

Annual Environmental Report Guidelines

This Document is suitable for external distribution.

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Disclaimer

The Organisation acknowledges that this document is general information only and does not constitute specific advice regarding the Organisation's legal obligations, including under any contract between PAPL and the Organisation or arising under the Airports Act 1996 (Cth) and the Airports (Environment Protection) Regulations 1997 (Cth). The Organisation must make its own independent assessment of its legal obligations and will rely solely on its own investigations and analysis.

Subject to any law to the contrary, and to the maximum extent permitted by law, PAPL disclaims all liability for any loss suffered by any person using or acting on this document or any other environmental information supplied by PAPL, whether the loss arises in relation to, in connection with or as a result of any negligence, default or lack of care on the part of PAPL, or from any misrepresentation or any other cause.

1 Purpose and Scope

The purpose of the Annual Environmental Report (AER) Guidelines is to provide Tenants, Sub-Lessees, Contractors and Sub-contractors (the Organisation) operating within the Perth Airport Estate with a guide as to what information must be submitted to Perth Airport Pty Ltd (PAPL) as part of their AER.

The submission of an Organisation’s AER is a requirement under the Environment Strategy contained within the Perth Airport Master Plan (current version), as required under the *Airports (Environment Protection) Regulations 1997* (AEPR), and is a condition of the Organisation’s Environmental Management Plan (EMP).

The requirement to submit an AER may also be included within the sub-lease document between PAPL and the Organisation occupying the premises.

2 Definitions and Acronyms

For the purposes of this document, the following verbal forms are used:

“Shall” or “Must” indicates a requirement. “Should” indicates a recommendation, “May” indicates a permission and “Can” indicates a possibility or a capability.

Where this Guideline refers to environmental aspects, risks, issues or management practices, this also includes material sustainability matters, whether explicitly stated or not; and these matters shall be included in Organisation’s management and reporting requirements under this Guideline. The document also refers to the following acronyms:

Table 1 - Acronyms

Acronym	Description
AEO	Airport Environmental Officer
AER	Annual Environment Report
AEPR	Airports (Environmental Protection) Regulations 1997 (Cth)
CTH	Commonwealth
DITRDC	Department of Infrastructure, Transport, Regional Development and Communications
EMP	Environmental Management Plan
PAPL	Perth Airport Pty Ltd

Policy Statement

In accordance with the AEPR, PAPL is required to submit its own AER to the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) which details information relevant to environmental impacts on the Estate. To assist PAPL to accurately meet these obligations, each Organisation that has an EMP in place is required to submit an AER to PAPL within 30 days of the end of the financial year. The information provided to PAPL by the Organisation is then collated and reported in the abovementioned PAPL AER.

PAPL understands that each Organisation will operate a different environmental monitoring and reporting framework, reflecting varying operations and projects. This document has been developed to be general in nature and to assist with formulation of the Organisation's AER and assist the Organisation to understand what information shall be provided.

The Organisation should be aware that PAPL's AER may be circulated to a range of industry, Government and community stakeholders. The submission of the Organisation's AER to PAPL is therefore an opportunity for the Organisation to showcase environmental and sustainability related improvements implemented during the reporting period. It also creates an opportunity for PAPL to obtain information that may have been updated during the reporting period but not necessarily reported to PAPL during this time.

This by no means alleviates the requirement of immediately reporting to PAPL any operational process changes and significant incidents, nor removes the requirement for consent applications being submitted prior to facility modifications or construction.

The Organisation should also note that PAPL will comply with any requests for information to remain confidential, but that DITRDC via the Airport Environmental Officer (AEO) may request copies of any records pertaining to the environmental management of the airport.

3 Responsibilities

PAPL shall issue notice (in electronic format) to the Organisation requesting the submission of the AER prior to the close of the financial year. This notice will include:

- The PAPL Annual Environment Report Guidelines (this document)
- The Perth Airport Tenant Annual Environment Report Return Form (AER Return Form)

It is the Organisation's responsibility to ensure the completed AER Return Form and supporting information is supplied to PAPL within 30 calendar days of the end of the financial year. If the AER is not submitted prior to this deadline, the Organisation is in breach of the AEPR and the AEO can pursue the report under written direction. Penalties apply for non-compliance to the AEO directive.

The AER must be submitted using the AER Return Form and an example of the AER Return Form has been supplied at Attachment 1. The use of the AER Return Form is new for financial year 2020/2021 and is designed to streamline the process of the submission of information for both Organisations and PAPL. Instructions on how to utilise the AER Return Form are provided below:

1. Please fill out your responses in the WHITE cells. No other areas of the sheet can be edited.
2. All questions relate to Financial Year 2020/2021 (July 1 2020 - June 30 2021) unless otherwise indicated.
3. Please fill out all areas that apply to your site. If there are any sections that don't apply, leave the section blank.
4. Some responses can be filled only using options from a drop down box. These are indicated on the form.
5. If you require additional space for your responses, please send through as a separate attachment. This may apply for Sections 2, 3 and 4 of the AER Return
6. Instructions highlighted in RED text indicate further information should be sent through as an attachment separate to the AER Return Form.

4 Sustainability

As part of Perth Airport's commitment to sustainability, it is keen to support tenants, contractors and subcontractors on their sustainability journey. As a result, PAPL is encouraging tenants to consider their material sustainability issues as part of the environmental obligations.

Perth Airport would like to identify, and where practicable highlight, sustainability initiatives being implemented on the Perth Airport Estate, and seeks this data through the AER process. Organisations submitting an AER Return Form are also asked to describe activities (in Section 12 of the form) that demonstrate a commitment to reducing greenhouse gas emissions, improving waste management practices, increasing water or energy efficiency or other similar activities, with particular reference to those considered material to their business. For example, businesses within the transport sector may consider emissions associated with fuel use to be material, whereas those who operate data centres may have a greater focus on energy use, while those operating food and beverage outlets may be more concerned with waste or water efficiency measures.

5 Related Documents

This AER Guideline should be read in conjunction with the following documents:

- [Perth Airport Master Plan \(current version\)](#)
- [Airports Act 1997 \(Cth\)](#)
- [Airports \(Environment Protection\) Regulations 1997 \(Cth\)](#)
- Perth Airport Environmental Management Plan Guidelines
- Perth Airport AER Tenant Request Letter (as sent from time to time)
- Perth Airport Tennant Annual Environment Report Return Form (as sent from time to time)
- Perth Airport Environmental Performance Audit – Report (where relevant)

6 Perth Airport Environment Contact

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Authority Table

Authorised by:	Environment Manager
Document Owner:	Environment Advisor

Revision Index

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons and details of changes	Next review date
1.0	5 June 2013	Senior Environmental Advisor	Senior Environmental Advisor	New document	
2.0	4 July 2014	Senior Environmental Advisor	Senior Environmental Advisor	Minor Edits & addition of Chemicals of Security Concern	
3.0	3 July 2015	Environmental Coordinator - Compliance	Environment & Sustainability Manager	Minor edits, replacement of AES with Master Plan	
4.0	14 July 2017	Environment & Sustainability Manager	Environment & Sustainability Manager	Minor edits	
5.0	6 March 2018	Environment & Sustainability Coordinator	Environment & Sustainability Manager	Format & minor edits in keeping with EMS	Mar 2019
6.0	18 June 2018	Environment & Sustainability Coordinator	Environment & Sustainability Manager	Inclusion of Sustainability section	June 2019
7.0	3 July 2020	Environment & Sustainability Coordinator	Environment & Sustainability Manager	Format & minor edits as per EMP Guideline	June 2021

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons and details of changes	Next review date
8.0	14 June 2021	Environment Advisor	Environment Manager	Minor edits and updates to align with new reporting format	June 2022

Annual Environmental Report Guidelines

ATTACHMENT 1 - Tenant Annual Environment Report Return Form

(example only, do not fill out)

Perth Airport Tenant Annual Environment Report Return Financial Year 2020/2021																														
<p>1.0 Facility Details</p>	<p>Tenant name</p> <p>Sub-tenant name (if applicable)</p> <p>Building number(s)</p> <p>Contact person details Name Ph. Email</p>																													
<p>2.0 Environmental incidents</p> <p><i>Please include date, brief description of incident and follow up actions</i></p> <p><i>Note—significant environmental incidents must be reported to PAPL within 24 hours of occurrence. This section is an additional record of any such incidents.</i></p> <p><i>Note: if you have more incidents than space allocated in the table, please send through as a separate attachment</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cfe2f3;"> <th style="width:15%;">Date</th> <th style="width:55%;">Description of Incident</th> <th style="width:30%;">Follow up Actions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Description of Incident	Follow up Actions																								
Date	Description of Incident	Follow up Actions																												
<p>3.0 Environmental complaints</p> <p><i>Please include date, brief description of complaint and follow up actions</i></p> <p><i>Note: if you have more complaints than space allocated in the table, please send through as a separate attachment</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cfe2f3;"> <th style="width:15%;">Date</th> <th style="width:55%;">Description of Complaint</th> <th style="width:30%;">Follow up Actions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Description of Complaint	Follow up Actions																								
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<p>4.0 Perth Airport environmental audit actions and status</p> <p><i>Please detail actions resulting from PAPL audits in the last FY, the status</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cfe2f3;"> <th style="width:65%;">Audit Action</th> <th style="width:15%;">Status</th> <th style="width:20%;">Due Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Audit Action	Status	Due Date																								
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<p>of these actions (dropdown box) and due date</p> <p>Please provide evidence of action completion as attachments</p> <p>Note: if you have more actions than space allocated in the table, please send through as a separate attachment</p>			
<p>5.0 Groundwater Monitoring and Abstraction</p>	<p>Was any groundwater monitoring conducted at your site this FY? (Y/N) Select from drop down</p> <p>If yes, was monitoring scheduled or adhoc?</p> <p>Frequency of groundwater monitoring schedule (annual/quarterly/etc)</p> <p>Please provide annual bore water abstraction from your site (kL)</p> <p><i>Please attach any groundwater monitoring results/reports</i></p>		
<p>6.0 Underground Storage Tanks (UST)</p>	<p>Does your site have any USTs? (Y/N) Select from dropdown</p> <p>If yes, how many USTs?</p> <p>Please advise the status of the USTs 1) Use drop down box 2) Active/Inactive/Decommissioned/Abandoned 3)</p> <p>Do you conduct UST annual integrity testing (Y/N) <i>Please attach evidence</i></p>		
<p>7.0 Scheme water consumption</p>	<p>Please provide your annual scheme water consumption in kilolitres (kL)</p>		
<p>8.0 Emissions</p>	<p>Do you report as part of the National Greenhouse and Energy Reporting (NGER) Scheme? Select from drop down (Y/N)</p> <p>If yes, please provide most recent reported NGER FY figures below These may be from the previous (FY 19/20). Select year of reported figures from drop down</p> <p>Total Scope 1 emissions (t/CO₂-e)</p> <p>Total Scope 2 emissions (t/CO₂-e)</p> <p>Total Scope 3 emissions (t/CO₂-e)</p>		
<p>9.0 Energy consumption (fuel)</p>	<p>Total FY diesel consumption (kL)</p> <p>Total FY unleaded fuel consumption (kL)</p> <p>Total FY natural gas consumption (m³)</p> <p>Total Jet A1 (aviation kerosene) consumption (kL)</p>		
<p>10.0 Energy consumption (electricity)</p>	<p>Total FY electricity consumption (kWh)</p> <p>Total FY Green Power consumption (kWh)</p>		
<p>11.0 Waste management</p>	<p>Total FY waste sent to landfill (tonnes)</p> <p>Total FY material sent for recycling (tonnes)</p> <p>Largest waste stream from your facility contributing to landfill</p>		

