



SYDNEY **METRO** AIRPORTS

BANKSTOWN & CAMDEN

Environment Management

A TENANT INFORMATION HANDBOOK



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Introduction

The information in this booklet has been developed to help you understand the nature of your environmental obligations at the Airport and to provide information of a general nature that may assist you to meet those obligations. The information in this booklet is applicable at both Bankstown and Camden Airports.

Legislation

The Airports Act 1996 (the Act) and the Airports (Environment Protection) Regulations 1997 (the Regulations) establish environmental obligations and standards at Federal Airports. The Airport Environment Strategy (AES), a requirement under the Act, establishes objectives, targets and actions for managing environmental matters at the Airport.

The Act created the:

- Airport Environment Officer (AEO) to oversee and, as necessary, enforce the requirements of the Act, the Regulations and the AES, and
- Airport Building Controller (ABC) to oversee and approve the development of new, and the modification of existing, buildings and facilities on the airport.

Both the AEO and ABC are statutory office holders for the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government (the Department) and report directly to the Department on a regular basis.

The Act, the Regulations and the AES are legally binding on all operators at Sydney Metro Airports Bankstown and Camden – this includes the operators of the airports, Bankstown Airport Limited (BAL) and Camden Airport Limited (CAL), as well as all other operators at those Airports (that is, all tenants, sub-tenants, contractors, sub-contractors, casual operators as well as visiting operators).

Your Duty of Care

The Act establishes that it is an offence to cause environmental pollution and creates the concept of environmental harm and environmental nuisance.

The Regulations establish that all operators at Sydney Metro Airports Bankstown and Camden, have a 'duty of care' to the environment. This means operators must:

- Take all reasonable and practicable measures to prevent pollution from their operations and, if prevention isn't possible,
- Take all reasonable and practicable measures to minimise pollution.

In order to show that everything that could be done to prevent pollution has been done, or that action has been taken to minimise pollution where prevention isn't possible, an operator must;

- Ensure that all risks to the environment have been identified and assessed.
- Adopt or install measures to prevent / minimise pollution, and
- Check and maintain the pollution control measures on a regular basis.

Environmental Incidents

You must notify the Airport Duty Operations Officer on 0419 294 432 as soon as you become aware of any incident that may cause environmental harm (e.g. a fuel or chemical spill, dumped waste materials).

Refer to Environment Information Sheet 8 – Spill Response for more information on managing spills. Environment Information Sheets are available on the Airports website at www.sydneymetroairport.com.au



Stormwater Management is an essential function of the Airport's Environmental Management ^

Water

The Regulations establish standards for the protection of water quality at the Airport and a requirement for BAL/CAL to monitor for water pollution. If water pollution is identified during monitoring, BAL/CAL is required to notify the AEO.

To protect water quality on the airport you must;

- Prevent anything other than rain water entering stormwater drains on or near your premises.
- Advise the Airport Duty Operations Officer on 0419 294 432 immediately of any spill of chemical, fuel or water that is contaminated in any way, that enters the stormwater system.

Actions you can take to protect water quality include;

- Sweep or dry mop workshop and hangar floors. Never hose the workshop or hangar floor unless all water can be collected for disposal or drained through an approved trade waste system.
- Wash aircraft in the designated aircraft wash bay and vehicles in an approved vehicle wash bay. Never allow wash water to enter a stormwater drain.¹
- Degrease engines and parts inside your workshop and capture all chemicals for disposal via an appropriately licensed waste contractor. If you must degrease parts elsewhere, capture the entire product you use for appropriate disposal.
- Store fuel, oil and chemicals properly, within a bunded area that is located well away from drainage points.²
- Capture and clean all spills of fuel, oil, chemicals or paint and dispose appropriately. Never wash products down stormwater drains or sinks.
- Apply for a Trade Waste License from Sydney Water for disposal of liquid wastes to sewer.
- Check that drains inside your hangar aren't connected to stormwater – If they do drain to stormwater you must cap and seal them to prevent material from the hangar floor entering stormwater.
- Check that all hand basins are connected to sewer. It is illegal to discharge water from hand basins to stormwater or the ground outside your hangar.

Refer to Environment Information Sheet 5 – Dangerous Goods and Hazardous Substances for more information on the management of Dangerous Goods and Hazardous Substances.

Water Restrictions

- Check with Sydney Water whether water restrictions are in place and whether you require an exemption for activities such as washing aircraft. Refer www.sydneywater.com.au or call 13 20 92.

¹ Biodegradable detergents are a pollutant.

² Outside stores must be covered.



The correct disposal of hazardous waste, such as asbestos, is essential to your tenant obligations ^

Waste

Waste management on Sydney Metro Airports Bankstown and Camden is controlled under the NSW Protection of the Environment Operations Act 1997 and associated Regulations. The Regulations establish procedures for the classification and disposal of waste.

To manage waste you must;

- Classify and store waste materials appropriately.
- Dispose of all waste generated by your operations (liquid and solid) to an appropriately licensed landfill via a licensed waste contractor.
- Obtain a waste transfer certificate for the waste materials that are being disposed and retain them for the specified period.

Actions you can take to manage waste and protect the environment include;

- Store waste materials appropriately – Separate your waste according to type and store in a secure, bunded area that is covered.
- Dispose of waste materials frequently - Accumulating waste materials outside your premises is not permitted because they represent a fire hazard, a potential threat to the environment from leaks or spills and they may pose an aviation hazard. There are companies that service the Airport regularly who collect waste oil and fuel for free.
- Dispose waste materials appropriately – Certain types of waste (such as asbestos material, refrigerant gases, chemicals, paints, metals and demolition materials) require extra care in their disposal. Talk to your waste contractor about the appropriate way to dispose of these materials.
- Reduce waste – Undertake a waste audit to identify what materials can be reduced, reused or recycled.

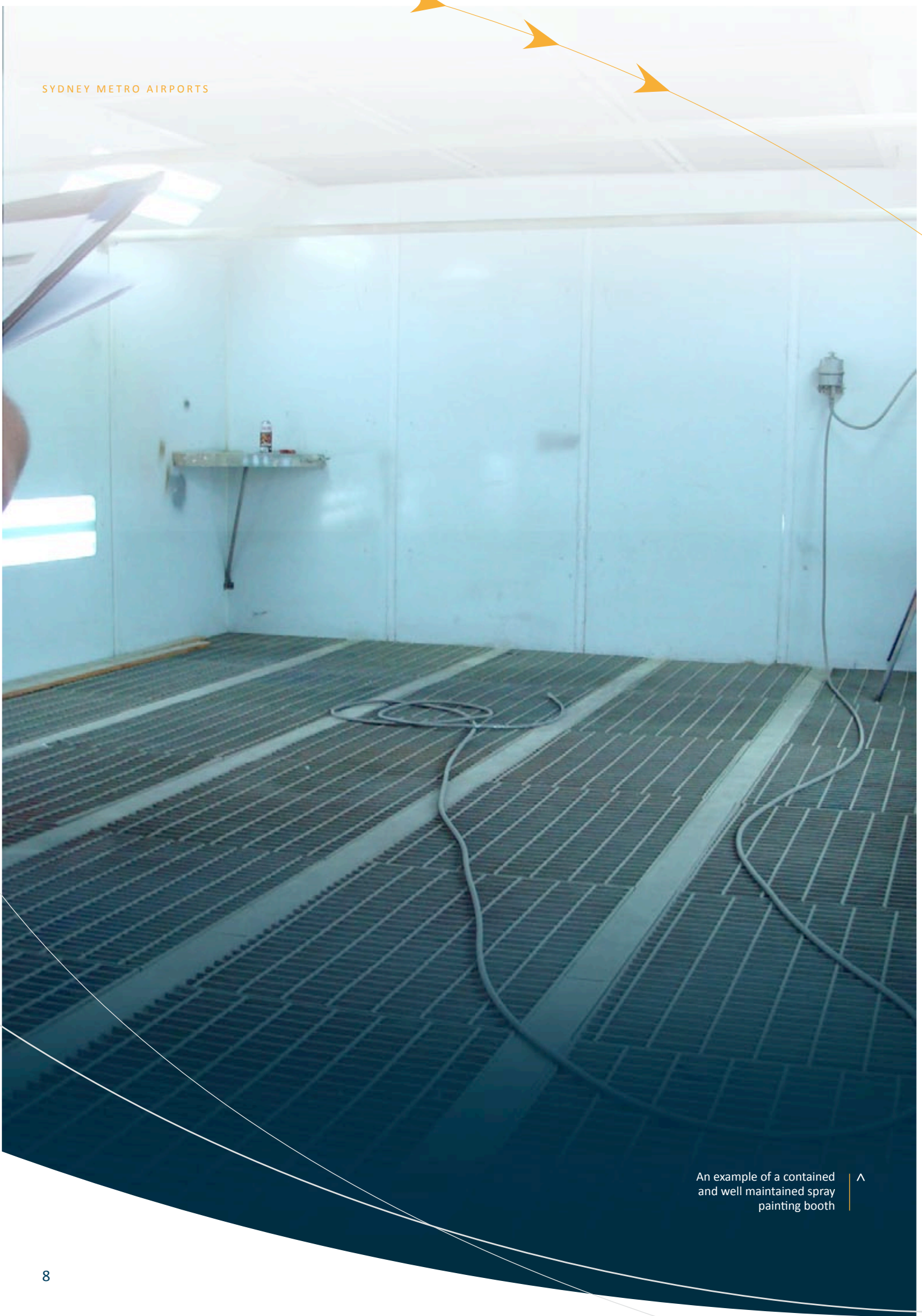
Management of illegally dumped waste materials

As an occupier of premises on airport you are responsible for any material disposed on your site.

You can make your premises unattractive to those looking to dump their waste by;

- Erecting barriers to make access to your property difficult.
- Erecting signage to indicate your property is under surveillance.
- Lighting external areas appropriately.
- Providing screens for, and locking, waste bins that are stored in publically accessible areas.

If waste material is dumped at your premises you should report the matter to the Western Sydney Regional Illegal Dumping (RID) squad on (02) 4732 7446.



An example of a contained and well maintained spray painting booth ^

Air

The Regulations establish standards for the protection of air quality at the Airport. BAL/CAL is required to monitor for air pollution. If air pollution is identified during monitoring the BAL/CAL is required to notify the AEO.

To protect air quality on the Airport you must:

- Prevent uncontrolled emissions of substances to the air from your premises.
- Advise the Head of Property on 9791 9424 if you propose to install a ventilation or extraction system within your premises.

Actions you can take to protect air quality at the Airport include;

- Maintain paint spray booths and dust extraction systems regularly - Change filters when required and as recommended by the equipment manufacturer or service agent.
- Register air conditioning cooling towers with Bankstown City Council – Undertake regular inspections as required.
- Use extinguishers appropriate to the type of fire – BCF (yellow) extinguishers are prohibited for use as general purpose fire extinguishers (They are exempt for installation and use in aircraft only).³
- Obtain the appropriate permit if you propose to store BCF extinguishers on your premises
- Refrain from lighting a fire at the Airport - Smoke is an operational hazard and contributes to air pollution and fires are not permitted anywhere on the Airport.

³ A Halon special permit is required if you store these extinguishers anywhere other than within an aircraft. Refer to the Civil Aviation Safety Authority Air worthiness Bulletin AWB 26-002 Issue 1, 22 November 2005 – Hand-held portable Fire Extinguishers.

NOISE PIC?

Noise is generated from many sources including maintenance operations – please consider our neighbours ^

Noise

The Regulations establish guidelines for the assessment of excessive noise and a requirement for BAL/CAL to monitor levels of noise at the Airport. BAL has developed a Noise Management Plan which identifies opportunities for reducing and managing aviation related noise.

To manage noise emissions at the Airport you must:

- Prevent the generation of offensive noise from your operations.
- Minimise the generation of offensive noise where prevention is not possible.

Actions you can take to manage noise at the Airport include:

- Conduct engine ground running of fixed wing and rotary aircraft in accordance with the specified Aircraft Engine Ground Running Guidelines for the airport. The Guidelines are available on the Airports website at www.sydneyairport.com.au or you can obtain a hardcopy from the Airport Environment Manager (Call 8709 9409).
- Conduct engine ground running within the designated area as specified in the Aircraft Engine Ground Running Guidelines.
- Fit vehicles and equipment with noise reducing equipment as specified by the manufacturer.
- Maintain noise reducing equipment fitted to vehicles and equipment in good working order.
- Advise the Airport Duty Operations Officer on 0419 294 432 in the event you can't avoid the generation of excessive noise. (Advise the Airport Duty Operations Officer the location, time and likely duration of the excessive noise event).
- Adopt Fly Neighbourly Procedures as far as it is safe and practicable to do so. The Procedures are available on the Airports website.



Soil quality management is the responsibility of all Airport users and tenants

Soil

The Regulations establish standards for the protection of soil quality on the Airport and require BAL/CAL to monitor for soil pollution. If soil contamination is detected during monitoring BAL/CAM must notify the AEO.

To protect soil quality on the Airport you must:

- Prevent any contaminating materials such as oil, fuel, chemicals, paint, metals, and solvents from entering the soil on or near your premises.
- Notify the Airport Environment Manager on 8709 9409 in the event you become aware of, or you suspect, soil contamination has occurred on or near your premises or anywhere else on Airport.

Actions you can take to prevent soil contamination include:

- Advise the Airport Environment Manager on 8709 9409 prior to bringing fill materials, materials associated with building works or soil for landscaping onto the Airport. Material brought onto the Airport, such as soil, gravel, sand and rock must comply with the specifications provided in Environment Information Sheet 3 – Importation of Soil and Fill Materials. The Environment Information Sheet is available on the Airports website.
- Conduct spray painting in a purpose built spray paint booth – Refer to the Environment Information Sheet 4 – Spray Painting on Airports, which is available on the Airports website. Where spray painting in a purpose built booth is not practicable, because it is a one off practice or the item to be spray painted is too large for a reasonably available spray booth, spray painting may occur outside - but only during calm conditions and utilizing a plastic drop sheet of sufficient size to protect the surrounding soil from overspray.
- Undertake sanding indoors – Sweep up the sanding residue, wrap or place it in a container and dispose of it appropriately. Where sanding indoors is not practicable, because the object to be sanded does not fit within the workshop, sanding may occur outdoors but only during calm conditions and you must utilize a plastic drop sheet to protect the surrounding soil from sanding residue. On completion of the work the sanding residue must be collected, wrapped or placed in a container and disposed appropriately.



An example of correctly labelled and stored chemicals | ^

Dangerous Goods and Hazardous Materials

All chemicals, including solvents, fuels and oils, are classified as Dangerous Goods or Hazardous Materials. Their purchase, use, storage and disposal are subject to a variety of Regulations and Standards.

Fuels, oils and chemicals must be stored in accordance with the requirements of the NSW Occupational Health and Safety Act 2000 and Regulations 2001.

- Establish if you are required to provide a 'Notification of Dangerous Goods' for storing such products on your premises. Information on dangerous goods notification requirements is available from WorkCover NSW, phone 13 10 50.
- Store all fuel, oils and chemicals indoors, in reliable containers that are placed within a bunded area or on a drip tray.
- Check storage conditions regularly to ensure all items are properly stored and that no spills have occurred.
- Obtain up to date Material Safety Data Sheets (MSDS) for all the fuels, oils and chemicals stored on your premises.
- Maintain a spill kit stocked with sufficient quantities of an appropriate absorbent material for the type of fuel, oil or chemical used and stored at your premises.

For more information on this topic refer to Environment Information Sheet 5 – Dangerous Goods and Hazardous Substances.



A clean, safe working environment | ^

Housekeeping

- Keep the interior and exterior of your premises neat and tidy in accordance with your Lease Agreement. This includes removing any litter that may accumulate at your premises.
- Store all excess parts, drums and other materials within a purpose built storage area located within the confines of your premises.
- Provide the appropriate number and type of fire extinguishers within your premises, as per the Building Code of Australia (BCA) – This will be based on the type of activities you conduct.
- Ensure fire extinguishers are regularly checked by an appropriately qualified person as per AS 1851-2005: Maintenance of fire protection systems and equipment.



Resource Use

All of the products you purchase have some environmental effects associated with their manufacture, distribution, use and disposal. As the buyer of these products you are in a good position to make environmental improvements by choosing products that minimise environmental impacts, while still meeting your quality criteria.

The following principles can be used to rate and compare competing products and services:

- Avoid products or services made with, containing, or using, environmentally harmful substances.
- Avoid over-packaged goods.
- Maximise your use of recycled and recyclable products.
- Minimise your use of non-renewable resources.
- Buy only what you need, rather than in bulk.
- Buy energy efficient equipment.
- Buy water-conserving equipment and products.
- Work with suppliers and contractors who have adopted an environmental policy.



The endangered *Hibbertia glabescens* MS species | ^

Flora and Fauna

The Regulations establish a general duty on all operators at airports to protect local flora and fauna and their habitat. The approved Bankstown and Camden Airport Master Plans and the Airport Environment Strategies have established extensive areas of native bushland for protection and conservation on both airports.

Guidelines for the removal of vegetation issued by the Department make it illegal to remove any vegetation at an airport without first consulting the Airport Environment Officer.⁴

To protect flora and fauna on the Airport you must;

- Consider the likely impact of your operations and activities on flora and fauna at the Airport;
- Take all reasonable and practicable measures to protect flora and fauna on the Airport from adverse consequences of your operations; and
- Advise the Airport Environment Manager if you propose to remove any trees on your premises.

⁴ The guidelines are available on SMA website



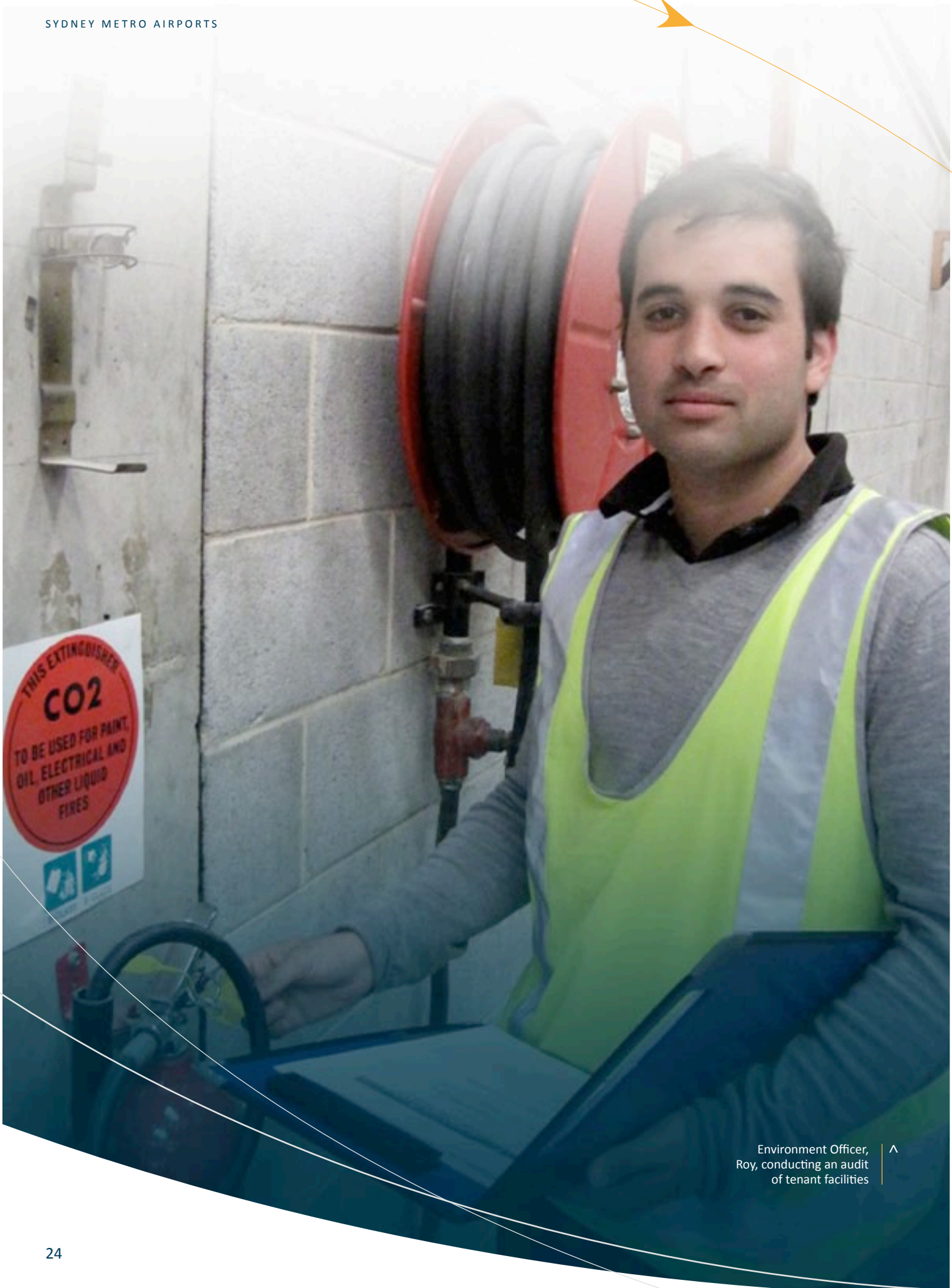
Many buildings around the
Airports are heritage listed | ^

Heritage

The Regulations establish a general duty on all operators at airports to protect the cultural, historical and social values of the airport.

To protect cultural, historical and social values at the Airport you must;

- Seek advice from a suitably qualified professional prior to making alterations to a building identified as having heritage values, or when constructing a new facility in the vicinity of a building, or an aspect of the Airport, identified as having heritage values.
- Develop a plan for the maintenance of heritage values of a building that has been identified as having heritage value.
- Discuss any proposed changes to a building identified as having heritage value with the Head of Property and submit a Development Application if required.



Environment Officer,
Roy, conducting an audit
of tenant facilities

Audits

The Airport Environment Strategy for Bankstown and Camden Airports establish environmental auditing of all facilities and operations on airport, including airport operator facilities and operations, to assess compliance with legislative requirements.

Information on how airport operators are classified according to the level of risk inherent in their operations, the frequency of audits, the issues addressed during audits and how the outcomes of the audits are managed is provided in Environmental Information Sheet 1 – Environmental Audits and the Environment Audit Guide. Both documents are available on the Airports website.

As an operator on Sydney Metro Airport Bankstown and Camden you are required to give all reasonable assistance to the Airport Environment Manager during the audit process.

Further Information

This document provides general guidance only – For more detailed information on a range of topics please refer to the Environment Information Sheets which are available on the Airports website at www.sydneymetroairport.com.au, or contact the Airport Environmental Manager on (02) 8709 9409.

The Environmental Information Sheets address a range of environmental management issues at Sydney Metro Airports Bankstown and Camden. Tenants will be advised as new Environment Information Sheets are issued and existing ones updated via the Sydney Metro Airports Flyer.

Contacts

Position	Issues	Contact Number
Airport Environment Manager	Environment matters	T: (02) 8709 9409 M: 0409 267 816
Duty Operations Officer	Environment Incidents Fuel spills	M: 0419 294 432
Head of Property	Development proposals Changes to facilities	T: (02) 8709 9424
Airport Environment Officer	Environment regulatory matters	T: (02) 8334 3126 M: 0434 074 216



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