

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.

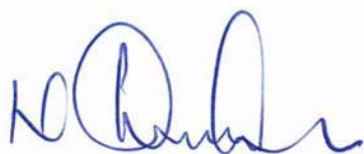
The *Group Environmental Management Program* is a volume of the Regional Express Group Manual Suite and should be read in conjunction with other pertinent volumes of the Company Manual Suite.

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.



Neville Howell
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.

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



Regional Express Holdings Limited
Controlled Document Change Request Form

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)

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
ii	v1.1	13.07.15	ii	(blank page)		ii	(blank page)	
iii	v1.0	28.03.11	1	v1.0	28.03.11	1	v1.0	28.03.11
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x	v1.0	28.03.11						
			CHAPTER 3			CHAPTER 7		
			i	v1.0	28.03.11	i	v1.0	28.03.11
			ii	(blank page)		ii	(blank page)	
			1	v1.1	13.07.15	1	v1.1	13.07.15
			2	(blank page)		2	v1.1	13.07.15
			CHAPTER 4			CHAPTER 8		
			i	v1.0	28.03.11	i	v1.0	28.03.11
			ii	(blank page)		ii	(blank page)	
			1	v1.0	28.03.11	1	v1.0	28.03.11
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			CHAPTER 5					
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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, 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	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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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 submitted NGER reports since 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	1
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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	1
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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	1
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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	1
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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.

Rating	CONSEQUENCE / IMPACT					LIKELIHOOD							
	General	Safety of Flight	Brand/Reputation	Financial	Regulatory/Legal	Operations	Security	People	Item (1)	Item (2)	Possible (3)	Likely (4)	Almost Certain (10)
Catastrophic (10)	Most Rex Group objectives impacted.	Aircraft destroyed. Multiple deaths.	Change in public perception resulting in substantial reduction in revenue.	Loss of > \$30 Million	Suspension of operations by authorities / regulators including receipt of "show cause" or equivalent. Significant litigation or prosecution. Potential costs / fines > \$30 Million (e.g. class action).	Severe network wide disruption to operations for extended period. Shutdown of services for an indefinite period.	Loss of life or the substantial damage or destruction of an asset through a terrorist or criminal act resulting in ongoing external agency intervention and/or control of business operations.	Multiple fatalities due to or potentially due to work related factors.	May occur only in exceptional circumstances	1 in 1000	Has occurred somewhere several times	Will probably occur	Is expected to occur in most circumstances
Major (5)	Some Rex Group objectives impacted.	A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely. Major aircraft damage.	Extended nationwide media coverage.	Loss of \$1 Million - \$30 Million	Major regulatory breach with potential impact on continued operations by authorities / regulators (e.g. Safety Alert, Prosecution or substantial fine and disruption to services). Litigation or prosecution. Potential costs / fines \$1 Million - \$30 Million.	Significant degradation of operations with impact on multiple services. Delay to passengers >24 hours.	Significant injury to a person's or damage to an asset's or disruption to business operations or extended adverse media attention caused by a criminal act or major regulatory breach resulting in extended external agency involvement.	Work related serious injury/illness causing permanent disability and/or single fatality.	LOW RISK 5	MODERATE RISK 10	MODERATE RISK 15	HIGH RISK 25	EXTREME RISK 50
Moderate (3)	Minimal impact on Rex Group objectives. Most local objectives impacted.	A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency. Serious incident. Use of Emergency Procedures. Minor aircraft damage.	Short term nationwide media coverage.	Loss of \$300,000 - \$1 Million	Regulatory breach leading to a substantial fine but no disruption to services. Potential litigation, prosecution or dispute requiring mediation involving several weeks of senior management time. Potential costs / fines \$300,000 - \$1 Million.	Notable but manageable disruption to operations. Delay to passengers between 18 - 26 hours.	Superficial injury to a person's or damage to an asset's, minor disruption to business operations / passengers and/or some adverse media attention caused by a criminal act or regulatory breach resulting in external agency involvement.	Work related injury/illness requiring emergency medical treatment with no permanent disability.	LOW RISK 3	LOW RISK 6	MODERATE RISK 9	MODERATE RISK 15	HIGH RISK 30
Minor (2)	Negligible impact on Rex Group objectives. Some local objectives impacted.	Deviation with some potential to impact safe operation of an aircraft e.g. Exceedance of Operating Limitations. Managed within normal operating procedures, redundancy in place. Minor incident. Negligible aircraft damage with no safety of flight implications.	Extended local coverage in media.	Loss of \$50,000 - \$300,000	Regulatory breach resulting in a Non-Compliance Notice. Potential costs / fines \$30,000 - \$300,000.	Slight disruption to operations. Operational disruption within normal operating parameters. Delay to passengers between 3 - 18 hours.	No injury to any person or damage to any assets but involving a minor regulatory or internal policy breach requiring minor or no external agency involvement.	Minor incident. Work related injury/illness requiring non-urgent medical treatment by a registered medical practitioner.	VERY LOW RISK 2	LOW RISK 4	LOW RISK 6	MODERATE RISK 10	MODERATE RISK 20
Insignificant (1)	Minimal impact on local objectives.	Deviation with minimal potential to impact safe operation of an aircraft. Little consequence, managed as part of business as usual.	Articles in local newspaper(s).	Loss of < \$30,000	No regulator involvement. Potential costs / fines < \$30,000.	Single delay within normal operating parameters. Delay to passengers < 3 hours.	Incidents that do not directly present a threat to the security of aviation operations, airline assets, personnel or passengers.	Work related injury/illness requiring first-aid or medical practitioner with no follow up required or non-work related injury/illness.	VERY LOW RISK 1	VERY LOW RISK 2	LOW RISK 3	LOW RISK 5	MODERATE RISK 10

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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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