

Environmental Aspects and Impacts Register

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Aspect	Business Function	Potential Environmental Impact	Activity	INHERENT RISK			Existing Management Measure	EXISTING RESIDUAL RISK RATING			Proposed Management Measure	RESIDUAL RISK RATING			Responsible Person
				Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
Air emissions	Fleet Services	Air emissions as a result of fuel combustion from vehicles, plant and equipment.	Vehicle and machinery operations	B	3	Medium	When not in use machinery is to be turned off. Continue using low sulfur diesel where possible. Vehicles regularly serviced as per manufacturers instructions. Follow manufacturer's instructions for operation of machinery and vehicles. Optimise travel routes for service vehicles. Decreasing the number of vehicles by carpooling. Consideration given to energy efficiency of vehicle prior to purchase.	B	2	Low	Evaluate the benefits of using E10 fuel and if relevant use E10 fuel. Consideration given to purchasing hybrid/electric vehicles. Training in sustainable Driving Practices.	A	2	Low	Manager Contracts & Facilities / Fleet Coordinator
	Property Services	VOC emissions generated during painting activities.	Painting activities	A	5	Medium	Ensure caps and lids are securely tightened on all containers. This prevents leaks and evaporation of contents. Low VOC emission paints are to be used. Regular depot inspections carried out.	A	3	Low					Manager Contracts & Facilities / Property Service Coordinator
		Greenhouse gas emissions (release of refrigerant gas) to atmosphere.	Operation of airconditioning units, refrigerators, hot water systems, microwaves and toasters, drinking water coolers, dishwasher	B	3	Medium	Maintain air conditioners to manufacturers standards. Air conditioners are on regular maintenance programs by qualified contractors.	B	2	Low					Manager Contracts & Facilities / Property Service Coordinator
	Road Services	Dust deposition at nearby residences and vegetation.	Vehicle & machinery operations, construction projects, road use	B	3	Medium	Watering of gravel roads during grading will be undertaken as required. Use of water trucks on construction sites where necessary for dust suppression.	B	2	Low					Manager Road Services
	Parks & Environment	Release of pollutants to atmosphere during operation of the crematorium.	Operation of crematorium	B	4	Medium	Operate and maintain the equipment as per manufacturers instructions. Filters and air monitoring equipment installed in the stack of the crematorium to control air pollutants being released to the atmosphere. Annual inspection and upgrades performed by specialist supplier.	B	2	Low					Manager Parks & Environment
	Waste Services	Emissions of air pollutants from landfill. Greenhouse gas emissions from landfill.	Burial of waste	B	5	High	Landfill gas collection and destruction system operational (9 August 2012). Follow proper work procedures and equipment suppliers instructions for operations at the landfill. Routine maintenance of equipment's at the landfill as per manufacturers instructions.	B	2	Low	Installation of a generator to produce green electricity proposed by June 2016 (timeframe extended due to delays with connection to grid).	B	2	Low	Manager Waste Services
	Water Services	Odour emissions causing nuisance to nearby residences or workers.	Physical treatment operations	B	3	Medium	Operate and maintain the treatment units as per Site Based Management Plans.	A	3	Low					Manager Water Services
Generation of greenhouse gases.		A		5	Medium		A	5	Medium	Investigate opportunities to reduce indirect emissions through improved efficiencies during 2015/16 WWTP review. Review practices undertaken by other Council's to reduce emissions from WWTPs.	A	5	Medium	Manager Water Services	
Cultural Heritage Land Use	Parks & Environment	Disturbance to cultural heritage during digging of any of existing graves.	Cemetery Operations - Grave digging	C	3	High	All works are to be undertaken in accordance with the relevant legislation and guidelines. All cultural heritage items of significance are to be reported to Department of Environment and Heritage Protection and recorded on the Aboriginal Cultural Heritage Database.	B	2	Low					Manager Parks & Environment
	Community liaison	Lost record of cultural heritage site with potential to impact/ destroy places of cultural heritage.	Communication and tracking of cultural heritage related issues	C	3	High	All cultural heritage items of significance are to be reported to Department of Environment and Heritage Protection (DEHP) and recorded on the Aboriginal Cultural Heritage Database.	B	2	Low					Manager Development Services
	Water Services	Disturbance to cultural heritage during digging or clearing	Construction activities	C	3	High	Cultural Heritage awareness training. Cultural Heritage Management Plan incorporated in all projects.	B	2	Low					Manager Water Services

Discharges to waterways	Procurement	Potential for contamination of surface water and groundwater by using chemicals.	Use of chemicals	C	3	High	Optimise dosage of chemicals so that they are used only in quantities required. Minimise use of chemicals where possible. Ensure chemical spraying is undertaken by appropriately trained and licensed council representative or contractor.	B	3	Medium	Source chemicals from suppliers with commitment to protect environment such as those having an Environmental Management System in place. Use biodegradable chemicals.	B	2	Low	Manager Contracts & Facilities / Property Service Coordinator	
	Road Services	Sedimentation of waterways due to inappropriate erosion control.	Laying of bitumen/ Pouring of concrete/ Civil work/ Grading of gravel road	C	3	High	Where practicable and/or applicable, erosion and sediment control devices will be installed and maintained in accordance with industry best practice guidelines and legislation.	B	2	Low					Manager Road Services	
			Stormwater management	C	3	High	Street sweeping operations undertaken on scheduled routine basis. Erosion and sediment control devices will be installed and maintained in accordance with industry best practice guidelines and legislation. Routine inspection of civil work sites for potential water contamination offences into stormwater gutters / drains.	B	2	Low					Manager Road Services	
			Release of contaminated stormwater to the receiving environment/surface water.	Cleaning of roads and gutters	B	3	Medium	Schedule routine operations undertaken by dedicated street cleaning vehicles and operated in accordance with manufacturers requirements. Avoid use of chemicals for cleaning. If required use biodegradable chemicals.	B	2	Low					Manager Road Services
			Painting (Linemarking)	B	3	Medium	Washing out of painting equipment is to occur within a fully contained area with the waste water being collected and treated before discharged to sewer. All wastewaters generated must be discharged in to the sewer.	A	1	Low					Manager Road Services	
	Trade Waste	Release of contaminants to the receiving environment/surface water.	Treatment and disposal of trade waste	D	3	High	Maintain licensing and inspection program for trade waste discharges to sewer.	B	2	Low					Manager Development Services	
	Parks & Environment	Sedimentation of waterways due to inappropriate erosion control.	Removal of vegetation/ Mowing of grass/ Shoreline erosion control	B	3	Medium	Land clearing is only to be undertaken when necessary and for areas that will be undergoing works immediately following vegetation clearing to reduce sedimentation and erosion. Ground cover vegetation is to be retained as long as practicable during tree clearing activities to ensure some level of ground cover and stability. Vegetation clearing is to be minimised during high risk erosion periods such as high winds and wet season (summer months). Erosion and sediment control devices will be installed and maintained (where appropriate) by a council representative appropriately trained in erosion and sedimentation control. Sediment control measures will be applied and maintained in accordance with industry accepted best practice guidelines and regulatory requirements.	B	2	Low	Audit inspections of sediment and erosion control. Investigate re-establishing native vegetation and soil testing / treatment.	B	2	Low	Manager Parks & Environment	
	Water Services	Release of sewage contaminants to the receiving environment/surface water.	Sewage Overflows	C	5	Extreme	Inflow/Infiltration reduction plan. Maintain and operate sewage pump stations as per Site Based Management Plan including alarms, wet weather storage facilities at new and key pump stations and treatment plants. Condition assessments carried out to identify infrastructure in poor condition. Environmental Authorities permits overflows.	C	4	High	Identify regular release points and investigate capacity of infrastructure. Modelling completed of sewerage infrastructure and capital works program developed to address capacity issues. Condition assessments being reviewed and capital renewal program to be developed for 2016/17 onwards. Investigate controlled release points.	B	3	Medium	Manager Water Services	
			Sewage treatment	D	3	High	Maintain and operate WWTP as per Site Based Management Plan.	B	3	Medium	Develop Site Based Management Plans for all WWTP. Existing template being reviewed - Boyne and Tannum to be completed first.	B	2	Low	Manager Water Services	
			Release of contaminated stormwater to the receiving environment/surface water.	Waste water treatment plant operations	D	3	High	Maintain and operate WWTP as per Site Based Management Plan. Minimise contamination of stormwater runoff by evaluating structures and maintaining freeboard in sludge lagoons and effluent ponds.	B	2	Low	Develop Site Based Management Plans for all WWTP.	B	2	Low	Manager Water Services
Waste Services	Release of contaminated stormwater to the receiving environment/surface water.	Landfill Operations	B	3	Medium	Onsite sediment dams to control stormwater runoff before discharge to receiving environment.	B	2	Low	Environmental Management Plan addressed stormwater management and sufficient dam capacity.	B	2	Low	Manager Waste Services		
		Transfer Station Operations - Temporary storage of waste	B	3	Medium	Operations at Transfer Stations will occur in accordance with standard operating procedures.	B	1	Low	Ensure compliance with operating procedures.	B	1	Low	Manager Waste Services		
Flora & Fauna Impacts	All business functions	Disturbance/harm to native species.	Interaction with native species	D	3	High	Undertake in accordance with Council's Species Management Program and associated permit conditions by employing services of suitably qualified fauna spotter/catcher.	B	2	Low	Training of Parks staff in wildlife spotting and fauna management to legislated standard to ensure availability for project/activities.	B	2	Low	All managers / supervisors	
	All business functions	Unidentified breach of legislation resulting in loss of vegetation and/or fauna habitats.	Identification of legislative requirements	D	3	High	Prior to undertaking flora and/or fauna investigations, Conservation and Environment Officers will consider and document possible legislative requirements associated with carrying out the activity. Project managers complete Environmental Checklist prior to commencement of projects to enable assessments to be undertaken.	B	2	Low				All managers / supervisors		
	Parks & Environment	Loss of vegetation.	Ringbarking of trees / Removal of vegetation / Mowing of grass	B	3	Medium	Ensure operators follow appropriate procedures.	B	2	Low	Audit inspections and CSR follow up to ensure requirements are being followed in all projects and maintenance operations.	B	2	Low	Manager Parks & Environment	
	Parks & Environment	Spread of disease, noise and faeces.	Management of flying fox roosts	B	3	Medium	Operate in accordance with Council's Management of Intent for Flying Foxes.	B	2	Low				Manager Parks & Environment		
	Regulatory Services	Spread of pests due to inappropriate trapping and disposal of pests.	Trapping and disposal of pests	B	3	Medium	The trapping and disposal of identified pest species will be as per legislations. Wild dog management program in place for Gladstone region, conducted annually. Feral pig trapping program in place for landholders. Rabbit control through release of calyx virus in areas of infestations.	B	2	Low	Develop work procedures for trapping and disposal of pests scheduled for 2015/16.	B	2	Low	Manager Regulatory Services	
			Flora degradation as a result of inappropriate chemical spraying.	Chemical spraying of weeds	B	3	Medium	Chemical spraying of weeds is to be undertaken by an appropriately trained and licensed council representative or contractor using Council approved herbicides or pesticides. Ensure compliance with operating procedures. All staff have ACDC licences and maintain their currency.	B	2	Low				Manager Regulatory Services	
	All business functions	Ground contamination due to inappropriate storage or activities.	Generation of waste	B	3	Medium	Waste generated in carrying out the activity must be stored, handled, transferred and disposed in a proper and efficient manner.	B	2	Low				All managers / supervisors		
	Procurement	Potential for contamination of soil by using chemicals.	Use of chemicals	C	3	High	Optimise dosage of chemicals so that they are used only in quantities required. Minimise use of chemicals where possible. Ensure chemical spraying is undertaken by appropriately trained and licensed council representative or contractor.	B	3	Medium	Source chemicals from suppliers with commitment to protect environment such as those having an Environmental Management System in place. Use biodegradable chemicals.	B	2	Low	Manager Contracts & Facilities / Procurement Coordinator	
	Waste Services	Ground contamination due to inappropriate storage or activities.	Benaraby Landfill Operations	D	5	Extreme	Operate in accordance with procedures developed by GRC with the Environmental Management Plan - Benaraby Regional Landfill prepared by RPS (May 2011) and Site Based Management Plan developed for site.	B	2	Low	Review of site Standard Operating Procedures.	B	2	Low	Manager Waste Services	

Ground contamination		activities.	Transfer Station Operations	B	3	Medium	Operations at Transfer Stations will occur in accordance with standard operating procedures.	B	1	Low			Manager Waste Services		
	Water Services	Ground contamination due to inappropriate storage or activities.	Waste Water Treatment Plant Operations	C	5	Extreme	Gladstone WWTP - Stopped spreading of biosolids on site. Environmental approval obtained for re-use of biosolids at turf farms in the Gladstone Region.	B	2	Low			Manager Water Services		
		Ground contamination due to irrigation activities.		C	5	Extreme	Yarwun WWTP - Investigated impact on receiving environment and preliminary findings indicate no adverse impact on soil. Alternative re-use options investigated with irrigation to turf farms (currently only option available).	B	2	Low			Manager Water Services		
	Road Services	Ground contamination due to inappropriate storage or activities.	Laying of bitumen/ Pouring of concrete/ Civil works	B	2	Low	Bitumen laying / concrete pouring activities will follow industry standards.	B	1	Low			Manager Road Services		
	Parks & Environment	Inappropriate burial of human remains resulting in ground contamination.	Grave digging - Cemetery Management	B	3	Medium	The burial of human remains must be as per standard practices and by approved contractors. Contractors and staff update operational procedures in consultation with industry.	B	2	Low			Manager Parks & Environment		
Natural Resource Use	Fleet Services	Depletion of non-renewable fuel resources.	Staff travel within Council area	C	3	High	Vehicles serviced and maintained as recommended by manufacturer.	B	3	Medium	Purchase environmental friendly vehicles, such as low emission certified vehicles/electric hybrid. Purchase vehicles from manufacturers who are encouraging sustainability.	B	2	Low	Manager Contracts & Facilities / Fleet Coordinator
	Property Services	Depletion of water resources.	Provision of offices, community halls, public buildings, etc	B	3	Medium	Discharge of wastewater in accordance with legislation to wastewater treatment plant. Install water saving devices in wash rooms, kitchen and toilets. When maintenance work is undertaken energy and water efficient equipment is installed.	B	2	Low	Investigate automatic shutdown of computers. Where practical new infrastructure to meet best practice for energy efficiency.			Manager Contracts & Facilities / Property Service Coordinator	
			Operations of airconditioning units, refrigerators, hot water systems, microwaves and toasters, drinking water coolers, dishwasher	C	3	High	Appropriate temperature settings for the season are made to reduce energy consumption.	B	2	Low			Manager Contracts & Facilities / Property Service Coordinator		
	Road Services		Laying of bitumen/ Pouring of concrete/ Civil works	B	2	Low		B	2	Low	Monitor water usage on civil sites with conservation of the resource in mind. Monitor water extraction sites ensuring resource is not compromised.	B	2	Low	Manager Road Services
	Parks & Environment		Irrigation of parks and mediums	B	5	High	The Irrinet computer based control system is in place for all irrigation in Gladstone. A Rainbird control system is in place for Millenium Esplanade.	B	2	Low			Manager Parks & Environment		
	Fleet Services		Operation of washdown bays	B	3	Medium	Operate washbays in accordance with procedures. Maintain equipment to ensure contaminants are being captured. Regular depot inspections are carried out.	B	1	Low			Manager Contracts & Facilities / Fleet Coordinator		
	Property Services	Depletion of non-renewable energy sources.	Provision of offices, halls, public buildings, etc including operation of airconditioning units / electrical equipment	C	4	High	Start-up and shut down of air conditioners to coincide with office hours. Set air conditioner temperatures so as to optimise with seasons. Ensure electrical devices are turned off at the end of each working day.	C	2	Medium	Where possible install energy efficient air conditioners. When choosing energy providers and plans, select green energy if available and feasible. Where possible and feasible install and utilise solar panels. Prepare an office energy management plan. When purchasing electrical equipment, consider the electricity requirements of different models. If available use Energy Star rated appliances. When not using electrical equipment, ensure the device switches to an energy saving mode after a prolonged period of inactivity. Investigating cost/benefit of installation of energy efficient light bulbs (LED). For electrical lighting and appliances consider installation of motion detectors, timer switches and programmable switches.	B	2	Low	Manager Contracts & Facilities / Property Service Coordinator
	Water Services		Operation of water and sewerage reticulation networks and treatment plants	C	5	Extreme	Operate equipment as per Site Based Management Plan.	C	3	High	Investigate cost/benefit of using green power supplied by the electricity providers. Investigate flaring of methane. Investigation part of overall WWTP review.	B	2	Low	Manager Water Services
	Road Services		Street / carpark lighting	C	4	High	Street lighting on timers.	C	4	High	Use of green power supplied by the electricity providers. Consideration given to installation of solar lights.	B	2	Low	Manager Road Services
	Fleet Services		Vehicles, machinery and plant servicing and maintenance	B	3	Medium		B	3	Medium	Investigate cost/benefit of using green power supplied by the electricity providers. Consider use of solar panels to generate electricity.	B	1	Low	Manager Contracts & Facilities / Fleet Coordinator
	Procurement	Depletion of natural resources.	Use of paper in operations of computers, printers, scanners, fax machines, etc	B	3	Medium	Recycle waste paper. Use of electronic communication.	B	3	Medium	Use of recycled paper. Printing on both sides of a paper. Encourage people not to print. Keep printing to minimum.	B	2	Low	Manager Contracts & Facilities / Procurement Coordinator
	Property Services		Office fitouts, refurbishments and stationery orders.	C	4	High	When purchasing new equipment, follow GRC's developed procurement procedure.	B	3	Medium	Consider the option of using products from companies which have a certified Environmental Management System or are ecofriendly. Consider the option of reusing and recycling to extent possible.	B	2	Low	Manager Contracts & Facilities / Property Service Coordinator
	Fleet Services		Servicing of vehicles and machinery	B	3	Medium	Materials recycled where possible i.e. tyres, batteries, waste oil.	B	3	Medium	Source supply of material from suppliers who have a certified Environmental Management System. Where possible procure environmental friendly substances.	B	1	Low	Manager Contracts & Facilities / Fleet Coordinator
	Waste Services		Supply of wheelie bins to residents	B	3	Medium	SULO bins currently in use contain up to 30% recycled product.	B	2	Low	Source wheelie bins from suppliers who use recycled material. Confirm with contractors that recycled plastic is used in manufacture of new bins.	B	1	Low	Manager Waste Services
Property Services	Carpentry Activities	B	3	Medium		B	3	Medium	Consider the option of reusing and recycling before purchase of new products. Consider purchasing products from suppliers who have a certified Environmental Management System.	B	1	Low	Manager Contracts & Facilities / Property Service Coordinator		
Noise Emissions	All business functions	Noise nuisance to public / sensitive receptors as a result of Council maintenance operations.	Removal of vegetation/ mowing of grass / groundskeeping/ laying of bitumen/ pouring of concrete/ civil works/ grading of roads/ operation of pump stations and treatment plants	C	3	High	When not in use machinery is to be turned off. All equipment on-site will be maintained and operated in accordance with the manufacturer's instructions. Any noise suppression devices should be maintained to the manufacturer's specifications. Machines found to produce excessive noise compared to normal industry expectations should be removed from the site or stood down until repairs or modifications can be made. Keep throttling of equipment as low as possible.	B	2	Low				All managers / supervisors	
	All business functions.	Noise nuisance to sensitive receptors generated by vehicle movements.	Traffic movements	C	3	High	When not in use machinery is to be turned off. Vehicles to be serviced and maintained as per manufacturers instructions. Keep throttling of equipment as low as possible. Noise suppression devices should be maintained to the manufacturer's specifications.	B	2	Low				All managers / supervisors	

	Water Services	Noise nuisance to sensitive receptors due to pump station operations.	Sewage Pump Stations	B	4	High	When not in use equipment is to be turned off. Sewage Pump Stations will be maintained and operated in accordance with the Site Based Management Plan.	B	2	Low			Manager Water Services		
Spills & Leaks	All Business functions	Surface and groundwater contamination due to leaks and spills	Painting Activities	C	3	High	Store paints in paint cabinets under roof. Any storage of paint will be: — Located away from drainage lines. — Stored in fully sealed containers and on drip trays. — No stormwater runoff will occur within paint storage areas. Painting activity within an enclosure with adequate bunding (where possible).	B	2	Low			All managers / supervisors		
	Procurement		Refuelling activities	C	4	High	Refuelling and transfer operations undertaken on hardstand area with adequate containment systems (Gladstone & Miriam Vale). Safe handling techniques will be employed during refuelling to prevent spillage. Adequate spill control equipment (spill kits) will be easily accessible and located in high risk areas on-site. The spill kits shall be appropriate to the clean-up of the material involved. Refuelling to take place by a licensed refueller.	B	3	Medium	Refuelling and transfer operations must be done on a hardstand area with adequate containment systems (Calliope) - proposed installation during 2015/16.	B	1	Low	Manager Contracts & Facilities / Procurement Coordinator
	All Business functions		Office Cleaning Activities	B	3	Medium	Minimise use of chemicals. Storage, handling and use to minimise spillages. Any spilled chemical must be cleaned as soon as possible. To extent possible do not hose down spilled chemicals to drains. Dry cleanup spills with spill equipment.	B	1	Low			All managers / supervisors		
	All Business functions		Storage of fuels/ chemicals	C	3	High	Storage and handling must be in accordance with Australian Standards. Storages must be on impervious surfaces and within bunded area. Conduct routine inspection and maintenance of the containers. Adequate spill control equipment (spill kits) will be easily accessible and located in high risk areas on-site. The spill kits shall be appropriate to the clean-up of the material involved. Any fuel storage sites will be: — Located away from drainage lines. — Stored in fully bunded areas. — Containers must be sealed properly. — Drip trays to be provided during transfer operations from containers or tanks. — Monitoring of stormwater runoff from storage areas. All staff/contractors working with fuel storage operations must receive induction and training in the handling of fuels/ chemicals and management of spillages.	B	2	Low			All managers / supervisors		
	Water Services		Provision Sewerage & Water Services (i.e. Pump Stations)	B	3	Medium	Undertaken routine maintenance inspections of the treatment units. Follow work procedures to ensure no spills or leaks while undertaking maintenance. If potential for spill, maintain a spill kit with workers trained in spill response. Operation and maintenance as per manufacturers instructions.	B	2	Low			Manager Water Services		
Waste to Landfill	Regulatory Services / Environment	Generation of waste	All activities	B	3	Medium	Continue development and communication of staff education and awareness of waste management including the following: - waste avoidance and recycling rather than disposal - options to reuse/recycle waste generated where possible.	B	2	Low			Manager Regulatory Services		
	All business functions	Depletion of landfill space. (Disposal of rubbish)	Cleaning / Maintenance	B	3	Medium	Waste generated in carrying out the activity must be stored, handled and transferred in a proper and efficient manner and must not be released to the environment. Provide separate bins for recycling of waste and biodegradable waste.	B	2	Low			All managers / supervisors		
	Property Services		Provision and operation of fire fighting facilities, refrigerators, hot water systems, microwaves and toasters, drinking water coolers, dishwasher	B	3	Medium	Follow manufacturers instructions for operations and maintenance.	B	3	Medium	If possible reuse fire fighting material before sending it to landfill. Consider giving to the contractors who can reuse it.	B	2	Low	Manager Contracts & Facilities / Property Service Coordinator
	Property Services		Operation of computers, printers, scanners, projectors, televisions, fax machines and plotters	B	3	Medium	Follow manufacturers instructions for operations and maintenance. Recycle waste paper.	B	3	Medium	Use of recycled paper. Printing on both sides of a paper. Encourage people not to print. Keep printing to minimum.	B	1	Low	Manager Contracts & Facilities / Property Service Coordinator
	All business functions		Servicing, maintenance and repair of plant and equipment / Carpentry activities / Storage of Fuels and chemicals / Laying of bitumen / Pouring of concrete / Civil works / Pest control / General waste	C	3	High	Waste must be stored in appropriate waste containers. Storage, handling, transportation and disposal must be according to legislative requirements. Recycle waste products where possible (i.e. batteries, waste oil, etc).	B	2	Low			All managers / supervisors		
	Parks & Environment		Disposal of organic & other waste	B	3	Medium	Waste generated in carrying out the activity must be stored, handled and transferred in a proper manner and must not cause environmental harm.	B	3	Medium	Composting of organic waste.	B	2	Low	Manager Parks & Environment
	Information Technology Services		Disposal of lighting and electronic waste - including ink cartridges, spares for office equipment's	C	3	High	Use electronic equipment to extent possible. Waste generated in carrying out the activity must be stored, handled and transferred in a proper manner and must not cause environmental harm. Recycle tubes through licenced recyclers or disposal as per applicable legislations. Used electronic equipment sent to licenced recyclers or eWaste.	B	3	Medium	Upgrade equipment such as computers only if absolutely necessary. Upgrade components of computer as first option.	B	2	Low	Manager Customer Relations
	Parks & Environment		Disposal of contaminated green waste (weed and pest management).	B	3	Medium	Consider disposal options - burial in landfill or mulching. Do not compost seed heads and bulbs unless it is definite that they will not regrow. Do not dump garden waste containing waste in a green belt area as this will spread weeds. Use appropriately trained people/ contractors.	B	2	Low			Manager Parks & Environment		
	Waste Services		Burial of waste in landfills	B	3	Medium	Operations at Benaraby Landfill will occur in accordance with procedures developed within the Environmental Management Plan - Benaraby Regional Landfill prepared by RPS (May 2011).	B	1	Low	New engineered landfill cell with leachate collection and distribution system commissioned in November 2012. This standard will apply to all future stages.	B	1	Low	Manager Waste Services

GRC Risk Matrix	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A	B	C	D	E
Almost Certain	5 Medium	High	Extreme	Extreme	Extreme
Likely	4 Low	Medium	High	Extreme	Extreme
Possible	3 Low	Medium	High	High	Extreme
Unlikely	2 Low	Low	Medium	High	High
Rare	1 Low	Low	Medium	Medium	Medium

Monitoring, Reporting and Assurance			
Councillors, Management and the owners of risk within Gladstone Regional Council all have obligations and responsibilities to a number of stakeholders including, our employees, customers and state and national regulators. Once identified, risk should be monitored at the appropriate level consistent with the timeframes set out in the following table:			
Risk Rating	Action and Accountability	Reporting	Timing
Extreme	Actively managed by Chief Executive Officer	Councillors and Business Improvement Committee	Quarterly
High	Actively managed by Directors with regular	Chief Executive Officer and Business	Monthly
Medium	Actively managed by Management with regular	Directors	Quarterly
Low	Managed through Business Units with periodic	Management	Annually

Environmental Aspect - element of an organisation's activities or product or services that can interact with the environment.

Environmental Impact - any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.

Likelihood Criteria

Rating	Likelihood
Almost Certain	High probability of the event occurring at least once a year
Likely	Reasonable probability of the event occurring within a five year period
Possible	Plausible probability that it could occur sometime during a ten year period
Unlikely	Not impossible, but unlikely to occur within a ten year period
Rare	The event would only occur in exceptional circumstances and is unlikely to occur within a hundred year period

Risk Escalation and Reporting		
When a risk assessment is first undertaken or when any risk review is conducted, any newly identified risks are to be escalated consistent with the following table irrespective of the category of risk		
Risk Rating	Report to	Timing
Extreme	Chief Executive Officer and Business Improvement Committee	Quarterly
High	Directors	Within 1 week of assessment
Medium	Management	Within 1 week of assessment
Low	Managed through Business Units - no reporting required	Within 1 week of assessment

Consequence Criteria

Rating	Financial	Business and Stakeholders	Regulatory and Legal	Reputation	Health and Safety	Environment and Social
Insignificant	<\$250,000 and/or <0.5% of Net General Rates	Minimal impact upon Council's operational objectives. Access to premises restricted for limited time. Limited interruption to non critical services (administration).	Oversight on reporting activity that is under control. No penalty or liability issues.	Letters received by Council. Internal issues resolved in day to day management.	Incident - no injury, no lost time.	No lasting detrimental effect on the environment (i.e. noise, fumes, odour, or dust emissions of short term duration).
Minor	>\$250,000 to <\$1,000,000 and/or 0.5% to 2% if Net General Rates	Interruption to one business process. No requirement to invoke Business Continuity Plan. Limited short term impact on Council's operational objectives. Access to premises restricted for one day. Limited Interruption to critical service delivery to a contained proportion of the population.	Minor regulatory breach, penalty may be incurred. Conflict of interest managed internally.	Adverse publicity in local press. Letters printed with follow up comments.	Injury to individual, no lost time, first aid required.	Short term detrimental effect on the environment or social impact e.g. minor discharge of pollutants within local neighbourhood. Immediately contained.
Moderate	>\$1,000,000 to <\$2,500,000 and/or 2% to 5% of Net General Rates	Business interruption to whole of Council operations for limited time. Limited parts of Business Continuity Plan invoked as required. Extended impact on operational objectives. Access to premises restricted for several days. Isolated failure of one critical service impacting entire population. Failure of several critical services within a contained area impacting limited population. Extended interruption to critical service delivery to a significant proportion of the population.	Regulatory breach, penalty imposed. Conflict of interest resulting in penalties. Isolated fraud and corruption resulting in investigation being commenced.	Extended negative local/state press. Requirement to manage key stakeholders. Investigations commenced by regulators.	Inquiry to individual, lost time, compensable injury, medical treatment required. Union concerns voiced.	Serious discharge of pollutant or source of community annoyance within general neighbourhood that requires remedial action. Immediately recoverable.
Major	>\$2,500,000 to <\$10,000,000 and/or 5% to 20% of Net General Rates	Failure of critical Council operations for a period of time. Significant parts of Business Continuity Plan invoked as required. Significant impact on Council's strategic objectives. Unable to access premises. Partial failure of several critical services. Entire population affected for short period.	Regulatory breach, penalty imposed, individual Councillors held personally liable. Material personal interest resulting in investigation or inquiry. Several instances of fraud and corruption resulting in investigation.	Significant for management of a broader group of stakeholders. Public inquiry and/or parliamentary inquiry.	Inquiry to multiple resulting in hospitalisation or single fatality. Significant down time. Significant union criticism. OH&S investigation commenced/coronial inquiry.	Long term detrimental environmental or social impact i.e. chronic and/or significant discharge or pollutant. Repeated non-compliance. Potential for prosecution.
Catastrophic	>\$10,000,000 and/or >20% of Net General Rates	Failure of critical Council operations for an extended period of time. Full Business Continuity Plan invoked. Council unable to meet strategic objectives. Unable to access business premises for an extended period of time. Complete failure of critical service delivery. Entire population affected for short period.	Regulatory breach, resulting in dissolution of Council. Endemic material personal interest breaches resulting in dissolution of council. Endemic fraud and corruption resulting in dissolution of Council.	Adverse outcomes from a Parliamentary inquiry. Dissolution of Council or Councillor / staff prosecutions.	Multiple fatalities and serious injuries. Labour withheld. Negative coronial inquiry.	Extensive detrimental long term impacts on the environment and community i.e. catastrophic and/or extensive discharge of persistent hazardous pollutant. Fines and/or prosecution at company and/or individual level.