



OPERATIONAL SAFETY POLICY

TRANSFER OF LIVESTOCK

MELBOURNE
AIRPORT

FEBRUARY 2019

Produced by Melbourne Airport
in the interest of Airport Safety and Security

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1.1 INTRODUCTION

This document sets out the rules and conditions for livestock transfers through Melbourne Airport.

Livestock transfer refers to any movement of animals on passenger or cargo aircraft, being export or import, where the transfer takes place on the airside between an aircraft and a transport vehicle.

1.2 RATIONALE

1.2.1 AIM

This Transfer of Livestock policy has been produced in the interests of safety and security at Melbourne Airport. It details the safety rules for operators on the airside.

This policy aims to provide a safe environment for all airside staff, passengers, aircraft and livestock and also to ensure that the requirements documented in this policy are both relevant and capable of practical implementation by all staff.

1.2.2 AUTHORITY

The Transfer of Livestock policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3 SCOPE

This document applies to operators that are involved with the consignment and transfer of animals. Staff should follow the policy to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4 ALTERATION

Melbourne Airport may vary this Transfer of Livestock policy at any time. A reference to the Transfer of Livestock policy shall be a reference to this Policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5 NO DEROGATION

Nothing in the Transfer of Livestock policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

1.3

DEFINITIONS

Airside Road / Freight Service Road

Airside Road runs along the front of the terminal and underneath and adjacent to the terminal concourses. Freight Service Road is the roadway in front of the cargo buildings (Southern Freight Apron).

Aviation Security Identification Card (ASIC)

A card issued to an individual on the authority of the Department of Infrastructure, Transport, Regional Development and Local Government, which allows access of persons on duty into Security Restricted Areas (SRA).

Corrals

An enclosure formed with fences and used for confining livestock used to safely confine animals during their transfer between aircraft transport crates and road transport vehicles.

Biosecurity

The Australian Biosecurity is part of the Australian Government Department of Agriculture. Biosecurity manages quarantine controls Australian borders to minimise the risk of exotic pests and diseases entering the country.

Handling Agent

A person authorised by the Aviation Company to carry out operations on ground handling of passengers and baggage and freight.

IATA Live Animal Regulation (LAR)

IATA's Live Animals Regulations (LAR) is the worldwide standard for transporting live animals by commercial airlines. The objective of the LAR is to ensure all animals are transported safely and humanely by air.

Livestock

Domestic animals, such as cattle or horses that are raised for home use, or for profit.

Shipping Agent

A person or company that prepares the documents required for cargo to be transported and deals with insurance and customs matters on behalf of aircraft.

SRA

Security Restricted Areas are areas on the airport where access is restricted to persons who hold a valid ASIC or to visitors who hold a Visitor Identification Card (VIC) and are escorted by a person with a red ASIC and arriving or departing passengers.

VIC

Visitor Identification Card may be issued to a person who does not have an ASIC and does not require regular access into restricted areas at Melbourne Airport. VIC holders must be escorted at all times by a person holding a valid ASIC.

2.1

INFORMATION TO BE PROVIDED BY AIRLINE

Each Airline involved in the transfer operation is required to provide the following information to Melbourne Airport:

- Date and time of expected arrival and departure
- Category of movement (International or Domestic)
- Type of Aircraft
- Preferred parking position
- Flight number
- Handling agent coordinator name and contact number
- Client/ Shipping agent or transfer company
- Number/ type of vehicles (Private or Commercial)
- Number of persons for each vehicle
- Type of livestock and number

The information is to be passed to Melbourne Airport at least two working days prior to the transfer. The standard format is shown in *Appendix 1: Livestock Movement Advice*.

2.2

DELIVERY OF INFORMATION

Information required in Section 2.1 is to be sent to:

Airfield Operations & Works Coordinator

Locked Bag 16

Tullamarine, VIC, 3043

airfieldworkscoordinator@melair.com.au

2.3

HANDLING AGENT COORDINATOR

The handling agent is to nominate a coordinator for the transfer operation. The handling agent coordinator is to be present at all times during the transfer operation and has overall responsibility for the operation.

The handling agent coordinator is responsible for:

- a) Booking of corral from RAMM Australia (refer section 2.5)
- b) Ensuring that only vehicles and persons involved in the actual transfer are attend Gate 27 for airside access.
- c) Ensuring all non ASIC holders have been issued with Visitor Identification Card (VICs)
- d) Ensuring at least one Aviation Security Identification Card (ASIC) holder is present for every five VIC holders
- e) Escort of vehicles to be arranged on the day through the Senior Airside Safety Officer (61) 0418 335 985
- f) Security during the operation
- g) Ensuring that the corral area is clear and safe for loading/ unloading
- h) Ensuring the transfer takes place safely
- i) Clean up of the area after the shipment
- j) Ensuring VICs issued have been returned before visitors leave the premises

2.4

GENERAL SECURITY REQUIREMENTS

Melbourne Airport requires that standard security procedures must be in place for all livestock transfer operations.

These security requirements include:

- Only vehicles involved in the livestock transfer are to be brought airside
- Only staff required for livestock transfer are to be brought airside
- All visitors must be issued with and display a valid ASIC or VIC

2.5

BOOKING OF CORRAL

Temporary corrals are no longer permitted airside at Melbourne Airport. The transfer of livestock can be facilitated through neighbouring freight facilities or First Point specialists.

For all bookings inbound and outbound please contact RAMM Australia (+61) 0419 320 749 or email booking form to rammaustralia@hotmail.com at least 72 hours prior to arrival or departure. Fees apply. Please refer to Appendix 2 for corral set up.

2.6

CODE OF CONDUCT

In association with industry, Melbourne Airport has produced a "Code of Conduct" for livestock transfers. This "Code of Conduct" outlines the relevant conditions to be adhered to during transfer operations, (refer to *Appendix 3: Collection and Delivery of Livestock Code of Conduct*).

2.7

SAFETY PRECAUTIONS DURING UNLOADING FROM AIRCRAFT

The following safety procedures are to be employed and must be adhered to during unloading of livestock from aircraft.

- a) Except with the approval of the handling agent coordinator, the cargo door must not be fully opened until the high loader is beside the aircraft
- b) No boxes are to be unloaded from the aircraft until:
 - I. Permission to proceed with unloading livestock has been received from the Biosecurity officer
 - II. All horse attendants on board have been cleared by Customs
 - III. Two horse attendants are available to accompany an open box to the unloading ramp
 - IV. Horses in boxes previously taken from the aircraft have cleared the unloading ramp on the apron

- c) Horses are to be loaded into transport vehicles without delay
- d) Horses are not to be exercised or otherwise walked or led about on the apron
- e) Unloading of the aircraft is to be delayed if the apron area is becoming congested and unruly horses are proving difficult to load
- f) Mares with foals at foot and young, uneducated horses, must not be led across the apron for transfer between the transport vehicle and the aircraft stalls. In these cases the transport vehicle should be brought close to the unloading ramp and the animals transferred directly from vehicle to the stall
- g) The shipping agent must supply adequately experienced personnel to enable unloading to proceed safely and efficiently
- h) Corral must be secured before unloading of animals

2.8

SAFETY PRECAUTIONS DURING LOADING ONTO AIRCRAFT

- a) Corral must be secured before loading of animals
- b) Horses are not to be loaded into open boxes until the aircraft is ready to be immediately loaded
- c) Horses in open boxes must not be left unattended on the airside
- d) Horses in open boxes are not to be restrained by lead ropes with snap hooks
- e) Neck straps must be used in open boxes (except for foals at foot)
- f) Any tranquillisers must be administered prior to the horses leaving the transfer vehicle
- g) Open boxes used for transporting livestock, other than horses, must be netted

2.9

EQUINE INFLUENZA

The importation of horses into Australia for breeding, racing, competition or other purposes is important for the Australian horse industry. Approximately 500-800 horses move through Melbourne Airport per year.

The main animal bio security concern associated with imported horses is equine influenza which is an acute, highly contagious, viral disease that can cause rapidly spreading outbreaks of respiratory disease in horses. Australia and New Zealand are the only countries with significant equine industries that remain free from equine influenza.

Major symptoms of the virus are: fever, a deep, hacking cough, high morbidity, and very rapid spread to susceptible in-contact horses. According to the Australian Veterinary Emergency Plan (AUSVETPLAN) the virus' maximum incubation period should be regarded as 21 days.

All non-New Zealand horse imports into Australia are transported on aircraft and are scheduled to arrive at either Sydney or Melbourne airports. Post-arrival facilities at airports are used to manage potential biosecurity risks and facilitate the safe transfer of horses from aircraft to land transport.

These factors contribute to a very low risk of disease transmission provided fomites that are to be taken from the airport are controlled, cleaned and disinfected.

2.10 BIOSECURITY REQUIREMENTS

Only personnel authorised to do so are allowed to enter the corral. Everyone who does enter the corral is required to shower at the airport, unless they are to accompany the horses to the quarantine stations, in which case they are required to shower out at the quarantine station.

There are no dedicated showering facilities inside the corral; however shower facilities are located adjacent to the corral in the Qantas Freight warehouse.

All personnel showering at the airport are required to change into clean clothing immediately after and all potentially contaminated clothing is to be decontaminated by the Biosecurity staff.

Showering is only required for international transfers of livestock. It is the airline/ ground handler's responsibility to ensure their compliance with all other Biosecurity requirements.

Section Three Further Enquiries, Contacts and Emergencies

3.1 FURTHER ENQUIRIES

If you have any questions regarding this document, please contact:

Airfield Operations Manager
Melbourne Airport
Locked Bag 16
Tullamarine Victoria 3043
Phone: (+613) 9297 1742

3.2 IMPORTANT CONTACTS

Senior Airside Safety Officer (Car 2)

Phone: 0418 335 985

Airport Coordination Centre (ACC)

Phone: (+613) 9297 1813

RAMM Australia (+61) 0419 320 749 or email booking form
to rammaustralia@hotmail.com

3.3 EMERGENCIES

In case of emergency contact the Airport Coordination Centre on **(+613) 9297 1601** or by pressing the Apron Emergency Call Point button.

Appendix 1: Livestock Movement Advice

LIVESTOCK MOVEMENT ADVICE

Type of Livestock & Numbers

Expected Date of Arrival/Departure:

Expected Time of Arrival/Departure:

Type of Movements Import/Export:

Category of Operation:

Domestic/International:

Type of Aircraft:

Flight Number:

Parking Bay:

Handling Agent Coordinator:

Contact Details:

Client/Shipping Agent:

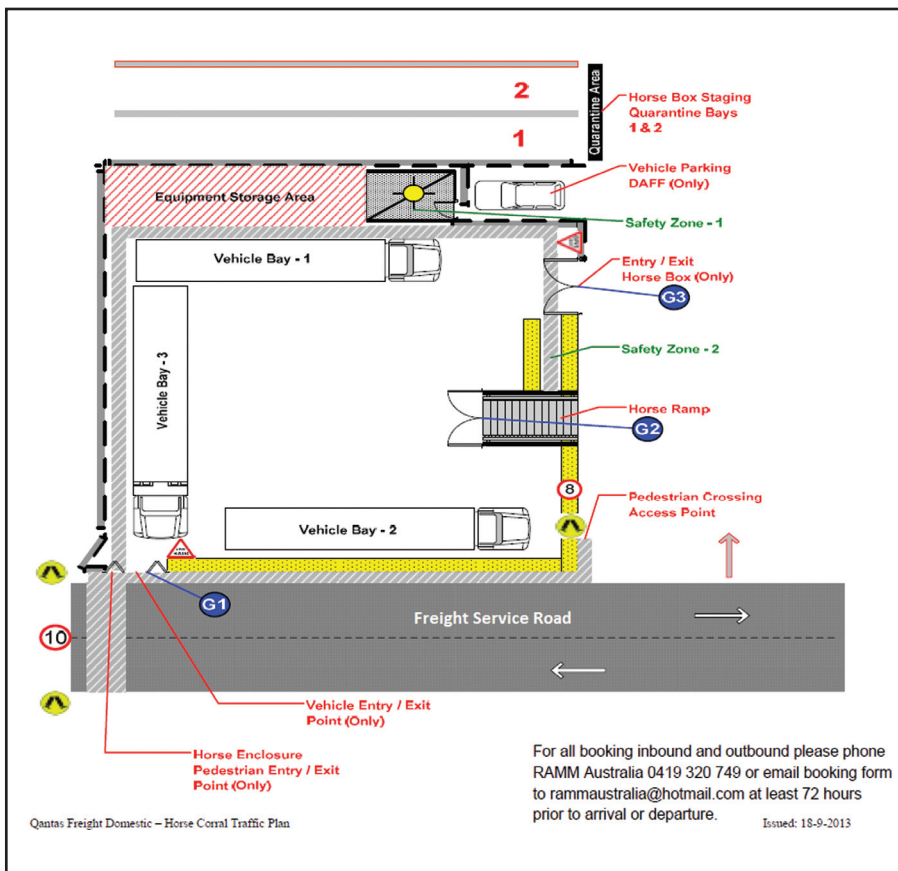
Contact Name and Number:

Transport Companies Used

No. of Trucks

No. of Persons

Appendix 2: Qantas Freight Melbourne Domestic Horse Corral



Appendix 3: Collection and Delivery of Livestock Code of Conduct

1. All shipments of livestock into and out of Melbourne Airport must be in accordance with the IATA Live Animal regulations.
2. Commercial carriers and private transporters will be advised by their shipping agent of flight arrival/ departure time and what time they will be required at the airport.
3. Names of all persons who will be in vehicles must be supplied to the shipping agent 24 hours in advance of the shipment.
4. In the interests of security and safety, Melbourne Airport will allow a maximum of two persons per vehicle (directly associated with handling animals) to enter the cargo area. Children and pets are NOT allowed.
5. Visitors must be issued with a Visitors Pass (VIC) and at all times be in the company of a person who holds a valid and permanent ASIC. VICs MUST be worn and be visible at all times while on the airport property.
6. Visitor Identification Cards can only be issued from one of two locations;
 - During Business Hours (8am – 4pm, Monday to Friday):
Security Services Office, located at Building 219
 - Outside of Business Hours, including weekends;
ISS Out of Gauge, Terminal 2, Level 1 behind McDonalds.
 - The main control gate, Gate 27, is also equipped to issue VIC's for deliveries provided that have appropriate documentation
7. Contact must be made with the shipping agent prior to entering airside for instructions regarding conduct at the airside corral.
8. Drivers/handlers waiting for entry to the corral must stay within the vehicle, or advise the shipping agent if they wish to leave for a brief period. Individuals on VIC passes must be under the supervision of a red ASIC holder at all times while airside.

9. Once airside, drivers/handlers are not to leave the vicinity of the unloading area and must comply with any directions given by the handling agent.
10. No persons are permitted access to the aircraft unless in the company of an airline employee.
11. In the case of import, no vehicle may move until cleared by the handling agent coordinator and quarantine.
12. Visitor passes must be returned to the issuer when leaving the airport property.
13. Whilst airside all vehicles must obey the airside speed limit of 10 km/h on Airside Road and 15 km/h on the Apron Service Road, a distance of at least 3 metres must be maintained from parked aircraft.
14. Visiting vehicles must be escorted by a Melbourne Airport authorised escort vehicle at all times when on the airside.



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