



## ENVIRONMENTAL SUSTAINABILITY POLICY

### PURPOSE

To ensure we:

- manage our facilities efficiently and reduce the environmental impact of their operations by maximising energy and water efficiency and minimising waste.
- consider environmentally sustainable design principles in the planning, design and construction of all new and upgraded school facilities

### POLICY

Schools must reduce the environmental impact of their operations by reducing the consumption of energy and water wherever possible.

Environmentally sustainable design principles must be considered in the planning, design and construction of all new and upgraded school facilities to maximise the efficiency of their operation.

Air-conditioning in schools is provided on the basis of their geographic location within the Nationwide House Energy Rating Scheme (NatHERS) Zones 20 and 27. All schools in these areas receive cooling to their entitled spaces under the space and area guidelines. Air-conditioning is also provided to all specialist schools and in all relocatable buildings.

### At the office

Ways in which we can minimise energy use in the office include:

- switch off your monitor when you are going to be away from your desk for longer than 10 minutes. Ensure your computer switches to sleep mode as it consumes only five per cent of full operating power
- check your PC, printers, photocopiers and other stand-by appliances are turned off at the wall (if you can reach safely)
- don't save items or download screen savers and graphics on your desktop. They can make your computer run slower and use more energy than normal operation
- turn the lights off when you leave a meeting room and at the end of the day
- if it's bright outside, think about whether you need the lights on. Open the blinds if possible
- consider using an energy-rated desk or floor lamp if you're working late
- ensure there are no windows open when the heating or air-conditioning is running
- if possible, turn off the air-conditioner when the office is empty
- press the EnergySaver or PowerSaver button after photocopying
- consider video-conferencing instead of travelling long distances for meetings. For more information, see: Videoconferencing
- remove your phone charger from the power point when not in use. It continues to consume up to 40 per cent of the current used to charge your phone.

## In the kitchen

Ways to increase the energy efficiency in the kitchen and staff room include:

- turn off appliances, such as urns, sandwich presses and microwaves, at the wall (if you can reach safely)
- install a timer on over and under-sink boilers so they switch off overnight and on weekends
- when placing items in the fridge or freezer, ensure the vents are not covered and the air can circulate
- keep a reusable water bottle and coffee cup rather than using plastic bottles and disposable cups
- use the provided office cutlery and dishware rather than take plastic utensils from cafes.

Ways in which we can reduce water usage:

- use the half-flush button when you can
- ensure the dishwasher is efficiently and fully stacked before turning on a cycle
- when washing your hands, don't let the water run while you lather
- reuse a glass or refill a water bottle to cut down on the number of glasses being washed
- take a four-minute power shower. By cutting your shower time from seven to four minutes, you will save up to 20,000 litres of water a year
- never pour oil, coffee grinds, paint or anything that may damage drain pipes or water recycling and treatment facilities down the drain
- abide by any water restrictions in place
- check taps are not dripping - one leaking tap can waste more than 2000 litres a month.

Here are some easy ways to make the most of printing:

- ensure your default settings are set to print grayscale and double-sided or booklet style
- adjust the margins and font size to fit more on each page
- save and distribute documents electronically
- choose paper with the highest amount of recycled material. Avoid paper made from virgin timber. Paper makes up 70 per cent of office waste
- make sure paper stock carries Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) accreditation
- track changes in Microsoft Word to make amendments and use tools such as 'spell check' and 'print preview'
- write addresses on envelopes instead of printing labels
- where possible, print two or four pages per sheet and print only the page(s) you need
- avoid laminating - this plastic can't be recycled
- use paper clips instead of staples, where possible
- use the recycling bins provided
- set up 'box printing' as a default setting. This means your documents only print when you collect them
- re-use single-sided paper for note taking
- think before you print and avoid it where possible.

## REVIEW CYCLE

This policy was last updated on March, 2018 and is scheduled for review in February, 2021

*Ratified by School Council  
June, 2018*