

Policy & Procedure 23 – Environmental Management

Relates to legislation:	Competition and Consumer Regulations 2010 Green marketing and the Australian Consumer Law – Guidelines Environment Protection and Biodiversity Conservation Act 1999
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	CO ₂ Calculations and certificates available on request
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

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1. Policy Objective

To;

- provide a training college and work environment at zero impact to the climate and environment.
- promote sustainable and renewable energy technologies.
- reduce, reuse and recycle.
- recognise the fragility of our planet and the ways that our actions impact on others.
- demonstrate environmental management leadership as an example to others within our industry.

2. Policy

Carbon neutrality

Global Energy Training Solutions has been hundred percent Carbon Neutral since we first became a training provider in April 2013.

We have purchased Green Power to ensure that all of our electricity usage has come from renewable sources and have purchased enough Carbon Offsets to offset all green house gas emissions associated with our vehicles and the purchase of training and office resources.

Reducing, reusing and recycling

We recognise that the purchase of Green Power and Carbon Offsets alone is not enough, we must also reduce our energy use and product consumption as well as reuse products where possible and recycle everything that can not be reused.

Promote sustainable and renewable energy technologies.

It is our responsibility to provide green skills training as part of the national training package requirements. We put considerable effort into staying up to date with current and emerging renewable and sustainable energy technologies.

We provide opportunities for our learners to use renewable and sustainable energy products and to be aware of local and federal;

- base load and peak demand challenges and management.
- renewable energy and CO₂ reduction targets.
- financial opportunities and constraints associated with renewable and sustainable energy.
- domestic, commercial and industrial technologies.

Evaluating our practices and continual improvement

It is our policy to implement, monitor and review:

- the effectiveness of our practices.
- opportunities for improvement or new initiatives.
- our adherence to state and federal environmental legislation.

3. Procedures

Carbon neutrality

Carbon Neutrality was achieved for the period 14 April 2013 – 30 June 2016 on 26 July 2016 due to the purchase of:

- 46.17 MWh of Green Power (ACX National Wind Pool) and
- 35.0 Tonnes of Carbon Offsets (Cape York Indigenous Project)

This purchase reduced greenhouse emissions by a total of 83.94 Tonnes of CO₂ equivalent.

Notes:

- Green Power and Carbon Offsets purchased through Community Climate Chest.
- Our purchases;
 - are based on the higher end of our best estimates and measurements.
 - encompass the entire operations of the college including, electricity, vehicles and products purchased.
 - are purchased retrospectively at the end of each financial year. Our next purchase is due in June/July 2017.
- Please contact us if you would like guidance in calculating your own domestic or commercial emissions.

Energy reduction – Air conditioning

To reduce energy we:

- Turn off the air-conditioner when not in use.
- Only run air-conditioners in sections of the building that have occupants.
- Keep internal and external doors and windows closed when in use.
- Set the temperature at a temperature to avoid unnecessary energy wastage.

Energy reduction – Travel

To reduce energy we:

- Minimising vehicle use.
- Car pool where possible.
- Minimise interstate and international travel.
- Communicate through electronic means where possible.

Energy reduction – Lighting

To reduce energy we:

- Turn off lighting when not in use.
- Only run lighting in sections of the building that have occupants.
- Maximise external lighting where possible.
- Transition to LED technology (currently under way).
- Use dimmers.

Energy reduction – Information Technology

To reduce energy we:

- Turn off computers, projectors and photocopiers when not in use.
- Use external data hosting and back up.

Energy reduction – Kitchen

To reduce energy we:

- Set chilled and boiled water on a timer to turn off when not in use.

Consumption reduction – Office

To reduce consumption associated with the purchase of paper and stationary we:

- Use single sided office paper for all internal photocopying and printing.
- Use electronic filing of documents for all documents except the learner files.
- Use recycled cardboard as the dividers in the learner files.
- Use second hand folders.
- Have a stationary cupboard full of second hand stationary and office equipment.

- Refill white board markers.
- Fix broken office stationary and equipment.
- Reuse stationary
- Avoid over purchases.

Consumption reduction – Training equipment

To reduce consumption associated with the purchase of training equipment we:

- Use second hand electrical equipment and cable where possible.
- Reuse equipment and cable.
- Avoid over purchases.

Consumption reduction – Kitchen

To reduce consumption associated with the purchase of disposable products we provide cups, plates and cutlery.

Sustainable purchases – Consumables

Paper:

- All office paper is one hundred percent post consumer recycled.

Kitchen and toilet:

- All hand towel and toilet paper is one hundred percent post consumer recycled and CO₂ neutral.
- Eco friendly soaps and detergents purchased where possible.

Sustainable purchases – Information Technology equipment

All IT equipment is purchased second hand including:

- Office and class room computers – (all three historic deployments).
- All peripheral computer devices and cables.
- All photocopiers, scanners, printers and routers.
- Projectors and speakers.

Recycling – Diversion of reclaimable resources from land fill

We recycle and manually sort where needed:

- Paper and cardboard.
- Mixed recycling.
- Compost.
- Scrap copper.
- Scrap metal.
- Batteries, phones and printer cartridges.
- Useful items that could go to charity.

Waste to land fill is down to one 20-30 litre bag per week during term.

Recycling – 2nd life electrical and office equipment

A '2nd life' electrical and office equipment recycling area provided in the form of two shelves. Learners, employers and staff are encouraged to leave items that others may find useful.

Recycling – Electrical equipment donations to the college

We have been very fortunate to receive numerous donations of used or surplus electrical equipment. All equipment donated to the college is recycled in the following ways:

- Usable equipment:
 - Added to our existing materials for training use.
 - Placed on the free shelves for others to take and use.
- Unusable equipment:
 - Historic, burnt out or damaged items are added to our hands on display area.
 - Repairable items are repaired and recycled.
 - Unrepairable or usable items are stripped for parts and or recycled

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release. Version number consistent with full P&P review version release