

# Environmental Sustainability Policy

## POL-IST-002

Public Facing: Y

### 1. Purpose

This policy establishes principles and practices to enable Box Hill Institute (BHI) to:

- adopt environmentally responsible, and sustainable practices throughout all operational areas, and
- meet all legislative and regulatory requirements relating to achieving net zero greenhouse gas emissions by 2045.

### 2. Scope

This policy applies to:

- all BHI operational activities including governance, learning and teaching, commercial activities and operational activities
- all employees, students, selected business partners, contractors, volunteers and visitors
- all operational sites within Australia.

### 3. Policy Statement

BHI acknowledges that its activities have an impact on the environment both locally and globally.

BHI recognises that all employees, students, partners, contractors, volunteers and visitors have a responsibility to play their part in reducing our environmental impact.

This policy supports the key decision-making necessary to meet sustainability requirements within legislative and policy obligations.

#### 3.1 Principles and practices

BHI is committed to incorporating sustainability in our operations, as part of our responsibility for the environment, and to the communities we work with, by:

- establishing sustainability as a central consideration in decision making processes
- achieving a target of net zero greenhouse gas emissions by 2045, under the legislative framework of the *Climate Change Act 2017*
- complying with all relevant environmental and social policies, legislation and regulations
- continuously improving, monitoring and reporting on our sustainability performance
- increasing awareness of environmental responsibility among BHI stakeholders
- for capital works, minor infrastructure works and maintenance, adhering to Environmental and Sustainable Design principles,
- setting and communicating annual environmental and sustainability measures and targets
- seeking support and partnerships to engage in sustainability related initiatives that have a material benefit to BHI.
- incorporating sustainability principles into new and existing course offerings that address the industry needs and requirements of future skills
- providing engagement opportunities, training, and information to our employees to support an organisational culture that actively participates in sustainability improvements

- adopting renewable energy and electrification principles at our campuses to reduce our use of fossil fuels, and use energy and water more efficiently to meet our emissions and efficiency targets
- advocating and prioritising the procurement of goods and services that actively improve sustainability outcomes across the supply chain
- promoting and encouraging sustainable forms of travel, transport and communication by employees and students.
- developing effective waste management and recycling practices
- managing obligations and awareness of evolving Federal and Victorian emissions policies and targets
- periodically reviewing and, where necessary, updating the BHI Strategic Plan to reflect obligations towards greenhouse gas emissions

### 3.2 Built Environment Net Zero Strategy

BHI will take reasonable steps to:

- prepare and position BHI to be adaptable to an increasingly evolving and climate conscious economy
- take proactive steps to manage both anticipated net zero operating cost pressures and capture emerging revenue opportunities, and
- capture deeper efficiency opportunities and invest-to-save in operational service delivery.

In line with the Whole of Victorian Government emissions reduction pledge 2021-2025, BHI is committed to reducing greenhouse gas emissions and attaining net zero emissions status by 2045. Key activities to assist in achieving these commitments:

- implementation of the Built Environment Net Zero Strategy to embed net zero practices in operations with focus on areas relevant to the built environment; Training & Education, Campus master planning and facilities management.
- A tiered approach to governance of the Net Zero Strategy led including the Executive Leadership team, senior leadership and employees
- using 100% renewable electricity to power all operations and adopting the State Purchase Contract (SPC)
- abiding by the Financial Reporting Direction 24 (FRD 24) and the implementation of enhanced facility energy data collection and analysis to comply with minimum reporting standards
- adhering to the Victorian Government's Department of Treasury and Finance Asset Management Accountability Framework (AMAF) guidelines for effectively managing publicly owned assets in Victoria and realising the full value of thereof (Refer: **Asset Management Policy**)
- phasing out existing natural gas infrastructure with electric equivalents, where possible, to reduce gas dependency as part of a broader electrification strategy
- considering the Victorian Government Climate Change Adaptation Action Plan to addressing the challenges of climate change when preparing for the future impacts of climate change to minimize risk.

### 3.3 Monitoring, Review and Assurance

Achievement of the key milestones and performance indicators will be reported to the Executive Leadership Team.

Monitoring and reporting on environmental performance to the minimum requirements of FRD 24.

## 4. Responsibilities

### 4.1 Executive Leadership Team and Senior Leadership Team

The Executive Leadership Team and Senior Leadership Team are responsible for:

- integrating environmental principles and initiatives into strategic and operational planning
- ensuring that BHI complies with environmental regulatory obligations
- championing the adoption of sustainable practices across all areas.

### 4.2 Director of Infrastructure

The Director of Infrastructure is responsible for:

- developing and driving systems, programs and initiatives that support the environmental management and sustainability principles of this Policy
- advising and informing Centres of their environmental management regulatory obligations at BHI including their general environmental duties and duty to notify of environmental harm
- establishing and implementing programs, including professional development, and systems to assist Centres to manage their environmental responsibilities and sustainability practices, and meet their regulatory obligations, and
- monitor, review and provide assurance on the effectiveness of this Policy and the operational measures in place to implement its principles through:
  - the establishment, implementation and ongoing evaluation of BHI's Environmental Sustainability Plan and Built Environment Net Zero Strategy
  - ongoing monitoring of BHI's resource use and environmental inventories (e.g. energy, water, waste, transport); and
  - ensuring environmental regulatory obligations applicable to BHI are identified and appropriately communicated across the organisation and that suitable controls are in place to achieve compliance.
- monitoring BHI's environmental regulatory obligations and advising the senior management on matters of non-compliance or concern with recommendations to remedy the irregularities
- preparing reports as directed that highlight BHI's sustainability and environmental management achievements and performance against this Policy.

### 4.3 Managers, Employees, Contractors, Volunteers and Visitors

Managers, Employees, Contractors, Volunteers and Visitors are responsible for:

- complying with applicable laws and BHI policies regarding environmental management regulatory obligations at BHI, including general environmental duties and duty to notify of environmental harm, and
- participating in applicable BHI programs and systems to manage environmental responsibilities, regulatory obligations and sustainability practices at BHI.

## 5. Context and related documents

### 5.1. Legislation

5.1.1. *Climate Change Act 2017* (VIC)

5.1.2. *Climate Change Act 2022* (Cth)

### 5.2. External

5.2.1. Whole of Victorian Government emissions reduction pledge 2021-2025

5.2.2. Financial Reporting Direction 24

5.2.3. Asset Management Accountability Framework

5.2.4. Victorian Gas Substitution Roadmap

5.2.5. Climate change adaptation action plan of Department of Education and Training

### 5.3. Internal

5.3.1. Asset Management Policy

5.3.2. Built Environment Net Zero Strategy

5.3.3. BHI Net Zero Decision Making Framework Toolkit

5.3.4. Risk Management Policy


## 6. Definitions

Term	Definition
<b>Built Environment Net Zero Strategy</b>	A strategy document developed for Box Hill Institute on embedding Net Zero principles into all facets of its operations.
<b>Sustainability</b>	Refers to the ability to maintain healthy environmental, social and economic systems in balance, indefinitely, on a global and local scale.


## 7. Review

This policy must be reviewed no later than 2 years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 8. Originator

Name/Title	Date Endorsed	Signature
Sam Pepper, Director of Infrastructure	5/06/2025	

## 9. Approval

Name/Title	Date Approved	Signature
Peter Quilligan, Executive Director Infrastructure and Projects	29/07/2025	

## 10. Document control and update history

Version	Date	Amended by	Summary of and reasons for updates
1.0	24/11/2011		New Policy. Approved by BHI Board
2.0	May 2025	Senior Advisor Compliance and Assurance	Renamed from Environmental Policy to Environmental Sustainability Policy.  Review to update and ensure alignment to relevant legislative and regulatory requirements and BHI business practices and adopt improved templates.

Is a child-friendly version of this policy required? N

Has a Gender Impact Assessment been done? N