

DEECA Environment Policy

Purpose

All Victorian Government departments are required to maintain an Environmental Management System (EMS) to manage their environmental impacts, mitigate risks and realise improvement opportunities. The purpose of this policy is to:

- guide actions and decisions relating to the environment
- enhance awareness of the Department's ongoing commitment to mitigate environmental impacts
- manage material and emerging risks, and
- continually improve on environmental management practices.

Note: This policy aligns with the EMS and will be communicated internally and externally.

Scope

This policy covers:

- operations and services of the Department, employees and other workplace participants, and
- non-departmental employees working at department managed sites where the department is in active management and control.

The EMS aligns with Financial Reporting Direction 24 reporting and does not cover separate Departmental agencies (such as water corporations).

Policy statements

1. The Department is committed to minimising environmental impact associated with its operations by:
 - minimising resource consumption, including energy, water, materials use
 - maximising waste reduction practices
 - minimising pollution to air, water and land
 - achieving net zero emissions, and
 - following departmental sustainable procurement policy.
2. The Department will:
 - maintain and externally audit the EMS periodically to validate the effectiveness of the system, identify areas for continual improvement and increase compliance with relevant environmental legislation
 - set, monitor, review, and report on environmental indicators
 - strive for continual improvement through targets and action plans

- work collaboratively within the department and across departments
- use best endeavours to ensure all operational activities follow the requirements of relevant environmental legislation and government policy
- use best endeavours to ensure all new capital works and asset management programs incorporate comprehensive environmental sustainability principles
- incorporate environmental principles in all procurement processes as directed by the departmental procurement guidelines and policy
- consider environmental factors when purchasing and using fleet vehicles and encourage employees and other workplace participants to use public transport and flexible working technology to reduce the need for travel.

Additional guidance

Roles and responsibilities

The following table lists the key roles and responsibilities for implementing and maintaining this policy.

Role	Responsibility
Employees	• Minimise the consumption of water, energy, materials and other resources. • Minimise waste, environmental harm and pollution associated with departmental operations. • Incorporate environmental principles and, where possible, life cycle costing in decision making and procurement processes. • Follow standard operating environmental procedures established for all sites. • Raise environmental risks or opportunities with the Green Team or the Environment Team. • Ensure all operational activities are carried out in accordance with relevant environmental legislation, government policy and relevant departmental environmental procedures and guidelines. Refer to: The Department's green program page for how employees and other workplace participants can minimise impacts to the environment.
Green Team	• Support the Environment Manager in communicating environmental information to employees and other workplace participants. • Encourage employees and other workplace participants to behave in an environmentally responsible manner and participate in environmental initiatives. • Ensure all staff members are aware of their environmental compliance obligations. • Act as a point of contact for employees and other workplace participants and report risks and opportunities to the Environment Manager. Note: • There should be at least one Green Team member for each floor or location occupied by the department, where practical. • Green Team members are allocated one hour a week to undertake Green Team-related activities. Refer to: Green Team information pack for more information.
Environment team	• Maintain the EMS and related documentation.

	• Manage quarterly and annual environmental reporting. • Organise and implement environmental employees' and other workplace participants' behaviour change campaigns. • Identify and oversee infrastructure improvements to meet the objectives of this policy. • Provide environmental support and guidance to all employees and other workplace participants as required. • Monitor, measure and publicly report environmental performance. • Identify risks to the department's environmental performance. • Set, monitor and review annual targets to further reduce environmental impacts. • Promote environmentally sustainable design principles in capital and operational works programs. • Assess compliance for operational activities against environmental legislation, government policy and relevant departmental environmental procedures and guidelines.
Management	• Ensure the environment policy appropriately articulates the department's commitments. • Support the implementation of the EMS. • Identify opportunities to embed environmental sustainability throughout the department's activities.
Board of Management	• Retain ownership of the EMS. • Ensure critical decisions are reflective of the objective within this policy and the EMS. • Provide feedback to the Environment Team on quarterly and annual reports.

Key related policy, legislation and other documents

Legislation

Commissioner for Environmental Sustainability Act 2003

Supporting documents

ISO14001:2015 – Environmental Management Systems

Environmental Management System manual

Definitions

Environmental Management System: a structured system or management tool which, once implemented, helps an organisation to identify the environmental impacts resulting from its business activities, and to improve its environmental performance.

Further details are provided in the Department's EMS manual.

Approval and review

Approved by	Executive Director, Finance, Infrastructure and Procurement Services
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Policy Owner	Finance, Infrastructure and Procurement Services
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