



<b>Policy Hierarchy link</b>	Environment Policy Environmental Management Plan		
<b>Responsible Officer</b>	Vice President, University Services		
<b>Contact Officer</b>	Aaron Magner, Director, UNSW Sustainability		
<b>Superseded Documents</b>	New Procedure		
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## 1. Purpose and Scope

This Procedure sets out the key Australian Federal and State Government legislation relevant to the University’s core activities that could impact on the environment. It forms part of UNSW’s Environmental Management System and is intended to document and assign responsibility for compliance with specific environmental laws and regulations.

## 2. Definitions

Definitions are set out in the Environmental Regulations Register annexed to this Procedure.

## 3. Procedure

The Environmental Regulations Register annexed to this Procedure includes a description of the University’s legal responsibilities under the key Australian Federal and State Government legislation relevant to the University’s core activities that could impact on the environment.

The Environmental Regulations Register details UNSW’s procedures for compliance with its environmental law obligations including links to the relevant UNSW policies, procedures, training and other resources as well as lists the UNSW personnel accountable and responsible for compliance, the specific clauses and instruments that impose these obligations and the implications of non-compliance.

## 4. Review

This Procedure including the Environmental Compliance Register shall be reviewed annually.

## Environmental Regulation Register

### Background

There is no simple definition as to what activities give rise to obligations under law and who is responsible for it. UNSW employees, students and visitors all have various responsibilities under environmental law. Depending on the activity being undertaken UNSW staff members and students have a responsibility to minimise any environmental risk associated with tasks and projects undertaken. In many cases these risks are identified and policies and procedures have been developed and implemented for staff and students to follow. However, there are still issues where staff and students will have to be proactive to minimise environmental risk.

### Environmental impact risk assessment

Before commencing any activity UNSW staff have a responsibility to undertake a risk assessment. A risk assessment should not only consider normal operational issues, but also unplanned events or issues, for example, spilling chemicals or causing environmental damage. A Environmental Impact Risk Assessment template is available from the UNSW Sustainability Website, under "Resources".

Activities that may give rise to an environmental law obligation are often centrally managed, for example by a Faculty or Facilities Management, or locally by the relevant School, Centre or Department. How activities are managed will vary and often will depend on the degree of environmental risk and the likely consequences arising from that risk. To minimise environmental risk UNSW personnel should:

- identify any consequences from possible unplanned performance of the activity such as a spill or fire, etc
- follow the UNSW risk management process and where appropriate consult the UNSW Risk Management Unit, and
- have appropriate spill, containment equipment or other appropriate environmental incident equipment readily available and easily accessible while undertaking an activity.

### What to do if an environmental incident occurs or an issue arises

Should an environmental and/or safety issue arise while undertaking an activity:

- don't place yourself in danger while trying to manage it,
- try to contain, isolate or stop the source of the pollution or nuisance,
- if possible, rectify the issue,
- if too great an issue to manage, contact [UNSW Security](#) for them to respond and take control,
- once you are finished managing the issue, report the incident via the online environment incident reporting tool available via MyUNSW.
- If there is a leak, spill or other escape as a result of which air, water or land pollution has occurred (a **pollution incident**), there is an obligation to notify the following people **immediately** (that is, even before you commence measures to halt or clean up the pollution):
  - (a) the Environmental Protection Authority (EPA);
  - (b) the local Council;
  - (c) The Ministry of Health;
  - (d) WorkCover Authority;
  - (e) Fire and Rescue NSW.
- The maximum penalties for not complying with the reporting requirements are now \$2 million for corporations and \$500,000 for individuals.

## Environmental Compliance Register

<b>Legislation</b>	<b>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</b>
Jurisdiction	Commonwealth
Government Authority	Department of Sustainability, Environment, Water, Population and Communities
Subordinate Legislation	Aboriginal and Torres Strait Islander Heritage Regulations
Standards & Codes	NA
Overview	This legislation preserves and protects places, areas and objects of particular significance to Aboriginals in accordance with Aboriginal traditions.
Obligations	UNSW must report to the Minister for Sustainability, Environment, Water, Population and Communities if it discovers anything that it has reasonable grounds to suspect to be Aboriginal remains on its properties. UNSW must comply with any declaration made under this Act for the preservation or protection of a specified area of object that is under threat of injury or desecration.
Liability	UNSW and/or individuals can be liable under this Act. Penalties up to \$50,000 can apply. Imprisonment is also possible for individuals where conduct contravenes a declaration made under this Act.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management Director
Operational Responsibility	Facilities Management Project Managers
Application	Staff and contractors involved in excavation works on UNSW campuses and field stations.
Reporting Requirements	No annual reporting requirements.
Compliance Activity Records	NA
Corrective Action Procedure	NA
Policies	<a href="#">Environment Policy</a>
Procedures	NA
Guidelines	UNSW <a href="#">Reconciliation Statement</a> Welcome to Country
Training	Nura Gili offer a range of courses and programs: <a href="http://www.nuragili.unsw.edu.au">http://www.nuragili.unsw.edu.au</a>
Compliance Activities	
More Information	UNSW owns and controls land that includes places, areas and objects of significance to Aboriginals, including Research Field Stations at Wellington, Fowlers Gap and Alice Springs.

Legislation	<b>Agricultural and Veterinary Chemicals Act 1994</b> <b>Agricultural and Veterinary Chemicals Code Act 1994</b> <b>Agricultural and Veterinary Chemicals (New South Wales) Act 1994</b>
Jurisdiction	Commonwealth/New South Wales
Government Authority	Department of Agriculture, Fisheries and Forestry (Cth) Department of Primary Industries Australian Pesticides and Veterinary Medicines Authority
Subordinate Legislation	Agricultural and Veterinary Chemicals (Administration) Regulation 1995 (Cth) Agricultural and Veterinary Chemicals (New South Wales) Regulation 2010 (NSW)
Standards & Codes	
Overview	The NSW Agricultural and Veterinary Chemicals Act is designed to ensure compliance with the Commonwealth Code Act. The Code makes provision for the evaluation, registration and control of supply of agricultural and veterinary chemical products
Obligations	UNSW must seek approvals and registration of agricultural and veterinary chemicals used as prescribed by the Act. Approvals must also be sought for the labeling of chemicals. All notices and requests for information issued by APVMA must be complied with.
Liability	Corporations and individuals are liable under this Act, the maximum penalty being 300 penalty units. An approval may also be suspended or revoked if approvals or notices are not complied with.
Executive Responsibility	Vice President, University Services
Responsible Officer	Human Resources Director
Operational Responsibility	Occupational Health and Safety Manager
Application	All staff and students involved in research or activities that use agricultural or veterinary chemicals.
Legislative Updates	
Reporting Requirements	Approvals and registrations may contain conditions regarding reporting requirements.
Compliance Activity Records	NA
Corrective Action Procedure	NA
Policies	<a href="#">Risk Management Policy</a> <a href="#">Occupational Health and Safety Policy</a>
Procedures	<a href="#">Hazardous Substances and Dangerous Goods (Chemicals) Procedure</a> <a href="#">Laboratory Hazardous Waste Disposal Procedure</a>
Guidelines	NA
Training	<a href="#">OHS Awareness</a> ; Green Lab Training; Induction training for Ground Staff and contractors
Compliance Activities	NA
More Information	

<b>Legislation</b>	<b>Building Energy Efficiency Disclosure Act 2010</b>
Jurisdiction	Commonwealth
Government Authority	Department of Climate Change & Energy Efficiency
Subordinate Legislation	Building Energy Efficiency Disclosure Regulations 2010
Standards & Codes	NA
Overview	Imposes obligations to disclose the energy efficiency of buildings.
Obligations	Under the Act, any corporation, including UNSW, selling or leasing or sub-leasing all or part of a commercial building with a net lettable area of 2,000 sqm must disclose the energy efficiency information of that building. Large penalties apply for non-compliance.
Liability	Failure to comply with disclosure and advertising obligations may result in civil penalties of up to \$110,000 for the first day and \$11,000 for each subsequent day. These penalties extend to agents, advisers and employees.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Facilities Management Property Manager, and UNSW Sustainability Director
Application	UNSW tenancies that may be captured by the disclosure requirements, based on Net Lettable Area NLA of greater than 2,000 square meters, include: NICTA (National ICT Australia), Children's Cancer Research Institute of Australia, (CCIA), UNSW Global and National Institute for Dramatic Arts (NIDA).
Reporting Requirements	If the University offer for sale, lease or sublet a Disclosure Affected Building or Area: UNSW will need to have a valid, current Building Energy Efficiency Certificate (BEEC) registered for the building. The BEEC comprises a NABERS Energy rating (exclusive of GreenPower); a lighting assessment and general energy efficiency guidance. The Building Energy Efficiency Register is managed by the Department of Climate Change and Energy Efficiency and the register is made available online for access by the public.
Compliance Activity Records	NA
Corrective Action Procedure	NA
Policies	<a href="#">Environment Policy</a>
Procedures	Energy Savings Action Plan
Guidelines	NA
Training	NA
Compliance Activities	TBC
More Information	All advertising materials in respect of Disclosure Affected Buildings and Areas must include the NABERS Energy rating for the building. The NABERS Energy rating must be expressed by using the rating from 0 to 5 worked out for the building under the NABERS Energy rating rules, disregarding the effect of the purchase of electricity under the GreenPower program; and adding the words "-star NABERS Energy rating". The NABERS Energy rating must be displayed prominently so that it is clearly visible; it is not obscured; and the number and the text are at least as large as the majority of the text contained in the advertisement.

<b>Legislation</b>	<b>Chemical Weapons (Prohibition) Act 1994</b>
Jurisdiction	Commonwealth
Government Authority	Australian Safeguards and Non-Proliferation Office
Subordinate Legislation	Chemical Weapons (Prohibition) Regulations
Standards & Codes	NA
Overview	The Chemical Weapons Convention (CWC) is an international treaty that bans the development, production, possession or use of chemical weapons, and requires the destruction of existing weapons. Under the CWC, member countries have the right to produce or use certain toxic chemicals and their precursors for activities not prohibited by the treaty. Under the Act, a system of permits and notifications has been established to collect information required to ensure Australia meets its CWC obligations.
Obligations	UNSW must, for any of the chemicals prescribed in the Act: - obtain all necessary permits for the use and storage of certain specified chemicals, and - comply with the terms and conditions of such permits, - comply with record keeping obligations in the Act, in the form the Regulations prescribe. - use for 'peaceful purposes' such as industrial uses and research. It is unlikely UNSW would engage in any activity that requires a permit under the convention.
Liability	The University will be subject to financial penalties and/or revocation of permit if it does not comply with terms and conditions. Interfering with monitoring equipment or providing false and misleading information to inspectors can result in imprisonment for individuals.
Executive Responsibility	Vice President University Services
Responsible Officer	Director - Human Resources
Operational Responsibility	Manager, OHS
Application	All staff engaged in activities involving chemicals that are subject to the provisions of the Act.
Legislative Updates	HR subscribes to information services provided by legal firms, CCH and other legal information sources to keep abreast of changes to legislation and compliance requirements. HR staff attend briefings from legal firms and other advisers to keep up to date on relevant legislative changes.
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	
Guidelines	
Training	
Compliance Activities	
More Information	See <a href="#">High Risk Research</a>

<b>Legislation</b>	<b>Clean Energy Act 2011 and other Acts in the Clean Energy Legislative Package</b>
Jurisdiction	Commonwealth
Government Authority	Clean Energy Regulator
Subordinate Legislation	Clean Energy Regulations 2011
Standards & Codes	
Overview	<p>The Clean Energy Legislative Package establishes the framework for the payment of a carbon tax by companies who emit over 25,000 tonnes of CO2 equivalent emissions every year. It does so by establishing a mechanism requiring carbon units to be purchased and surrendered equivalent to the amount of CO2 equivalent emissions produced during that year. The carbon unit pricing mechanism will be implemented in two stages, a fixed price stage for the first three years and then will move to a flexible pricing stage where the price of the carbon unit will be determined by the market.</p> <p>Assistance packages are being implemented by the Government to assist companies and individuals adapt to the new system.</p> <p>If UNSW does not emit over 25,000 tonnes of CO2 equivalent emissions, it may still be affected by the legislative package principally because energy suppliers will pass on costs to their customers.</p>
Obligations	<p>If UNSW emits over 25,000 tonnes of CO2 equivalent emissions (as reported under the NGER Act), it will be liable to purchase and surrender carbon units.</p> <p>If the requisite number of carbon units are not surrendered in a particular year, then civil and criminal penalties may apply.</p>
Liability	Corporations and individuals may be liable under the Clean Energy Legislative Package. A range of civil and criminal penalties apply to breaches under the Clean Energy Act, including up to 10 years imprisonment or \$1.1 million dollars if found guilty of entering scheme to avoid carbon tax liability.
Executive Responsibility	Vice President Finance and Operations
Responsible Officer	Director: Facilities Management
Operational Responsibility	Manager: Energy
Application	
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	
Guidelines	
Training	
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Contaminated Land Management Act 1997</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage/Environment Protection Authority
Subordinate Legislation	Contaminated Land Management Regulation 2008
Standards & Codes	Relevant EPA Guidelines including, Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act 1997; and Guidelines for the Assessment and Management of Groundwater Contamination;
Overview	The purpose of the Act is to establish a process for establishing liability, investigation and remediating land that the EPA considers is significant enough to warrant regulation.
Obligations	UNSW has a duty to report any contaminated sites to the EPA. UNSW must comply with any orders issued by the EPA, including preliminary investigation orders and management orders.
Liability	The person/s who caused the contamination, the owner or occupier of the land, the person who knew or ought reasonably to have known that contamination would occur and failed to take reasonable steps to prevent the contamination, the person who carried on activities on the land that generate or consume the same substances as those that caused the contamination.  This applies to corporations and individuals. Financial penalties of up to \$165,000 and daily penalties may apply if the EPA is not notified of contamination, regardless of whether the owner or occupier actually caused the contamination.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Associate Director, Planning and Development
Application	Any activities by staff or students using contaminants that may pose a risk to human health or the environment that cause land, groundwater or surface water to contain substances above the prescribed concentration levels, in accordance with the guidelines.
Legislative Updates	
Reporting Requirements	Duty to notify the EPA if anyone becomes aware, or should reasonably be aware of land contamination. If a site is declared to be significantly contaminated by the EPA, further reporting/remediation obligations arise.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Environment Policy</a>
Procedures	<a href="#">Hazardous Substances and Dangerous Goods Procedure</a> ; <a href="#">Hazardous Waste Procedure</a>
Guidelines	<a href="#">Fieldwork Guidelines</a>
Training	Green Lab Training; Induction training for Ground Staff and contractors
Compliance Activities	
More Information	



<b>Legislation</b>	<b>Dangerous Goods (Road and Rail Transport) Act 2008</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage
Subordinate Legislation	Dangerous Goods (Road and Rail Transport) Regulation 2009
Standards & Codes	Australian Dangerous Goods Code
Overview	The purpose of this Act is to regulate the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment.
Obligations	Duties apply to consigners, packers, loaders, prime contractors. The Australian Dangerous Goods (ADG) Code specifies what a 'dangerous good' is and how it should be transported. The EPA and WorkCover may also determine dangerous goods. UNSW must ensure that when transporting dangerous goods (or consigning dangerous goods for transport), the vehicle being used to transport such goods and the driver is appropriately licensed. It must ensure that dangerous goods are transported, packed, loaded and marked in a safe manner and must not transport goods that are held to be too dangerous to transport. The University must also comply with any investigation, prohibition or improvement notices issued under the Act. All people involved in the transport of dangerous goods must be appropriately trained and supervised. Of most concern to UNSW are the duties of consigners or dangerous goods found in the Act and Regulations. If UNSW own vehicles that are used for transporting dangerous goods, they must ensure all licensing, loading and packing requirements are complied with. The EPA/WC may determine what vehicles, routes, times, quantities and packaging are required.
Liability	The University and/or its directors and persons involved in its management may be convicted under this Act. Penalties include financial penalties and/or imprisonment; revocation or suspension of licences; and compliance with court orders. The EPA, WorkCover and Transport Safety Regulator are authorities who can enforce the Act/issue notices.
Executive Responsibility	Vice President, University Services
Responsible Officer	Human Resources Director and OHS Manager
Operational Responsibility	All managers and supervisors who transport, or arrange the transportation of, dangerous goods.
Application	Staff that transport, or arrange the transportation of, dangerous goods
Legislative Updates	
Reporting Requirements	No annual reporting requirements.
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	<a href="#">Hazardous Substances and Dangerous Goods (Chemicals) Procedure</a>
Guidelines	<a href="#">Dangerous Goods (Transport by Air) Guideline</a>
Training	
Compliance Activities	The University transports, or arranges transportation, of the following dangerous goods:- [advice from faculties]. The University has the following licences for transporting dangerous goods: - [advice from faculties]
More Information	

<b>Legislation</b>	<b>Energy Efficiency Opportunities Act 2006</b>
Jurisdiction	Commonwealth
Government Authority	Department of Resources, Energy and Tourism
Subordinate Legislation	Energy Efficiency Opportunities Regulation 2006
Standards & Codes	National Carbon Offset Standard
Overview	This Act encourages large energy using businesses to improve their energy efficiency. It does this by requiring businesses to identify, evaluate and report publicly on cost effective energy savings opportunities.
Obligations	UNSW must register as a controlling corporation under the Act (as they have already under the National Greenhouse and Energy Reporting Act) if they exceed the threshold of energy consumption prescribed in the Act, and if they are not exempt. UNSW may still register if it wishes to participate in the scheme. The Act essentially requires assessment plans to be submitted to the Minister, and public reporting.
Liability	Civil, criminal and financial penalties may apply under the Act.
Executive Responsibility	Executive Director Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Energy Manager
Application	The Act applies to controlling corporations who exceed a certain energy use threshold. UNSW will need to ascertain their energy use, and whether it exceeds the threshold.
Legislative Updates	
Reporting Requirements	Public reporting obligations will arise if UNSW are required to report under the Act.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Thermal Comfort Policy for UNSW Buildings</a> <a href="#">UNSW Environment Policy</a>
Procedures	<a href="#">Energy Savings Action Plan</a>
Guidelines	<a href="#">UNSW Energy Management Design and Construction Requirements (installation of gas, electricity and hot water meters)</a>
Training	UNSW Green Lab Training, Induction training for Ground Staff and contractors
Compliance Activities	
More Information	<a href="#">UNSW Energy Saving Action Plan</a>

<b>Legislation</b>	<b>Energy and Utilities Administration Act 1987</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage
Subordinate Legislation	Energy and Utilities Administration Regulation 2006
Standards & Codes	
Overview	The Act is designed to secure the best management of energy and water supply and use in the State by encouraging large energy suppliers and users to become more energy and water efficient.
Obligations	The University is required to develop a water and energy savings action plan.
Liability	Corporations are liable under this Act. Financial penalties apply. The Act imposes personal liability on directors and managers if they knowingly authorised or permitted the contravention.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Energy Manager
Application	Applies to those who are involved in the management of energy and water on UNSW campuses.
Legislative Updates	
Reporting Requirements	TBC
Compliance Activity Records	TBC
Corrective Action Procedure	TBC
Policies	<a href="#">UNSW Environment Policy</a> <a href="#">Thermal Comfort Policy for UNSW Buildings</a> <a href="#">Water Conservation Policy- Interim (2002)</a>
Procedures	<a href="#">Energy Savings Action Plan</a> <a href="#">UNSW Water Saving Action Plan</a>
Guidelines	<a href="#">UNSW Energy Management Design and Construction Requirements (installation of gas, electricity and hot water meters)</a>
Training	Green lab Training; Induction training for Ground Staff and contractors
Compliance Activities	
More Information	<a href="#">UNSW Water Saving Action Plan Plans &amp; Reports</a> <a href="#">UNSW Energy Saving Action Plan Plans &amp; Reports</a>

<b>Legislation</b>	<b>Environment Protection and Biodiversity Conservation Act 1999</b>
Jurisdiction	Commonwealth
Government Authority	Department of Sustainability, Environment, Water, Population and Communities
Subordinate Legislation	Environment Protection and Biodiversity Conservation Regulations 2000
Standards & Codes	
Overview	The purpose of the Act is to promote the protection of the environment if the matter is of national environmental significance
Obligations	UNSW must seek approval for any action that has the potential to have a significant impact on a matter of national environmental significance. This may include matters relevant to world heritage, Ramsar wetlands, nuclear actions, Commonwealth marine areas, threatened species and migratory species.
Liability	Corporations and individuals may be liable for not seeking approval for certain environmental actions prescribed under the Act. The maximum penalties vary for different offences, the highest maximum civil penalty for a corporation is currently \$5.5 million and \$110,000 for an individual.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Associate Director – Planning and Development
Application	Any person undertaking work on UNSW land that may affect any "matters of national environmental significance" listed under this Act.
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Environment Policy</a>
Procedures	<a href="#">UNSW Energy Management Design and Construction Requirements (installation of gas, electricity and hot water meters)</a> ;
Guidelines	<a href="#">Fieldwork Guidelines</a>
Training	Green lab Training.
Compliance Activities	
More Information	Research Field Stations

<b>Legislation</b>	<b>Environmental Planning and Assessment Act 1979</b>
Jurisdiction	New South Wales
Government Authority	Department of Planning and Infrastructure
Subordinate Legislation	Environmental Planning and Assessment Regulation 2000
Standards & Codes	Building Code of Australia Randwick Local Environmental Plan 1998 and associated DCP's. SEPP (Exempt and Complying Development Code) 2008
Overview	Purpose of the Act is to regulate and manage development in NSW.
Obligations	UNSW must undertake all development and construction on UNSW campuses in accordance with any development consent, and applicable planning instruments, development control plans, regulations and codes. Randwick Council will be the relevant consent authority for small development on the main UNSW campus, however, developments with a capital investment value of over \$5 million will be determined by the Joint Regional Planning Panel. State significant development applications will be determined by the Minister (or under delegation to the Planning Assessment Commission or Department staff). Certain developments may be exempt under the Randwick LEP or the Exempt and Complying Development SEPP. Development standards in various SEPPs may also apply to any UNSW campus. Environmental assessment must be undertaken by UNSW before lodging any development applications. UNSW may be required to make developer contributions or enter into a Voluntary Planning Agreement.
Liability	Civil and criminal liability can arise for corporations and individuals for breaches of the Act, such as not obtaining development consent or not complying with consent conditions. Significant financial and daily penalties apply. The consent authority may also issue various orders in relation to development where there is a breach of the Act.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Associate Director – Planning and Development
Application	Applies to all staff department and faculties that wish to undertake development on campus. All current development consents must be complied with.
Legislative Updates	
Reporting Requirements	No reporting requirements, unless it is a condition of consent.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a> <a href="#">Thermal Comfort Policy for UNSW Buildings</a> <a href="#">Water Conservation Policy- Interim (2002)</a>
Procedures	FM Design & Construction Requirements; <a href="#">Energy Savings Action Plan</a> <a href="#">UNSW Water Saving Action Plan</a>
Guidelines	<a href="#">UNSW Energy Management Design and Construction Requirements (installation of gas, electricity and hot water meters)</a> ;
Training	Induction training for Ground Staff and contractors Environmental Compliance and Responsibility at UNSW
Compliance Activities	
More Information	<a href="#">UNSW Water Saving Action Plan Plans &amp; Reports</a>

	<a href="#">UNSW Energy Saving Action Plan Plans &amp; Reports</a>
Compliance Guide	

<b>Legislation</b>	<b>Environmentally Hazardous Chemicals Act 1985</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage/Environment Protection Authority
Subordinate Legislation	Environmentally Hazardous Chemicals Regulation 2008
Standards & Codes	plus associated Standards
Overview	The Act regulates environmentally hazardous chemicals and declared chemical wastes by the EPA. Activities relating to an chemical waste, such as manufacturing, processing, keeping, distributing, conveying, using, selling or disposing of the chemical waste may be assessed by the EPA and subject to a chemicals control order or licences issued by the EPA.
Obligations	UNSW must comply with any chemicals control order or licenses issued by the EPA. If UNSW wanted to undertake a prohibited activity they must apply to the EPA for approval.
Liability	Corporations and/or directors and managers liable for breaching the Act, a Chemical Control Order or a licence. Financial penalties apply. The Act imposes personal liability on directors and managers if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President University Services
Responsible Officer	Director - Human Resources
Operational Responsibility	OHS Manager, Relevant business unit managers and laboratory managers
Application	All staff and students who conduct activities involving environmentally hazardous chemicals or chemical waste.
Legislative Updates	HR subscribes to information services provided by legal firms, CCH and other legal information sources to keep abreast of changes to legislation and compliance requirements. HR staff routinely attend briefings by legal firms and other expert advisers to keep up to date on relevant legislative changes.
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Risk Management Policy</a> <a href="#">Occupational Health and Safety Policy</a>
Procedures	<a href="#">Hazardous Substances and Dangerous Goods (Chemicals) Procedure</a> <a href="#">Laboratory Hazardous Waste Disposal Procedure</a>
Guidelines	<a href="#">Guidelines for Specific OHS Hazards (Chemicals) storage of Dangerous Goods Guideline</a> <a href="#">Transport of Dangerous Goods by Air Guideline</a>
Training	Green Lab Training <a href="#">OHS Awareness</a> <a href="#">Hazardous Substances</a> <a href="#">Bio Safety for PC2 Labs</a> <a href="#">Radiation Safety</a> <a href="#">Risk Assessment and Control</a> <a href="#">Laboratory Safety Awareness Training</a> , Induction training for Ground Staff & contractors
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Explosives Act 2003</b>
Jurisdiction	New South Wales
Government Authority	WorkCover NSW
Subordinate Legislation	Explosives Regulations 2005
Standards & Codes	Australian Dangerous Goods Code, Australian Code for the Transport of Explosives by Road and Rail - 3rd edition
Overview	The Act makes it a requirement to have a licence for handling explosives and explosive precursors. Employees and contractors under direction or supervision of licensee are not required to be licensed. There are different licenses required depending on the activity insuring the explosives, such as license to manufacture, store, supply, import, transport, pyrotechnics license.
Obligations	A licence holder must comply with the conditions of the licence. License conditions may specify the class or type of explosive it applies to, and how and when the explosive is to be handled. A person or corporation responsible for the conveyance, or handling of explosives must do so in a manner that does not cause damage or injury to another person or property, or allow access to a person who is not entitled to use the explosive.  UNSW will not require a license to use security sensitive ammonium nitrate for education, research or analytical purposes if the amount does not exceed 3 kg. Unauthorised explosives may be handled under a license to manufacture for research and development.
Liability	Corporations and individuals are liable under the Act. The Act imposes personal liability on directors and managers if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President, University Services
Responsible Officer	Director Human Resources
Operational Responsibility	OHS Manager
Application	All staff and students who handle explosives will need to be licensed or supervised by a licensee.
Legislative Updates	
Reporting Requirements	Licensees must notify WorkCover and the police if any explosive is lost, stolen, or subject to any suspicious incident that threatens the security of the explosive. Notice must also be given of importing/exporting of explosives.
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	<a href="#">Hazardous Substances and Dangerous Goods (Chemicals) Procedure</a>
Guidelines	<a href="#">An Introduction to Dangerous Goods Guideline</a> Explosives guidelines <a href="#">The Storage of Dangerous Goods Guideline</a> ;
Training	
Compliance Activities	
More Information	



<b>Legislation</b>	<b>Gene Technology Act 2000/Gene Technology (NSW) Act 2003</b>
Jurisdiction	Commonwealth/New South Wales
Government Authority	Department of Health and Aging, Office of Gene Technology Regulator
Subordinate Legislation	Gene Technology Regulations 2001
Standards & Codes	
Overview	The Act introduces a national scheme for the regulation of genetically modified organisms in Australia, in order to protect the health and safety of Australians and the Australian environment by identifying risks posed by or as a result of gene technology, and by managing those risks through regulating certain dealings with genetically modified organisms. Gene technology means any technique for the modification of genes or other genetic material.
Obligations	Every dealing with a genetically modified organism (GMO) must be licensed by the Gene Technology Regulator, unless the dealing is an exempt dealing under the Regulation, a Notifiable Low Risk Dealing (NLRD), on the GMO Register or specified in an Emergency Dealing Determination.  Dealings with GMO's include conducting experiments, develop, produce or manufacture, breed, propagate, grow, raise, import, transport or dispose of. The regulator may certify certain facilities, such as laboratories, to have a certain containment level of GMO.
Liability	Civil and criminal penalties apply to corporations and individuals under the Act. Corporations must prove it took reasonable care and due diligence to avoid any breach of Act.
Executive Responsibility	Deputy Vice-Chancellor (Research)
Responsible Officer	Director - Human Resources
Operational Responsibility	Managers and supervisors of gene technology activities.
Application	All staff and students involved in gene technology activities.
Legislative Updates	HR subscribes to information services provided by legal firms, CCH and other legal information sources to keep abreast of changes to legislation and compliance requirements. HR staff routinely attend briefings by legal firms and other expert advisers to keep up to date on relevant legislative changes.
Reporting Requirements	UNSW must submit an Annual Report to the Gene Technology Regulator before 30 September each year, or as requested by the OGTR. UNSW should also notify the OGTR if it identifies any non-compliance with the conditions of accreditation.
Compliance Activity Records	Records are maintained by the IBC, Schools/Centres, Facility Managers and Project Supervisors.
Corrective Action Procedure	Refer Gene Technology Procedure
Policies	<a href="#">Occupational Health &amp; Safety Policy</a>
Procedures	<a href="#">Gene Technology Procedure</a> <a href="#">Laboratory Hazardous Waste Disposal Procedure;</a>
Guidelines	Gene Technology Licence – Training and Information Statement
Training	OHS Awareness
Compliance Activities	Under Section 7.10 of the UNSW Register of Delegations with respect to safety and environment risk management in research and teaching the Deputy Vice-Chancellor; Deputy-Vice-Chancellor (Research) has authority to approve research and teaching activities involving ionising or non-ionising radiation.

More Information	Information on managing activities involving gene technology are available at <a href="http://www.health.gov.au/internet/ogtr/...2/.../gtcethicalprinc.rtf">www.health.gov.au/internet/ogtr/...2/.../gtcethicalprinc.rtf</a>
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<b>Legislation</b>	<b>Heritage Act 1977</b>
Jurisdiction	New South Wales
Government Authority	Department of Planning and Infrastructure
Subordinate Legislation	Heritage Regulation 2005
Standards & Codes	
Overview	The Act is designed to encourage conservation of the State's non-indigenous heritage items such as buildings, works relics and other places of historic, cultural, social, archaeological, architectural, natural and aesthetic significance. The Act provides for the register of items of State heritage significance and provides for the interim protection of heritage items.
Obligations	When an interim heritage order or listing on the State Heritage Register or conservation management plan applies to a place, building, work, relic, moveable object, precinct, or land owned or occupied by the University, the University must not do any of the things listed in the Act except in pursuance of an approval granted by the approval body. This includes demolishing, damaging, moving, excavating, altering or carrying any development out on the item or land surrounding the item. If an item that is owned by the University is listed on the State Heritage Register, the Regulations prescribe minimum standards of maintenance and repair. An excavation permit may be required if land that contains any relic or is likely it contains relic is to be disturbed/excavated. (if any relic is discovered, the Heritage Council must be notified.)
Liability	Corporations and/or directors and managers are liable. Financial penalties and/or imprisonment for individuals apply. The Act imposes personal liability on directors and employees if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Facilities Management Project Managers
Application	All staff and contractors involved in building/excavation works on all campuses.
Legislative Updates	
Reporting Requirements	If a relic is discovered, the Heritage Council must be notified.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">University Museums and Collections Policy</a> <a href="#">UNSW Environment Policy</a> ;
Procedures	UNSW Facilities Design & Construction Requirements
Guidelines	
Training	
Compliance Activities	
More Information	

<b>Legislation</b>	<b>National Greenhouse and Energy Reporting Act 2007</b>
Jurisdiction	Commonwealth
Government Authority	Department of Climate Change and Energy Efficiency
Subordinate Legislation	National Greenhouse and Energy Reporting Regulations 2008 National Greenhouse and Energy Reporting (Measurement) Determination 2008 National Greenhouse and Energy Reporting (Audit) Determination 2009
Standards & Codes	
Overview	The object of this Act is to introduce a single national reporting framework for the reporting and dissemination of information related to greenhouse gas emissions, greenhouse gas projects, energy consumption and energy production of corporations. It will inform government policy formulation and the Australian public; and meet Australia's international reporting obligations.  The Act also provides the reporting mechanisms for reporting carbon emissions under the Clean Energy Act 2011.
Obligations	Controlling corporations are required to register and report on greenhouse gas emissions, energy consumption and energy production if facilities under their operational control exceed the prescribed thresholds. Controlling corporations must report on behalf of their corporate group (which includes all controlled entities and potentially includes associated entities and joint ventures) if they exceed the prescribed group threshold.
Liability	Corporations and individuals are liable under the Act. Financial penalties may apply.
Executive Responsibility	Vice President University Services
Responsible Officer	Director, UNSW Sustainability
Operational Responsibility	UNSW Energy Manager
Application	The Act applies to the University or a controlling corporation
Legislative Updates	
Reporting Requirements	Reports on Greenhouse Gas emissions, energy production and energy consumption must be made to the Clean Energy Regulator. Reports on reduction and removal of GG emissions from a GG project may also be required. Reports or offsets records must be kept of activities so a corporation can report in accordance of the Act.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Environment Policy</a> ; <a href="#">Thermal Comfort Policy for UNSW Buildings</a> ;
Procedures	<a href="#">Energy Savings Action Plan</a> ;
Guidelines	<a href="#">UNSW Energy Management Design and Construction Requirements (installation of gas, electricity and hot water meters)</a> ;
Training	
Compliance Activities	The University is registered as a controlling corporation under the Act with the intention of reporting greenhouse gas emissions, energy use and energy production in the 2008/2009 reporting period for the Kensington Campus only. An assessment is being undertaken to clarify the relationship between the University and its controlled entities, associated entities and joint ventures.
More Information	<a href="#">UNSW Energy Saving Action Plan Plans &amp; Reports</a>

<b>Legislation</b>	<b>Native Vegetation Act 2003</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage
Subordinate Legislation	Native Vegetation Regulation 2005
Standards & Codes	
Overview	The purpose of the Act is to manage native vegetation and prevent broad scale clearing.
Obligations	The University must protect and/or clear native vegetation in accordance with the Act. Native vegetation must only be cleared with development consent or in accordance with a property vegetation plan. Routine agricultural work does not require approval. Clearing authorised by other Acts generally override obligation in this Act.
Liability	Corporations and/or directors and managers liable. Financial penalties may apply. The Act imposes personal liability on directors and managers if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Manager, Grounds
Application	Applies only to rural campuses. Randwick local government area is excluded under Part 3, Schedule 1.
Legislative Updates	
Reporting Requirements	No reporting requirements.
Compliance Activity Records	
Corrective Action Procedure	
Policies	UNSW Environment Policy
Procedures	
Guidelines	<a href="#">Fieldwork Guidelines</a>
Training	Induction training for Ground Staff and contractors
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Noxious Weeds Act 1993</b>
Jurisdiction	New South Wales
Government Authority	Department of Primary Industries
Subordinate Legislation	Noxious Weeds Regulation 2008
Standards & Codes	
Overview	The Act is designed to reduce the negative impact of weeds on the economy, community and environment by restricting existing weeds and preventing the establishment of new weeds.
Obligations	UNSW must control noxious weeds on its property in accordance with the procedures set out in the Act. The Minister may issue Weed Control Orders. An occupier of land to which a Weed Control Order applies, must comply with any control measures specified in that order. This obligation extends to controlling noxious weeds on the road and watercourse and aquatic weeds if in an irrigation area. UNSW must also comply with any weed control notice issued by a local control authority (Council). Scattering of notifiable weed and material or noxious weed material is prohibited. Minister may permit the growing of noxious weeds for the purpose of research.
Liability	Corporations and individuals are liable under the Act. Financial penalties apply.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Manager - Grounds
Application	More likely to apply to rural campuses, although all grounds keepers/gardeners should be aware of obligations.
Legislative Updates	
Reporting Requirements	If UNSW becomes aware of any 'notifiable weeds' they must notify the local control authority within 3 days.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a>
Procedures	
Guidelines	
Training	Induction training for Ground Staff and contractors
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Nuclear Non-Proliferation (Safeguards) Act 1987</b>
Jurisdiction	Commonwealth
Government Authority	Australian Safeguards and Non-Proliferation Office
Subordinate Legislation	Nuclear Non-Proliferation (Safeguards) Regulations 1987
Standards & Codes	
Overview	This Act is designed to ensure Australia's compliance with the convention on the Physical Protection of Nuclear Material, the Treaty on the Non-Proliferation of Nuclear Weapons and the Agreement between Australia and the International Atomic Energy Agency and other international agreements.
Obligations	If UNSW were to possess or transport nuclear material or to run a nuclear facility, appropriate permits would need to be applied for. This would only be necessary if the materials/facilities being used fell under the definitions found in the relevant treaties.
Liability	Heavy civil and criminal penalties may apply under this Act. If no permit is obtained, the maximum penalty is 10 years in prison. Maximum penalty is 2 years if there is a breach of a permit conditions. Establishing a facility without permit is 5 years in prison.
Executive Responsibility	Vice President University Services
Responsible Officer	HR Director
Operational Responsibility	Radiation Health & Safety Coordinator All managers and supervisors of activities involving radioactive substances and radiation apparatus.
Application	The Act may apply to some research facilities, depending on what particular chemicals are being used. The regulations specify
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	<a href="#">Hazardous Substances and Dangerous Goods (Chemicals) Procedure</a> <a href="#">Ionising radiation procedure</a>
Guidelines	
Training	
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Workplace, Health and Safety Act 2011</b>
Jurisdiction	
Government Authority	
Subordinate Legislation	
Standards & Codes	
Overview	
Obligations	
Liability	
Executive Responsibility	
Responsible Officer	
Operational Responsibility	
Application	
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	
Guidelines	
Training	
Compliance Activities	
More Information	



<b>Legislation</b>	<b>Pesticides Act 1999</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage/Environment Protection Authority/WorkCover NSW (under Hazardous Substances Provisions)
Subordinate Legislation	Pesticides Regulation 2009
Standards & Codes	Agvet Code Safe Use and Storage of Chemicals (Including Pesticides and Herbicides) in Agriculture Code of Practice 2006 (WorkCover NSW) Safe Use of Pesticides, Including Herbicides in Non-agricultural Workplaces Code of Practice 2006 (WorkCover NSW)
Overview	The Act controls the use of pesticides in NSW. The Act aims to reduce the risks associated with the use of pesticides to human health, the environment, property, industry and trade. It also aims to promote collaborative and integrated policies for the use of pesticides. All pesticides are registered and labelled by the Australian Pesticides and Veterinary Medicines Authority (APVMA) before they are manufactured, supplied and sold.
Obligations	All pesticides used on campus must be registered pesticides and used and stored in accordance with APVMA's instructions on the label. All pest management technicians must hold a certificate of competency issues by WorkCover NSW. UNSW must ensure that appropriate permits or licenses are obtained when using certain pesticides or unregistered pesticides. Any harm cause to another person, property or animal by the use of pesticides is an offence. The EPA may issue clean up, prevention and compliance cost notices, as well as pesticide control orders.
Liability	Corporations and individuals are liable. Financial penalties apply. The Act imposes personal liability on directors and managers if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Manager, Grounds
Application	The Act applies to pesticide use on all campuses, although obligations to obtain permits and maintain records apply to larger scale use. Use of pesticides in agricultural activities should be closely monitored to ensure compliance with the Act.
Legislative Updates	
Reporting Requirements	UNSW must keep a record of pesticide use for agricultural, commercial or occupational purposes. This includes pest control operations undertaken on sporting fields. Pesticides that are ordinarily used for domestic purposes do not need to be reported if the amount used does not exceed that prescribed by the Regulations.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a> ; <a href="#">Occupational Health and Safety Policy</a>
Procedures	
Guidelines	
Training	<a href="#">OHS Awareness</a> ; Induction training for Grounds staff and associated contractors;
Compliance Activities	The University uses pesticides in the following activities:

More Information	
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<b>Legislation</b>	<b>Poisons and Therapeutic Goods Act 1966</b>
Jurisdiction	New South Wales
Government Authority	Department of Health
Subordinate Legislation	Poisons and Therapeutic Goods Regulation 2008
Standards & Codes	NSW Poisons List Standard for the Uniform Scheduling of Drugs and Poisons (National Standard)
Overview	To ensure the use of poisons, restricted substances, drugs of addiction, certain dangerous drugs and certain therapeutic goods is done in accordance with the Act.
Obligations	The Act generally imposes obligations on medical practitioners and pharmacists, or any person involved in the supply or distribution of poisons and therapeutic goods. In terms of environmental compliance, UNSW should be aware of substances that are contained in the NSW Poisons List and the National Standard; however, there are no direct obligations.
Liability	Corporations and/or directors and managers liable. Financial penalties may apply. Imprisonment may be ordered by the Court.
Executive Responsibility	Vice President University Services
Responsible Officer	Director - Human Resources
Operational Responsibility	Manager, OHS
Application	Staff and students involved in medical research or who deal with substances under this Act should ensure compliance with any packing, labelling and storing requirements, and they should also determine whether any approval is needed for possession of certain substances.
Legislative Updates	HR subscribes to information services provided by legal firms, CCH and other legal information sources to keep abreast of changes to legislation and compliance requirements. HR staff routinely attend briefings by legal firms and other expert advisers to keep up to date on relevant legislative changes.
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a> ; <a href="#">Occupational Health and Safety Policy</a>
Procedures	<a href="#">Schedule 8 Drugs Procedure</a>
Guidelines	
Training	
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Protection of the Environment Operations Act 1997</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage/Environment Protection Authority
Subordinate Legislation	Protection of the Environment Operations (General) Regulation 2009 Protection of the Environment Operations (Clean Air) Regulation 2010 Protection of the Environment Operations (Waste) Regulation 2005 Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008 Protection of the Environment Operations (Hunter River Salinity Trading Scheme) Regulation 2002 Protection of the Environment Operations (Noise Control) Regulation 2008
Standards & Codes	National Pollutant Inventory
Overview	This Act recognises the need to protect, restore and enhance the quality of the environment while having regard to the need to maintain ecologically sustainable development. The Act deals with issuing environmental licences to all industrial premises that are scheduled under the Act, to facilitate pollution prevention, reduction and monitoring. The Act also establishes three tiers of environmental offences in relation to air, water, noise and land pollution and waste disposal.
Obligations	Activities regulated under this Act generally relate to industrial premises and operations. If any activity undertaken by UNSW requires an environment protection licence, UNSW must comply with all licence conditions. Licence holders must prepare pollution monitoring data and publish this data on the company's website. Licence holders are also required to prepare and implement pollution response management plans.  Any pollution incidents (whether a licenced activity or not) must be notified to the appropriate regulatory authority (if the activity is licenced), the EPA, the local Council, the Ministry of Health, WorkCover Authority and Fire and Rescue NSW <b>immediately</b> . The EPA has advised that this means without delay. The maximum penalty for not complying with this reporting requirement is \$2 million for corporations and \$500,000 for individuals. Any clean up, prevention, or prohibition notices issued by the appropriate regulatory authority (either the EPA or local council) must be complied with. UNSW must also comply with general obligations to not cause air, water, noise or land pollution, and to dispose of waste properly.
Liability	The Act establishes criminal offences for breaches. Penalties include loss or suspension of licences; financial penalties and daily penalties; injunctions; imprisonment; restraining orders; and civil proceedings. The Act imposes personal liability on directors and managers if a corporate breach is established. Onus is on accused to establish a defence.
Executive Responsibility	Vice President University Services
Responsible Officer	Facilities Management, Director
Operational Responsibility	Associate Director (Campus Services)
Application	The Act applies to all activities on campus that may cause pollution or that involve waste disposal. All staff should be aware of the obligations under the Act.
Legislative Updates	
Reporting Requirements	Notification to EPA, local council, the Ministry of Health, WorkCover Authority and Fire and Rescue NSW <b>immediately</b> of any pollution incidents.
Compliance Activity Records	

Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a>
Procedures	
Guidelines	Resource Recovery and Waste Handbook,
Training	Green lab Training; <a href="#">Online Induction Training for Contractors;</a>
Compliance Activities	The University has the following environment protection licences:
More Information	

<b>Legislation</b>	<b>Radiation Control Act 1990</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage/Environment Protection Authority (EPA)
Subordinate Legislation	Radiation Control Regulation 2003
Standards & Codes	AS 2243.4–1998, Safety in laboratories—Ionizing radiations Administration of Ionizing Radiation to Human Subjects in Medical Research, published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)  Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment, published by the National Health and Medical Research Council Code of Practice for the Safe Transport of Radioactive Material, published by ARPANSA The EPA has several guidelines on radiation control.
Overview	The object of this Act is to secure the protection of persons and the environment from exposure to harmful ionising and non-ionising radiation to the maximum extent that is reasonably practicable, taking into account social and economic factors and recognising the need for the use of radiation for beneficial purposes.
Obligations	UNSW requires licences to possess radioactive substances and to operate certain radiation apparatus, unless it is exempt under Schedule 3 to the regulations. Certain devices and premises where radioactive substances are kept or used that are owned by UNSW may need to be registered with the EPA. Employers are required to adopt appropriate safety procedures, monitor employees who are exposed to radiation in the course of employment and keep appropriate records. Voluntary exposure to radiation for research purposes must be done in accordance with the ARPANSA regulation.
Liability	Civil and criminal penalties apply to corporations and/or directors and managers.
Executive Responsibility	Vice President University Services
Responsible Officer	Director - Human Resources
Operational Responsibility	Radiation Health & Safety Coordinator All managers and supervisors of activities involving radioactive substances and radiation apparatus.
Application	All staff involved in activities involving radioactive substances and radiation apparatus.
Legislative Updates	UNSW is required to be licensed through NSW, Office of Environment and Heritage (OEH), holding a licence to: <ol style="list-style-type: none"> <li>1) Sell, use and/or possess radiation apparatus (IA2)</li> <li>2) Sell, use and /or possess radioactive substances or items containing substances (S2)</li> </ol> <p>Certain radiation apparatus, may be exempt from individual licencing under Schedule 3 of the regulations.</p> <p>All staff are required to hold personal licences to use radioactive substances and to operate specific ionising radiation apparatus. Students may be exempt under Regulation 8 of the Regulations. Certain devices and premises where radioactive substances are kept or used that are owned by UNSW may need to be registered with the OEH/EPA. Employers are required to adopt appropriate safety procedures, monitor employees who are exposed to radiation in the course of employment and keep appropriate records. Voluntary exposure to radiation for research purposes must be done in accordance with OEH/EPA regulations.</p>
Reporting Requirements	Any radiation incident involving an emission, leak or spill of a radioactive substance must be notified to the Chairperson of the Radiation Advisory Council.

	A record should be maintained documenting all radiation accidents in accordance with the Regulations.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">OHS Policy</a> ; OHS Management System
Procedures	<a href="#">Radiation Procedure (Ionising)</a> , <a href="#">Radiation Spills Procedure (Beta)</a> <a href="#">Radiation Spills Procedure (Gamma)</a> Protocol – Ionising Radiation (School of Medical Sciences)
Guidelines	<a href="#">Radiation Safety Guidelines</a>
Training	Containment Facility Managers Workshop, <a href="#">Radiation Safety Training</a>
Compliance Activities	Under Section 7.10 of the UNSW Register of Delegations with respect to safety and environment risk management in research and teaching the Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research Strategy) has authority to approve research and teaching activities involving ionising or non-ionising radiation.
More Information	

<b>Legislation</b>	<b>Smoke-Free Environment Act 2000</b>
Jurisdiction	New South Wales
Government Authority	Department of Health
Subordinate Legislation	Smoke-Free Environment Regulation 2007
Standards & Codes	
Overview	The object of this Act is to promote public health by reducing exposure to tobacco and other smoke in enclosed public places.
Obligations	UNSW must ensure that smoking does not occur in enclosed public places and other areas as prescribed by the Act. Signs must be displayed in all smoke free areas in accordance with the requirements prescribed by the Regulations.
Liability	Corporations and individuals liable for breach of the Act or Regulations. Up to 10 penalty units for individuals and up to 50 penalty units for a corporation or body corporate. Financial penalties apply.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Director Human Resources
Operational Responsibility	Occupational Health and Safety
Application	All staff and students must comply with this law and smoke in the appropriate designated areas only.
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">Smoke Free Environment Policy</a>
Procedures	
Guidelines	
Training	
Compliance Activities	
More Information	



<b>Legislation</b>	<b>Threatened Species Conservation Act 1995</b> <b>National Parks and Wildlife Act 1974</b>
Jurisdiction	New South Wales
Government Authority	Department of Environment, Climate Change & Water
Subordinate Legislation	Threatened Species Conservation (Biodiversity Banking) Regulation 2008 Threatened Species Conservation Regulation 2010  National Parks and Wildlife Regulation 2009.
Standards & Codes	
Overview	Both of these Acts are designed to protect threatened species, native plants, national parks and historical areas.
Obligations	Under both Acts, UNSW must obtain a licence from the Director-General if any activity or development would harm any listed threatened species, damage a critical habitat or harm native flora and fauna.  A species impact statement will be required under the Threatened Species Act if the activity proposed is on land that is critical habitat.. The Director-General may issue a stop work order under both Acts if he is of the opinion that any work being carried out is causing harm or danger to threatened species or native flora and fauna. UNSW must comply with any stop work orders.  The National Parks and Wildlife Act may grant a scientific licence for activities relating to scientific, educational or conservation purposes that may cause harm to native flora and/or fauna. The Director General may also grant a lease or licence over land reserved under this Act for certain development that is connected to administering the land.
Liability	Corporations and individuals are liable. Financial penalties apply. Court proceedings in the Local Court or Land and Environment Court may be commenced.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Facilities Management, Director
Operational Responsibility	Manager Grounds; Project Managers
Application	Staff who are involved in grounds keeping and/or development of any UNSW campus.
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	
Procedures	
Guidelines	
Training	
Compliance Activities	
More Information	

<b>Legislation</b>	<b>Water Management Act 2000</b> <b>Water Act 1912</b>
Jurisdiction	New South Wales
Government Authority	NSW Office of Water
Subordinate Legislation	Water Management (General) Regulation 2011 Water Management (River Murray Traffic) Regulation 2011 Water (Part 2 - General) Regulation 1997 Water (Part 5 - Bore Licences) Regulation 1995 Water (Part 5 - Drillers Licences) Regulation 1995 Water (Part 8 -General) Regulation 1995
Standards & Codes	
Overview	Both of these Acts are designed to manage state water supplies, by way of adopting water sharing plans and licensing regimes.
Obligations	Under the Water Management Act, UNSW is required to obtain water access licences or approvals for taking water, unless exempt under the Regulations. The Greater Metropolitan Region Unregulated River Water Sources water sharing plan will apply to the Kensington campus. This plan includes rules for protecting the environment, extractions, managing licence holders' water accounts and water trading in the plan area. Other water sharing plans may apply to other sites owned by UNSW.
Liability	Civil and criminal penalties apply to corporations and individuals who breach the Act. Financial and daily penalties for breaches of the Act, for example carrying out works without a licence/permit or breaching licence conditions under the Water Act. Court proceedings in the Local Court or Land and Environment Court may be commenced.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Director – Facilities Management
Operational Responsibility	Energy Manager
Application	Applies to any use of water for conservation, supply, irrigation or drainage undertaken at all UNSW campuses. Staff involved in maintenance or grounds work should be aware of these obligations.
Legislative Updates	
Reporting Requirements	Reporting obligations may arise if a water sharing plan is in place.
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy;</a> <a href="#">Water Conservation Policy- Interim (2002);</a>
Procedures	<a href="#">UNSW Water Saving Action Plan;</a>
Guidelines	
Training	Green Lab Training;
Compliance Activities	
More Information	<a href="#">UNSW Water Saving Action Plan Plans &amp; Reports</a>

<b>Legislation</b>	<b>Waste Avoidance and Resource Recovery Act 2001</b>
Jurisdiction	New South Wales
Government Authority	Office of Environment and Heritage and Environment Protection Authority (EPA)
Subordinate Legislation	
Standards & Codes	
Overview	Sets out the priorities and methods by which NSW will reduce its waste generation and improve its resource recovery from waste.
Obligations	The Waste Avoidance Act promotes waste avoidance and resource recovery. Under the Waste Avoidance Act, the EPA is required to report progress against the Waste Avoidance and Resource Recovery (WARR) Strategy every two years. The Director-General must develop a new waste strategy at least every 5 years.
Liability	Corporations and individuals are liable. Financial and daily penalties for breaches of the Act, punishable up to \$22,000 for an individual or \$44,000 for a corporation.
Executive Responsibility	Vice President, Finance and Operations
Responsible Officer	Director – Facilities Management
Operational Responsibility	Associate Director (Campus Services)
Application	Applies to any waste generation and recycling undertaken at all UNSW campuses. Staff involved in waste management should be aware of these obligations.
Legislative Updates	
Reporting Requirements	
Compliance Activity Records	
Corrective Action Procedure	
Policies	<a href="#">UNSW Environment Policy</a> UNSW Environmental Management Plan 2005-2010
Procedures	NA
Guidelines	NA
Training	NA
Compliance Activities	NA
More Information	<p>The Act aims to meet the following targets by 2014 (based on 2000 levels):</p> <ul style="list-style-type: none"> <li>- An increase in recycling of waste from 26% to 66%;</li> <li>- Increased recycling of commercial and industrial waste from 28% to 63%, and</li> <li>- Increased recycling of construction and demolition waste from 65% to 76%.</li> </ul> <p>The current NSW Waste Strategy (2007) can be found at <a href="http://www.environment.nsw.gov.au/resources/warr/07242_WARRoverview07.pdf">http://www.environment.nsw.gov.au/resources/warr/07242_WARRoverview07.pdf</a></p> <p>The Act also assists in the achievement of the objectives of the Protection of the Environment Operations Act 1997.</p>

<b>Legislation</b>	<b>Work Health and Safety Act 2011 (NSW) (WHS Act)</b>
Jurisdiction	New South Wales
Government Authority	Workcover NSW
Subordinate Legislation	Work Health and Safety Regulation 2011 <b>(WHS Regulations)</b>
Standards & Codes	How to manage and control asbestos in the workplace How to safely remove asbestos Labelling of workplace hazardous chemicals Preparation of safety data sheets for hazardous chemicals Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)] (the Asbestos Code)
Overview	Work Health and Safety (WHS) refers to the legislation, policies, procedures and activities that aim to protect the health and safety of workers at work and other persons who may be put at risk. Every worker has a right to healthy and safe workplace and to a work environment that enables them to live a socially and economically productive life.
Obligations	As a Person Conducting a Business or Undertaking ( <b>PCBU</b> ), the University must ensure the health and safety at work of all its workers and the health and safety of others. UNSW must identify hazards, assess and eliminate risks, or if it is not possible to eliminate, minimise risks so far as is reasonably practicable. In terms of environmental compliance, provisions relevant to asbestos and hazardous chemicals are most relevant. <b>Asbestos:</b> UNSW, as a PCBU at a workplace that contains asbestos or asbestos containing material must ensure that exposure of a person at a workplace to airborne asbestos is eliminated, or if not eliminated, minimised so far as is reasonably practicable. This is achieved through risk assessment and implementation of control measures in accordance with the WHS Regulations and codes of practice. A person must hold an a relevant asbestos removal licence for work involving friable asbestos and/or 10m <sup>2</sup> of non-friable asbestos-containing material. All work involving asbestos must comply with the Asbestos Code. UNSW must identify asbestos and must maintain, review and allow access to an asbestos register. <b>Hazardous chemicals/dangerous goods:</b> UNSW must ensure that all hazardous chemicals are properly identified and labelled, have a Safety Data Sheet (SDS) and are not used for prohibited purposes. Dangerous goods must be transported and handled correctly. UNSW must provide safety equipment, have emergency procedures and must ensure all containers containing dangerous goods are properly labelled and have a SDS. Work health and safety risks from hazardous chemicals/dangerous goods must be controlled so far is reasonably practicable.
Liability	If the University fails in its duty to ensure the health and safety at work of workers and other persons it may be subject to large financial penalties. The University must also comply with any non-disturbance, improvement or prohibition notices issued by the relevant government authority. The Act imposes a positive duty on Officers of UNSW exercise due diligence to ensure UNSW complies with the WHS Act and WHS Regulation. There is no defence, WorkCover has the onus of proof to prove a breach.
Executive Responsibility	Vice President University Services
Responsible Officer	Director - Human Resources
Operational Responsibility	All managers and supervisors. Executive Managers are responsible and have authority for the adequate resourcing and effective implementation of all UNSW OHSMS requirements within their Faculty or Division. They are required to establish and maintain effective WHS consultation processes within their area of

	responsibility. They must ensure that scheduled review and audit of system performance is undertaken within their Faculty or Division in accordance with the OHSMS Review Procedure, in order to identify deficiencies, and must manage performance improvement strategies. Managers are similarly responsible and have authority for implementation of all UNSW OHSMS requirements within their School, Centre or Divisional Unit. They are accountable to the Executive Manager of their respective Faculty or Division. Officers of UNSW must exercise due diligence in ensure UNSW complies with the WHS duties.
Application	All staff.
Legislative Updates	HR subscribes to information services provided by legal firms, CCH and other legal information sources to keep abreast of changes to legislation and compliance requirements. HR staff routinely attend briefings by legal firms and other expert advisers to keep up to date on relevant legislative changes.
Reporting Requirements	Records must be kept on all asbestos material including any action taken to control asbestos and assessment before any work is carried out. All occupiers of place of work must be provided with a copy of the asbestos register. UNSW must keep records of all staff training, risk assessments, hazardous substances and dangerous goods. Records must be kept of employees who are exposed to such substances during their employment.
Compliance Activity Records	
Corrective Action Procedure	
Policies	OHS Management System <a href="#">Occupational Health and Safety Policy</a> ;
Procedures	OHS Responsibility Procedure
Guidelines	
Training	<a href="#">OHS Awareness</a> <a href="#">Hazardous Substances</a> <a href="#">Risk Assessment and Control</a> <a href="#">Laboratory Safety Awareness Training</a> Induction training for Ground Staff and contractors
Compliance Activities	
More Information	

## Appendix B: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Level 1 OHS and Environment Committee	10 August 2010	10 August 2010	New Procedure
1.1	Executive Director Finance and Operations	20 July 2011	20 July 2011	Executive Responsibility, Responsible Officer, Operational Responsibility.
1.2	Vice President University Services	20 August 2012	20 August 2012	Legislative updates and amendments to allocation of responsibilities.