

Environmental Sustainability Policy & Environmental Management Plan (aligned with ISO 14001)

Standards for RTO's: Quality Area 4: VET Governance

4.1 and 4.2 Roles, responsibilities and accountability

Standard 4.1	Standard 4.2
<ul style="list-style-type: none"> • Suitability of governing persons • Information to support governing persons • Organisational culture 	<ul style="list-style-type: none"> • Roles and responsibilities • Accountability • Ensuring compliance (including third parties)

4.3 Risk management

Standard 4.3
<ul style="list-style-type: none"> • Risk identification and management • Financial risk • Conflict of interest • Risks to safety and wellbeing of children

4.4 Continuous improvement

Standard 4.4
<ul style="list-style-type: none"> • Monitoring for outcomes • Feedback and data • Continuous improvement reviews

Related documents

11-POL-003 Pipeline Risk Management & Register Policy

11-POL-020 Pipeline Environmental Work Method Statements
(EWMS)/Environmental Management Plans (EMPs)

11-POL-048 Pipeline Corporate Social Responsibility Policy & PD

10-REG-003 Pipeline Risk Register

10-REG-004 Approved supplier register

Pipeline Training Australia is wholly committed to caring for the environment and the prevention of pollution. Pipeline Training Australia has created the Pipeline Integrated Management System (PIMS) (Appendix B) that meets all relevant legal and standard requirements including:

- Environmental Management Plan (AS/NZS ISO 14001:2016) - Appendix A

- Protection of the Environment Operations Act, 1997, NSW (and relevant legislation in other Australian states)

Pipeline Training Australia aims to continually improve its systems of management and reduce our impact on the environment by ensuring that responsible practices are embraced within our organisation. Pipeline also supports sustainable operational practices through resource efficiency, environmental responsibility, sustainable procurement, waste minimisation, reuse and recycling initiatives, and continuous improvement of environmental performance across its training and operational activities. **Refer to the Supplier register for supply chain and environmental compliance.** We specifically undertake to:

- Ensure that environmental objectives and targets are set, maintained, and reviewed and that sufficient resources are provided to meet the objectives and targets.
- Ensure the environment is considered regarding all aspects of our business planning and operations, believing this to be consistent with sound business management practices.
- Meet, and where possible, exceed the requirements of all relevant environmental legislation, regulations, and licences.
- Identify all environmental aspects, such as efficient vehicle use and maintenance, and assess and control all environmental impacts arising from all business activities and minimise pollution.
- Implement strategies for prevention, or if not feasible, reduction and/or of noise, dust, fumes, toxic emissions, fire, vibration, waste, water contamination and water usage.
- Minimise the creation and inappropriate disposal of waste.
- Ensure materials are reused or recycled wherever possible.
- Ensure hazardous waste and environmentally sensitive material are effectively contained and disposed of in an environmentally acceptable manner.
- Communicate this policy and educate workers including contractors to create awareness of environmental issues, ensuring that this awareness translates into environmentally responsible work practices, and is integrated into training, decision making and performance assessment.
- Keep abreast of emerging environmental management practices and adopting wherever possible changes to our business systems and processes as appropriate.

Pipeline Training Australia makes this policy available to interested parties, our workers and to the public via the company website.

To ensure its continuing relevance it is reviewed annually and updated accordingly.

Name: Kieran O'Connor (CEO)

Date: 3/4/2024

Appendix A

Environmental Management Plan (AS/NZS ISO 14001:2016)

NOTE: Pipeline does not currently hold accreditation for ISO 14001

However, Pipeline Training Australia has implemented environmental management practices aligned with key principles of ISO 14001.

ISO 14001

Pipeline Training Australia implementation of ISO14001

1. Scope

Metro Excavations & Plant Hire Pty Ltd RTO 91431
t/a Pipeline Training Australia, Environmental Policy

Organizational Boundaries: includes the Rouse Hill campus and the Oakville training facility.

Activities, Products, and Services: The scope activities are listed on Training.gov.au under RTO# 91431. Scope includes full qualifications, skill sets, and units that Pipeline delivers. Many of these units cover environmental aspects and impacts

Environmental Aspects and Impacts within qualifications and units: These aspects include energy consumption, emissions, waste generation, water usage, recycling etc.

Legal and Other Requirements: The scope includes compliance with state and federal legal environmental requirements.

2. Normative references

Clarity and Consistency: It provides a common reference point for understanding specific terms, methodologies, or procedures.

Compliance: specific requirements or guidelines that Pipeline adheres to comply with ISO 14001.

Quality Assurance: Pipeline uses a variety of systems within in the Pipeline Integrated Management System (PIMS) to assure quality in its operations -refer to Appendix B

Continuous Improvement: Pipeline follows established guidelines and methodologies to benchmark its performance against industry standards and identify areas for improvement.

3. Terms and definitions

Integrated Management System (IMS): Pipeline has structured frameworks that it utilises to manage its environmental responsibilities in a systematic manner. These include *Pipeline - Staff Training Register*, *Pipeline - Approved Supplier Register*, *Pipeline - Business Continuity Plan Emergency management and recovery plan*, and *Pipeline -Risk and Opportunity Register*

Environmental Aspect: Pipeline's activities that can interact with the environment include emissions to air from the use of Pipeline vehicles when travelling Oakville Training Facility and to construction sites or training venues, water usage, soil disturbance during training, energy consumption (vehicles, equipment, and office), waste generation, etc.

Environmental Impact: Pipeline's operational environmental footprint is relatively low compared with heavy industry operations; however, Pipeline remains committed to sustainable environmental management and continual improvement across all activities. For training purposes land and soil may be excavated and then returned to its original state.

Compliance Obligations: Legal requirements under the *Protection of the Environment Operations Act, 1997, NSW*.

Interested Parties: Pipeline's training and assessment decisions have minimal impact of other parties/stakeholders. Training is arranged and agreed among learners, their employers, and Pipeline.

Continual Improvement: Pipeline is responsive to industry standards and demands. Training materials are reviewed annually to ensure contextualisation for industries, especially water and sewage, electrical, construction, rail etc.

Emergency Preparedness and Response: Pipeline has, *Pipeline - Business Continuity Plan Emergency management and recovery plan* to be activated by key employees when and if required. The plan works in combination with *Pipeline - Environmental Policy*, and *Work Health and Safety Policy*

4. Context of the organisation

Internal Context: Pipeline has a full set of policies and procedures: culture, values, structure, resources, processes, and capabilities. It encompasses aspects such as the organisation's mission, vision, and strategic direction, as well as its leadership and workforce. Refer to appropriate documents.

External Context: Pipeline's environmental performance impacts on its relationship with external stakeholders, especially customers: Sydney Water, Endeavour Electricity, Metro Trains Sydney, and many others., its suppliers documented in the approved supplier list, regulators including SafeWork NSW, ASQA, and Smart & Skilled.

Identified aspects and impacts on the environment are listed in the Risk and Opportunity Register. Appropriate controls are in place to minimise emissions and pollutants and maximise management recycling.

5. Leadership

Management at Pipeline, the CEO, CFO, CO are accountable for managing Pipeline's involvement and commitment to the establishment, implementation, maintenance, and continual improvement of the environmental policy. All staff are responsible for implementing the policy.

Commitment and Responsibility: Pipeline's management demonstrate leadership by establishing a clear policy for environmental management. This policy outlines the organisation's commitment to environmental protection, compliance with applicable legal requirements, and continual improvement of environmental performance. Management is responsible for ensuring that the policy is communicated, understood, and implemented at all levels of the organization.

Assignment of Roles and Responsibilities: Management assigns roles, responsibilities, and authorities within the organisation to ensure that environmental management objectives are effectively achieved.

Resource Allocation: Management is responsible for providing the necessary resources—such as human resources, financial resources, technology, and infrastructure—to support the implementation and maintenance of the policy. Adequate resources are essential for achieving environmental objectives, targets, and goals in the use of water, energy, reusable and recyclable resources.

Integration with Business Processes: Management ensures that environmental management is integrated into the organisation's overall business processes and decision-making, including aligning environmental objectives with broader business objectives, considering environmental factors in strategic planning, and promoting a culture of environmental responsibility throughout the organisation. This includes consideration of sustainability, resource efficiency, responsible procurement and environmental impacts within operational and training activities where reasonably practicable.

Promotion of Awareness and Competence: Management promotes awareness of environmental issues and the importance of environmental management among employees, for example by the provision of various disposal containers in each room to separate recyclable (toner, paper, bottles etc) from general waste.

Review and Performance Evaluation: Top management periodically reviews the organisation's environmental performance, including the effectiveness of its policies, to ensure that environmental objectives are being met and continual improvement is achieved. This involves conducting management reviews, setting performance indicators, and taking corrective actions as needed. This typically occurs twice per year and coincides with annual renewal of contracts with various customers.

6. Planning

Environmental Aspects: Pipeline is fully aware of the legal and environmental aspects of its activities and impacts.

Planning involves the establishment of environmental objectives, or overarching goals, and targets or the specific, measurable, achievable, relevant, and time-bound actions to achieve those objectives -refer to treatments in the Risk and Opportunity Register

Risk Assessment, Mitigation, and Treatments: Pipeline assesses environmental risks associated with their operations and activities and develops measures to mitigate or control those risks. This may involve implementing preventive measures, contingency plans, emergency response procedures, and measures to address foreseeable environmental emergencies -refer to treatments in the Risk and Opportunity Register

Integration with Other Processes: Planning for environmental management is integrated with other organizational processes, such as strategic planning, operational planning, and risk management. This ensures that environmental objectives and targets are aligned with broader business objectives and goals, i.e. they are separated as additional tasks

7. Support

Resources: Pipeline has the necessary human resources, financial resources, technology, infrastructure, and information—to support the implementation and maintenance of its environmental policy.

Competence: personnel involved in the implementation, operation, and maintenance of the policy are competent. This includes prior training, education, and professional development opportunities.

Awareness: Pipeline promotes awareness of environmental issues and the importance of environmental management among employees. This includes ensuring that employees understand the importance of their role in mitigating, eliminating, substituting, and administrative controls to minimise impacts and recycle waste.

Communication: Pipeline's communication channels are essential for the success of all policies: oral, phone, text, email are used daily; policies and procedures are in place as a reference when needed.

8. Operation

Operational Planning and Control: Pipeline maintains procedures for the effective planning and control of operations associated with significant environmental aspects and impacts, implementing operational controls to mitigate adverse impacts, and ensuring compliance with legal and other requirements.

Emergency Preparedness and Response: *Pipeline Business Continuity Plan / Emergency management and recovery plan* establishes procedures for identifying potential emergency situations, responding to emergencies, and preventing or mitigating environmental impacts associated with emergencies. This includes developing emergency response plans, conducting drills and exercises, and providing training to personnel.

Nonconformity and Corrective Action: Pipeline conducts risk assessments and documents non-conformity in the risk register. Corrective actions are listed and acted upon to address root causes of nonconformities, preventing their recurrence or minimising the impact, and implementing measures to improve environmental performance -refer to *Pipeline - Risk and Opportunity Register*.

Records Management: Pipeline maintains documented environmental compliance information in its DMS.

Documented Information: Pipeline maintains documented information, policies, procedures, manuals, records, and reports, etc necessary for the effective planning, operation, and control of the environmental impacts. All documentation is held in Pipeline's Document Management System (DMS) within Pipeline's Integrated Management System (PIMS)

Control of Documents: All documents are subject to file name controls and version control and appropriately authorised, review dates, distribution, and archiving.

9. Performance evaluation

Monitoring and Measurement: Pipeline monitors key characteristics of their operations and activities that can have environmental impacts. This includes monitoring emissions, energy consumption, waste generation, water usage, and other relevant environmental indicators that determine approved suppliers

Evaluation of Compliance: Pipeline's compliance with applicable legal and other requirements related to environmental performance is periodically evaluated and updated with contractual agreements. This includes assessing whether Pipeline is meeting its obligations and contractual agreements.

Internal Audit and Management Review: Pipeline conducted periodic internal audits, including its environmental aspects and impacts to conform with ISO 14001 requirements, effectiveness in achieving environmental objectives and targets, and compliance with applicable legal and other requirements. Internal audits help identify areas for improvement and ensure the continual improvement.

10. Improvement

Typically, improvement stems from ISO 14001 components listed above:

Continual Improvement: Pipeline has established processes for monitoring, measuring, evaluating, and continually improving their environmental performance. This includes conducting periodic reviews together with contract/preferred supplier renewals, audits, and management reviews to assess progress, identify areas for improvement, and take corrective actions as necessary.

Nonconformity and Corrective Action aims to address root causes, prevent their recurrence, or minimise risks, and mitigate any adverse environmental impacts.

Continual Improvement includes monitoring, measurement, analysis, evaluation, internal audits, and management reviews that lead to environmental management practices, prevent pollution, conserve resources, and minimize environmental impacts.

Management reviews provide an opportunity to assess the organisation's overall environmental performance, identify trends, and make strategic decisions. Management evaluates the overall performance of environmental management as part of its business strategy to assess performance trends, identify root causes of nonconformities or inefficiencies, and determine opportunities for improvement.

Appendix B

PIPELINE INTEGRATED MANAGEMENT SYSTEM (PIMS)

ASQA’s Self-assurance and VET Quality Framework (VQF) assurance requirements

Pipeline’s Integrated Management System (PIMS): Pipeline has many systems that are automatically or manually integrated. Over time disparate systems and double entry systems will become more integrated; for example, the new web will eventually integrate payments, enrolments, and online learning system (LMS). Meanwhile Pipeline remains relatively efficient due to its staff and systems. Our regulator, ASQA, is now focusing on self-assurance, that is, how Pipelines assures all stakeholders that it is doing its job effectively. The honeycomb diagram below is an overview:

VET Quality Framework and Pipeline’s Quality Assurance: Pipeline’s quality is assured by PIMS through various outcome-based metrics, comprising:

- Standards for Registered Training Organisations (RTOs) 2025
- Australian Qualifications Framework (AQF)
- Fit and Proper Person Requirements
- Financial Viability Risk Assessment Requirements 2021
- Data Provision Requirements 2020 (including quality indicator, AVETMISS data, completions etc.)



- IMS: Pipeline's automated and manually integrated management systems
- ASQA: Australian Skills **Quality** Authority
- MYOB: Accounts payable and receivable
- LMS: Learning Management System: aNewSpring: Online learning
- SMS: Student Management System JOBREADY PLUS: Enrolments, Outcomes, Completions, Certificates, Data Reporting, AVETMISS
- DMS: SHAREPOINT: Softcopy storage, Assessments tools, Assessment outcomes, & MS365: MSOffice: Word, Excel, PowerPoint, Outlook: Assessment Tools, Presentations, Data, Communications via TEAMS, ZOOM
- DMS: Hardcopy student outcome assessment instruments in storage
- ASAT: ASQA Self-Assessment Tool -6 monthly overview of SRTO, compliance, risks, and treatments
- Web: Advertises course, Positions marketing policy. Integrates with MYOB payments and SMS enrolments
- EDM: Electronic Direct Mail using MailChimp to market courses
- SM: Social media includes LinkedIn, Facebook, Instagram, IT, etc.)
- VQF: VET (Vocational Educational Training) Quality Framework