



Environmental Impact Assessment Process for Changes to Aircraft Operations

AA-NOS-ENV-2.100

Version 4

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Change summary

Version	Date	Change Description	Amended by
4	29 November 2012	Completely revised assessment process and document structure, including additional accountabilities and process stages. Incorporates AA-NOS-ENV-2.120	s47F

Table of contents

1	Purpose	3
2	Scope	3
3	Definitions and acronyms	4
4	Principles	7
4.1	Proposals with 'potential significant impact'	7
4.2	All proposals	7
5	Impact assessment process	8
5.1	Initial environmental screening, risk assessment and planning	8
5.1.1	Environmental assessment planning	9
5.1.2	Environmental assessment planning	11
5.2	EPBC assessment and referral process	13
5.2.1	Internal EPBC assessment for potential significance	15
5.2.2	EPBC referral and assessment under the EPBC Act	16
5.2.3	Environmental Business Risk Assessment and Management	19
5.2.4	Community Engagement Planning	20
5.2.5	Environmental Analysis	21
5.2.6	Risk Management and CEP Implementation	22
5.2.7	Environmental Pre-Implementation Review	25
5.2.8	Environmental Post Implementation Review	26
6	References/related documents	27
6.1	Internal documentation	27
6.2	External documentation	27
Appendix A	ATS Assessment Process Flow Diagram	28
Appendix B	Attributes and Responsibilities of Key Assessment Stages	29
Appendix C	Initial ATS Screening Criteria	33
Appendix D	Other Commercial Revenue – explanatory notes	34

1 Purpose

The purpose of this National Operating Standard (NOS) is to prescribe an environmental impact assessment process (the Assessment) that must be undertaken by Airservices, prior to the implementation of changes to aircraft operations.

The main goals of the Assessment are to:

- meet Airservices' Legislative obligations to:
 - minimise significant environmental impacts resulting from any action, and ensure appropriate environmental assessments are undertaken, as required under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act)
 - ensure air traffic management practices are conducted in a manner that protects the environment, as far as is practicable, as required under the Airservices Act 1995.
- minimise Airservices business risks by maintaining effective stakeholder engagement and sound corporate citizenship in aircraft noise management
- provide a standardised and rigorous approach to assessing the impacts of changes to aircraft operations, as a demonstration of organisational due diligence in environmental management.

The overall outcome of the Assessment will be a defined environmental risk level and risk mitigation strategies for the proposed change which must be either accepted or rejected by the ATC manager accountable for the change (such as the Executive General Manager, Service Delivery Line Manager or ATC Line Manager) and the manager who is implementing this change (e.g. Project Manager). Consequently, it is not the role of Environment Group to accept or reject a proposal. The decision ultimately rests with the Change Manager, who is informed by the Assessment and the resulting risk determination.

2 Scope

The Assessment applies to all proposed changes to Airservices air traffic management practices (Proposals) that may involve a change to aircraft operations.

Proposals include, but are not limited to, the following:

- A new, or amendment to an existing, instrument approach
- A new, or amendment to an existing, flight path or air route
- Re-classification of airspace
- Change to preferred runways
- Change in time of day of operation (e.g. amendments to tower hours of operation – the time of day that a tower operates may alter the flight path used by aircraft)
- A change that allows use of a flight path/airspace by a different type or number of aircraft.

Note: A tactical decision of an air traffic controller to alter the track of an individual aircraft does not constitute a Proposal.

The Assessment does not apply to other commercial revenue (OCR) work undertaken by Airservices. For OCR work, a plan should be written with the assistance of Environmental Services and endorsed by EGM Environment, to assess application of the EPBC Act and the impact of the work on environmental related business.

Refer to [Appendix D](#) for further information regarding OCR work.

3 Definitions and acronyms

Within this document, the following definitions apply:

Term	Definition
Accountable ATC Manager	The clear point of accountability for the overall success of a change. This may be the Executive General Manager, a Service Delivery Line Manager, an ATC Line Manager or other managers within the ATC Group
ACP	Airspace Change Proposal
AGL	Above Ground Level
ANACC	Airport Noise Abatement Consultative Committee
ARMS	Airservices Risk Management System - The organisation's database for the identification, assessment and management of environmental risks arising from Airservices Australia's activities. ARMS will be replaced by the CIRRIS database in 2012/2013
AS2021-2000	<i>Acoustics-Aircraft noise intrusion-Building siting and Construction</i> – Australian Standard developed by Standards Australia
ATM	Air Traffic Management
ATC	Air Traffic Control
ATS	Air Traffic Service
CACG	Community Aviation Consultation Groups – Consultation groups established for federally leased airports to discuss aviation issues (predominantly noise).
CASA	Civil Aviation Safety Authority
CEP	Community Engagement Plan
Change Manager	The Manager who is accountable for delivery of the change to specification on behalf of the Accountable ATC Manager. For projects conducted under the SPMM this would be a Project Manager. For other changes this may be the Accountable ATC Manager themselves. In this situation the Accountable ATC Manager may delegate specific tasks to a Change Co-ordinator however accountability for completion of these tasks still remains with the manager.
Change Co-ordinator	A person who undertakes activities for the Change Manager. In this situation the Change Manager remains accountable for completion of these activities.

Term	Definition
CIRRIS	Corporate, Integrated Reporting and Risk Information System – Airservices integrated database for the management of incidents, risks, obligations and safety issues. CIRRIS will replace ARMS in 2012/2013
EBRA	Environmental Business Risk Assessment
EGM	Executive General Manager
EIA	Environmental Impact Assessment
EBD	Environment By Design - A methodology for the design of infrastructure, products and services that promotes protection of the environment and sustainability (including pollution prevention, resource conservation and ecological protection) by systematically considering environmental implications within the design process.
Environment Change Team	A group comprised of ATC and Environment representatives that will work together to implement the environmental assessment of a Proposal. As a minimum, the change team will be comprised of: <ul style="list-style-type: none"> • The Change Manager • Representatives from Environmental Services and • Representatives from Community Relations. The team may also involve other Subject Matter Experts as necessary.
ESA	Environmental Sensitive Area - An area of high conservation value (including biosphere reserves, world heritage areas, Commonwealth reserves, Ramsar wetlands, National Parks and conservation reserves) or areas highly sensitive to aircraft noise. An ESA is defined under the EPBC Act.
EMS	Environmental Management System – A Structured framework of elements (including policy, processes, and practices) that enables an organisation to manage its environmental aspects and impacts. Airservices EMS is aligned with the international environmental management standard ISO14001.
Environment Minister	Federal Government Minister responsible for administering the EPBC Act
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999 - Commonwealth legislation that provides a framework to manage significant impact to matters of national environmental significance, or arising from actions undertaken on Commonwealth land, or actions undertaken by a Commonwealth body.
EPBC Referral	Where advice is sought from the Minister for the Environment as to whether a Proposal may have significant impact on the environment (under the EPBC Act), and whether it requires formal assessment under that Act.
ERC	En Route Chart
ERSA	En Route Supplement Australia
GPS	Global Positioning System

Term	Definition
IFR	Instrument Flight Rules
Listed Value	A value (including a species, ecological community, Indigenous or historic heritage place) which is named and protected under State or Federal legislation (including the EPBC Act).
LTPA	Long Term Pricing Agreement
Manager	Accountable Manager in Airservices or their delegate
MNES (or NES)	Matter of National Environmental Significance – An environmental value, defined and protected under the EPBC Act, considered to have national environmental significance.
Noise Sensitive Uses	Noise sensitive uses are residential, education establishments, offices, hospitals, aged care, churches, religious activities, theatres, cinemas, recording studios, court houses, libraries and galleries as specified as 'noise sensitive developments' in AS2021
NOS	National Operating Standard
OAR	Office of Airspace Regulation
OCR	Other Commercial Revenue (OCR), otherwise referred to as "Unregulated Revenue" or Non-Airways Revenue, relates to the provision of goods or services other than those which are provided as part of the regulated service that is subject to the Long Term Pricing Agreement (LTPA) with customers. For the avoidance of any doubt, OCR is a term applied to account for those activities not funded through airways revenue
PIR	Post Implementation Review
Proponent	The person who is entering the change into ARMS / CIRRIIS
Proposal	<p>A proposal is any change in Airservices' air traffic management practices that may affect aircraft movements. This includes, but is not be limited to:</p> <ul style="list-style-type: none"> • A new, or amendment to an existing, instrument approach • A new, or amendment to an existing, flight path or air route • Re-classification of airspace • Change to preferred runways • Change in time of day of operation (e.g. amendments to tower hours of operations – as the time of day that a tower operates may alter the flight path used by aircraft) • A change that allows use of a flight path/airspace by a different type or number of aircraft <p>Note: A tactical decision of an air traffic controller to alter the track of an individual aircraft does not constitute a proposal.</p>
NRFC	National Request for Change registers, which are managed by the Business Units.
SEWPaC	The Department of Sustainability, Environment, Water, Population and Communities. SEWPaC administers the EPBC Act on behalf of the Federal Minister for Sustainability, Environment, Water, Population and Communities.

Term	Definition
Significant Environmental Impact	A proposal determined to have significant impact in accordance with the EPBC Act
SPMM	Standard Project Management Methodology
STAR	Standard Terminal arrival Route
Small Remote Communities	Small residential areas located in a "Designated Remote Area" in ERSA (GEN - FIS - In Flight) - (Central Australia).
VFR	Visual Flight Rules

4 Principles

4.1 Proposals with 'potential significant impact'

Any proposal that results in an EPBC assessment finding of 'potential significant impact'¹, shall be referred, by the Executive General Manager Environment, to the Commonwealth environment portfolio Minister (the Environment Minister) for advice, (unless the Proponent decides not to proceed with the proposal).

Once advice is received from the Environment Minister:

- the Environment Minister's advice shall be considered by the CEO and
- the action taken (e.g. 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.

4.2 All proposals

All proposed changes to Airservices' air traffic management practices that may affect aircraft operations shall:

- be undertaken in accordance with this National Operating Standard (NOS) and associated documentation
- be recorded in ARMS/CIRRIS² and Airservices National Request for Change (NRFC) register by the Change Manager³
- be reassessed prior to implementation, if the proposal has already been impact assessed in accordance with this NOS and:
 - has subsequently been modified or
 - over twelve months has elapsed since the initial assessment process.

¹ It is Airservices position that an Airservices EPBC noise assessment should rarely result in a finding of 'significant impact' (as defined under the EPBC Act) as this is a decision that only the Environment Minister can make following their formal assessment of the proposal, and any Airservices noise impacts can be readily mitigated and are non permanent. The highest level of impact determined through the Airservices assessment should be a finding of 'potential significant impact'. The final decision on actual significance (under the EPBC Act) will rest with the Environment Minister after formal advice is sought, and any required assessments are undertaken.

² ARMS will be replaced by the CIRRIS database in 2012/2013

³ Throughout the document, where accountabilities are assigned to the Change Manager, these activities can be undertaken by delegates (such as a Change Coordinator), however the accountability to completion remains with the Change Manager.

5 Impact assessment process

The Assessment is a staged process with defined 'gates' that must be passed through prior to Proposal implementation. There are three main elements of the Assessment as follows:

- Initial Environmental Screening, Risk Assessment and Planning
- EPBC Assessment and Referral Process
- Environmental Business Risk Assessment and Management.

This section describes key attributes of the above Assessment elements (including the basis for each assessment stage, key actions, responsibilities, and outcomes). This section should be read with reference to the Overall Assessment Process Flow Diagram ([Appendix A](#)) although key process flows are also included within the text where relevant. Relevant attributes of the Assessment stages are also summarised in [Appendix B](#).

5.1 Initial environmental screening, risk assessment and planning

These Assessment stages provide for an initial environmental impact screening by the Proponent on behalf of the Change Manager, the formation of the environmental change team involved in the change, and a draft risk assessment (to identify changes with an unacceptable level of risk and to assist in planning the level of work required in later stages).

Key steps in this stage are further described in the following subsections.

Refer to [Figure 1](#) for a flow diagram of the Initial Environmental Screening, Risk Assessment and Planning Element.

5.1.1 Environmental assessment planning

5.1.1.1 Purpose

The purpose of this initial ATS screening process (screening) is to enable the Proponent to self assess proposals against potential environmental impacts at a high level with review by the Change Manager. An initial risk assessment is also conducted by the Proponent as part of the screening. This step assists in expediting the overall assessment process by diverting low risk changes away from the requirements of a more detailed environmental assessment process.⁴

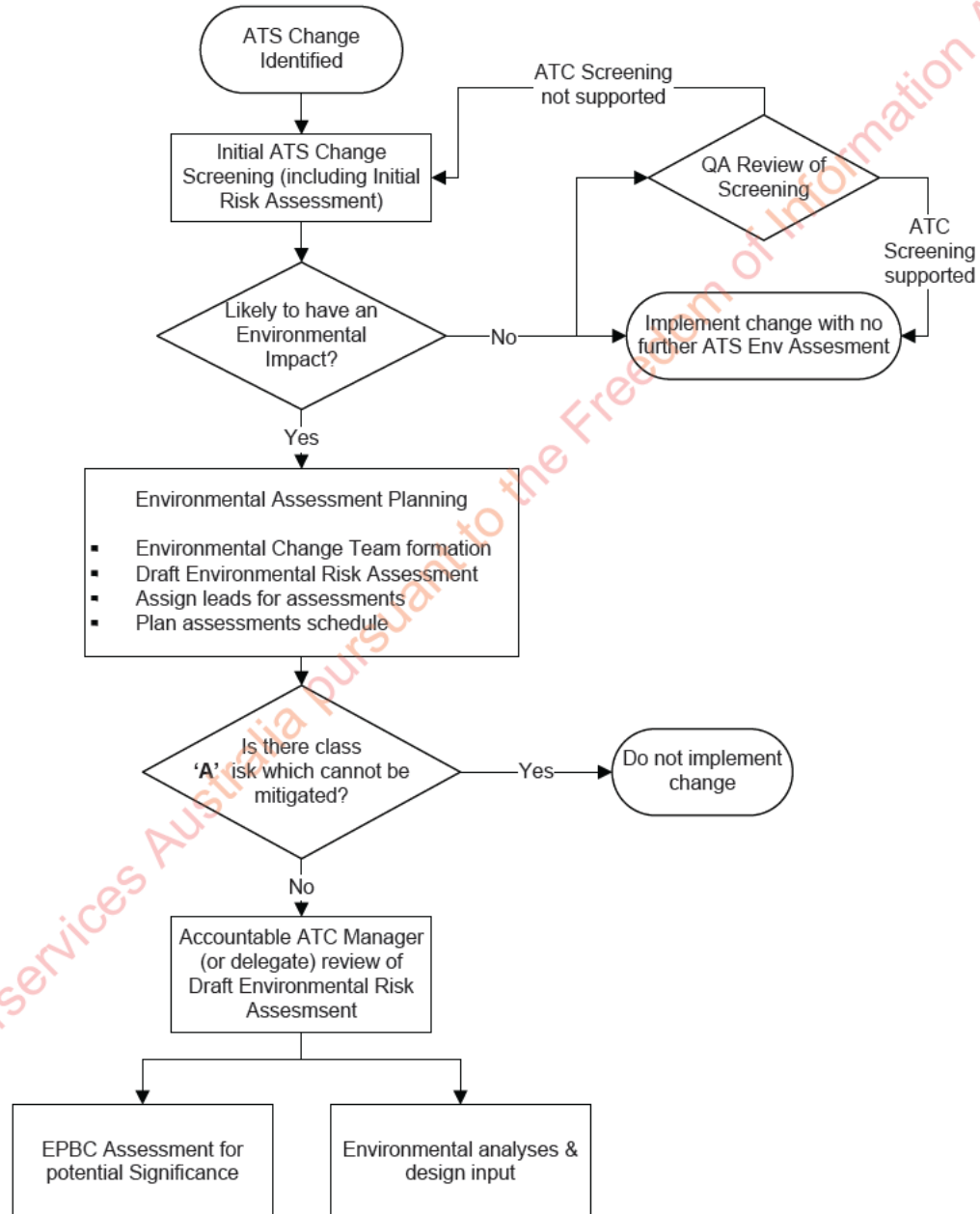


Figure 1: Flow Diagram of Initial Screening, Risk Assessment and Planning

⁴ An early screening process allows for timely consideration and implementation of EBD principles. EBD is also specifically addressed in the Business Risk Assessment Phase. For further information on EBD, refer to the EMS document 'Environment by Design – Reference Guide' (AA-REF-ENV-0027)

5.1.1.2 Assessment basis

Screening must be undertaken for all changes within the scope of this standard and is the first step in the Assessment.

Screening considers a range of pre defined criteria that relate primarily to aircraft flight patterns (including location, altitude and communities over-flown). The screening criteria is included in [Appendix C](#). As part of the screening an Initial Risk Assessment is also conducted.

If the Screening result is:

- TRUE for any criteria then further environmental assessment is not required.
- FALSE for all criteria then further environmental assessments are required as documented in this standard.

Screening is undertaken in ARMS/CIRRIIS and the outcome will determine whether the change can proceed or if further environmental assessment must be conducted as part of the change.

The Environmental Services branch perform a quality assurance review of findings requiring no further environmental assessment, however the change can be implemented without this QA review being completed. If, during QA review, the assessment is believed to be incorrect, the change should not proceed without rescreening. If the change has already been implemented, then the Accountable ATC Manager (or delegate) will be informed and will determine if the associated risk level is acceptable (or if further assessments and/or changes are required).

5.1.1.3 Required Actions

The Proponent shall:

- enter the proposal into ARMS⁵/CIRRIIS and the Airservices' NRFC register
- undertake the Screening for Environmental Impact (using the environmental impact screening criteria – [Appendix C](#)) for all proposals in ARMS/CIRRIIS
- once reviewed by the Change Manager, record in the NRFC (and where appropriate ARP), the screening result (including whether further Environmental Assessment is required).

The Change Manager shall:

- review the Screening for Environmental Impact in ARMS/CIRRIIS
- inform Environmental Services (through CIRRIIS) of the outcome
- where required, seek advice from Environmental Services Branch about the screening process.

The Environment Services Branch shall:

- for outcomes where no further environmental assessment is required:
 - conduct a quality assurance review of the Proponent's determination against the Screening criteria ([Appendix C](#)) and any known environmental sensitivities (without detailed analysis at this stage)
 - notify the Change Manager where the screening outcome is not supported.

⁵ See AA-GUIDE-ARMS-2.000, Environment Assessment process for ATM changes User Guide

5.1.1.4 Outcomes of Initial ATS change screening stage

- A screening result as to whether further environmental assessment is required.
- If no further environmental assessment is required then the change can continue without any other assessment defined in this standard.
- If further environmental assessment is required, then the 'Environmental Assessment and Planning' stage must be conducted.

5.1.2 Environmental assessment planning

5.1.2.1 Purpose

The purpose of the Environmental Assessment Planning stage is to:

- form the Environmental Change Team who will be involved in the change (and will work together throughout further stages of the environmental assessment process)
- conduct a risk assessment to identify changes with an unacceptable level of risk and assist in determining the level of work that needs to be undertaken in environmental analysis and environmental risk mitigation
- plan the remaining assessment activity

Refer to [Figure 1](#) for a flow diagram of the Environmental Assessment and Planning process.

5.1.2.2 Assessment Basis

The Change Manager (or delegate) shall contact Environmental Services branch and Community Relations branch to identify representatives to be part of the Environmental Change Team which as a minimum shall be comprised of:

- The Change Manager
- Representatives from Environmental Services and
- Representatives from Community Relations.

The team may also involve other Subject Matter Experts as necessary.

On formation of the environmental change team, the Proposal, required assessment and community engagement will be discussed and planned (including defining and assigning key roles, scheduling progress meetings, and setting milestones and deliverable dates). Regular meetings should be conducted throughout the Assessment to track progress against milestones.

As part of planning, a draft risk assessment shall be conducted by the team to determine if the change constitutes a 'Class A' risk which cannot be mitigated and to assess the amount of risk mitigation work required for other risks.

The risk assessment will consider the following key areas:

- Community Noise Impact
- Aircraft Emissions
- Other environmental impacts (including impacts to wildlife species/communities and habitats, and social and heritage considerations).

The risk assessment will be based on high level considerations of known risk factors only (e.g. sensitivities described in existing Airport Noise Risk Assessments, fuel use thresholds, listed endangered habitats overflown, etc) and will be undertaken in accordance with the Environmental Risk Management Standard. Only limited (non technical) risk analysis is undertaken at this stage with no detailed environmental analysis being undertaken.

Changes deemed to constitute a Class A risk which cannot be mitigated shall not proceed⁶ and will be diverted from the Assessment process for reconsideration of scope. The planned level of environmental analysis and environmental risk mitigation should take in to account the risk level of the change.

Prior to proceeding to further stages of the Assessment, the draft environmental risk assessment should be reviewed by the Accountable ATC Manager (or delegate). Risk acceptance does not occur at this phase of the Assessment.

5.1.2.3 Required Actions

The Change Manager (or delegate) shall:

- contact Environment Services Branch⁷ and Community Relations Branch to establish the Environmental Change Team
- clarify the relevant proposal change details (where known), including proposed flight path, estimated flight numbers, deadline for implementation of proposed change etc⁸
- not proceed with proposals deemed to have a Class 'A' Risk which cannot be mitigated (unless the change is redesigned and reassessed or authorised by the CEO)
- facilitate review of the draft environmental risk assessment by the Accountable ATC Manager
- ensure the Accountable ATC Manager's comments are captured within the draft environmental risk assessment.

The Environmental Change Team shall:

- agree the composition of the environmental change team
- agree the assessment process (including key roles, progress meeting schedule, milestones and deliverable dates)
- throughout the entire process, adhere to the change schedule and defined milestones and advise other parties in the environmental change team well in advance if delays to agreed deliverables are likely
- throughout the entire process, attend planning meetings and participate in the risk assessment process
- agree risk assessment findings.

⁶ As per Airservices Risk Management Framework, activities assessed as constituting a Class A risk are not permitted (unless otherwise authorised by the CEO in exceptional circumstances).

⁷ Through the Assessments and Programs Manager, Environment Group

⁸ This reduces undue reliance on assumptions during and the Assessment and ensures appropriate authority for access to change information.

The Environmental Services Branch shall:

- lead the initial environmental risk assessment (using the Environmental Risk Management Standard) with respect to the key areas of:
 - Community Noise Impact
 - Emissions Impacts
 - Other environmental impacts (including impacts to wildlife species/communities and habitats, and social and heritage considerations)
- ensure appropriate involvement by the Change Manager, Community Relations and Subject Matter Experts in the initial environmental risk assessment
- enter the draft risk assessment in ARMS/CIRRIS and advise the Change Manager of the record
- update the environmental risk assessment as requested by the Accountable ATC Manager or Change Manager.

The Community Relations Branch shall:

- participate in the draft environmental risk assessment and planning process to provide guidance on Community Noise Impact and Community Engagement Planning.

The Accountable ATC Manager (or delegate) shall:

- review and provide comment on the Proposal and risk assessment (note that the review must be conducted by a Manager with an appropriate level of risk acceptance delegation). Note final risk acceptance does not occur at this stage.

5.1.2.4 Outcomes of Environmental Assessment and Planning Stage

- The formation of an environmental change team for the proposed change
- A defined assessment management process (including lead roles, timeframes and meeting schedule)
- A completed draft environmental risk assessment and agreed level of change risk which has been reviewed by the Accountable ATC Manager (or delegate)
- Progression to further assessment stages (i.e. EPBC Assessment and Community Engagement Planning and Environmental Analysis).

5.2 EPBC assessment and referral process

Under the EPBC Act, actions that have, or are likely to have, a significant impact on a matter of national environmental significance (NES) require approval from the Australian Government Minister for Sustainability, Environment, Water, Population and Communities (the Environment Minister).

In addition to the above, Section 160 of the EPBC Act, requires Commonwealth agencies (such as Airservices) to seek the Environment Minister's advice⁹ for the adoption or implementation of a plan for aviation airspace management involving aircraft operations that have, will have, or are likely to have a significant impact on the environment in general (i.e. not just impacts to matters of NES).

⁹ Under the EPBC Act, advice is sought through the preparation of an EPBC Referral.

These assessment stages are designed to enable Airservices to meet its' legislative obligations under the EPBC Act, by facilitating an internal assessment of 'potential significant impact', and seeking advice (through a referral), under the EPBC Act, if required.

Refer to [Figure 2](#) for a flow diagram of the EPBC Assessment and Referral Process.

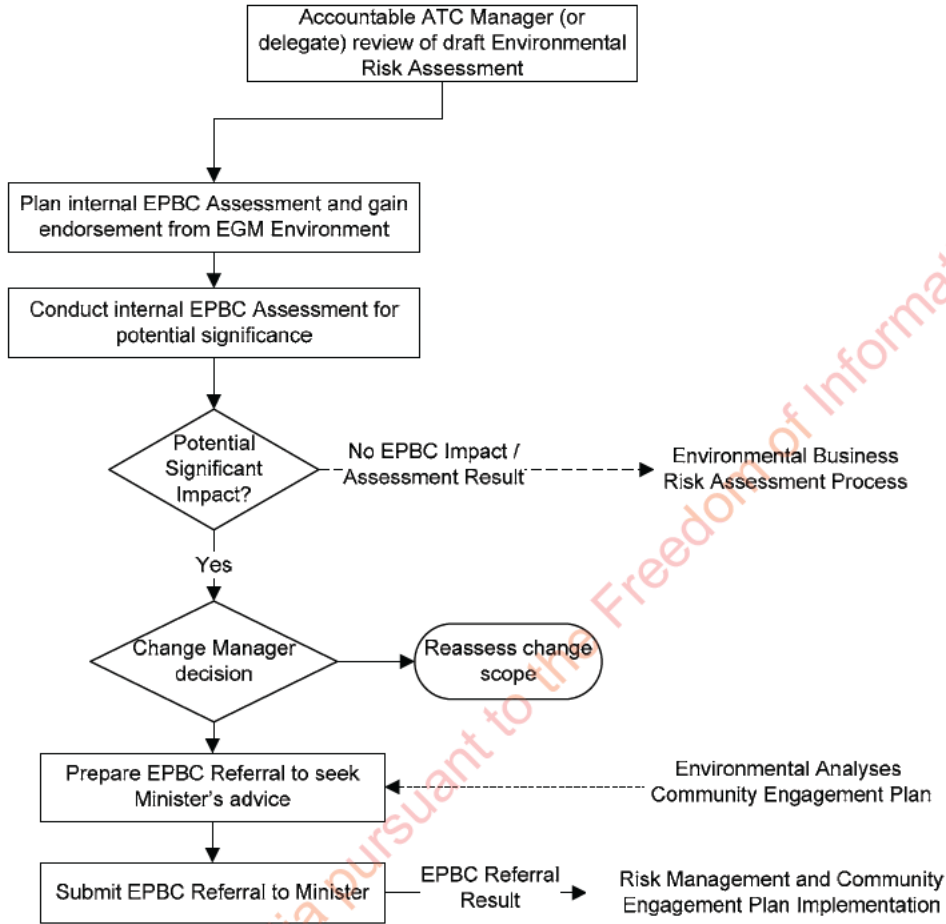


Figure 2: Flow Diagram of EPBC Assessment and Referral Process

5.2.1 Internal EPBC assessment for potential significance

5.2.1.1 Purpose

This assessment stage determines whether the change has the potential to cause significant impact to the environment, and if it therefore warrants advice from the Environment Minister through a referral process in accordance with the EPBC Act.

5.2.1.2 Basis of the assessment

The internal EPBC impact assessment will be undertaken by the Environmental Services Branch who will assess the change based on defined assessment criteria. For all changes, the internal EPBC assessment criteria for potential significance shall be endorsed by the EGM Environment prior to commencement of the assessment.

Airservices internal EPBC assessment criteria shall:

- define standardised significant impact measures and thresholds which, if reached, result in a finding of 'potentially significant'¹⁰. Use of standardised measures and thresholds shall minimise the potential for subjectivity within the EPBC assessment process;
- considers noise impacts on communities as well as impacts to a range of environmental values and is aligned with the 'Actions on, or impacting upon, Commonwealth land, and actions by Commonwealth Agencies, Significant Impact Guideline 1.2' (Commonwealth of Australia 2010).

A Proposal must be redesigned, or referred for assessment under the EPBC Act, any change assessed as having 'potential significant impact'.

5.2.1.3 Required Actions

The Change Manager (or delegate) shall:

- Provide all relevant Proposal details (including flight paths, flight frequencies, flight numbers, aircraft types etc), required to make the assessment, in accordance with agreed project timelines
- accept that when a decision of 'potential significant impact' is reached, then the Proposal cannot proceed as planned without being referred to the Environment Minister
- in consultation with the Accountable ATC Manager, make a decision on whether to proceed with the Proposal as planned, or whether to redesign and reassess the Proposal (based on the Assessment findings).

¹⁰ Note that the assessment should rarely result in a finding of 'significant impact' as it is Airservices position that this is a determination that only the Federal Environment Minister can make through advice sought by Airservices and following formal assessment under the EPBC Act. Further, the reversible nature of Aircraft operations is not consistent with the notion of 'significant impact'.

The Environmental Services Branch shall:

- define the EPBC significance criteria and assessment methodology for the change and seek endorsement of the approach from the Executive General Manager Environment
- provide the Environment Change Team with an indicative program for completion of necessary environmental assessments
- undertake and manage the Assessment, and make a recommendation with respect to potential significance, using the predefined EPBC significance criteria and assessment methodology
- produce a report that documents the assessment and findings
- enter the outcomes of the assessment in ARMS/CIRRIS.

The Executive General Manager Environment shall:

- endorse the EPBC significance criteria and assessment methodology for the change
- accept or reject any finding regarding potential environmental significance.

5.2.1.4 Outcomes

- A decision on whether or not the Proposal is likely to result in 'potential significant impact' environmental impacts if implemented as planned
- If the Proposal is deemed **NOT** to constitute 'potential significant impact':
 - Continuation of the Environmental Business Risk Assessment and Management stages (informed by the EPBC Assessment result).
- If the Proposal is deemed 'potentially significant' by Airservices:
 - A decision from the Change Manager (in consultation with the Accountable ATC Manager) on whether to proceed with the Proposal as planned (i.e. whether to submit a referral under the EPBC Act)
 - Progression to the EPBC Referral and Assessment stage if the Proponent decides to proceed with the Proposal as planned.

5.2.2 EPBC referral and assessment under the EPBC Act

5.2.2.1 Purpose

The purpose of this stage is to seek advice (through a referral) from the Minister regarding whether a Proposal constitutes 'significant impact' under the EPBC Act, and if so, to have the Proposal formally assessed.

This is required for all Proposals which have met the criteria for 'potential significant impact' under the Assessment, and where the Proponent has decided to proceed with the Proposal as planned.

5.2.2.2 Assessment basis

Proposals determined to have 'potential significant impact' are 'referred' to the Environment Minister for advice as to whether the Proposal warrants formal assessment under the EPBC Act. This is known as an 'EPBC Referral'.

EPBC Referrals must describe the Proposal (including Proposal details, existing environment and potential impacts) and are required to be submitted in the approved form (a template is provided on the SEWPaC website). The Environment Minister must assess the referral and provide advice within 20 business days.

Following assessment of a referral, the Minister can make one of three decisions as follows:

- **Controlled action – Action is subject to the assessment and approval process** under the EPBC Act, as the Proposal is deemed likely to cause significant impact
- **Not controlled action ('particular manner')** - approval is not required if the action is taken in accordance with the manner specified
- **Not controlled action** – Approval is not required if the action is taken in accordance with the Referral.

If the Minister decides that the Proposal is likely to result in 'significant impact' to the Environment (i.e. it constitutes a 'controlled action') then formal assessment under the EPBC Act is required. Formal assessment may be undertaken under a range of processes defined in the EPBC Act (as directed by the Minister) which are not described in this document.

5.2.2.3 Required Actions

The Environmental Change Team shall:

- attend regular Proposal meetings and Proposal definition activities as required (including workshops and meetings with external government departments)
- review all required information, draft reports and correspondence, and provide any required feedback in accordance with agreed project timelines.

The Change Manager (or delegate) shall:

- provide all relevant Proposal details (including flight paths, flight frequencies, flight numbers, aircraft types etc), required to prepare required assessment documentation, in a timely manner on behalf of the Proponent.

Environmental Services shall:

- prepare, or manage preparation of, an EPBC Referral on behalf of the Change Manager
- prepare, or manage preparation of, any environmental analysis documentation required to support formal assessment under the EPBC Act (if required)
- manage any EPBC referral and assessment processes
- enter the outcomes of the assessment in ARMS/CIRRIS.

The Executive General Manager Environment shall:

- endorse and provide the EPBC Referral to the Environment Minister.

5.2.2.4 Outcomes

- A request for advice (i.e. an EPBC Referral) sent to the Minister by the Executive General Manager Environment, regarding whether or not the Proposal is likely to result in 'significant impact'
- Advice and/or a decision from the Environment Minister regarding whether the Proposal constitutes 'significant impact' and any further assessments or actions required under the EPBC Act (following referral of any Proposal to the Minister for assessment)
- If the Proposal is deemed by the Environment Minister (following referral) as likely to have a 'significant impact' (i.e. constitutes a 'controlled action'):
 - An environmental assessment report (in whichever form specified) sent to the Environment Minister, for formal assessment under the EPBC Act.
 - A decision from the Minister, following review of the environmental assessment report, regarding whether to approve the action, and what conditions (if any) to impose.

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5.2.3 Environmental Business Risk Assessment and Management

These Assessment stages provide for identification, assessment and management of environmental business risks to Airservices resulting from implementation of a Proposal. Environment business risks are those that may not trigger Airservices EPBC Assessment criteria, but may still represent environmental, financial and reputational business risks for Airservices.

The Environmental Business Risk Assessment provides an additional tier of impact assessment, which complementary to regulatory requirements and further demonstrates due diligence in environmental management.

These Assessment stages incorporate environmental analysis of noise impacts, risk analysis, and development of a Community Engagement Plan.

Key steps in this Assessment stage are further outlined below. While activities are identified in a staged order, they are necessarily inter-related and iterative in nature.

Refer to [Figure 3](#) for a flow diagram of the Environmental Business Risk Assessment and Management Stages.

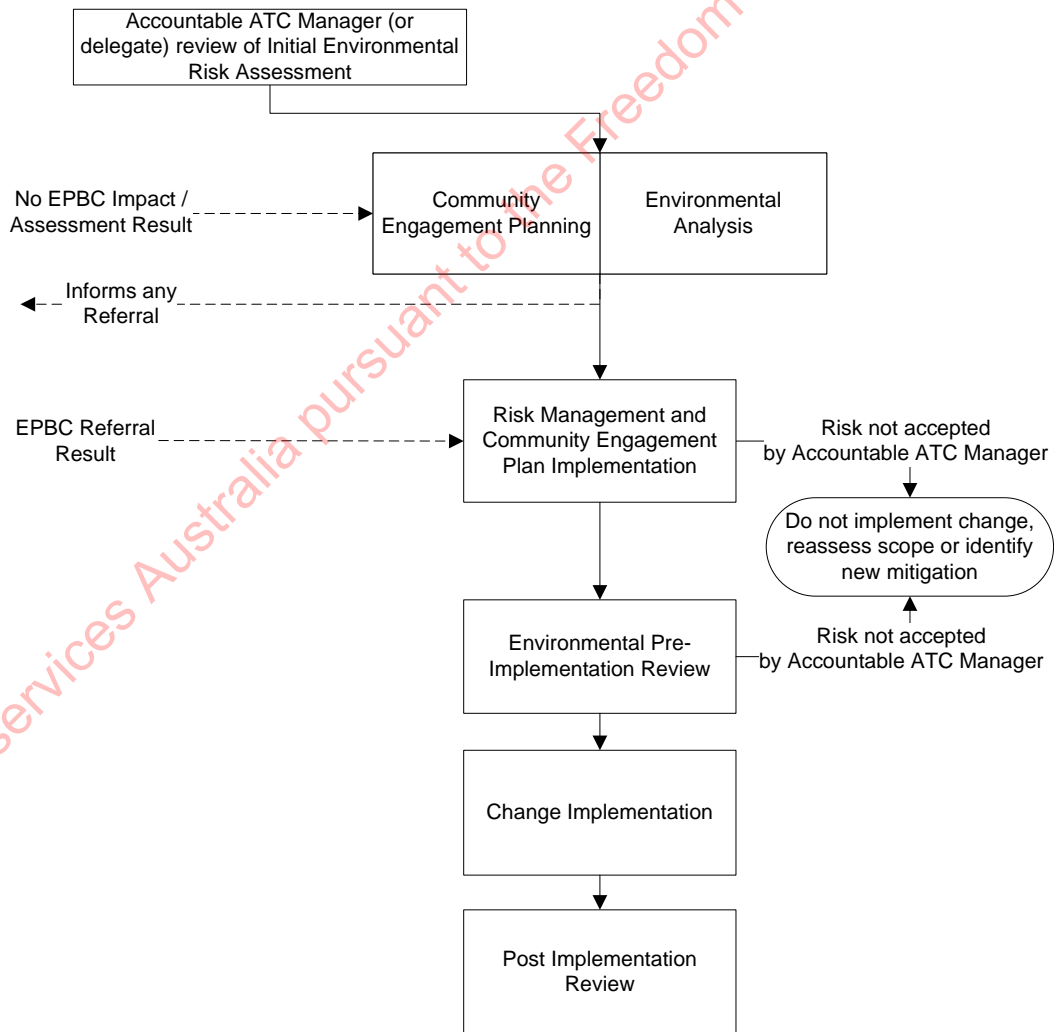


Figure 3: Flow Diagram of Environmental Business Risk Assessment and Management Process

5.2.4 Community Engagement Planning

5.2.4.1 Purpose

The purpose of this stage is to:

- inform the level of, and guide the approach to, further environmental impact analyses and change design
- commence development of the Community Engagement Plan (CEP) which is a significant mitigator for community noise impact.

5.2.4.2 Content and approach

Community Engagement Planning will commence following the definition of change environmental risks (following the draft Environmental Risk Assessment, described in Section [5.1](#)). It is an iterative process that will continue through subsequent stages of environmental analysis and risk assessment. Although drafting may commence, the CEP will only be finalised on completion of all Stages of the Environmental Business Risk Assessment (and prior to change implementation).

The CEP guides engagement and consultation with the community in line with Airservices Communication and Consultation Protocol. The CEP will also document the process for the Post Implementation Review (PIR) of the environmental impact of the change.

Following the initial Environmental Risk Assessment, and based on the identified risk levels, the level of required community engagement and consultation will be determined. For example, more in depth community engagement will be necessary for identified community noise impacts with a class B risk, than for those with a class C or D risk.

The required environmental analyses to support this community engagement will also be based upon the necessary level of community engagement. For example, more detailed noise impact analyses will be recommended for identified community noise impacts with a class B risk, than for those with a class C or D.

The recommended level of community engagement, and environmental analyses to support the planning, will be discussed and agreed with the Environmental Change Team, prior to Community Relations and Environmental Services developing the associated plans and conducting the analyses.

5.2.4.3 Required Actions

The Environment Change Team shall:

- agree the recommendations of the Community Engagement Planning stage.

The Change Manager (or delegate):

- Review and provide comment on the draft and final version of the CEP;
- Accept the recommendations of the Communication and Engagement Planning stage.

Environment Services shall:

- agree the level of further noise impact analysis to be undertaken to support preparation of the CEP.

Community Relations shall:

- manage the community engagement planning phase
- recommend the level of Community Noise Impact Analysis to be undertaken to support preparation of the CEP
- ensure appropriate involvement (and where necessary signoff) from subject matter experts (including Government and Industry Affairs) and alignment with other stakeholder engagement plans.

5.2.4.4 Outcomes

- Commencement of drafting of the CEP
- A defined focus and level of Community Noise Impact Analyses to be undertaken to support preparation of the CEP
- An agreed level and focus of community engagement and consultation (as documented in the CEP).

5.2.5 Environmental Analysis

5.2.5.1 Purpose

The purpose of this stage is to identify and analyse potential environmental, financial and reputational business impacts and benefits of the change.

5.2.5.2 Assessment Basis

The Environmental Analysis stage provides additional information about the proposed change with respect to the three key areas of potential environmental impacts (and benefit) as follows:

- Community Noise Impact
- Emissions
- Other environmental issues (including impacts to wildlife species/communities and habitats, and social and heritage considerations).

There must be an agreement within the Environmental Change Team on the purpose for conducting individual analyses. These may include:

- to support refinement or optimisation of the design (including alignment with, and incorporation of EBD principles wherever possible)
- to support community engagement and consultation planning
- to define potential noise or emissions benefits
- to support an EPBC Referral (after a potential need for referral has been identified through the EPBC Assessment Process)
- to assist in communication or engagement with other stakeholders (e.g. Industry)

Environmental Services will lead the analyses where appropriate but will work closely with the Environmental Change Team throughout the process.

The level and focus of analyses will be determined by the drivers for conducting the analysis. For example, electoral boundary analysis may be conducted to support stakeholder engagement planning where risks associated with particular demographics or interest groups have been identified.

Any analysis conducted will also assist in review and update of the Environmental Business Risk Assessment.

5.2.5.3 Required Actions

The Environmental Change Team shall:

- agree the level, focus and schedule of impact analyses
- agree the resulting risk level.

The Change Manager (or delegate) shall:

- provide all relevant Proposal details (including flight paths, flight frequencies, flight numbers, aircraft types etc), required to make the assessment, in a timely manner

Community Relations shall:

- define what analysis is required to assist with the community engagement and consultation planning.

Environmental Services Branch shall:

- analyse the impact using the agreed methodology and metrics
- manage the impact analysis process (including holding meetings, managing deadlines and milestones)
- produce a report that documents the impact analysis and results
- ensure appropriate involvement by the Change Manager, Community Relations and Subject Matter Experts in the update of the environmental risk assessment
- enter the updated risk assessment in ARMS/CIRRIS and advise the Change Manager of the record.

5.2.5.4 Outcomes

- Documented impact analyses for the Proposal that where necessary address:
 - Community Noise Impact
 - Emissions
 - Other environmental impacts (including impacts to wildlife species and habitats, and social and heritage considerations).
- Results of the analyses to assist further design work, development of a CEP, understanding of environmental benefits, preparation of an EPBC Referral and/or other stakeholder engagement.
- Progression to the Risk Management and CEP Implementation Stages

5.2.6 Risk Management and CEP Implementation

5.2.6.1 Purpose

The purpose of the Risk Management and CEP Implementation stage is to:

- update, review and accept the level of change risks (resulting from the Environmental Analysis and Community Engagement Planning stage)
- implement the CEP
- update review and accept risks following implementation of the CEP to determine whether to implement the Proposal.

5.2.6.2 Process description

Risk review and acceptance

Following environmental analysis and communication planning, the environmental business risks are updated (by Environmental Services Branch) and need to be reviewed and accepted (or rejected) by the Accountable ATC Manager (or delegate). Risk review at this stage will also consider any Ministerial advice or assessment findings following any EPBC Referral or assessment processes undertaken in accordance with the EPBC Act (as described in Section [5.2.2](#)).

Upon risk acceptance, the proposal can proceed to the CEP implementation stage. If the risk is not accepted the proposal must be redesigned or not pursued further. Risk acceptance recorded in ARMS/CIRRIS

Following implementation of the CEP, a further risk review and update is undertaken based on the findings of the community engagement and consultation process. This process captures the feedback received from the community and ensures that the risk assessment reflects this information. On acceptance of the resulting risk, the Proposal can be implemented (if not accepted it must be redesigned).

CEP Implementation

The CEP is implemented in accordance with the methodology it describes. Implementation methodology will vary for each CEP (targeted to the particular Proposal) but is likely to include:

- a presentation to relevant community groups and bodies (e.g. Airport Community Aviation Consultation Groups – CACGs) where the proposed change is communicated, (including timeframes for implementation, flight paths, and likely noise levels/associated impacts)
- publication on the Airservices website
- participation in other activities required by other stakeholder engagement plans (e.g. Communication to politicians) where necessary
- a request for comments on the intended Proposal to be provided by a specified date.

5.2.6.3 Required Actions

The Environment Change Team shall:

- agree the updated risk level (pre and post CEP implementation)
- collaborate to implement the CEP as required
- discuss outcomes of the CEP implementation (and consultation process) and agree any required changes to risk assessments and/or Change design
- agree any further environmental actions that must undertaken taken as follows:
 - prior to implementation of the Proposal (if final risk accepted)
 - with respect to redesign or re-assessment (if final risk is not accepted)

The Change Manager shall:

- facilitate review of the updated environmental risk assessment by the Accountable ATC Manager (or delegate)
- not proceed with proposals deemed to have a Class 'A' Risk which cannot be mitigated (unless the change is redesigned and reassessed or authorised by the CEO)
- ensure the Accountable ATC Manager's (or delegate's) comments are captured with respect to the risk review and associated decisions.

The Accountable ATC Manager (or delegate) shall:

- review (i.e. accept or reject) and provide comment on the risk assessment findings (note that the review must be conducted by a Manager with an appropriate level of risk acceptance delegation)
- risk review shall be undertaken at the following stages:
 - after the Environmental Analysis/Community Engagement Planning stages and risk update and
 - following implementation of the CEP and any risk update required after the consultation process.

Environmental Services shall:

- update the Proposal risk level following the Environmental Analysis and Community Engagement Planning Stages
- participate in implementation of the CEP (as Subject Matters Experts) as required and as agreed by the Environmental Change Team
- update the Proposal risk level again following implementation of the CEP (and based on consultation findings and agreement within the Environment Change Team) and advise the Change Manager of the record
- ensure appropriate involvement by the Change Manager, Community Relations and Subject Matter Experts in the environmental risk assessment
- update the environmental risk assessment as requested by the Accountable ATC Manager or Change Manager.

Community Relations shall:

- lead the environmental risk review and update (pre and post CEP implementation), in collaboration with Environmental Services Branch
- lead and manage implementation and delivery of the CEP (including all consultation and delivery at relevant forums - including CACGs and Community groups)
- compile all feedback and consultation records and communicate the findings to the Environmental Change Team

5.2.6.4 Outcomes

- A revised risk assessment and agreed level of Proposal risk (either Class A, B, C, or D) to guide implementation of the CEP
- Implementation of the CEP to relevant stakeholders (including relevant CACGs, other Community groups as required)
- A revised risk assessment and agreed level of Proposal risk (either Class A, B, C, or D) post implementation of the CEP
- Ultimately a decision on whether or not to proceed with implementing the Proposal (on final risk assessment) or whether redesign is necessary.

5.2.7 Environmental Pre-Implementation Review

5.2.7.1 Purpose

The purpose of this review is to verify that the Proposal has undergone the appropriate environmental assessment and risk management processes prior to implementation

It provides a final 'gate' to the Assessment to ensure compliance with this Standard and the Airservices EMS.

5.2.7.2 Required Actions

The Change Manager shall:

- conduct a pre-implementation review prior to implementing any Proposal to verify that the following has been undertaken:
 - An Internal EPBC Assessment has been conducted
 - Any requirements based upon the Environment Minister's response to an EPBC Referral have been met
 - The CEP has been conducted and the feedback captured within the Environmental Business Risk Assessment
 - The final environmental risk assessment of the change has been accepted
 - The result has been recorded in ARMS/CIRRIS (and NRFC and ACP if required).
- advise the Accountable ATC Manager of the risk acceptance status following the Pre-Implementation review
- not implement the Proposal until final risk acceptance has been undertaken and recorded in ARMS/CIRRIS.

5.2.7.3 Outcomes

Verification by the Change Manager that the change is acceptable for implementation from an Environmental perspective.

5.2.8 Environmental Post Implementation Review

5.2.8.1 Purpose

The purpose of the PIR is to assess implementation of the Proposal with respect to environmental management performance against associated commitments (as described in the CEP and any other Proposal documentation). The Environmental PIR shall focus on Community Noise Impact. Should other Environmental Post Implementation Review be required (e.g. emissions impact), this should be planned separately by the environmental change team.

5.2.8.2 Assessment Basis

Following implementation of a Proposal, Community Relations will lead the PIR in accordance with principles described in the Standard Project Management Methodology.

Where appropriate the PIR should include an assessment of actual noise levels received at ground level and analysis of community response (i.e. complaints).

A PIR report shall be provided to the Accountable ATC Manager and Change Manager for acceptance. It shall also be provided to the Environment Change Team and other relevant external parties as documented within the CEP.

5.2.8.3 Required Actions

The Environment Change Team shall:

- agree the schedule for the PIR
- identify and plan separate PIR as necessary for environmental factors other than community noise impact.

Community Relations shall:

- document the plan for PIR within the CEP
- conduct a PIR in accordance with the CEP
- provide the PIR report to the Accountable ATC Manager and Change Manager for acceptance
- provide the PIR report to the Environment Change Team
- provide the PIR report to external parties as documented within the CEP.

5.2.8.4 Outcomes

- Confirmation as to whether the actual outcomes of the change met the predicted outcomes
- Identification of process improvements.

6 References/related documents

6.1 Internal documentation

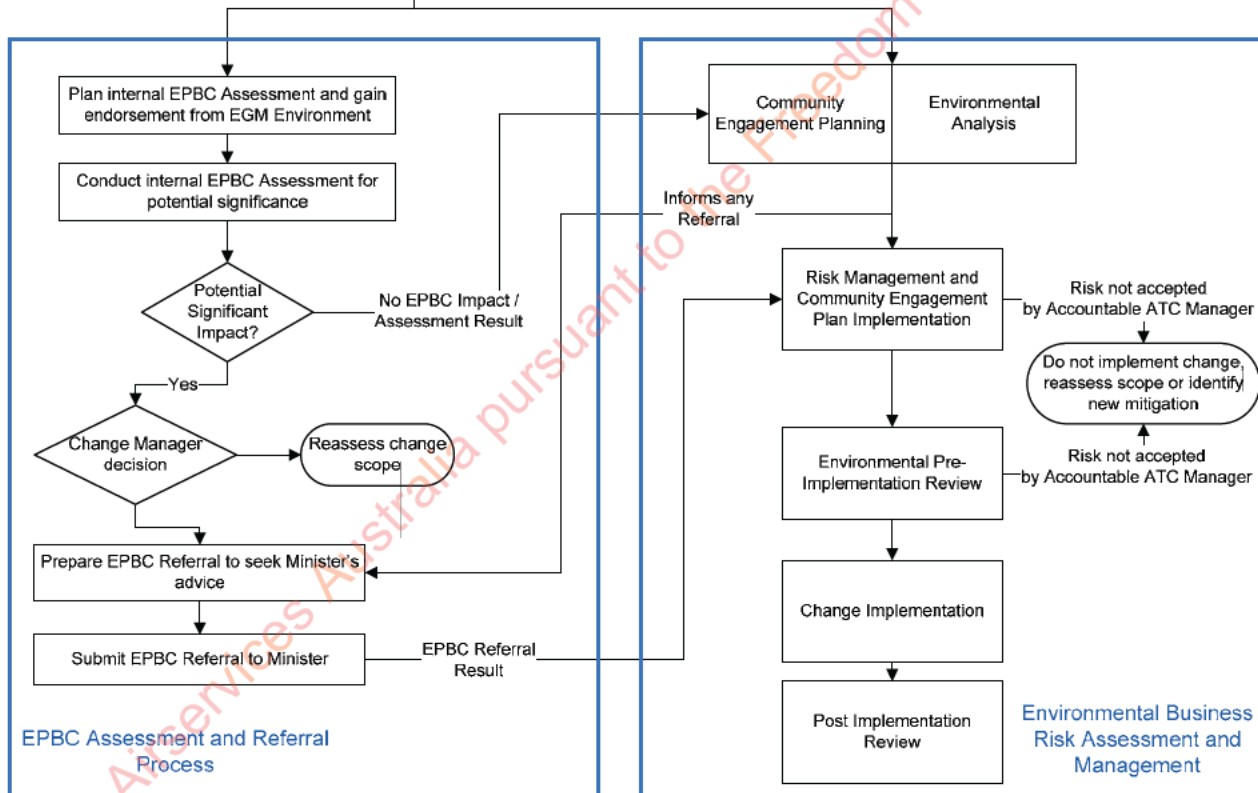
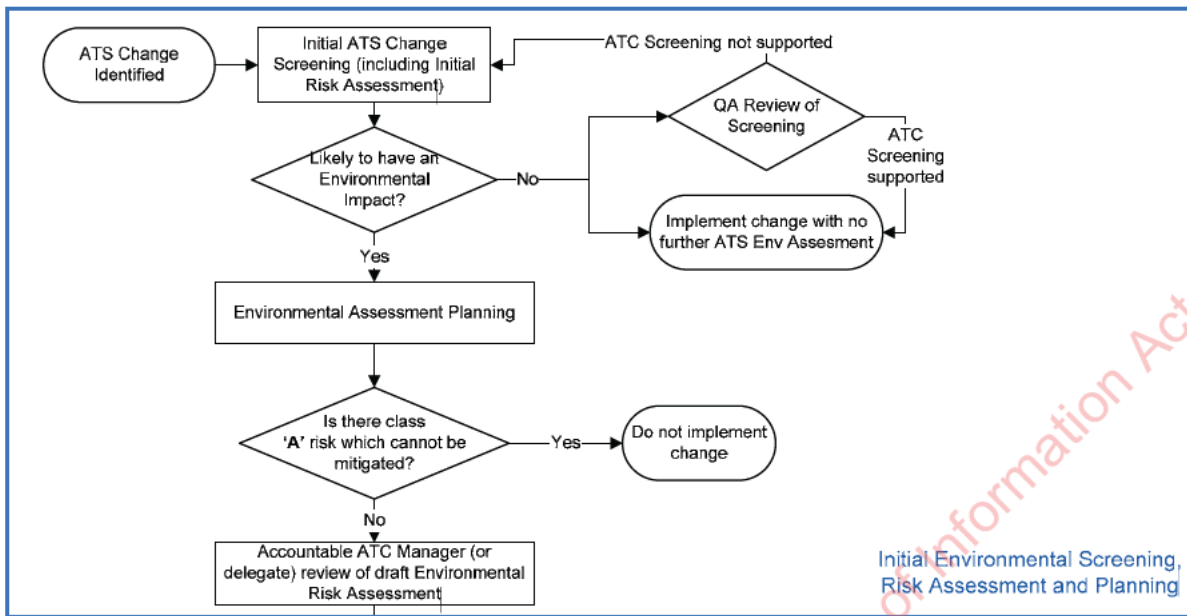
- [Environment Policy - C-POL:AA 000 6](#)
- Environmental Risk Management National Operating Standard
- Airservices Communication and Consultation Protocol - http://www.airservicesaustralia.com/wp-content/uploads/Communication-and-Consultation-Protocol_WEB.pdf

6.2 External documentation

- SEWPaC 2010, 'Actions on, or impacting upon, Commonwealth land, and actions by Commonwealth agencies' Significant impact guideline 1.2, Environment Protection and Biodiversity Conservation Act 1999.
- AS2021-2000: Acoustics-Aircraft noise intrusion-Building siting and Construction, , Standards Australia International Ltd, Sydney, NSW 2001

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Appendix A ATS Assessment Process Flow Diagram



Appendix B Attributes and Responsibilities of Key Assessment Stages

Stage	Purpose	Basis	Outcomes	Lead Role	
1	Initial Environmental Screening, Risk Assessment and Planning				
1.1	Initial ATS Screening	High level assessment to divert low risk proposals that do not require further environmental assessment	ARMS/CIRRIS assessment against basic flight route criteria	<ul style="list-style-type: none"> A screening result as to whether further environmental assessment is required. If no further environmental assessment is required then the change can continue without any other assessment defined in this standard. If further environmental assessment is required, then the 'Environmental Assessment and Planning' stage must be conducted. 	Change Manager
1.2	Environmental Assessment Planning	<ul style="list-style-type: none"> To form the assessment team To plan the assessment with Change Manager To assign leads for Environmental Assessment To conduct initial risk assessment (Identification of class 'A' risks) 	Team discussion of key issues at outset. Assessment against high level known risk factors only (e.g. sensitivities described in existing Airport Noise Risk Assessments and Community Issue Management Plans, fuel use thresholds, endangered habitat proximity etc). Only limited analyses undertaken	<ul style="list-style-type: none"> The formation of an environmental change team for the proposed change. A defined assessment management process (including lead roles, timeframes and meeting schedule). A completed draft environmental risk assessment and agreed level of change risk which has been reviewed by the Accountable ATC Manager (or delegate). Progress to further assessment stages (i.e. EPBC Assessment and Community Engagement Planning and Environmental Analysis). 	Environmental Change Team Collaboration (Change Manager, Community Relations & Environmental Services Branch)
2	EPBC Assessment and Referral Process				
2.1	Internal EPBC Assessment for potential significance	Determines whether the proposal constitutes 'potential significant impact' warranting referral to the Environment Minister through SEWPaC ¹¹	Assessment against defined and SEWPaC endorsed trigger criteria for potential environmental significance.	<ul style="list-style-type: none"> A decision on whether or not the Proposal is likely to result in 'potential significant impact' environmental impacts if implemented as planned. If the Proposal is deemed NOT to constitute 'potential significant impact' Continuation of the Environmental Business Risk Assessment and Management stages (informed 	Environmental Services

¹¹ The Department of Sustainability, Environment, Water, Population and Communities (SEWPaC) administers the EPBC Act.

Stage	Purpose	Basis	Outcomes	Lead Role	
			by the EPBC Assessment result) <ul style="list-style-type: none"> If the Proposal is deemed 'potentially significant' by Airservices A decision from the Change Manager (in consultation with the Accountable ATC Manager) on whether to proceed with the Proposal as planned (i.e. whether to submit a referral under the EPBC Act) Progression to the EPBC Referral and Assessment stage if the Proponent decides to proceed with the Proposal as planned		
2.2	Referral and Assessment under the EPBC Act	For the Executive General Manager Environment to seek advice (through a referral) from the Minister regarding whether a Proposal constitutes 'significant Impact' under the EPBC Act, and if so, to have the Proposal formally assessed.	Process undertaken as per requirements specified in EPBC Act and upon advice from the Minister	<ul style="list-style-type: none"> A request for advice (i.e. an EPBC Referral) sent to the Minister by the Executive General Manager Environment, regarding whether or not the Proposal is likely to result in 'significant impact' Advice and/or a decision from the Environment Minister regarding whether the Proposal constitutes 'significant impact' and any further assessments or actions required under the EPBC Act (following referral of any Proposal to the Minister for assessment) If the Proposal is deemed by the Environment Minister (following referral) as likely to have a 'significant impact' (i.e. constitutes a 'controlled action') - An environmental assessment report (in whichever form specified) sent to the Environment Minister, for formal assessment under the EPBC Act; and a decision from the Minister, following review of the environmental assessment report, regarding whether to approve the action, and what conditions (if any) to impose. 	
3	Environmental Business Risk Assessment and Management				
3.1	Community Engagement Planning	Inform the level of, and guide the approach to, further Environmental impact analyses and	Development of Community Engagement Plan	<ul style="list-style-type: none"> Commencement of drafting of the CEP A defined focus and level of Community Noise Impact Analyses to be undertaken to support preparation of the CEP 	Community Relations

Stage		Purpose	Basis	Outcomes	Lead Role
		Commence development of the Communication and Engagement Plan which is a significant mitigator for community noise impact.		<ul style="list-style-type: none"> An agreed level and focus of community engagement and consultation (as documented in the CEP). 	
3.2	Environmental Analysis	To identify and analyse potential environmental, financial and reputational business impacts and benefits of the change.	Provides additional information about the proposed change. There must be an agreement within the Environmental Change Team on the purpose for conducting individual analyses.	<ul style="list-style-type: none"> Documented impact analyses for the Proposal that where necessary address Community Noise, Emissions, Other environmental impacts (including impacts to wildlife species and habitats, and social and heritage considerations). Results of the analyses to assist further design work, development of a Communications and Engagement Plan, understanding of Environmental benefits, preparation of an EPBC Referral and/or other stakeholder engagement. Progression to the Risk Management and CEP Implementation Stages. 	Environmental Services
3.3	Risk Management and CEP Implementation	Update, review and acceptance of the level of change risks (resulting from the Environmental Analysis and Communication Planning stage); Implementation of the CEP; Update review and accept risks following implementation of the CEP to determine whether to implement the Proposal	Risk review and acceptance: by the Proponent, or delegate. CEP Implementation in accordance with the methodology. Following implementation of the CEP, a further risk review and update is undertaken based on the findings of the community engagement and consultation process.	<ul style="list-style-type: none"> A revised risk assessment and agreed level of Proposal risk (either Class A, B, C, or D); to guide implementation of the CEP; Implementation of the CEP to relevant stakeholders (including relevant CACGs, other Community groups, regulators and government as required); A revised risk assessment and agreed level of Proposal risk (either Class A, B, C, or D); post implementation of the CEP; Ultimately a decision on whether or not to proceed with implementing the Proposal (on final risk assessment) or whether redesign is necessary. 	Environmental Change Team Collaboration (Change Manager, Community Relations & Environmental Services Branch)
3.4	Environmental Pre-Implementation Review	Verification that the Proposal has undergone the appropriate environmental assessment and risk	A final 'gate' to the Assessment to ensure compliance with this Standard the Airservices EMS.	Verification by the Change Manager that the change is acceptable for implementation from an Environmental perspective	Change Manager

Stage		Purpose	Basis	Outcomes	Lead Role
		management processes prior to implementation.			
3.5	Environmental Post Implementation Review	Assessment of implementation of the Proposal with respect to environmental management performance against associated commitments. The Environmental PIR shall focus on Community Noise Impact.	Conducted in accordance with the plan for Post Implementation Review documented within the CEP	Confirmation as to whether the actual outcomes of the change met the predicted outcomes	Community Relations

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Appendix C Initial ATS Screening Criteria

If the Screening result is:

- TRUE for any of the below criteria, then further environmental assessment is not required;
- FALSE for all the below criteria, then further environmental assessments are required as documented in this standard.

Criteria 1

The proposal **does not** have the potential to affect aircraft movements in a manner that may create or enable:

- an increase in number of aircraft operations
- a decrease in aircraft altitude
- a change in aircraft lateral location
- a change in aircraft type
- a change in time of aircraft operations
- an increase in kilometres flown
- the generation of public concern

Criteria 2

The proposal relates to a section of a flight path that is:

- above 20 000 FT AGL and
 - does not pass over a population centre (i.e. community, town, or city) and
 - is not associated with a particularly sensitive environment (e.g. National Park, or Sydney) and
 - is not associated with supersonic aircraft

or

- above the ocean and
 - is greater than 5 NM off shore and
 - is not associated with a particularly sensitive environment (e.g. National Park, or Sydney region)
 - is not associated with supersonic aircraft

Criteria 3

The proposal relates to a GPS and/or instrument approach proposal in small remote communities where:

- all populated areas are outside the tolerances of the approach and missed approach; or the populated areas are already exposed to same aircraft noise. i.e. the approach/missed approach coincides with current VFR or IFR paths and
- the airport is remote from major training airports such that no increase in training traffic may be expected and
- aircraft in use are piston engine, turbo props and Bizjets (light corporate jet) only and
- the airport is in a designated remote area on (for central and northern Australia) shown in ERSA.

Appendix D Other Commercial Revenue – explanatory notes

Other Commercial Revenue (OCR), otherwise referred to as 'Unregulated Revenue' or Non-Airways Revenue, relates to the provision of goods or services other than those which are provided as part of the regulated service that is subject to the Long Term Pricing Agreement (LTPA) with customers. For the avoidance of any doubt, OCR is a term applied to account for those activities not funded through airways revenue.

Airservices OCR includes (but is not limited to):

- provision of charting services and other publications
- maintenance or provision of nav aids under contract
- provision of air traffic services under contract (e.g. for Solomon Islands and Nauru)
- delivery of training and
- funds we receive for official development assistance (aid) activities.

For further information on OCR, refer to the following documents:

- [C-PROC0194](#)
- [MI-0205](#)

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