

## 1. INTRODUCTION

The Riverina Regional Library (RRL) is committed to minimising its environmental footprint and promoting high standards of environmental practice. RRL's Administration Centre is situated at 2 Galing Place, Wagga Wagga, from where centralised services are distributed to its branch 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 2018](#).

### 1.5 Related Documents

RRL Collection Development Policy

### 1.6 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.

### 1.7 Reporting and Revision Requirements

This strategy will be reviewed annually in line with objectives in the RRL Strategic Plan.

Progress of strategy reviews will be reported biannually.

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

## 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 22-24°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 workspaces.
- 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.

## 2.3 Amendments

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

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1	June 2010	February 2011	November 2010
2	January 2014	May 2014	March 2014
3	January 2018	June 2018	March 2018
<b>This document is to be reviewed annually.</b>			