

ENVIRONMENTAL MANAGEMENT PLAN

1 Introduction to State Transit's Environmental Management Plan

State Transit as Australia's largest public bus service provider, is in a unique position to contribute to the sustainable development of Sydney metropolitan environment by providing affordable, safe, low emission public transport services to its citizens and by displacing the 'need' for private vehicles and multiple trips within the transport corridors it serves.

State Transit, as a TfNSW cluster agency, supports the Transport for NSW Environment and Sustainability Policy Framework to promote the delivery of transports services in an environmentally sustainable manner. State Transit contributes to this environment and sustainability policy framework by minimising and controlling the negative environmental impacts of its own activities whilst promoting the environmental benefits of public transport.

This Environmental Management Plan outlines planned programs and routine activities to achieve the Environmental Policy objectives and sustainability goals over financial year 2019/2020. This plan is revised and updated each year.

The State Transit ISO14001: 2015 aligned Environmental Management System provides the Management framework to ensure that all environmental issues are identified and managed, and the objectives and aims of its Environmental Policy are achieved.

The State Transit Environmental Management Plan is attached in table format and contains the Environmental Management Strategies, their purpose and actions required, including divisional responsibilities and timeframes for their achievement.

2 EMS Elements and Planned Activities

The plan below is broken into Environmental Management System Elements with planned or ongoing programs and activities under each element.

Objective	Detail	Divisional Responsibility	Timeframe
State Transit's Environment Policy	<p>Promulgate State Transit's Environment Policy (January 2018) across State Transit. Adopt and implement TfNSW cluster wide Environment and Sustainability Policy 2019 once signed off.</p> <p>Promote a culture of social and environmental responsibility among State Transit Staff, focusing on workplace based initiatives to maximise resource efficiency, reduce waste, recycle where practical, conserve energy and water, and preserve and protect the environment.</p>	SHEQ	Ongoing
State Transit's Environmental Management System	Review and maintain the ISO14001: 2015 aligned Environmental Management System on State Transit's electronic library.	SHEQ	December 2019
Environmental Planning			
<ul style="list-style-type: none"> Aspects and Impacts 	<p>Complete annual review of Environmental Aspects and Impacts Risk ratings and controls with Depot Directors. Incorporate high risks aspects and impacts into site specific Environmental Management Plans.</p> <p>Incorporate organisational environmental risks and ratings into Corporate/ Enterprise Risk Register.</p>	SHEQ	December 2019
<ul style="list-style-type: none"> Legal Requirements 	Monitor and communicate Environmental Legislative changes as they relate to State Transit activities, products and services via Quarterly Environmental Performance Reports and Environmental Alerts.	SHEQ	Ongoing

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<ul style="list-style-type: none"> Objectives and Targets 	<p>Report annually upon TfNSW Environmental and Sustainability performance indicators.</p> <p>Provide quarterly report to State Transit's Value Committee on Organisational Environment Performance.</p> <p>Prepare Annual Environment Report for inclusion in State Transit's Annual Report.</p>	SHEQ	<p>May 2020</p> <p>Ongoing</p> <p>October 2019</p>
<ul style="list-style-type: none"> Planning 	<p>Revise Depot Environmental Management Plans with local management to address Environmental Audit recommendations and site specific medium to long term environmental risks.</p>	SHEQ & Customer Operations	Ongoing
Implementation and Operation			
<ul style="list-style-type: none"> Environmental Structure and Responsibility 	<p>Document and communicate Environmental responsibilities and accountabilities across the Organisational Structure.</p>	SHEQ	November 2019
<ul style="list-style-type: none"> Training Needs and Awareness 	<p>Identify Environmental Training needs for current organisational structure.</p> <p>Develop environmental training and awareness modules, for direct or online delivery to functional work groups within State Transit.</p> <p>Promote Environmental Awareness via regular articles within internal news publications.</p>	SHEQ	June 2020
<ul style="list-style-type: none"> Communication Procedures 	<p>Review and update internal and external communication procedures for incident reporting to regulator, dealing with environmental complaints, notifying of a leak or spill, and conducting site inspections.</p>	SHEQ	June 2020
<ul style="list-style-type: none"> Environmental Documentation 	<p>Review annually Depot Environmental Management files for evidence of records maintenance and retention for proof of Environmental Due Diligence.</p>	SHEQ	June 2020
<ul style="list-style-type: none"> Document Control 	<p>All internal environmental correspondence or communications to adopt document control procedures outlined within the State Transit e library Procedure 01.01 Document develop control & review.</p>	All Divisions	Ongoing

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<ul style="list-style-type: none"> Operational Control 	<p>Standard Operating Procedures and Safe Work Methods developed for all high environmental risk aspects and impacts and published on the e-library system.</p> <p>Site specific (contaminated site) Environmental Management Plans to be provided to all contractors prior to schedule civil works.</p>	SHEQ	<p>Ongoing</p> <p>As required.</p>
<ul style="list-style-type: none"> Emergency Preparedness & Response 	<p>Periodically audit spill response capability at Depots.</p> <p>Promote the internal reporting of all bus in service and Depot related Environmental Incidents.</p> <p>Notify the EPA and relevant authorities of incidences causing or having potential to cause material damage or harm to the environment.</p> <p>Review and update Depot Schedule 11 Manifests for Emergency Response</p> <p>Prepare and assist in delivery of Desktop Emergency Scenario Exercises to build organisational capability and responsiveness to a range of foreseeable emergencies.</p>	SHEQ	Ongoing.
Environmental Programs			
<ul style="list-style-type: none"> Asbestos Management 	<p>Review Depot asbestos registers every 3 years</p>	SHEQ	Next due in 2021
	<p>Develop, review and maintain Asbestos Management Plans in consultation with Safety Professionals within SHEQ Division.</p>	SHEQ	Ongoing
	<p>Arrange with Asset Management Division licensed asbestos removal where required.</p>	SHEQ with AMD	As required
<ul style="list-style-type: none"> Contaminated Land Management 	<p>Contaminated Lands Notification: notify EPA of contaminated on contractor advice in accordance with Duty to Notify Guidelines.</p>	SHEQ	As required
	<p>Contaminated Lands Management: implement a strategy and plan for the ongoing investigation and management of contamination at Brookvale and Port Botany Depots.</p>	SHEQ	Ongoing

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	Mona Vale Remediation: manage EPA audited remediation of Mona Vale Depot & surrounds in accordance with Voluntary Management Proposal and Remedial Action Plan	SHEQ	Ongoing in accordance with Remediation Action Plan and Voluntary Management Proposal with EPA
	Contaminated Lands Records: maintain a register of contaminated site investigations for all depots.	SHEQ	Ongoing
<ul style="list-style-type: none"> RMS Clean Fleet Accreditation 	Achieve RMS Clean Fleet re-accreditation next due in May 2021.	SHEQ with Customer Operations	15 May 2021.
<ul style="list-style-type: none"> Noise Mitigation & Management 	Investigate and address Depot and In-service Environmental Noise Complaints and develop feasible and reasonable noise control and mitigation plans and measures to minimise the environmental and amenity impacts of the noise.	SHEQ with Customer Operations	30 June 2020
<ul style="list-style-type: none"> National Greenhouse and Energy Report (NGERs) 	Prepare State Transit's Annual NGER's Report for 2018-2019 to the Clean Energy Regulator by required due date. Apply for Clean Energy Regulator Interim Calculated Baseline under CER Safeguard Mechanism. Monitor and report on State Transit progress against the Clean Energy Regulator applied Scope 1 Greenhouse emissions target.	SHEQ	October 2019 30 Aug 2019 Ongoing
<ul style="list-style-type: none"> Environment Reporting 	Prepare State Transit Annual Environmental Report for consolidation into State Transit Annual 2018-2019 Report for posting on State Transit's website. Prepare & submit TfNSW Annual Environment and Sustainability Transport Targets Indicator Report for 2019-2020	SHEQ with AMD	September 2019 May 2020
<ul style="list-style-type: none"> Environmental Audit 	Develop and implement action plan arising out of May-June 2019	SHEQ	30 June 2020.

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	Environmental Compliance Audit.		
<ul style="list-style-type: none"> Chemicals Management 	<p>Chemical Approvals: assess Chemical safety data sheets for approval for use before substance is introduced into the workplace. Ensure environmentally friendly alternatives, if available, are considered.</p> <p>Chemical Register: maintain State Transit Chemicals Register for chemicals stored and used by State Transit.</p>	SHEQ	<p>Ongoing</p> <p>Ongoing</p>
<ul style="list-style-type: none"> Waste Management 	<p>Investigate, with contracts section, the adoption of the 6 monthly contract extension options with Suez Environments, or piggybacking onto NSW Trains Waste Management Contract.</p> <p>Participate in development of WoG Waste Management Contract.</p> <p>Manage licensed waste provider for delivery of reliable waste collection and recycling services for State Transit waste streams.</p> <p>Monitor EPA Online Waste Tracking for lawful disposal of State Transit wastes and contractor monthly reports for waste and recycling data.</p>	SHEQ with AMD	<p>November 2019</p> <p>As required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<ul style="list-style-type: none"> Contracts & Procurement 	<p>Provide input into Environmental and whole of life requirements for Contracts for goods and services.</p> <p>Evaluate Tenderer's Environmental submissions for large or significant internal contracts.</p>	SHEQ with AMD	<p>Ongoing.</p> <p>As required.</p>
<ul style="list-style-type: none"> Ministerial 	Respond to Ministerial environmental questions referred for response by required timeframe.	SHEQ with Communications Division	Ongoing
<ul style="list-style-type: none"> Trade Waste 	<p>Comply with Sydney Water Trade Waste Agreements for discharge of wastewaters to sewer, Investigate any exceedance of acceptance conditions and apply corrective actions.</p> <p>Manage Separator Maintenance Service Contract for the efficient operation of separator units and treatment of trade waste waters.</p>	<p>Customer Operations</p> <p>SHEQ with AMD</p>	Ongoing

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<ul style="list-style-type: none"> Pollution Control 	All Depot pollution control equipment identified and subject to Ellipse or computer scheduled inspection, servicing and maintenance as per manufacturer's specifications.	SHEQ with AMD & Customer Operations	Jun 2019
<ul style="list-style-type: none"> Mains Water 	Monitor Depot compliance with Sydney Water requirement for annual certification of mains water backflow prevention devices to protect the quality of mains or potable water.	AMD & Customer Operations	Dec 2018
<ul style="list-style-type: none"> Energy & Water Conservation 	Develop Depot water savings and conservation programs via sub-metering, rainwater harvesting, water recycling and plumbing maintenance programs to conserve potable water use. Monitor Depot energy consumption via online service provider portal to identify opportunities for energy savings.	Customer Operations SHEQ	Ongoing
Monitoring and Checking			
<ul style="list-style-type: none"> Maintain and Audit EMS for alignment with ISO14001 	Review all published Environmental Management System procedures for currency and conduct periodic internal audits of EMS implementation. Review and implement the 2018-2019 External Environmental Audit Recommendations, in accordance with an Audit Action Plan.	SHEQ SHEQ	Ongoing 30 June 2020
<ul style="list-style-type: none"> Monitor Depot Environmental Management and Performance Reports. 	Review Depot Monthly Environmental Management Checklists and Quarterly Environmental Performance Reports for accuracy and completeness. Attend periodic Depot Environmental Management Review Meetings for oversight of environmental management review.	SHEQ	Ongoing, monthly and quarterly.
<ul style="list-style-type: none"> Monitor public environmental complaints 	Monitor trends in public environmental complaint statistics via Salesforce data, address referred public environmental complaints and develop strategies to help minimise environmental complaints.	SHEQ with Communications	Ongoing.
<ul style="list-style-type: none"> Regulator Compliance Audits 	Develop Management awareness of procedures to be followed in complying with any scheduled or unscheduled EPA or LGA compliance audits against environmental legislation.	SHEQ	Ongoing

Objective	Detail	Divisional Responsibility	Timeframe
Management Review			
<ul style="list-style-type: none"> Chief Executive and Value Committee Briefings 	Provide: <ul style="list-style-type: none"> Quarterly environmental reports to Value Committee on organisational environmental performance. Executive Director, Value Committee and Chief Executive Briefings on environmental performance or management issues. 	SHEQ	Quarterly As required

Key: Safety, Health, Environment & Quality Division (SHEQ), Asset Management Division (AMD), Customer Operations (CO)