## DOCUMENT CONTROL

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<th>DATE</th>
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<td>V 2.3</td>
<td>Feb 2015</td>
<td>Update to include management review, 2014/2015 EAP, current dates, change in EO.</td>
<td>Kelly Leonard</td>
<td>Matt McDonald</td>
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<td>Content review, COP’s into separate document, addition of document control, amend order.</td>
<td>Kelly Leonard</td>
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<td>Revised Environmental Policy, reviewed aspects/impacts. Reference to CUP, updated PNLC members, updated org chart, revised audit schedule, updated acoustic treatment list.</td>
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<td>Inclusion QuayPack operation in Blenheim, update audit schedule, addition of RM155421, update acoustic treatment of properties.</td>
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<td>Dec 2016</td>
<td>Review Plan for currency, update as appropriate.</td>
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EXECUTIVE SUMMARY

This Management Plan sets out a framework for managing environmental issues. In it the responsibilities of Port Nelson Limited (PNL) and others to a sensitive coastal area are recognised, and a commitment to continuous improvement in environmental management is detailed.

Nelson and the wider Tasman region depend on the Port of Nelson for the export of produce and the import of goods. Nearly 40% of the cargo exported is forest products, whilst 11% is fruit. The goods imported include oil, fertiliser and cement.

The Port of Nelson is also the largest fishing port in New Zealand, and facilities include seafood-processing plants, transport depots, storage, boat builders and a marina. All port users and lessees are asked to comply with the concepts of the plan and to follow its policies and codes of practice.

Nelson is one of the major marine-repair ports in New Zealand. Around 25 engineering firms, with over 500 full-time staff, support the local industry. Nelson has a slipway with a capacity of 2500 tonnes. In addition there is a 100-tonne slipway with a transfer system enabling 16 vessels to be out of the water at any one time. In the marina there are two cradle lifts and a travel lift for work on smaller vessels.

In 1994, an Environmental Consultative Committee (PNECC) was formed. The PNECC’s role is to oversee the preparation of policy on environmental effects and to facilitate discussion in regard to procedures and operations. The PNECC also provides the forum for feedback between PNL and the wider Nelson community.

The plan outlines legislation, policies and national regulations relevant to environmental management. It identifies significant environmental aspects along with targets to achieve continuous improvement in managing them through annual reporting against 15 targets. A Noise Policy, an Air Quality Policy and a Water Quality Policy have been included.

We ensure that PNL staff are aware of the content of this plan through the various internal communication networks and formal induction procedures. Regular auditing of the codes of practice is undertaken to measure compliance and review their effectiveness.

The Port Nelson Environmental Management Plan is a living document and will be updated and modified as necessary. The PNECC considers a range of options for managing the port environment, and is confident that the plan reflects a fair and balanced approach.

We encourage any feedback and ideas that will assist in making the port area and neighbouring residential areas a better place to live and work.

Martin Byrne
Chief Executive Officer
Port Nelson Ltd
ACKNOWLEDGEMENTS

PNL would like to acknowledge the contribution of Thomas Marchant and the Port Nelson Environmental Consultative Committee in the development of this plan.

Please forward any comments regarding this plan to:

Kelly Leonard
Port Nelson Ltd,
10 Low Street, Nelson,
Ph: (03) 548 2099
Email: kelly.leonard@portnelson.co.nz
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Appendix L – Synopsis of Environmental Reports Held by PNL Error! Bookmark not defined.

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1. **INTRODUCTION AND SCOPE**

1.1 **SCOPE**

The scope of this plan is for the management of environmental aspects and impacts related to the provision of the following services within the Port Nelson Operational Area, and Calwell Slipway of the international port facility in Nelson:

- The loading and unloading of containers.
- The loading and unloading of timber, logs, fruit and other cargo, in Nelson and Picton.
- Storage of cargo and freight.
- Container devanning, and pre-tripping.
- Fumigation of cargo.
- Biosecurity activities.
- Marine services including tug and pilot services.
- Workshop services.
- Maintenance of site, wharves and structures.
- Container washing and repair.
- Calwell Slipway operation.
- Capital and maintenance dredging of berth pockets, harbour, and entrance channel.
- QuayPack and QuayConnect operations based out of Nelson and Blenheim.
- Project works.

1.2 **STRUCTURE OF THIS PLAN**

The PNEMP is divided into ten main parts.

1. **Introduction and Scope** of The Environmental Management Plan (EMP).
2. **PNL’s Commitment to the Environment**, presents PNL’s Environmental Policy Statement and the history behind the Environmental Consultative Committee (PNECC).
3. **PNL’s Structure and Responsibility** outlines the dynamics of the Port, PNL’s management structure and where the Company has direct and indirect control.
4. **Legal and other Requirements** outlines the national regulations, legislation, statutory plans and policies and Codes of Practice that PNL is obligated to follow when carrying out an activity that may impact on the environment.
5. **Environmental Effects** illustrates the environmental effects of PNL’s activities and the priority given to addressing each effect.
6. **Auditing** contains PNL’s internal and external auditing procedures.
7. **Objectives and Targets** illustrates PNL’s environmental objectives and targets.
8. **Awareness and Communication** outlines the systems in place to increase staff awareness and keep the community informed.
Appendices A through to N provide further details to the headings above, and includes relevant additional policy including the noise mitigation plan, environmental reports held by PNL, the technical terms and abbreviations used throughout the Plan, and the internal audit schedule.
2. PORT NELSON’S COMMITMENT TO THE ENVIRONMENT

2.1 ENVIRONMENTAL POLICY STATEMENT

The Environmental Policy Statement gives effect to PNL’s Statement of Corporate Intent, which includes within the Mission Statement:

To provide for the present and future needs of the Company in ways that are sensitive to people, use resources wisely and are in harmony with the environment of an export port.

Furthermore, the Statement of Corporate Intent contains the following Objectives, for which the Environmental Policy also gives effect:

- To ensure that high environmental standards are maintained;
- To strive for continuous improvement in everything that we do.
2.2 ENVIRONMENTAL MANAGEMENT SYSTEM

PNL is committed to implementing a functional, and continually improving Environmental Management System (EMS). In 2007 PNL became the first port in New Zealand to receive accreditation against the internationally recognised standard AS/NZS ISO 14001:2004, for continuous improvement in environmental management.

The PNEMP is an important part of the development of the EMS. It establishes policies and plans for on-going implementation, monitoring and review. Figure 2.3 below illustrates the process of continuous improvement.

2.3 FIGURE 2.3 CONTINUOUS IMPROVEMENT

2.4 STRATEGIC ENVIRONMENTAL PLAN (SEP) AND OBJECTIVES

A plan that outlines the strategic direction for environmental management at PNL was developed during the 2012 calendar year. The SEP has set high level objectives that have been developed from the PNECC objective review, and in consultation with staff and top management.

The environmental vision statement (found within the overall company vision) is as follows:

*Port Nelson will be a leader in sustainable environmental management in the New Zealand port industry.*

In order to guide the decision making for activities that interact with the natural environment, and to enable the vision to be realised, the following five strategic objectives outline a holistic approach to sustainable environment management:
Strategic Environmental Objectives

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>To implement innovative best practice approaches to environmental management that achieve PNL and stakeholder requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2</td>
<td>To integrate sustainable environmental management into PNL activities, business processes and decisions.</td>
</tr>
<tr>
<td>Objective 3</td>
<td>To raise the environmental awareness of PNL personnel and port users through education, training and ready access to necessary information.</td>
</tr>
<tr>
<td>Objective 4</td>
<td>To measure and report environmental performance as a part of a process of continual improvement.</td>
</tr>
<tr>
<td>Objective 5</td>
<td>To manage our energy consumption and carbon emissions responsibly to reduce the PNL carbon footprint.</td>
</tr>
</tbody>
</table>

In order to realise these five Environmental Objectives by 2018, actions for each objective have been outlined and are attached in Appendix A.

2.5 A CONSULTATIVE APPROACH – THE PNECC

Measures that actively demonstrate a proactive and consultative approach to environmental issues include establishing the Port Nelson Environmental Consultative Committee (PNECC), the development of this Environmental Management Plan (EMP), providing a public Environmental Issues Register and the various monitoring programmes (e.g. noise, water quality and fumigation).

In 1994, the PNECC was formed. The composition of the committee is

- 2 representatives from environmental groups;
- 3 representatives from Port lessees/operators;
- 3 representatives from cargo shippers/transport operators;
- 1 representative from a shipping agent;
- 2 representatives of the Nelson City Council (Planning Manager and Environmental Officer);
- 3 representatives of PNL (Infrastructure Manager, Engineering & Hydrographic Officer, and Environmental Officer); and

Objectives of the PNECC are to oversee the preparation of policies on environmental effects, to discuss issues and recommend procedures to avoid, remedy or mitigate any adverse effects, and to keep the people they represent up to date on developments in the Port area. The Committee meets up to 4 times a year.

Members of the PNECC work towards understanding each other’s concerns and, although the PNECC is a large group, it provides a forum through which Port operators can talk directly with residents, PNL, Nelson City Council (NCC), DOC and environmental groups.
The PNEMP was developed through an extensive process of ECC meetings, the distribution of a public discussion document in 1996 and the incorporation of public submissions to that document. It is recognised that policies still need to be developed for other issues and that all policies and actions will be continually reviewed.

The PNEMP relies on the commitment of PNL. Reviews, audits and reporting are undertaken in an open manner and all relevant documents are publicly available. The focus of the PNEMP is on improving environmental performance by identifying and resolving issues promptly, efficiently and in a consultative way.

2.6 THE PORT NOISE LIAISON COMMITTEE

The Port Noise Liaison Committee (PNLC) in its current form was established on 5 March 2009 when the NCC resolved to adopt without modification the Commissioners’ recommended decisions on Variation 07/01 (Port Noise) to the NRMP. The PNLC meets no less than four times a year to consider all noise issues arising from the port operation and carry out the functions identified in the Port Noise Management Plan and any functions identified in Appendix 29.B. of the NRMP.

The committee is made up of an independent chairperson, three members appointed by the PNL, and three members appointed by residents living in the Port Hills residential area. The current membership (December 2015) of the PNLC is found in Appendix J of this Plan.

2.7 ENVIRONMENTAL INCENTIVE PROGRAMMES SUPPORTED BY PNL

2.7.1 GREEN AWARD SCHEME

From December 1st 2009 PNL joined the Green Award Foundation, an internationally recognised programme that provides certification for vessels that meet stringent safety and environmental requirements

PNL offers a 5% discount off tariff price for marine services for all tankers and bulk carriers certified by Green Award.

http://www.greenaward.org/

2.7.2 ENVIRONMENTAL SHIP INDEX

From February 2015 PNL joined the Environmental Ship Index (ESI) as an incentive provider. This scheme is part of the World Ports Climate Initiative’s programmes and assesses individual vessels based on their environmental (air pollution) performance. Starting 1 March 2015, the port offers a discount on Marine Tariff rates of 5% for ships with a score between 20-30 ESI points. Discount on Marine Tariff rates of 10% for ships with a score higher than 30 ESI points.

http://www.environmentalshipindex.org/Public/Home

3. STRUCTURE AND RESPONSIBILITY
Figures 3.1 and 3.2 show where PNL has direct control of activities and where it has indirect control as landowner through lease agreements. It is the desire of PNL for the PNEMP to be used throughout the Port area and for all Port users and lessees to manage environmental performance. PNL and the ECC will therefore encourage lessees and port users to become involved in implementing the PNEMP to improve the overall environmental conditions of the Port area.

Where an adverse environmental effect has been identified as arising from the activities of a Port user or lessee, PNL will contact those responsible and work with them to ensure the best practicable option is taken to avoid, remedy or mitigate the effect. This may include ensuring that Codes of Practice are properly followed or developing new operating procedures.

The management structure of PNL is shown in see Figure 3.3 The Infrastructure Manager is responsible for the implementation of the PNEMP.

### 3.1 FIGURE 3.1 DYNAMICS OF THE PORT

<table>
<thead>
<tr>
<th>Considerable Control</th>
<th>Limited Control</th>
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<tr>
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<td><strong>Indirect Port Operations</strong></td>
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<tr>
<td>Ship Movement</td>
<td>Under control of PNL Pilots. Some shipping in harbour channel</td>
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<tr>
<td>Ship at Berth</td>
<td>All vessels at cargo berths</td>
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<tr>
<td>Tugs/Pilot Launch</td>
<td>PNL tugs/pilot launch</td>
</tr>
<tr>
<td>Cargo Receiving &amp; Delivery</td>
<td>All cargo except logs and Stevedoring Services (Nelson) Ltd (SSNL) cargo (general) on Port area</td>
</tr>
<tr>
<td>Storage</td>
<td>All cargo except logs and cargo under control of other port stevedores on Port area</td>
</tr>
<tr>
<td>Marshalling &amp; Stevedoring</td>
<td>Tasman Bay Stevedoring work except log marshalling</td>
</tr>
<tr>
<td>Ship Repair</td>
<td>On PNL wharves On Calwell Slipway or licensed wharves</td>
</tr>
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</table>
3.2 FIGURE 3.2 PORT NELSON OPERATIONAL AREA
3.3 **FIGURE 3.3 PNL MANAGEMENT STRUCTURE**

Port Nelson Structure

- **Chief Executive**
  - Martin Brown

- **General Manager - Business Development**
  - Eugene Benvene

- **Client Services Manager**
  - Jennie Harrison

- **Logistics/Finance Assistant**
  - Hiro Nomura

- **Logistics Supervisor**
  - Mark Smith

- **QueryPack Foreman**
  - Jeremy Sallor

- **Quarantine**
  - Les Gill

- **Forklift Drivers**
  - Paul Stent
  - John Egan
  - Dave Farmer
  - Jock Bruce
  - Roger Dickson
  - Joe Totara

- **Operations Manager**
  - Grant Boatman

- **Forklift Drivers**
  - Brian Nolan
  - Wayne Limmer
  - Philip Harper
  - Jimmy Tabakianos

- **Operational Coordinator**
  - Grant Boatman

- **Finance Amt Operations**
  - Gill Aitken

- **Finance & Admin Officer**
  - Alta Rovell

- **Carpa & Payroll Admin**
  - Tracey Fletcher

- **Terminal Ops Coordinator**
  - Grant Boatman

- **Forklift Drivers**
  - Graeme Kestell
  - John Row
  - Phil Tovas
  - Jethro Carey
  - Randall Dixon
  - Andrew Parker
  - Tony Bruce
  - Darren Coleman
  - Grant Neumann

- **Forklift Drivers**
  - Wayne Limmer
  - Philip Harper
  - Jimmy Tabakianos
  - Nick Ruton
  - Kerry Donnelly
  - James Harris
  - Richard Mathew

- **Safety Advisor**
  - Cameron Johnston

- **Training Admin**
  - Amanda Dykstra

- **Senior Engineer & Suprvisor**
  - Murray McGuire

- **Snr Engineer & Hydrographic Officer**
  - Barry Cross

- **Project Engineer**
  - John Hart

- **Shop Master**
  - Andy Wilks

- **Workshop Supervisor**
  - Craig Terris

- **Garage Foreman**
  - Tony Ruzic

- **Forklift Drivers**
  - Graeme Kestell
  - John Row
  - Phil Tovas
  - Jethro Carey
  - Randall Dixon
  - Andrew Parker
  - Tony Bruce
  - Darren Coleman
  - Grant Neumann

- **Mechanical & Auto Electric**
  - Geoff Cross
  - Greg Oehren
  - Steve Oulton
  - Geoff Savage

- **Systems Admin Workshop**
  - Tina Rahman

- **Tug Masters/Engineers**
  - Kevin Skelton
  - Dennis Lloyd
  - Robert Young
  - Wayne Krickitt
  - Stephen Marnie
  - Matthew Stuart

- **Trade People**
  - Dennis Lloyd
  - Robert Young
  - Wayne York

- **Property & Admin Officer**
  - Su Verstegen

- **Health & Safety Advisor**
  - Jo-Anne Ricketts

- **Environmental Officer**
  - Emily Leonard

- **Traffic Admin**
  - Amanda Dykstra

- **Senior HR Advisor**
  - Michelle Parry

- **Port Services Manager**
  - Ian Martin

- **Finance Manager**
  - Mason Roberson

- **Finance & Admin Officer**
  - Olivia Gaffikin
  - Jessica Zink
  - Karen Morris

- **Trade People**
  - Dennis Lloyd
  - Robert Young
  - Wayne York

- **Senior Marine Officer**
  - Colin Sallor

- **Port Services Supervisor**
  - Troy Dando

- **Chief Fire Officer**
  - Matthew Conyers

- **Chief Financial Officer**
  - Matthew Conyers

- **Compliance Manager**
  - Karen Barratt

- **Business Systems Team**
  - Rose Horn
  - Gillian Watson

- **Business Systems Manager**
  - Regan Patterson

- **Pilots**
  - Chris Gane

- **Port Services Assistant**
  - Bill Roman

- **Security**
  - Joseph Beyer-Reiger
  - Steve Boivin
  - Tony Abraham
  - Chris Harris
  - Josh Edwards
  - Pene Elder
  - Modellie Hooters
  - Brian Drummond
  - Ray Rouse
  - Joanne Curry

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Port Nelson Environmental Management Plan

Version 3.5
4. LEGAL AND OTHER REQUIREMENTS

The legislation plans and policies relevant to PNL’s environmental management are outlined in this section.

4.1 PROCEDURE FOR COMPLIANCE

Alert24 is Thomson Reuter’s current awareness service providing the latest details on the legal and regulatory developments in key areas of practice. PNL receives daily email alerts which are reviewed for relevance to environmental legislation. Regional and District Plan Changes are also notified in the email alerts.

4.2 FIGURE 4.1 WHERE THE PNEMP FITS

Resource Management Act 1991

National Environmental Standards
(Air Quality)

National Policy Statements
(New Zealand Coastal Policy Statement)

Nelson Regional Policy Statement


Port Nelson Environmental Management Plan

Plans and legislation relevant to the PNEMP are:

Legislation

Biosecurity Act 1993
Environment Act 1986
Fisheries Act 1996
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Maritime Transport Act 1994
Port Companies Act 1988
Resource Management Act 1991
Resource Management (Marine Pollution) Regulations 1998
Heritage New Zealand Pouhere Taonga Act 2014
HSNO Control Regulations 2012
Health and Safety at Work (Asbestos) Regulations 2015

Statutory Plans

Nelson City Air Quality Plan (Operative from September 2005)
Nelson Regional Policy Statement (Operative from March 1997)
Nelson Resource Management Plan (Operative from September 2004)
New Zealand Coastal Policy Statement (Operative from September 1994)

Nelson City Council Bylaws
Navigational Safety
Trade Waste

Codes of Practice
PNEMP

4.3 LEGISLATION

There are various acts, national and regional, with which PNL must comply. Some are administered by various national government agencies and authorities, including the following:

- Ministry for the Environment (MfE);
- Ministry of Transport;
- Ministry for Primary Industries – Fisheries (formerly Ministry of Fisheries);
- Ministry of Health; and
- Ministry for Primary Industries (formerly Agriculture and Forestry MAF).

Regional councils and local authorities also administer sections of these acts.

Any proposal for a new development must recognise the interrelationships between the core principles of the acts and guidelines to ensure that all relevant legislation is considered when preparing applications for resource consents and permits.

4.3.1 RESOURCE MANAGEMENT ACT 1991

The Resource Management Act 1991 (RMA) is the central piece of legislation influencing current and future Port operations and management. Its purpose is to establish an environmental framework that “promotes the sustainable management of natural and physical resources”.

Sustainable management is promoted through managing the use, development and protection of natural and physical resources in a way, or at a rate, that enables resources to meet the reasonably foreseeable needs of future generations and that protects the natural character of the coastal marine environment and the life-supporting capacity of air, water, soil and ecosystems. Emphasis is on avoiding any adverse effects on the environment, with Section 17 – Adverse effects – imposing a general duty on every person to avoid, remedy or mitigate any adverse effects.

Integrated resource management is achieved through appropriate co-ordination between agencies, principally central, regional and local government. Although MfE administers the RMA, the day-to-day responsibility is delegated to regional councils and territorial local authorities. NCC is a unitary authority, combining both regional and district council functions and responsibilities.

Certain activities are permitted under the RMA; for those that are not (e.g. discharge to air, water, land or sewer), resource consents (granted by NCC) are required before the activity can be undertaken legally. The RMA also outlines enforcement and liability provisions for non-compliance with the conditions of resource consents. It is incumbent on PNL to ensure its activities meet acceptable environmental standards. For all discharges of contaminants, whether onto land or into water or air,
NCC may require the use of the **best practicable option** through a condition attached to a discharge permit or rule in a plan.

Section 12 of the RMA – *Restrictions on use of coastal marine area* – specifies activities that, unless permitted in a coastal regional plan or resource consent, are restricted in the **coastal marine area**. DOC is directly responsible for promoting the sustainable management of the natural and physical resources of the foreshore, seabed, coastal water and airspace from the high-tide mark to the 12-nautical-mile limit under the New Zealand Coastal Policy Statement.

In accordance with the RMA, PNL obtained a coastal permit to occupy the coastal environment; specifically, to exclusively occupy the coastal marine area beneath the wharves and adjacent wharves. The permit applies to an area extending 60 metres out from the Main Wharf, Brunt Quay, McGlashen Quay and Kingsford Quay. Around the rest of the Port reclamation area and along the northwestern margin of the Maitai reclamation, the permit applies to an area with a 30-metre radius around each of the shorelines. The permit also confers occupancy rights to an area with a 10-metre radius around each of the **navigation aids** sited in the coastal marine area at the Port. The permit is issued by the Minister of Transport under Section 384A of the RMA – *Right of port companies to occupy coastal marine area* – and is valid until 2026. The permit enables PNL to manage and operate the port-related undertakings that it acquired under the Port Companies Act 1988. PNL also possesses a waterway lease over navigation channels and approaches to the Port, valid until 2010. The lease includes those areas covered by the coastal occupancy permit and gives PNL the right to manage surface water activities therein, in terms of commercial operations.

Requirements for dredging proposals are considered under Section 395 of the RMA – *Applications for works in the coastal marine area*. In March 2009, PNL obtained a coastal permit allowing **maintenance dredging** for up to 50,000 cubic metres of seabed every year from harbour channels. This permit allows PNL to discharge water and suspended material during dredging and dispose of dredge material at the Tasman Bay Spoil Ground. Conditions imposed include regular monitoring of dredge material for contaminants.

PNL annually reviews a port development plan, which covers the operation and development of the commercial port area including the coastal marine area over which PNL holds its occupancy permit. All areas of land and water used for recreational purposes are excluded. The rights of PNL over this area are exercised subject to the requirements of the RMA and subject to the direction and control of the Harbourmaster under the Local Government Act 1974 and any regulations or bylaws made under that act.

### 4.3.2 RESOURCE MANAGEMENT (MARINE POLLUTION) REGULATIONS 1998

The Resource Management (Marine Pollution) Regulations (Marpol Regulations) relate to the implementation of the International Convention for the Prevention of Pollution from Ships (1973), and is administered by MfE.

The purpose of these regulations is to avoid, remedy or mitigate any discharge of: oil, noxious liquid substances, sewage (treated), rubbish (garbage) and ballast water into the coastal marine area. The Marpol regulations also establish assessment criteria for granting applications to dump any waste or other matter.

### 4.3.3 MARITIME TRANSPORT ACT 1994

This act is administered by the Ministry of Transport and repealed the Marine Pollution Act 1974. It aims to protect the marine environment and enables the implementation of New Zealand’s obligations.
under the various international conventions relating to pollution of the marine environment. The act deals with obligations to protect the marine environment from harmful substances and establishes a procedure for an Oil Spill Response Strategy based on four tiers of contingency plans:

- Tier I: Shipboard and Site Marine Oil Spill Contingency Plan: PNL operative responsibility.
- Tier II: Regional Marine Oil Spill Contingency Plan: NCC responsibility.
- Tier IV: International responsibility.

Under Tier I, PNL has an obligation to ensure that harmful substances are not discharged into the coastal marine environment or onto the seabed from any ship, offshore installation or pipeline. PNL has a duty to report any discharge, escape of harmful substances or pollution incident to the regional council under the relevant legislation (Part XIX – Protection of marine environment from harmful substances).

4.3.4 HAZARDOUS SUBSTANCES AND NEW ORGANISMS ACT 1996

This act repealed the Dangerous Goods Act 1974 and the Toxic Substances Act 1979, and is administered by MfE. Its purpose is to protect the environment, and the health and safety of people and communities, by preventing or managing the adverse effects of hazardous substances, new organisms (animals, plants or microorganisms that were not present in New Zealand when the New organisms part of the act took effect in July 1998) and any genetically modified organisms that have not been approved for release by MPI.

The act ensures that there are measures in place to increase the awareness of adverse effects of these hazardous substances and new organisms on people or the environment and Section 76 – Requirements for containers, identification, disposal, emergencies, tracking and fireworks – outlines the procedures for the prevention and safe management of those effects, with emphasis placed on adequate identification, handling, labelling and disposal of packages or containers and on a detailed tracking system to determine the whereabouts of such substances at all times.

4.3.5 BIOSECURITY ACT 1993

This Act restates and reforms the law relating to the exclusion, eradication and effective management of pests and unwanted organisms, and is administered by MPI. Effective under the power of regional councils, the Biosecurity Act requires a regional council to carry out regular monitoring, to determine whether pests and unwanted organisms are present, and the surveillance of pests, pest agents and unwanted organisms.

The regional council has statutory duties under the act to prepare proposals for, notify, make and implement pest management strategies and to gather information through research if doing so is necessary or desirable to enable it to act effectively.

PNL’s role is to consult with the regional council, Customs, MPI and MfE regarding pest management strategies, unwanted organisms and containment measures.

4.3.6 FISHERIES ACT 1996

The purpose of the Fisheries Act is to provide for the use of fisheries resources whilst ensuring their sustainability. This act is administered by the Ministry for Primary Industries – Fisheries “and recognises that all persons exercising or performing functions, duties, or powers under this Act, in relation to the utilisation of fisheries, shall take into account the associated or dependent fish species
by ensuring they are maintained above the level that ensures their long-term viability, the biological diversity of the aquatic environment, and the protection of the habitats of significant fisheries”. This applies to PNL’s dredging activities (i.e. when dredging the existing port area and initiating future developments in regard to reclamation).

4.3.7 ENVIRONMENT ACT 1986

The Environment Act was written in 1986 to establish the Parliamentary Commissioner for the Environment and MfE, which administers the act. This act ensures the sustainable management of natural and physical resources that takes full and balanced accounts of intrinsic values of ecosystems, the principles of the Treaty of Waitangi and the needs of future generations.

4.3.8 HEALTH ACT 1956

The Minister of Health administers this act, with the assistance of Health and Safety Officers at the regional level. The Health Act 1956 requires local authorities to control any nuisances regarding watercourses, sanitary conveniences, cesspools or drains that are in such a state or situated as to be offensive, whilst also preventing any noise and vibrations to be emitted from any building, premises or land that are likely to be injurious to public health.

Under Section 94 – Places of inspection for ships – the Health Act requires quarantine measures to be in place for ships arriving into New Zealand from any port beyond New Zealand, and ships arriving at any port in New Zealand from any infected place in New Zealand, to ensure that ships are not moored or berthed at any place except where inspection occurs.

4.3.9 PORT COMPANIES ACT 1988

The Ministry of Transport administers this act. The Port Companies Act 1988 was established to repeal the New Zealand Ports Authority Act 1968 and certain other enactments relating to ports and harbours. It also created new port companies. The purpose of this act is to promote improved efficiency, economy and performance in the management and operation of the commercial aspects of ports, and establish requirements concerning the accountability and ownership of such companies.

The Port Companies Amendment Act 1993 repealed one section of the principal act: Section 30 – Designations under district schemes. Designation procedures for port companies are now in Section 420 of the RMA – Designations and requirements continued.
4.4 STATUTORY PLANS & POLICIES

4.4.1 NEW ZEALAND COASTAL POLICY STATEMENT

Port facilities are subject to the provisions of the New Zealand Coastal Policy Statement. The presence of the Port in a relatively sensitive estuary of national significance increases the potential for adverse environmental impacts, including those related to: coastal circulation, handling and storage of hazardous substances, control of exotic organisms, provision of slipways and graving docks and stability of fill areas.

Schedule 1 of the New Zealand Coastal Policy Statement sets out the circumstances in which activities with a significant adverse effect on the coastal marine area are “restricted coastal activities”. These activities, or those not covered in a plan, require a coastal permit authorised by the Minister of Conservation. The activities include reclamations, all activities associated with structures and the occupation of space, disturbance of the foreshore and seabed and deposition of substances in the coastal marine area.

4.4.2 NELSON CITY COUNCIL REGIONAL POLICY STATEMENT

The PNEMP should be consistent with the NCC’s Regional Policy Statement (RPS) and proposed Resource Management Plan. Sections of the RPS that are relevant to PNL follow.

**Section 7.1 Management of the Coastal Environment**

**Objective:** “Achievement of the social, economic and cultural needs of the community within the coastal environment, while ensuring a high level of protection is afforded to the natural character and to natural and physical resources associated with the coast”.

The RPS recognises that some uses and developments depend on the natural and physical resources in the coastal environment and are important to the social, economic and cultural well being of the community. The policies in this section make it clear that these uses and developments should be provided for so long as the quality of the environment is maintained.

PNL undertakes to work closely with the Council on port-related issues to ensure that present and future operational needs are provided for, whilst also ensuring that adverse effects are avoided, remedied or mitigated. PNL welcomes the Council’s commitment to working with land managers, sector groups and other interest groups to develop strategies and/or Codes of Practice to avoid, remedy or mitigate any adverse effects caused by the release of sediment, chemical or biological contaminants into the coastal environment due to a particular land use.

**Section 13.1.2 Maritime Transport**

**Objective:** “The maritime transport needs of Nelson City and surrounding areas being met whilst avoiding, remedying or mitigating adverse effects on the environment and adjoining uses”.

Policies under this objective recognise the regional significance of the port facilities and aim to minimise the conflict between heavy transport, road safety and residential amenity. Council encourages PNL, Port lessees and Port users to investigate adverse impacts on the environment of activities at the Port and to support the development of an environmental management plan. There is also an undertaking by the Council to investigate programmes to further study the implications of contamination and the stability of the Port’s reclamation in consultation with PNL.
4.4.3  NELSON RESOURCE MANAGEMENT PLAN

This plan (NRMP) is a combined district (land use) and regional (coastal and land disturbance) plan, with air quality and freshwater sections. The Plan creates a “Port Industrial Area” comprising all industrial land on the seaward side of Haven Road and Wakefield Quay. Objectives for the area are the efficient use of natural and physical resources, and the maintenance and enhancement of the amenity of the Industrial and adjoining zones.

Policies under these objectives: encourage the Port to reduce its level of adverse effects on the adjacent Residential Zone to acceptable limits; discourage non-industrial activities in the port area; require adequate and comprehensive mitigation of environmental constraints where any development occurs; and require activities located on the coast to provide an attractive appearance.

Rules in the proposed RMP indicate which activities require resource consent, and the marine pollution (Marpol) regulations identify those discharging activities that are enforced by NCC. The information required for resource consent applications is also discussed.

4.4.4  NELSON AIR QUALITY PLAN

This Air Quality Plan is an NCC plan, and has been designed to link with the Nelson Resource Management Plan (see above). This document considers air pollution caused by fine particles suspended in air (PM$_{10}$), as well as other air pollutants from transport, industrial and domestic emissions.

Rules controlling fumigation became operative in October 2008, after the Environment Court made its final decision on an appeal by the main contractor undertaking fumigation at the Port. Genera Ltd has a resource consent application lodged with the NCC to carry out QPS fumigation using Methyl Bromide within the Port Operational Area.

PNL must abide by the objectives and policies set to ensure that dust, noise, smoke and fumigation emissions do not exceed targets. This requires on-going monitoring to ensure that targets are not exceeded.

4.4.5  PORT NELSON NOISE VARIATION 07/01

The noise variation is a change to planning provisions in the Nelson RMP to allow people living close to the Port to be safe from excessive noise and to allow PNL to use and develop its facilities. It is a fresh approach that offers flexibility for port operations and requires the Port Operator to be responsible for managing and minimising noise in the surrounding neighbourhood. It involves the preparation and use of:

- A Port Noise Management Plan;
- A Port Noise Mitigation Plan;
- A Port Noise Liaison Committee.

The Port Noise Management Plan includes procedures for reducing noise through staff training, noise modelling, monitoring, auditing, reporting procedures, and complaint handling procedures.

The Port Noise Mitigation Plan provides mitigation for dwellings such as noise insulation and ventilation in affected residential areas around the Port.
The Port Noise Liaison Committee is discussed in the Noise Management Plan under Appendix H of this document.

4.5 NCC BYLAWS

4.5.1 214 – TRADE WASTES

This bylaw affects any occupier of trade premises who, at any time after the establishment of this bylaw, discharges (or desires to discharge) trade wastes to any sewer. Trade premises are obligated to complete, to the reasonable satisfaction of the Council, an application (the form is in the Second Schedule) for the Council’s consent to discharge those trade wastes.

4.5.2 218 – NAVIGATIONAL SAFETY

This bylaw outlines the necessary navigational and safety procedures required around a port and marina area. It specifically refers to adequate mooring and securing of vessels and prohibited anchorages. It places conditions on the use of vessel engines around wharves and ramps, the speed of vessels entering and exiting the harbour and vessels carrying explosives/oil. It specifies the notification of collisions or accidents to the Harbourmaster. The bylaw also states that no vessel is to sound whistles or horns within any Nelson harbour area unless testing the whistle, horn or siren before leaving any wharf.

4.6 PNL ENVIRONMENTAL POLICY

4.6.1 CODES OF PRACTICE

The Codes of Practice (COP) are effectively PNL’s operationally focussed management plans that address the impacts of port activities that interact with the environment. The COP’s are constructed to ensure that the environmental impacts of activities are addressed, and where possible minimised. Personnel responsible for the activities that are controlled by the COP’s are also responsible for implementing the COP. The COP’s are subject to audits as per the audit schedule which can be found in Appendix F.

4.6.2 NOISE MANAGEMENT POLICY (N)

The noise policy is covered in the Port Nelson Noise Management Plan (refer to Appendix H) and the Port Nelson Noise Mitigation Plan. (Refer to Appendix N). These documents implement port noise provisions in the Nelson Resource Management Plan. They also meet objectives for managing and mitigating port noise set in this plan in 1996. These documents are also available on our website.
4.6.3 AIR QUALITY POLICY (A)

Mission Statement

To identify impacts on air quality arising from Port Nelson activities and undertake a programme of improvements to reduce adverse effects working with Port Nelson staff, NCC and the air plan provisions, contractors, lease-holders and operators.

Objectives, targets and actions taken relating to the air quality issues from activities at Port Nelson are further described in Appendix B.

4.6.4 WATER QUALITY POLICY (W)

Vision:

To contribute zero negative effect to water quality of Nelson Haven and Tasman Bay.

Mission Statement:

To use the legal requirements of the Resource Management Act 1991 as the absolute minimum levels of performance whilst also use best practicable options at all times to avoid, remedy or mitigate the effects of Port generated water pollution on our surrounding environs.

This by a process of continual monitoring, updates and improvements to systems and consultation with our neighbours and the community.

Regardless of the minimum legal conformance requirements, the ECC has resolved to do better, while appreciating that some improvements may take time to achieve.

Historically complaints received by Port Nelson revolve around discoloration of harbour waters in the marina area and pollution of the harbour by vessels’ oil and waste. Priority will be given to resolve these impacts.

Objectives, targets and actions taken relating to the water quality issues from activities at Port Nelson are further described in Appendix C.

5. ENVIRONMENTAL EFFECTS

During October 2015, the environmental aspects of the Port’s operation were re-rated for significance in consultation internally and with the PNECC. Environmental aspects are reviewed every three years, with the next review scheduled for October 2018. Significant Aspects are defined as those that score 50 or above in the aspect ranking procedure, and are highlighted in green below. Ratings were assigned by scoring risk, impact, frequency, ability to influence, and legislative relevance. The procedure for ranking the environmental aspects is further detailed below in 5.2.
The significant Environmental Aspects are defined below, with a full register of environmental aspects listed in Appendix D.

In addition to managing the significant aspects, the port also actively manages dust, resource use and waste generation.

The Environmental Action Plan is defined annually, and lines up targets to progress the significant aspects into an annual plan. The 2014/2015 Environmental Action Plan is listed in Appendix E.
## 5.1 Significant Environmental Aspects

<table>
<thead>
<tr>
<th>Rank</th>
<th>Environmental Aspect</th>
<th>Activity</th>
<th>Score</th>
<th>Relevant Procedure(s)</th>
<th>Legal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Hazardous waste generation (e.g. asbestos).</td>
<td>Construction, demolition and maintenance of facilities.</td>
<td>54</td>
<td>Individual project contracts as per individual job.</td>
<td>Resource Management Act 1991, Discharge Permit 975261-D for York Valley Landfill held by NCC.</td>
</tr>
<tr>
<td>Rank</td>
<td>Environmental Aspect</td>
<td>Activity</td>
<td>Score</td>
<td>Relevant Procedure(s)</td>
<td>Legal Requirements</td>
</tr>
<tr>
<td>------</td>
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<td>-----------------------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
5.2 SIGNIFICANCE RANKING PROCESS FOR ASSESSING AND SCORING ENVIRONMENTAL ASPECTS.

Purpose
This procedure defines the significance of environmental aspects for PNL. Significant environmental aspects will be given a priority focus and are actively managed by PNL.

Significance Ranking of Environmental Aspects Methodology

Assess Frequency of Occurrence:
PNL will assess how often each activity with an identified environmental aspect is conducted at Port Nelson. Some activities, such as the maintenance of plant machinery have a higher rate of occurrence than others, such as maintenance dredging of the harbour channels. The scale for ranking this criterion is below.

<table>
<thead>
<tr>
<th>Frequency of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 = Daily - Weekly</td>
</tr>
<tr>
<td>3 = Weekly - Monthly</td>
</tr>
<tr>
<td>2 = Monthly - Annually</td>
</tr>
<tr>
<td>1 = Less than Annually/Occasionally</td>
</tr>
</tbody>
</table>

Assess Importance to Business
Assess how important the activity is to the operation and success of Port Nelson as a business. Some activities such as the port wide operations and associated power consumption are of higher importance to the business than others such as Abrasive Blasting undertaken by contractors. The scale for ranking this criterion is below.

<table>
<thead>
<tr>
<th>Importance to Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 = Critical/core business</td>
</tr>
<tr>
<td>3 = Important</td>
</tr>
<tr>
<td>2 = Normal</td>
</tr>
<tr>
<td>1 = Routine</td>
</tr>
</tbody>
</table>

Assess Legal Relevance
Port Nelson is committed to maintaining compliance with environmental laws and regulations. Therefore it is appropriate that Environmental Aspects with regulatory implications be managed through the EMS. Many activities, such as fumigation and associated Environmental Aspects are controlled by legally binding resource consents, whereas the recycling of waste is a voluntary initiative. The scale for ranking this criterion is below.

<table>
<thead>
<tr>
<th>Legal Relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 = National Legislation/Standards</td>
</tr>
<tr>
<td>8 = Council Regulations/Resource consents</td>
</tr>
<tr>
<td>6 = Business requirements e.g. ISO/COP</td>
</tr>
<tr>
<td>4 = Voluntary initiative</td>
</tr>
<tr>
<td>2 = No requirement</td>
</tr>
</tbody>
</table>
Assess Environmental Impact

Assess the severity of the Environmental Aspect’s associated impact on the environment. The scale for ranking this criterion is below.

<table>
<thead>
<tr>
<th>Environmental Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 = Moderate to significant effect, medium to long term.</td>
</tr>
<tr>
<td>9 = Minor to moderate effect, medium term.</td>
</tr>
<tr>
<td>6 = Minor and temporary.</td>
</tr>
<tr>
<td>3 = Less than minor and temporary.</td>
</tr>
</tbody>
</table>

Assess how much influence and control PNL has over the activity

Port Nelson has direct control and influence over activities such as stevedoring and the associated aspect of noise generation, whereas activities such as fumigation PNL has less influence over the contractors who undertake the activity on PNL land.

<table>
<thead>
<tr>
<th>Ability to Influence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 = Direct control.</td>
</tr>
<tr>
<td>1.5 = Some control.</td>
</tr>
<tr>
<td>1 = Little or no control.</td>
</tr>
</tbody>
</table>

Final Calculation of Significance

The maximum score an Environmental Aspect can get is 60. The minimum score an Environmental Aspect can get is 7. These scores are arrived by adding the scores for Frequency of Occurrence, Importance to Business, Legal Relevance and Environmental Impact together, and then multiplying by the Ability to Influence score. An example is shown below.

<table>
<thead>
<tr>
<th>Discharges to Air</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Operations</td>
</tr>
<tr>
<td>Environmental Aspect</td>
</tr>
<tr>
<td>Fuel Consumption</td>
</tr>
<tr>
<td>Environmental Impact</td>
</tr>
<tr>
<td>Emission of CO2, NOx, GHG</td>
</tr>
</tbody>
</table>
Selection of Significant Aspects

Once calculations are completed and reviewed, the Environmental Officer in consultation with the environmental committee will designate those aspects for which there is demonstrated need for improvement. Significant environmental aspects shall be reserved to those that score 50 or greater on the aspect ranking system.

5.3 PROCEDURE FOR ASSESSING NEW ACTIVITIES

New activities at the Port are considered for their environmental impact at the weekly operations meeting. Environmental aspects of new activities are considered and rated for significance using the determination of significant aspects protocol above. Significant projects undertaken by PNL also are considered for their environmental impact by the EO. Major projects where the effects are considered more than minor and temporary will have a project specific EMP developed to manage and mitigate any environmental risk and/or effects arising during that project. The project specific EMP would be considered and rated for significance using the determination of significant aspects protocol above.

5.4 PROCEDURE FOR NON COMPLIANCE

Significant non compliance, and incidents require a blue Event Report form to be completed. This records the nature of the non conformance, details of the investigation, both short and long term follow-up action and recommendations for improvements to procedures. Once all of the follow up actions are complete, the event status field on the Event report form will be updated to completed.

5.5 CODES OF PRACTICE & MANAGEMENT PLANS

Codes of practice are found in the PNL Codes of Practice Folders, and in the read only area. These are documented procedures that control the various activities that result in an interaction with the environment. Environmental Aspects have been identified, ranked, and are included in the Environmental Aspect Register.

6. AUDITING

6.1 EXTERNAL AUDITING AND MEASURING PERFORMANCE

PNL holds current AS/NZS ISO 14001:2004 accreditation. This includes:

- On-going review of measurable targets and their performance measures.
- Regular internal and external audits to ensure objectives set are being met and that Codes of Practice are being internally audited for compliance.
6.2 INTERNAL AUDITING – CODES OF PRACTICE

Most of the Codes of Practice listed have been in place for some time and are working well. Departmental audits, and COP reviews will be undertaken in accordance with the audit tool and audit schedule, additional audits may be undertaken, on an as required basis. A COP/departmental audit schedule is attached as Appendix F.

6.3 INTERNAL AUDITING - DEPARTMENTAL

Internal auditing to meet the requirements of the AS/NZS ISO14001:2004 standard is undertaken pursuant to the Environmental Audit Schedule that is found in Appendix F. The audit schedule is managed by the Environmental Officer, to ensure that all areas of the EMS are audited.

The auditor will discuss the audit findings with appropriate departmental manager at the end of the audit, to agree on corrective actions, and outcomes, and to sign-off the audit. The results of the audit will be summarised in an Internal Audit Report. The Environmental Officer will maintain a record of all audits undertaken.

A satisfactory audit indicates objective evidence has been obtained to demonstrate that the EMS has been implemented as planned and is effectively maintained, and that it conforms to the requirements of the standard.

The Environmental Officer is responsible for reporting to the Infrastructure Manager the results of any audits completed.

7. OBJECTIVES AND TARGETS

Environmental objectives and targets have been formulated through consultation with the PNECC, and through staff with operational responsibilities. The following performance indicators relate to our significant environmental aspects, and are reported on externally through the PNL Annual Report, or through the environmental committees. The performance indicators provide a measurement of how the environmental programmes are meeting the targets that have been set, and where the improvements are occurring.

7.1 ENVIRONMENTAL MANAGEMENT SYSTEM – PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Policy</td>
<td>Number of new permanent employees receiving environmental induction</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td>Compliance</td>
<td>% of resource consent conditions complied with</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Fuel Consumption</td>
<td>Fuel use (litres) per teu of cargo handled.</td>
<td>10% reduction in use</td>
<td>15% reduction in use</td>
<td>20% reduction in use</td>
<td>20%</td>
<td>20%</td>
<td>8.1</td>
</tr>
<tr>
<td>Electricity Use</td>
<td>Electricity use (KW hours)/ per teu of cargo handled.</td>
<td>10% reduction in use</td>
<td>25%</td>
<td>30%</td>
<td>30%</td>
<td>20%</td>
<td>65.7</td>
</tr>
<tr>
<td>Waste Production</td>
<td>Waste generated per FTE employee (M³)</td>
<td>Continuou s improvement</td>
<td>10% reduction in waste to landfill</td>
<td>15% reduction in waste to landfill</td>
<td>20%</td>
<td>20%</td>
<td>2.8</td>
</tr>
<tr>
<td>Methyl Bromide</td>
<td>Number of readings higher than the current OSH workplace standard (19/mg/m³) in areas not cordoned off during fumigation or venting.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Noise Generation</td>
<td>Number of noise complaints</td>
<td>Continuous improvement</td>
<td>Continuous improvement</td>
<td>Continuous improvement</td>
<td>Continuous improvement</td>
<td>Continuous improvement</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Number of acoustic certificates issued</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>Oil Spills</td>
<td>Number of oil spills when bunkering</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Dust Emission</td>
<td>Number of dust complaints</td>
<td>Continuous improvement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Number of internal audits completed</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Number of non-conformances identified</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Number of non-conformances resolved</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>100%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Number of new initiatives</td>
<td>10</td>
<td>12</td>
<td>15</td>
<td></td>
<td></td>
<td>Not recorded</td>
</tr>
<tr>
<td>Water Use</td>
<td>Water use (m³) per teu</td>
<td>0.4</td>
<td>0.3</td>
<td>0.2</td>
<td></td>
<td></td>
<td>Not recorded</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>Number of incidents</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Not recorded</td>
</tr>
<tr>
<td></td>
<td>Compliance with legislation</td>
<td>-</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>Not recorded</td>
</tr>
<tr>
<td></td>
<td>Results of Audits &amp; re-certifications</td>
<td>-</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>100% Complianc e</td>
<td>Not recorded</td>
</tr>
</tbody>
</table>

7.1.1 TARGETS FOR FUEL AND POWER USE

Targets for power use are measured in energy use per teu, which provides a broad measurement between energy use and production from a 2005/6 baseline. Targets have been exceeded by a large margin, as shown in the Annual Performance Table referenced in Appendix G.
As a result of a port wide energy audit carried out in 2008, an energy action plan was drawn up which contains targets for fuel and power use. The energy action plan can be accessed here.\Electricity\water and fuel use\energy audit\energyactionplanfinal.pdf

7.1.2 TARGETS FOR WASTE REDUCTION

Targets for waste reduction have been met in terms of identifying the current weight or volume of waste being sent to landfill, identify waste streams for recycling/reuse and setting up collection systems for cardboard, plastics and paper.

7.1.3 TARGETS FOR METHYL BROMIDE USE

Targets for methyl bromide use have been met with a review of the COP in 2009 to reflect new standards for methyl bromide recapture. Targets for 2014/15 are compliant with the resource consent conditions.

8. AWARENESS & COMMUNICATION

8.1 STAFF AND CONTRACTOR INDUCTIONS

Staff inductions cover the following items:

- PNL’s environmental policy, and EMS;
- Environmental obligations and expectations;
- Instruction on emergency actions;
- Procedure for reporting and managing environmental incidents;

Contractors are inducted through the contactor induction programme run by the gatehouse, and additionally for the Calwell Slipway Site.

8.2 STANDARD TERMS AND CONDITIONS

Standard Terms and conditions for lease agreements have a requirement to comply with PNL Environmental Management System, as well as all applicable legislation.

8.3 COMMON USER PROTOCOL

The PNL Common User protocol is a document that port users are referred to when on site. There is a requirement to comply with PNL Environmental Management System, as well as all applicable legislation, and Port Nelson’s HSE Policies.

8.4 EXTERNAL AND INTERNAL COMMUNICATION
The following table identifies how PNL communicates its environmental policies and performance to interested or affected parties, both external (e.g. public, regulatory authorities, lessees, shareholders) and internal (staff).

<table>
<thead>
<tr>
<th>EXTERNAL</th>
<th>INTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>rePORT – PNL magazine</td>
<td>rePORT - PNL magazine</td>
</tr>
<tr>
<td>Personal contact (via complaints and comments)</td>
<td>Incident reports</td>
</tr>
<tr>
<td>Environmental Consultative Committee</td>
<td>Staff notice boards</td>
</tr>
<tr>
<td>Port Noise Liaison Committee</td>
<td>Staff meetings/briefings</td>
</tr>
<tr>
<td>CRM Complaint register</td>
<td>Inductions</td>
</tr>
<tr>
<td>Annual Report</td>
<td>Internal Newsletters</td>
</tr>
<tr>
<td>Media releases and support</td>
<td>Leadership Team meetings</td>
</tr>
<tr>
<td>Contractor inductions</td>
<td>9:15 Operation meetings</td>
</tr>
<tr>
<td>Common user protocol</td>
<td></td>
</tr>
<tr>
<td>Web site</td>
<td></td>
</tr>
<tr>
<td>Port Open Days</td>
<td></td>
</tr>
<tr>
<td>Resource consent application</td>
<td></td>
</tr>
</tbody>
</table>

8.4.1 RECEIPT OF COMMUNICATION FROM EXTERNAL PARTIES

1. **Policy**
   Comments on policy are received through the PNECC meetings. Various topics are discussed and notes are kept. Recommendations for changes to procedures or policy may be made by the committee to the executive management team for their consideration.

2. **Resource Consent Applications**
   Comments on proposed resource consent applications are received through the PNECC. For more significant issues stakeholder and public meetings are held to obtain feedback. Consultation with iwi may be part of this process or separate. Cultural impact assessments may be undertaken. The local authority submission process provides another opportunity for public or stakeholder comment.

3. **Complaints**
   All environmental complaints are recorded in our Issues Register database which also records follow up action how action taken was reported back to the person who raised the issue. (See Issues Register COP for details). Complaints can be received by phone 24 hours a day. Complaints are also entered into the CRM system that tracks all investigation and communication activities.

4. **Website Email Enquires**
   A designated staff member forwards email received via the website to the relevant staff member for reply.

5. **Letters**
   Letters and responses to them are kept in the main filing system described below.

8.5 DOCUMENTATION AND DOCUMENT CONTROL
Documentation is created to record information that is required to show conformance with legislation, ISO14001, environmental improvements, audits and reviews. Documents such as procedures and work instructions are also required to achieve greater operational control.

8.5.1 PROCEDURE

The Environmental Officer owns all the corporate documentation in the EMS and is responsible for authorising, issuing and maintaining these documents. The Environmental Officer, is also responsible for coordinating function and local documentation to minimize repetition.

This EMS is a controlled document and the latest live version is available to all PNL staff at U:\Exclusive\Pnl\Read Only\QM\QM EMS and to the public and port users on the Port Nelson website.

Only the Environmental Officer, or nominated personnel, have write access and therefore control. Any printouts of EMS documentation will be uncontrolled copies, and cannot be treated as an up-to date version. The document footer states ‘uncontrolled if printed’.

There are 6 controlled copies of the document as follows:

<table>
<thead>
<tr>
<th>Location and number of copy</th>
<th>Kept by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engineering Office, Admin Building</td>
<td>Environmental Officer</td>
</tr>
<tr>
<td>2. Gatehouse</td>
<td>Security Supervisor</td>
</tr>
<tr>
<td>3. Amenities Building</td>
<td>Stevedore Operations Manager</td>
</tr>
<tr>
<td>4. Workshop Office</td>
<td>Workshop Supervisor</td>
</tr>
<tr>
<td>5. Calwell Slipway</td>
<td>Slipmaster</td>
</tr>
<tr>
<td>6. QuayPack Nelson</td>
<td>Quaypack Manager</td>
</tr>
<tr>
<td>7. QuayConnect Blenheim</td>
<td>Site Manager, Blenheim</td>
</tr>
</tbody>
</table>

All controlled documentation shall contain a revision date, and a title describing the document.

A copy of obsolete documentation will be maintained by the Environmental Officer. An amendment record is located on page 2 of all controlled documents. This is maintained by the Environmental Officer, and details when and what changes are made as the document is reviewed/updated.

8.5.2 PROCEDURE FOR ELECTRONIC FILE MANAGEMENT

PNL is moving towards electronic record management, in particular the environmental management information.

The location for files relating to environmental management is located in the O Drive as follows: O\SuppSer\Environmental\Topic\Subtopic

Related documents are to be scanned and saved to the appropriate folder with document name, version number and date of document (where appropriate).

Computer data files are backed up daily and a weekly backup is held for 3 months. This allows the current electronically stored data to be maintained safely indefinitely. Electronic records are not currently formally archived.

The EMS is accessible to all staff for viewing and printing thought a ‘read only’ directory in the PNL computer system. (U:\Exclusive\Pnl\Read Only\QM\QM EMS).
Environmental reports are indexed and maintained for 25 years, or longer, in the engineering library. Details of PNL’s Environmental Management System Records Control are available under Appendix H.