

## Environmental Management Plan

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**GOAL 1: REDUCE THE GREENHOUSE IMPACT OF ENERGY USE**

Objective: To reduce the consumption of energy and the emission of greenhouse gases associated with Coastal Liner's activities.

Target: 5% reduction in greenhouse gas emissions within Coastal Liner facilities (buildings and non-bus related activities) by 2018/19 (based on 2014/15 levels)

**GOAL 2: COMPLIANCE WITH ENVIRONMENTAL LEGISLATIVE AND OTHER REQUIREMENTS**

Objective: To ensure compliance with legislative requirements regarding environmental protection including, noise, stormwater pollution, liquid trade waste discharge and waste management.

Target: No incidences or complaints reported highlighting non-compliance with legislation

**GOAL 3: REDUCE WATER CONSUMPTION**

Objective: To reduce water consumption across Coastal Liner's activities 5%

Target: reduction in water use by 2018/19 from 2014/15 levels

**GOAL 4: MINIMISE WASTE SENT TO LANDFILL**

Objective: To reduce the generation of waste from all Coastal Liner activities by 5%

Target: reduction in tonnes to landfill by 2018/19 (based on 2014/15 levels)

**GOAL 5: PREVENT STORMWATER, SOIL AND GROUNDWATER POLLUTION**

Objective: To prevent the pollution of stormwater, soil, groundwater from Coastal Liner activities and to ensure compliance with relevant environmental legislation.

Target: No incidents or complaints received

**GOAL 6: PROMOTE CONTINUAL ENVIRONMENTAL IMPROVEMENT**

Objective: To ensure that the Business Management System complies with all requirements of ISO 14001:2004 and staff have a high awareness of Coastal Liner environmental management system.

Target: Maintain certification

## GOAL 1: REDUCE THE GREENHOUSE IMPACT OF ENERGY USE

**Objective:** To reduce the consumption of energy and the emission of greenhouse gases associated with Coastal Liner's activities.

**Target:** 5% reduction in greenhouse gas emissions within Coastal Liner facilities (buildings and non-bus related activities) by 2018/19 (based on 2014/15 levels).

Action No.	Action	Activities	Responsibility	Timeframe
1	<b>Maintain a database for energy consumption in facilities to track progress toward target</b>	Maintain a database for recording energy use (gas, electricity and fuel from company vehicles) from energy utility and fuel card invoices.	Environmental Officer Administrators	Annually (ongoing)
2	<b>Monitor energy consumption</b>	Input Coastal Liner's energy consumption data (fuel, electricity, gas, greases and oils) into the Australian Government's National Greenhouse and Energy Reporting (NGER) framework and submit to the Government annually.	Environmental Officer	Annually (July-September)
3	<b>Investigate actions to reduce energy use across all Coastal Liner facilities</b>	Participate in the Australian Government's Energy Efficiency Opportunities (EEO) Program: <ul style="list-style-type: none"> <li>• Input energy consumption data into EEO program</li> <li>• Identify energy efficiency opportunities within all activities.</li> <li>• Conduct energy assessments to identify energy efficiency improvements</li> </ul>	Environmental Officer	Ongoing
4	<b>Implement energy efficiency opportunities identified through the EEO program to reduce energy consumption</b>	Prioritise the energy efficiency opportunities that have a pay back period of 4 years and seek management approval to implement.	All Managers Environmental Officer	2016
5	<b>Purchase energy efficient electrical devices/equipment</b>	<ul style="list-style-type: none"> <li>• Develop an energy efficiency purchasing policy to enable purchase of energy smart equipment.</li> <li>• Install auto switch-off timers on appropriate energy using equipment</li> <li>• Keep up-to-date with new energy efficiency technologies</li> </ul>	Environmental Officer Area Manager All Managers	<ul style="list-style-type: none"> <li>• 2015</li> <li>• 2015</li> <li>• Ongoing</li> </ul>

6	<b>Incorporate best practice energy efficiency standards into new or renovated Coastal Liner owned buildings</b>	Develop energy efficient building / renovation specifications for Coastal Liner facilities and seek Management approval.	Environmental Officer	As required
7	<b>Investigate options for renewable energy generation</b>	Investigate the installation of photovoltaic solar cells and solar hot water on buildings and direct to the electricity grid	Environmental Officer	2015
8	<b>Educate staff and raise awareness about energy efficiency within depot facilities</b>	Develop signage for display around depots.	Environmental Officer	2015

## GOAL 2: COMPLIANCE WITH ENVIRONMENTAL LEGISLATIVE AND OTHER REQUIREMENTS

Objective: To ensure compliance with legislative requirements regarding environmental protection including, noise, stormwater pollution, liquid trade waste discharge and waste management.

Target: No incidences or complaints reported highlighting non-compliance with legislation

Action No.	Action	Activities	Responsibility	Completed by
9	Copies of permits /approvals are kept at hand.	Permits/approvals for the following to be kept up-to-date: <ul style="list-style-type: none"> <li>Liquid wastewater discharge approval / agreement from Wyong Council for depots.</li> <li>Backflow prevention certificates</li> </ul>	Workshop Manager	Ongoing
10	<p>Comply with:</p> <p>1. the <i>Protection Environment Operations Act 1997</i> and associated Regulations:</p> <ul style="list-style-type: none"> <li><i>Protection of the Environment Operations (General) Regulation 2009.</i></li> <li><i>Protection of the Environment Operations (Waste) Regulation 2005.</i></li> <li><i>Protection of the Environment Operations (Clean Air) Regulation 2010.</i></li> <li><i>Protection of the Environment Operations (Noise Control) Regulation 2008.</i></li> </ul>	<ul style="list-style-type: none"> <li>Spill clean up kits are to be placed in all Workshops and fuel bays, inspected regularly and kept stocked.</li> <li>Educate workshop staff through Toolbox meetings on emergency procedures for major spills at on-road breakdowns and in the workshop.</li> <li>All hazardous, liquid waste (coolant, oils, fuels) and waste batteries to be collected by a licensed waste transporter for appropriate disposal.</li> <li>Discharge liquid wastewater to sewer according to the conditions of the Wyong Council approval and ensure it is current.</li> </ul>	Workshop Manager	Ongoing

**GOAL 3: REDUCE WATER CONSUMPTION IN COASTAL LINER OPERATIONS**

**Objective:** To reduce water consumption across Coastal Liner's activities

**Target:** 5% reduction in water use by 2019 from 2014 levels

Action No.	Action	Activities	Responsibility	Completed by
11	<b>Monitor mains water consumption</b>	Maintain water consumption data from water utility bills to determine baseline consumption against what future consumption can be compared.	Environmental Officer Finance	Ongoing
12	<b>Where possible, treat and reuse waste water from the bus washing process to wash buses</b>	Investigate options to recycle wash water from the bus washing process.	Workshop Manager	Ongoing
13	<b>Retrofit water using appliances where possible, with water efficient devices</b>	Install water efficient devices in Coastal Liner owned buildings where appropriate.	Area Manager Environmental Officer	2015
14	<b>Investigate opportunities to capture and reuse water for Coastal Liner operations</b>	Determine demand for water for bus washing and options for capturing water from the roof of Depot buildings.	Environmental Officer Workshop Manager	2015
15	<b>Plant low water use species in Coastal Liner gardens</b>	Advise gardener of drought tolerant plant species	Environmental Officer	Ongoing

## GOAL 4: MINIMISE WASTE SENT TO LANDFILL

**Objective:** To reduce the generation of waste from all Coastal Liner activities

**Target:** 10% reduction in tonnes to landfill by 2019 (based on 2014 amounts)

Action No.	Action	Activities	Responsibility	Completed by
16	<b>Monitor the amount of waste sent to landfill from all Coastal Liner Depots</b>	<ul style="list-style-type: none"> <li>Collate amount of waste sent to landfill (by weight) from waste collection contractors.</li> <li>Conduct a waste audit of all Depots in order to determine waste reduction strategies and cost saving opportunities</li> </ul>	Environmental Officer	<ul style="list-style-type: none"> <li>Ongoing</li> <li>2015</li> </ul>
17	<b>Provide recycling facilities at all Depots</b>	<ul style="list-style-type: none"> <li>Provide recycling collections for recyclable items both in the administration and workshop areas – including cardboard, paper, printer and photocopier toner cartridges and fluorescent light tubes.</li> <li>Utilise Local Councils kerbside recycling services to recycle waste where appropriate.</li> <li>Develop signage for recycling bins to educate staff on what can be recycled and in what bin.</li> </ul>	Environmental Officer Administrators	<ul style="list-style-type: none"> <li>2015</li> <li>Ongoing</li> <li>Ongoing</li> </ul>
18	<b>Encourage the purchase of goods with minimal packaging</b>	Investigate procurement policies to reduce the amount of products that are packaged.	Environmental Officer	Ongoing
19	<b>Promote waste management initiatives to staff through internal newsletter/noticeboards</b>	Advise staff via email, newsletter and Toolbox and HS&E Committee meetings of recycling options in the depots.	Environmental Officer	Ongoing
20	<b>Ensure hazardous and high risk waste is disposed through a licensed waste contractor</b>	Engage an EPA licensed waste contractor to collect hazardous and high risk waste (oils, coolant, batteries) and complete an EPA Waste Transport Certificate	Workshop Manager	Ongoing

**GOAL 5: PREVENT STORMWATER, SOIL AND GROUNDWATER POLLUTION**

**Objective:** To prevent the pollution of stormwater, soil, groundwater from Coastal Liner activities and to ensure compliance with relevant environmental legislation.

**Target:** No incidents or complaints received

Action No.	Action	Activities	Responsibility	Completed by
21	<b>All buses to be washed in designated wash bay area at each Depot</b>	Waste water from washing process to be treated via oil/water or plate separator before being discharged to sewer in accordance with the Wyong Council trade wastewater agreement / permit.	Area Manager Operations Manager	Ongoing
22	<b>All oils, fuels, batteries and chemicals are to be stored in a bunded area or bunded</b>	Comply with the Australian Standard <i>AS1940:2004: The Storage and Handling and Flammable and Combustible Liquid.</i>	Workshop Manager Area Manager	Ongoing
23	<b>Waste liquid storage tank to be monitored for leaks</b>	Monitor waste oil and coolant tanks/drums regularly for leaks.	Workshop Manager	Ongoing (monthly)
24	<b>Contain and clean up all liquids spills</b>	<ul style="list-style-type: none"> <li>• Ensure spill response materials (kits) are located in all workshops, fuel bays and on-road support services vehicles.</li> <li>• Train Workshop staff in spill response.</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop Staff</li> <li>• Workshop Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• 2015</li> </ul>
25	<b>Hazardous and toxic substances to be stored appropriately</b>	<ul style="list-style-type: none"> <li>• Comply with Coastal Liner's Work, Health &amp; Safety procedures for storing hazardous substances.</li> <li>• Store dangerous goods in an appropriate storage facility.</li> <li>• Material Data Safety Sheets (MSDSs) to be up-to-date and available for all hazardous products.</li> </ul>	Workshop Staff Workshop Manager	Ongoing



26	<b>Clean the depot's stormwater side entry pits to remove debris runoff from depot yard</b>	Allocate cleaning duties to Depot maintenance plan to ensure drains are cleaned regularly.	Area Manager	Quarterly (or as required)
27	<b>Educate staff on stormwater pollution prevention</b>	Implement drain stencilling on all stormwater side entry pits (drains) in Depots to highlight the importance of stormwater pollution prevention.	Environmental Officer	2015
28	<b>All batteries to be stored in a bunded area</b>	Install adequate bunding for battery storage.	Workshop Manager	2015
29	<b>Clean oil/water or plate separator as required</b>	<ul style="list-style-type: none"> <li>• Engage contractor to clean oil separating plates</li> <li>• Engage licensed waste contractor to remove sludge etc. from oil/water separators located within workshops and wash bays to prevent build-up and overflow to sewer.</li> </ul>	Workshop Manager	Ongoing

## GOAL 6: PROMOTE CONTINUAL ENVIRONMENTAL IMPROVEMENT

**Objective:** To ensure that the Business Management System complies with all requirements of ISO 14001:2004 and staff have a high awareness of Coastal Liner environmental management system.

**Target:** Maintain certification

Action No.	Action	Activities	Responsibility	Completed by
30	<b>Develop an Environmental Management System in accordance with the requirements of ISO 14001:2004</b>	<ul style="list-style-type: none"> <li>Identify environmental aspects associated with Transit Systems NSW's activities and develop control measures to reduce the impact.</li> <li>Develop a suite of procedures in consultation with relevant staff to address activities and tasks that have an impact on the environment.</li> </ul>	Environmental Officer	2015
31	<b>Develop staff skills register</b>	Create register of staff skills and environmental knowledge required for relevant staff to conduct their roles to comply with environmental legislation etc.	Environmental Officer All Managers	2015
32	<b>Develop a staff training program</b>	<ul style="list-style-type: none"> <li>Identify environmental training requirements for relevant staff</li> <li>Implement an environmental awareness program for new staff as part of induction process</li> </ul>	Environmental Officer Workshop Managers Operations Managers	2015
33	<b>Conduct regular internal environmental audits of all depots</b>	Conduct audits on environmental procedures, relevant environmental legislation and against the ISO14001:2004 Standard to ensure compliance.	Environmental Officer	Ongoing
34	<b>Engage external accredited auditor to audit the EMS</b>	External auditor(s) to audit the EMS in conjunction with auditing the Safety and Quality Systems to ensure compliance with ISO14001:2004.	National Manager, Support Services	Annually