



Gold Coast Airport

Tenant Environment Management Guideline

June 2021 Version 3.0

Introduction

Implementation of sound environment management practices is critical in meeting legislative requirements and business objectives. Gold Coast Airport Pty Ltd (GCAPL) is committed to both managing environmental aspects and impacts associated with activities through implementation of the GCAPL Environment Policy and assisting tenants in meeting their environmental requirements.

This guideline aims to assist tenants in ensuring appropriate systems are in place to manage environmental aspects and impacts associated with their activities and promote continual improvement in environmental performance.

Environmental Legislation

Gold Coast Airport is located on Commonwealth Land and as such governed by Commonwealth legislation, including:

- *Airports Act 1996* (the Act)
- *Airports (Environment Protection) Regulations 1997* and *Airports (Building Control) Regulations 1996* (the Regulations)
- *Environment Protection and Biodiversity Conservation Act 1999*.

Where Commonwealth legislation is silent, State law applies.

The Act requires GCAPL to prepare a Airport Master Plan (AMP) containing an environment strategy (strategy) which includes: objectives for environmental management, environmentally significant areas, sources of environmental impact from airport operations and associated monitoring and measures to prevent, control or reduce environmental impact.

Requirements identified in the strategy are **legal requirements** for both GCAPL and airport tenants. The AMP is available from www.goldcoastairport.com.au.

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is the Commonwealth agency responsible for administering the Act and Regulations. An Airport Environment Officer (AEO) and Airport Building Controller (ABC) are appointed by the Department for the onsite regulation of Parts 5 and 6 of the Act and associated Regulations.

Most development at Gold Coast Airport requires building approval under the Act. Prior to undertaking any building activity, including minor building modifications, tenants are to contact the ABC and the GCAPL Property Manager to confirm if approval is required.

Environmental Management Responsibilities of Tenants

All tenants are expected to have documented procedures/systems in place to manage environmental aspects and impacts from their activities, usually in the form of an Environmental Management Plan (EMP) or Environmental Management Systems (EMS) depending on the nature and scale of their operations.

An EMP is usually simpler than an EMS and suitable for tenants whose activities do not have significant potential to impact on the environment. Tenants whose activities have potential to cause significant environmental impact should consider implementing an EMS.

Regardless of whether a tenants operations requires a EMP or an EMS, the following key elements should be considered:

1. Introduction

The introduction should provide an overview of the nature and scale of the tenants activities at Gold Coast Airport and define the scope of the EMP or EMS and how it will address the relevant environmental management requirements.

2. Company Environment Policy

Tenants should have a clear documented Policy authorised by management defining the overall intentions, direction and commitment of the business in relation to environmental performance. As a minimum, the Policy should:

- Reflect the nature, scale and potential environmental impacts of the organisation;
- Include a commitment to prevention of pollution and continual improvement;
- Include a commitment to comply with applicable legal and other requirements to which the organisation subscribes; and
- Be communicated to all persons working for or on behalf of the organisation.

3. Aspects and Impacts

Tenants should identify environmental aspects and impacts (risk) associated with their activities. Table 1 provides some key environmental aspects and impacts associated with tenant and other airport operator's activities. The information in this table addresses a large proportion of environmental risks on airport. Each tenant should identify the relevant environmental aspects and impacts specifically associated with their activities. Once the relevant environmental aspects and impacts have been identified, those that can have a significant environmental impact should be determined. Significance is usually determined by an aspect having a legal or other requirements associated with it or which a risk assessment identifies as being of a high or extreme risk. For guidance in relation to risk assessments refer to *AS/NZS ISO31000:2018 Risk Management - Principles and Guideline*.

Table 1: Example Aspects and Impacts Register with Key Airport Related Aspects and Impacts

Activity	Aspect	Impact	Control(s)
Importation of Contaminated Fill <ul style="list-style-type: none"> • Construction • Demolition • Maintenance 	Leachate of contaminated material into soil, surface and or groundwater	Soil, Surface and Groundwater Contamination	Significant aspects and impacts need to appropriate controls implemented as per item 8. These controls should be listed here.
Disturbance of Acid Sulphate Soils <ul style="list-style-type: none"> • Construction • Demolition • Maintenance 	Generation of sulphuric acid and flow on effects to soil, surface water, groundwater, flora and fauna	Generation of sulphuric acid and mobilisation of metals contaminating soil, surface and groundwater and stress or mortality on flora/fauna	

Activity	Aspect	Impact	Control(s)
Spill <ul style="list-style-type: none"> • Refuelling activities • Emptying of aircraft sewerage • Chemical use • Maintenance • Construction 	Discharge of fuel, chemicals, herbicides or sewerage to soil, surface water, groundwater and flora/fauna habitat	Soil, surface and groundwater contamination and stress or mortality to native flora/fauna species.	
Leaks (underground) <ul style="list-style-type: none"> • UST • Fuel lines • Sewer lines 	Discharge of fuel or sewerage to soil, surface water, groundwater and flora/fauna habitat	Soil, surface and groundwater contamination and stress or mortality to native flora/fauna species.	
Incorrect Disposal of Waste <ul style="list-style-type: none"> • Construction • Demolition • Maintenance • Operations - terminal, aircraft, offices 	Waste entering soil, waterways or drains resulting in contamination to soil, surface and or groundwater	Soil, Surface and Groundwater Contamination.	
Erosion and Sedimentation <ul style="list-style-type: none"> • Vegetation removal • Construction • Maintenance 	Land degradation and or sedimentation of waterways	Reduction in environmental values of land and contamination of surface waters with sediment	
Incorrect Storage, Handling and use of Hazardous Materials <ul style="list-style-type: none"> • Herbicide use • Cleaning • Maintenance • Construction activities (i.e. water treatment - dewatering) • Demolition • Chemical stores 	Discharge of hazardous materials to soil, surface and or groundwater	Soil, Surface and Groundwater Contamination	
Introduction/Invasion of Weeds and Feral Animals <ul style="list-style-type: none"> • Construction • Maintenance 	Introduction, invasion or establishment of weeds or feral animals on airport land or waterways	Competition and predation of native flora/fauna species.	
Dewatering <ul style="list-style-type: none"> • Construction 	Change to hydrology effecting terrestrial and/or aquatic habitats/species	Flora dieback or stress on aquatic and terrestrial flora/fauna.	
Flora/Fauna Disturbance and Land Clearing <ul style="list-style-type: none"> • Construction • Maintenance • Off-track vehicular movements • Storage of equipment in unauthorised areas 	Removal or disturbance to native flora/fauna including those with legislative significance.	Stress, injury or loss of native flora/fauna species resulting.	
Fire <ul style="list-style-type: none"> • Fire Training • Natural Ignition 	Fire ignition and spread into native flora/fauna habitat.	Loss or injury of native flora/fauna species.	
Dust <ul style="list-style-type: none"> • Construction • Demolition • Maintenance • Stockpiling • Vehicular movements on dirt roads 	Discharge of dust to air	Human/ animal health issues and a reduction in aesthetics and air quality.	
Air Emissions (onsite/direct) <ul style="list-style-type: none"> • Vehicular/ Aircraft/Plant operations • Painting/ Spray painting • Use of volatile chemicals • Refuelling activities 	Emissions to air	Greenhouse gas emissions and human/ animal health issues. Deterioration of air quality.	
Noise <ul style="list-style-type: none"> • Ground based Aircraft/ vehicle movements • Construction • Demolition • Maintenance activities 	Noise emissions	Public nuisance and impacts to fauna.	
Soil or Land Disturbance <ul style="list-style-type: none"> • Construction • Demolition • Maintenance 	Disturbance to places or items of Cultural Heritage significance	Damage and disturbance of Cultural Heritage items and/ or places.	
Consumption of Natural Resources <ul style="list-style-type: none"> • Construction • Demolition • General Airport/ Building Operations • Vehicle and ground based aircraft movements • Operations of mobile and stationary plant. 	Reduction of natural resources and emissions to air including greenhouse gas emissions and waste generation	Depletion of natural resources and emissions to air including greenhouse gas emissions and waste generation.	

4. Legal and other requirements

Tenants should ensure they are aware of their legal requirements specifically relating to the identified environmental aspects and impacts. This includes legislation identified above and environmental requirements specified in tenant leases with GCAPL.

A process for evaluating compliance against the legal and other requirements identified should be implemented.

5. Resources Roles and Responsibility

Tenants should ensure adequate resources necessary to establish, implement, maintain and continually improve their EMP or EMS. Roles and responsibilities should also be defined and communicated to facilitate effective environmental management.

6. Training

Training is critical in ensuring effective implementation of procedures developed to minimise environmental risks. Training can include inductions, tool box talks and external training.

Tenants need to ensure any person performing tasks on their behalf (e.g. staff, contractors etc.) that have the potential to cause significant environmental impact(s) is competent on the basis of appropriate education, training or experience, and ensure they are aware of their environmental aspects, impacts and procedures associated with their work. Training records should be kept.

7. Documentation & Control of Documents and Records

The EMP/EMS needs to identify the documents necessary to ensure effective environmental management that relate to the identified significant aspects and impacts. These may include the Company Environment Policy, incident response procedure, waste management procedure etc. and relevant records including training records.

Documents required by the EMP/EMS should be controlled and approved for adequacy, reviewed regularly, be current and have a revision date, available at points of use and remain legible.

Records external to the EMP/EMS necessary to demonstrate conformity to environmental management requirements also need to be identifiable, retrievable and legible.

8. Operational Control

Tenants should have documented operational procedures which are in line with their Environment Policy and environmental aspects.

The relevant operating procedures and/or criteria should be listed as controls against the identified significant aspects (see table 1).

9. Emergency Preparedness and Response

Environmental emergencies associated with airport operations include large fuel/oil spills, bush fires and aircraft incidents impacting on the environment. In case of emergency, contact the Airport Safety Officer on 0407 755 722.

Each tenant should have an emergency response procedure for responding to environmental emergencies that may arise from their activities. This procedure should include contacting the Airport Safety Officer.

All minor spills should also be reported to the Airport Safety Officer. Tenants should have appropriate spill response equipment and procedures to respond to spills associated with their activities. Staff should be trained in incident management and emergency response.

10. Monitoring, Measurement and Audit

Tenants should monitor the performance of controls associated with their significant environmental aspects. This may include monitoring performance against operating procedures, resource use and monitoring impacts on land, surface and groundwater associated with their activities.

Auditing is the key process by which implementation of the EMP/EMS can be monitored.

Tenants should conduct internal audits at planned intervals to determine whether their EMP/EMS is being properly implemented and maintained.

GCAPL also undertake regular tenant environmental audits. Frequency of audits depends on the potential environmental risks posed by tenant activities. Those tenants having high inherent risk activities, for example, maintenance workshops, and storage and handling fuel and other hazardous materials are audited annually. Medium and low risk tenants are audited every 2-3 years and on an as needs basis respectively.

Tenant audits provide a good opportunity to gain further information and guidance regarding your environment performance from GCAPL.

Non-conformance identified in GCAPL audits are to be addressed in writing, within specified timeframes.

11. Non-conformance, Corrective and Preventative Action

This section should detail how actual and potential non-conformances are identified and dealt with including the process for taking corrective and preventative actions. Common sources for identifying non-conformances include audits, incidents and inspections. This section should also deal with how complaints by external parties are handled and followed up.

12. Review

The EMP/EMS should be reviewed regularly to ensure its continuing suitability, adequacy, effectiveness and to assess opportunities for improvement.

13. Annual Returns

Tenants whose activities pose a medium to high risk are required to submit an Annual Return utilising the relevant template available from the [Gold Coast Airport](#) website. Templates have been developed for the following industry types:

- Aviation – airlines and general aviation operators
- Fire Training & Air Navigation Services
- Food & Beverage

- Fuel Facility
- Ground Handling
- Hire Car
- Medical
- Multistorey Building Management

Completed Annual Returns should be forwarded to the GCAPL Environment Department by 31 August each year. The reporting period is from 1 July to 30 June.

Copies of supporting documents should be included with the Annual Returns.

Completed Annual Returns can be emailed or a hard copy provided to the GCAPL Environment Department.

Annual Returns will be considered in planning for tenant environmental audits and, if completed appropriately, will streamline the audit process for tenants.

Submission of the Annual Return assists with fulfilling tenant lease and legislative obligations.

Useful Information Sources

GCAPL Website - Contains the Airport Master Plan, Development Guidelines and this Tenant Environment Management Guideline

www.goldcoastairport.com.au

Department of Infrastructure, Transport, Regional Development and Communications

www.infrastructure.gov.au

Global Spill Website - Supply and servicing of spill response equipment

www.globalspill.com.au

SAI Global Website - Access to *AS/NZS ISO 14001:2015 Environmental Management Systems - Requirements with guidance for use* & *AS/NZS ISO31000:2018 Risk Management - Principles and Guidelines*

www.saiglobal.com

Key Contacts

Gold Coast Airport Pty Ptd

Management Office	(07) 5589 1100 - General Enquiries
Airport Safety Officer	0407 755 722 - Emergency Contact
Property Manager	(07) 5589 1136 - Leasing Enquiries
Concessions Manager	(07) 5589 1106 - Terminal Commercial Enquiries
Environment Manager	(07) 5589 1108 - Environmental Enquiries

Department of Infrastructure, Transport, Regional Development and Communications

Airport Environment Officer (07) 5536 8426 - Environmental Regulatory Enquiries

Airport Building Controller (07) 3216 3040 - Development Enquiries

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