

CALLAGHAN AND OURIMBAH
CAMPUSES
OPERATIONAL ENVIRONMENTAL
MANAGEMENT PLAN (OEMP)
GUIDANCE DOCUMENT

Document Reference: Operational Environmental Management Plan Guidance Document

Version No: 1

1 PURPOSE

This overarching guidance document provides direction for the implementation of two (2) site-based Operational Environmental Management Plans (OEMP) developed for the Callaghan Campus located at University Drive, Callaghan NSW 2308, and the Ourimbah Campus located at 10 Chittaway Road, Ourimbah NSW 2258.

2 INTRODUCTION

2.1 BACKGROUND

Each site-based OEMP outlines how the Campus will manage their operations to meet applicable legal requirements, government policy, guidelines, and the University's Environmental Sustainability Policy.

Each OEMP has been prepared in accordance with the following:

- AS/NZS ISO 14001:2015 Environmental Management Systems
- New South Wales Environmental Management Systems Guidelines (Edition 3)

2.2 OEMP OBJECTIVES

The specific objectives of each OEMP are to ensure:

- Appointment of a Sustainability Team, who is responsible for the OEMP and for ensuring organisational commitment.
- Implementation of the University's environmental sustainability policy.
- Identification of significant environmental aspects (activities) and impacts for each Campus.
- Identification of relevant and applicable legislative and regulatory requirements the sites must comply with.
- In addition to the Environmental Sustainability Plan 2019 – 25, the identification of site-based environmental priorities and establishment of environmental objectives and targets.
- Development and implementation of an environment management program (this includes assigning responsibilities for undertaking actions).
- Establishment of a monitoring, review, and reporting program to review effectiveness of the program, to report to management on implementation and to undertake any corrective action.
- Ensuring that the OEMP is based on the premise of continued improvement.

The University of Newcastle (UON) has a forward trajectory for development and construction projects, specifically at the Callaghan Campus. This includes new buildings, major and minor refurbishment works, asset replacement works and landscaping projects. Whilst the OEMP does not cover these aspects, it recognises the associated project based environmental risks must be appropriately mitigated. Therefore, in consultation with UON's Sustainability Team, or external experts, where a project is deemed to have a potential environmental impact, UON will develop a project-specific Construction Environmental Management Plan for implementation.

2.3 DESIRED OUTCOMES

Implementing each site-based OEMP works towards achieving environmental compliance with relevant legislation, government policy and guidelines.

3 INSTRUCTIONS FOR THE IMPLEMENTATION OF THE OEMPS

3.1 ENVIRONMENTAL ASPECTS AND IMPACTS

An environmental aspect is an element of an organisation's activities, products, or services that can interact with the environment. A significant environmental aspect can result in an environmental impact. An environmental impact is any change to the environment, whether adverse or beneficial or partially resulting from an organisation's environmental aspects.

Each site has up to eleven (11) environmental aspects identified that have the potential to result in an environmental impact included in their OEMP.

Table 1: Callaghan and Ourimbah Campus Environmental Aspects

Callaghan Campus – Environmental Aspects	Ourimbah Campus – Environmental Aspects
1. Energy and carbon	1. Flooding
2. Biodiversity and landscaping	2. Bushfire
3. Bushfire	3. Biodiversity and landscaping
4. Hazardous chemicals and bulk fuel storage	4. Waste management
5. Contaminated land	5. Hazardous chemicals and bulk fuel storage
6. Effluent discharge/sewerage/trade waste	6. Cooling towers
7. Heritage	7. Asbestos
8. Emissions to atmosphere and ozone depleting substances	8. Heritage
9. Asbestos	9. Emissions to Atmosphere and ozone depleting substances
10. Cooling towers	10. Effluent Discharge / Sewerage / Trade Waste
11. Waste management	

3.2 OEMP IMPLEMENTATION

To mitigate the associated environmental risk for each environmental aspect, site-specific procedures have been either developed, or referred to if an existing procedure or management plan is in place, and these must be implemented.

The OEMPs are to be communicated to the Property Operations Team and any associated relevant internal and external contractors. It is critical that these stakeholders are aware of the OEMP and follow the appropriate environmental procedures for day-to-day implementation. The Sustainability Team will support the respective teams in the implementation process to ensure relevant and correct mitigation measures are implemented.

The Director IFS (or delegate) will verify the implementation of the OEMP, including any follow-up action to ensure they are implemented and effective, during the environmental audit process after three (3) years.

4 KEY STAKEHOLDERS

The following table identifies key internal stakeholders that have accountability for the implementation of the Callaghan and Ourimbah OEMPs.

Table 2: Key Stakeholders

Stakeholder	Accountability
Director IFS	Overall accountability for the OEMP and environmental performance.
Executive Committee	Accountable to the University Council for overall environmental performance.
Property Operations Management Team	Ensuring effective action is taken day to day (with support from the Sustainability Team) to implement the OEMPs.
Sustainability Team	Implementing environmental policies and guidelines, including the OEMPs.
Employees	Cooperate in the management of environmental matters, including responding to the reasonable directions of external environmental regulators.

5 MONITORING AND CONTROL

An environmental audit of the OEMP will be conducted in accordance with ISO 19011:2018: Guidelines for Auditing Management Systems, and in accordance with UON HSEMS HSG 8.3 Health and Safety Audits Procedure.

The OEMP audit will be undertaken every three years and will evaluate compliance with this OEMP, subplans and any associated documentation including:

- Compliance with any permit or licence conditions
- Compliance with the OEMP and any subplans (eg Waste Management Plan)
- Environmental training records, and
- Environmental monitoring and inspection results.

The audits will be conducted by a suitably qualified and experienced Environmental Management Auditor. The University will identify and evaluate all non-conformances with legal requirements, applicable permits, specifications, and the requirements with this OEMP. Non-conformance Reports shall be raised as appropriate to clearly identify the nature of the non-conformance and document the proposed remedial action, the person responsible and a specified timeframe.

In addition, a formal review of the OEMP will be undertaken for currency and applicability at least every three years. Other triggers for review may include:

- Corrective or Preventative Actions raised through the reporting process
- Changes to relevant legislative, regulatory or compliance obligations
- Request by the Client or any regulatory authority
- Response to inspection or audit findings, or
- Identification of new environmental risks.

6 COMMUNICATION

Effective communication between all parties is critical to ensure that the requirements of the OEMP are met. The University uses several methods to communicate with employees, subcontractors, and visitors. Typical methods of communication include:

- IFS weekly catch up
- University of Newcastle website
- Contractor inductions, toolbox talks and awareness training
- The Workplace Health, Safety and Well-being Committee (as relevant)
- Formal internal email notifications

7 DOCUMENT CONTROL

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DOCUMENT LOCATION

This document is only valid on the day it was printed.

The source of the document will be found at this location – [OEMP Guidance Document](#)

7.1 VERSION HISTORY

Version	Date	Description	Prepared by:	Checked by:	Approved by:
1	26/06/24	Draft	DS		