

ENVIRONMENTAL MANAGEMENT SYSTEM

SEPTEMBER 2021

(AS/NZS ISO 14001:2016)



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AUTHORISATION FOR ISSUE

When signed, this edition of the Environmental Management Plan
is approved and authorised for issue by Canberra Airport



30 September 2021

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Date

Document Control

Version	Details	Date Issued	Approved By
Rev 1	EMS	September 2021	Noel McCann

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1 Context of our Organisation

Based on Section 4 - AS/NZS ISO 14001:2016

1.1 Understanding the Organisation and its Context

Canberra Airport is committed to continuing to develop the airport as a first-class facility to serve the Region's evolving transportation, business and development needs and to maximise the growth of a wide range of aeronautical and ancillary businesses.

The plans for passenger growth outlined in the current Master Plan will result in the achievement of maximising the Airport's contribution to the Region's economy and level of service to our community. This will result in more people using the facility, more aviation traffic, and more use of natural resources. Canberra Airport's aim is to mitigate the environmental impact of achieving this growth using the governance structure outlined in the Environment Strategy.

With increasing domestic and international aircraft movements Canberra Airport has implemented a number of policies and procedures (e.g. Noise Abatement Procedures) to limit the environmental impact, to promote sustainability and to do everything practical to minimise the impact of aircraft noise on the community.

Canberra Airport recognises its responsibility and is committed to managing the airport site in an environmentally sustainable, sensitive and responsible manner for the benefit of the community and the environment. This responsibility extends to all staff, tenants and the management of contractors and other stakeholders by Canberra Airport. In addition, we are aware of our environmental obligations regarding outsourced processes, including from a lifecycle perspective, and environmental aspects associated with procured goods and services, product design, the built form, public realm and development generally.

Tenants and contractors are responsible for the environmental management of their own activities, and they are encouraged to develop and maintain their own EMS in accordance with AS/NZS ISO 14001:2016. Canberra Airport works with tenants and contractors at the airport to ensure best practice procedures and timely outcomes. As well, it is Canberra Airport's role to establish a consistent system of compliance for all tenants and contractors depending on the level of environmental risk their activities pose. In particular, for high risk tenants (e.g. fuel stations) management of these activities is addressed by the requirement for individual Operational Environmental Management Plans (OEMP) incorporating an appropriate audit regime.

In accordance with the *Airports Act 1996*, Canberra Airport is required to prepare and implement an Environment Strategy every eight years (previously every five years). The Environment Strategy is included as Appendix 1 of the current Master Plan which was approved by the Commonwealth Minister for Infrastructure, Transport and Regional Development in February 2020.

Environmental issues that might reasonably be expected to be associated with the implementation of the Environment Strategy include:

- Impacts of aircraft noise and external land use planning and the impact of other noise sources;
- Effects on flora, fauna and land management;
- Stormwater management;
- Air, soil and water quality;
- Handling and storage of hazardous products;
- Indigenous and European heritage; and
- Construction impacts.

Section 3 of the Environment Strategy assesses these issues and outlines environmental action plans for dealing with these environmental impacts in the context of continuous improvement.

Refer Figure 1 Environment Continuous Improvement (page 5) and Figure 2 Components of the Canberra Airport Environment Management Framework (page 8).

1.2 Understanding the Needs and Expectations of Interested Parties

Canberra Airport is a proactive and responsible member of the community, working towards common goals to promote social and economic co-operation with sound environmental practices. The internal and external environmental issues relevant in the context of our organisation are addressed through this Environmental Management System (EMS) manual and the documents which contribute to our environmental framework (refer Table 1).

We have a collaborative approach to understanding and managing the needs and expectations of interested parties, both internal and external, with which we have regular and ongoing communication and consultation (refer Section 5.2 Communication).

Canberra Airport believes it is important to actively engage with the community and in that regard has a well-established Community Aviation Consultation Group (CACG) that is typically convened three times a year. The CACG forums provides Canberra Airport with the opportunity to consult with peak community organisations as well as the aviation, tourism and business sectors and government departments and agencies. CACG members are encouraged to contact the Planning and Government Relations Team out of these sessions should the need arise.

The Canberra Airport EMS documentation is centralised and accessible on our intranet.

2 Scope of the Environmental Management System in the Context of the Organisation

Based on Section 4.3 - AS/NZS ISO 14001:2016

Canberra Airport has developed and maintains this EMS which, as required by clause 3.06(c) of the *Airports (Environment Protection) Regulations 1997*, is intended to maintain consistency with relevant Australian and International standards. In this case, the relevant standard is *AS/NZS ISO14001:2016 Environmental management systems – Requirements with guidance for use*.

The Canberra Airport EMS provides a framework for a systematic approach to managing the impacts of the Airport's activities on the environment. It provides a structured approach to planning and implementing environment protection measures, assessing the level of environmental risk that each activity may pose, and then managing those risks, auditing performance, reviewing the approach and striving for continuous improvement.

Canberra Airport is committed to managing and developing the Airport in an environmentally sustainable manner. In co-operation with all stakeholders, it aims to maintain and continuously improve the environmental quality of the Airport.

Figure 1 shows the cycle of continuous improvement embodied in the EMS. This continuous cycle of planning, implementation, checking and review allows the EMS to respond to the changing situation at Canberra Airport and ensures the policies and procedures outlined in the EMS remain as effective and efficient as possible.

The main components of the EMS, as shown in Figure 1, are:

- **Environment Policy**
- **Planning** – including environmental aspect and risk identification and assessment, development of standards, procedures and guidelines.
- **Implementation and Operation** – including environmental responsibilities, training and awareness, communication, document and operational control, and emergency preparedness and response.
- **Checking and Corrective Action** – including monitoring, assessment and auditing.
- **Management Review** - provides a health check of the EMS and identifies areas to improve.

Figure 1: Environment Continuous Improvement



The EMS is used to manage Canberra Airport’s environmental responsibilities in a systematic manner and aims to:

- Enhance environmental performance;
- Fulfil compliance obligations;
- Achieve the environmental objectives, as outlined in the Environment Strategy and Environment Policy.

The EMS integrates environmental management into the Airport’s daily operations, long-term planning and other quality management systems and monitors environmental performance. It is designed to be integrated into our overall business strategy and management systems, establishing environmental considerations as a routine aspect of all our activities. All activities under the direct control of Canberra Airport are included in the EMS.

The EMS is not a ‘stand-alone’ system, but rather one which is fully integrated within Canberra Airport’s business and organisational structure. It establishes the detailed day-to-day mechanisms by which the goals outlined in the Airport Environment Strategy are to be achieved and provides the tools to establish the operational framework, monitor progress, review performance and implement corrective actions for the strategic actions outlined in the Strategy.

The Environment Strategy provides the strategic level of policies, objectives, proposed actions and targets for the environmental management of the Airport, within which Canberra Airport's EMS operates. This Strategy considers the impacts that occur within Canberra Airport's boundaries, which come under the direction of the *Airports Act 1996*, and also seeks to place them in a regional context.

The environmental management framework at Canberra Airport is based on a system of continuous learning and improvement. Individual components of the framework are updated as required to ensure consistency with Regulations and evolving best practice standards.

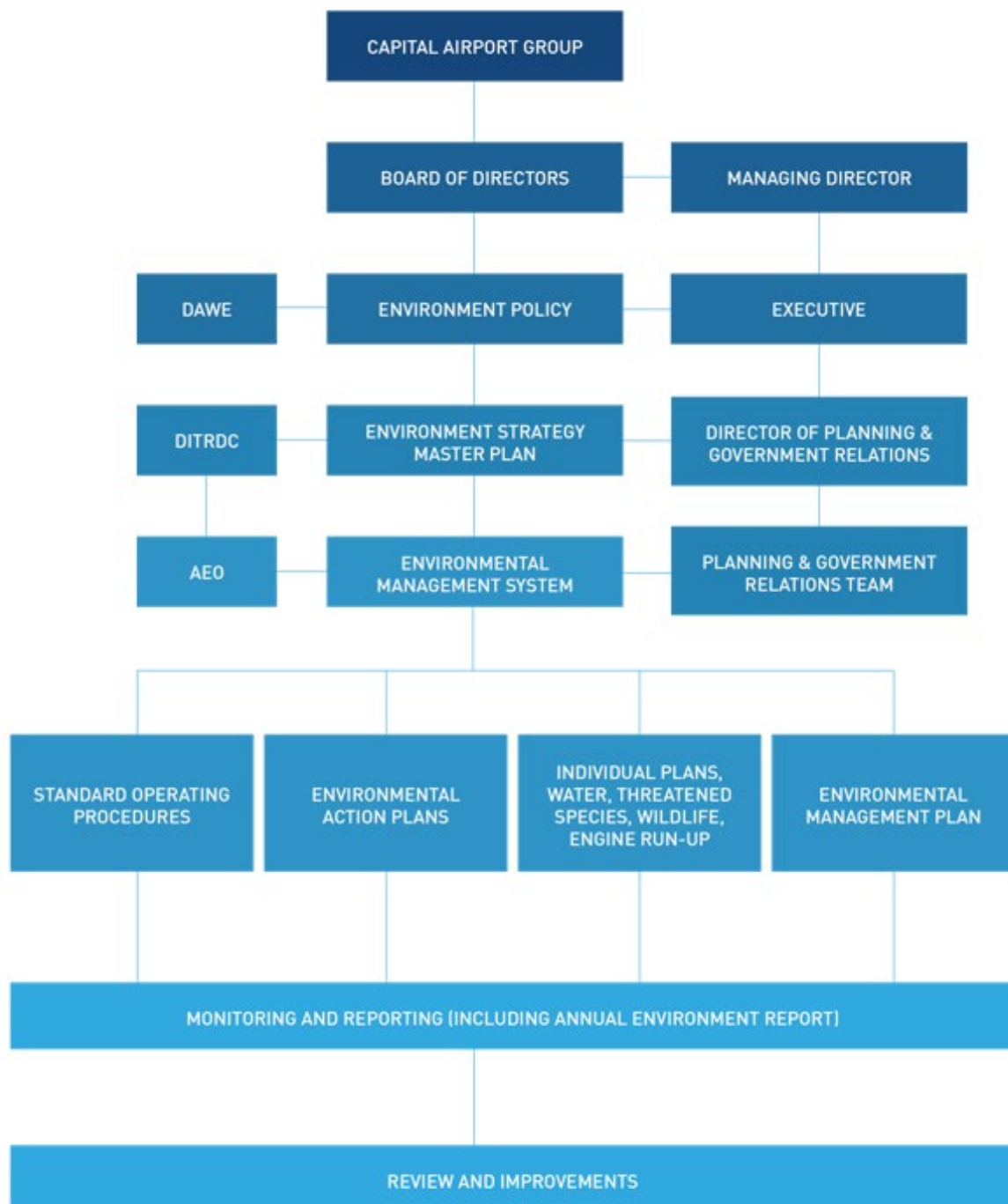
Canberra Airport has a risk-based approach to environmental management incorporating the Environment Strategy and EMS to control identified environmental risks and to achieve a high standard of environmental management. This allows the EMS to respond to the changing situation at Canberra Airport, and ensures the policies and procedures remain as effective and efficient as possible. Canberra Airport's EMS is outlined in Figure 2.

The Environmental Management Framework and Document Hierarchy at Canberra Airport is outlined in Table 1.

Table 1: Canberra Airport Environmental Management Framework / Document Hierarchy

1	Environment Policy	Guides the implementation of environmental management and principles across Canberra Airport set by our Board.
2	Airport Environment Strategy (AES)	<p>The principal planning document for Airport development and outlines a framework for environmental management and responds to the requirements of the <i>Airports Act 1996</i> and <i>Airports (Environment Protection) Regulations 1997</i>.</p> <p>The AES is Appendix 1 of the current Master Plan.</p>
3	Environmental Management System (EMS)	<p>The EMS is the Airport's means to ensure all future development and operations are carried out according to industry best practice through a system of continuous improvement.</p> <p>The EMS is consistent with the internationally recognised standard AS/NZS ISO 14001 2016.</p>
4	Management Plans	<p>Canberra Airport has a number of environmental management plans and these are discussed in Chapter 3 of the Environment Strategy. They are:</p> <ul style="list-style-type: none"> • Environmental Management Plan • Threatened Species Management Plan • Fairbairn Heritage Management Plan • Water Management Plan • Weed Management Plan • Re-New Management Plan
5	Action Plans	<p>The environmental action plans are outlined in Chapter 3 of the Environment Strategy. They are:</p> <ul style="list-style-type: none"> • Water Management Action Plan • Social and Community Engagement Action Plan • Air Quality Action Plan • Indigenous Heritage Action Plan • European Heritage Action Plan • On-Airport Noise Action Plan • Soil Pollution Action Plan • Hazardous Products Action Plan • Land Management Action Plan
6	Procedures and Instructions	SOP, SWP, Work Instructions - incorporates the requirements of the relevant management plans into the normal business procedures staff follow as part of their regular work.
7	Records and Forms	Provides evidence Procedures and Instructions are being followed.

Figure 2: Components of the Canberra Airport Environment Management Framework



3 Leadership

Based on Section 5 - AS/NZS ISO 14001:2016

3.1 Leadership and Commitment

Canberra Airport's Board and Executive are responsible for providing leadership and commitment with respect to the EMS by providing the financial, personnel and technological resources to successfully implement the EMS. Environmental impacts are addressed at Board and Executive meetings.

The Board and Executive provides leadership by:

- Taking accountability for the effectiveness of the Environmental Management System (EMS);
- Ensuring that the Environment Policy and Environmental Objectives are established and are compatible with the strategic direction in the context of Canberra Airport;
- Ensuring the integration of the EMS requirements into Canberra Airport's business processes;
- Ensuring that the resources required to support the EMS are available;
- Communicating the importance of an effective EMS and of conforming to the EMS requirements;
- Ensuring that the EMS achieves its intended outcomes;
- Directing and supporting persons to contribute to the effectiveness of the EMS;
- Promoting continuous improvement;
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility, and
- Incorporating and discussing environmental impacts in Board and Executive meetings.

3.2 Airport Environment Policy

The Environment Policy is the foundation of our EMS and Environment Strategy and guides the implementation of both (refer to Figure 1 and Table 1). This Policy forms the basis for the principles that promote environmental sustainability at Canberra Airport and is reviewed as part of the development of a new Airport Environment Strategy in line with the submission of the Master Plan which occurs every eight years.

The Environment Policy represents our formal undertaking to give due consideration to the potential environmental impacts of all aspects of Canberra Airport's activities and operations and for allocating resources accordingly. This Policy provides the basis for which objectives, targets and environmental action plans are developed in the Environment Strategy.

The Board of Directors has established and endorsed the following Airport Environment Policy:

- Leadership and promotion of the commitment to sustainable environmental management to all stakeholders including employees, tenants, adjacent landholders and the community at large;
- Compliance with relevant environmental legislation;
- Continual improvement of environmental management, consequences and activities;
- Identification, prevention, control and minimisation of environmental performance impacts associated with Airport operations;
- Integration of environmental issues with Airport operating procedures;
- Measurement, monitoring, reporting and improvement of environmental issues arising from Airport operations;
- Sustainable management of resources;
- Appropriate management of matters of natural, Indigenous and heritage value;
- Contribution to research on natural temperate grasslands and associated endangered species;
- Broad consultation with the community, government agencies and other major stakeholders, and
- If pollution is discovered in soil or water across the airport site, the Airport will aim to remediate the pollution to acceptable regulatory limits.

Canberra Airport employees are required to understand the Environment Policy as part of initial induction and ongoing operational and environmental awareness training. The Policy is communicated to all persons working for or on behalf of the Airport and is accessible on the website.

Refer Airport Environment Strategy - Section 2.7 Environmental Training and Development.

3.3 Organisational Roles, Responsibilities and Authority

Environmental management at Canberra Airport is not exclusive to one section of the Airport. We have adopted an integrated approach to ensure that all Canberra Airport staff and operators (including tenants and contractors) have an appropriate element of environmental responsibility.

Our organisational structure and main environmental responsibilities and authority is shown in Figure 3 and described below. This structure is intended to promote a strong business culture, strengthen relationships between departments, and reflect the focus on addressing environmental issues with external stakeholders, such as airport tenants and operators.

Consistent with the Environment Strategy, the structure of environmental responsibilities and authority at Canberra Airport is shown in Figure 3 and described below.

Figure 3: Canberra Airport Roles and Responsibilities Structure



3.3.1 Board and Executive

Together with the leadership and commitment qualities outlined in Section 3.1, the Board and Executive are responsible for:

- Providing the personnel, financial and technological resources to successfully implement the Environment Strategy, and
- Providing leadership for future environmental sustainability initiatives.

3.3.2 Managing Director

The Managing Director is ultimately responsible for the implementation of the EMS, Environment Strategy, corporate and environmental policies, regulatory compliance and for ensuring Managers are informed and have systems in place to deal with environmental risks relating to their operations.

3.3.3 Director of Planning and Government Relations

The Director of Planning and Government Relations reports to the Managing Director and the Executive and is responsible for:

- Monitoring the performance of Canberra Airport with respect to the Environmental Policy and the objectives and performance of the Environment Strategy and advising the Board of trends and performance;
- Facilitating the Boards commitment to sustainable development;

- Ensuring that Canberra Airport employees, including managers, are aware of their responsibilities under Canberra Airport's Environment Policy and Strategy;
- Ensuring the Airport Environment Strategy is implemented;
- Providing strategic advice to the Board on environmental performance and continual improvement, and
- Co-managing consultation meetings with ACT Government departments and agencies, other major stakeholders and the public with the Planning and Government Relations Team.

3.3.4 Planning and Government Relations Team

The Planning and Government Relations Team reports directly to the Director of Planning and Government Relations and is primarily responsible for:

- Providing support to the Director of Planning and Government Relations and Airport staff;
- Ensuring the environmental requirements of the Department of Infrastructure, Transport, Regional Development and Communications and the Department of Agriculture, Water and the Environment are met;
- Ensuring the Airport's actions are consistent with the Environment Strategy;
- Developing, implementing and monitoring compliance with the EMS;
- Preparation of reports detailing the Airport's environmental performance;
- Co-management of consultation meetings with ACT Government agencies, other major stakeholders and the public with the Director of Planning and Government Relations, and
- Investigate new environmental practices and principles.

An important function of this Team is the co-ordination of environmental issues and initiatives across departments and with airport tenants and operators. This is achieved through our EMS and Environmental Audit Program which addresses Canberra Airport operations and tenant activities, including the receipt and review of tenant Operational Environmental Management Plans (OEMPs) and other relevant environmental documentation.

The Team engages with a broad range of consultants, contractors and technicians to undertake studies, assessments and monitoring on Canberra Airport. Only suitably qualified and experienced consultants are engaged in accordance with the Airport procurement and tender process.

3.3.5 Canberra Airport Employees

Employees have a responsibility to adhere to procedures and policies developed by Canberra Airport and to participate in training, as required, relative to the EMS and the Environment Strategy.

Environmental management programs and procedures designate responsibilities for specific actions. These are communicated to relevant staff through consultation during the development process, staff induction and the EMS.

4 Planning

Based on Section 6 - AS/NZS ISO 14001:2016

4.1 General

There is an ongoing prominence of environmental management within Canberra Airport's strategic planning processes.

Canberra Airport facilitates ongoing consultation with industry, government, environmental groups and the wider community on a range of environmental impacts. If a significant new impact is raised by any of these groups and brought to the attention of the Planning and Government Relations Team, depending on the extent of the impact of the particular issue, it may be listed for inclusion in the next rendition of the Environment Strategy.

Canberra Airport staff actively monitor the airport site for any required actions to improve environmental performance. Environmental audits and CACG community meetings present opportunities for interested parties to raise or provide feedback on environmental issues and initiatives that may improve the Airport's environmental performance and to ensure the objectives of the EMS are met.

Fifteen years ago, Canberra Airport became one of the start-up members of the Green Building Council of Australia. In 2004, the Airport constructed 8 Brindabella Circuit in the Brindabella Business Park which, at the time, was the first 5 Star Green Star rated building in Australia. Canberra Airport has and will continue to include environmental initiatives as part of the built environment on Airport, including placemaking.

Members of the community can readily contact the Planning and Government Relations Team, by email info@canberraairport.com.au or phone 02 6275 2222, about issues relevant to the operation of Canberra Airport. If the issue raised happens to be a complaint, it is referred for immediate action which usually involves contacting the complainant directly to discuss the matter. It should be noted, however, that complaints about noise are directed to Airservices Australia.

Canberra Airport consults with ACT and Regional community members and professional groups. It is also an active member of several local industry and environmental organisations and regularly consults with key government, non-government, business and industry organisations (refer Section 5.2.3 External Communication).

The Airport has a history of hosting a biannual Open Day which presents opportunities to showcase aspects of aviation and airport operations, and to also inform the community about other issues such as future development through graphic displays and the like. The Open Day has proven to be an event that the ACT and Regional community looks forward to and helps build an understanding about how an airport operates.

This ongoing consultation, together with the Open Day and other events hosted in the business parks, fosters ongoing positive relationships and is integral for Canberra Airport to develop and communicate its environmental values and objectives. The airport focuses on a variety of traditional and social media to keep the community informed.

Since acquisition of the airport in 1998, Canberra Airport has had a focus on accessible, transparent and world-leading engagement with the community on a range of different topics.

4.2 Environmental Aspects

Canberra Airport's Master Plan and Environment Strategy are prepared in accordance with the *Airports Act 1996* and the *Airports (Environmental Protection) Regulations 1997*. Approval of the Master Plan and Environment Strategy involves the preparation of a Preliminary Draft document which is subject to a public consultation process. Comments from the community and stakeholders are reviewed for incorporation into the document and the subsequent Draft Master Plan and Environment Strategy are submitted to the Minister for approval. Each Master Plan and Environment Strategy is valid for eight (8) years.

In assessing its environmental risks, Canberra Airport undertook a review to determine all environmental interactions (or 'environmental aspects') resulting from airport activities, products and services. The impacts of these are provided in further detail in the Environment Strategy, Section 3 Environmental Action Plans.

From this review, the potential environmental impacts were determined and a risk management process implemented that:

- Evaluates identified risks as high, medium or low by assessing the likelihood of occurrence and the resulting consequence;
- Assesses risk mitigation strategies, and
- Allocates a risk owner to each risk.

A detailed list of the Airport's environmental aspects can be found in the current Master Plan and Environment Strategy. Broadly the environmental aspects relevant to Canberra Airport are:

- Air quality and Emissions
- Biodiversity/Threatened and endangered species
- Bird and Wildlife Management
- Cultural heritage
- Land
- Noise Management including on-airport noise
- Soil Quality
- Water Management
- Hazardous Materials (SOP 4 – Hazardous Materials Incident)
- Waste

- Resource Use
- Emergency Situations (SOP 2 – Full Emergency)
- Development
- Community
- Tenants

4.3 Compliance Obligations

Canberra Airport is subject to the following Commonwealth legislation:

- *Airports Act 1996* (the Act)
- *Airports (Environment Protection) Regulations 1997* (the Regulations)
- *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)
- *Biosecurity Act 2015*

Canberra Airport works with relevant stakeholders in the adoption of relevant national guidelines and standards, including:

- National Environmental Protection Measures (NEPMs)
- Australian and New Zealand Guidelines for Fresh and Marine Water Quality
- National Water Quality Management Strategy
- Polychlorinated Biphenyls (PCB) Management Plan
- National Strategic Plan for Asbestos Management and Awareness
- PFAS National Environmental Management Plan
- Australian and International Standards

The Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) appoints Airport Environment Officers (AEOs) to oversight each federally leased Airport's compliance with its environmental legislative responsibilities. Canberra Airport convenes regular meetings with the AEO.

DITRDC also conducts Airport Lease Reviews, the purpose of which are to ensure Canberra Airport's compliance with the requirements of its Lease Agreement and the *Airports Act 1996* and Regulations. Whilst the focus of the reviews are primarily on compliance, they also provide an appropriate forum to discuss broader issues, including environmental management. It is noted that DITRDC has recently advised that based on the outcomes of an internal review, from 2021 Canberra Airport will not be required to participate in an annual lease review, rather at a frequency of at least every three years.

Given environmental issues may cross jurisdictional boundaries, Canberra Airport consults with ACT and NSW Government agencies on the best environmental management and legislative requirements and practices for application at the Airport.

4.4 Planning Action

Canberra Airport is proactive in identifying and implementing actions to address risks associated with threats and opportunities, environmental aspects and compliance obligations.

The development and ongoing operation of the airport must be consistent with the Airport's current Master Plan and Environment Strategy which addresses all environmental aspects including those that could be described as 'significant'.

As part of Canberra Airport's overall approach to risk management, an integrated risk management framework is implemented which systematically identifies and evaluates the key risks affiliated with all airport operations.

4.5 Planning to achieve Environmental Objectives

The Canberra Airport Environment Strategy provides the Airport's Environmental Objectives to protect the environment from harm and degradation, consistent with the current Master Plan, Environment Strategy and Environment Policy.

The Environmental Objectives are to:

- Maintain a systematic approach to environmental management which is consistent with evolving best practice and international standards and promotes continuous improvement;
- Manage environmental impacts associated with:
 - Natural or heritage values;
 - Biota or habitat (particularly for threatened listed species and ecological communities);
 - Air quality, including emission of ozone depleting substances and greenhouse gases;
 - Surface and groundwater quality;
 - Soil quality;
 - Sites of significance to Indigenous people;
 - Natural resources;
 - Noise;
 - Manage solid, liquid and gaseous wastes;
 - Encourage and address local community and Airport user contributions, and
- Review and continuously improve environmental management by:
 - Adopting environmental best practice;
 - Sustainable resource use, including waste minimisation and emission reduction;
 - Monitoring and responding to changing Australian legislation and practices;
 - Conforming with relevant Australian and international standards;
 - Conservation of natural, indigenous or heritage values, and

- Dissemination of Strategy information to sub-lessees, airport users, major stakeholders and the local community.

Progress towards achieving the above objectives is constantly under review and reported to the Department of Infrastructure, Transport, Regional Development and Communications in the Annual Environment Report.

The Environment Strategy provides a list of the Airport's targets relating to these Environmental Objectives. It also provides a list of the programs used to ensure these targets are met. The Annual Environment Report to the Department of Infrastructure, Transport, Regional Development and Communications summarises the Airport's performance in meeting these Environmental Objectives.

These Environmental Objectives are communicated to all Canberra Airport staff and contractors engaged to undertake work on the airport through the Airport's RapidGlobal Online Induction System. The Environmental Objectives are included in Section 2.3 of the Airports Environmental Management Plan (EMP) and the EMP forms part of the induction process. The Environmental Objectives are 'live', monitored for improvement and updated as circumstances prevail.

4.6 Planning Actions to achieve Environmental Objectives

Components of the Environment Strategy aim at enhancing environmental performance. This includes conducting environmental audits of airport operations. The purpose of environmental audits is to ensure:

- Understand the Environment Policy and Environment Strategy;
- Understand their responsibilities under the *Airport (Environment Protection) Regulations 1997*;
- Have workplace health and safety management in the workplace, including hazardous substances;
- Have environmental management procedures in place and implemented, and
- Have environmental training procedures in place and implemented.

Canberra Airport staff have a co-operative relationship with tenants and conduct regular inspections, ensuring environmental measures are implemented and environmental incidents are promptly reported, and urgent corrective actions are undertaken when required.

In accordance with the Canberra Airport Environmental Audit Framework based on the potential environmental risk of operations, environmental audits are undertaken in response to the following:

1. Immediately following a significant* environmental impact – audit investigation to include, however not limited to:
 - a. method of discovery and confirmation of cause;
 - b. determine any failures to follow procedures;
 - c. review of previous risk profile status and amend as required;
 - d. effectiveness of remedies undertaken to make good;
 - e. learnings from the event, leading to amended procedures, including new methods of surveillance to be enacted.
2. Every two (2) years for High Risk Operations (section 5.1).
3. Every three (3) years for Medium Risk Operations (section 5.2).
4. As required for Minimal Risk Operations (section 5.3).

*Significant Impact Definition - Department of Agriculture, Water and the Environment (DAWE)

A 'significant impact' is an impact which is important, notable, or of consequence, having regard to its context or intensity.

Whether or not an action is likely to have a significant impact depends upon the sensitivity, value, and quality of the environment which is impacted, and upon the intensity, duration, magnitude and geographic extent of the impacts.

You should consider all of these factors when determining whether an action is likely to have a significant impact on matters of national environmental significance.

Canberra Airport has implemented a broad program of environmental monitoring, inspections and reporting as a component of the EMS which then informs future decision-making processes. Monitoring programs are conducted in accordance with the relevant Australian Standards, applicable legislation and national guidelines. All monitoring programs are designed and undertaken by persons with qualifications and experience relevant to the subject of the particular monitoring being conducted and are reviewed in consultation with the AEO. A summary of Canberra Airport's environmental monitoring program is outlined in Table 2.

These mechanisms allow Canberra Airport to effectively analyse and improve knowledge and review the implementation of the EMS framework. Reports on environmental performance are provided to the AEO in accordance with the monitoring program (Table 2) requirements or upon completion of the program or part thereof.

Canberra Airport has a Contaminated Site Register which is reviewed and updated annually when the Annual Environment Report is prepared.

Table 2: Environmental Monitoring Program

Monitoring Program	Frequency
Airport Environment Policy	Annually
Master Plan and Environment Strategy	Every 8 years
Airport Environment Report	Annually
Contaminated Site Register	Annually
Environmental Management System	Annually
Bird and Wildlife Report	Annually
Bird and Wildlife Hazard Management Plan	Annually
Stormwater	Seasonal
Groundwater (other than sensitive sites)	As required
Air Quality	Every 8 years
Chromium – NRMA Motorserve	Annually
Tenant Environment Audits High Risk Medium Risk Minimal Risk	Every 2 years Every 3 years As required
Environmental Management Plan	As required
Fairbairn Heritage Management Plan	Every 8 years
Water Management Plan	Every 8 years
Weed Management Plan	Every 8 years
Threatened Species Management Plan	As required
Grassland Earless Dragon	Every 2 years
Golden Sun Moth	Every 2 years
Natural Temperate Grasslands	Every 8 years
Parlour Grasslands Plan of Management	Every 8 years
Construction Sites Higher risk sites All other sites	Weekly inspections Monthly inspections
Engine Ground Running Guidelines	As required
Standard Operating Procedures (SOPs)	As required

5 Support

Based on Section 7 - AS/NZS ISO 14001:2016

5.1 Resources, Competence, Awareness and Communication

The Canberra Airport Board is responsible for determining and providing the resources required for the establishment, implementation, maintenance and continuous improvement of the EMS.

New staff are provided with a package of information on the commencement of their employment with Canberra Airport. This package provides general information on the Airport, useful contact numbers, and orientation details. As part of this all staff are made aware of the environmental impacts and procedures relevant to their position.

All staff are required to understand the Airport Environment Policy as part of their operational and environmental awareness training. The Airport Environment Policy, including Environmental Objectives, is included in the Environmental Management Plan (EMP) which is incorporated in the RapidGlobal Online Induction process.

Environmental training includes induction training for staff, tenants and contractors as well as other job-specific environmental training as required. All staff undergo training in their specific areas of duty, including the use of equipment and understanding emergency procedures. This training ensures an awareness and commitment to the implementation of the Airport Environment Policy and Strategy through the EMS.

By implementing a training program for staff, opportunities to improve environmental performance can be identified. Canberra Airport ensures that appropriate environmental training is provided to all staff whose activities may have a significant impact on the environment. These training programs include:

- Environmental induction for all staff, tenants and contractors through the RapidGlobal Online Induction process;
- Environmental awareness training to update staff on environmental issues through Toolbox Talks, and
- Job-specific environmental training such as Green Building Council of Australia courses, including the Green Star Accreditation Program.

Refer to the Airport Environment Strategy, Section 2.7 Environmental Training and Development.

5.2 Communication

5.2.1 General

Canberra Airport has established processes for implementing and maintaining internal and external communication through a range of tools. These include:

- Canberra Airport website which it regularly updated
- Community Group Newsletter / Facebook / Twitter / other social media
- Airport Talk
- Majura Park Shopping Centre
- FlyCBR

The website has dedicated Environment and Development portals which provides the general public with information about our environmental initiatives in terms of the built environment, the Environment Policy, EMS, Management Plans, approved Major Development Plans, airspace development and crane approvals, approved Environment Protection Biodiversity Conservation Act (EPBC) referrals, building applications and information about PFAS testing at Canberra Airport.

The above represents the communications Canberra Airport shares with its stakeholders, including members of the Community Aviation Consultation Group (CACG). The Airport also communicates issues of interest to all stakeholders and encourages feedback.

5.2.2 Internal Communication

Canberra Airport engages with staff on a regular basis and uses several tools for communicating information from management to employees and from employees to management such as:

- Staff Information Sessions
- Toolbox Talks
- Morning Teas
- Intranet
- Ad hoc discussions

A member of the Planning and Government Relations Team will take the opportunity to address staff at the most appropriate forum (typically Toolbox Talks) on a particular environmental issue to reinforce and further improve management or as a 'refresher' for relevant staff on environmental issues generally.

Canberra Airport has a number of internal committees which meet on a regular basis. These include:

- Risk Management Committee
- Airport Emergency Committee
- Airport Safety Committee
- Airport Security Consultative Group
- Bird and Wildlife Management Group

5.2.3 External Communication

Canberra Airport has an extensive ongoing consultation and communication program with major stakeholders, including all levels of government, business and the community, to communicate the Airport's plans and their progress in order to gain a better understanding of stakeholder viewpoints, aspirations and perspectives.

Consultation comprises specific meetings on key issues and incidents as well as regular ongoing meetings. These include, but are not limited to:

Meetings

- Commonwealth Department of Infrastructure, Transport, Regional Development and Communications (DITRDC)
- Airport Environment Officer (engaged by DITRDC)
- Airport Building Controller (engaged by DITRDC)
- Airservices Australia (ASA)
- Civil Aviation Safety Authority (CASA)
- Commonwealth Department of Agriculture, Water and the Environment (DAWE)
- National Capital Authority (NCA)
- ACT Chief Minister, Treasury, Economic Development Directorate (CMTEDD)
- ACT Planning, Environment and Sustainable Development Directorate (EPSDD)
- Transport Canberra and City Services (TCCS)
- ACT Environment Protection Authority (ACT EPA)
- NSW Department of Premier and Cabinet (NSW DPC)
- NSW Department of Planning, Industry and Environment (NSW DPIE)
- Canberra Region Joint Organisation (CRJO)
- Friends of the Grasslands (FOG)
- University of Canberra Institute of Applied Ecology (UC)
- Greening Australia (GA)

Committees

- Airport Safety Committee
- Airport Emergency Committee
- Airport Security Committee
- Bird and Wildlife Management Committee
- Planning Co-ordination Forum
- Community Aviation Consultation Group
- Aviation State Engagement Forum (CASA)
- PFAS Roundtable

Significant environmental risks are communicated to various consultation forums as required and to other external stakeholders on an as-needs basis depending on compliance obligations. To ensure consistency, the Director of Planning and Government Relations is responsible for all environmental external communication.

5.3 Documentation

The EMS relies on the ongoing maintenance of the following major documents:

- Annual Environment Reports
- Emergency Plan
- Environment Strategy
- Master Plan
- Airport Operations Manual
- Safety Management System
- Security Program
- Standard Operating Procedures

Other documents which the EMS relies upon include:

- Approved Major Development Plans;
- Documents uploaded onto the RapidGlobal Online Induction System
- Lists of members and meeting minutes of the following committees/groups:
 - Airport Emergency Committee
 - Airport Security Committee
 - Airport Security Consultation Group
 - Airport Safety Committee
 - Bird and Wildlife Management Committee
 - Safety, Security and Operations Meetings
 - Community Aviation Consultation Group
- The following management plans, strategies and guidelines:
 - Airside Vehicle Control Handbook
 - Canberra Airport Threatened Species Management Plan
 - Canberra Airport Occupational Health and Safety Policy
 - Canberra Airport Water Management Plan
 - Engine Ground Running Guidelines
 - Landscape Management Plan
 - Rules for Drivers Operating Airside
- The following registers:
 - Asbestos Register
 - Contaminated Site Register
 - Corrective and Protective Action Register
 - Environment Site Register
 - Material Safety Data Sheet Register
 - Aircraft noise Complaints Register

- The following records and audits:
 - Airport Bird Counts/Analysis
 - Bird Hazard Audit
 - Golden Sun Moth Monitoring Results
 - Grassland Earless Dragon Monitoring Results
 - Natural Temperate Grassland Mapping
 - Groundwater Monitoring Results
 - Stormwater Monitoring Results
 - Soil Testing in response to PFAS Management
- The following other documents:
 - All Method of Working Plans and Airport Minor Works Plans for works conducted for Canberra Airport. Template for Method of Working Plans provided to external parties to conduct works at Canberra Airport;
 - Airport Lessee Company (ALC) Consent required under Airports (Building Control) Regulations
 - Canberra Airport Standard Conditions of Use (*Note: Slight variances to these Conditions of Use may be agreed with individual operators;*
 - Exercise Briefs and Final Reports to Canberra Airport Emergency Exercises;
 - Incident Reporting System databases and files;
 - Employee RapidGlobal Online Induction;
 - Precinct Leases and Tenant Handbooks;
 - Terminal and other buildings Emergency Evacuation Plans.

5.3.1 Control of Documents

The Planning and Government Relations Team is responsible for ensuring the effective collation and distribution of the EMS and that it is adequately protected.

A document control procedure is in place that registers and files all documents related to the management of the environment at the Airport. Retrieval of environmental documentation operates through an existing registration system, and this is to be further integrated with the overall document control procedure.

6 Operation

Based on Section 8 - AS/NZS ISO 14001:2016

6.1 Organisational Planning and Control

The operations associated with environmental aspects are identified in the Canberra Airport Environment Strategy. The procedures for dealing with the operations identified in the Environment Strategy are detailed in the Airport Emergency Plan, Operations Manual, Safety Management System, Water Management Plan, Security Plan, and Threatened Species Management Plan. Standard Operating Procedures, policies and plans such as the Ground Running Policy, Bird and Wildlife Hazard Management Plan are in operation to minimise impacts on the environment under the umbrella of the Airport Operations Manual.

Contractors engaged by Canberra Airport are expected to comply with the Environment Strategy, the *Airports Act 1996* and *Regulations*. Canberra Airport has produced an Environmental Management Plan (EMP) which provides guidance for project works across the Airport site. The EMP forms part of the RapidGlobal Online Induction process which all contractors must complete.

The Airport is responsible for managing contractors and should a site-specific or job-specific Construction Environmental Management Plan (CEMP) be required, the Airport's EMP provides a template for works to be performed by the contractor. These CEMPs require Canberra Airport approval before the works can commence. Buildings constructed following the approval of a Major Development Plan by the Minister, required a site-specific CEMP and associated Management Plans (e.g. Traffic Management Plan, Sediment Control Management Plan).

The Contaminated Site Register identifies sites around the airport that have been a source of environmental impact and/or subject to environmental monitoring, inspection or incident investigation.

In accordance with the *Airports (Building Control) Regulations 1996*, a Building or Works Permit must be obtained from the Airport Building Controller (ABC) prior to works commencing on the airport site.

In determining procurement activities and considering requirements in design activities, Canberra Airport considers a lifecycle perspective. These include:

- WELL is the leading tool for advancing health and well-being in buildings globally. It works by integrating human health and well-being in building design, construction and operations. These WELL principles and practices are being implemented in the design of buildings throughout the Airport.
- Green Building Council of Australia (GBCA) principles are applied to buildings, including base buildings being modelled to a minimum 4 Star Green Star and minimum 5 Star NABERS.

- The Airport has determined that all new buildings constructed will be at least 5 Star Green Star and NABERS rated and by having electrical plant supplemented with solar onsite and green power.

Canberra Airport also:

- Monitors energy and water efficiency in all buildings;
- Investigates recycled products for use in new buildings (subject to building regulations);
- Encourages adaptive reuse of buildings at Fairbairn (subject to building regulations);
- Substitutes hazardous products with non-hazardous alternatives, and
- Continues to assist airlines to reduce fuel burn and greenhouse gas emissions such as the installation of transmissometers.

Canberra Airport's environmental performance is reported in the Annual Environment Report, prepared under Regulation 6.03 Annual report, of the *Airports (Environment Protection) Regulations 1997*.

6.2 Emergency Preparedness and Response

Emergency preparedness and response is addressed in the Canberra Airport Emergency Plan (AEP). The AEP includes the process for preparing and responding to emergency situations and alternate Desktop and Field Exercises are conducted every two years to test the emergency response procedures. Lessons learnt are recorded and, if required, the AEP is amended.

Standard Operating Procedures (SOP) are in place for hazardous material incidents and handling of unknown substances. The Canberra Airport safety, security and environment procedures (which incorporates the Environmental Management Plan (EMP) are also in place to mitigate environmental impacts during construction, including procedures for clean-up and incident reporting.

Canberra Airport encourages staff, tenants and contractors to maintain ongoing vigilance of aircraft and ground service equipment. Airport staff are required to report any environmental issues including hazards and/or incidents to the Airport's Environment Officer.

All airside vehicles are required to provide proof of annual maintenance checks to Canberra Airport. This continues to have a positive impact on reducing oil, fuel and hydraulic fuel spills from ground-based equipment and vehicles.

Environmental incident report forms are completed in the event of any environmental incident and hazard identification on airport. These are received by the Environment Officer, who manages the investigation and appropriate response, as well as entering the incident into the Airport's incident reporting database. All spills over five litres are reported to the AEO.

Regular meetings are held with airport operators and emergency services agencies to ensure procedures are always relevant and up to date. All staff are trained in Emergency Procedures.

The ongoing implementation of the Airport's incident reporting system demonstrates that Canberra Airport reacts to all incidents and identifies actions to control the issue and to deal with the consequences.

7 Performance Evaluation

Based on Section 9 - AS/NZS ISO 14001:2016

7.1 Monitoring, Measurement, Analysis and Evaluation

7.1.1 General

Canberra Airport has established systems to manage, monitor and measure non-conformities, record corrective actions) and maintain records.

All monitoring and measurement, including by tenants, is recorded in the dedicated subject file. This information is included in the Annual Environment Report.

Monitoring includes that defined in 6.02 of the *Airports (Environment Protection) Regulation 1997* where the Airport Lessee Company (ALC) monitors the airport site in accordance with the Environment Strategy.

The primary means of reporting an environmental risk is through the completion of an Incident and/or a Hazard Report Form. Procedures for the management of incidents are detailed in Canberra Airport's Safety Management System.

The Canberra Airport Emergency Plan operates alongside the Standard Operating Procedures in detailing emergency response to a major incident. This includes a major environmental incident or environmental impacts initiated by another incident.

Canberra Airport management is committed to a No-Fault reporting culture, whereby staff are encouraged to highlight concerns and report incidents without the risk of castigation or disciplinary action, except in cases of extreme negligence. Reports are treated in confidence and de-identified if sent externally.

7.1.2 Evaluation of Compliance

The Annual Environment Report is a means by which Canberra Airport can evaluate compliance with its legal and other requirements. This report, prepared for the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC), outlines the progress of implementation of the commitments in the Environment Strategy, the state of Canberra Airport's environment and is the main reporting mechanism for the EMS. It measures the environmental performance of the Airport against the environmental action plans outlined in the Canberra Airport Environment Strategy.

As discussed in Section 5.2.3 External Communication, Canberra Airport has implemented an ongoing consultation and meeting program with the primary regulators of federally leased airports, those being DITRDC and DAWE. As also discussed earlier in this EMS, DITRDC also conducts Airport Lease Reviews, the purpose of which are to ensure Canberra Airport's compliance with the requirements of its Lease Agreement and the *Airports Act 1996*. Whilst the focus of the meeting is primarily on compliance, it also provides an appropriate forum to discuss broader issues, including environmental management.

Environmental action plans have been developed to:

- Provide an overview of current ongoing management practices;
- Review and amend the Objectives of the Environment Strategy;
- Review and establish an action plan for each issue, and
- Identify monitoring and measurement programs.

Environmental action plans have been developed for:

- Water Management
- Social and Community Engagement
- Air Quality
- Indigenous Heritage
- European Heritage
- On-Airport Noise
- Soil Pollution
- Hazardous products
- Land management
- Natural resource management

Detailed information is contained in Section 3 of the Airport Environment Strategy.

7.2 Internal Audit

7.2.1 General

Environmental auditing is essential for ensuring the effectiveness of an EMS. Canberra Airport's auditing activities include:

- Tenant Environmental Audits
- Internal Audits
- Independent Company Annual Audit

7.2.2 Internal Audit program

Internal audits of the EMS are conducted annually as part of the review necessary for the preparation of the Annual Environment Report to ensure the EMS complies with Australian/New Zealand Standard AS/NZS ISO14001:2016 Environmental Management Systems.

Impacts that arise from audits are reported to the Board.

7.3 Management Review

The management review process is the final phase of the EMS. This process is designed to analyse the entire EMS and its adaptability to overall airport operations. The Planning and Government Relations Team is responsible for such a management review and reporting to the Managing Director. Reviews are conducted prior to the Annual Environment Report has been submitted to address any impacts identified.

Input to this review will include:

- The Annual Environment Report which covers:
 - The environmental performance of the Airport;
 - The extent to which objectives and targets have been met;
 - The status of corrective and preventative actions;
 - Results of internal audits;
 - Evaluation of compliance with legal requirements, and
 - Communication from major stakeholders;
- Follow-up actions from previous management reviews;
- Changing circumstances, including developments in legal and other requirements related to its environmental aspects, and
- Plans to achieve ongoing best environmental practice through continual improvement.

8 Improvement

Based on Section 10 - AS/NZS ISO 14001:2016

8.1 General

The Canberra Airport EMS aims to improve the environmental performance of all activities and occupants at Canberra Airport. This is achieved by being proactive in reviewing systems and processes.

Canberra Airport proactively considers results from analysis and evaluation of environmental performance, evaluation of compliance, internal audits and management reviews. In addition, regard is had to feedback from investigations of historical environmental incidents.

Canberra Airport monitors usage, status and trends to make informed business and environmental decisions, primarily to reduce emissions and usage. In particular, we aim to improve energy productivity which may result in boosting competitiveness and growth, increase savings and reduce greenhouse gas emissions.

As discussed previously in Section 6.1 Organisational Planning and Control, Canberra Airport has adopted a lifecycle and continuous improvement perspective for procurement and design activities through the WELL, GBCA and NABERS principles. We are committed to developing green infrastructure and to operate facilities in ways that conserve energy, water and other natural resources. In addition, the Re-NEW principle has been progressively and continuously adopted by the Airport since privatisation in 1998 and is set out below:

Re	-	REUSE, REDUCE AND RECYCLE
N	-	Natural Resources
E	-	Energy
W	-	Water and Waste

8.2 Non-conformity and Corrective Action

The identification and management of an actual or potential incident is essential for the achievement of continuous improvement. A non-compliance is dealt with immediately and reported, as required, to the relevant authorities. They are also reported in the Annual Environment Report.

All non-compliances are investigated, and corrective actions are put in place. This process is documented and recorded.

8.3 Continuous Improvement

As discussed in Section 8.1, Canberra Airport actively strives to improve its environmental performance by reviewing procedures and practices and taking action to reduce emissions, effluents and waste, to reduce environmental impacts. This active management is informed by:

- Regular monitoring program (refer to Table 2);
- Incident reports;
- Working with our tenants, including Green Building meetings and tenant environmental audits;
- Working with staff to introduce innovative ways of doing business, and
- Monitoring and managing our consumptive use, including electricity, gas and water.

As a result, components of the EMS are actively updated. The EMS is reviewed, in conjunction with the preparation of the Annual Environment Report.