

*REX GROUP OF COMPANIES*



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# **Group Environmental Management Program**

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**Regional Express  
Holdings Limited**

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	<b>GROUP ENVIRONMENTAL MANAGEMENT PROGRAM</b> <b>Applicability</b>	<i>Group Environmental Management Program</i>
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The contents of the *Group Environmental Management Program* are applicable to all Regional Express Holdings Ltd employees and agents.


The *Group Environmental Management Program* is a volume of the Regional Express Group Manual Suite and should be read in conjunction with other pertinent volumes of the Company Manual Suite.

The *Group Environmental Management Program* is authorised and issued by the Rex Management Committee.

All personnel must comply with the requirements of this document and other pertinent documentation published by the Company.

This *Group Environmental Management Program* is to be read in conjunction with the other Regional Express Group manuals including volumes of the Regional Express, Pel-Air, AAPA and AAPA Victoria.

The instructions contained in the *Group Environmental Management Program* are to be regarded as mandatory by all personnel. The Company reserves the right, either with or without notice, to investigate, and if negligent conduct is identified, to take disciplinary action against any person who fails to comply with these instructions.



Neville Howell  
Chief Operating Officer

This document is one of a set of documents that make up the company Group Manual Suite. Each document in the set has a sponsor nominated for the approval, production, distribution and amendment of the particular document. The Group Compliance and QA Manager (GCQAM) is responsible for the control and distribution of this document. To achieve that, the GCQAM will make sure all documents reflect the format of the master document and that:

- they are serial numbered and identified as controlled documents;
- non-serial numbered documents that may be issued are identified as ‘uncontrolled’ and therefore not subject to amendment service;
- a master distribution list is maintained showing the recipient of each document and the serial number of the document issued to that person;
- all copies of the manual, controlled or non-controlled, are reassigned, as appropriate, to new recipients; and
- all amendments are approved by the sponsor before distribution.

The GCQAM or their delegates are the only people who can authorise revisions to the *Group Environmental Management Program* after such changes have been formally approved by the Management Committee. Any Regional Express Group member of staff can initiate amendments to the manual using the Controlled Document Change Request Form on page xiv.

The first issue of the *Group Environmental Management Program* is shown in the footer as v1.0. Re-issues are shown as v2.0, v3.0 etc. Subsequent amendments are shown as v1.1, v1.2, v1.3 etc.; or v2.1, v2.2, v2.3 etc. Amendments produced out of the normal amendment cycle are shown as v1.1.1, v1.2.1, v1.3.1 etc.; or v2.1.1, v2.2.1, v2.3.1 etc.

Amendments are marked with revision bars beside the text and summarised in the Amendment Record Sheet table on page ix. The List of Effective Pages shows the current version number and issue date of each page in the *Group Environmental Management Program*.

In issuing amendments, the GCQAM or his/her delegate will make sure that:

- each amendment is identified as an approved document;
- adequate instructions are provided for incorporation of the amendments;
- each amendment has a sequential number (refer above for details), date of issue, justification and a revised List of Effective Pages; and
- a record is maintained of all promulgated amendments;

A vertical black line in the outside margin of the affected page shall identify the amended text.

Incorporation of amendments is the responsibility of each manual holder. Upon receipt of an amendment, the manual holder shall incorporate the amendment in accordance with the instructions and record details of incorporation in the Amendment Record Sheet.

Amendments are by page replacement, or addition or deletion.

Replace, add or delete pages as instructed in the Delivery Advice. Then complete the table below, indicating the version number and its effective date. The person amending the *Group Environmental Management Program* should write his/her name in the ‘Amended by’ column, sign the ‘Signature’ column and record the date on which he/she inserted the updated pages.

**Amendment Record Sheet**

Revision Number	Revision Effective Date	Amended by	Signature	Date of Insertion
v1.0	28.03.11	Document Control	DC	Incorp.
v1.1	13.07.15	Document control	DC	Incorp.
v2.0	11.07.19	Document control	DC	Incorp.
v2.1	31.07.20	Document control	DC	Incorp.

The GCQAM or their delegates are the only people who can authorise bulletins to the *Group Environmental Management Program* after such changes have been formally approved by the appropriate committee.

Bulletins are amendments to the *Group Environmental Management Program* that are issued out of the normal amendment cycle. Bulletins are summarised in the Record of Bulletins table shown below and overleaf.

Insert bulletin pages facing the page to which they refer. Then complete the Record of Bulletins table below, indicating the bulletin details, title and insertion date. An amendment supersedes bulletins issued during the previous amendment cycle.

**Record of Bulletins**

Bulletin Details			Title of Bulletin	Insertion Date	Removal Date
No.	Chap	Page			
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Use the Manual/Exposition Improvement Request Form to suggest changes to this manual.

Input concerning the structure and layout of this manual or any policies and procedures detailed in it are encouraged.

Photocopy the form on the reverse side of this page, complete and scan and email (preferred) or send the copy to the address listed below. **Do NOT send the original of this page.**

Please email (preferred) the completed form to:

document.control@rex.com.au

or by hard copy to:

Group Compliance and QA Manager  
C/O Manager Technical Publications  
Regional Express  
81 - 83 Baxter Road  
Mascot NSW 2020

Postal Address:  
Regional Express  
PO Box 807  
Mascot NSW 1460

(Non-Regional Express staff may fax this form to (02) 9023 3557)





**Manual/Exposition Improvement Request Form**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Doc. Name: \_\_\_\_\_

Vol: \_\_\_\_\_ Chap: \_\_\_\_\_ Heading No. / Section: \_\_\_\_\_ Rev.: \_\_\_\_\_

Requested change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If more space is needed, please attach an additional Improvement Request Form.)

Tick here if an additional form is attached:

Reason for change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

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\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Form No.  
RO.150 (11.09.18)

**List of Effective Pages**

<b>CHAPTER 0</b>			<b>CHAPTER 2</b>			<b>CHAPTER 6</b>		
<b>Pg</b>	<b>Version</b>	<b>Date</b>	<b>Pg</b>	<b>Version</b>	<b>Date</b>			
i	v2.0	11.07.19	<b>i</b>	<b>v2.1</b>	<b>31.07.20</b>	i	v2.0	11.07.19
<b>ii</b>	<b>v2.1</b>	<b>31.07.20</b>	ii	(blank page)		ii	(blank page)	
iii	v2.0	11.07.19	1	v2.0	11.07.19	1	<b>v2.1</b>	<b>31.07.20</b>
iv	v2.0	11.07.19		(blank page)		2	(blank page)	
v	v2.0	11.07.19						
vi	v2.0	11.07.19						
vii	v2.0	11.07.19						
<b>viii</b>	<b>v2.1</b>	<b>31.07.20</b>						
ix	v2.0	11.07.19						
x	v2.0	11.07.19						
			<b>CHAPTER 3</b>			<b>CHAPTER 7</b>		
			i	v2.0	11.07.19	i	v2.0	11.07.19
			ii	(blank page)		ii	(blank page)	
			<b>1</b>	<b>v2.1</b>	<b>31.07.20</b>	<b>1</b>	<b>v2.1</b>	<b>31.07.20</b>
			2	(blank page)		<b>2</b>	<b>(blank page)</b>	
			<b>CHAPTER 4</b>			<b>CHAPTER 8</b>		
			i	v2.0	11.07.19	i	v2.0	11.07.19
			ii	(blank page)		ii	(blank page)	
			<b>1</b>	<b>v2.1</b>	<b>31.07.20</b>	1	v2.0	11.07.19
			2	(blank page)		2	(blank page)	
			<b>CHAPTER 5</b>					
			i	v2.0	11.07.19			
			ii	(blank page)				
			1	v2.0	11.07.19			
			2	(blank page)				

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This page has been included to provide information about the use of warning, cautions and notes.

**WARNING**

**A warning immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in loss of life or personal injury.**

**CAUTION**

**A caution immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in damage to or destruction of equipment, or corruption of data.**

**NOTE**

A note immediately precedes or follows an operating procedure, maintenance practice or condition that requires highlighting.

**1      Scope of the Environmental Management Program ..... 1**

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# 1 Scope of the Environmental Management Program

Rex Group of companies (Regional Express, Pel-Air, AAPA and AAPA Victoria) recognises that it has a responsibility to conduct its activities in an environmentally and socially responsible manner. This document details the Regional Express and its subsidiaries (REX) Environmental Management Program (EMP), incorporating the Group's environmental policy, targets, prevention of pollution, management strategies to mitigate the risk of environmental impact and continuous environmental improvement.

The REX EMP applies to all operations and services at its head office and other facilities throughout Australia. Staff members at all sites are expected to comply with the spirit of the environmental policy in the context of the organisation in which they work.

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**2 Environmental Policy ..... 1**

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## 2 Environmental Policy

Regional Express and its subsidiaries are committed to preserving the environment to the measure of our capabilities. It aims to provide its customers with the best service possible with the minimum impact upon the environment.

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<b>3</b>	<b>Planning .....</b>	<b>1</b>
<b>3.1</b>	<b>Environmental Aspects .....</b>	<b>1</b>
<b>3.2</b>	<b>Legal and Other Requirements .....</b>	<b>1</b>

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## **3 Planning**

### **3.1 Environmental Aspects**

Each identified environmental aspect is subject to a qualitative risk analysis based on the likelihood and consequences of environmental impact or impact on the organisation from environment-related issues, in the context of existing measures to control the risk.

All such risk analyses are carried out in accordance with normal Group risk management practice as per the CASA approved Rex Group Safety Management System and processes consistent with AS/NZS ISO31000:2018.

### **3.2 Legal and Other Requirements**

The Rex Group is subject to several legal requirements regarding its environmental aspects. The Group Compliance and QA Manager (GCQAM), or delegate, monitors our legal obligations and keeps the Management Committee up to date in changes to the legal obligations. The Rex Group is also subject to several other non-legal initiatives regarding its environmental aspects.

The legal and other requirements that are taken into account in establishing, implementing and maintaining the environmental management system include, but are not limited to:

- Relevant State Work, Health and Safety Acts
- Airport Environmental Protection Act (1997)
- Environmental Protection and Biodiversity Conservation Act 1999
- National Greenhouse and Energy Reporting Act 2007
- Relevant Airport Environmental Strategies

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**OPERATIONS  
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**4      Operations ..... 1**

*Approved by the Management Committee*

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## 4 Operations

Regional Express Holdings (REX) is Australia's largest independent regional airline operating a fleet of more than 60 Saab 340 aircraft on some 1500 weekly flights to 59 destinations throughout New South Wales, Victoria, Tasmania, South Australia, Western Australia and Queensland. The Rex Group comprises of regular public transport operator Regional Express, air freight and charter operator Pel-Air Aviation as well as the pilot academy Australian Airline Pilot Academy in Wagga Wagga and Victoria.

The Rex Group operates from facilities throughout Australia. These include airport operations at capital cities such as Sydney, Melbourne, Brisbane, Townsville, Cairns, Adelaide and Perth.

Activities are diverse and include, but are not limited to:

- Aircraft turnaround
- Ground support equipment repairs and servicing
- Vehicle re-fuelling
- Aircraft toilet servicing
- Aircraft de-icing
- Aircraft maintenance
- Aircraft cleaning
- Aircraft re-fuelling
- Waste disposal
- Aircraft painting during aircraft maintenance

The environmental risk assessments of the specific site locations are held within the specific Site Environmental Management Plans.

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<b>5</b>	<b>Site Environmental Management Plans .....</b>	<b>1</b>
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## 5 Site Environmental Management Plans

The Rex Group Site Environmental Management Plans (SEMP) provide the mechanism for the implementation of the Rex Group Environmental policy and aims to:

- identify environmental impact arising from our activities; and
- risk assess the environmental impact.

The Rex Group SEMP's detail strategies to be implemented aimed at the continuous improvement of environmental performance in the following areas:

- Environmental sustainability;
- Water management;
- Materials and waste management;
- Energy management; and
- Sustainable facilities and buildings.

The specific Site Environmental Management Plans are stored electronically.

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<b>6</b>	<b>Site Environmental Risk Profiles .....</b>	<b>1</b>
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## 6 Site Environmental Risk Profiles

The environmental risk assessments of the specific site locations are held within the specific Site Environmental Management Plans.

The following sites are covered by this GEMP:

1. Sydney Airport
2. Melbourne Airport
3. Adelaide Airport
4. Wagga Wagga Airport
5. Brisbane Airport
6. AAPA Wagga Wagga
7. Perth Airport

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**RISK MANAGEMENT  
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## 7 Risk Management

The process of risk management involves establishing an appropriate infrastructure and culture and applying a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise gains.

The objective of risk management is to eliminate risk where practical or reduce the associated risk (likelihood and consequence) to acceptable levels, and to manage the remaining risk so as to avoid or mitigate any possible undesirable outcome of a particular activity.

The Rex Group Risk Matrix that is referenced when assigning a level of risk to each identified environmental aspect is located in the Rex Group Safety Management System Manual.

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<b>8</b>	<b>Management Review .....</b>	<b>1</b>
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## 8 Management Review

The Management Committee will discuss issues that pertain to the Group environmental performance, as they arise. Minutes from this meeting will track action items as they arise from the review.

More frequent reviews may occur, resulting from adverse 'high risk' findings identified during internal/external audits or hazard reports.

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