

Register of Environmental Objectives and Targets					EF-EP01-02 Revision 03	28/02/2024 Created: LE Approved: DF
Aspect No.	Aspect Description	Objectives	Target & Date	Action Plan, Improvements or Control	Key Performance Indicator (kPI)	Monitoring
1	Use of Paper & Cardboard	Reduce annual usage of paper in both office and project sites.	5% reduction by 1/1/2025	Paperless reporting system currently being used for the Service department. All department are to review stationery movement. Printing in double side. Printing unless necessary.	kg	Monitor via stationery purchase orders.
2	Type of Company Vehicles	Decrease petrol consumption, Increase diesel powered vehicles. Reduce CO2 in general.	10% reduction by 1/1/2025	Upgrade company vehicles to diesel powered vehicles. Ensure periodical pre - maintenance are achieved to ensure optimal engine use.	% of diesel vehicles	Monitoring via new vehicle purchase or leasing.
3	General Waste	Segregation of general waste for recycling, Reduce annual waste from the office.	5% reduction by 1/1/2025	Continued recycling of general waste, paper & cardboard.	Litres	Monitoring via Invoices from URM general waste.
4	Refrigerant	Refrigerant mamangement are according as per ARTIC Code of Practice and Regulations.	Recover 95% of contaminated Refrigerant	Maintain customer air conditioning equipment as per DA19 guidelines by ARTICK.	kg	Monitor via refrigerant suppliers.
5	Redundant Equipment	Recycle old redundant mechanical equipment.	Dispose direct to recycler.	All demolition and removal of redundant equipment are done by sub contractors which they directly forward to metal recyclers. Also, other equipment replaced or removed are kept by the clients for recycling or used as parts.	kg	Monitoring via Project jobs undertaken where equipment replacement and or demolitions are required.

6	Printer toner use	Case and toner recycling	20% reduction of toner use by 1/1/2025	Using the same printer models for office use, will ensure that the same model toners will be use to a common toner use will control the amount of toners to be recycled.	ml	Collection and refilling of toners by a printing service provider and recycling at Officeworks.
7	Use of electricity for office lighting and office equipment	Reduce annual electricity consumption for lighting	5% reduction by 1/1/2024	Ensure all staff in their respective work areas switch off all electrical office equipment and lighting at the end of the working day.	kWh	Monitoring of use via electrical bill for Energy Australia.
8	Use of electricity for office air conditioning	Reduce annual electricity consumption for A/C	5% reduction by 1/1/2025	Reduce the use of air conditioning to a minimal, open windows on suitable days. System operates on a timer.	kWh	Monitoring of use via electrical bill for Energy Australia.
9	Pallets	Reduce pallet wastes.	5% reduction by 1/1/2025	Recycling of pallets by suppliers, change of pallets made of wood to cardboard for cardboard recycling eg, Mitsubishi pallets	kg	Monitoring via purchase of equipment requiring pallets for logistic.
10	Noise	To monitor and reduce complaints relating to noise within the scope of Velocity Air responsibility.	On going	<ol style="list-style-type: none"> 1. To consider noise impacts when planning any changes in use of our products and services. 2. To consider noise impacts when planning any project installation, servicing processes. 	dBa	Monitoring via planning ahead and ensuring that projects or services works, that may or will generate possible excessive noise to be done at a more appropriate time. Eg: after hours
11	Dust Control	Reduce excessive dust caused during demolition and replacement of equipment from projects and service.	On going	Staging of works to minimise disturbance of dust. Covering all return air duct opening with an appropriate filtering material prior to comencing any works. Taping of all access except for essential access. Using sticky floor tape to reduce the movement of dust from one area to another. Dust mask are used during works that may involve dust disturbance.		During any project works, the main contractors that we work for as part of their procedure, monitors and control dust movement during any demolition. Velocity Air would not be involve in any such demolition, however we would monitor possible dust disturbance by doing a prior visit to the site and assesing the works and then decide if it warrants to hire a dust moniotring device.

12	Improve Employee awareness	Improve employee awareness	On-going	Monthly emails on environmental issues. Forward new information received on HVAC environmental issues from ARIA	Monitor emails	Liz to send monthly emails
13	Accessing documents via cloud based system	Reduce paper and increase workplace efficiency	On-going	Use of cloud based One-Drive via Microsoft work platform	Kg and minutes	Monitor via stationery purchase orders