

Sustainability Procedure

Section 1 - Purpose

(1) To outline how sustainability will be embedded into all aspects and functions of the University.

Scope

(2) This Procedure requires actions by the following:

- a. Vice-President, Finance and Resources;
- b. Contractors;
- c. Chief Operating Officer;
- d. Deputy Vice-Chancellor (Academic);
- e. Deputy Vice-Chancellor (Research);
- f. Chief People Officer;
- g. Executive Director, Property;
- h. Director, Sustainability;
- i. Executive Dean / Head of Office;
- j. Staff;
- k. Students; and
- l. Vice-Chancellor.

Section 2 - Policy

(3) Refer to the [Sustainability Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) This Procedure comprises the following main steps:

- a. embed principles;
- b. promote;
- c. engage;
- d. support and acknowledge;
- e. report; and
- f. research.

Vice-Chancellor

Embed Principles

(5) Actively champion sustainability within the various aspects of Macquarie University as a strategic direction. Consult with the Director, Sustainability where necessary to ensure the goals of Macquarie Sustainability are not compromised.

Support and Acknowledge

(6) Provide adequate support and resources to senior staff.

Promote

(7) Provide written reports regarding progress on sustainability actions to University Council, other relevant committees and bodies, and the greater community at least twice yearly.

Chief Operating Officer

Embed Principles

(8) Work with and support Macquarie Sustainability, Macquarie University Property and any other units within the direct reports of this position to embed sustainability into University policies, procedures and day-to-day operations. This includes (though is not limited to) sustainability in:

- a. resource efficiency: strive for optimal resource efficiency in use of water and energy and minimise the use of finite resources. Minimise the production of waste, pollution and carbon emissions and embrace opportunities to reduce resource use through implementation of resource management plans. Investigate and incorporate possibilities for generation of resources on campus;
- b. biodiversity: protect, minimize damage to and enhance biodiversity across the campus through utilisation of knowledge and expertise found amongst students and staff and the implementation of good management practices;
- c. transport: facilitate, promote and encourage the use of transport that reduces reliance on private motor vehicles through the implementation of a sustainable transport strategy. Encourage a reduction in air travel by students and staff through providing alternatives such as video conferencing. Ensure travel-related carbon emissions are offset; and
- d. planning and development: ensure new buildings and refurbishments across campus meet the highest possible sustainability standards in building materials, the impact on the landscape is minimised, and resource efficiency is maximised in their operation. This will be done through appropriate procurement and tendering procedures. Ensure that staff using these buildings are aware of how to maximise sustainability benefits in day-to-day operations.

Support and Acknowledge

(9) Implement appropriate structures that support staff and students involved in sustainability initiatives and actions, including the support of and recognition by senior management within their Faculty / Office.

Report

(10) On provision of a reporting template from Macquarie Sustainability, assist in providing any necessary data to be included in the Annual Sustainability Report by 31 March each year.

Deputy Vice-Chancellor (Academic)

Embed Principles

(11) Work with appropriate committees and working parties to embed the principles of sustainability within the values, principles and priorities that underpin graduate capabilities and coursework at Macquarie University.

Support and Acknowledge

(12) Implement appropriate structures that support staff and students involved in sustainability initiatives and actions, including the support of and recognition by Executive Deans / Heads of Offices.

Promote

(13) Provide information on how sustainability is being addressed within learning and teaching to appropriate bodies such as University Council and Academic Senate, on an annual basis.

Engage

(14) Improve the overall connectedness with students through service excellence by providing students with outstanding face-to-face administration and support services.

(15) Focus on the health and wellbeing of the University community through:

- a. improved consultation and communication with all students; and
- b. creation of an engaged and supportive community.

Report

(16) On provision of a reporting template from Macquarie Sustainability, assist in providing any necessary data to be included in the Annual Sustainability Report by 31 March each year.

Deputy Vice-Chancellor (Research)

Research

(17) Support and encourage research that helps to guide the University, government, business, industry and civil society to live more sustainably from an environmental, social and economic wellbeing perspective.

Support And Acknowledge

(18) Implement appropriate structures that support staff and students involved in sustainability initiatives and actions, including the support of and recognition by Executive Deans and Heads of Departments and Schools.

Report

(19) Provide a written report on progress in research into sustainability by 31 March each year to the Vice-Chancellor using the Sustainability Indicator Framework for guidance.

Chief People Officer

Embed Principles

(20) Promote and embed sustainability into recruitment, promotion and retention policies and contribute to developing a supportive community on campus through the Staff Engagement Working Group.

(21) Include online sustainability modules (once developed) as part of the induction process.

Support and Acknowledge

(22) Implement appropriate structures that support staff involved in sustainability initiatives and actions, including the support of and recognition by senior management within their Faculty / Office.

Report

(23) On provision of a reporting template from Macquarie Sustainability, assist in providing any necessary data to be included in the Annual Sustainability Report by 31 March each year.

Director, Sustainability

Engage

(24) Engage the University and local community regarding actions for sustainability through (but not limited to):

- a. communication: regularly consult with staff, students and the community to share knowledge and expertise of local and global sustainability issues through avenues including the sustainability website, University publications, forums and meetings, and MQ Announcements;
- b. education and awareness: actively encourage an awareness and understanding of sustainability through the education of students, staff and the community, as well as the initiatives, actions, policies and practices to make changes toward sustainability; and
- c. partnerships: develop and maintain partnerships to create a network of learning and sharing for sustainability by approaching businesses, community organisations and non-government organisations which may provide mutual benefit.

(25) Develop and manage campus sustainability programs.

(26) Work with Executives, Executive Deans, Directors and Heads of Offices where necessary to assist in delivering against stated responsibilities within this Procedure.

Promote

(27) Communicate sustainability actions and progress towards sustainability regularly through printed and online media.

Report

(28) Provide and receive the templates to collate necessary data for mandatory and other reporting requirements.

(29) Produce an Annual Sustainability Report by the end of April each year.

(30) Contribute a section relating to progress towards sustainability to the Macquarie University Annual Report.

Vice-President, Finance and Resources

Embed Principles

(31) Assess all contracts for goods and services providers, including materials, food and equipment purchases, on their whole of life value for money, in line with purchasing requirements.

(32) Encourage a process of rethink / avoid, reduce, reuse, recycle, recover in purchasing decisions wherever possible.

(33) Implement a sustainable purchasing policy.

Report

(34) On provision of a reporting template from Macquarie Sustainability, assist in providing any necessary data to be included in the Annual Sustainability Report by 31 March each year, in particular through:

- a. designing, implementing and documenting appropriate data collection systems in conjunction with the sustainability reporting requirements; and
- b. ensuring relevant staff are aware of the data needing to be collected and the format in which it is to be collected.

Executive Director, Property

Embed Principles

(35) Embed sustainability principles into the practices and processes associated with minor and major projects, refurbishments and new builds, including (but not limited to) attention to resource efficiency, biodiversity and transport planning.

Report

(36) Provide the Director, Sustainability with necessary data for mandatory and other reporting through:

- a. designing, implementing and documenting appropriate data collection systems in conjunction with the sustainability reporting requirements;
- b. adjusting staff job descriptions, where necessary, to incorporate the need to collect data for sustainability reporting requirements;
- c. ensuring relevant staff are aware of the data needing to be collected and the format in which it is to be collected; and
- d. submitting the necessary data to the Director, Sustainability at the requested time/s.

Executive Dean / Head of Office

Promote

(37) Provide staff and students with the necessary leadership and moral support to assist in achieving the stated sustainability goals, objectives and targets.

(38) Discuss sustainability objectives and targets (and how the Faculty / Office can deliver on these) in relevant strategic meetings, seeking support from Macquarie Sustainability where necessary.

(39) Discuss progress on sustainability goals or actions towards sustainability in Faculty / Office meetings where possible.

Support and Acknowledge

(40) Publically acknowledge and support those staff members who volunteer to be a part of the Sustainability Representative Network (SRN), allowing them time to attend quarterly meetings, whilst supporting any actions undertaken by these members. Meet with Sustainability Representative Network (SRN) members at least annually to assist in identifying the actions and objectives for the Faculty / Department. Actions and objectives do not necessarily have to require a budget but can relate to education, awareness, change processes and resource savings actions to name a few.

(41) Recognise and reward staff and students whose contributions to achieving sustainability goals, objectives and targets are commendable through issuing public acknowledgement of achievements.

(42) Support staff who wish to attend and complete training and education about and for sustainability.

Staff and Contractors

Engage

(43) Assist in striving to achieve set goals, objectives and targets related to the sustainability program.

(44) Actively seek advice from Macquarie Sustainability where uncertainty is prominent in any activity associated with the sustainability program.

(45) Participate in sustainability-related activities where possible, whilst pursuing opportunities to further understandings of sustainability.

Students

Engage

(46) Assist in striving to achieve set goals, objectives and targets related to the sustainability program.

(47) Actively seek advice from lecturers or Macquarie Sustainability where uncertainty is prominent in any understanding or activity associated with the sustainability program.

(48) Participate in sustainability-related activities where possible, whilst pursuing opportunities to further understandings of sustainability.

Section 4 - Guidelines

(49) Nil.

Section 5 - Definitions

(50) Nil.

Status and Details

Status	Current
Effective Date	22nd February 2021
Review Date	1st April 2023
Approval Authority	Vice-President, Finance and Resources
Approval Date	18th March 2013
Expiry Date	Not Applicable
Responsible Executive	Robin Payne Vice-President, Finance and Resources
Responsible Officer	Juliette Churchill Executive Director, Property
Enquiries Contact	Nicole Marchhart Head of Sustainability