

Policy Name: Environmental Sustainability

Policy Code: COR032

Policy Version: 1.2

Authorised By: Adelaide Cemeteries Authority Board

Responsible Manager: Chief Executive Officer

On: May 2020

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Policy Version	Date	Author	Action
1.2	March 2020	Chief Operating Officer	Include section for Environmental Performance
1.1	November 2019	Chief Operating Officer	Incorporation of review feedback from External Auditor
1.0	3 October 2014	Governance & Planning Officer	Original Policy

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DEFINITIONS

Act	<i>Adelaide Cemeteries Authority Act 2001.</i>
Authority	Adelaide Cemeteries Authority as defined by the Act.
Board	Board of Management of the Authority as appointed by the Governor General, under the Act.
CEO	the Chief Executive Officer of the Authority as appointed by the Board.
EMSC	Environmental Management Steering Committee
Management	the CEO and any employee of the Authority employed as a manager as defined by the responsibilities of the role and as outlined in the approved job description
Staff	any employee other than those employed as a manager, whether employed full-time, part-time, casual or contract by the Adelaide Cemeteries Authority.
Top Management	is the Executive Management Team

1 POLICY AIM

It is the aim of this policy to outline the Authority's commitment to environmental sustainability and its aspiration to achieve zero harm to the environment from its operations.

The Authority provides burials, cremations, ashes placements, vaults and the deals with the general public, state government and local councils.

The policy is required as it articulates the Authority's commitment to meeting the goal in the Authority's Strategic Plan:

'To be an environmentally responsible organisation through sustainable cemetery planning and construction, service provision and business operations.'

2 POLICY SCOPE

This policy applies to all areas of operation touched by the Authority's drive towards environmental sustainability.

3 POLICY STATEMENT

It is the policy of the Authority that it will be committed to meeting and where possible exceeding all relevant environmental legislation, regulations and other requirements.

4 POLICY PRINCIPLES

The Authority makes the following commitments to managing its business operations to support environmental sustainability.

4.1 The Authority will aim to:

- 1 Protect and enhance biodiversity.
- 2 Undertake its operations in an energy efficient manner.
- 3 Maintain the integrity and ecological functions of soils and landforms.
- 4 Maintain the abundance and diversity of flora and fauna at each cemetery.
- 5 Seek to reduce its reliance on mains water.
- 6 Measure and manage our carbon footprint.
- 7 Minimise waste in alignment with the State Government's *Zero Waste Strategy*.
- 8 Ensure that emissions and noise from cemetery operations do not adversely affect the amenity of nearby residents of each cemetery.
- 9 Identify, promote and strive to achieve best practice in environmental management practices related to our operations.
- 10 Seek to continually improve the environmental performance of our operations.
- 11 Provide appropriate information, awareness, education, training, supervision and resources as applicable to employees, volunteers, visitors, and contractors to ensure clear understanding of roles, responsibilities and accountabilities for eliminating or minimizing environmental impacts.

- 12 Require an equivalent environmental commitment for our visitors, volunteers, customers, suppliers and contractors.
- 13 Identify and assess environmental risk and act to eliminate or minimise environmental impacts that may arise from our operations or use of our facilities.
- 14 Incorporate systems and procedures to evaluate the environmental impact when procuring goods and services.
- 15 Establish measurable objective and targets aimed at improving environmental performance and implement programs to achieve them.
- 16 Develop and implement an Environmental Management System (EMS) aligned with ISO 14001:2015
- 17 Formally monitor, audit, review and report on our environmental performance and EMS requirements against defined objectives.
- 18 Periodically review and revise our EMS, *Environmental Sustainability Policy* and procedures to maintain their relevance.
- 19 Prevent pollution.
- 20 Meet all statutory legal requirements

4.2 Responsibilities

It is the responsibility of the CEO, Managers, Team Leaders, Supervisors and all other employees to implement this policy and continually review our procedures to ensure compliance with the Environmental Sustainability Policy.

All Employees, contractors and sub-contractors are required to carry out their job responsibilities (within the limits of their knowledge) in accordance with this policy and to report any environmental concerns they have to the Executive Management team.

4.3 Environmental Performance

In accordance with the principles outlined in this policy, the Authority will seek to continually improve the environmental performance of its operations. This will be facilitated through the identification of significant aspects at all its sites, the communication of organisational objectives & goals, the drafting & implementation of an annual audit plan & the resourcing & training of personnel to address our environmental performance.

The EMSC will be responsible for the oversight & reporting of environmental performance to top management.

5 LEGISLATIVE REQUIREMENTS

[Adelaide Cemeteries Authority Act 2001](#)

[Burial and Cremation Act 2013](#)

[Environmental Protection Act 1993](#)

[Environmental Protection Regulations](#)

[State Procurement Act 2004](#)

[State Procurement Regulations](#)

6 RELATED POLICIES

[Service, Communication and Feedback Policy – COR026](#)

[Procurement Policy – COR021](#)

7 RELATED PROCEDURES, GUIDELINES & FORMS

AUTHORISED BY & EFFECTIVE DATE

Signature:



Date: 5 May 2020

Name:

Robert Pitt (Chief Executive Officer)