SOUTHERN CROSS UNIVERSITY ENVIRONMENTAL MANAGEMENT PLAN GOLD COAST CAMPUS 2018

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CONTENTS

SUSTAINABILITY

Southern Cross University has a strong commitment to its role as a leader in achieving environmental, social and economic sustainability through our teaching, research and operations. The University Strategic Plan 2016-2020[1] articulates the values of the University. Southern Cross University demonstrates integrity through ethical behaviour, 'pursuing practices that develop the social, economic, cultural and environmental sustainability of our University, and local and global communities'.

A number of work units deliver functions and programs to support environmental sustainability at Southern Cross University.

PROPERTY SERVICES

Property Service's function is to plan and provide a physical environment necessary for the University to achieve its mission of excellence in teaching and research in higher education. Property Services is responsible for providing services in the relevant areas of capital and minor works; refurbishments and maintenance; landscaping and grounds; energy and water management; cleaning and pest management; waste and recycling; and chemical storage and disposal.

WORKPLACE HEALTH AND SAFETY

Southern Cross University is committed to providing a safe, supportive and healthy environment for all staff, students and visitors. The Workplace Health and Safety team's function is to devise policy, procedures, guidelines and other resources to assist in the identification and management of health and safety risks at the University.

PARTNERSHIPS AND ENGAGEMENT

One Planet is the over-arching program for sustainability initiatives at Southern Cross University delivered by Partnerships and Engagement. It is a focal point for staff and students wanting to learn about our commitments, demonstrates how individuals can take action and highlights our sustainability projects and progress.

The name One Planet refers to our ecological footprint. One Planet outlines how we as a University and as individuals can reverse the trend of over-consumption, reduce our ecological footprint and move towards living within the means of one planet.

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[1] https://www.scu.edu.au/about/publications/strategic-plan-2016--2020/

OUR COMMITMENT

THE TALLOIRES DECLARATION
In 2005, Southern Cross University became a signatory to the Talloires Declaration[2] - a ten point action plan for incorporating sustainability and environmental literacy into teaching, research, operations and outreach at colleges and universities. It has been signed by over 350 university presidents and chancellors in 40 countries.

THE TALLOIRES NETWORK
In 2013, Southern Cross University became a member of the Talloires Network[3] - an international association of institutions working together to implement the recommendations of the Talloires Declaration and build a global movement of engaged universities.

SCOPE

LOCATION
This Environmental Management Plan is applicable to operations at Southern Cross University's Gold Coast campus. The principles and strategies of environmental management and sustainability identified in this plan may be considered for implementation at other campuses in consultation with relevant management stakeholders.

RELEVANT LEGISLATION

Commonwealth

- *Airports Act 1996*
- *Airports (Environmental Protection) Regulations 1997*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *National Greenhouse and Energy Reporting Act 2007*
- *Australian Standard AS/NZS 4360:2004 Risk Management*

State (QLD)

- *Waste Reduction and Recycling Act 2011*
- *Environmental Protection Act 1994*
- *Environmental Protection (Water) Policy 2009*
- *Nature Conservation Act (QLD) 1992*

State (NSW)

- *Protection of the Environment Operations Act 1997*
- *Biodiversity Conservation Act 2016*
- *Waste Avoidance and Resource Recovery Act 2001*
- *Work Health and Safety Act 2011*
- *Workplace Health and Safety Regulation 2011*

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[2] http://ulsf.org/talloires-declaration/
[3] https://talloiresnetwork.tufts.edu/

RELEVANT POLICY, REPORTING AND BEST PRACTICE GUIDELINES

- Tertiary Education Facilities Management Association (TEFMA)[4] – Southern Cross University participates in annual benchmarking of energy and water consumption, waste to landfill and recycling rates
- Talloires Declaration - a ten-point action plan used for guidance in the incorporation of sustainability and environmental literacy in teaching, research, operations and outreach.

OBJECTIVE

The Southern Cross University Environmental Management Plan aims to:

- provide a guide to best practice environmental management in the course of University operations
- identify and manage environmental risk
- define strategies to reduce environmental risk
- allocate responsibilities
- comply with environmental legislation, regulations and reporting requirements
- establish mechanisms to monitor, evaluate and report on environmental performance
- foster environmental awareness to increase the environmental literacy of staff and students
- guide and encourage staff and students to reduce their ecological footprint

Southern Cross University considers this Environmental Management Plan as an evolving commitment and work is now under way to develop clear targets and identify a mechanism for reporting against these targets. This document will be reviewed annually during preparation of reports.

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[4] https://www.tefma.com/

LOCATION

Gold Coast campus is located on Commonwealth leased land managed by the Gold Coast Airport Pty Ltd (GCAPL) which is owned by Queensland Airports Limited.

Gold Coast campus lies on a flat alluvial plain around 300m from the beach. Specifically, the campus is located on Lot 5 RP839952, 144 Coolangatta Road Bilinga south-east Queensland. The campus is currently occupied by three multi-storey buildings (A, B and C) and associated car parks (see Figure 1). Facilities include University lecture theatres, offices, libraries, laboratories and café facilities.

Surrounding land use consists of:

- car park facilities to the north followed by Gold Coast Highway reserve and the Gold Coast Highway;
- car parking to the south followed by the GCA drainage reserve and the project LIFT construction site;
- the Gold Coast Highway reserve and Gold Coast Highway to the east; and
- car parking followed by the Australian Federal Police building and car rental facilities to the west.

GCAPL has identified the Southern Cross University as a low risk tenant.

Figure 1: Gold Coast campus site map

CAMPUS DESIGN AND CONSTRUCTION

An Environmentally Sustainable Design (ESD) approach was undertaken in the planning, design and construction of Gold Coast campus. This aimed to achieve a holistic outcome balancing functionality, innovation and environmental sustainability; incorporating initiatives to reduce greenhouse gas emissions, increase energy efficiency, reduce potable water use, minimise waste and reduce environmental impacts.

Environmentally Sustainable Design features included in the design and construction of Gold Coast campus include:

Passive Design (refer section 15.0.2 Windows*)

- high-performance glazing

Indoor Environmental Quality considerations

- appropriate selection of materials to minimise VOC's and formaldehyde emissions

Cooling, Ventilation and Heating

- energy efficient mechanical plant (min 4-Star ABGR)
- zonal control of heating and cooling equipment

Lighting (refer section 24.0.0 Lighting*)

- energy efficient LED light fittings
- sensors, timers and zonal control of lighting

Materials and Waste

- sustainable purchasing e.g. carpets made from recycled fishing nets that are themselves recyclable
- on-site recycling and waste management infrastructure (refer section 28.0.0 Waste Collection*)

Building Management

- sub-metering for electricity and water consumption management (refer sections 12.0.1 Energy management and 12.0.2 Domestic water*)

Water Management and Efficiency

- storm-water and waste water is channelled appropriately into sewers and closed stormwater management systems. Storm water interceptors are in place.
- potable water is used in conjunction with rainwater harvested from all three buildings (A, B, C) on site. Rainwater is used for toilet flushing and landscape garden watering. When rainwater storage tanks water levels fall below threshold levels, an automatic switch transfers the water supply back to potable water supply
- water efficient fittings (min 4-Star WELS rating) - dual flush toilets, low flush urinals, flow restrictors, sensors and timers on taps

Sustainable Transport

- pedestrian and cyclist end-of-trip facilities including on-site showers, lockers and bike parking

*Southern Cross University Building Design Control Document

FACILITIES

Building A is four-storey high and includes:
- Entry foyer, student hub, a small book shop and gym
- Classrooms, lecture room, computer lab
- Minor hazardous goods storage
- AHU plant to each floor and at roof top plant room
- Each floor of the building has receptacles for general waste to landfill and commingle recycling, both in common areas and kitchens

Building B is eleven-storey high and contains the following uses:
- Level 1 (ground level) - entry foyer, medical consultation rooms, tutorial rooms, offices, multi-faith room, first aid room, parents room
- Level 2, 3 – offices, classrooms, meeting rooms
- Level 4 – classrooms, student lounge, computer room, lecture room

- Level 5, 6 & 7 – offices, teaching areas, meeting rooms, communications space
- Level 8, 9 & 10 – offices, working and teaching labs, meeting rooms
- Level 11 - roof plant
- AHU plant to each floor
- Each floor of the building has receptacles for general waste to landfill and commingle recycling, both in common areas and kitchens

Building C is six-storey high and contains the following facilities:
- Learning Centre/Personalised Learning Environment (PLE) and Café – Learning Centre with dedicated amenities (café and lounge) and study space. Learning commons facilities are available for those students who will attend campus for intensive study modes.
- 500 Seat lecture theatre
- Combined administration and teaching spaces
- Fuel/oil and chemical storage for the maintenance of facilities
- Each floor of the building has receptacles for general waste to landfill and commingle recycling, both in common areas and kitchens.

Carparks. Several carparks are found at the campus. In total 1051 car parking spaces, 120 bicycle racks and 19 motorbike parking spaces are available on Gold Coast campus.

Hazardous / Dangerous Goods stored at the campus in Building B, Level 10, room B10.25 include:
- Bioscience laboratories store: Biological hazard materials stored in refrigerator, deep freezer storage (Anatomy Wet Lab freezer) and cool room, minor chemical storage and dangerous goods (corrosive substances). Spill kit is provided.
- Dedicated chemical store - chemicals stored are listed at the location and 240L hydrocarbon spill kit is provided.
- Dangerous goods cabinet is provided for the storage of volatile substances.

ENVIRONMENTAL RISK ASSESSMENT

The development of the University's One Planet program involved the identification of sustainability focus areas (relevant to environmental risk) to guide initiatives to reduce the ecological footprint of the University during operations. Environmental risk aspects pertaining to Gold Coast campus operations have also been identified via Workplace Health and Safety management processes and GCAPL Tenant Environmental Auditing activities.

The University's One Planet focus areas, WHS management processes and GCAPL auditing have been incorporated into the Environmental Risk Assessment process and Environmental Management Controls of this Environmental Management Plan. Table 1 identifies the key environmental aspects and impacts of Gold Coast campus; provides a risk assessment to quantify environmental risks; and references Environmental Management Controls addressed later in this document.

Table 1. Gold Coast Campus Risk Assessment Matrix

Environmental Aspects	Impacts	Environmental Risk	Environmental Management Control
Surface Water Drainage reserve adjacent to the southern boundary of the site comprises a tidally influenced shallow drainage channel that discharges to Coolangatta Creek at the Kirra Beach Ocean Outfall	Potential offsite runoff of pollutants into reserve from stormwater transporting fuels and oils from carparks, nutrients from landscaped areas and gross pollutants such as litter	**Low** - The campus has no direct overland flow paths into the reserve. All stormwater is directed into stormceptors and/or bio-retention basins	EMC-1 Pollution Prevention; EMC-4 Water Management & EMC-5 Recycling and Waste Management
Groundwater Groundwater levels at the site ranges from 0.5m RL to 2m RL. During flood or high rainfall events, groundwater rises up and then falls again during dry spells	Potential infiltration of pollutants into groundwater	**Low** - There is no direct infiltration pathway from the campus into the underlying groundwater. The campus is paved over and all stormwater and waste water is channelled appropriately into sewers and closed stormwater management systems	
Noise	Potential adverse impacts to nearby receivers from excessive noise generation	**Low** - There are no noise generating activities on site (except music at events)	EMC-1 Pollution Prevention
Water Water use includes garden watering, toilets and kitchens, cafés and laboratory facilities	Water leaks causing potential pollution and potable water wastage	**Low** - Potable water is in conjunction with rainwater harvested from all three buildings (A, B, C) on site. Rainwater is used for toilets and landscape garden watering. When rainwater storage tanks water levels fall below threshold levels, an automatic switch transfers the water supply back to potable water supply. Environmentally Sustainable Design features in place reduce water usage in buildings.	EMC-4 Water Management
Hazardous / Dangerous Goods	Potential release of biological hazards and chemicals from accidental mishandling and inappropriate storage	**Medium** - These are kept on site in laboratory storage and in dedicated chemical store. There is an electronic register for hazardous goods at Gold Coast campus.	EMC-1 Pollution Prevention
Waste	Litter and pollution from inappropriate disposal	**Low** – Adequate waste infrastructure with respect to volume is in place to accommodate a number of waste streams and is collected in a timely manner. A number of contractors collect landfill waste and comingled recycling, maintain grease traps, and collect clinical and hazardous wastes for appropriate disposal. Bioscience laboratories include a minor spill kit.	EMC -5 Recycling and Waste Management; EMC-2 Sustainable Procurement & EMC-8 Education and Engagement
Energy Use The greatest energy use are the air conditioning and the chillers (Biomedical Laboratory) which account for 60-70% of energy consumption	Increased energy consumption and greenhouse gas emissions generated by University operations	**Low** – Environmentally Sustainable Design features in place reduce energy usage in buildings.	EMC-3 Energy Management &

Environmental Aspects	Impacts	Environmental Risk	Environmental Management Control
Biodiversity The campus is paved over and all native vegetation and potential habitat for native fauna has been removed. State listed and EPBC listed flora and fauna species identified by GCAPL to occur within the Airport lease are unlikely to utilise the campus	Potential impact of plant species within the limited landscaped areas that attract birds can have catastrophic consequences i.e. blow out engines and crash planes	**Low** - measures to reduce the risk of bird strike to aircraft have been included in the approved landscaping and by ensuring all waste bins have lids	EMC-6 Biodiversity & EMC-5 Recycling and Waste Management
Sustainable Transport The University aims to reduce demand for single occupant car use	Increased reliance on single occupant car use causes traffic congestion, impedes emergency services access and increases greenhouse gases pollution from exhausts	**Medium** - strategies are in place to reduce traffic impacts by encouraging sustainable transport access to the campus	EMC-7 Transport & EMC-8 Education and Engagement

IMPLEMENTATION – STRATEGIES, MONITORING AND REPORTING

Southern Cross University believes that all staff and students are responsible for contributing to the environmental sustainability of the University and the reduction of our ecological footprint. The Environmental Management Plan identifies work units of the University responsible for implementing the Environmental Management Controls (EMCs) listed below:

- EMC-1 Pollution Prevention
- EMC-2 Sustainable Procurement
- EMC-3 Energy Management
- EMC-4 Water Management
- EMC-5 Recycling and Waste Management
- EMC-6 Biodiversity
- EMC-7 Transport
- EMC-8 Education and Engagement

The strategies employed to address the identified environmental risks and to meet the Environmental Management Controls (EMCs) objectives are provided in the table below.

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING

EMC-1 POLLUTION PREVENTION

Objective: Campus operations seek to prevent pollution and other environmental impacts to land, water or air.

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
Strategies: The University is committed to preventing and pollution and other environmental impacts by: **Identifying Risks** - Heads of work units and Directors of University controlled entities are responsible for identifying operational risks, major controls/mitigating factors to be applied and maintaining an Operational Risk Register for their work unit or controlled entity that is reviewed at least annually and sent to the Manager, Insurance and Risk annually. **Managing Risks** - Maintain vehicles and equipment under control of management (including generators and other operational plants) in accordance with relevant standards and/or manufacturer's specifications. - Produce Safe Work Method Statements for operations identified by risk assessment (e.g. Refuelling (Vehicles, Plant & Equipment) with staff training to apply them. - Ensure personal safety and pollution prevention in the transportation, storage, handling and disposal of chemicals, hazardous goods and substances (see below). **Conducting Audits and Inspections** - Focus on high risk operations such as laboratories: - Safety Support Officers conduct quarterly inspections of laboratories and report to WHS - Quarterly laboratory managers meetings are conducted by WHS staff to discuss safety matters - Laboratories are audited every 3 years, coordinated by WHS management - Inspect low risk operational areas but less frequently - Complete the <u>Workplace Safety Checklist Gold Coast Campus</u> that ensures environment management controls relating to documentation, safe storage, usage and disposal of chemicals; emergency and spill management; risk management; emergency response and incident reporting are in place and operational. - Participate in GCAPL Environmental Auditing as requested. **Managing Incidents** - <u>Incident, Accident and Hazard Reports</u> (Appendix 1) are to be forwarded to the Manager, Workplace Health and Safety, signed off by Head of Work Units or Executive member if appropriate, and a centralized register is maintained. - The Manager, Workplace Health and Safety also provides advice on the action to be taken to prevent a recurrence of the incident, accident or hazard.	Director, Property Services Manager, Insurance and Risk Manager, Workplace Health and Safety	**External:** Summary Report submitted to GCAPL and DIRDC **Internal:** Annual WHS report to Heads of Work Units	Annually – September

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
Chemical transportation, storage, handling and disposal • Appropriate transportation, storage, use and disposal of materials (including hazardous materials) such as chemicals, herbicides and fuels is conducted in accordance with best practices, applicable legislation and as per the University's <u>Transportation, Storage And Disposal Of Hazardous Substances Manual</u>. • Property Services, laboratory technicians and academic staff are involved in the delivery, receipt, storage and preparation of chemicals. Specialised technical staff are trained in the International Air Transport Association (IATA) Dangerous Good Regulations (DGR) Shippers and Packers course to ensure dangerous goods and biological substances are appropriately packed for transport and storage. Only specialised staff can pack hazardous substances for transport reducing the likelihood of a leak or spill during transport. Staff are trained to refer to Safety Data Sheets (SDS) – see additional staff training below. • All chemicals and hazardous substances are stored and handled in accordance with Safety Data Sheets. WHS maintains the Online Chemical Manifest and ChemWatch for access to Safety Data Sheets (SDS). The health and safety legal and other requirements are kept up to date by regular review of the legislation and participation in workshops, forums and programs run by the relevant state or territory authority e.g. SafeWork NSW and WorkCover Queensland. • Chemical storage areas and laboratories are equipped with spill containment kits to address both terrestrial and aquatic spills, including equipment to address both terrestrial and aquatic spills (e.g. spills from a number of sources including vehicles, herbicides, pesticides, paints and thinners, etc.) Relevant personnel are made aware of the location of the kit and trained in its effective deployment and spill kits are regularly maintained. • Hazardous waste is collected by Toxfree on a regular basis to continually reduce the amount of hazardous waste kept onsite.	Director, Property Services Manager, Workplace Health and Safety Head of Work Units	**Internal records:** • Work unit chemical register/inventory for laboratories • WHS Online Chemical Manifest	n/a
Managing Stormwater. Pollutants are prevented from entering the stormwater drains by: • regularly sweeping gutters and not washing litter down the drain system • raking leaves and capturing lawn clippings • not overusing pesticides and fertiliser that could be washed into the stormwater system • stormwater interceptors and drains are regularly maintained - inspected and cleaned out • trapping and retaining oils	Director, Property Services	**External:** Summary Report submitted to GCAPL and DIRDC	Annually – September
Managing noise pollution by: • Reviewing sound levels of required equipment during inspections using a sound level meter and applying engineering and isolation controls where required • Ensuring personnel are trained to operate equipment at appropriate sound levels • Consulting with WHS practitioners for technical advice on hazard controls • Investigating and addressing noise complaints reported to WHS (via Incident Accident and Hazard Reports) or Property Services (via Archibus system).	Manager, Workplace Health and Safety	**External:** Summary Report submitted to GCAPL and DIRDC **Internal:** Annual WHS report to Heads of Work Units	Annually – September
Workplace Health and Safety training • A generic new employee WHS Induction checklist requires supervisors to identify and ensure specific workplace procedures and requirements are communicated and acted upon for new staff (e.g. further information,	Manager, Workplace Health and Safety	**Internal records:** Induction and training records held by work	Annually – September

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
instruction, additional equipment or training required) that may include areas of environmental hazards and risk. Gold Coast based staff complete annual emergency preparedness training. • A Laboratory Safety Manual identifies staff responsibilities with regards to induction, training and implementation of laboratory safety including the documentation, safe storage, usage and disposal of chemicals; emergency and spill management; risk management; emergency response and incident reporting. Each high risk area has its own training and induction. Access to high risk locations is restricted until all required induction and training is complete. • Specialised and targeted training staff programs are delivered including Laboratory Safety Radiation (Sealed Sources), Dangerous Goods, Safety Support Officer, Safety Culture and Spill Response. • An online WHS Induction for consultants, volunteers, visitors and work experience students defines responsibilities for recognising hazards and risks, avoiding harm to the environment and following environmental procedures including reporting incidents appropriately.		unit and/or HR Services. **External:** Summary Report submitted to GCAPL and DIRDC	

EMC-2 SUSTAINABLE PROCUREMENT

Objective: To consider environmental sustainability principles when making procurement decisions to increase the proportion of sustainable products and services procured.

Strategies The University's Procurement Policy states that environmental sustainability principles must be considered when assessing Procurement decisions, including whether: • products contain materials produced in a sustainable manner including recycled components; • suppliers offer product stewardship; • goods are energy efficient; and • suppliers minimise their energy consumption and reduce adverse environmental impact. Heads of work unit are responsible for ensuring this Policy is understood and adhered to by University staff within their respective portfolios/work units.	Heads of Work Unit	Nil	n/a

EMC-3 ENERGY MANAGEMENT

Objective: To reduce energy consumption and associated greenhouse gas emissions generated by our operations.

Strategies The University is committed to reducing energy consumption by: • Starting air conditioners in buildings sequentially to avoid peak loading • Operating energy efficient plant and LED light fittings; zonal control of lighting, heating and cooling equipment; and sensors and timers to control lighting effectively. • Installing more efficient lighting and air conditioning infrastructure as appropriate when needs replacing. • Investigating and remediating as required abnormalities in energy consumption detected by sub-metering • Conducting lighting, heating and cooling audits of campus.	Director, Property Services	**Internal:** Electricity supplier invoice data received by Property Services shows cost, consumption and greenhouse gas emissions.	Annually – September

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
		External: Reported to TEFMA annually – advice to GCAPL and DIRDC.	
Information Technology • Installation of latest power-saving settings on University computing equipment • Rationalisation, centralisation and power management of staff printing and copying devices	Director, Technology Services	Nil	n/a

EMC-4 WATER MANAGEMENT

Objective: To reduce potable water consumption in our operations and ensure water quality on campus is managed.

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
Managing water usage and disposal • Rainwater harvested from all three buildings (A, B, C) on site is used for toilet flushing and landscape garden watering. When rainwater storage tanks water levels fall below threshold levels, an automatic switch transfers the water supply back to potable water supply. • Water efficiency measures installed in all three buildings include dual flush toilets, low flush urinals, flow restrictors, sensors and timers on taps • Investigate and remediate all leaks promptly • Maintain grease traps and piped infrastructure regularly • Conduct water audits • Report all incidents	Director, Property Services	**Internal:** Water supplier invoice data received by Property Services shows costs and consumption. **External:** Reported to TEFMA annually – advice to GCAPL and DIRDC.	Annually – September

EMC-5 RECYCLING AND WASTE MANAGEMENT

Objective: To minimise environmental harm from our waste generation, management and disposal by decreasing waste generated and increasing the rate of recycling and recovery to decrease the volume of waste sent to landfill.

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
Strategies The University is committed to minimising waste and increasing recycling by:			

Waste Management, Infrastructure and Services
• Increasing the number of internal and external commingle recycling bins available
• Contractors dispose of waste appropriately:
   o Commingle recycling (~0.8m3 per week) and landfill waste (~25 m3 per week) is collected by Veolia.
   o Clinical Waste is collected by Daniels Australia.
   o Hazardous waste is collected by Toxfree
   o Grease traps are maintained by Veolia.
• Bioscience laboratories include a minor spill kit, several 20L clinical waste bins and larger 240L clinical waste bins
	Manager, Partnerships and Engagement Director, Property Services	**Internal:** Property Services receives invoices from waste management service providers with volumes of waste streams and greenhouse gas emissions.	Annually – September

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
• Source separation by staff and students is promoted by ensuring waste and recycling infrastructure signage clearly identifies waste streams • Staff and students are educated about waste minimisation and what items should be placed in each waste stream via email and the website • Waste and recycling audits on campus		**External:** Reported to TEFMA annually – advice to GCAPL and DIRDC.	
Expand on single waste streams collected for re-use and recycling currently including: • toner cartridges for re-use • fluorescent light tubes for recycling • furniture and equipment no longer required is stored for re-use where feasible • e-waste is recycled	Director, Property Services	Nil	n/a

EMC-6 BIODIVERSITY

Objective: To manage our landscape in a way that enhances, supports and protects local genetic, species and ecosystem diversity with emphasis on protecting threatened species and habitats.

Strategies The University is committed to maintaining biodiversity and managing the campus landscape and habitats by: • endeavouring to protect threatened species from our operations • conducting pest management and weed control activities to reduce invasive species	Director, Property Services Manager, Partnerships and Engagement	**Internal:** Survey reports from researchers and consultants.	Ad hoc on completion
• Implement GCAPL Landscape Management Plan at Gold Coast campus to exclude plant species that attract birds and ensure all waste bins have lids to reduce risk of bird strike to aircraft	Director, Property Services	Nil	n/a

EMC-7 TRANSPORT

Objective: To reduce unnecessary travel, single occupant car use and increase active and sustainable travel undertaken by University staff and students.

Strategies The University is committed to increasing active and sustainable travel thereby reducing single occupant car use by 20% by 2031 and parking demand by focussing on the following areas.		**Internal:** Survey of staff and students includes travel mode.	On completion
Proximity of students to campus • foster relationship with local community to increase the local accommodation pool • promotion of UniStay private accommodation website to the local community	Vice President (Operations)		
Public Transport Infrastructure • monitor and report to Council issues with footpath quality and connectivity between bus stops and campuses • monitor and report to Council issues with local bus stop facilities (shelters, seats in shelters, lighting etc.) • provide pedestrian and cycle ways maps • raise awareness of public transport	Director, Property Services	**External:** Summary report to GCAPL and DIRDC.	Annually – September

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
Public Transport Accessibility • lobby and negotiate public transport services improvements such as more frequent and optimised schedules and bus routes suitable for student and staff needs • lobby for improved bus services to staff/student accommodation clusters • review bus services around campus considering the provision of a dedicated university loop service providing more direct connections between the University, Airport, Coolangatta, Tweed Heads, Border Park and other student residential clusters	Director, Property Services Manager, Partnerships and Engagement		
Carpooling • re-assess online car-pool schemes suitable for use by staff and students • consider incentives such as providing a dedicated parking area for the users of the car pool scheme • consider disincentives for on-site parking	Director, Property Services Manager, Partnerships and Engagement		
Vehicle Fleet • routine reviews of the vehicle fleet to increase fuel efficiency • utilising the Fleet Management System for the efficient management of the vehicle fleet and to provide greenhouse gas emissions reporting	Fleet Management	**Internal:** Fleetcare self-service report provides greenhouse gas emissions	As requested
Flights • promote virtual alternatives to air travel for meetings and other University interactions	Manager, Partnerships and Engagement	**Internal:** Air Travel supplier reports provides cost and greenhouse gas emissions	As requested
Education and Engagement • conduct research into barriers and drivers to sustainable travel • educate students and staff on the 'real' cost of travelling by car compared to other transport modes, as well as the additional environmental and health benefits of using active transport modes • promote active and sustainable transport options such as walking, cycling, carpooling and public transport as a viable alternative to driving for staff and students • promote active and sustainable transport options on the Travel to Southern Cross University web page	Manager, Partnerships and Engagement	**Internal:** Survey of staff and students includes travel mode	On completion

EMC-8 EDUCATION AND ENGAGEMENT

Objective: To foster a culture of sustainable practice among all staff and students, increase participation and reduce ecological footprint.

Strategies Implement the University's One Planet education and awareness program to: • increase understanding of how we as a University and as individuals can reverse the trend of over-consumption, reduce our ecological footprint and move towards living within the means of one planet • increase knowledge of specific energy, water, waste and recycling, biodiversity and transport issues and education for sustainability	Manager, Partnerships and Engagement	Nil	n/a

ENVIRONMENTAL MANAGEMENT CONTROL	RESPONSIBILITY	REPORTING	TIMING
• promote the University's commitment to sustainability and what initiatives are being undertaken including those identified in this Environmental Management Plan			
Increase participation in student sustainability projects on campus • utilise the campus environment and facilities for teaching, learning and research projects • encourage staff to generate campus sustainability projects available for student participation in Live Ideas • encourage students to join and participate in sustainability projects on Live Ideas • post reports and other outputs from student sustainability projects on the sustainability website	Manager, Partnerships and Engagement	**Internal:** Live Ideas reports the number of One Planet projects	As requested

Biodiversity

'Biodiversity' or 'biological diversity' is the variety of life on earth including genetic, species and ecosystem diversity. Biodiversity includes all the different plants, animals and micro-organisms such as bacteria and provides us with clean air and water, fertile soils, foods, medicines and raw materials for manufacture.

Ecological Footprint

The area of land needed to produce the natural resources a population consumes and to assimilate the waste that population produces.

Environmentally Sustainable Design (ESD)

The philosophy of designing physical objects, the built environment, and services to comply with the principles of social, economic, and ecological sustainability.

Water Sensitive Urban Design (WUSD)

A land planning and engineering design approach which integrates the urban water cycle, including stormwater, groundwater and wastewater management and water supply, into urban design to minimise environmental degradation and improve aesthetic and recreational appeal.

Version	Date	Author / Reviewer	Comment
1.0	23 July 2018	Manager, Partnerships and Engagement	First draft. Review of 2015 document including addition of Gold Coast campus addendum. Title change 2018.
1.1	27 July 2018	Manager, Partnerships and Engagement	Updated with amendments from Director, Property Services and Paola Rickard, Land & Fire Assessments Pty Ltd
1.2	31 July 2018	Manager, Partnerships and Engagement	Reviewed for no changes by Manager, Insurance and Risk. Updated with amendments from Manager, Workplace Health and Safety
1.3	1 August 2018	Manager, Partnerships and Engagement	Final changes as requested by Director, Property Services

Southern Cross University

HR Services

Incident, accident & hazard report

Privacy Notice

The University requires this information to meet its obligations under Work Health and Safety legislation. The information will be kept confidential, and will not be disclosed to third parties without your consent, unless required or permitted by law. By signing this form you consent to this information being used and disclosed to investigate incidents, including disclosure to SafeWork NSW, WorkSafe Qld, and our insurers if required. De-identified information may also be used and disclosed for statistical/reporting purposes, including in the University's annual report. You may request access to your personal information at any time. Further information about privacy and personal information can be found at https://www.scu.edu.au/about/legals--privacy--copyright/privacy-statement/ *including the University's Privacy Management Plan.*

Procedure for hazard, near-miss and injury/illness reporting
1. Employee / person injured or discovering hazard to complete report
2. Report to be forwarded to Supervisor for comment and emailed to whs@scu.edu.au within 24 hours of incident
3. WHS Manager to forward to Head of Work Unit if further action is required

PERSONAL DETAILS (person reporting)

Name: .... Contact phone no: ....

Address: ....

Association with SCU: ☐ Employee ☐ Student ☐ Contractor ☐ Other: ....

If you are an employee, provide the following details:

Work unit: ....

DETAILS OF INCIDENT/ ACCIDENT/ HAZARD:

Type of incident:

☐ Hazard ☐ Injury ☐ Near-miss ☐ Misconduct/Assault

Date: .... Time: .... Location: ....

Details of incident / injury / illness / hazard: ....
....
....
....
....

Cause of injury / illness / hazard:

☐ Biological ☐ Bodily stress ☐ Car accident ☐ Chemical ☐ Electrical
☐ Fall, trip, slip ☐ Heat radiation ☐ Psychological ☐ Sound & pressure ☐ Struck by object
☐ Other [please specify] ....

Nature of injury or illness (eg. fracture, sprain, etc): ....

Location of injury (eg. right arm, neck, left leg, etc) : ....

Medical treatment received to date: ....

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Details of witnesses: ☐ No witnesses

Name: Contact Phone:

Name: Contact Phone:

Your full name   signature   date

Is this incident report related to sexual harassment or sexual assault? ☐ Yes ☐ No

If yes:

1. Please provide further details:

2. Has this incident been reported to any other person?

PLEASE NOTE: IF THIS FORM RELATES TO SEXUAL HARASSMENT OR SEXUAL ASSAULT THIS REPORT SHOULD BE FORWARDED DIRECTLY TO WHS@SCU.EDU.AU AND DOES NOT REQUIRE SUPERVISOR OR HOWU COMMENT

Assistance available to people who have experienced sexual harassment or sexual assault

For everyone:

- The National Sexual Assault, Domestic and Family Violence Counselling Service provides free and confidential online and telephone counselling and support 24 hours a day, 7 days a week.

- 1800RESPECT 1800 737 732 or the 1800RESPECT website

For students:

- SCU's Counselling and Psychological Support Services are available for all students, including those who have experienced sexual assault and harassment (regardless of when that occurred or who was involved).

- Confidential in-person, Skype and telephone/SMS support services are available.

- Main campuses (including Sydney & Melbourne): 02 6626 9131 / counselling@scu.edu.au
  The Hotel School Sydney: (02) 8249 3227 / thsscounsellor@scu.edu.au
  The Hotel School Melbourne: (03) 9601 3400 / thsmcounsellor@scu.edu.au
  All students — Out of Hours: 1300 782 676

For staff:

- Southern Cross University's Employee Assistance Program (EAP) provides free and confidential counselling to staff and immediate family members.

The SCU website has more information about assistance available and police reporting options

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COMMENTS / ACTIONS

Supervisor *(Include details of actions taken to prevent future incidents):*

Name: ....   Signed: ....   Date: ....

Manager, Workplace Health & Safety:

Signed: ....   Date: ....

Head of Work Unit *(if required):*

Signed: ....   Date: ....

CHECKLIST:

Supervisor notified of incident (if required)	☐ Yes ☐ No	Time:	Date: ....
Form completed by injured person	☐ Yes ☐ No	Time:	Date: ....
Supervisor's comments noted (if required)	☐ Yes ☐ No	Time:	Date: ....
Form forwarded to Manager WHS	☐ Yes ☐ No	Time:	Date: ....
WHS forwards to Head of Work Unit (if required)	☐ Yes ☐ No		Date: ....
WHS forwards to Insurance/Risk (if required)	☐ Yes ☐ No		Date: ....

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