

# Airservices Australia

## National Operating Standard Environment Standard & Practices

### Environment Assessment Process for ATM Changes

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## Editorial Practices

- |                      |   |
|----------------------|---|
| Standard             | <ul style="list-style-type: none"> <li>▪ Any specification of the criteria necessary to ensure that a product, service or system achieves compliance with safety, environment and regulatory and organisational requirements</li> </ul>   |
| Recommended Practice | <ul style="list-style-type: none"> <li>▪ Provides recommended practices on how a standard may be met. Business units may develop alternative practices provided that they meet the requirements of the standard. Business units must ensure that such alternative practices provide a due diligence defence for Airservices Australia.</li> </ul> |
| Note                 | <ul style="list-style-type: none"> <li>▪ <i>Printed in italics with the prefix (P).</i></li> <li>▪ Presents relevant factual information or references, but does not constitute part of the Standard or Recommended Practice.</li> <li>▪ Prefixed with "Note".</li> </ul>   |

## Amendment Record

Amendment Number	Section Amended	Amended by	Date
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## Key words

EMS  
Environment Management System  
Environment Assessment  
ATM  
Change

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## Definitions

<b>ATM</b>	Air traffic Management
<b>DAHAP</b>	Designated Airspace Handbook Amendment Proposal
<b>EIA</b>	Environmental Impact Assessment
<b>EBRA</b>	Environmental Business Risk Assessment
<b>Environmental Business Risk Strategy</b>	The risk mitigation strategy required for all proposals with an EBRA assessment of "significant environmental business risk". It is developed by recording, in ARMS, objectives and targets.
<b>Environmental Clearance</b>	Indicates that from an environmental perspective the proposal has clearance to be implemented as the proposal has been assessed as not having significant impacts and the impacts have been minimised. A proposal cannot be implemented without "Environmental Clearance". "Environmental Clearance" is established in ARMS (in the "Risk Assessment Window") and then recorded in the RFC.
<b>Environmental Risk Screening Criteria</b>	The criteria used to determine if Environmental Impact Assessment and Environmental Business Risk assessment is required. See also: AA-NOS-ENV-2.120
<b>Environmental Sensitive Area</b>	An area of high conservation value (including biosphere reserves, world heritage areas, Commonwealth reserves, Ramsar wetlands, National Parks and conservation reserves) or areas of highly sensitive to aircraft noise.
<b>EMS</b>	Environmental Management System
<b>EPBC Act</b>	Environment Protection and Biodiversity Conservation Act 1999.
<b>Manager</b>	Responsible Manager in Airservices or their delegate
<b>Production/ Implementation Unit Manager</b>	The Manager, whose actions will or may result in the proposal becoming operational. This may or may not be the Proponent Manager
<b>Proponent Manager</b>	Manager of the Business Centre which is responsible for the management of the proposal, or the Manager's delegate.

## Definitions

<b>Proposal</b>	<p>Proposal is any change in Airservices' air traffic management practices that may affect aircraft movements. This would include, but would not be limited to, proposals to alter or introduce:</p> <ul style="list-style-type: none"><li>• New or amendments to an instrument approach,</li><li>• A new or amendment to an existing flight path or air route,</li><li>• Re-classification of air space,</li><li>• Change to preferred runways,</li><li>• Change in time of day of operation (eg amendments to tower hours of operations – as the time of day that a tower operates may alter the flight path used by aircraft,);</li><li>• A change to a support system that may influence the capacity or mode of operation of an of ATC unit;</li><li>• A change that allows use of a flight path / airspace by different type or number of aircraft.</li><li>• A tactical decision of an air traffic controller to alter the track of an individual aircraft does not institute a proposal.</li></ul>
<b>Proposal – for Environmental Assessment document</b>	<p>The documentation of the proposal prepared by a Proponent Manager that forms the basis for environmental assessment.</p>
<b>RFC</b>	<p>Request for Change registers, which are managed by the Business Centres.</p>
<b>Significant Environmental Impacts</b>	<p>A proposal assessed as having significant impact in accordance with the EPBC Act</p>
<b>Significant Environment Business Risk</b>	<p>A proposal assessed in Environmental Business Risk Assessment as having significant business risks associated with the environmental impacts of the proposal. . A proposal may be a significant environmental business risk without having significant environmental impacts, for example a change in an air route that causes public concern but does not have a significant impact in terms of noise.</p>
<b>Small Remote Communities</b>	<p>Small residential areas located in a "Designated Remote Area" on En Route Charts -ERC (low) or in ERSA (GEN - FIS - In Flight) - (Central Australia).</p>
<b>ARMS</b>	<p>Tool for Environmental Management. This is the database used to record data arising from Airservices' EMS. It is available on request by contacting IT Help Desk 5555.</p>

## 1. PURPOSE

- 1.1 To establish a standard for the environmental assessment of proposed changes to Airservices' air traffic management practices that may involve a change to aircraft operation ([proposals](#)).
- 1.2 The Standard provides a process, designed to ensure sound environmental management, and to ensure appropriate due diligence activity, by facilitating:
  - (i) Compliance with environmental management requirements by:
  - (ii) Identifying proposals that may have significant impacts and ensure that appropriate assessment of these proposals is undertaken, as required under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC);
  - (iii) Ensuring air traffic management practices are conducted in a manner so that the environment is protected, as far as is practicable, as required under the Air Services Act 1995; and
  - (iv) Documenting the process to facilitate demonstration of due diligence.
- 1.3 Management of environmentally related business risk.

## 2. PRINCIPLES

### 2.1 All Proposals

- 2.1.1 All proposed changes to Airservices' air traffic management practices ([proposals](#)) that may affect aircraft operations shall:
  - (i) Reflect environmental considerations in their design and must be consistent with Airservices' "Environmental Principles for Minimising the Impact of Aircraft Operations (including Noise)" ([See AA-NOS-ENV-2.110](#));
  - (ii) Be recorded in [ARMS](#) (the database that supports the Airservices' environmental management system) and Airservices' Request for Change (RFC) register by the Proponent Manager;
  - (iii) Be assessed in accordance with the ATM Environmental Assessment process outlined in this Standard, and the outcome of the assessment (including whether "[Environmental Clearance](#)" for implementation is established) shall be recorded and approved using [ARMS](#), and recorded in the [RFC](#) register and (where relevant) [DAHAP](#);
  - (iv) NOT be implemented without "[Environmental Clearance](#)" as designated in ARMS; and
  - (v) Be reassessed under the Environment Assessment process prior to implementation, if the proposal has been modified after "[Environmental Clearance](#)" for implementation" has been established in accordance with this Standard.

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## 2.2 Significant Environmental Business Risks

2.2.1 All [proposals](#) assessed as having a "[significant environment business risk](#)" shall:

- (i) Have an appropriate environmental risk management strategy (ie. objectives and targets which aim to manage the environment related business risks) developed by the [Proponent Manager](#) and these shall be recorded in [ARMS](#);
- (ii) Be reported to the Board; and
- (iii) Be informally reported to Environment Australia, by the Manager Standards and Environment Branch, DSEA, for their information - even if the environmental impact assessment is not significant.

## 2.3 Proposals with Significant Impacts

2.3.1 All [proposals](#) assessed as having "[significant impacts](#)", shall be referred, by the Environment Services Manager, to the Environment Minister for his advice, (unless the Proponent Manager decides not to proceed with the proposal).

- (i) The Environment Minister's advice shall be considered by the CEO; and
- (ii) The action taken (eg in relation to implementation of the proposal) shall be recorded, and if the Minister's advice was not given effect, the reasons why, shall be documented and forwarded to the Environment Minister, by the CEO, in accordance with the [EPBC Act](#).

Note: For Explanation see Explanatory Notes for [Section 2.3](#).

## 2.4 Responsibilities

ACTION	PROPONENT	ENV SERVICES	DSEA
<b><u>SCREENING FOR ENVIRONMENTAL RISKS</u></b>			
<ul style="list-style-type: none"> <li>• In <a href="#">ARMS</a>:                             <ul style="list-style-type: none"> <li>○ Record the proposal</li> <li>○ Undertake Screening for Env. Risks</li> <li>○ Approve Screening result</li> <li>○ Forward result to Environmental Services</li> </ul> </li> </ul>	Draft input & approval		
<ul style="list-style-type: none"> <li>• In RCF / DAHAP record screening result</li> </ul>	Draft input & approval		
<b><u>ENVIRONMENTAL BUSINESS RISK ASSESSMENT (EBRA) (If Screening result is "Criteria Not Satisfied" )</u></b>			
<b>Assessment</b>			
<ul style="list-style-type: none"> <li>• In ARMS                             <ul style="list-style-type: none"> <li>○ Undertake <a href="#">EBRA</a></li> <li>○ Approve assessment result</li> </ul> </li> <li>• Forward results to proponent</li> <li>• In RFC record EBRA result</li> </ul>	Optional to draft assessment  Input data	Draft assessment & approval	
<b>Environment Business Risk Strategy Development (If a significant business risk)</b>			
<ul style="list-style-type: none"> <li>• In ARMS                             <ul style="list-style-type: none"> <li>○ Develop, approve and implement Environment Business Risk Management Strategy (Objectives and Targets to minimise the risks)</li> </ul> </li> <li>• In RFC record reference to objectives and targets.</li> </ul>	Draft input, approval & implement  Input data		
<b>Reporting to Board (If a significant business risk)</b>			
<ul style="list-style-type: none"> <li>• Report significant environmental business risks to the Board</li> </ul>			Report
<b><u>ENVIRONMENT IMPACT ASSESSMENT (If Screening result is "Criteria Not Satisfied" )</u></b>			
<b>Assessments</b>			
<ul style="list-style-type: none"> <li>• Forward a detailed, <a href="#">signed "Proposal-for Environmental Assessment"</a> document to Environment Services if Screening result is "Criteria Not Satisfied".</li> <li>• Undertake Initial <a href="#">EIA</a></li> <li>• Undertake Full EIA (if Initial Assessment isn't "No further assessment required")</li> <li>• Manage Formal <a href="#">EPBC</a> assessment if (Full Impact Assessment is "significant impact" likely)</li> <li>• Forward assessment to proponent</li> <li>• In ARMS                             <ul style="list-style-type: none"> <li>○ Record and approve assessment results</li> <li>○ Forward results to proponent</li> </ul> </li> </ul>	Provide required information	Draft assessment & approval	
<ul style="list-style-type: none"> <li>• In RCF / DAHAP record assessment result</li> </ul>	Draft & approval		
<b>Inform Environment Australia (If a significant business risk)</b>			
			Report



ACTION	PROPONENT	ENV SERVICES	DSEA
<u>PRE - IMPLEMENTATION CHECK</u>			
<ul style="list-style-type: none"> <li>In RFC, check "Environmental Clearance" prior to implementation</li> </ul>	Check		
<ul style="list-style-type: none"> <li>In ARMS record implementation (when proposal implemented)</li> </ul>	Input data		

### 3. ENVIRONMENTAL ASSESSMENT

#### 3.1 Environment Assessment Process

3.1.1 Airservices' ATM Environmental Assessment process incorporates four key elements:

- (i) Screening for Environmental Risk;
- (ii) Environmental Impact Assessment (EIA);
- (iii) Environmental Business Risk Assessment (EBRA); and
- (iv) Pre Implementation Check for "Environment Clearance".

See: [Flowchart 1](#). Environment Impact Assessment and Environment Business Risk Assessment Process

#### 3.2 Screening for Environmental Risk Process

3.2.1 The [Proponent Manager](#) shall:

- (i) Enter the proposal into [ARMS](#) and the [RFC](#);
- (ii) Undertake the Screening for Environmental Risk for all proposals using ARMS;
- (iii) Advise Environment Services of the outcome; and
- (iv) Record in the RFC, the Screening result (including whether "Environmental Clearance" for implementation is established) and (where appropriate) DAHAP.

3.2.2 If the Screening result is:

- (i) "Criteria Satisfies": then, "Environmental Clearance" (to be implemented) can be established (without further assessment) by the Proponent Manager approving the Screening result in ARMS.
- (ii) "Criteria Not Satisfied": then, EBRA and EIA are required.

3.2.3 For details (See [AA-NOS-ENV-2.150](#)) Environment Assessment Process for ATM Changes – Recommended Practises

Note: For explanation see Explanatory Notes for [Section 3.2](#):

#### 3.3 Environmental Impact Assessment Process

3.3.1 For all proposals that do not satisfy the [Environment Risk Screening Criteria](#):

- (i) The [Proponent Manager](#) shall:
  - (a) Provide the proposal details necessary for the Environmental Assessment to the **Environment Services Manager**; and

- (ii) The **Environment Services Manager**, in managing Environment Impact Assessment Process, shall:
  - (a) Undertake an **Initial Impact Assessment** of all proposals that do not satisfy the Environment Risk Screening Criteria;
  - (b) Undertake a **Full Impact Assessment** for all proposals assessed in the Initial Impact Assessment as requiring "Further Impact Assessment";
  - (c) Initiate and manage the "**Formal EPBC Impact Assessment**" for all proposals assessed in the Full Impact Assessment as having or likely to have significant impacts, Unless the Proponent Manager decides not to proceed with the proposal;
  - (d) **Document and approve the assessments**, and record the findings in ARMS,; and
  - (e) Advise the Proponent Manager of the environmental impact assessment findings and referencing this advice in [ARMS](#).
- (iii) The **Proponent Manager** shall:
  - (a) Record in the RFC, the EIA result (including whether "Environmental Clearance" for implementation is established and any conditions).
- (iv) The **Standards and Environment Branch Manager** shall:
  - (a) **Advise Environment Australia** of all proposals and the EIA assessment findings where the EBRA is significant environmental business risk.

3.3.2 These actions shall be undertaken in accordance with:

- (i) this Standard;
- (ii) Environment Assessment process for ATM changes -Recommended Practices [AA-NOS-ENV-2.150](#),
- (iii) Environmental Principles for Minimising the Impact of Aircraft Operations (including Noise) [AA-NOS-ENV-2.110](#); and
- (iv) Initial Environmental Impact Assessment Process [AA-NOS-ENV-2.130](#).

Note: For explanation see Explanatory Notes for [Section 3.3](#)

## 3.4 Environment Business Risk Management Process

### 3.4.1 Elements of Environmental Business Risk Management

3.4.1.1 The Airservices' ATM environmental business risk assessment process incorporates three elements:

- (i) Identification of significant environmental business risk through the Environmental Business Risk Assessment (EBRA);
- (ii) Development of environmental business risks mitigation strategies for proposals with significant environmental business risks; and
- (iii) Reporting of significant business risks (and their mitigation strategies) to the Board.

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### 3.4.2 Environment Business Risk Assessment

3.4.2.1 The Environment Service Manager shall:

- (i) Undertake an assessment of the Environmental Business Risk (using ARMS) for all proposals that do not satisfy the Environment Risk Screening Criteria;
- (ii) Record the outcome in ARMS; and
- (iii) Inform the Proponent Manager of the outcome.

3.4.2.2 The [Proponent Manager](#) shall

- (i) Record in the [RFC](#), the [EBRA](#) result (ie whether it is a “[Significant Environmental Business Risk](#)”).

### 3.4.3 Environment Business Risk Strategy

3.4.3.1 For all proposals that are assessed as having a significant environment business risk, the [Proponent Manager](#) shall:

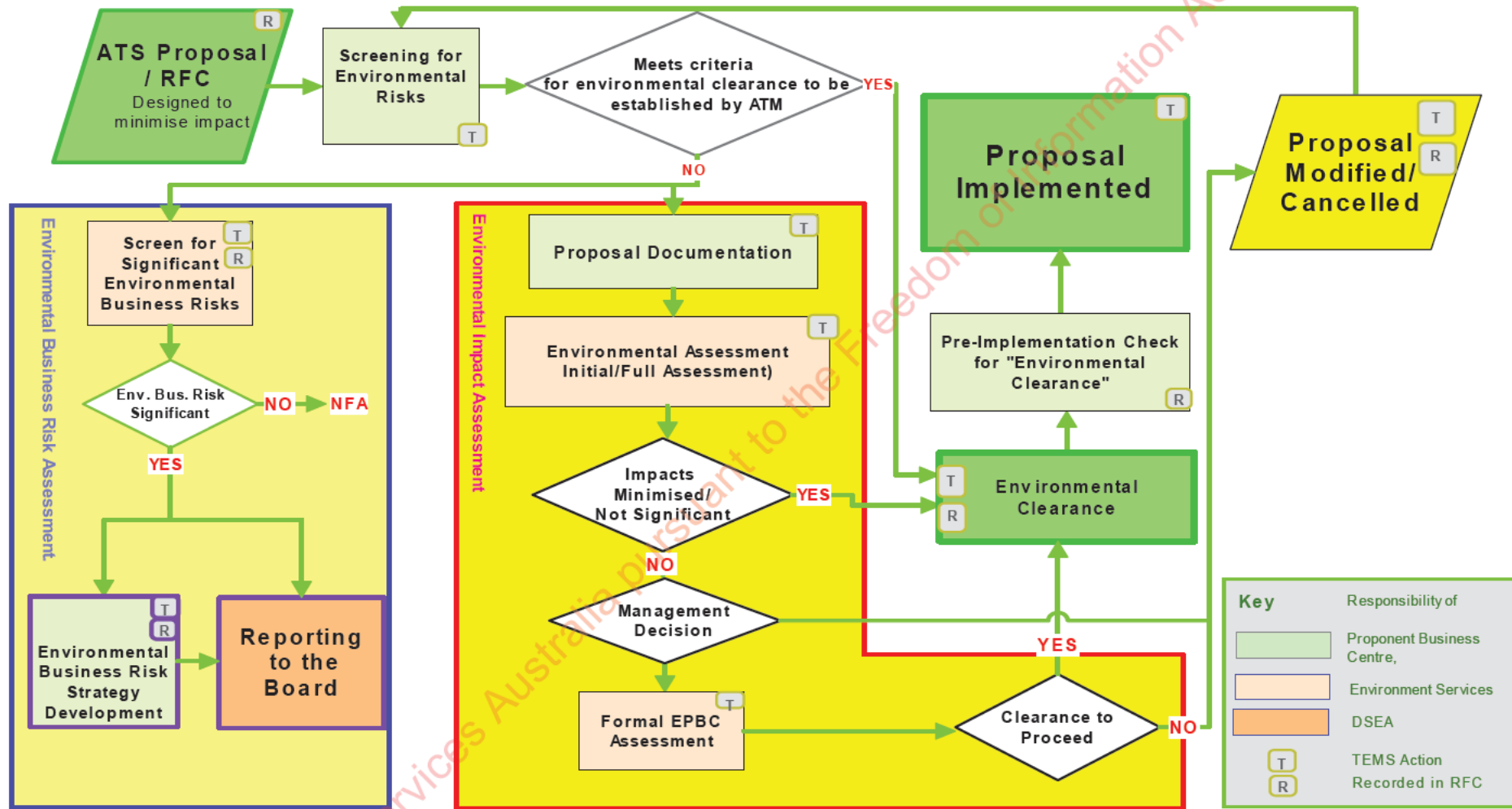
- (i) Develop an Environmental Business Risk Strategy to manage the business risks by recording in [ARMS](#), objectives and targets;
- (ii) Record in the RFC, a reference to the Environmental Business Risk Strategy; and
- (iii) Implement the strategy (objectives and targets) and record its implementation in ARMS.
- (iv) For details - See: [AA-NOS-ENV-2.150](#), Environment Assessment process for ATM changes -Recommended Practice;

### 3.4.4 Reporting of Environment Business Risk

3.4.4.1 The Director of Safety and Environment Assurance shall report the significant environment business risk (and their mitigation strategies) to the Board.

- (i) For details - See: [AA-NOS-ENV-2.150](#), Environment Assessment process for ATM changes -Recommended Practice;

Note: For explanation see [Explanatory Notes for Section 3.4](#)



Flowchart 1 ATM Environment Assessment Process

## 3.5 Environmental Pre-Implementation Check

### 3.5.1 Elements

3.5.1.1 Airservices' Environmental Pre-Implementation Check process incorporates two elements:

- (i) A pre-implementation check of the RFC, prior to the operational implementation of the proposal, to ensure that the proposal has "[Environmental Clearance](#)"; and
- (ii) Recording implementation of the proposal in [ARMS](#).

### 3.5.2 Pre-implementation check

3.5.2.1 The [Implementation / Production Unit Manager](#) shall, prior to implementation of any proposal, verify, using the RFC, that "[Environmental Clearance](#)" has been established. It is the Proponent Manager's responsibility to ensure that this occurs.

- (i) If "**Environmental Clearance**" is recorded in the RFC, the Production / Implementation Unit Manager may (from an environmental perspective) proceed with implementation.
- (ii) If "**Environmental Clearance**" is not recorded in the RFC, the Production / Implementation Unit Manager, shall :
  - Not implement the proposal, until "Environmental Clearance" has been established and recorded in the RFC; and
  - Inform the Proponent Manager that the proposal is not being implemented because it does not have "Environmental Clearance".

### 3.5.3 Recording Implementation in ARMS

3.5.3.1 After a proposal becomes operational, the [Proponent Manager](#) (or the Implementation / Production Unit Manager, on behalf of the Proponent Manager) shall record in [ARMS](#) (and may record in the RFC register and DAHAP) that the proposal has been implemented.

3.5.3.2 For details - See:

- (i) [AA-NOS-ENV-2.150](#), Environment Assessment process for ATM changes -Recommended Practice;
- (ii) [AA-NOS-ENV-2.160](#), Environment Assessment process for ATM changes Use Guide

Note: For explanation see Explanatory Notes for Section 3.5.

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## 4. REFERENCES/RELATED DOCUMENTS

- 4.1 Airservices' Environment Policy
- 4.2 ARMS data base
- 4.3 RFC Register(s)

## 5. APPENDICES:

(Note: These appendices form part of the Standard)

**AA-NOS-ENV-2.110: Environmental Principles for Minimising the Impact of Aircraft Operations (including Noise)**

**AA-NOS-ENV-2.120: Environment Risk Screening Criteria**

Details the Criteria used in ARMS for the Screening for Environmental Risk

**AA-NOS ENV-2.130: Environmental Impact Assessment Process for ATM proposals undertaken by Environment Services**

Outlines in flow-chart form the Initial Environment Impact Assessment Process for ARS proposals that is undertaken by Environment Services

**AA-NOS-ENV-2.140: ATM Environmental Business Risk Matrix**

Details the Matrix used in ARMS to assess the Environmental Business Risks of ATM proposals

**AA-NOS-ENV-2.150: Environment Assessment Process for ATM Changes - Recommended Practices (Under Development)**

Provides details of the Environmental Assessment Process for ATM changes. As such it provides the benchmark for audits and a reference for users of the standard

**AA-NOS-ENV-2.160: ATM ARMS User Guide (Under Development)**

Provides a user guide for ARMS users.

## 6. EXPLANATORY NOTES

### For Section 2.3: Proposals with Significant Impacts

The environmental assessment requirements for airspace management are established under the Commonwealth EPBC Act.

The [EPBC Act](#) requires Commonwealth agencies to:

- obtain and consider advice from the Environment Minister before authorising any change to an aviation airspace management plan / procedure, involving aircraft operations that has or are likely to have a significant impact on the environment; and
- report to the Environment Minister on the actions taken and the reason why the Minister's advice was not given effect, if such a circumstance arises.

The Environment Minister may also request a referral of a proposal for his advice.

The [EPBC Act](#) assessment requirement for aviation airspace management differs from the assessment requirements for all other actions (except that for major airport development & foreign aid projects ie. those listed in Section 160).

All other actions (ie any action that will or is likely to have a significant impact on Commonwealth land or a matter of national environmental significance, and any action undertaken by a Commonwealth body that will or is likely to have a significant environmental impact) must be referred to the Environment Minister (where provision for public comment is made) and the Environment Minister decides:

- if the action is likely to have a significant impact (and therefore whether the proposal requires [EPBC](#) assessment);
- the level of formal assessment required; and
- subsequent to the assessment, whether the proposal has approval to proceed.

To maximise due diligence, in the absence of the option to refer the proposal to the Environment Minister (for a decision on whether the impacts are likely to be significant and subsequently the assessment requirements and whether the project is approved), the Manager Standards and Environment Branch, will inform Environment Australia of all proposals that are assessed as having significant business risk (eg high risk of strong public concern).

### For Section 3.1: Environment Assessment Process.

The Environmental Assessment process has been designed to enhance efficiency of the assessment process, while maintaining the rigour (effectiveness) of the system. Key elements of its efficiency /effectiveness include:

- Use of ARMS (a purpose built database that supports the Airservices' environmental management system) for screening of risks and environmental record management; and
- A staged approach to assessment with screening and initial assessment stages being adopted to enable proposals with no risks or low-level impacts to be fast tracked through the process.

### For Section 3.2 Screening for Environment Risk Process

Screening for Environmental Risk is:

- A quick screening process to identify those:
  - proposals that may create a significant environmental risk and therefore require [Environmental Impact Assessment](#) & [Environmental Business Risk Assessment](#); &
  - proposal for which ATM Group may establish the "[Environmental Clearance](#)", as they have been screened as having no risk of creating a significant environmental impact or business risk.
- Compulsory for all proposals and is the first step in the ATM environmental assessment process.

## For Section 3.3: Environmental Impact Assessment Process

The Environmental Impact Assessment process:

- Is compulsory for all proposals that do not satisfy the Environment Risk Screening Criteria (to establish whether ATM Group can establish "environmental clearance").
- Is designed to facilitate compliance with [EPBC Act](#) assessment requirements and Air Services Act requirements to minimise the impacts, as far as practicable, and facilitate due diligence; and
- Is a three staged assessment process managed by the Environment Services Manager, consisting of:
  - **Initial Environmental Impact Assessment:** a quick assessment process to identify proposals that can be implemented without a full impact assessment (ie where the initial assessment indicates that there is no potential for significant impacts and the impacts have been minimised). This is undertaken for all proposals that do not satisfy the Environment Risk Screening Criteria;
  - **Full Environmental Impact Assessment:** A rigorous assessment to determine if impacts may be significant or impacts are not minimised. This is only undertaken for proposals assessed as requiring "Further Assessment" in the Initial Environmental Assessment; and
  - **Formal EPBC Impact Assessment:** A formal system of assessment undertaken in accordance with the [EPBC Act](#) requirements and considering the advice of the Environment Minister. This shall be undertaken for all proposals assessed as having, or likely to have "significant environmental impacts", unless the Proponent Manager decides not to proceed with the proposal; and
- Identifies proposals within 3 categories. Proposals that:
  - Minimise the impacts on the environment, as far as practicable, (as required under Air Service Act) and do not have the potential to create significant impacts (an [EPBC Act](#) requirement) and establishes such proposals have "Environmental Clearance" to be implemented;
  - Have significant impacts and therefore require formal assessment under the EPBC Act and ensures that appropriate formal assessment under the EPBC Act is implemented; and
  - Do not minimise the impact on the environment, as far as practicable, (as required under Air Services Act) and therefore need to be modified to minimise the impacts prior to implementation.



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## For Section 3.4: Environment Business Assessment Process

Environmental Business Risk Assessment is designed to identify early in a proposals' development, if the proposal may raise significant environmental business risk and establishes a framework for managing these risks.

A proposal may raise significant environmental related business risks for Airservices, even though it may not have significant environmental impacts, under [EPBC Act](#). Usually such risks are associated with public outrage.

## For Section 3.5: Environmental Pre-Implementation Check

Pre- Implemental Check (of "Environment Clearance"): is a "safety -net" to help ensure proposals are not implemented without "Environmental Clearance" and to record the implementation / cancellation of proposals.

Released by Airservices Australia pursuant to the Freedom of Information Act 1982 (Cth)