



ASC Environmental Sustainability Policy

Purpose and scope

This Policy outlines the Australian Sports Commission's (ASC) commitment to sustainable development and to minimising the impact of our operations on the environment.

Background

The Australian Sports Commission (ASC) administers and funds sport nationally on behalf of the Australian Government. As the land we own and use is both critical to our activities and important to our community, we accept responsibility for minimising the impact of our operations on the environment.

Related legislation, policy and guidance

- *Building Energy Efficiency Disclosure Act 2010 (Cth)*
- Commonwealth Procurement Rules
- Electronic Product Environmental Assessment Tool (EPEAT)
- *Energy Efficiency in Government Operations Policy (EEGO) (2006)*
- *Environment Protection Act 1997 (ACT)*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *ISO 14001 2015 Environmental Management*
- National Australian Built Environment Rating System (NABERS)
- National Capital Plan
- National Environment Protection Measures
- National Waste Policy: Less Waste, More Resources
- *Ozone Protection and Synthetic Greenhouse Gas Management Amendment Act 2010 (Cth)*
- *Product Stewardship Act 2011 (Cth)*
- Public Sector Environmental Management: Reducing the environmental impacts of public sector operations (2012)
- Stockholm Convention on Persistent Organic Pollutants
- Sustainable Procurement Guide (2013)
- *Water Efficiency Labelling and Standards Act 2005 (Cth)*

It should be noted that the Australian Government has an overall commitment to reduce greenhouse gas emissions by 5 per cent of 2000 levels by 2020.

Policy

The ASC commits to working towards continuously improving our environmental performance by:

- seeking to comply with relevant Commonwealth and Territory environment legislation and the Commonwealth Government's environmental policies and initiatives
- monitoring and reducing our energy use and greenhouse gas emissions
- investing in energy efficient technologies, where possible
- monitoring and reducing water use, where possible
- minimising waste through recycling and efficient use of resources
- ensuring our buildings are operated with the objective of best practice environmental performance
- developing an environmentally responsible culture across the ASC through consulting, educating and motivating staff about their environmental responsibilities.

The ASC aims to undertake its commitment through the following activities.

Education

ASC will provide guidance to staff and ASC site users on environmental management, including education on:

- recycling
- reducing energy and water use
- reducing paper use

Travel

ASC funded travel should only be undertaken where other options such as teleconferencing are not possible or are not an effective alternative.

When assessing motor vehicle travel, ASC staff should consider public transport options.

Procure and source motor vehicles with regard to their Australian [Green Vehicle Guide](#) rating - with the exception of specialised vehicles.

Refuel vehicles with bio-fuels where practical – such as ethanol blended petrol.

Maintain effective records for reporting purposes on the use of travel – including the type of vehicle, type of fuel consumption, distances travelled, odometer readings, consumption patterns, number of flights and location profiles.

Office and ICT Equipment and supplies

Procure equipment that meets the [Energy Rating](#) standard at a minimum level of 5 Stars – where such equipment is available, fit for purpose and cost effective.

Ensure energy management options are enabled on office/ICT equipment which allows them to power down to a low energy state during non-use periods.

Procure general use copy paper that is of 100% post-consumer recycled content. Any virgin fibre content is to originate from chain-of-custody sources, such as [Forest Stewardship Council](#) (FSC) certified sources/forests, [Programme for the Endorsement of Forest Certification](#) (PEFC) schemes or from other accredited sustainably managed forests.

Procure external printing and design services with similar standards set for procuring general use office copy paper (as described above).

Ensure non-standard energy intensive power consuming devices that are continuous in operation– such as fans, heaters, digital photo frames – must not to be connected to power points unless approved by the Deputy General Manager AIS Site Services.

Procure relevant ICT products with eco-labels that are compliant to ISO 14024 or ISO 14021 at the level of [EPEAT](#) Silver or equivalent as a minimum standard.

For appropriate contracts, ensure ICT contracts have provisions for product take-back and appropriate reuse or resource recovery for (a) mobile devices (b) toner cartridges; and (c) ICT equipment covered by the National Television and Computer Recycling Scheme under the National Waste Policy (NWP).

For appropriate contracts, ensure suppliers are signatories to the [Australian Packaging Covenant](#) or comply with the requirements of the [National Environment Protection \(Used Packaging Materials\) Measure \(UPM NEPM\)](#).

Ensure ICT operations are effectively managed to gain maximum operational energy performance on the desktop, data centre and telecommunications platforms.

Ensure MFDs (Multi-Function Devices) and other printers have settings defaulted to print double-sided or duplex and in greyscale.

Promote staff shutting down computers and monitors at the end of each working day (except on Mondays for virus scanning).

Scan and file paper records into TRIM and dispose of the paper record where appropriate (contact [Records Management](#) for advice).

Ensure surplus supplies, such as stationery, are returned to Central Stores.

Maintain accurate and complete records for reporting purposes on the consumption and supply of equipment and consumables.

Building management

Seek to provide for major property energy efficiency and greenhouse initiatives through the annual business planning and budgeting processes, including the provision for renewable energy generation initiatives into new building designs and fit-outs where feasible.

Ensure use of energy saving lighting options and maintain installation of automated lighting controls.

Ensure newly constructed or major refurbishments of commercial office buildings tenanted by the ASC meet the minimum energy performance standard set out in the EEGO policy.

Ensure the [NABERS](#) assessment and evidence of market testing occurs and is taken into account in overall cost considerations before exercising a large lease option.

Ensure a tenancy lighting assessment is undertaken in accordance with the *Building Energy Efficiency Disclosure Act 2010* from the effective date.

Where applicable, actively replace air conditioning systems and other devices which contain refrigerants to be phased out under the 1987 Montreal Protocol for Ozone Depleting Substances (ODSs). Or where systems are the landlord's responsibility, encourage landlords to replace.

Ensure regular servicing and maintenance programmes for data centre Uninterrupted Power Supply (UPS) units, Computer Room Air Conditioning (CRAC) systems, and fire suppression systems.

Procure products that have reduced or eliminated environmentally sensitive materials such as mercury, lead, cadmium, hexavalent chromium, short chain chlorinated paraffin (SCCP) flame retardants, and plasticisers in certain applications.

Maintain accurate and complete records for reporting purposes on electricity and gas use in buildings, refrigerant types used in air conditioning systems and fire retardants used in fire suppression systems.

Building maintenance

Ensure cleaning contractors use products with eco-labels that are compliant to [ISO 14024](#) or [ISO 14021](#) eco-labelling standards – which addresses life cycle impacts.

Ensure cleaning products have [Safety Data Sheets \(SDSs\)](#) as prescribed in Commonwealth, state and territory regulations. The SDSs must include the ecological impact for each product/chemical.

Ensure pest control contractors use an integrated pest management approach in controlling pests.

Ensure pesticides used are registered with the [Australian Pesticides and Veterinary Medicines Authority](#) (APVMA) and are correctly applied in accordance with the product label or permit issued by the APVMA.

Ensure pesticides do not have (or are limited in) Persistent Organic Pollutants (POPs) as outlined in the [Stockholm Convention for Persistent Organic Pollutants](#).

For appropriate contracts, ensure that suppliers provide an environmental management plan that addresses their high risk environmental aspects, including but not limited to, the management of energy use, greenhouse gas emissions, materials use and selection, restriction of hazardous substances, waste and resource recovery, and packaging.

Maintain accurate and complete records for reporting purposes on the consumption and supply of materials and products used in building maintenance.

Building refurbishments

Apply the strategies, procedures and environmental standards for NABERS energy, NABERS waste and NABERS water ratings and Green Star ratings where possible.

Where possible, procure products with eco-labels that are compliant to ISO 14024 or ISO 14021 eco-labelling standards – which addresses life cycle impacts – such as timber products meeting Forest Stewardship Council (FSC) certified sources/forests or Programme for the Endorsement of Forest Certification (PEFC).

Procure products that have energy conservation features in their design.

Procure products that have reduced or eliminated environmentally sensitive materials and substances such as volatile organic compounds (VOCs) in paints and solvents, mercury, lead, cadmium, hexavalent chromium, short chain chlorinated paraffin (SCCP) flame retardants, and plasticisers in certain applications.

Procure products that are designed for longevity and have design features which minimise the environmental impact at end of life, or have options for manufacturer/supplier take back.

For appropriate contracts, ensure, suppliers provide an environmental management plan that addresses their high risk environmental aspects, including but not limited to, the management of energy use, greenhouse gas emissions, materials use and selection, restriction of hazardous substances, waste and resource recovery, and packaging – for relevant procurements.

Reuse and/or recycle – where cost effective and practical, including but not limited to:

- workstations, desks and cabinets
- flooring
- windows and doors

- bulk heads
- paints and solvents
- ad hoc materials including glasses, timbers, metals, ceramics and plastics.

Maintain accurate and complete records for reporting purposes on the consumption and supply of materials and products used for building refurbishments.

Waste, building waste and resource recovery

Apply strategies and procedures to effectively manage general office waste, including provisions contained in the [Australian Packaging Covenant](#) aiming to recover resources for high valued commodity processing.

Ensure recycling facilities and receptacles are established and maintained in all building sites at convenient and accessible locations where cost effective and practical, including but not limited to:

- commingled waste (council curb-side recycling items)
- paper waste (classified and non-classified)
- cardboard waste
- organic waste.

Ensure food waste is managed appropriately - such as through external charitable distribution and on-site worm farming.

Reuse and/or recycle – where cost effective and practical, including but not limited to:

- white goods
- kitchen appliances
- miscellaneous equipment.

Apply and promote procedures for responsible disposal of office equipment, appliances, and consumables to suppliers, contractors and ASC staff involved in office equipment and appliance waste disposal.

Ensure classified paper waste is appropriately managed in accordance with the ASC's security policies.

Maintain accurate and complete records for reporting purposes on the types of disposal infrastructure at each site, the types and units of ICT equipment being disposed, and the method of disposal.

Refurbishments and relocations waste

Apply and promote procedures for the responsible disposal of building refurbishment and relocation waste to suppliers, contractors and ASC staff involved in building refurbishment and relocation waste disposal.

Establish reuse and recycling disposal infrastructure for large office relocations so as to optimise resource recovery.

Maintain accurate and complete records for reporting purposes on the types of disposal infrastructure (waste stream type) at each site, the types and units (or volume) of items being disposed, and the method of disposal.

Clinical Waste

Ensure disposal infrastructure for clinical waste is established and maintained, where practical and cost effective – including but not limited to:

- sharps bins
- sanitary
- medical
- first aid
- disposal nappies
- used spill kits (for body fluids).

Apply and promote procedures for the responsible disposal of clinical waste to suppliers, contractors and ASC staff involved in infectious waste disposal.

Maintain accurate and complete records for reporting purposes on the types of disposal infrastructure at each site, the types of items being disposed, and method of disposal.

Hazardous Waste

Ensure disposal infrastructure for hazardous waste is established and maintained, where practical and cost effective – including but not limited to:

- batteries
- lead and lead based products
- fluorescent tubes and compact fluorescent globes
- asbestos (mandatory) – Asbestos Register

Apply and promote procedures for the responsible disposal of hazardous waste through suppliers, contractors and ASC staff involved in hazardous waste disposal.

Maintain accurate and complete records for reporting purposes on the types of disposal infrastructure (waste stream type) at each site, the types of items being disposed, and the method of disposal.

Water

Maintain accurate and complete records for reporting purposes on the volume of water consumed at each site, as well as records describing major water leakages.

Manage tap and other water leakages in a timely manner.

Ensure water conservation measures for existing and/or new building premises – including but not limited to:

- toilets and urinals with high [WELS scheme](#) star ratings
- water reuse and treatment systems, where practicable
- rainwater harvesting systems and reuse.

Ensure horticultural water management – including but not limited to:

- irrigation systems effectively managed to reduce water wastage
- use of native and drought tolerant native plant species suitable to the location.

Procurement

When undertaking any procurement, there are three key points during the procurement process where consideration of environmental factors should occur. These are: planning, requirements/specification development and evaluation.

During the planning stage, line areas should identify any environmental aspects of their procurement, including compliance with this policy. This would be of particular application when procuring physical goods or services that result in or relate to the ASC's physical assets, such as plant, property and equipment.

Requirements or specification development occurs during the preparation of the Approach to Market document (i.e. Request for Tender, Request for Quote) for the particular procurement. Consideration during this stage of the process is focused on identifying and specifying the environmental standards that the ASC will require goods or services to comply with. Consideration will also need to be had as to whether such environmental standards are fundamental to the goods or services being procured and that they are considered to be a mandatory requirement when potential suppliers respond to an Approach to Market.

Where there are no specific standards or obligations (for example, this policy) that the ASC can identify, it should specify that potential suppliers should incorporate industry best practice in relation to the environmental aspects of the goods or services. Any environmental requirements incorporated into the overall requirements or specifications should be reflected in the evaluation plan, where one is produced.

When evaluating the environmental aspects of responses received to an Approach to Market staff need to have regard to the Approach to Market document and evaluation plan, if there is one. If an environmental aspect is listed as a mandatory requirement then it must be met by the proposal otherwise the evaluation should focus on the extent to which the goods or services proposed meet the ASC's requirements, including any environmental requirements.

The Procurement Section can provide assistance in identifying environmental aspects for a particular procurement or more generally across a category of procurements to assist line areas in complying with this policy. The suite of [procurement templates](#) have incorporated and reflect this guidance.

Reporting

The ASC will report on its environmental measures, activities and compliances within the ASC Annual Report.

Responsibility

The overall responsibility for the environmental management of the ASC resides with the Chief Executive Officer. However, authority and responsibility is delegated and assigned at all levels. All ASC staff are expected to manage ASC resources with regard to environmental sustainability.

- END -

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