
Title: Environmental Management Plan
Department: Corporate
Approved by: Corporate Governance Committee



Environmental Management Plan (EP) 2019-2020

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Foreword

At Kyabram District Health Service (KDHS), we are committed to continuing the improvement of our environmental practices and minimising the adverse environmental effects of our operations.

Improving environmental sustainability is an organisational goal and this Environment Management Plan sets out KDHS's Environmental Health objectives

The Environment Management Plan (EP) provides a framework to ensure compliance with relevant regulations as well as, in the next two years, a means for maintaining:

- KDHS's statutory responsibilities for Environmental Health;
- Environmental Health issues of importance to the community;
- Relevant Commonwealth and State Government policy;
- Relevant Strategic Priorities in KDHS's Strategic Plan; and
- Key values for ensuring the effective delivery of Environmental Health services such as ensuring accountability, a pro-active approach and creating effective partnerships with key stakeholders.

The EP provides strategic guidance for the operations under the following environmental impacts:

- Scope 1 and 2 Greenhouse Gas (GHG) emissions related to energy consumption
- Energy consumption (electricity, gas)
- Water consumption
- Waste
- Paper
- Built Environment

The EP was developed in consultation with Health Service Departments, senior management team, management and staff. The EP reflects current strengths in the operations as well as opportunities for improvement. Objectives and actions recommended throughout this EP take into account the current level of KDHSs resources. KDHS is committed to achieving the objectives of this EP, while continually monitoring and improving their performance.

A monitoring and review process is required for this EP with annual public reporting and accountability by the end of each calendar year.

Peter Abraham
Chief Executive

1. Introduction

1.1 Background

All Victorians have a role to play in making Victoria a more sustainable state for future generations and maintaining our status as one of the world's most liveable places. Victorian Government departments and agencies, including health services, have a key role to play by integrating the environment into its planning, operations and policy decisions.

The Department of Health & Human Services recognises the link between the health and wellbeing of Victorians and the health and wellbeing of the environment and is committed to improving sustainability within health system infrastructure and performance. This commitment is documented in the department's Environmental sustainability strategy 2018–19 to 2022–23. An integral part of embedding sustainability within the public health system is the adoption of appropriate environmental management planning processes at the health service level, such as this Environmental Management Plan (EP) for Kyabram District Health Service (KDHS).

This EP has been prepared in accordance with the requirements under the DHHS Policy and funding guidelines 2018-19, and is for the period 2019-2020.

1.2 About the organisation

1.2.1 Overview of KDHS

Located within the Campaspe Shire in Victoria, Kyabram District Health Service employs over 300 people and supports over forty volunteers, providing an integrated range of health services with a catchment of 13,000 residents. KDHS health facility maintains:

- 28 Acute beds
- 2 Transitional Care (TCP) beds (plus 2 Home Based beds)
- 2 Maintenance Care (MC) beds
- Urgent Care Centre (UCC)
- 3 Renal Dialysis chairs (RDU).
- 4 Chemotherapy chairs and Cancer Care Centre
- 2 Theatre suites and a 6 bed Day Procedure Unit
- 'Sheridan' (Public Service Residential Aged Care Service PSRACS) has 42 high care beds incorporating a 12 bed dementia specific wing and 2 respite places
- 3 room Medical Imaging suite, outsourced
- 2 room Pathology collection and laboratory, outsourced
- Extensive Primary Care services including Well Women's Clinic, Diabetes Education, Asthma Education, Community Health Nursing, Child early intervention services, Social Work and Generalist Counselling, Quit Facilitation, Planned Activity Group (PAG), Family Support Service, Allied Health (in/outpatients, Nursing Home support), Physiotherapy, Occupational Therapy, Dietetics, Speech Pathology, District Nursing
- Outreach Primary Health Care sites in local communities of Tongala and Stanhope.

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1.2.2 Scope of the Environmental Management Plan (EP)

Encompassing sites and activity specific to Kyabram, this EP addresses relevant aspects of the operations of KDHS, specifically the following activities and services:

- Hospital and residential aged care services
- Corporate offices and facilities
- Support services (eg Environmental Services and Food Services)
- Education and training (students and staff)
- Delivery of varied campaigns/programs/events
- Community based health services
- Facilities operations
- New capital works.

Stakeholders have included the KDHS operational staff and senior management and management.

1.3 Prior actions and achievements

Environmental achievements of KDHS in the past twelve months have included:

- Improving energy (electrical) efficiency by replacing obsolete energy intensive equipment
- Replacement of fluorescent and non-efficient globes to LED lights program undertaken throughout the majority of the health service
- Approval of grant application through Victorian Government's Regional Health Solar Program to install 200kw solar system at Kyabram site
- Reduction of packaging used in Café, including provision of 'keep cups' to all staff
- Updating gardens to provide improved low water use green spaces around the site
- Implementation of a facility wide integrated waste management strategy focused on improving recycling rates
- Ensuring the design of new facility developments have a focus on Environmental Sustainable Design principles
- Provision of onsite bike parking and staff shower facilities
- Implementation of a managed print service with duplex and alerts around excessive/colour printing

2. Environment Policy

[Click here for a link to the policy](#)

3. Baseline Environmental Performance

Based on the Department of Health and Human Service's Environmental Reporting Guidelines, the data for 2015- 16 will represent baseline data for annual public reporting.

The following table outlines high level environmental and energy data usage for the previous three years:

Environmental impacts & energy use			
	2015-16	2016-17	2017-18
Energy use			
Electricity (MWh)	1,726	1,676	1,745
Natural Gas (gigajoules)	6,281	6,039	6,317
Carbon emissions (thousand tonnes of CO₂e)			
Electricity	2	2	1.88
Natural Gas	0	0	0.33
Total emissions	2	2	2.21
Water use (millions litres)			
Potable Water	17	16	17.59

Annual environmental reviews will be undertaken for: GREENHOUSE GAS EMISSIONS

Total Greenhouse emissions

Normalised greenhouse gas emissions

- Emissions per unit of floor space
- Emissions per unit of separations
- Emissions per unit of bed-day

STATIONARY ENERGY

Total stationary energy consumptions by energy type (GJ)

- Electricity
- Gas

Normalised stationary energy consumption

- Energy per unit of floor space
- Energy per unit of separations
- Energy per unit of bed-day

WATER

Total water consumption by type (kL)

- Class A recycled water
- Potable Water
- Reclaimed Water

Normalised water consumption

- Water per unit of floor space
- Water per unit of Separations
- Water per unit of bed-day

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Water re-use and recycling

- Re-use or recycling rate percent

WASTE AND RECYCLING

Waste

- Total waste generated
- Total waste to landfill generated
- Total waste to landfill per patient treated
- Recycling rate percent

PAPER

- Total reams of paper
- Reams of paper per FTE
- Rate recycled paper % (0%-49%)
- Rate recycled paper % (50%-74%)
- Rate recycled paper % (75%-100%)

4. Environmental Aims

4.1 Overview

Environmental aims have been set to improve environmental performance. The aims are in line with the environment policy and focus on:

- minimising water and energy consumption, and waste generation, and
- the integration of environmental assessment into key decision-making processes.

Identified aims in twelve (12) key areas are outlined below:

4.2 Management and Communications

- Develop KDHS environment policy and communicate to staff
- Increase KDHS ability to measure our environmental impacts by establishing data collection systems or processes for paper and waste.
- Develop a reporting framework to improve reporting to staff and community
- Compare performance against the baseline.

4.3 Energy Consumption

Energy conservation objective is to continually reduce the consumption of both electricity and gas (on consumption per gross floor area basis) compared to 2015-16 baseline usage.

The strategies to be considered are:

- Annual measurement and reporting against objectives of electrical and gas consumption for Kyabram;
- Auditing energy consumption at main buildings in Kyabram in order to identify

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opportunities for achieving energy efficiencies and implement audit recommendations;

- Develop an energy conservation awareness program for staff and re-launch annually;
- Maintain plant and equipment to ensure they are operating efficiently;
- Progressively replace energy inefficient items of plant, equipment and control systems as they reach their end of life cycle;
- Match mechanical plant operating times with building operational hours where practical;
- Progressively install lighting controls and energy efficient lights into existing buildings;
- Where possible, timetable after hours gatherings/events (ie AGMs, Board Meetings etc.) in a common building or air conditioning zone;
- Consider energy efficiency, life cycle costing and embodied energy when purchasing plant and equipment;
- When appropriate, evaluate opportunities for the use of alternative energy sources and new technologies;
- Ensure that all new energy-related equipment and fixtures are star rated.

4.4 Water Consumption and Waste Water Management

The water and waste water management objectives are to ensure that water consumption is reduced and that all wastewater is disposed of in an environmentally appropriate manner or recycled.

The strategies to be employed in achieving these objectives include, but are not limited to:

- Monitoring of water consumption and reporting of appropriate performance indicators;
- Promotion of water conservation within the Health Service community;
- Seek opportunities for water harvesting and water recycling – and measurement of existing water tanks;
- Seek opportunity to reduce water consumption of the gardens;
- Incorporate water efficient design in new buildings and retrofits;
- Incorporate water efficient design in new landscapes;
- Ensure that all grease traps are regularly maintained;
- Ensure spill containment measures are provided in all areas where there is a risk of chemicals entering the storm water system;

4.5 Transport

This objective is to encourage the use of walking, bicycles or communal transport for travel to and from outreach sites and to and from work.

The strategies to be employed in achieving this objective include, but are not limited to:

- Encourage the use of bicycles by staff by providing shower facilities and bike storage areas;

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- Encourage car pooling;
- Consider the fuel efficiency and embodied energy for vehicles considered for replacement as part of the Health Service fleet management;

4.6 Environmentally Sustainable Design (ESD)

The environmentally sustainable design (ESD) objective is to ensure that when the Health Service undertakes new building works or major refurbishments that these projects are undertaken in a manner, which reflects an environmentally responsible approach.

The strategies to be considered in achieving this objective include, but are not limited to:

- Appointing consultants with proven ESD design capabilities;
- Acknowledgement that a life cycle costing assessment is an essential consideration in evaluating projects;
- Including energy efficient lighting systems and efficient mechanical services in projects;
- Using building materials which are derived from renewable resources;
- Maximising the potential for the use of natural light and ventilation;
- Optimisation of water conservation and the evaluation of water harvesting opportunities;
- Preparation of an ESD brief to assist consultants in the project planning;
- Aim for a green star rating of five or greater for major new building projects;
- Incorporate maximum flexibility into the design, such that future change of use is easily facilitated;
- Showcase successful ESD projects to the Health Service and wider community

4.7 Natural Environment

The natural environment objective is to ensure that the Health Service manages its natural environment in a responsible and sustainable manner. The protection of environmentally sensitive areas is a key element of the natural environment plan.

The strategies to be employed in achieving this objective include, but are not limited to:

- Developing and implementing a program of plantings with emphasis on indigenous and drought resistant trees and shrubs;
- Minimising the use of chemical pesticides and fertilisers;
- Maintaining a high standard of litter and rubbish removal;
- Actively managing the health of existing tree stock;
- Enhancing the aesthetic qualities of the Health Service sites and providing locations where staff, students, patients and residents can connect with the natural environment.

4.8 Waste Generation, Recycling and Waste Management

The recycling and waste management objective is to continuously improve recycling rates

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and to reduce the volume of waste being sent to landfill.

The strategies to be employed in order to achieve this objective include but are not limited to:

- Expand and improve the Health Service's recycling program;
- Measure and report annually on recycling rates and waste volumes;
- Investigate opportunities to recycle or compost and mulch organic/green waste produced at the Kyabram site;
- Encourage re-use and recycling of surplus furniture, equipment and demolition materials;
- Encourage double sided printing and reduce paper usage;
- Discourage the use of disposable products where a suitable alternative is available;
- Ensure that all hazardous materials are disposed of in an environmentally acceptable manner;
- Reduce the amount of litter in open space areas.

4.9 Staff Training - EP

During their employment all KDHS staff will be offered the opportunity to learn the basic principles of sustainability within the scope of their work.

The strategies to be employed in achieving this objective include, but are not limited to:

- Enhancing the level of environmental knowledge of KDHS staff;
- Promote double sided printing of all printed material; where practical for use.

4.10 Management Services

Align operational activities across the Health Service with the Health Service environment objectives.

The strategies to be considered in seeking to achieve this objective include, but are not limited to:

- Report annually on Health Service environmental performance and carbon footprint;
- Promote environmentally friendly products available from Health Service preferred stationery suppliers;
- Increase the use of recycled content products as a percentage of all products purchased;
- Encourage the purchase of energy star compliant equipment;
- Encourage contractors to adopt environmentally sound practices;
- Increase the use of electronic document storage across all departments;
- Consider development a computer shut down policy requiring a mandatory network shutdown of all computers across the Health Service;
- Develop section in Newsletter (for eg) to include a section where staff/volunteers can record their positive environmental initiatives and activities.

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4.11 Legislative Compliance and Standards

To ensure that the Health Service fulfills all of its legal requirements and that it keeps up to date of developments in environmental legislation at the state and national level.

The strategies to be employed in achieving this objective include but are not limited to:

- Remaining abreast of environmental legislation and Australian Standards for environmental performance;
- Monitoring compliance with environmental legislation and standards.

4.12 Community Awareness

To promote awareness of environmental issues across the Health Service and the wider community.

The strategies to be employed in achieving this objective include but are not limited to:

- Promote the EP Policy during staff orientation/induction;
- Promote the EP Policy in KDHS publications including the website;
- Update staff induction material with EP Policy;
- Investigate a staff incentive program with awards, competitions and prizes to encourage staff to think green.

4.13 Implementation and Evaluation

The successful implementation of the Environmental Management Plan (EP) is the responsibility of all staff and management however it will be driven by the Facilities Department.

The following mechanisms will assist in evaluating and improving the EP:

- Measurement and reporting against annual public reporting requirements;
- Provide regular advice to the local community on progress and recent initiatives, as well as undertake regular promotion of the EP's elements;
- Encourage feedback and provide an easy means for feedback

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5. Environmental Management Action Plan

Action	Outreach sites (location of where action is being implemented)	Responsibility (who is responsible for the action)	Timing (when the action will be implemented)	Status (what the status of the action is)
Management				
Develop environment policy and have it endorsed by senior management.	Organisational wide	FM	30 April 2019	In progress
Investigate establishment of an environment committee	Organisational wide	FM	30 June 2019	Pending
Undertake an initial Environmental Audit of KDHS facilities to identify further strategies to reduce energy and waste	Organisational wide	FM	June 2019	Pending
Update Orientation/Induction checklists to include EP information	Organisational wide	FM	30 April 2019	Pending
Ensure new Capital building works incorporate to maximum extent feasible environmental sustainability and energy efficiency principles into design and equipment purchases.				
Energy				
Implement roof top solar proposal at KDHS	Organisational wide	FM	July 2019	Pending
Investigate options for replacing boilers to optimise efficiency	Organisational wide	FM	June 2019	Pending
Water				
Develop options for the use of rainwater being collected on site	Organisational wide	FM	July 2019	In progress
Investigate options to install meters on rainwater tanks for measurement and reporting	Organisational wide	FM	July 2019	Pending

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Action	Outreach sites (location of where action is being implemented)	Responsibility (who is responsible for the action)	Timing (when the action will be implemented)	Status (what the status of the action is)
<i>Carbon</i>				
Undertake a carbon foot printing exercise to better understand most carbon intensive activities	Acute wards	MS&D/FM	June 2019	Pending
<i>Waste</i>				
Investigate options for organic recycling – either onsite of offsite	Organisational wide	FM / SSM	June 2019	Pending
Undertake assessment of major waste areas within the organisation and options for reducing/recycling	Organisational wide	FM / SSM	December 2019	
<i>Paper</i>				
Implement 'Follow Me Printing' on all major printers	Organisational wide	FM	June 2019	Pending

KEY	
FM	Facilities Manager
SSM	Support Services Manager

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6. Evaluation

Measure outcomes of the Action Plan as well as consideration of:

- environmental outcomes achieved across the organisation;
- introduction of activities such as reference in newsletters/intranet/facebook posts, staff presentations;
- staff feedback

7. Monitoring, Review and Continuous Improvement

7.1 Monitoring schedule

What	How	How often	Records	Who
Carbon	Energy bills	Quarterly	Energy data / carbon conversion factors	Facilities Manager
Energy use	Energy bills	Quarterly	Energy data / carbon conversion factors	Facilities Manager
Water use	Water bills	Quarterly	Energy data / carbon conversion factors	Facilities Manager
General waste	Contractor data/Invoices	Quarterly	Consumption and billing report	Support Services Manager
Clinical waste	Contractor data/Invoices	Quarterly	Consumption and billing report	Support Services Manager
Paper use	Photocopier reports	Quarterly	Activity reports	Facilities Manager

7.2 Review and progress reporting

Performance progress and key achievements will be reported publicly through an information page posted on the KDHS web site and the DHHS public reporting requirements.

The EP will be reviewed and updated every 2 years, with the Action Plan updated annually, and reported to the Senior Management Team and the Corporate Governance Committee.

8. Contributors

	Date	Name	Position
Author	2014	Lisa Wagner	Manager Safety & Development
Reviewers/s	January 2017	Lisa Wagner	Manager Safety & Development
	January 2017	Senior Management Team	
	February 2019	Richard Swain	Facilities Manager