



ResourceSmart Strategy 2014/15 – 2017/18

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Approved By: Chief Executive Officer

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1. CEO'S MESSAGE

We are committed to reducing our environmental impacts through the Authority's Sustainability Policy, which is reviewed annually by the board, and through this strategy. They both contain key objectives to guide the achievement of our goals. This strategy also describes how we monitor and report our achievements.

The Authority's Green Team Committee has worked consultatively with all staff and met throughout the year to monitor progress.

Cultural and behavioural change within the Authority is evident in our annual reporting data. Full recycling programs are still in place and our fleet consists of fuel efficient vehicles. Our team demonstrates an increased awareness of our leadership role in addressing the challenge posed by climate change and other environmental issues.

On behalf of the East Gippsland Catchment Management Authority I commit to continuous improvement in environmental management.

Graeme Dear
Chief Executive Officer

2. EXECUTIVE SUMMARY

All Victorians have a role to play in making Victoria a more sustainable state for future generations and protecting our reputation as one of the world's most liveable places. Responding to this challenge, the Authority has made a commitment to reduce our environmental impacts through adopting a Sustainability Policy and developing this Environmental ResourceSmart Strategy. This strategy sets key objectives and targets and provides for the monitoring and reporting of our achievements.

In order to deliver its responsibilities, the Authority will take measures to ensure both on-ground works and administrative tasks are managed with the intent to reduce the adverse impacts human activity can impose on the environment.

In order to be able to report on the Authority's environmental performance in regards to energy, water consumption and fuel usage, the Authority commenced collection of baseline data during the 2008-2009 financial year and continues to collect, review and report data annually.

Fourteen key objectives and targets have been identified to continue to improve our environmental performance.

The Action Plan in this strategy provides clear and achievable goals addressing the impacts of the following activities; General Organisational / Statutory Tasks, Public Events (education and training), Utilities & Waste & Recycling (resource management), Transport, Procurement, and Contractor and Agency Management (on-ground works).

Our continued success with the strategy is based on the cultural and behavioural actions of our staff and our ability to communicate our commitments and intentions to key stakeholders within our area of influence.

Finally, as a Natural Resource Manager, the Authority appreciates the value of evaluation and monitoring. To this end this strategy provides for an ongoing program of review and reporting to assist in our achievement of the Action Plan over time.

3. INTRODUCTION

All Victorians have a role to play in making Victoria a more sustainable state for future generations and protecting our reputation as one of the world's most liveable places.

Key Government commitments and targets that apply to our agency are listed in the document Victorian Government Policies and Targets, within the Program for Change folder.

This Strategy describes our policy, objectives, actions, communication plan, and monitoring and review processes to reduce our environmental impacts. The actions are designed to:

- be simple to understand and implement
- clearly delegate responsibility
- commit to times for achievement
- integrate with our existing procedures and activities.

3.1. ABOUT EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

The Authority was established to provide for the integrated management of land, biodiversity and water resources within the East Gippsland region.

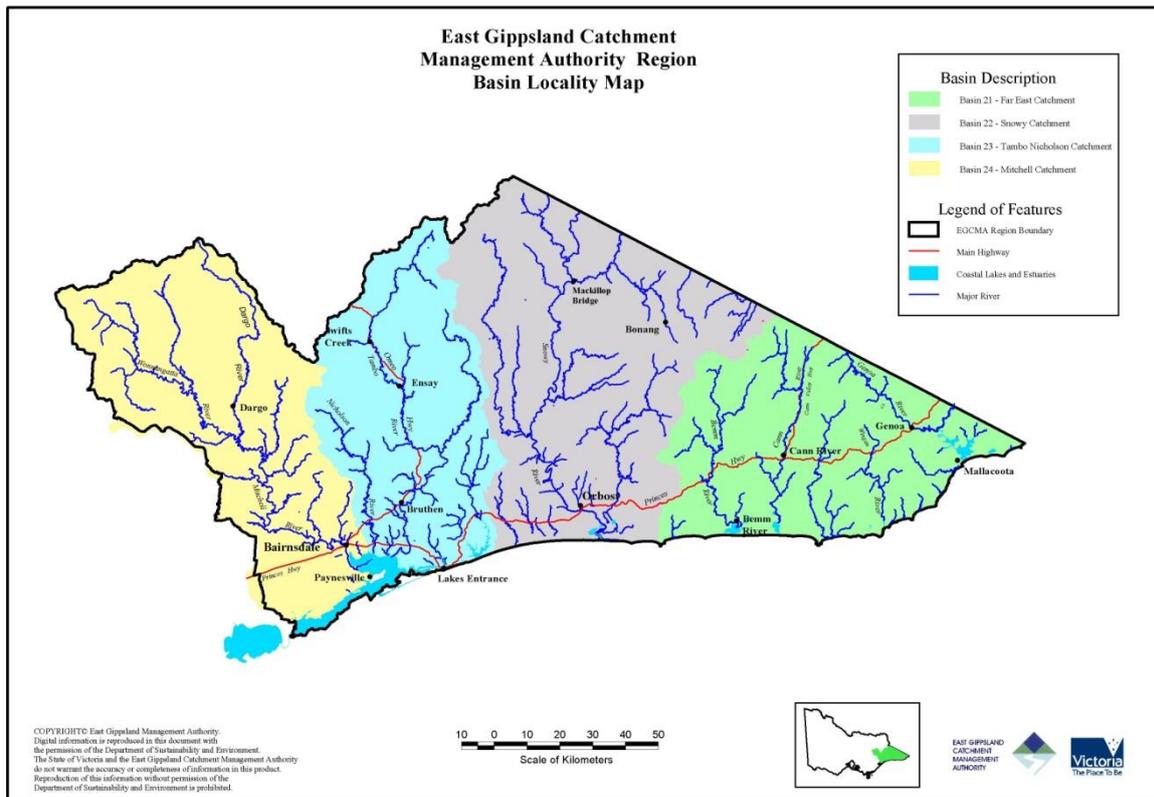
The Authority is responsible under the *Water Act 1989* as caretaker of river health and under the *Catchment and Land Protection Act 1994* for coordinating the Regional Catchment Strategy and supporting plans.

The key environmental impacts of the delivery of our core responsibilities have been identified in the Appendix 1 of this strategy.

3.2. SCOPE

This strategy addresses all relevant aspects of the Authority responsibilities, including all locations, agency activities and the delivery of services, including but not limited to:

- offices and buildings
- public spaces
- policy/legislation/regulatory activities
- key programs being implemented
- asset management of natural capital (for example, catchments/forests/heritage areas)
- education/information provision
- delivery of programs/ grants
- key events (community events, field days, strategic planning sessions)



Opportunities have also been identified to influence our contractors and partners in their own environmental performance.

The Authority’s existing relevant policies, procedures and OH&S Safe Work Procedures as listed below, will be used as a guide to complement and support the identified impacts of the action plan referred to in section 7.

- Sustainability Policy
- Administration & Finance Procedures
- Various OHS Safe Work Procedures

3.3. ACHIEVEMENTS TO DATE

The overall nature of the Authority’s core operating business is to sustain and improve the natural environment of our region. All existing policies and procedures aim to ensure the best possible outcomes regarding conservation and restoration of the natural environment.

- ResourceSmart commitment

In 2007, the Authority registered to participate in the ResourceSmart program and implemented a Waste & Energy Use Policy as a prelude to establishing an Environmental Management Strategy.

In November 2009 the Authority submitted an Environmental Strategy to Sustainability Victoria. Feedback was subsequently received in March 2010, resulting in the Authority compiling a two year strategy for submission. Since then the strategy and action plan have been regularly reviewed.

- Green Team Committee

In February 2012, the board endorsed the formation of a sub committee to implement its Sustainability Policy. This committee, known as the Green Team, replaced the existing staff committee and oversees strategy delivery

4. SUSTAINABILITY POLICY

East Gippsland Catchment Management Authority Sustainability Policy

POLICY STATEMENT

The East Gippsland Catchment Management Authority (the Authority) is committed to undertaking its business in an environmentally sound and sustainable manner.

To support this commitment the Authority will:

- comply with all relevant government laws and regulations in relation to environmental legislation, agreements and standards;
- minimise the environmental impact of its activities in accordance with the principles of ecologically sustainable development through initiatives including:
 - minimising the production of greenhouse gases through efficient practices of energy usage;
 - maintain a Sustainability Committee (Green Team) to recommend and oversee implementation of energy saving initiatives;
 - minimising water usage; and
 - reducing landfill growth by encouraging employees to always consider using and adopting waste avoidance practices, recycling and reuse procedures
- consider the objectives of this Policy and the performance of suppliers when purchasing goods and services;
- actively seek opportunities to promote sustainable practices outside the Authority generally;
- influence contractors and suppliers to reduce the environmental impacts of their operations;
- integrate improved environmental management into all project planning and development, as well as operations and maintenance activities. This includes office and depot management, fleet and vehicle management and maintenance and works projects;
- train and support employees in their roles to implement best practice procedures in the monitoring, management and measurement of environmental impact reduction;
- demonstrate a commitment to continual improvement in environmental management through the implementation of the Resourcesmart Strategy;
- communicate this policy to employees, stakeholders, suppliers and the community; and
- publish results of the Authority's performance in achieving environmental impact targets in annual reports.

OBJECTIVE

To provide the strategic framework for ensuring that all Authority activities are undertaken in an environmentally sound manner.

SCOPE

This policy applies to all activities of the Authority, whether they are field or office-based. It includes, but is not limited to:

- Waterway restoration works;
- Maintenance activities;
- Monitoring activities;
- Office and depot management;
- Energy and water-use efficiency;
- Waste minimisation; and
- Re-use and recycling.

RESPONSIBILITIES

- | | |
|----------------------|--|
| <u>Board</u> | <ul style="list-style-type: none">• Approval and regular review of this Policy. |
| <u>CEO</u> | <ul style="list-style-type: none">• Operational delivery of this policy together with maintenance of all relevant procedures. |
| <u>All Employees</u> | <ul style="list-style-type: none">• Must familiarise themselves with this policy, related procedures and work instructions; and• Comply with all relevant processes and procedures. |

BACKGROUND

Sustainable management of the environment and the Region's natural resources is a fundamental principle underlying the existence of the Authority.

In encouraging and supporting the improved environmental behaviour of others, the Authority needs to ensure that its own activities are conducted in an environmentally sound and responsible manner.

DEFINITIONS

N/A

REFERENCES, RELATED DOCUMENTS AND LEGISLATION

- *Water Act 1989*
- *Planning & Environment Act 1987*
- *Environment Protection Act 1970*
- *Conservation, Forests and Lands Act 1987*
- *Archaeological and Aboriginal Relics Preservation Act 1972*
- *Catchment and Land Protection Act 1994*
- *Occupational, Health & Safety Act 1985*
- *Flora and Fauna Guarantee Act 1988*
- *Environment Protection and Biodiversity Conservation Act 1999*
- ResourceSmart Government Program for Change
- Authority's ResourceSmart Strategy

DOCUMENT CONTROL

| | |
|----------------------|-----------------------------|
| Version Number | 3 |
| Last Review Date | 23 rd April 2014 |
| Frequency of Review | Annual |
| Next Review Due Date | April 2015 |
| Responsible Officer | CEO |
| Approved by | The Board |

5. ENVIRONMENTAL PERFORMANCE

5.1. CONSUMPTION DATA 2013-2014

In order to be able to report on the Authority's environmental performance in regards to energy and water consumption, fuel usage and reams of paper used, the Authority continued collection of data during the last financial year.

| |
|--|
| |
|--|

| Site(s): Main Office – Bairnsdale Depots – Mitchell, Snowy & Genoa | | | | | | |
|--|------------------------------|--------------------------------|-----------------------------|--------------------------------|--|---|
| Data | Quantity 2012-13 24FTE | Quantity 2013-14 21.6FTE | Measure 2012-13 24FTE | Measure 2013-14 21.6 FTE | Greenhouse gas emissions 2012-13 24FTE | Greenhouse gas emissions 2013-14 21.6 FTE |
| Energy consumption | 212067Mj | 179263Mj | 10295 Mj per FTE | 8299 Mj per FTE | 35.90t CO ² -e | 37.64t CO ² -e |
| Water consumption | 41KI | 79.65KI | 1.99 KI per FTE | 21.88 KI per FTE | 0.09t CO ² -e | .18t CO ² -e |
| Total recycled waste | 151Kgs | 160Kgs | 7.33Kgs per FTE | 5.26Kgs per FTE | 0.16t CO ² -e | 0.14t CO ² -e |
| Fuel usage – Fleet | 37712 Lt | 36409 Lt | 1830Lt per FTE | 1685Lt per FTE | 105.55t CO ² - e | 102.23t CO ² - e |
| Km's travelled – Domestic Air | 0Km's | 46.89Km's | | | 0.0t CO ² -e | 1.52t CO ² -e |

| | | | | | |
|------------------------|---------------------------|---------------------------|--|--------------------------------|-------------------------------|
| Travel | | | | | |
| Paper purchased | 12.6 reams per FTE | 9.35 reams per FTE | | 1141t CO²/kg | 891t CO²/kg |

6. OBJECTIVES AND TARGETS

Fourteen key objectives and targets have been identified to continue to improve our environmental performance. The following section identifies how these targets will be met.

Authority Targets

- 1) Review Sustainability Policy annually.
- 2) Review Environmental ResourceSmart Strategy every three years.
- 3) Ensure Green Team Committee continues to deliver the strategy objectives.
- 4) Monitor and review targets for improving environmental performance for waste, energy and water reduction.
- 5) Measure our environmental impacts through established data collection systems or processes.
- 6) Consider sustainable resource use in decision-making processes and operations.
- 7) Reduce greenhouse gas emissions from our operations through addressing key impacts identified in Appendix 1: Organisational Impacts Register.
- 8) Promote a culture of reducing our environmental footprint.
- 9) Ensure waste is recycled using existing recycling bins.
- 10) Continue to reduce energy consumption each year. Depots electricity to continue to be purchased from 100% renewable sources.
- 11) Consider environmental impacts when purchasing goods and services.
- 12) Ensure passenger vehicles purchased for the fleet comply with minimum Green Guide 3 star energy rating and a Green House rating better than 5.
- 13) Monitor, evaluate and review results of data collected to sustain continuous improvement.

7. ACTION PLAN

The Action plans for the following impacts are presented below:

- **General Organisational / Statutory Tasks**
 - sustainability in our core business and personal lives, walk the talk and tell others
 - ResourceSmart Display Notice Board
 - ResourceSmart Intranet Portal
- **Public Events (education, training and awareness)**
 - Encourage others to think and act ResourceSmart through:
 - Communications Plan
 - Website
- **Utilities & Waste & Recycling (resource management)**
 - **Waste:** reduce, reuse and recycle
 - **Energy:** switch off, save energy and cut greenhouse gases
 - **Water:** save water, harvest and recycle
- **Transport**
 - travel smart for a healthy environment
 - Train vs Vehicle travel
- **Procurement**
 - Think ResourceSmart before purchasing ie. Source locally vs distance
 - Include sustainability criteria in procurement processes
- **Contractor and Agency Management (on-ground works)**
 - Encourage sustainability actions
 - Monitor on-ground works for sustainable practices

These will be monitored and reviewed at Green Team Committee meetings.

| GENERAL ORGANISATIONAL / STATUTORY TASKS | Target | Implementation | Responsibility | Progress |
|--|---------------|-----------------------|--|-------------------------|
| Complete an environmental audit of core business activity to identify impacts. | 3 | Completed | Green Team Committee | Completed Appendix 1 |
| Develop Sustainability Policy and have endorsed by board. | 1 | June 2012 | Green Team Committee | Completed & Ongoing |
| Review Sustainability Policy annually and I ResourceSmart Strategy every three years. | 1, 2 | June 2012 | Board & CEO | Completed & Ongoing |
| Review or establish targets for: <ul style="list-style-type: none"> • Water and paper consumption • Reducing waste disposal • Increasing green procurement • Reducing greenhouse emissions from energy consumption and fleet vehicles. | 10, 14 | June 2012 | Green Team Committee | Completed & Ongoing |
| Update Induction Process to alert new employees of their responsibilities in supporting current and future identified ResourceSmart Strategy obligations. | 8 | July 2012 | Administration & HR Coordinator | Completed & Ongoing |
| Identify and recruit staff members for green team, including one senior management representative and at least one representative from each business unit | 3, 8 | June 2012 | Administration & HR Coordinator | Completed & Ongoing |
| Develop Green Team scope of activities, responsibilities and timetable for meetings. | 3 | End March 2010 | Corporate Services Manager and Administration & HR Coordinator | Completed & ongoing |
| Future Corporate and Strategic Plans to have statement acknowledging the Authority's commitment to environmental sustainability . | 6 | Ongoing | Corporate Services Manager | Ongoing |
| Communication | | | | |

| GENERAL ORGANISATIONAL / STATUTORY TASKS | Target | Implementation | Responsibility | Progress |
|---|---------------|-----------------------|---|--------------------------|
| Incorporate promotion of ResourceSmart commitment at external events, networks, forums, and websites | 8, 9, 12, 14 | Ongoing | Research & Communication Officer | Increase focus - Ongoing |
| Promote sustainable practices and initiatives at internal events. | 8, 9, 12, 14 | Ongoing | Green Team Committee Champion | Increase focus - Ongoing |
| Implement a staff behavior change program focused on reducing energy consumption, including an intranet portal demonstrating what personal actions staff may take at home and at work. | 3, 8, 9, 12 | Ongoing | Green Team Committee | Completed & Ongoing |
| Review and reporting | | | | |
| Establish regular Green Team meetings as a forum to monitor progress of program including: <ul style="list-style-type: none"> • progress of the action plan; • progress toward targets; and, • issues and opportunities arisen in the last period. | 3, 14 | June 2012 | Green Team Committee | Completed & Ongoing |
| Provide an environmental program update at unit team meetings. | 8 | January 2012 | Individual Green Team Committee members | Ongoing |
| Report environmental performance, targets and achievements in annual report. | 14 | Annually | Corporate & Program Manager | Ongoing |
| Continuous improvement | | | | |
| Develop a program or process for capturing ideas from staff on how the organisation can reduce its environmental impacts. | 3, 6, 8 | June 2012 | Catchment Planner – Crown Frontages | Ongoing |
| Establish a process to allow key staff access to professional development to further advance the environmental program, i.e. industry associations, industry briefings, internal and external training. | 3 | Ongoing | Corporate Services Manager | Completed & Ongoing |
| Review implementation of the Action Plan (Section 7). | 14 | Annually - April | Green Team Committee | Ongoing |

| Public Events (education and training) | Target | Implementation | Responsibility | Progress |
|--|---------------|------------------------|----------------------------------|-----------------|
| Inform organisational staff of the ResourceSmart action plan, objectives, targets and timeline of activities. | 4, 5, 7, 8 | Annually – June | Research & Communication Officer | Ongoing |
| Promote public to recycle their waste correctly at our event sites. | 8, 9 | Ongoing | Event Coordinator | Ongoing |
| Ensure site is litter free at conclusion of event. | 8, 9 | Ongoing | Event Coordinator | Ongoing |
| Waste Minimisation | | | | |
| As participants in a public event encourage & support event coordinator in promoting recycling & re-use of waste | 8, 9 | Ongoing | Event Coordinator | Ongoing |
| As event organiser encourage and promote our recycling and reuse objectives. | 8, 9 | Ongoing | Event Coordinator | Ongoing |
| Monitoring and assessment | | | | |
| Conduct waste audit/assessment of event organised by us to ensure relevant materials are being recycled appropriately. | 3, 4, 5, 8, 9 | At conclusion of event | Event coordinator | Ongoing |

| Utilities, Waste & Recycling | Target | Implementation | Responsibility | Progress |
|---|------------------------------|-----------------------|--|---------------------|
| Undertake an energy audit of the office space/facility to benchmark performance and identify key opportunities for improvement across HVAC, lighting, IT and office equipment. | 3, 4, 5, 6, 7, 8, 10, 12, 14 | June 2012 | Information Management Coordinator | Ongoing |
| Lighting | | | | |
| Replace light bulbs with more efficient technology (fittings and lamps) at our depots. | 8, 10, 11 | December 2012 | Finance & Business Coordinator | Ongoing |
| Utilise lux meter to identify opportunities for de-lamping (consistent with Australian Standards). (Spot checks & report to Landlord & request results/feedback). | 8, 10 | June 2012 | Information Management Coordinator | Ongoing |
| Install motion and light sensors to control external lighting in all depots where applicable. | 8, 10, 11 | June 2010 | Finance & Business Coordinator | Completed |
| IT and office equipment | | | | |
| Install automated computer system hibernate after a period of 1hr of non-use via energy efficiency settings (i.e. energy star) enabled on all relevant office equipment (i.e. computers, monitors, printers, photocopiers, etc.). | 8, 10, 12 | June 2012 | Information Management Coordinator | Ongoing |
| Recycle all waste toner cartridges through an approved recycling agency. | 8, 9, 12 | Ongoing | Finance & Business Coordinator | Completed & Ongoing |
| Continue the use of electronic communications in place of hard copies. Reinforce the records management policies and processes to accommodate electronic records. | 6, 8, 12 | Ongoing | Information Management Coordinator and Administration & HR Coordinator | Ongoing |

| Utilities, Waste & Recycling | Target | Implementation | Responsibility | Progress |
|--|---------------|-----------------------|------------------------------------|-----------------------|
| Continue to promote the payment of invoices via EFT instead of cheque and to encourage the delivery of EFT remittance details via email instead of post | 8, | Ongoing | Finance & Business Coordinator | Completed & Ongoing |
| | 6, 8 | | | |
| Recycle all tyres and batteries removed from vehicles and plant at approved recycling stations. | 8, 9, 12 | Ongoing | Finance and Business Coordinator | Ongoing |
| Ensure all IT equipment is purchased with energy efficient ratings considered. | 8, 12 | Ongoing | Information Management Coordinator | Ongoing |
| Use Powermate tool to monitor the energy consumption of key office equipment to form the rationalisation of use or replacement of equipment. Key equipment to monitor: <ul style="list-style-type: none"> • fridges • photocopiers • computers • facsimile machines | 8,10, 12, 14 | June 2012 | Information Management Coordinator | Ongoing |
| Heating Ventilation and Air Conditioning (HVAC) | | | | |
| Erect signage to remind staff that HVAC is switched off after business hours at each depot. | 8, 10 | June 2012 | Finance & Business Coordinator | Completed |
| Adjust temperature settings to limit space heating to 21°C maximum. | 8, 10, 11 | December 2009 | DSE & EGCMA | Completed and ongoing |
| Encourage staff to wear appropriate clothing for the building and tasks being performed. | 8, 10 | Ongoing | Individual Green Team Committee | Ongoing |

| Utilities, Waste & Recycling | Target | Implementation | Responsibility | Progress |
|--|----------------|-------------------------|--------------------------------|---------------------|
| | | | members | |
| Energy supply and generation | | | | |
| Purchase GreenPower for 100% of total electricity consumption by 2010 at each depot. | 4, 6, 8, 11 | Commencing January 2010 | Finance & Business Coordinator | Completed & Ongoing |
| Incorporate a requirement in future tenancy agreement for Landlord to provide an electronic, quarterly summary of electricity consumption. | 4, 6, 8, 14 | July 2013 | Corporate & Program Manager | Completed & Ongoing |
| Water - Minimise use | | | | |
| Continue to monitor and review cleaning practices at our facilities to identify opportunities to reduce water consumption (i.e. high pressure cleaning equipment and low water cleaning products). | 4, 5, 8, 14 | March 2010 | Manager - Water Programs | Ongoing |
| Review nursery facilities at Snowy Depot to ensure water consumption is minimized. | 4, 5, 6, 8, 14 | June 2012 | Manager - Water Programs | Ongoing |
| Identify and report water leaks to relevant authority. | 8 | Ongoing | Finance & Business Coordinator | Ongoing |

| Transport | Target | Implementation | Responsibility | Progress |
|---|---------------------|-----------------------|--------------------------------|-----------------|
| Fleet operation | | | | |
| Continue to improve the fuel efficiency of the fleet (including 4-cylinder vehicles, hybrid/gas and diesel technology). | 8, 7, 13, 14 | Ongoing from 2009 | Finance & Business Coordinator | Ongoing |
| Continue to provide driver information and education on fuel efficient driving | 7, 8, 12, 13, 14 | Ongoing from 2010 | Finance & Business Coordinator | Ongoing |
| Review the vehicles available for staff packages and pool vehicles (ensuring they comply with minimum Green Guide 3 star energy rating and Green House rating better than 5). | 6, 7, 8, 12, 13, 14 | March 2010 | Corporate & Program Manager | Completed |
| Place EPA online Litter Report contact details in all fleet vehicles. | 8 | March 2010 | Finance & Business Coordinator | Completed |
| Fuels | | | | |
| Investigate use of efficient fuel types for fleet operations where appropriate. | 6, 7, 8, 12, 13, 14 | Ongoing | Finance & Business Coordinator | Ongoing |
| Monitor and report fuel efficiency of fleet vehicles to staff and encourage staff to use vehicles that are 'fit for purpose'. | 4, 6, 7, 8, | Ongoing | Finance & Business Coordinator | Ongoing |

| Procurement | Target | Implementation | Responsibility | Progress |
|--|---------------|-----------------------|---------------------------------|-----------------|
| Internal policies and procedures | | | | |
| Develop standard environmental clauses for incorporation into tender documents | 8, 12 | Ongoing | Corporate & Program Manager | Ongoing |
| Encourage staff to use returnable/reusable cartons instead of new cardboard boxes. | 6, 8, 12 | Ongoing | Administration & HR Coordinator | Ongoing |

| Contractor / other agency management (on-ground works) | Target | Implementation | Responsibility | Progress |
|---|---------------|-----------------------|---|---|
| Incorporate into tender documents the use of ecologically sustainable weed control and removal methods. | 6, 7, 8 | Ongoing | Manager - Water Programs Finance & Business Coordinator | Ongoing |
| Utilise drought tolerant and indigenous vegetation (i.e. free seed, free tree days) in plantings/open space. | 8 | Ongoing | Manager - Water Programs | Ongoing |
| Incorporate into future tender processes the requirement for contractors to provide machinery and plant in well maintained working order to maximise fuel efficiency and reduce greenhouse emissions. | 8, 12, 14 | Ongoing | Manager - Water Programs and Finance & Business Coordinator | Incorporated in 2011-2014 Water Program tender briefs |
| Educate relevant staff on the impacts of herbicide, fertiliser and pesticide use as well as the appropriate handling and spill response. | 6, 8 | Ongoing | Manager - Water Programs | Completed & Ongoing |
| Promote environmental responsibility in respect of the use of herbicides, pesticides and fertilisers near water ways | 6, 8 | Ongoing | Manager - Water Programs | Ongoing |

| Contractor / other agency management (on-ground works) | Target | Implementation | Responsibility | Progress |
|---|---------------|-----------------------|--------------------------|-----------------|
| Develop and implement erosion and sediment control guidelines based on best management practices for staff and contractors on all construction sites. | 6, 8 | Ongoing | Manager - Water Programs | Ongoing |
| Use best practice revegetation guidelines that protect vegetation and stabilise the riparian environments along waterways. | 6, 8 | Ongoing | Manager - Water Programs | Ongoing |

8. COMMUNICATIONS PLAN

As a natural resource management entity, the East Gippsland Catchment Management Authority has a body of staff with an enthusiastic attitude towards sustainable resource use. As such we have a strong foundation of committed environmental performance to build upon.

Our continued success with the strategy will be based on the receptive and responsive nature of our staff and our ability to communicate our commitments and intentions to key stakeholders within our area of influence.

The following communication plan includes an Action Plan which sets out targeted activities to deliver our key communication messages.

8.1. OBJECTIVES

The communications plan will underpin our strategy by encouraging staff to sustain our current activities and build on these with practical new initiatives, which can be woven into our existing natural resource management activities.

8.2. TARGET AUDIENCE

- All staff in the organisation.
- Stakeholders within our area of influence, such as contractors and other agency members

8.3. OUR KEY MESSAGES

- Reduce, reuse, recycle
- Save energy - Shut it down whilst not around
- Reducing our environmental footprint' at home and in the workplace

8.4. ACTION PLAN

| Theme | Activities | Timing |
|--------------------------|---|---------------------|
| | • | |
| Follow Up & seek support | <ul style="list-style-type: none"> • Present updated Environmental ResourceSmart Strategy to all staff | October 2014 |
| Website & intranet | <ul style="list-style-type: none"> • ResourceSmart Strategy to be housed on EGCMA website | Completed & ongoing |
| Waste and paper | <ul style="list-style-type: none"> • Collect and review 'orphan' print jobs from the printing room at the end of each month. Collate the number of orphan print jobs to demonstrate the level of wasted print jobs on a month to month basis. • Electronic correspondence log sheet to be completed for each records file | ongoing ongoing |
| Purchasing and energy | Energy activities: <ul style="list-style-type: none"> ○ Computer Screens and other unused electrical appliances to be turned off at the power point at the end of each day | ongoing |

8.5. EVALUATION

Indicators to measure effectiveness of communications and behaviour change activities:

- Number of activities:
 - Staff presentations
 - Ongoing Campaign updates
- Staff feedback:
 - Queries
 - Suggestions contributing to the program

9. MONITORING, REVIEW & EVALUATION OF DATA

The table below outlines the environmental monitoring plan to ensure that the key environmental performance indicators are continually being measured throughout the year. The task of monitoring each aspect may be delegated, however the responsibility and accountability rests with the identified person.

9.1. MONITORING & REPORTING SCHEDULE

| What | How | How often | Records | Who |
|--|--|-----------|--|------------------------------------|
| Energy use | Smart meters to monitor energy usage | Quarterly | Smart meter data Graphs from conception to period ending June 2012 | Information Management Coordinator |
| Water use | Consumption of water | Annually | Accounts Graphs from conception to period ending June 2012 | Finance & Business Coordinator |
| Paper use | Printer usage reports recorded monthly | Quarterly | Usage reports from Printers/facsimile/photocopiers | Administration & HR Coordinator |
| Fuel use | Fuel account and vehicle fleet log records | Annually | Spreadsheet Graphs from conception to period ending June 2012 | Finance & Business Coordinator |
| Flight Km's Data | Domestic Air travel | Annually | Spreadsheet Graphs from conception to period ending June 2012 | Finance & Business Coordinator |
| Office printer/photocopier paper waste | Waste audits | Quarterly | Spreadsheet of weighed secure shredding & recycling Graphs from conception to period ending June 2012 | Finance & Business Coordinator |

9.2. REVIEW AND PROGRESS REPORTING

- Progress of the strategy implementation will be assessed at Green Team meetings.
- Strategy to be reviewed every three years. Performance progress and key achievements to be reported publicly through annual report.
- Strategy and targets to be reviewed and updated every three years.

10. APPENDIX 1: ORGANISATIONAL IMPACTS REGISTER

| Activity | Possible Negative Impact | Consequence | Likelihood | Level of Risk |
|--|--|--------------------|-------------------|----------------------|
| Transport | Air quality | Minor | Possible | Medium |
| | Greenhouse gas emissions | Minor | Unlikely | Low |
| | Consumption of non-renewable resources | Minor | Possible | Medium |
| | Waste to landfill | Minor | Unlikely | Low |
| | | | | |
| Procurement | Consumption of non-renewable resources | Minor | Possible | Medium |
| | Waste to landfill | Minor | Unlikely | Low |
| | Water quality | Minor | Unlikely | Low |
| | Greenhouse gas emissions | Minor | Possible | Medium |
| | | | | |
| Utilities & waste & recycling (resource management) | Air quality | Minor | Possible | Medium |
| | Water use | Minor | Unlikely | Low |
| | Consumption of non-renewable resources | Major | Likely | Serious |
| | Greenhouse gas emissions | Minor | Almost Certain | Serious |
| | Water quality | Minor | Almost Certain | Serious |
| | Excessive Waste to landfill | Minor | Unlikely | Low |
| | | | | |
| Public Events (education & training) | Air quality | Minor | Unlikely | Low |
| | Waste to landfill | Minor | Possible | Medium |

| | | | | |
|---|----------------------------|-------|----------------|----------------|
| Contractor/other agency management (on-ground works) | Air quality | Minor | Likely | Serious |
| | Environmental impacts | Minor | Almost Certain | Serious |
| | Water quality impacts | Major | Possible | Serious |
| | Greenhouse gas emissions | Minor | Possible | Medium |
| | | | | |
| Statutory | Land health & productivity | Minor | Possible | Medium |
| | Water quality impacts | Minor | Possible | Medium |