

REX GROUP OF COMPANIES



Group Environmental Management Program

**Regional Express
Holdings Limited**

GP.080.0101

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	GROUP ENVIRONMENTAL MANAGEMENT PROGRAM Applicability	<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, Air-link, Pel-Air and/or AAPA Operations Manual suite.

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.



Chris Hine
Chief Operating Officer

	GROUP ENVIRONMENTAL MANAGEMENT PROGRAM Amendment Record Sheet	<i>Group Environmental Management Program</i>
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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.

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Group Environmental Management Program	GROUP ENVIRONMENTAL MANAGEMENT PROGRAM Controlled Document Change Request Form	
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Use the Controlled Document Change Request Form to suggest changes to the *Group Environmental Management Program*. Photocopy the form on the reverse side of this page, and complete and send the copy to the address listed below. **Do NOT send the original of this page.** Input concerning the structure and layout of this manual or any policies and procedures detailed in it are encouraged. Please send the completed form via internal mail to:

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

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   	GROUP ENVIRONMENTAL MANAGEMENT PROGRAM Controlled Document Change Request Form	<i>Group Environmental Management Program</i>
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   	Regional Express Holdings Limited Controlled Document Change Request Form
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Member requesting change: _____

Position: _____

Member's Phone No.: _____ Member's Fax No.: _____

Doc. No.: _____ Doc. Name: _____

Vol: _____ Chap: _____ Heading No. / Section: _____ Rev.: _____

Requested change: _____

(If more space is needed, please attach a change request. Tick here if a change request is ☐)

Reason for change: _____

Notes: _____

Signature: _____ Date: ____ / ____ / ____

Form No.: RO 150 (01/02)

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List of Effective Pages

CHAPTER 0			CHAPTER 2			CHAPTER 6		
Pg	Version	Date	Pg	Version	Date	i	v1.0	28.03.11
i	v1.0	28.03.11	i	v1.0	28.03.11	1	v1.0	28.03.11
ii	v1.0	28.03.11	1	v1.0	28.03.11			
iii	v1.0	28.03.11						
iv	v1.0	28.03.11						
v	v1.0	28.03.11						
vi	v1.0	28.03.11						
vii	v1.0	28.03.11						
viii	v1.0	28.03.11						
ix	v1.0	28.03.11						
x	v1.0	28.03.11						
			CHAPTER 3			CHAPTER 7		
			i	v1.0	28.03.11	i	v1.0	28.03.11
			1	v1.0	28.03.11	1	v1.0	28.03.11
CHAPTER 1			CHAPTER 4			CHAPTER 8		
i	v1.0	28.03.11	i	v1.0	28.03.11	i	v1.0	28.03.11
1	v1.0	28.03.11	1	v1.0	28.03.11	1	v1.0	28.03.11
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			1	v1.0	28.03.11			

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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.

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	SCOPE OF THE ENVIRONMENTAL MANAGEMENT PROGRAM	<i>Group Environmental Management Program</i>
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1 Scope of the Environmental Management Program

Rex Group of companies (Regional Express, Pel-Air, Air Link and AAPA) 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

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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3 Planning

3.1 Environmental Aspects

Each identified environmental aspect is subject to a qualitative risk analysis based on 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 Safety Management System and processes consistent with AS/NZS ISO31000:2009.

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 Occupational, Health and Safety Acts
- Airport Environmental Protection Act (1994)
- Environmental Protection and Biodiversity Conservation Act 1999
- Energy Efficient Opportunities Act 2006
- National Greenhouse Energy Reporting Act 2007
- Relevant Airport Environmental Strategies

The Energy Efficient Opportunities Act 2006 (EEO) and the National Greenhouse Energy Reporting Act 2007 (NGER) are federal government initiatives relating to the environment.

Rex registered also for the NGER program on 25 Feb 2009 and has since submitted NGER reports for FY0910. Rex registered for the EEO programme on 11 November 2007 and has since embarked on various initiatives to reduce energy consumption, in turn reducing emissions.

Refer to <http://www.rex.com.au/AboutRex/InTheCommunity/EEO.aspx>

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4 Operations

Regional Express Holdings (REX) is Australia's largest independent regional airline operating a fleet of more than 40 Saab 340 aircraft on some 1300 weekly flights to 35 destinations throughout New South Wales, Victoria, Tasmania, South Australia and Queensland. The Rex Group comprises Regional Express, air freight and charter operator Pel-Air Aviation and Dubbo-based regional airline Air Link, as well as the pilot academy Australian Airline Pilot Academy.

Rex Group operates from facilities throughout Australia. These include: Adelaide (ADL), Brisbane (BNE), Dubbo (DBO), Melbourne (MEL), Sydney (SYD) and Wagga Wagga (WGA) Airports, with an additional operational facility at Robey Street Mascot.

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 locally by the GCQAM.

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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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6 Site Environmental Risk Profiles

The environmental risk assessments of the specific site locations are held locally by the GCQAM.

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. Dubbo Airport
7. Robey Street Mascot NSW
8. HMAS ALBATROSS - Nowra

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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.

Below is the risk assessment matrix that is referenced when assigning a level of risk to each identified environmental aspect.

GROUP RISK MATRIX Version 1.4			CONSEQUENCE How severely could it hurt someone, damage something or impact on operations. The magnitude of the consequence should be assessed in the context of existing controls				
   			CATASTROPHIC - Multiple deaths - Loss of critical asset - Irreversible environmental damage - Shutdown of services for an indefinite period - Regulatory breach with a substantial fine and extended disruption to services - Change in public perception resulting in substantial reduction in RPK - Loss of > \$15 Million	MAJOR - Single death/catastrophe permanent disability or ill health - Extensive damage to critical asset - Extensive pollution - Delay to passenger (>24 hours) - Regulatory breach with a substantial fine and no disruption to services - Extended nationwide media coverage - Loss of \$1 Million - \$15 Million	MODERATE - Long term illness or serious injury - Damage to critical asset resulting in an impact on scheduled activities - Localised pollution - Delay to passenger (between 18 - 24 hours) - Regulatory breach with a large fine - Short term nationwide media coverage - Loss of \$500,000 - \$1 Million	MINOR - Medical attention required - Replace or repair with no impact on scheduled activities - Minor pollution - Delay to passenger (between 3 - 18 hours) - Small regulatory breach with a small fine - Extended local coverage in media - Loss \$100,000 - \$500,000	INSIGNIFICANT - First aid needed - Slight damage requiring no repair - Negligible pollution - Delay to passenger (between 1 - 3 hours) - Small regulatory breach by staff or Company with no fine - Articles in local newspaper (s) - Loss of < \$100,000
RISK LEVEL ● EXTREME ● HIGH ● MEDIUM ● LOW			A	B	C	D	E
LIKELIHOOD Likelihood (frequency and duration) that the identified consequence can occur, should be assessed in the context of the existing controls	ALMOST CERTAIN Expected to occur	5	5A	5B	5C	5D	5E
	LIKELY Will probably occur in most circumstances	4	4A	4B	4C	4D	4E
	POSSIBLE Will occur in some circumstances	3	3A	3B	3C	3D	3E
	UNLIKELY Could occur in some circumstances	2	2A	2B	2C	2D	2E
	RARE Could occur but only in exceptional circumstances	1	1A	1B	1C	1D	1E

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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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