**Multistorey Building Management Annual Return**

GCAPL Inherent Environmental Risk Rating: **High**

Please complete yellow highlighted sections and refer to the Tenant Annual Return template overview on the GCA website Environment page for further guidance. (<https://www.goldcoastairport.com.au/corporate/regulatory/home>)

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| --- | --- | --- | --- |
| **Company & Trading Name:** | Click or tap here to enter text. | **Financial year Reporting Period** | Click or tap here to enter text. |
| **Site Manager:** | Click or tap here to enter text. | **Phone** | Click or tap here to enter text. |

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| **Signed** | Click or tap here to enter text. | **Position** | Click or tap here to enter text. | **Form Date** | Click or tap to enter a date. |

**Section 1** - Environmental Management Framework

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment**  **Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **1.1** | Any updates to the **Operational Environmental Management Plan** and related documents during the reporting period. e.g. environmental policy | YES  NO | Date and Rev No. of OEMP  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.2** | Any **key changes in operations** influencing environmental management during the reporting period. | YES  NO | List  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.3** | **Environmental training** undertaken during the reporting period. | YES  NO | Attach examples  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.4** | **Environmental audits** completed during the reporting period. | YES  NO | Date of audit:Click or tap to enter a date.  Attach audit findings/report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.5** | **Emergency response** procedure including spill management | YES  NO | Reference section in OEMP  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.6** | **Environmental incidents** during the reporting period. Include root cause analysis and corrective actions undertaken. | YES  NO | Attach reports  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.7** | **Environmental inquiries / complaints** received during the reporting period. If yes please provide details. | YES  NO | Attach inquiry / complaint and responses  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.8** | **Trade waste license exceedance** i.e. waste discharge to sewer only | YES  NO | Note  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.9** | **Annual equipment maintenance schedule** e.g. stormwater interceptors, grease arrestors, fume cupboards, extraction fans, generators, fire pumps, sewer and stormwater pumps, oily water separators. | YES  NO | Attach current schedule completed indicating completed servicing and inspections for plant and equipment  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.10** | **Operational inspection program** | YES  NO | Attach example completed checklists with environmental checks  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 2** – Minor Fuel Storage and Handling

**Examples: fuel quantities less than 1kL including operation of generators and fire pumps.** **Portable fuel containers addressed by Section 3 (Hazardous Materials Storage and Handling)**

Does your organisation maintain a minor fuel store?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| --- | --- |
| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **2.1** | **Contractor refuelling** | YES  NO | Reference section in OEMP:  Click or tap here to enter text.  Contractor SOP and spill kits checked  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.2** | **Spill kits** responding to minor fuel storage & handling | YES  NO | Total site No.: | YES  NO | YES  NO |  |
| **2.3** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Click or tap here to enter text.  Reference inspection checklist including bund maintenance checks in OEMP:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.4** | **Waste tracking certificates** for regulated waste from fuel spill incidents | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 3** – Hazardous Materials Storage and Handling

**Examples: paints, lubricants, oils & greases, thinners, herbicides, pool chemicals, fire fighting foam, cleaning chemicals, cooking oil and laboratory chemicals**

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| **Does your organisation maintain a hazardous materials store?**  YES  Continue with responses to the items below  NO  Disregard this section and continue with remaining sections | | **Is the store limited to minor quantities of cleaning chemicals (<5L) only?**  YES  Disregard this section and continue with remaining sections  NO  Continue with responses to the items below | |
| **Description** | Click or tap here to enter text. | |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **3.1** | **Hazardous materials register** | YES  NO | Reference section in OEMP or attach register  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.2** | **SDSs** | YES  NO | Date of last review  Click or tap to enter a date. | YES  NO | YES  NO |  |
| **3.3** | **Flammable cabinet** | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.4** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Click or tap here to enter text.  Reference inspection checklist including bund maintenance checks in OEMP:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.5** | **Spill kits** responding to hazardous materials incidents | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.6** | **Waste tracking** **certificates** for regulated wasteresponding to hazardous materials incidents | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.7** | **Disposal of laboratory chemicals**   * Waste tracking certificates | YES  NO | Attach example waste tracking certificates  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.8** | **Fume cupboard** | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 4** – Food Processing

**Examples: cafes, restaurants, fast food**

Does your organisation process unpackaged food?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
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| **Further Action** | **Notes** |
| **4.1** | **Grease arrestor** | YES  NO | Attach servicing records by a licensed contractor  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.2** | **Spill kits** to respond to food processing incidents | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.3** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Click or tap here to enter text.  Reference inspection checklist including bund maintenance checks in OEMP:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.4** | **Waste tracking certificates** for regulated waste including:   * Grease arrestor servicing * Waste oils * Extraction fan servicing | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.5** | **Extraction exhaust fan** | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.6** | **Sewer rising main pump** | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 5** – Carparks and Hardstand Areas

**Does your organisation operate a carpark?**

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

**Do you operate the following carparks?**

Sealed YES  NO  Continue with responses to the items below

Unsealed YES  NO  Continue with responses to the items below

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **5.1** | **Stormwater interceptor** – treatment carpark runoff to stormwater | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **5.2** | **Regulated waste** tracking for servicing stormwater interceptors as required | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **5.3** | **Stormwater rising main pump** | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 6** – Biomedical

**Examples: biological and/or radioactive waste from medical treatment**

Does your organisation generate biomedical waste?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicability** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **6.1** | **Regulated waste** tracking for servicing stormwater interceptors as required | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 7** – Sustainability Measures

**Scope**: power generation and consumption, rainwater harvesting and potable water consumption, waste management (avoidance, reuse, recycling and disposal), fuel consumption, SF6 switching gear and refrigerant storage and use.

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| **Aspect** | **Reduction / efficiency initiative implemented during the period** |
| Energy | Click or tap here to enter text. |
| Water | Click or tap here to enter text. |
| Waste | Click or tap here to enter text. |

| **ID** | **Data Type** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **7.1** | Fuel in litres | YES  NO | Separate use of ULP, ULP E10, diesel, Jet A1, Avgas, natural gas and LPG for stationary and mobile plant  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.2** | Refrigerants in kg | YES  NO | Refrigerants stored or in use R134a, R407c, R410a, etc  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.3** | CO2 in kg | YES  NO | Fire extinguishers, beverage additives  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.4** | Waste in tonnes | YES  NO | General waste, comingled, cardboard, tyres, oil, batteries, toner cartridges, scrap metal and other recycling  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.5** | Water in kL | YES  NO | Potable and non-potable water  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.6** | Electricity in kWh | YES  NO | Purchased non and renewable grid electricity and onsite renewable electricity generation  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |