organisation.
- Landscapers working within the leased areas must provide details of current insurances including but not limited to Workers Compensation, Public liability and Work Cover prior to any work commencing on site.
- Pruning of all trees in the leased areas is to comply with the recommendations of AS 4373- 1996 ‘Pruning of Amenity Trees’ and Work Cover Code of Practice for Amenity Tree Industry, 1998.
- During the construction of all landscape areas sediment run off is to be controlled at all times with temporary silt fences installed during construction and planting. Run off is to be dispersed within the property boundary and directed away from paths and structures.
- Existing landscaping that is to be retained must be preserved by totally excluding activities that compact the soil within the areas to be retained.
- Any damage to landscaping in common Airport areas is to be rectified to its state prior to the damage taking place at the applicant’s expense. In this regard the Airport may require works to be bonded prior to works commencing with the bond to be released following satisfactory completion of works.
- All landscaped areas are to be maintained to ensure the visual attractiveness of the streetscape. In this regard:
    - invasive weeds should not be allowed to establish in lawns or garden beds. Weeds should be removed either by hand or by using a non residual herbicide applied at manufacturers recommended rates;
    - internal lawns are to be maintained at between 30 and 50mm in height and regularly fertilized and top dressed to maintain vigorous root growth;
    - water harvesting is encouraged with the installation of tanks for water collection where practical to irrigate landscaped areas; and,
    - landscaped areas are to be adequately maintained to ensure areas do not detract from the aesthetics of the development and adversely impact public safety.

Appendix C

Guide to Building Approvals at Gold Coast Airport

Australian Government

Department of Infrastructure and Transport

Building Approvals at Gold Coast Airport

The following information provides a guide to the building approval process at Gold Coast Airport.

The roles of the Airport Building Control Office and Gold Coast Airport Pty Ltd (GCA) in relation to the issue of Building Approvals are described. Also attached is a copy of the Building Application form, a schedule detailing required statutory fees and information required to support a building application.

If any information is required in relation to the building approvals process please contact the Airport Building Control Office.

Philip Chun and Associates Pty Ltd, Airport Building Controller, appointed by the Australian Government

Role of Airport Building Controller (ABC)
The Airport is located on Federal land rather the State land and as such the State Legislation as it relates to the building approval process does not necessarily apply. Federal Legislation in the form of the Airports Act 1996 prescribes the Airport (Building Control) Regulations 1996 to administer the building approval process.

It is the role of the ABC to administer this legislation as it relates to construction and other building activities.

Activities that require approval
All construction and building activities must be notified to the ABC. This includes all building activities and other construction activities including roads, drainage, services and demolition work. Minor alterations and repairs may not require formal application and must discussed with the ABC.

A Building Approval (Building Permit and or Works Permit) or Demolition Authorisation must be sought prior to commencement of building activity.

A certificate of compliance is required for all buildings and construction work that requires formal approval by the ABC. **A certificate of compliance must be issued prior the occupation or use of a building/works.**

Building and Construction Standards
For the majority of work involving buildings the relevant standards can be found in the Building Code of Australia. Where the Building Code of Australia does not apply for example in relation to civil engineering works (roads, civil infrastructure services, etc) the relevant Australian Standard/Industry Standards will apply. Advice **MUST** be sought from the ABC to determine applicable standards for building activity where Building Code of Australia does not apply.

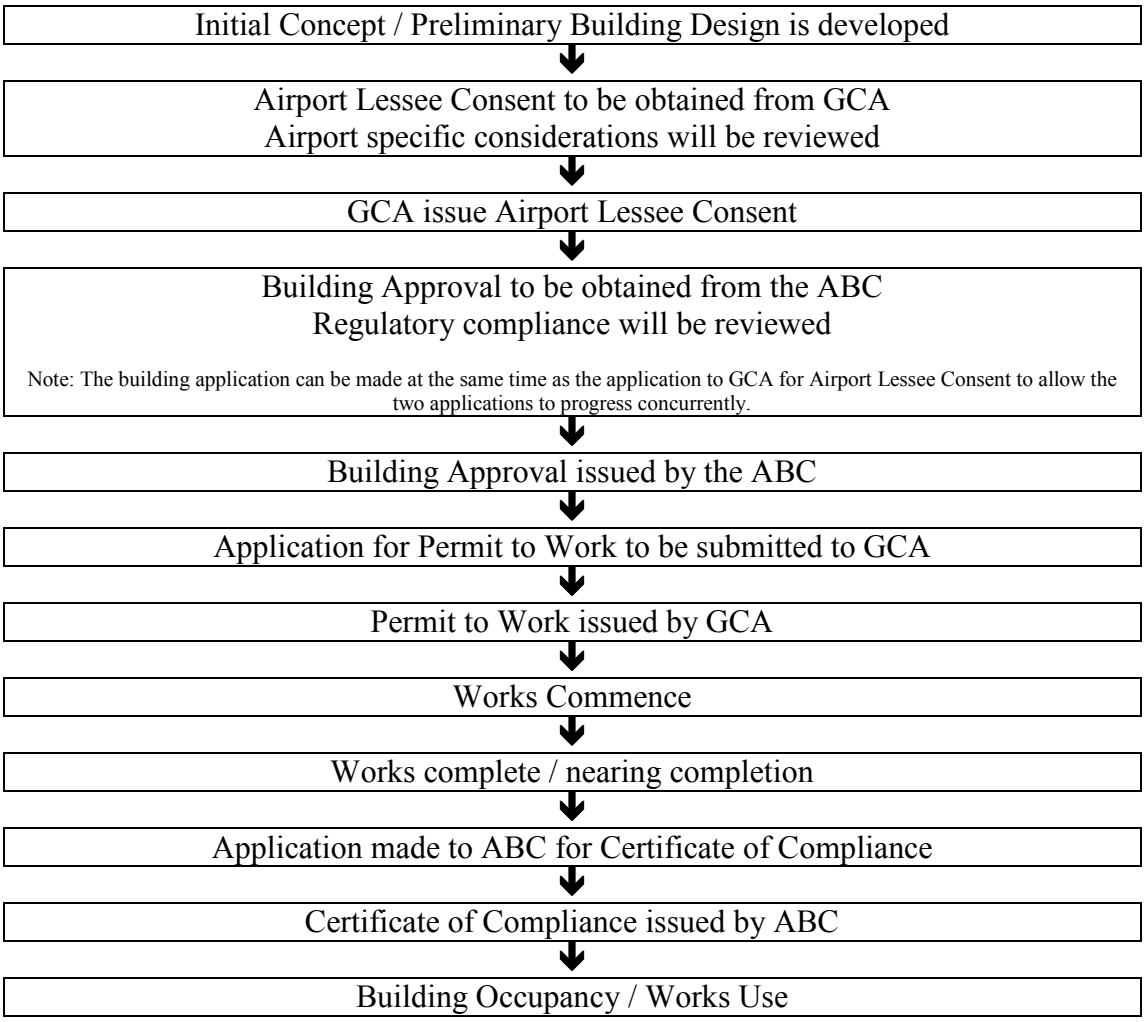
Airport Environmental Protection and Building Control Office - Appointed by the Australian Government
PO Box 137 Hamilton Central QLD 4007 - Unit 3A, Building 107, Leonardo Drive Brisbane Airport 4007 - Tel 07 3216 3040

Role of the Airport Leasing Company in Building Approvals
GCA is the lease holder of Gold Coast Airport. As part of this role GCA administer the planning and environmental objectives of the Airport. GCA will review all applications to ensure that the proposal is consistent with the Airport Master Plan and Airport Environment Strategy to ensure the development is consistent with their planning and environmental objectives and obligations and to assess the impact of the proposals on the infrastructure and the operations of the airport.

Approval of a project by GCA (Airport Lessee Consent) must be provided to the ABC before a building approval (building/works permit) for building activity can be given.

Obligation of an Occupier of Gold Coast Airport
An occupier of Gold Coast Airport is obligated under the Airports Act to gain all necessary approvals for building and construction work prior to the commencement of the work. Similarly a Certificate of Compliance must be gained prior to the occupation or/and use of a building.

The following flow chart describes the relationship of the ABC and GCA in the building approval process at Gold Coast Airport



Australian Government

Department of Infrastructure and Transport

Application for Building Approval

Airports Act 1996 Airports (Building Control) Regulations 1996

To Airport Building Controller

Applicants Details

Name: …….

…….

Postal Address:…….

…… Postcode:……..

Contact Person: ……

Phone No:…….Fax No……..Mobile……..

E-Mail…….…….

Description of Building Activity

Location of Works: ……..
Accurate address must be provided.

……..

Description of Works:……..

……..

Value of Works: ……

Duration of Works: ……

Building Contractor: ……..

……. Registration Number:……..

Postal Address: ……..

…….. Postcode:……..

Phone No:…….Fax No……..Mobile...……...

Applicant Signature:……Date of Application:……...

Note : Fees in accordance with Regulation 2.02 of the Airports (Building Control) Regulations 1996 must be paid on lodgement of the application.

Australian Government

Department of Infrastructure and Transport

Gold Coast Airport - Fees Payable for Building Applications

As from 1 July 2011

Airports Act 1996 Airports (Building Control) Regulations 1996

Total estimated cost of proposed building or works ($)	Application fee ($)
Up to 25 000	1 200
25 001 to 50 000	1 800
50 001 to 100 000	2 400
100 001 to 200 000	3 600
200 001 to 300 000	4 500
300 001 to 400 000	5 400
400 001 to 500 000	6 300
500 001 to 1 000 000	8 400
1 000 001 to 2 000 000	12 000
2 000 001 to 3 000 000	15 000
3 000 001 to 4 000 000	18 000
4 000 001 to 5 000 000	21 000
5 000 001 to 10 000 000	30 000
10 000 001 to 20 000 000	60 000
20 000 001 to 30 000 000	90 000
30 000 001 to 40 000 000	120 000
40 000 001 to 50 000 000	150 000
50 000 001 or more	210 000
Demolition of a structure	400

Note

1. Fees in accordance with Regulation 2.02 of the Airports (Building Control) Regulations must be paid on lodgement of the application.
2. Under Determination of 1 July 2004 – A New Tax System (Goods and Services Tax) Exempt Taxes, Fees and Charges) Determination 2004 – the Fees for Building Control Approvals as applied under Airports Act 1996, paragraphs 100(1)(d) and 107(1)(d) are exempt from the application of the GST."
3. Department of Infrastructure and Transport ABN No 86 267 354 017
4. Cheques to be payable to 'CPM Department of Infrastructure and Transport.
5. For electronic fee payments contact the Airport Building Control Office.

Check List for Lodging Application for Building Approval

The following information must be provided by the applicant to the Airport Building Control Office when making application for Building/Works Approval.

Regulation	**Information Required**	**Notes**	**Provided**
Regulation 2.02	Completed application form	At time of application a copy of the application and drawings **must** be forwarded to GCA An accurate street/locality address should be included. For confirmation of address contact GCA (Ph: 07-5589 1100)	
Regulation 2.02	Drawings and specifications	Architectural and services drawings indicating proposals should be provided as appropriate to the scale of the project	
Regulation 2.02	Application fee	Refer to attached fee scale	
Regulations 2.03 and 2.05	The following should be sought **from** GCA and forwarded: ▫ A letter of consent for the proposal and ▫ Confirmation the proposal is consistent with the Gold Coast Airport Final Master Plan and Final Environment Strategy	To facilitate this a copy of the application form and drawings and specifications **must** be forwarded to GCA	

Regulation	Information Required	Notes	Provided
Regulation 2.05	A statement confirming **how** the proposed activity is consistent with the Gold Coast Airport Final Master Plan	For tenancy fitout works or small alterations and extensions to existing buildings this could take the form of a simple statement for example stating the proposal is consistent with the existing building use For larger scale proposals advice should be sought from GCA	
Regulation 2.05	A statement confirming **how** the proposed activity is consistent with the Gold Coast Airport final environment strategy	Advice should be sought from the Airport Environment Officer or GCA	
Regulation 2.06	A statement setting out the precautions to be taken to: ▫ Protect persons, using the airport while the proposed building activity is going on, from injury arising from the building activity	This statement should demonstrate how the safety of the public is achieved. Eg. fencing barricades, site management etc Statements regarding workplace health and safety of site staff are not required	
Regulation 2.06	A statement setting out the precautions to be taken to: ▫ Protect property at the airport from damage arising from the building activity	This statement should detail how it is proposed to protect the airport buildings and infrastructure	
Regulation 2.06	A statement setting out the proposed arrangements for clean-up and rehabilitation of the site of the proposed building activity	This statement should confirm cleanup of the site and area of building activity	

Appendix D

Construction Environmental Management Plan (CEMP) Proforma

Gold Coast Airport

may 2008

Gold Coast Airport construction environmental management plan pro forma

Prepared by Ecosure Pty Ltd for Gold Coast Airport Pty Ltd

ecosure

Revision History

Revision number	Revision date	Details	Prepared by	Reviewed by	Approved by
00	19-12-07	Pro forma Construction Environmental Management Plan	Julie Whelan Environmental Scientist	Beth Kramer Environmental Scientist	Phil Shaw Managing Director
01	22-01-08	Pro forma Construction Environmental Management Plan	Julie Whelan Environmental Scientist	Cheree Fenton Environmental Scientist	Phil Shaw Managing Director
02	07-05-08	Pro forma Construction Environmental Management Plan	Julie Whelan Environmental Scientist	Cheree Fenton Environmental Scientist	Phil Shaw Managing Director

Distribution List

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n/a	07-05-08	electronic	GCAPL	Norbert Benton
n/a	07-05-08	electronic	Ecosure	Julie Whelan

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D53_GCAPL_ProformaCEMP_Rev02_070508

Note - Guidance for Use

Construction Environmental Management Plan(s) (CEMP) are required for construction activities on Gold Coast Airport that have the potential to cause adverse environmental impacts. Preparation of a CEMP may not be required in some situations including minor retail fitouts and construction activities. Nevertheless, for these activities the key environmental aspects are to be identified and relevant mitigation measures implemented. This also needs to be documented.

CEMPs are generally intended to identify environmental impacts and aspects, provide clear environmental objectives and identify measurable performance criteria.

Detail provided in the CEMP should reflect the scale and nature of the construction activity. This CEMP pro forma provides the framework to which CEMPs should be prepared, noting that depending on the aspects of the construction activity elements identified in this CEMP pro forma may not be applicable.

Preparation of CEMPs are to be carried out by suitably qualified professionals. CEMPs should be submitted as part of the Development and Building Application documentation package.

Ultimate responsibility for the preparation and implementation of CEMPs for construction activities lies with the Principal (for the purposes of this document the "Principal" is the holder of the lease from GCAPL over the land on which the construction activity is occurring).

Contacts

Personnel responsible for implementing this Construction Environmental Management Plan (CEMP) are as follows:

Organisation	Position	Name	Phone	Fax

Table of Contents

1 Introduction

1.1 Purpose

The purpose of this document and the relevant stakeholders involved should be detailed in this section. Relevant personnel to be inducted into this CEMP prior to the commencement of works should be specified. It should be noted that this CEMP should be kept on site at all times.

1.2 Project Description

This section should clearly define the scope of the project to which this CEMP applies, its location and the works involved.

1.3 Legislative Requirements

Given that the Gold Coast Airport is situated on Commonwealth land that is located within both New South Wales (NSW) and Queensland (QLD), compliance with relevant legislation and regulatory instruments pertaining to the various jurisdictions should be considered. Works must also be carried out in accordance with relevant Gold Coast Airport Pty Ltd (GCAPL) policies, strategies, procedures and guidelines. An example list of relevant legislation is as follows:

- *Airports Act 1996* as amended
- *Airports (Environment Protection) Regulations 1997*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Nature Conservation Act (QLD) 1992*
- *Threatened Species Conservation Act (NSW)1995*
- Gold Coast Airport – Airport Environment Strategy
- Major Development Plan (where relevant).

2 Potential Environmental Impacts and Mitigation Actions

2.1 Traffic Management

Potential Impacts and Associated Issues

The potential traffic related impacts in respect to environmental aspects associated with the works should be identified. For example these may include:

- impacts on roads such as contamination with mud, dirt, fuels etc.

Specifications of suitable vehicle access routes, access points, parking areas and appropriate time periods for vehicle movements should be included in this section.

Environmental Objectives

The environmental objectives should specify site-specific targets for traffic management depending on relevant issues and environmental aspects. Targets may focus on elements such as maintaining clean access roads and minimising disruption to the natural environment, for example, by limiting sediment transport to sensitive receiving environments.

Performance Criteria

This section should identify suitable measurable targets and/or standards that apply to the issue of traffic management. These targets may address impacts such as the transport of sediment or dirt from the construction site to roads or to sensitive receiving environment such as aquatic environments or storm water drainage systems.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, speed limits, condition of vehicles, traffic movement, road condition and maintenance, and the introduction of weeds and diseases. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Transfer of sediment onto roads	Suitable wheel wash/rumble grid facility to be installed for all vehicles exiting site.	Principal Contractor	✓	✓	

2.2 Noise

Potential Impacts and Associated Issues

Potential noise impacts from the works and associated activities must be assessed by a suitably qualified professional. The closest noise sensitive receptors (i.e. private residences, businesses etc) should be identified and any potential impacts noted. The key environmental noise risks associated with the works should also be identified. These may include, for example, the use of vehicles, power tools, earthworks, and general site works.

Specific issues such as any requirements to work out of hours should also be noted. Any out of hours works must first be approved by the Airport Environment Officer (Department of Infrastructure, Transport, Regional Development and Local Government (DITRDLG). The local community must also be informed prior to such works commencing. A copy of any communications to surrounding residents/businesses regarding the works should be included as an Appendix.

Environmental Objectives

The environmental objectives should specify which guidelines or regulations the works should be in accordance with, which should include as a minimum Schedule 4 of the *Airports (Environment Protection) Regulations 1997*. Maximum noise levels at sensitive receptor sites should be noted.

Performance Criteria

This section should identify the noise levels that should not be exceeded at sensitive receptors during works. Any time periods where noise levels must be limited (include the maximum noise level) should be noted.

Monitoring and Mitigating Actions

Specifications should be made as to whether noise monitoring will be required.

The following table should contain details of relevant aspects, for example, acceptable hours of construction, noise pollution, out of hours work and noise complaints. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Hours of construction	Construction hours should be limited from 0700 to 1800 Monday to Saturday.	Principal Contractor		✓	

2.3 Construction Dust and Air Quality

Potential Impacts and Associated Issues

Potential dust and air quality aspects associated with the works should be identified. Some background information as to the specifics of the works and potential causes of dust and any deterioration of air quality should also be noted. Key environmental dust and air quality risks may include, for example, mobile plant emissions, site clearing, excavation, earthworks, road works and stockpiling of topsoil and sand etc.

Environmental Objectives

This section should specify the regulations or guidelines which works must comply with, including at a minimum the *Airports (Environmental Protection) Regulations 1997*. Acceptable limits for total suspended particulates and dust fallout levels should be specified. Any restrictions in respect to dust concentrations and aircraft visibility or aircraft operations should also be noted.

Performance Criteria

Targets to be met in respect of risks such as suspended particulates, dust fallout and dust plumes as specified in the *Airports (Environmental Protection) Regulations 1997* as well as any additional schedules or guidelines adopted.

Monitoring and Mitigating Actions

Specifications should be made as to whether air quality monitoring by a suitably qualified professional will be required.

The following table should contain details of relevant dust and air quality aspects, for example, dust avoidance and windy conditions. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	**Mitigating Action**	**Responsibility**	**Pre Construction**	**Construction**	**Post Construction**
Example: Dust suppression	Appropriate dust suppression measures employed, such as utilisation of water trucks, to ensure that the environmental objectives and performance criteria are met.	Principal Contractor		✓	

2.4 Water Quality

Identity any potential impacts to water quality due to the nature and location of the works. Details of the surrounding surface waters (i.e. creeks, surface drains and estuaries) and the groundwater system should be included and potential impacts assessed.

The importance of staff awareness of potential aspects that may affect adjacent water bodies such as Coolangatta Creek, the Cobaki Broadwater and other drains on the airport should also be duly noted.

2.4.1 Surface Water Quality

Potential Impacts and Associated Issues

Potential impacts to surface water quality from the works and associated activities must be assessed by a suitably qualified professional. Water quality risks which must be effectively managed and regularly monitored should be identified. Potential impacts on surface water quality may include, for example, sediment mobilisation and discharge to adjacent waterbodies such as Coolangatta Creek or the Cobaki Broadwater, leaks or spills of fuel/oil and chemicals entering surface waterbodies or the groundwater system, and the mobilisation of stored acid sulphate soils.

Environmental Objectives

Environmental objectives to be defined to ensure minimal impacts to surface water quality.

Performance Criteria

Surface water quality should be referenced against Schedule 2 of the *Airports (Environment Protection) Regulations 1997* (AEPR). Parameters not included in this schedule should be required to meet the Australian and New Zealand Environment Conservation Council (ANZECC) Water Quality Guidelines for Fresh and Marine Waters. Should Gold Coast Airport specific water quality guidelines be available at the time of CEMP development, these should also be referenced.

Monitoring and Mitigating Actions

Specifications should be made as to whether surface water quality monitoring will be required. For any required monitoring, as a minimum, field parameters must include dissolved oxygen (DO), conductivity, pH, turbidity, redox (Eh) and temperature. A suitably qualified professional would need to identify if any other parameters specific to the associated works require monitoring.

Any water to be released from the construction site requires validation that all parameters comply with the performance criteria prior to release.

The following table should contain details of relevant aspects, for example, sediment management, drainage, discharge of construction water, flood control and monitoring. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Sediment management	Appropriate sediment and erosion control measures are to be implemented to prevent sediment from entering receiving aquatic environments and to ensure the environmental objectives and performance criteria are being fulfilled.	Principal Contractor		✓	

2.4.2 Groundwater Quality

Potential Impacts and Associated Issues

Potential impacts to groundwater quality from the works and associated activities must be assessed by a suitably qualified professional. Water quality risks which must be effectively managed and regularly monitored should be identified. Potential impacts on groundwater quality may include an increase in acidity following any disturbance to acid sulphate soils, alteration of the hydrogeological regime and contamination of groundwater as a result of leaks or spills of fuels/oils and chemicals.

Any requirement for dewatering should be specified. A separate management plan for any dewatering activities may be required dependent upon the scope of works.

Environmental Objectives

Environmental objectives to be defined to ensure minimal impacts to groundwater quality.

Performance Criteria

Groundwater quality should be referenced against Schedule 2 of the *Airports (Environment Protection) Regulations 1997*. Any parameters that are not included in this schedule should be required to meet the Australian and New Zealand Environment Conservation Council (ANZECC) Water Quality Guidelines for Fresh and Marine Waters. Should Gold Coast Airport specific water quality guidelines be available at the time of CEMP development, these should also be referenced.

Monitoring and Mitigating Actions

Specifications should be made as to whether groundwater monitoring by a suitably qualified professional will be required.

The following table should contain details of relevant groundwater aspects, for example, contamination and dewatering. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Contamination	Any contaminated materials uncovered during excavations will be managed to minimise contamination of ground and surface waters and disposed of at a certified waste facility.	Principal Contractor	✓	✓	

2.4.3 Fuels, Oils and Chemicals

Potential Impacts and Associated Issues

Identify potential impacts associated with fuels, oils and chemicals as a result of the works.

Environmental Objectives

The environmental objectives should aim to ensure measures are taken to prevent fuel, oil, and chemical spills and to minimise environmental harm if there is a spill.

Performance Criteria

The performance criteria could specify, for example, how the fuels, oils and chemicals are to be used and stored to prevent environmental harm in accordance with appropriate standards.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, spill response, storage, mobile and stationary plant inspections, mobile and stationary plant servicing, mobile and stationary plant refuelling, and monitoring. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Spillages	All spillages are to be immediately contained in accordance with the Environmental Spill Management Procedures specified in Section XX of the CEMP.	Principal Contractor		✓	

2.5 Soil

This section should provide details of the construction works, including any required excavation work, any surplus excavated material that may result from the works or any additional soil required and suitable locations for stockpiling soil during and post construction.

2.5.1 Sediment and Erosion Control

Potential Impacts and Associated Issues

Potential impacts should be identified, some of which may require management and monitoring. These impacts and associated issues may include factors such as dust nuisance and mobilising silt and sediment which can have adverse impacts on the natural terrestrial and aquatic environments.

Environmental Objectives

The environmental objectives should aim to mitigate any potential impacts to soil and water during construction work, including sediment and erosion issues and acid sulphate soils contamination.

Performance Criteria

Measures should be implemented to mitigate against such issues as sediment mobilisation, erosion and scouring as a result of the works.

If imported fill is required, it should be validated acid sulphate and contaminant free with reference to Schedule 3 of the *Airports (Environment Protection) Regulations 1997*. Fill validation reports should be provided to support this.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, sediment and erosion control, revegetation, soil stockpiles, fill sourced within Gold Coast Airport, imported fill/topsoil and monitoring. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	**Mitigating Action**	**Responsibility**	**Pre Construction**	**Construction**	**Post Construction**
Example: Sediment and erosion control	Appropriate measures employed to ensure that the environmental objectives and performance criteria are met. These will include the confinement of sediment with appropriate sediment control measures such as sediment fences, hay bales, silt traps and revegetation of open areas as soon as practically possible.	Principal Contractor	✓	✓	✓

2.5.2 Acid Sulphate Soil

Any potential impacts of acid sulphate soil (ASS) or potential acid sulphate soil (PASS) disturbance as a result of the works should be identified. This section should also detail what excavation activities are involved in the works which may impact on acid sulphate soils.

Results of soil sample analysis or requirements for soil sample analysis should be included. A separate management plan specifically addressing ASS may be required dependent upon the scope of works.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, of excavation works that potentially could impact on acid sulphate soils, treatment and disposal of unsuitable material, discovery of unexpected subsurface conditions and monitoring. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	**Mitigating Action**	**Responsibility**	**Pre Construction**	**Construction**	**Post Construction**
Example: Management of ASS, PASS and contaminated soils	Should any suspected ASS, PASS or contaminated soil be encountered work in the immediate vicinity is to stop and the Principal contacted. Only once appropriate management/control measures have been implemented and the Principal has given approval are construction works to recommence.	Principal Contractor	✓	✓	

2.5.3 Contaminated Land

Management of contaminated land is a specialist field and is outside the scope of this document.

If any contaminated land exists in relation to the development/project, specialist advice is to be sought and contaminated land aspects addressed in compliance with the *Airports Act 1996* as amended and *Airports (Environment Protection) Regulations 1997*.

Reference should be made within the CEMP to any management plans developed to address contaminated land issues.

2.6 Flora

Potential Impacts and Associated Issues

Information on previous flora surveys and existing vegetation communities and species within the work site and surrounding area should be provided (available from GCAPL). Any legislatively significant species or communities and their location should be identified. Potential impacts on native flora may include; clearing/disturbance of native vegetation, the spread of disease and weeds, introduction of exotic and environmental weeds, alteration of existing landscaped areas and the alteration of topography and soil substrate, including topsoil.

Environmental Objectives

Environmental objectives should be defined to minimise any adverse impacts on native flora species and vegetation communities. This section should specify that no State or Commonwealth listed species or communities will be damaged or destroyed during any phase of the works.

Performance Criteria

The performance criteria should specify targets for the protection and preservation of native flora species and vegetation communities, including targets for legislatively significant species and/or communities.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, clearing native vegetation, tree protection and weed and disease spread. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Vegetation clearing	No unauthorised clearing of vegetation is to occur.	Principal Contractor	✓	✓	

2.7 Fauna

Potential Impacts and Associated Issues

Information on previous fauna surveys and existing fauna populations and species recorded within the work site and surrounding area should be provided. Any legislatively significant species and the location where they were recorded should be identified. Potential impacts on native fauna may include; degradation and removal of habitat, hydrological changes, changes to habitat pH, loss of hollow bearing trees, introduction of exotic wildlife including domestic dogs on the work site, increased risk of mortality by road traffic and construction vehicles and erection of barriers inhibiting fauna movement.

Environmental Objectives

Environmental objectives should be defined to minimise any adverse impacts on native fauna. This section should specify that no State or Commonwealth listed species will be harmed during any phase of the works.

Performance Criteria

The performance criteria should specify targets for the protection and preservation of native fauna species and populations, including targets for legislatively significant species.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, minimising impact on native fauna, vegetation clearing, introduction of exotic fauna and risk of mortality by construction vehicles. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Details of any fauna monitoring programs should also be provided.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Vegetation clearance and loss of habitat trees	A certified Spotter Catcher must assess the areas to be cleared prior to the commencement and be present during vegetation clearing works.	Principal Contractor	✓	✓	

2.8 Bird Strike Management

Potential Impacts and Associated Issues

Potential impacts associated with an increase in bird numbers on airport land should be identified. Causes for bird numbers to increase should be highlighted such as, accessible food sources, and new drains and ponds (temporary and permanent).

Environmental Objectives

The environmental objectives should specify which guidelines or regulations the works should be in accordance with, for example, the GCAPL Bird Management Plan (Ecosure, 2007).

Performance Criteria

The performance criteria should provide targets for bird abundance around the work site.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, bird strike. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	**Mitigating Action**	**Responsibility**	**Pre Construction**	**Construction**	**Post Construction**
Example: Bird attraction to site	Ensure all skips and rubbish bins are securely covered and emptied before they overflow	Principal Contractor	✓	✓	✓

2.9 Cultural Heritage

Potential Impacts and Associated Issues

Any known cultural heritage sites and its location should be identified. The potential to encounter any features or objects of cultural significance within the construction footprint should also be discussed.

Objectives

The objectives should specify that sites of significance to Aboriginal or Torres Strait Islander people should not be disturbed or interfered with as a result of the works.

Performance Criteria

There should be no interference with sites of significance to Aboriginal or Torres Strait Islander people.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, induction training and discovery of items of cultural heritage significance. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Induction training	Ensure all relevant personnel are able to recognise potential cultural heritage material which may be brought to the surface during construction and are aware of the response procedure.	Principal Contractor/ GCAPL	✓	✓	

2.10 Waste and Natural Resource Use

Potential Impacts and Associated Issues

The waste expected to be generated during the works should be identified. This waste may include food containers and beverage packaging, off-cuts and leftover quantities of construction materials, excess fill and material generated during earthworks and packaging from construction materials.

Potential issues resulting from waste and affecting aircraft safety should be highlighted.

The expected use of natural resources should also be identified. This may include fuels and oils for plant operation and electricity to power site huts etc.

Environmental Objectives

The objectives should include the preferred adoption of waste management practices. For example, the following waste management hierarchy may be adopted:

- waste avoidance
- waste re-use
- waste recycling
- energy recycling from waste
- waste disposal.

The objectives should also indicate how natural resource use will be minimised.

Performance Criteria

The performance criteria should target the implementation of waste hierarchy and minimising waste which may be a hazard to aircraft safety and minimising natural resource consumption. The performance criteria should also identify mechanisms to limit water and energy consumption.

Monitoring and Mitigating Actions

The following table should contain details of relevant aspects, for example, waste avoidance, waste reuse, waste recycling, waste storage, waste disposal, construction water and monitoring. The mitigating actions should identify measures to minimise environmental impacts in respect to each aspect during the pre construction, construction and post construction phases and assign responsible parties against each.

Aspect	Mitigating Action	Responsibility	Pre Construction	Construction	Post Construction
Example: Waste avoidance	Appropriate measures will be employed to ensure that the environmental objective and performance criteria are met.	Principal Contractor	✓	✓	

3 CEMP Implementation

3.1 Emergency Response and Non-Conformances

The chain of events should be identified if an environmental incident occurs which results in non-compliance with environmental requirements. This incident should be classified as an emergency for the purposes of any CEMP.

Appropriate actions should also be identified if any environmental incidents occur of a less severe nature.

3.1.1 Emergency Contacts

Organisation	Emergency contact	Phone	Environmental Emergency

3.2 Environmental Spill Management Procedure

The environmental spill management procedure should be detailed for any accidental release of construction water outside of the construction footprint or into natural waterways. The procedures should also include actions for any accidental spills of chemicals, fuels, oils or other liquid.

Specifications should be included that any spillages resulting in the release to the environment are to be appropriately investigated and rehabilitated in accordance with relevant regulatory requirements and to the satisfaction of the Principal, Airport Environment Manager and Airport Environment Officer.

No.	Mitigating Action	Responsibility

3.2.1 Environmental Incident Response Form

The following is GCAPL's Incident Response Form which should be included in the CEMP and completed and submitted to the Airport Environment Manager (GCAPL) and Airport Environment Officer (DITRDLG) within 48 hours if any incident occurs.

An electronic version of this form can be obtained from GCAPL.

Gold Coast Airport Pty Ltd
Environment Management System- Incident Report Form

Gold Coast Airport

Print Form

Name of Person Making Report:

Date of Incident: **Time:** ○ am ○ pm

Date Reported: **Time:** ○ am ○ pm

Incident Location: (Apron/Runway etc)

Name of Person/s Involved:

Person/s Involved Contact Details:

Supervisor:

Witnesses:

Don't forget to take photos and call the Environment Manager NOW

Indicate Environmental Incident Type (tick below):

☐ Spill (see below)	☐ Unauthorised Fauna Damage	☐ Unauthorised Flora Damage
☐ Improper Waste Disposal	☐ Cultural Heritage Damage	☐ Water Course Damage
☐ Community Issue	☐ Unauthorised/Improper Pesticide Use	☐ Complaint (non-noise

Other:

Incident Description:

Equipment Involved:

Shift: ○ Day ○ Afternoon **Department:**

Gold Coast Airport Pty Ltd
Environment Management System- Incident Report Form

Spill Details

Spilt Material: | **Quantity (L):** | **Area (m^2):**

Absorbent Material Used (type): | **Quantity Used (bags/rolls etc):**

Time Airport Staff Spent Assisting Clean Up (hrs):

Ground Surface: ☐ Sand ☐ Grass ☐ Gravel ☐ Concrete ☐ Asphalt

Was Water Contaminated? ○ Yes ○ No

Contributing Factors/ Recommendations

Root Cause & Contributing Factors: (e.g no procedure, faulty/inappropriate equipment, person, environmental factors)

Immediate Action Taken to Prevent Recurrance:

Recommendations to Prevent Recurrence:

☐ Change to Induction Training ☐ Change to Ongoing Training ☐ Equipment/Machinery Modifications
☐ New Work Procedures ☐ Eliminate Activity Completely ☐ Change Work Environment
☐ Improve Maintenance Procedures ☐ Change Existing Procedures ☐ Redesign Job

Other:

Persons Involved in Investigation:

Corrective Actions

Suggested Corrective Actions to Prevent Recurrence:

Action	Assigned to (Person)	Target Date for Completion	Date Completed

Risk

Determine the risk ranking for the incident: ○ Low ○ Moderate ○ High ○ Extreme

Low-	Risk managed by routine procedures- no immediate action required
Moderate-	Immediate Manager/Supervisor should be informed of risk- action required
High-	Senior Management to be notified of risk- immediate action required
Extreme-	Senior Management to be notified of risk- stop task till situation improves

Management's Comments

Manager Comments: _____

_____

_____

_____

_____

Chief Operations Officer Signature: _____ **Date:** _____

Department Manager Signature: _____ **Date:** _____

Environment Manager Signature: _____ **Date:** _____

Injured/Reporting Person's Signature: _____ **Date:** _____

Print Form

3.3 Public Complaint Procedure

Any complaints received from the public should be documented and included as part of the reporting process. An example of a Public Complaint Form to document any complaints is presented below.

3.3.1 Public Complaint Form

PART A – INITIAL COMMUNICATION (To be completed by Complaint Recipient)

Date and time of complaint	Date	Time
What is the complaint in relation to - please detail		
Name and address of complainant		
Phone number		
Type of communication (letter, phone call, visit etc)		
Person to whom complaint was made, and signature	Name	
	Signature	
Nature of complaint		
Frequency of occurrence		

PART B – ACTION REPORT (To be completed by the Principal Contractor, Environmental Compliance Officer or other relevant personnel)

Action taken to deal with complaint		
Visit to the complainant - please circle	Yes	No
Findings of the visit		
Detailed inspection of the site to determine possible source of complaint - please circle	Yes	No
Result of investigation		
Action taken to eliminate cause		

PART C – FINALISATION (To be completed by Environmental Compliance Officer or other relevant personnel)

Was a report issued to the complainant?	Yes	No
Was cause of complaint eliminated?	Yes	No
Was the source of the complaint identified as being associated with other construction activities or other works or activities?		
Remarks		

Part B and C completed by: (name)

(signature)

3.4 Environmental Compliance Officer

An Environmental Compliance Officer will be required to monitor the works for compliance against CEMP requirements. The timing and frequency of the Environmental Compliance Officer site visits may be negotiated with relevant personnel such as the GCAPL Airport Environment Manager.

3.4.1 Environmental Compliance Checklist

An example of an environmental compliance checklist is provided below. This checklist should be used as a tool to ensure that the environmental objectives and performance criteria of this CEMP are being met for each environmental aspect of the works. Completion of the checklist is generally the responsibility of the Environmental Compliance Officer. The required frequency for the completion of the checklist should be indicated. If any non-compliances are noted, the cause of these should be identified and an explanation of the rectifying actions employed should be made.

This section should also specify that the checklist is to be submitted to the GCAPL Airport Environment Manager. The frequency for reporting will need to be identified on a project by project basis in consultation with the Airport Environment Manager (GCAPL) and Airport Environment Officer (DITRDLG), however any non-compliances should be reported immediately.

Environmental Compliance Checklist

	Action	Responsibility	Verification	Compliant (initials/date)	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					

Additional Comments

3.5 Reporting

Permanent records to be kept by the Principal may include items such as:

- quantities of spoil removed from excavations
- validation of fill brought on-site is contaminant and acid sulphate free
- results of all surface and/or ground water monitoring
- any changes to construction or management procedures
- any dust/noise complaints
- any incident reports.

The level of reporting will be dependent on the scale and nature of the project. At the minimum, an Environmental Compliance Report must be submitted to the GCAPL Airport Environment Manager at the completion of the works, however more frequent reporting may be required depending on the project, for example on a monthly basis. This report will include the above listed information and will evaluate whether the environmental objectives and performance criteria are being met and review whether management practices as outlined in this CEMP need to be updated to improve their effectiveness.

As well as including the above information, the Environmental Compliance Report will provide a general overview of works undertaken. The weekly Environmental Compliance Checklists will also be included in the report, as will the results of any water quality monitoring along with their interpretation against the relevant schedules and guidelines.

In addition, it should also be specified that any environmental incident, complaint, audit, monitoring and/or inspection records produced both pre- and during construction and as a result of carrying out the requirements of the CEMP must be provided to the GCAPL Airport Environment Manager and the DITRDLG Airport Environment Officer.

3.6 Documentation

The final CEMP is to be issued in a controlled manner with copies usually only distributed to GCAPL, DITRDLG, the relevant entity which prepared the CEMP and the Principal Contractor for the works.

It should be specified that before any changes to the CEMP can be implemented, all changes must be documented and approved by GCAPL and the Airport Environment Officer. Any changes are to be registered and a copy of the changes is to be forwarded to all CEMP copy holders.

References

Ecosure 2007. *Bird and Wildlife Management Plan for Gold Coast Airport*. Report Prepared by Ecosure for the Gold Coast Airport.

ANZECC 2000. *Australian and New Zealand Guidelines for Fresh Water and Marine Water Quality*. Report number 4. Australia and New Zealand Environmental and Conservation Council and the Agriculture and Resource Management Council of Australia and New Zealand.

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