

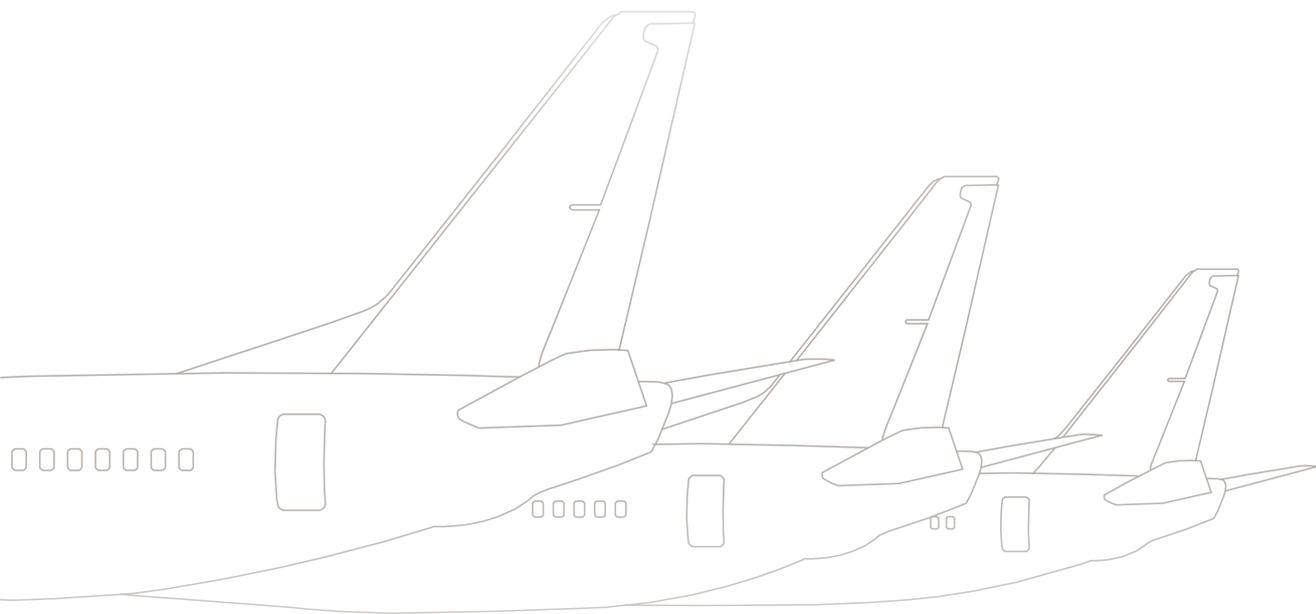
**CANBERRA**  
AIRPORT



# Environment Management System

Consistent with AS/NZS ISO14001:2004  
June 2009





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## Chapter one | Distribution List

COPY	ORGANISATION	TITLE
1	Capital Airport Group	Director Planning – Master Copy
2	Capital Airport Group	Managing Director
3	Capital Airport Group	Airport Operations Office
4	Capital Airport Group	Technical Services Office
5	Capital Airport Group	Airport Ground Staff Office
6	Capital Airport Group	Capital Airport Group Reception
7	Capital Airport Group	Contractors review copy (kept at Capital Airport Group reception)
8	Capital Airport Group	Capital Airport Group copy (library)
9	Capital Airport Group	Environment and Sustainability Officer- Manual Controller
10	Airport Environment Protection and Building Control Office	Airport Environment Officer
11	DITRDG	General Manager, Airport Planning and Regulations

### Environment Management System revision control

Documents referenced to in the Environment Management System are controlled separately to this document.

DATE	AMENDED PAGES	BRIEF DESCRIPTION OF AMENDMENTS
30 June 2005	All	Initial release of EMS document
4 July 2005	Various	Minor corrections
30 June 2009	Various	Minor corrections and updates

## Chapter two | Introduction



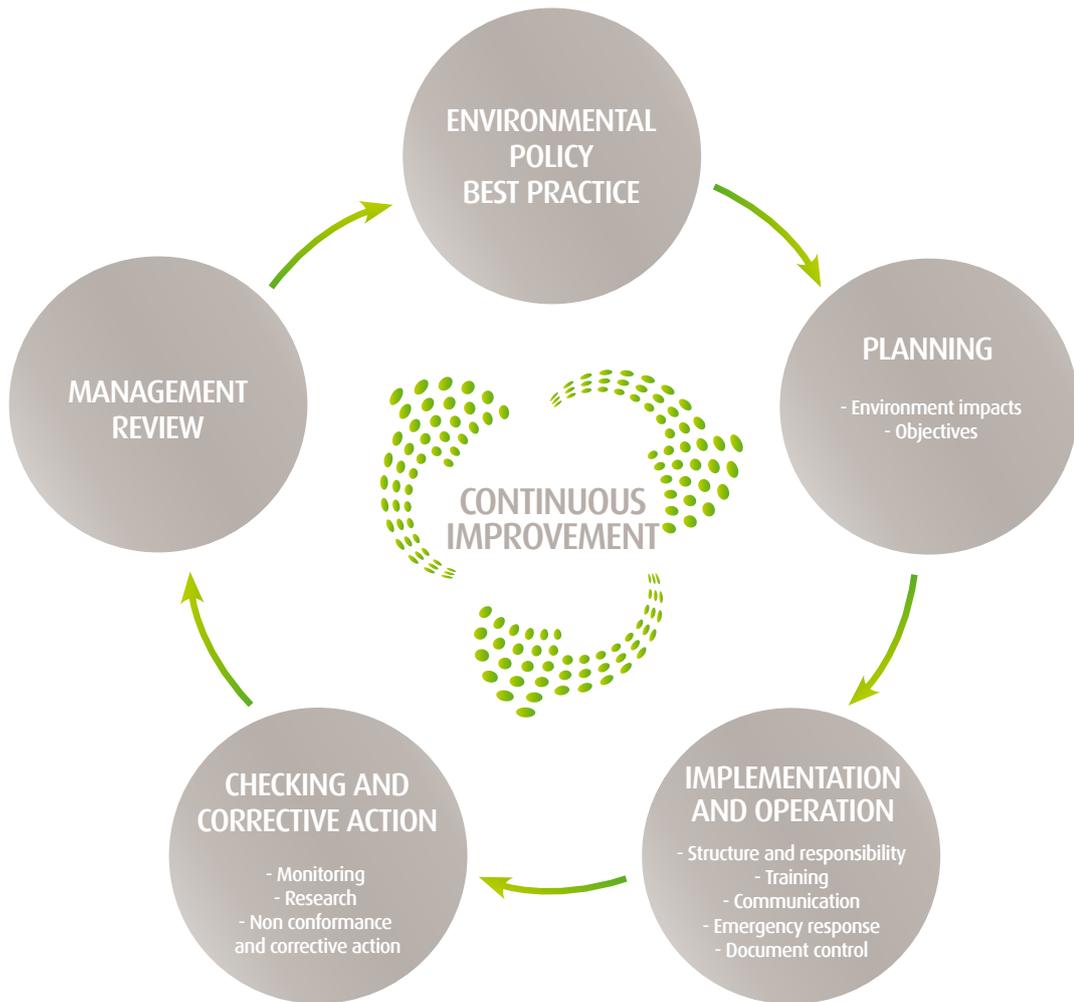
Canberra Airport has undergone massive changes since its purchase from the Commonwealth in 1998. Between 1998 and 2009 there has been approximately \$600 million of development at the Airport. The 2009 Draft Master Plan, paves the way for a further \$350 million of development on the airport in aviation alone over the next 5 years. Canberra Airport prides itself on its commitment to carrying out this development in an environmentally sustainable way.

This Environmental Management System (EMS) is the Airport's means to ensuring all future development and operations are carried out according to industry best practice through a system of continual improvement. It provides staff and external contractors with detailed guidance in relation to environmental systems and procedures at Canberra Airport.

The Environmental Management System is more than this single document; it provides an overarching framework for managing environmental impacts at the airport, environmental procedures, risk assessment, incident and hazard reporting, staff and contractor training and general day-to-day responsibilities of staff. The Environmental Management System is the basis for a culture of ecologically sustainable working practices amongst Canberra Airport staff and contractors.

Figure 2.1 shows the cycle of continual improvement embodied in this 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.

Figure 2.1  
Environment Management System – Continuous Improvement



## Chapter three | General Requirements

(ISO14001: 2004 4.1)



Canberra Airport commits to maintaining an EMS consistent with requirements of AS/NZS ISO14001: 2004, promoting a system of continual environmental improvement. This EMS provides the overarching framework to manage environmental impacts at the airport arising from Airport operations and upgrades.

The EMS is a commitment by the Airport to a comprehensive regime of environmental management to achieve best practice excellence. The EMS sets out the environmental objectives, which reflect the Airport's goals and the legislation that affects airport operations, and outlines information about possible environmental impacts. It then details the broad actions required to meet the objectives.

This EMS is driven by the legislature and regulations outlined in the following documents:

- *Air Navigation (Aircraft Engine Emissions) Regulations and Air Navigation (Aircraft Noise) Regulations 1984;*
- *Airports Act 1996;*
- *Airports (Environment Protection) Regulations 1997;*
- *Air Services Act 1995;*
- *Civil Aviation Safety Regulations CASR Part 139 and MOS139; and*
- *Environment Protection and Biodiversity Conservation Act 1999.*

The framework outlined in this EMS relies on other Canberra Airport documents and reports. The most important of these documents and reports are Canberra Airport's:

- Annual Environment Reports;
- Environment Strategy and subsidiary management plans;
- Incident and Hazard Report forms;
- Operations Manual;
- Safety Management System; and
- Standard Operating Procedures.

## Chapter four | Environmental Policy

(ISO14001: 2004 4.2)



The Airport's Environment Policy is established and endorsed by the Airport's Board of Directors and provides the framework for setting and reviewing environmental objectives and targets.

The Airport is committed to managing and developing the Airport in an environmentally sustainable manner. In cooperation with all stakeholders, it aims to maintain and continuously improve the environmental quality of the Airport. This policy is available to the public on the Airport's website. The policy is communicated to all persons working for or on behalf of the Airport. It is implemented through the EMS, Environment Strategy and other Airport internal systems, and reviewed as a part of the publication of a new Airport Environment Strategy.

The Board of Directors has established the following 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 impacts with Airport Operations Plans;
- Measurement, monitoring, reporting and improvement of any environmental impacts arising from airport operations;
- Sustainable management of resources;
- Appropriate management of matters of natural, indigenous or heritage value;
- Contribution to research on natural temperate grasslands and associated endangered species; and
- Broad consultation with the community, government agencies and other major stakeholders.

Canberra Airport employees are required to understand the environment policy as part of initial induction and ongoing operational and environmental awareness training.



## Chapter five | Planning

(ISO14001: 2004 4.3)



### 5.1 Environmental Aspects (ISO14001: 2004 4.3.1)

#### 5.1.1 Environmental Aspect Identification Procedure

The Airport Environment Strategy is the key means of identifying the environmental aspects of all activities carried out at the Airport. It is prepared in accordance with the *Airports ACT 1996* and the *Airports (Environmental Protection) Regulation 1997*. Approval of the Airport 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 Environment Strategy is submitted to the Minister of Transport for approval. Each Environment Strategy is valid for 5 years. The public consultation and approval process is repeated as is necessary.

Canberra Airport facilitates ongoing consultation with industry, governments, environmental groups and the wider community on a range of environmental impacts. When significant new impacts are raised by any of these groups, they are brought before the Environment and Planning Committee, and pending the decision of the committee may be listed in the next Environment Strategy.

In particular, these impacts included the management of endangered flora and fauna, future use of Fairbairn and the impact of stormwater quality and quantity both on and off airport.

#### 5.1.2 Environmental Aspect List

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

- Air quality;
- Construction impacts;
- Threatened listed species;
- Indigenous and cultural heritage;
- Natural resources management;
- Noise Management Plan;

- On-airport noise;
- Soil quality;
- Water management;
- Hazardous Products; and
- Waste management.

## 5.2 Legal and other Requirements (ISO14001: 2004 4.3.2)

### 5.2.1 Legal Requirements

The Commonwealth Government requirements for environmental management at the Airport are promulgated through the *Airports Act 1996* and the *Airports (Environment Protection) Regulations 1997*. Under the *Airports Act 1996*, the Commonwealth Government has appointed an Airport Environment Officer (AEO) who manages the compliance with environmental legislation at the Airport.

Under the *Airports Act 1996* and the *Airports (Environment Protection) Regulations 1997* the Airport is required to have in place an Environment Strategy approved by the Commonwealth Minister of Transport. This EMS considers the impacts that occur within the Airport boundaries and which come under the direction of the *Airports Act 1996* but also seeks to place them in a regional context.

As a lessee of Commonwealth land, Canberra Airport is also subject to the *Environment Protection and Biodiversity Conservation Act 1999*. This requires approval for any action taken at the Airport that will have, or is likely to have, a significant impact on the environment.

Impacts such as Airport operational noise from aircraft and air quality off airport are addressed under the *Air Services Act 1995* and *Air Navigation (Aircraft Engine Emissions) Regulations* and *Air Navigation (Aircraft Noise) Regulations*. The Airport Master Plan addresses in detail aircraft noise impacts off-airport.

### 5.2.2 Other Requirements

The development and ongoing operations of the Airport must be consistent with the Airport's approved Master Plan. The Airport's approved Environment Strategy addresses the environmental issues that might reasonably be expected to be associated with the implementation of the Airport's Master Plan and plans to prevent or elevate these environmental impacts.

## 5.3 Objectives, Targets and Programmes (ISO14001: 2004 4.3.3)

The Environment Strategy provides a list of the Airport's environmental objectives, targets and commitments to programmes.

The Airport's environmental objectives derive from its Environmental Policy and provide the basis for its environmental management.

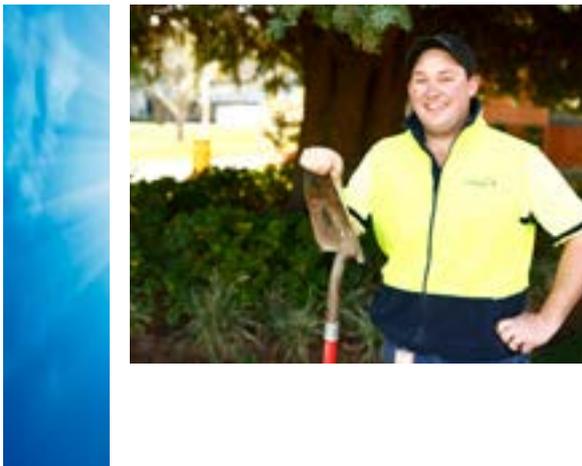
The objectives are to:

- 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, and
  - Noise.
- Manage solid, liquid and gaseous wastes;
- Encourage and address local community and airport user contributions; and
- Review and continuously improve environmental management by:
  - Adoption of 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.

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

# Chapter six | Implementation and Operation (ISO14001: 2004 4.4)



## 6.1 Resources, Roles, Responsibility and Authority (ISO14001: 2004 4.4.1)

Environmental management at the Airport is the responsibility of Canberra Airport. The delegation of responsibility is shown in Figure 6.1 and described below.

Figure 6.1  
**Environmental Management Structure**



### 6.1.1 Board of Directors

The Board of Directors is responsible for:

- Providing the financial, personnel and technological resources to successfully implement the Environment Strategy;
- Periodic performance reviews of the Environment Policy and Strategy; and
- Providing leadership on future environmental sustainability initiatives.

### 6.1.2 Environment and Planning Committee

The specific duties of the Committee include:

- Establishing procedures and standards to ensure effective delivery of policies;
- Manage Airport environmental impacts and full compliance with all applicable environmental obligations;
- An annual review of objectives and targets;
- Review and provide staff education and training;
- A review of tenant leases, operating permits and other agreements to ensure compliance with Airport environment programs; and
- Monitoring of management and tenant actions in response to performance deficiencies.

### 6.1.3 Director of Planning

The Director of Planning 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 the Airport employees including managers are aware of their responsibilities under Canberra Airport's Environment Policy and Strategies;
- Ensuring the Airport Environment Strategy is implemented;

- Providing strategic advice to the Board on environmental performance and continual improvement; and
- Co-management of consultation meeting with ACT Government agencies, other major stakeholders and the public with the Environment and Sustainability Officer.

### 6.1.4 Environment and Sustainability Officer

The Environment and Sustainability Officer is responsible for

- Ensuring the environmental requirements of DITRDLG and DEWHA are met;
- Ensuring the Airport's actions are consistent with the Environment Strategy;
- Developing, implementing and monitoring compliance with the Environment Management System (EMS);
- Preparation of reports detailing the Airport's environmental performance;
- Co-management of consultation meeting with ACT Government agencies, other major stakeholders and the public with the Director of Planning; and
- Investigate new environmental practices and principles.

## 6.2 Competence, Training and Awareness (ISO14001: 2004 4.4.2)

Yearly performance reviews are used to determine the necessary training for all staff. Completed training is entered into a staff training register and relevant certificates are placed on staff files. The training register is accessed only by Airport Human Resources and is updated on an ongoing basis. Environmental training includes induction training for employees and contractors as well as other job-specific environmental training as required.

New Airport staff are provided with a package of information on the commencement of their employment. 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 employees, including operational staff, undergo training in their specific areas of duty, including the use of equipment and emergency procedures.

### 6.3 Communication (ISO14001: 2004 4.4.3)

Canberra Airport's procedures for maintaining internal communication among various levels and ensuring communication from the public and all major stakeholders are undertaken via the Canberra Airport Consultative Forum.

### 6.4 Documentation (ISO14001: 2004 4.4.4)

The relationship between the major Airport documents is shown in Figure 6.2.

This EMS relies on the ongoing maintenance of the following major Canberra Airport documents:

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

Other Canberra Airport documents which are used by the EMS include:

- Approved Major Development Plans;
- Contractor Request for Certificates of Currency, including internal checklist;
- Contractor Request for Work Practice Safety Statement, including internal checklist;
- Contractor Service Agreement;
- Health, Safety and Environment Contractor's Handbook – Landside;

- List of members and meeting minutes of the following committees/groups:
  - Airport Emergency Committee;
  - Airport Security Committee;
  - Airside Safety Committee;
  - Capital Airport Group Board Operations and Security Subcommittee;
  - Environment and Planning Committee;
  - Occupational Health and Safety Working Group; and
  - Safety, Security and Operations Meetings.
- Safety, Security and Environment Procedures, Contractors and Operators Standard Airside Conditions – Airside;
- Staff Emergency and Evacuation Procedures Manual;
- Staff OHS Policies and Procedures;
- 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; and
  - Rules for Drivers Operating Airside.
- The following registers:
  - Asbestos Register;
  - Contaminated Sites Register;
  - Corrective and Protective Action Register;
  - Environment Site Register;
  - Material Safety Data Sheet Register;

- Noise Complaints Register; and
- Training Register.
- The following records and audits:
  - Airport Bird Counts/Analysis;
  - Bird Hazard Audit;
  - Golden Sun Moth Monitoring Results;
  - Grassland Earless Dragon Monitoring Results;
  - Groundwater Monitoring Results;
  - Natural Temperate Grassland Mapping; and
  - Stormwater Monitoring Results.
- 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;
  - Canberra Airport Standard Conditions of Use (*Note that slight variances to these Conditions of Use may be agreed with individual operators. These agreements are kept on file and also form part of the Environmental Management System.*)
  - Exercise Briefs and Final Reports to Canberra Airport Emergency Exercises;
  - Incident Reporting System databases and files;
  - Orientation Guide for new Employees and Employee Induction Checklist;
  - Templates of Tenant Leases, Precinct Rules and Tenant Handbooks; and
  - Terminal and other buildings Emergency Evacuation Plans.

## 6.5 Control of Documents (ISO14001: 2004 4.4.5)

The Environment and Sustainability Officer is responsible for ensuring the effective colation and distribution of the

EMS.

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

Documents referenced in section 6.4 of this Environment Management System are not controlled as part of this document, but rather using their individual document control mechanisms.

## 6.6 Operational Control (ISO14001: 2004 4.4.6)

The Airport operations associated with environmental aspects are identified in the Airport's Environment Strategy.

The procedures for dealing with the operations identified in the Environment Strategy are detailed in the Airport's Emergency Plan, Operations Manual, Safety Management System, Water Management Plan, Security Plan, and Threatened Species Management Plan. In this way environmental considerations are a routine aspect of all Canberra Airport's business activities.

Figure 6.2 illustrates the current integration of environmental and operational activities at the Airport. This structure is expected to evolve over time through the continued improvement of environmental management at the Airport.

Standard Operating Procedures are in place for Hazardous Spills and Hazardous and Suspicious Substances as well as the Standard Contractor Safety, Security and Environmental templates. Other 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.

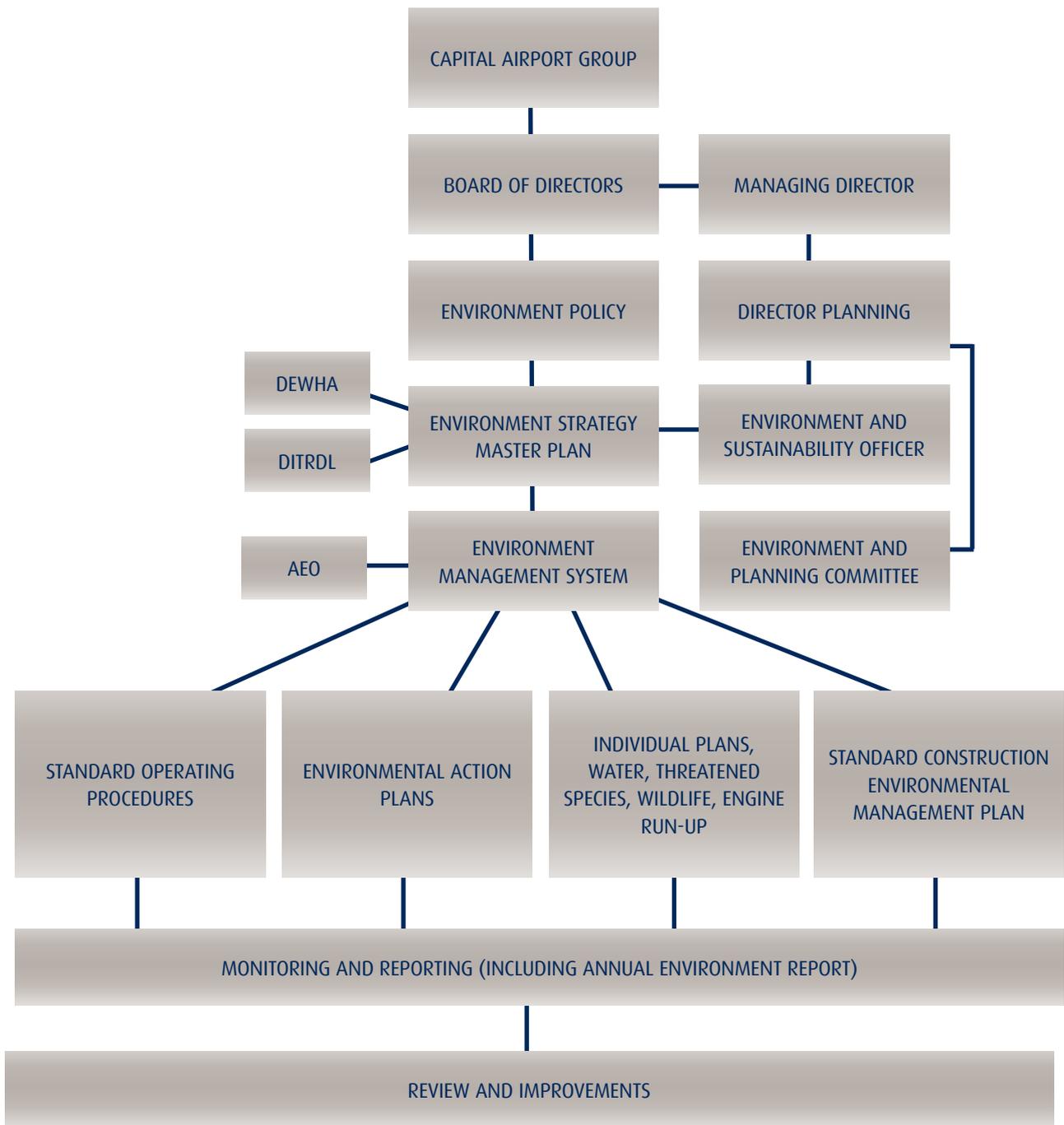
## 6.7 Emergency Preparedness and Response (ISO14001: 2004 4.4.7)

The Canberra Airport Emergency Plan covers the detailed procedures to be implemented in the case of accidents and emergencies.

All staff are responsible for reporting environmental

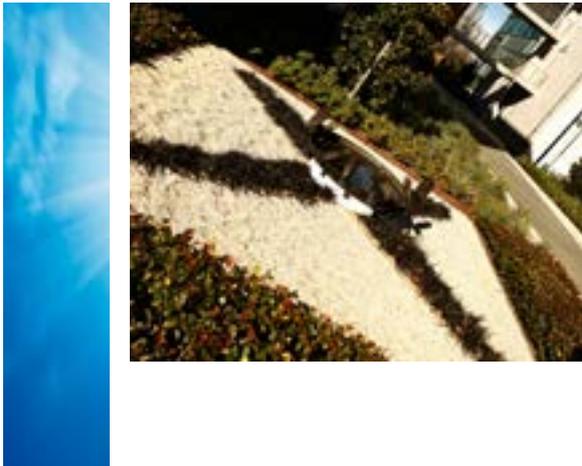
hazards, risks and incidents to the Operations Manager who will act in accordance with the appropriate procedure. The Operations Manager will report any relevant environmental hazards, risks and incidents to the Environment and Planning Committee. Regular meetings are held with airport operators and the emergency services to ensure procedures are always relevant and up to date. All staff are trained in Emergency Procedures.

Figure 6.2  
**Integration of operational and environmental activities at the Airport**



## Chapter seven | Checking

(ISO14001: 2004 4.5)



### 7.1 Monitoring and Measurement (ISO14001: 2004 4.5.1)

Canberra Airport has established systems to manage, monitor and measure non-compliances, record corrective actions (incident reporting and document control system) and maintain records (document control system).

All monitoring and measurement, including by tenants, is recorded in the dedicated subject file and made available to the Airport Environment Officer. 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 monitors pollution levels in accordance with their Environment Strategy.

The Environment Strategy outlines the ongoing and periodic monitoring undertaken at the airport.

The primary means of reporting an environmental risk is via the Hazard Report Form. Procedures for the management of Hazards are detailed in Canberra Airport's Safety Management System.

Environmental Incident report forms are available where an incident or non-compliance occurs, and these procedures are also 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 caused 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.

### 7.2 Evaluation of Compliance (ISO14001: 2004 4.5.2)

The Annual Environment Report is the Airport's key means of evaluating its compliance to its legal and other requirements. This report, prepared for the Department of Infrastructure, Transport, Regional Development and Local Government, outlines the progress of implementation of

the commitments in the Environment Strategy, the state of the Airport's environment and is the EMS's main reporting mechanism. It measures the environmental performance of the Airport against the action plans outlined in its Environment Strategy.

### **7.3 Nonconformity, Corrective Action and Preventative Action (ISO14001: 2004 4.5.3)**

The identification and management of an actual or potential contravention of the EMS is referred to as a non-compliance and is essential for the achievement of continual improvement. A process is in place to ensure that non-compliances are addressed through corrective and preventative actions. This process of identifying and managing non-compliances promotes improvement through various components of the EMS.

Non-compliances can be identified through:

- Audits and monitoring;
- Incidents, accidents, inquiries or complaints;
- Management review;
- Advice from regulatory agencies; and
- Staff identification.

If a non-compliance is detected in accordance with the EMS, the following actions are undertaken:

- Inspect the non-compliance on site;
- Immediately implement appropriate measures to ameliorate the non-compliance;
- Record and prepare a report on the non-compliance;
- Investigate reasons for the non-compliance and review corrective action to prevent reoccurrence; and
- Review by the Environment and Planning Committee to review and amend corrective action and other procedures if necessary.

All non-compliances are investigated and ameliorative actions are put in place. This process is documented and recorded in the central registry system, categorized by the particular issue eg. water quality, bird hazard etc.

### **7.4 Control of Records (ISO14001: 2004 4.5.4)**

All records are maintained in a central file registry system, which is also generally replicated in electronic form. All environmental documents, forms and other communication are maintained on file and archived when no longer in use. Archived files are referenced in the central file registry system. Training records are maintained on staff personal files, which are kept for the duration of staff employment at Canberra Airport. All files are kept for at least 10 years.

### **7.5 Internal Audit (ISO14001: 2004 4.5.5)**

Complete coverage of all environmental impacts occurs at least annually as part of the review necessary for the preparation of the Annual Report. The audit is delegated by the Environment and Planning Committee and conducted by the Environment and Sustainability Officer. Audits are conducted in the middle of the year, prior to the publishing of the annual environment report. The first audit was undertaken in June 2004 through the formalisation of the Environment Strategy.

The purpose of the audits is to verify that:

- EMS procedures are being developed and implemented;
- Procedures have been established to monitor and control environmental impacts;
- Documentation and records are maintained to demonstrate implementation of EMS; and
- Environmental impacts are being effectively managed through the application of the EMS system.

Impacts which arise from the audit will be reported to the Board of Directors.

Auditing of the Environment Management System may involve, but is not restricted to, the following:

- Audits of:
  - Energy usage;
  - Water usage; and
  - Waste production.

- Observation of staff undertaking their duties;
- Interviews with staff regarding environmental management practises, knowledge of environment management procedures and their areas of responsibility;
- Provision of questionnaires (confidential or otherwise) to staff; and
- Review of the Environment Management System document, annexes and any other documentation.

## Chapter eight | Management Review

(ISO14001: 2004 4.6)



The management review process is the final phase of the EMS. This process is to analyse the entire EMS and its adaptability to the overall airport operations. The Environment and Planning Committee is responsible for such a management review and reporting to the Managing Director. Review will be conducted after the Annual Environment Report has been submitted and will address any impacts it raises. The Environment and Planning Committee meets twice yearly and more often if required.

Input to this review will include:

- The Airport's Annual Environment Report, including its assessment of:
  - 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.



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