



NAMBUCCA SHIRE COUNCIL

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL SHIRE WORKS DEPOT POLICY NO: DE 07

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy objective

Nambucca Shire Council is committed to ensuring that all activities carried out by the organisation comply with the relevant State and Federal Environmental Legislation. The EMS is viewed as part of Council's requirements to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible as required under the Local Government Act, 1993. Council is committed to improving the management of the environment and specifically the management of hazardous substances and wastes.

2.0 Related legislation

Environmental legislation relevant to the Council Works Depot:

- Environmental Planning and Assessment Act 1979
- SEPP 33- Hazardous & Offensive Development
- Environmental Offences and Penalties Act 1989
- Protection of the Environment Operations Act 1997
- Occupational Health & Safety Amendment (Dangerous Goods) ACT 2003 No 38
- Pesticides Act 1999
- Environmentally Hazardous Chemicals Act 1985
- Retail Trading Act 2008
- Statute Law (Miscellaneous Provisions) Act 2002
- Local Government Act 1993 (s428)

3.0 Definitions

Nil

4.0 Policy statement

That Council note receipt of the Environmental Management System Manual (EMS) for the Shire Works Depot and the need for an on-going staff program to achieve environmental compliance objectives, targets, monitoring, measurement, training and reviews.

That Council adopt the following Policy Statement within the EMS: it is the policy of Nambucca Shire Council to ensure that all activities carried out at the Macksville River Street Depot comply with the relevant Environmental Legislation and with the principles of sustainable development. Further, it is the policy of Nambucca Shire Council that the management of all activities carried

out or associated with the River Street Works Depot shall be done so within the framework of an Environmental Management System approved by Council.

5.0 Planning

5.1 Environmental Impacts on the Depot

ISO 14001 2015 requires that a procedure is established for identifying activities/events/situations which have or can have a significant environmental impact.

Table 2 (circulated documents) report identifies a Register of Environmental Effects.

5.2 Objectives and Targets for Environmental Management

The EMS identifies objectives and targets derived from environmental legislation, policy, regulatory compliance conditions, life cycle assessment and the environmental audit. The targets and timetable involve considerable workloads (refer to Table 3, circularised documents).

6.0 Implementation and Operation

6.1 Training Awareness and Competence

The success of an EMS is directly related to the quality of training received by staff. The Environmental Compliance Audit identified the need for further and continued staff training. It is an objective of this EMS that a Training program be developed for implementation during 1997-98 financial year.

It is an objective of the training that all personnel are maintained at a state of preparedness to safely handle all foreseeable environmental emergencies.

Due to the diversity of training needs identified and the likelihood that similar training needs will be identified in Council staff at other sites and operations (eg sewage treatment, landfill, water treatment plants), the Consultant recommends that the issue of training be addressed on a Council-wide scale in accordance with Council's overall staff training program.

6.2 EMS Documentation and Control

All documents associated with the EMS are to be kept up-to-date and a record of their location maintained. The EMS specifies the list of documents to be maintained.

6.3 Emergency Responses

Where the discharge has the potential to cause considerable damage requiring the fire brigade and there is the potential for the substance to go outside the boundaries of the site is termed an "emergency", ie:

- fire in a shed containing chemicals
- spills of hydrocarbons (fuel/oil)
- large spills of fuel, oil or any hazardous chemical
- chemical spills
- failure of the SEPA Oil Separator

7.0 Monitoring and Measurement

Monitoring shall be carried out on the discharge from the SEPA oil separator on a 6 monthly basis as set out in the Pollution Control Approval. Procedures for reporting non-compliances are outlined in the EMS.

A periodic audit is to be carried out on the depot to determine whether or not the EMS is being properly carried out.

8.0 Review of the EMS

The EMS shall be reviewed on an annual basis or as required by the General Manager.

The performance of the Depot in meeting the requirements of the EMS will be viewed according to the program below. A report will be prepared by the Manager Development & Environment and attached to the State of the Environment Report. The report shall contain:

- A general statement on overall compliance with the EMS for the depot and/or the results of an Audit of the facility.
- Specific details of any areas of non-compliance with required corrective action, or are likely to require future corrective action. This will include a summary of any incidents reports.
- Any other details of relevance to the State of the Environment Report.

9.0 History

Director Environmental Services' Report 15.05.97

The EMS has been prepared in accordance with ISO 14001 where appropriate. ISO 14001 sets out five (5) core principles:

- 1 Commitment and Policy
- 2 Planning
- 3 Implementation and Operation
- 4 Measurement and evaluation
- 5 Review and Improvement

An Environmental Compliance Audit was undertaken in the last quarter of 1996. The audit was carried out by Peter Jelliffe, Environmental Engineering and Planning Consultants as stage 2 of the Environmental Compliance Program for Nambucca Shire. The Audit has been reported in the Environmental Compliance Audit Report, (Jelliffe, December 1996). A register of environmental effects identified during the audit is set out in Table 2 (circularised documents). Future audits are programmed into this EMS.

Department:	Development & Environment	Last Reviewed	Resolution Number
Policy Category	Organisation	20 October 2010	By GM
Endorsed By:	MD&E		
Approval Authority	General Manager		
Policy Owner	MD&E		
Contact Officer	MD&E		
Document No.	26054/2007		
First Adopted	15 May 1997		
Resolution No:	030-031		
Review Date:	February 2019		

