

RIVERINA REGIONAL LIBRARY ENVIRONMENTAL IMPACT STRATEGY

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| This document is to be reviewed annually. | | | |
| RESPONSIBLE DIRECTOR | | Robert Knight, Director RRL | |

1. INTRODUCTION

The Riverina Regional Library (RRL) provides centralised library services to 10 local government areas through a network of 18 branch libraries and mobile library that visits 28 communities.

RRL's Administration Centre is situated at 2 Galing Place, Wagga Wagga, from where centralised services are distributed to its member libraries.

1.1 Strategy Objectives

The RRL Environmental Impact Strategy aims to:

- Increase **recycling** and reduce waste
- Reduce the use of **paper**
- Reduce **energy** consumption
- Reduce **water** consumption
- **Purchase** environmentally preferred products
- Encourage staff to use sustainable **transport**
- Educate, engage and raise awareness of sustainable office management initiatives

1.2 Scope of Strategy

This policy covers the office-based operations of RRL Administration Centre.

1.3 Definitions

Environmentally sustainable work practices are those which reduce harm on the environment and reduce wastage of resources.

1.4 Legislative Context

RRL operates under the [Library Act 1939](#) and the [Library Regulation 2010](#).

1.5 Responsibilities

As a recognised service provider to a large distributed network of branch libraries, RRL is committed to minimising its own ecological footprint by pursuing environmental best practice and the prevention of pollution in office management and general operations.

Through a process of continual improvement RRL intends to demonstrate leadership in efficient and effective environmental office practices, providing a role model for the public library sector.

1.6 Reporting Requirements

This strategy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022 with a full policy review undertaken every four years in line with Local Government procedures. Progress of policies will be reported biannually.

1.7 Approval Arrangements

Approval arrangements will be undertaken through the RRL Advisory Committee approval process.

1.8 Review procedures

This strategy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022.

2. STRATEGY CONTENT

2.1 General Principles of the Riverina Regional Library Environmental Impact Strategy

General guidelines for sustainable environmental work practices:

Through our philosophy of '**rethink, reduce, reuse, repair, and recycle**', RRL will encourage all employees to help protect the environment by following the guidelines below:

Rethink

- Identify, review and manage our environmental impacts, potential risks and opportunities for improvement
- Incorporate environmental management considerations into our core business plans and management practices
- Actively promote and encourage the adoption of environmentally sustainable work practices and operations within our organisation, with our clients, suppliers and the general community
- Communicate this policy and other environmentally sustainable work practice commitments to all staff and, make this policy available to the public on the RRL website

Reduce

- Minimise waste-to-landfill, greenhouse gas emissions and other pollution, reduce our consumption of power, water and natural resources and employ environmental considerations in purchasing decisions
- Use goods which stop waste being generated
- Reduce paper consumption by avoiding unnecessary printing, maximising electronic document transfer, maximising double sided printing/copying and reusing paper where possible
- Reduce waste by choosing products that have minimal packaging and can be used productively and then recycled

Re-use

- Re-use containers, packaging or waste products, wherever possible
- Minimise waste of non-recyclable items for disposal (e.g. furniture and computers) by disposal through sale wherever possible

Repair

- Repair rather than replace items wherever possible
- Purchase office/library machinery that has a warranty and/or maintenance agreement wherever possible

Recycle

- Recycle all paper suitable for recycling
- Recycle glass, metals and recyclable plastics where collection facilities enable this strategy

For waste that can't be avoided, reused or recycled

- Treat the waste to make it less harmful or reduce the volume of the harmful component
- Dispose of the waste safely

Strategies to be implemented by the Manager and Supervisors

- Consider sustainability issues when making planning and managing decisions
- Promote and encourage environmental awareness to ensure employees are aware of their environmental responsibilities
- Aim to continually improve environmental performance by identifying and addressing environmental risk
- Make resources available to implement environmental risk management procedures

Employees' responsibilities

- Identify and manage environmental risks associated with work activities to minimise their impact on the environment
- Use scheduled staff meetings to raise environmental sustainability issues and to put forward suggestions for improvement

Environmental purchasing guidelines

- Become informed about the environmental impacts of products purchased. Search for environmentally-friendly products
- Choose products with less packaging
- Choose products with recyclable or reusable packaging
- Re-use plastic bags and all types of containers if possible

- Buy quality goods that will last
- Buy recycled goods which have already saved resources and raw materials, and help reduce the overall quantity of waste

Paper wastage

- Buy and use recycled paper where possible
- Use electronic document transfer where possible
- Avoid unnecessary printing
- Make double-sided copies when printing and photocopying, wherever possible
- Use the blank side of used paper for notepaper before recycling
- Re-use envelopes for internal mail

Disposal of waste

- Place the following in recycle bins, depending on recycling facilities available in your community:
 - paper
 - aluminium
 - glass
 - steel
 - plastics
 - bubble wrap and plastic bags
 - polystyrene
 - batteries
 - globes
 - mobile phones
 - printer cartridges
- Follow the guidelines for the disposal of these materials to minimise the impact on the environment

Energy

Use these strategies to minimise energy wastage:

- Maintain air-conditioning at a constant temperature of 23-24°C for summer cooling and 18-21°C for winter heating
- Close blinds or curtains to minimise heat build-up
- Maintain only security lighting after business hours
- Switch off lights in unoccupied work spaces
- Switch off equipment overnight wherever possible
- Switch the photocopier to 'energy saver' when not in use
- Close external doors when heaters/air-conditioners in operation
- Repair malfunctioning utilities (eg, leaking taps) as soon as possible

2.2 Service Statement

RRL recognises the importance of protecting the environment and will work to minimise the environmental impact of work practices carried out by the organisation.

Amendments

Amendments to this policy in relation to operational matters may be made with the approval of the Executive Director RRL.