



**Step 2: A review of legislative, regulatory and other requirements.**

Record the following information:

- In the first column identify the activity affected by legislation (waste, energy etc)
- In the second column identify any environmental legislations, regulation that you must apply
- In the third column identify any performance requirements

<b>STEP 2</b>			
<b>Activity affected by legislation/regulation</b>	<b>Legislation/Regulation category</b>	<b>State</b>	<b>Identify any performance requirements</b>
Water			

**Step 3: Assessment of environmental aspects**

Record the following information:

- identify an activity
- for each activity identify some possible environmental aspects in the range shown below and then identify the environmental impacts

a) emission to air
b) releases to water
c) avoidance, recycling, reuse, transportation and disposal of solid and other wastes particularly hazardous wastes
d) use and contamination of land
e) Use of natural resources an raw material (including energy)
f) local – issues (noise, vibration, odour, dust, visual)
g) transport issues (both for goods and service and employees)
h) risks of environmental accidental and impacts arising, or likely to arise, as consequences of incidents, accidents, and potential emergency situations
i) effect on biodiversity
j) for indirect environmental aspects (e.g. product related issues, capital investments, new markets, choice and composition of services, administrative and planning decisions, product range compositions, environmental performance and practices of contractors, subcontractors, environmental education)



## Step 4: Determining Environmental Significance

The significance test provided in this toolkit has been used successfully by a number of local authorities.

This toolkit incorporates only three parameters:

- environmental importance
- influence of local authority department responsible for activity
- environmental significance

and it assesses not only normal operating but also reasonably emergency conditions.

<b>ENVIRONMENTAL IMPORTANCE</b>	
The significance assessment starts with an assessment of the importance of the environmental impact of your activity. Use the following scoring system which is specific enough for the typical environmental effects in local government.	
Insignificant Damage or enhancement	<b>1</b>
Damage or enhancement of minor local significance	<b>2</b>
Damage of enhancement of major significance	<b>3</b>
Damage of enhancement of national significance	<b>4</b>
Damage of enhancement of international significance	<b>5</b>
<b>You are extremely unlikely to score 5 and rarely 4</b>	

<b>INFLUENCE OF LOCAL AUTHORITY DEPARTMENT RESPONSIBLE FOR ACTIVITY</b>	
The stronger the local authority influence is being able to change the environmental impact the more you can do. Use the following scoring system:	
Very minor influence over the impact	<b>1</b>
A minor influence	<b>2</b>
A medium influence	<b>3</b>
A major influence	<b>4</b>
Complete direct control	<b>5</b>

<b>ENVIRONMENTAL SIGNIFICANCE</b>	
Multiplying the environmental importance and influence scores will give you a good indication on how significant the environmental impact is. Try the following banding for an overall assessment	
The activity and effects are highly significant	<b>15-25</b>
The activity and effects are significant	<b>9-14</b>
The activity and effects are probably significant	<b>4-8</b>
The activity and effects are not significant	<b>0-3</b>

Now you can complete the STEP 3

## **Step 5: Environmental Assessment**

- In the column 1 and 2 transfer the aspect and significance score from the previous table;
- In the column 3 transfer any environmental legislation, regulation, related to the aspect;
- In the column 4 note any Council environmental policies and strategies;
- In the column 5 identify whether the environmental aspects of the activity are of relevance to the local community;
- In the column 6 identify whether there has been environmental incidents in relation to this activity?
- In the column 6 identify whether there has been environmental incidents in relation to this activity?
- In the column 7 identify any procedures that are already in place to manage any of the significant environmental aspects.

