



Building and Grounds Division

ENVIRONMENTAL POLICY

Date approved:	23 June 2006	Date Policy will take effect:	23 June 2006	Date of Next Review:	February 2014
Approved by:	University Council				
Custodian title & e-mail address:	Manager, Environmental & Sustainability Initiatives Unit Ms Lisa Miller: lismill@uow.edu.au				
Author:	Environmental Advisory Committee				
Responsible Faculty/ Division & Unit:	Facilities Management Division Environmental & Sustainability Initiatives Unit				
Supporting documents, procedures & forms of this policy:	EMS-Manual (B&G-ENV-MAN-001) Principal Environmental Aspects and Impacts Register (B&G-ENV-REF-003) Environmental Apects and Impacts Procedure (B&G-ENV-PRO-001)				
References & Legislation:	N/A				
Audience:	Public – accessible to anyone				
Expiry Date of Policy (if applicable):	N/A				

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1 Purpose of Policy

1. The Environmental Policy formalises the University's commitment to supporting the principles of environmental sustainability and the need for all staff and students to share a role in achieving the Policy objectives.

2 Definitions

Word/Term	Definition (with examples if required)
EMS	Environmental Management System: Part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects.*
EMP	Environment Management Plan
EAC	Environmental Advisory Committee
ESI	Environmental and Sustainability Initiatives Unit
Environmental Aspects	Element of an organisation's activities or products or services that can interact with the environment.*
Environmental Impacts	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.*

*Sourced from AS/NZS ISO 14001:2004 Environmental management systems—Requirements with guidance for use.

3 Application & Scope - Exclusions or Special Conditions

1. The policy applies to UOW, its activities and people associated with it such as staff, students, visitors and contractors.
2. The Scope of this policy includes all UOW principal functions as outlined in Section 6 of the University of Wollongong Act (1989). The policy may also be utilised as the benchmark for other functions e.g commercial functions.

4 Policy Principles

3. The University shares a commitment to promoting and celebrating the principle of 'Responsible stewardship of the natural environment as outlined in the UOW Strategic Plan 2011-2013. This Policy formalises UOW support for this principle. UOW's commitment to environmental protection and sustainable practices will be implemented through the minimisation of energy and water use, in the responsible management and minimisation of wastes, and the integration of the campus infrastructure and activities with the natural environment.

Aims & Objectives

4. The University aims to ensure that its research, teaching, administration and engagement activities are aligned with its environmental policy. To facilitate this objective the University will:
 - a. Implement and maintain a structured EMS based on continual improvement and regular review to ensure that it remains relevant to the University's operations.
 - b. Focus on management of energy, water and materials use, minimisation of pollution, communication and engagement, research teaching and learning, and maintaining the harmonious built and natural campus environment.



- c. Identify, assess, prioritise and record the University's environmental aspects and impacts in accordance with the Environmental Aspects and Impacts Procedure.
- d. Comply with environmental law and regulations.
- e. Set an example to the community and to other educational institutions through the adoption and implementation of principles of environmental protection and sustainability.

5 Implementation

1. The University's Environmental Policy provides the framework for the development and review of the Environment Management Plan (EMP). The EMP will incorporate a rolling action plan that provides the mechanism for implementation of the policy.
2. A review of the Environment Management Plan will include the following:
 - a. Set and review environmental objectives;
 - b. Set and review environment targets;
 - c. Outline the action required to be taken that is appropriate for the nature, scale and impact of the aspect considered;
 - d. Provide guidelines for monitoring and reporting on performance.

6 Roles & Responsibilities

1. The Environmental Advisory Committee is advisory to the Vice-Chancellor and will oversee the development and implementation of UOW's environmental management program. The aim of UOW's environmental management program is to integrate environmental responsibility into all aspects of the University's activities and to minimise UOW's environmental footprint.
1. The Environmental & Sustainability Initiatives Unit (ESI) has the primary task to lead the University of Wollongong's (UOW's) environmental management program and ensure the University achieves its environmental strategic goals. The ESI Unit will support an organisational and behavioural shift towards environmental sustainability through education, communication and management of projects that generate better environmental outcomes for the University. ESI will also be responsible for the management of the EMP, EMS and associated documents.
2. The Environmental Management System (EMS) Manual for the University of Wollongong defines the roles and responsibilities of implementing the EMS. The manual serves as the umbrella document that provides a reference to supporting operational documents, procedures and guidelines. This manual documents the structure, the elements and the procedures which collectively form the EMS.
3. The Environment Management Plan is a strategic document that sets objectives and targets outlining environmental improvement and defines the strategies required to achieve the objectives. It outlines the responsibilities of functional units in working towards environmental results for energy management, water management, management systems, materials management, communication and engagement, research, teaching and learning and the campus environment, over a three year rolling period.
4. The Vice-Chancellor has ultimate responsibility for, and is committed to, the effective implementation of the University Environmental Policy.

7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment



1	23 June 2006	University Council	New Policy.
2	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Procedure Template as per Policy Directory Refresh
3	9 March 2010	Vice-Principal (Administration)	Future review date identified in accordance with Standard on UOW Policy
4	4 February 2011	Council	Revised Policy
5	16 January 2012	Vice-Principal (Administration)	Updated to reflect divisional name change from Buildings and Grounds to Facilities Management Division