

Environmental Management Policy



Policy owner	Chief People Officer
Policy issue date	March 2019
Last Policy review date	November 2022
Next Policy review date	February 2024

Introduction

NSW Land Registry Services (NSW LRS) is committed to environmental sustainability and responsible management with the aim of minimising any detrimental impacts our operations have on the environment. Alongside this, is a commitment to transparency and increasing the disclosure of environmental and climate related risk in accordance with the framework devised by the Taskforce on Climate-related Financial Disclosures (TCFD).

These commitments are intrinsically linked to NSW LRS' Environmental, Social, and Governance (ESG) Program, which is measured and externally benchmarked against best practice via the Global Real Estate Sustainability Benchmark (GRESB) assessment for Infrastructure Assets.

All these efforts will be appropriately and transparently funded through the annual budgeting process.

Purpose

This policy outlines NSW LRS' objectives, principles and intentions in ensuring NSW LRS manages its operations in an environmentally sustainable manner. The policy applies to all staff, consultants, contractors and outsourced service providers performing work for NSW LRS.

Policy

NSW LRS is committed to responsible environmental sustainability including limiting any adverse impacts NSW LRS' operations has on the environment by reducing its greenhouse gas emissions, energy usage, water usage and waste generation, wherever reasonably possible.

NSW LRS has identified and adopted a set of non-negotiable, ESG-specific commitments to be applied in all its business operations and management processes. Specific to environmental considerations, NSW LRS is committed to:

- Sustainable practices that minimise negative impacts on the environment
- Engaging with partners and suppliers that share sustainable objectives and act responsibly with regard to their employees, the environment and their communities

- Developing a culture where sustainability is a part of what we do

NSW LRS manages its environmental commitments and performance via an overarching ESG strategic plan. The plan incorporates the set of strategies the organisation has in place in respect to its environmental, social and governance commitments. NSW LRS is striving for continual improvement in its ESG performance through these established strategies, each of which contains material, specific, measurable, ambitious and timed targets.

Progress, performance against targets and key measures of the plan and its contained strategies are reviewed and reported quarterly (or as required). Material risks are also captured and communicated, with best-practice mitigation adopted wherever required.

Procedures

The process adopted by NSW LRS complies with all relevant environmental legislation.

NSW LRS will develop procedures to manage its operations in an environmentally sustainable manner by:

- Maintaining adequate processes and procedures to manage NSW LRS' environmental commitments within the scope of NSW LRS' operations and available resources
- Undertaking environmental evaluations and self-assessments of the implementation of this policy
- Assessing the risks and opportunities (physical/transition/social) that NSW LRS is exposed to, or could be exposed to, in respect to the predicted impacts of climate change
- Setting targets on the overall environmental impact of NSW LRS' operations such as associated greenhouse gas emissions, energy usage, water usage and general waste production.
- Conducting environmental impact audits to assess the impact of NSW LRS' operations on our environment and climate change and the impact of climate change on NSW LRS, developing action plans aimed at minimising these detrimental impacts and adapting action plans to any relevant climate change issues
- Establishing and maintaining environmentally responsible material sourcing, resource efficiency, purchasing guidelines and procedures (see Procurement Policy), whilst working with suppliers who promote sound environmental practices
- Conducting GHG, energy, water, and waste audits and adopting associated recommendations for reducing these where practical
- Incorporation of environmental sustainability and climate change adaptation as a key principle of any NSW LRS accommodation planning
- Incorporating environmentally conscious features and infrastructure in any office fit outs
- Creating greater environmental management awareness among staff by training staff in environmental awareness, consulting and including staff in developing programs to improve environmental performance and making available via the intranet information on actions and initiatives being pursued

- Being an environmentally responsible neighbour in our community and controlling both noise and light pollution associated with our operations
- Conserving natural resources by practicing reuse and recycling across the business
- Using, in our own operations, processes that do not adversely affect the environment
- Ensuring the responsible use of energy throughout the organisation
- Benchmarking our environmental performance using measures such as the GRESB Infrastructure Asset Assessment

Roles and Responsibilities

The Board is responsible for:

- Ensuring NSW LRS has an effective and fit-for-purpose environmental management policy
- Monitoring the implementation and performance of key environmental projects and initiatives

The CEO is responsible for:

- The approval of NSW LRS' key ESG projects and initiatives and related documentation
- The approval of resources, as needed, to implement, maintain and improve NSW LRS environmental management practices
- Ensuring that environmental management is embraced by all NSW LRS staff so that it is relevant and effective and that relevant risks are appropriately identified, treated and monitored

Managers are responsible for:

- Promoting environmental management awareness
- Regularly assessing and managing environmental risks within their work area
- Reporting on the status of risks and controls to the CEO
- Identifying and communicating potential improvements to environmental management practices

All staff have a responsibility to:

- Support the policy and apply environmentally sustainable practices in accordance with our ESG principles
- Maintain an awareness of the environmental risks and opportunities that relate to their work area and to report any new risks in a timely manner
- Actively support, report and contribute to environmentally sustainable practices

Related Policies and Procedures:

- ESG Policy
- Procurement Policy

- Work Health & Safety Policy
- People Policy
- Risk Management Policy
- Code of Conduct