



# Environmental & Social Governance Plan






## Revisions

The Environmental and Social Governance Plan must be reviewed 12 monthly or as required to suit the program of works. The review shall consider any significant change to the project risk assessment, significant incidents or legislation requirements.

Amendments are summarised in the table below:

### Revision Control Schedule

Rev	Issue / Amendment	Date	Prepared by	Approved by	Signature
A	Draft for review	20.06.2023	L. Gardner	B. Woods	
B	Amendments following Director level review	05.07.2023	L. Gardner	B. Woods	
1	Issued for Implementation	07.07.2023	L. Gardner	B. Woods	

The original signed master copy shall be retained in the HSE File.

This copy is registered as **Copy No 1** and is subject to updating

Yes

No

## Our ESG Commitment

At Woods Signalling, we are committed to reaching the **Environmental, Social and Governance** goals set out in this plan.

### Environmental

- Net Zero greenhouse gas emissions by 2030
- Quantify and reduce waste output to landfills by 50% by 2030

### Social

- Increase participation of women in our technical workforce to 40% by 2030
- Increase first nations participation in our overall workforce to 6% by 2030

### Governance

- Implement and enforce strict policy relating to ethical business practices by 2023.

## Environmental & Social Governance Values

Woods Signalling Service Pty Ltd is committed to positively contributing to the global community.



Name: B. Woods	Role: Director	Signature: 	Date: 07/07/2023
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## Contents

1. Definitions & Abbreviations .....	5
2. Key ESG Topics .....	6
3. Methodology .....	7
4. Environmental Assessment .....	8
5. Initiatives - Environmental .....	10
6. Social Assessment .....	11
7. Initiatives - Social .....	14
8. Governance Assessment .....	15
9. Initiatives - Governance .....	15
10. Implementation & Strategy .....	15

# 1. Definitions & Abbreviations

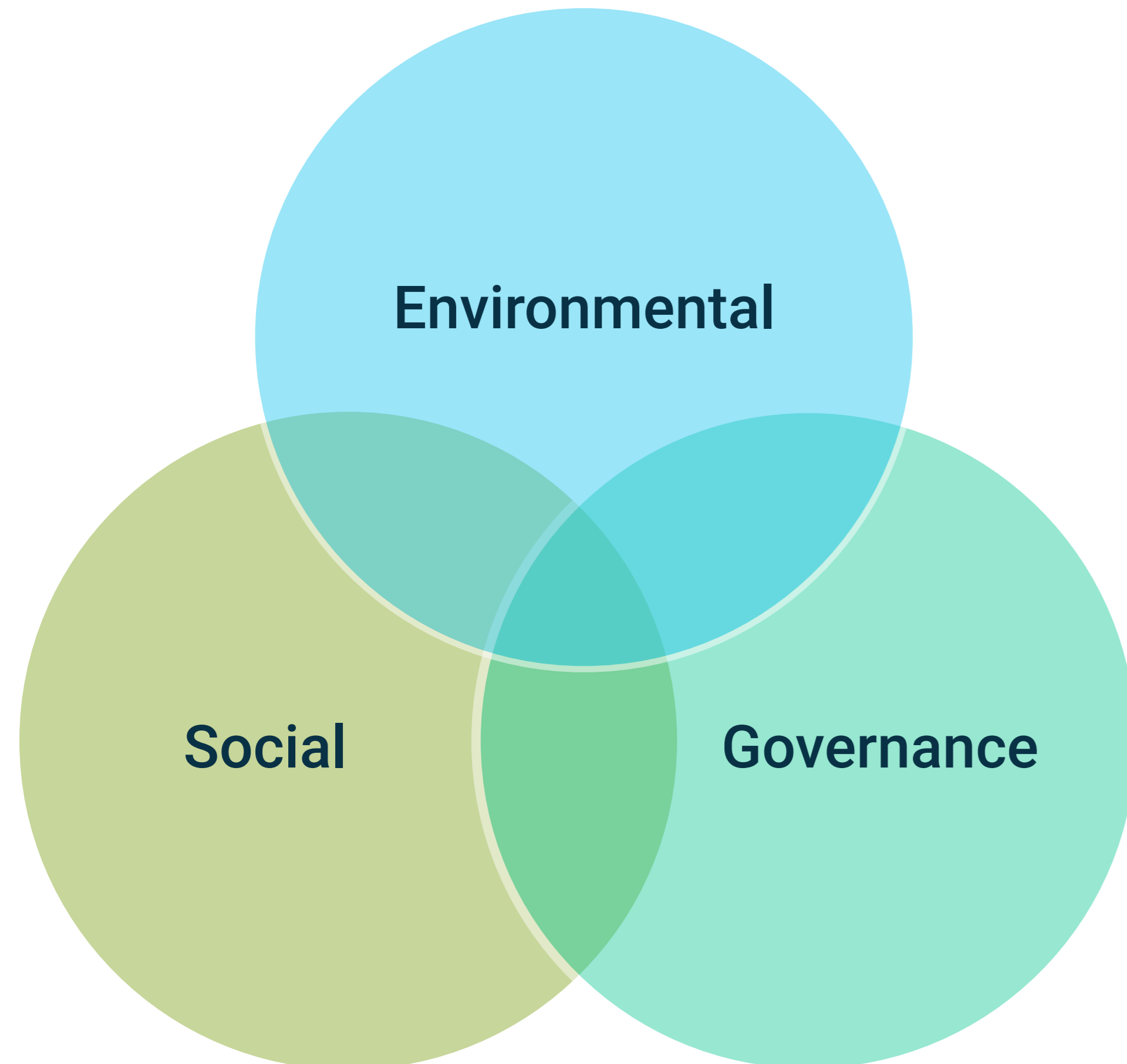
Term / Acronym	Definition
AS	Australian Standard
AS/NZS	Australian / New Zealand Standard
HSE	Health, Safety & Environment
HSEQ	Health, Safety, Environment & Quality
ISO	International Organisation for Standardisation
KPI	Key Performance Indicator
Lost Time Incident (LTI)	A work-related injury/disease resulting in time lost from work of one day/shift or more
LV	Light Vehicle
OHS	Occupational Health & Safety
Plant	Includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto
PC	Principal Contractor
PPE	Personal Protective Equipment
PRA	Project Risk Assessment

Term / Acronym	Definition
RCD	Residual Current Device
RFI	Request for Information
Risk	The combination of the likelihood of a specific unwanted event and the potential consequences if it should occur
RTW	Return to work
WSS	Woods Signalling Service
ESG	Environmental & Social Governance
FY	Financial Year
T	Tonnes
GHG	Greenhouse Gas
LPG	Liquid Petroleum Gas
L	Litre
kWh	Kilowatt Hours
MJ	Mega Joules
TRIFR	Total Recordable Injury Frequency Rate

## 2. Key ESG Topics

### 2.1 Interpretation

WSS is committed to the principles of ESG and actively strives to embed and grow the three fundamental pillars within all aspects of its business.



### 2.2 Scope

The three pillars of Environmental, Social and Governance incorporate the below topics.

Environmental	Social	Governance
<ul style="list-style-type: none"> <li>• Energy usage and efficiency</li> <li>• Climate change strategy</li> <li>• Waste reduction</li> <li>• Biodiversity loss</li> <li>• Greenhouse gas emissions</li> <li>• Carbon footprint reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Fair pay and living wages</li> <li>• Equal employment opportunity</li> <li>• Employee benefits</li> <li>• Workplace health and safety</li> <li>• Community engagement</li> <li>• Responsible supply chain partnerships</li> <li>• Adhering to labour laws</li> </ul>	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Corporate governance</li> <li>• Compliance</li> <li>• Ethical business practices</li> <li>• Avoiding conflicts of interest</li> <li>• Accounting integrity and transparency</li> </ul>

Each of the three pillars is comprised of a number of key points. WSS will endeavour to keep these key ESG points in the forefront of what we do in our day-to-day business.

## 3. Methodology

### 3.1 Continual Improvement

Woods Signalling's annual cycle of Assessing, Implementing and Review as shown (right), is The basis for our approach for continual improvement.

**Assess** – We assess our current performance.

**Implement** – We implement initiatives to improve our performance.

**Review** – We record and analyse results.

We start the process again.



### 3.2 Baseline Data

Data recorded from the FY22-23 will form the baseline for our ESG Plan. All future metrics will be compared to FY22-23 as the baseline.



## 4. Environmental Assessment

### 4.1 Assessment Metrics

#### 4.1.1 Diesel Fuel

In the state of Victoria, The Department of Environment, Land, Water and Planning estimate the typical diesel fuel CO2 co-efficient to be:

**2.68kg CO2-e / L**

#### 4.1.2 Electricity Usage

In the state of Victoria, as of 2022, The Department of Environment, Land, Water and Planning require energy retailers to calculate GHG emissions using the co-efficient of:

**1.06kg CO2-e / kWh**

#### 4.1.3 Natural Gas

In Victoria, the Environmental Protection Agency calculated GHG emissions from natural gas at the rate of:

**0.069kg CO2-e / MJ**

#### 4.1.4 Liquefied Petroleum Gas (LPG)

In Victoria, the Environmental Protection Agency calculated GHG emissions from natural gas at the rate of:

**1.51kg CO2-e / kg**

#### 4.1.5 Unleaded Petroleum

In the state of Victoria, The Department of Environment, Land, Water and Planning estimate the typical petroleum fuel CO2 co-efficient to be:

**2.68kg CO2-e / L**

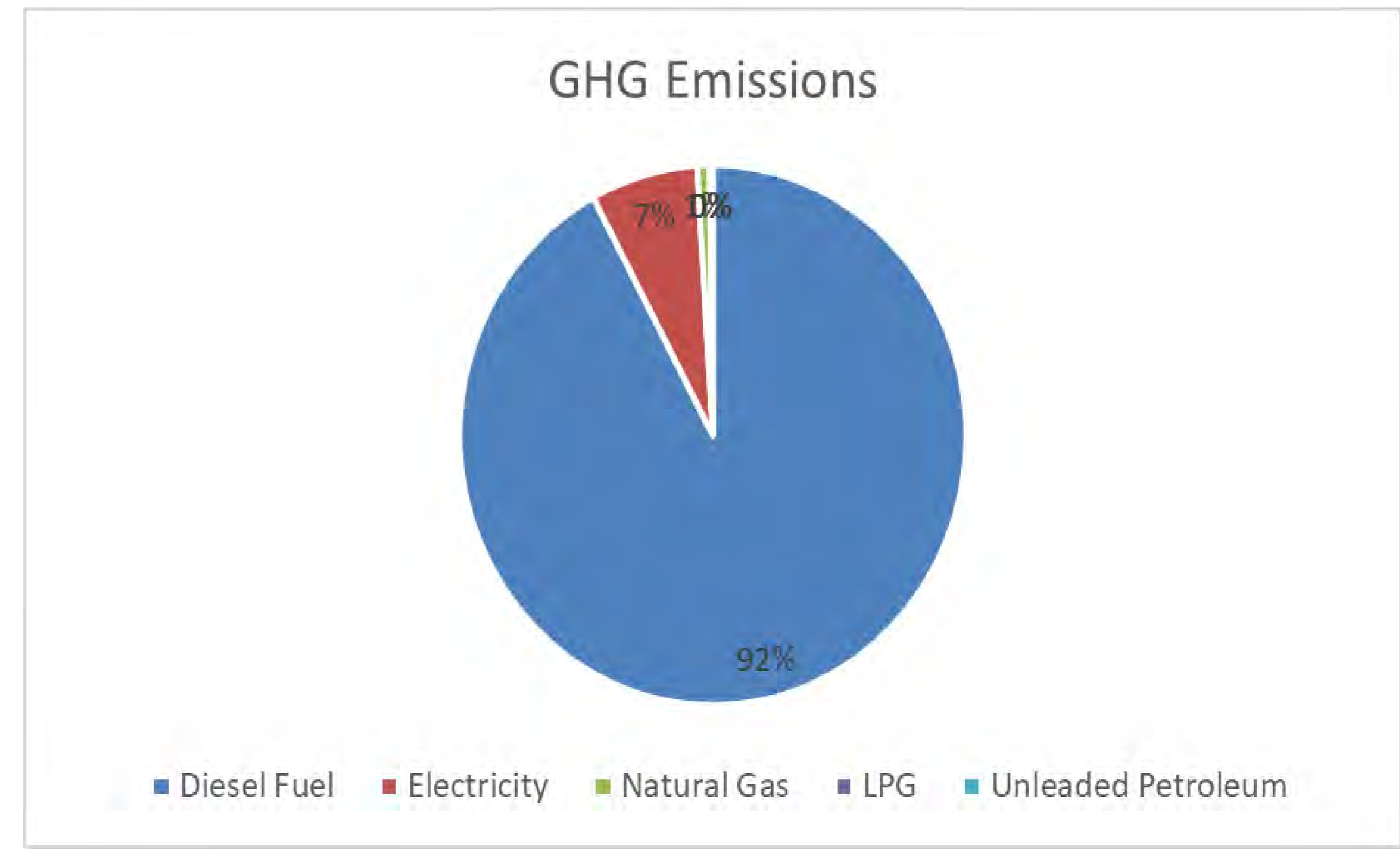
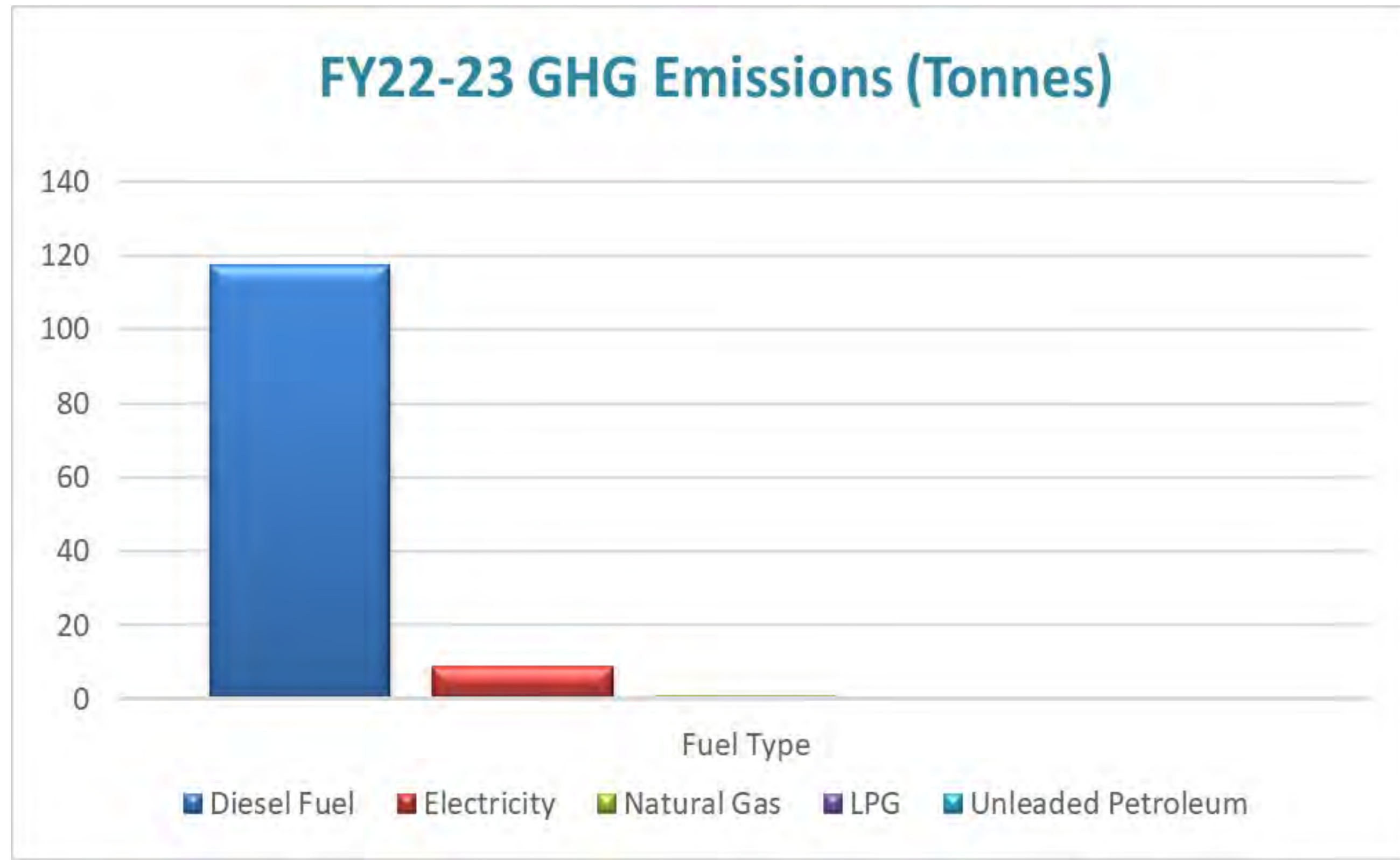
### 4.2 Results – FY22-23 (Baseline)

Woods Signalling FY22-23 GHG Emissions		
Energy Category	Raw Energy Usage	Calculated GHG Emissions
Diesel Fuel	43,818L	117.432t
Electricity	8230.48kWhs	8.724t
Natural Gas	14,708.40MJ	1.015t
LPG	45kg	0.068t
Unleaded Petroleum	77L	0.177t
<b>TOTAL GHG Emissions</b>		<b>127.416t</b>

*Rounding: GHG Emissions have been rounded to the nearest 1kg for each category.*



#### 4.1 Results – FY22-23 (Baseline) (cont.)



#### 4.3 Fugitive Emissions

Fugitive Emissions are emissions caused by loss. It includes escaped gas that makes its way to the atmosphere. In Victoria, the Environmental Protection Agency estimate the average fugitive emissions to be around 2.4%. We have not included fugitive emissions in our calculations but wish to acknowledge their possible presence.

#### 4.4 Prioritisation

From the data collected for the FY22-23, it has been identified that the largest area for environmental improvement is with our CO2 emissions caused by our use of diesel fuel. Diesel accounts for >92% of our CO2 emissions in FY22-23 at 117.432 tonne.

## 5. Initiatives - Environmental

### 5.1 Carbon Offsetting

#### 5.1.1 Carbon Offset Market

Due  
FY23-24

WSS is investigating feasibility of participating in the carbon offsetting market. As a potential means to efficiently offset the CO2 emissions of our diesel fuelled fleet pending the longer-term transition to electric powered vehicles.

#### 5.1.2 Carbon Offsetting Vegetation

Due  
FY23-24

WSS will be donating and participating in local “Greening Australia” initiatives. This will include financial contributions as well as staff and stakeholders volunteering their time to assist in planting trees in our local area.

### 5.2 Green Fleet

Due  
FY23-24

In 2022 WSS made an initial investment in trialling hybrid-electric utility light vehicles. Delivery of the hybrid Toyota pick-up is expected early 2024.

By implementing this trial vehicle alone, we anticipate a reduction of GHG’s by 2.430t per year.

The cost of the trial vehicle is inhibitive to replace all eleven fleet vehicles at this stage. If the trial is successful, and when hybrid pick-up prices become economically viable WSS will endeavour to transition to a hybrid or fully electric fleet.

WSS keenly awaits a commercially viable plug-in electric utility vehicle.

WSS will consider making another similar investment in a trial electric vehicle.

### 5.3 Solar Installation

Due  
FY24-25

7% of Woods Signalling’s GHG emissions are as a result of our electricity consumption. To counter this, Woods Signalling has implemented a plan to fit our offices and factory/warehouse with solar arrays in the FY23-24. We aim to reduce our GHG emissions from our electricity consumption from 8.724t per year to 4t per year.

### 5.4 Energy Efficient LED Lighting

Due  
FY24-25

WSS will invest in energy efficient LED lighting for offices, warehouse and factory space. This will further reduce our carbon footprint by lowering our electricity consumption when the solar installation isn’t able to power the property.

### 5.5 Electric Forklift

Due  
FY25-26

WSS is forecasting replacement for our LPG forklift with a plug-in electric model for FY24-25. The budget for this initiative was pushed from FY23-24 to FY25-26 as a result of the FY22-23 environmental figures which show that the budget of \$60,000 would be better invested in off-setting our large carbon footprint as a result of the diesel burn.

We anticipate the GHG emissions to reduce by 0.050t per year by implementing this initiative.

### 5.6 Waste Reduction

Due  
TBC

WSS has no data available to measure our waste volume currently. We plan to develop a metric in order to capture this data.



## 6. Social Assessment

### 6.1 Social Assessment & Results

#### 6.1.1 Equal Opportunity

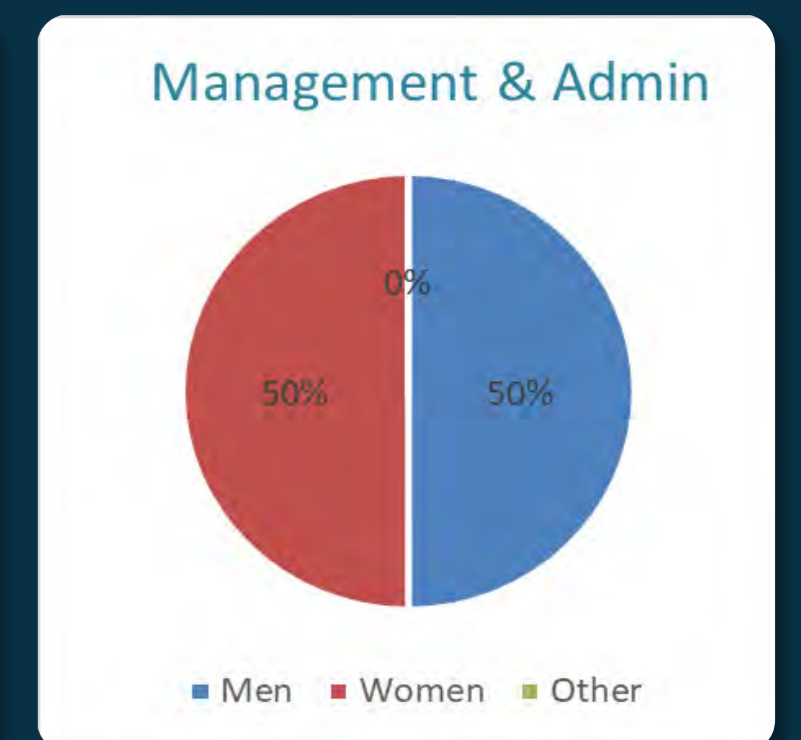
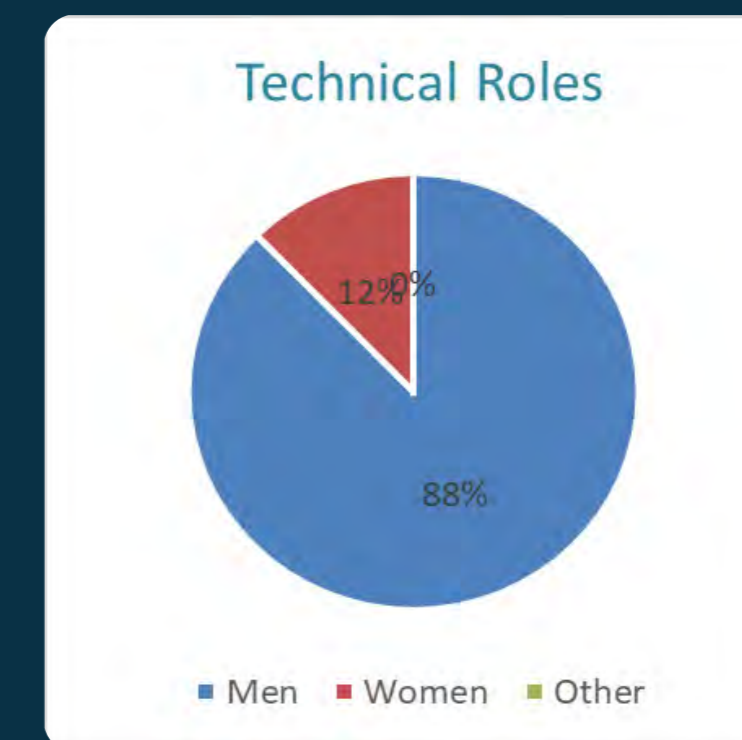
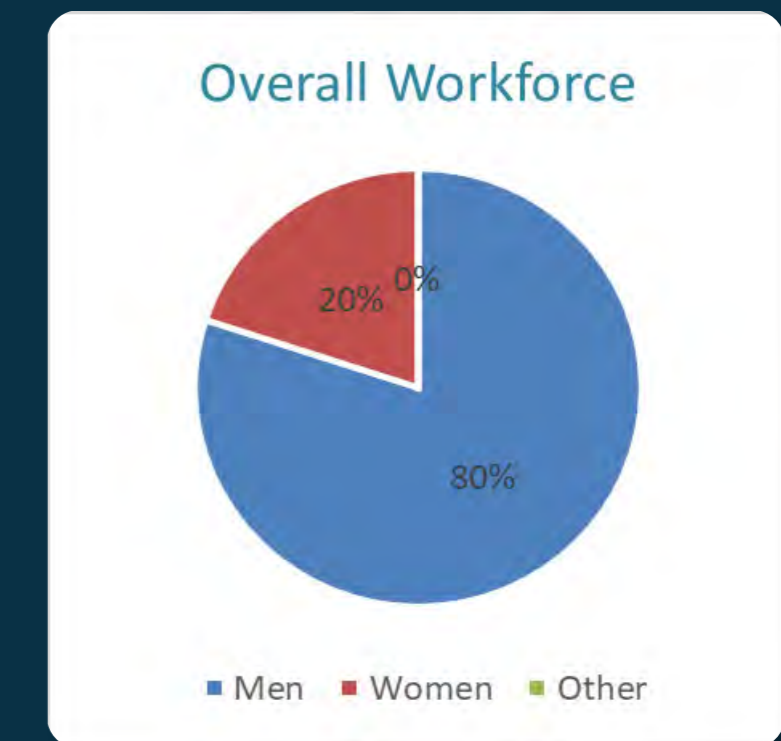
WSS has always and always will support every aspect of equality for people. This includes equal opportunities for employment, remuneration and development no matter a person's gender, gender identification, age, race, religious beliefs or sexuality. However, having these values entrenched in our policies and beliefs has not resulted in equal representation within our workforce.

##### 6.1.1.1 Gender Representation

It was also identified that there is an imbalance with women in our workforce primarily occupying clerical positions, we aim to encourage more women to take on technical and engineering roles within our business and the industry as a whole.

##### 6.1.1.2 First Nations Involvement

First Nations people make up approximately 3% of the WSS workforce.



## 6. Social Assessment (cont.)

### 6.1.2 Community Engagement

WSS has previously made donations and sponsored community events and clubs. We estimate our annual spend on such community engagement to be around \$2,000.

### 6.1.3 Employee Benefits

#### 6.1.3.1 Superannuation

Woods Signalling offers several benefits above the Rail Industry Award 2020 for our staff. One of which is that all staff are paid far above the employer superannuation guarantee.

	Typical Superannuation	WSS Superannuation
Rate	11%	11% (in some cases more)
Hours	Normal Time Earnings (capped at 38hrs per week)	All Hours Worked

The additional superannuation paid on non-normal time earning are designed to ensure that casual or part-time staff that only work weekends and shutdown type work are accruing a meaningful superannuation balance.

#### 6.1.3.2 Bonus Scheme

WSS maintains a bonus scheme for staff. Bonuses are paid when certain business goals are achieved and are distributed as a percentage of earnings dependant on merit, achievement and demonstration of the businesses core values.





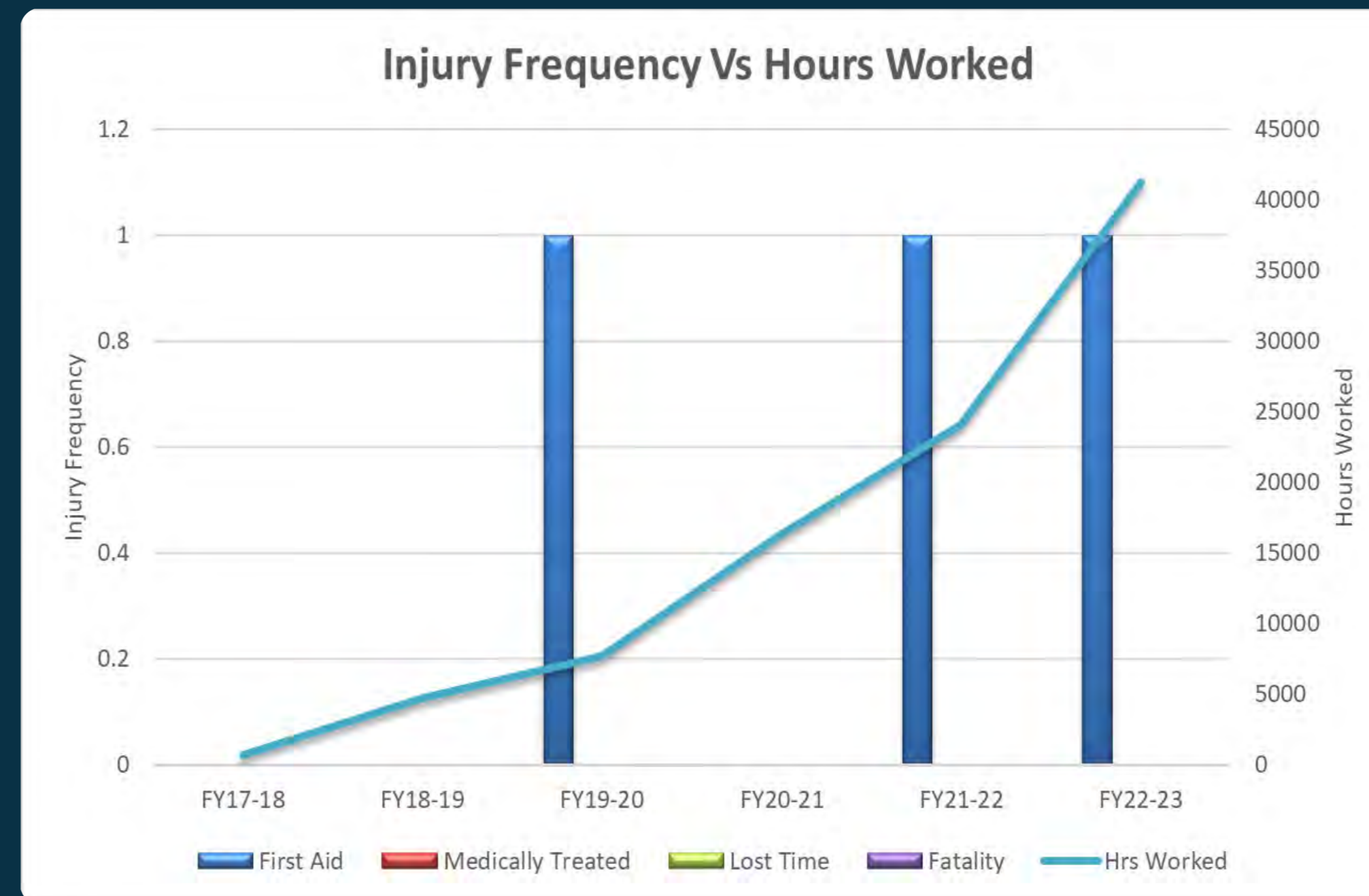
## 6. Social Assessment (cont.)

### 6.1.4 Workplace Health & Safety

Whilst WSS is proud of the fact that it has never had an employee lose time at work or require medical treatment due to injury on any of our worksites, it does not allow this to lead to complacency. WSS maintains clear processes for identifying and documenting, and grading hazard risks in the workplace. All potential risks are considered first for removal, then for reduction and mitigation to ensure residual risk to employees is minimised.

Further to this, WSS recognises that work sites can be dynamic environments, and as such requires all employees to report hazards as soon as they are identified as well as reporting safety incidents (including injuries as well as near-misses). All safety incidents are reviewed through root-cause analysis and recommendations implemented to ensure that our safety procedures are constantly improving.

WSS maintains strong record-keeping practises for all safety incidents to track progress on safety goals over time.



*Total Recordable Injury Frequency Rate (TRIFR) for WSS is 0.000 and has been since the business started in 2017.*

## 7. Initiatives - Social

### 7.1 Traditional Owner Acknowledgement

Q1  
FY23-24

WSS is to immediately commence formal acknowledgement practices of the First Nations people of Australia as the Traditional Owners of the land on which we work and live. This acknowledgement will be incorporated into every WSS meeting, including daily pre-shift briefings.

### 7.2 Donations & Sponsorship

Due  
FY24-25

WSS aims to support communities in which it operates to help build a stronger society. WSS has targets to increase level of financial support for community groups, events, and clubs which align with WSS' stated values of Environmental Sustainability, Social Equality, and Building Stronger Communities.

### 7.3 Equal Representation

Due  
FY24-25

WSS has identified an under representation of women within technical roles and First Nations people within supervisor and management roles. WSS aims to address this through our recruitment process by encouraging applications from under-represented groups through a variety of means including:

- Publicly committing to fair hiring practises and equal opportunities.
- Offering flexible working policies where possible including work location, hours, and leave policies so as to maximise opportunities for workforce participation.
- Setting and reviewing specific diversity targets each year for our workforce.

### 7.4 First Nations Career Development Program

Due  
FY24-25

By end of FY24-25 WSS will launch a First Nations Career Development Program following a period of research and consultation to ensure the program can target specific areas for improvement in culturally and strategically sound ways.

### 7.5 Reconciliation Action Plan

Due  
FY25-26

WSS will investigate the feasibility and benefits of developing an approved Reconciliation Action Plan. Woods Signalling will commence dialog with Reconciliation Australia to determine feasibility in the 24-25 financial year.

## 8. Governance Assessment

### 8.1 Governance Assessment & Performance

Whilst Woods Signalling is proud of its reputation as an honest, reputable and ethical business, it recognises that to ensure sustained governance performance, policies and practices that target continual improvement in this domain must be followed. Some areas WSS is currently addressing to improve the policy framework of its governance are as follows:

## 9. Initiatives - Governance

### 9.1 Ethical Business Practices

WSS will draft and implement a policy relating to ethical business practices. The policy is to outline implementation of an internal management training or employee induction relating to business ethics which will address issues such as corruption and conflicts of interest.

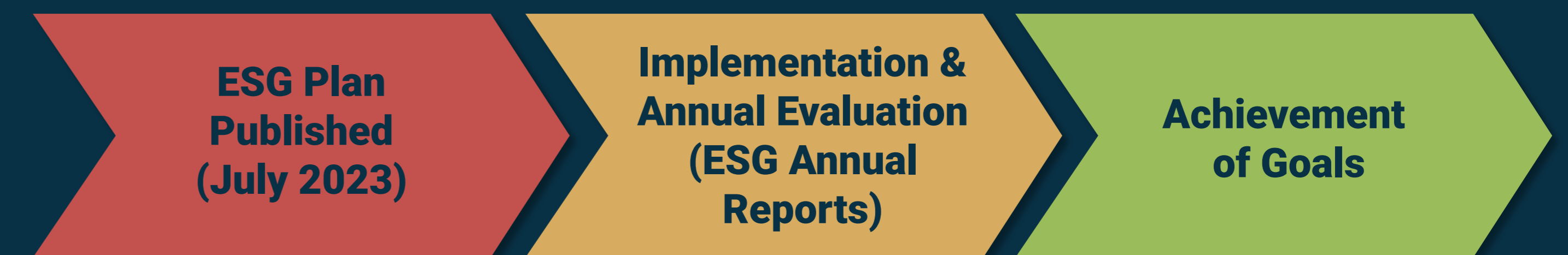
### 9.1 Ethical Business Practices

WSS will investigate and trial methods for increasing information security of staff, sub-contractors, clients, and our own business.

## 10. Implementation & Strategy

This ESG Plan is to be published 1st July 2023.

WSS will publish annual updates on the ESG Plan in the form of an annual report. The report will outline our performance Vs the FY22-23 baseline as well as any new goals set.





  
**WOJODS**  
*Signalling Service*