



Policy Hierarchy link	Protection of Environmental Operations Act 1997 UNSW Environment Policy		
Responsible Officer	Director, UNSW Sustainability		
Contact Officer	Manager, UNSW Sustainability		
Superseded Documents	New procedure		
File Number	TRIM 2010/02882		
Associated Documents	<ul style="list-style-type: none"> - UNSW Environmental Management Plan Standards Australia AS/NZS 4360:2004 Risk Management. - Standards Australia HB-203:2006 Environmental Risk Management- Principles and Process - ISO 14000 Environmental Management Standards - Green Lab Environmental Aspects and Impacts Register 		
Version	Authorised by	Approval Date	Effective Date
1.0	Level 1 OHS & Environment Committee	6 March 2013	6 March 2013

1. Purpose and Scope	1
2. Definitions	1
3. Procedure	2
4. Review & History.....	3
5. Acknowledgements.....	3

1. Purpose and Scope

1.1 Purpose: To ensure that the University's legal and other obligations in relation to environmental management are identified, that policy, procedures and guidance materials are updated when needed, and that any necessary changes to operational practice are facilitated.

1.2 Scope: This procedure applies to all staff and students at all of the University of New South Wales's campuses and each of the University's controlled entities.

2. Definitions

- **Environmental Risk:** A risk that arises from the relationship between human activities and the environment. Environmental risks include:
 - A risk to the environment; and/or
 - A risk to the University from environment-related issues, including the risk of non-compliance with legislative and other criteria.
- **Environmental Hazard:** A source or situation with the potential for harm to the natural environment.
- **Environmental Aspects:** Those elements of the University's activities, which can interact with the environment, eg energy consumption, and hazardous waste.
- **Environmental Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the University's environmental aspects. Also includes impacts to the University's operations arising from environment-related issues.
- **An incident:** Any event that has caused or has the potential for an adverse impact(s) on the environment. For example atmospheric emissions, noise pollution or waste.

Environmental Legal or Other Requirements: Includes Acts and Regulations (Local Government, State and Commonwealth), Standards, Codes, industry standards and other guidance material related to environmental management.

UNSW Environmental Regulations Directory: Documents the principal environmental legal obligations from Commonwealth and New South Wales environmental legislation. Obligations from other legislation are also included where non-compliance with these obligations may lead directly to an impact on the physical environment.

3. Procedure

Under the delegated authority of the Vice Chancellor and Level 1 OHS and Environment Committee, the Vice President University Services and the Director, UNSW Sustainability shall execute the following procedure within three months of any significant change in legal or other requirements, or whenever a major change is made to the organisation's activities.

Stage 1: Identify changes in environmental legal and other requirements

When an update to the UNSW Environmental Regulations Directory is received, identify all changes made since the last version which are relevant to the University's activities.

Identify any new obligations or requirements from other sources, for example:

- new University policies, procedures or directives
- new commitments to voluntary agreements
- new contracts with waste contractors and any associated external audit reports
- new agreements with community groups, industry groups or other organisations
- changes to applicable non-regulatory guidelines, eg. EPA publications (included in the UNSW Environmental Regulations Directory update pages).

If any new significant environmental aspects or impacts are identified during this review, update the Environmental Risk Register.

Contract a consultant to undertake an Environmental Compliance Review every three years in high-risk areas of the University of New South Wales.

The Director, Internal Audit, shall ensure environmental legal compliance is audited during annual internal audits.

Stage 2: Identify changes to procedures and practices

Review all procedures and documents listed in the Environmental Management System Manual (and, if applicable, emergency procedures) to identify those that need to be changed (or new procedures developed) in light of the changes in legal or other requirements.

Make a record of specific changes required to procedures or practices. Where changes are required to written materials authorized by the Vice Chancellor or Level 1 OHS and Environment Committee, cause these changes to be made.

In particular, review the environment-related training material for any required changes.

Stage 3: Communicate Changes

The Director, UNSW Sustainability is to advise the Level 1 OHS and Environment Committee, Faculty General Managers, Laboratory Managers and Staff Environment Advocates as appropriate of changes in legal and other requirements, and any subsequent changes to procedures, practices etc.

Stage 4: Retain Records

Retain the following records generated during the procedure:

- summary of changes to requirements made during review process (Stages 1 & 2)

- communications with Level 1 OHS&E Committee, Faculty General Managers, Laboratory Managers and Staff Environment Advocates (Stage 3).

4. Review & History

This procedure will be reviewed prior to 1 November 2014.

5. Acknowledgements

ISO 14001: EMS Register: Legal and Other Requirements for Review of EMS.

Appendix A: History

Version	Author	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Aaron Magner	Level 1 OHS&E Committee	6 March 2013	6 March 2013	New Procedure