

Environmental Sustainability Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative - Vice-Chancellor
Accountable Executive - Policy	Chief Operating Officer
Responsible Manager - Policy	Executive Director, Asset Transformation
Review Date	16 June 2028

Section 2 - Purpose

(1) La Trobe University is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. The purpose of this policy is to incorporate the principles of environmental sustainability throughout all relevant areas of University curriculum, research and operations.

Section 3 - Scope

(2) This Policy applies to:

- a. All staff, students and contractors
- b. All operations, programs and research
- c. All campuses

Section 4 - Key Decisions

Key Decisions	Role
Endorsement of University Sustainability Strategy	Senior Executive Group (SEG) University Council (Council)

Section 5 - Policy Statement

(3) La Trobe University is committed to:

- a. Protecting the environment through the prevention of pollution and waste, and through the sustainable development, maintenance and improvement of the natural and built environment.
- b. Establishing objectives and targets for improving our environmental performance in the areas of energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, resource consumption,

sustainable transport and biodiversity.

- c. The development, implementation and monitoring of a University-Wide Sustainability Strategy, and associated targets and action plans.
- d. Complying with all relevant environmental legislation, standards, agreements, policies and procedures.
- e. Maximising sustainable resource use.
- f. Minimising the use of hazardous substances.
- g. Developing and implementing climate change mitigation and adaptation strategies.
- h. Protecting and improving biodiversity.
- i. Developing and implementing research and teaching initiatives related to sustainability.
- j. Engaging with community groups and local government to develop sustainability initiatives throughout the region.
- k. Determining the risks and opportunities related to the University's environmental aspects and impacts.

Section 6 - Procedures

Part A - Energy Management

(4) La Trobe University has multiple departments actively working on energy reduction initiatives.

(5) Infrastructure and Operations/Asset Transformation are responsible for:

- a. all data collection, measurement, monitoring and reporting of facility energy consumption and greenhouse gas emissions against University sustainability targets on an annual basis.
- b. maintaining Design Standards and other documents that provide guidance and requirements related to the development of buildings and infrastructure that incorporate energy efficiency measures into new and refurbished buildings to achieve energy reduction targets. This includes the consideration of alternative and emerging technologies, energy efficient design, and the selection and sizing of appropriate plant, equipment, systems and other energy infrastructure.
- c. addressing energy reduction by:
 - i. reducing energy demand;
 - ii. investigating energy efficiency measures and equipment for new and refurbished buildings;
 - iii. purchasing energy efficient plant and equipment; and
 - iv. maintaining all plant, equipment, control and management systems to ensure efficient operation and minimise energy wastage;
 - v. developing and integrating renewable energy sources.

(6) Information Services is responsible for:

- a. procuring ICT equipment that minimises energy consumption; and
- b. investigating and implementing other energy reduction initiatives that relate to ICT equipment and networks.

(7) Strategic Sourcing and Business Services is responsible for:

- a. procuring products that minimise energy consumption and greenhouse gas emissions throughout the lifecycle of the product, including energy use during the manufacturing, use and end-of-life phases;
- b. meeting the objectives of the "Spend for Good" Strategy which support:
 - i. Universal Design & Inclusion

- ii. Diversity & Equality
 - iii. Transparent & Ethical Supply Chain
 - iv. Sustainable Victorian regions
 - v. Sustainability and Environment Management
 - vi. Safe & Fair Workplaces; and
- c. ensuring that third party contractors are aware of this Policy.
- (8) The objectives of the Sustainability Financing Working Group are to:
- a. oversee the implementation and execution of the Sustainable Finance Framework;
 - b. undertake all required activities as detailed in the Sustainability Financing Working Group Terms of Reference; and
 - c. ensure the annual delivery of a Sustainable Financing Report and Assurance/Compliance Report prepared by a suitably skilled and qualified external review provider.

Part B - Sustainable Transport

(9) The University actively works to enhance sustainable transport options to achieve the best result for the traveller, University, wider community and the environment.

(10) Infrastructure and Operations/Asset Transformation is responsible for:

- a. engaging with staff, students and the broader La Trobe community to promote change in favour of active and sustainable transport options;
- b. promoting walking, cycling, public transport and other options to specifically reduce single occupancy car use in line with the relevant University targets;
- c. planning, designing, installing and maintaining infrastructure that facilitates greater uptake of active, sustainable, and safe transport options and supports remote working;
- d. conducting universal access audits to maximise inclusion and equitable access within the public realm; and
- e. supporting equity and inclusion in the design and delivery of buildings and public spaces.

(11) Information Services is responsible for:

- a. maximising the availability and use of communication technology options for meetings and remote working in lieu of travel; and
- b. providing real time information about facilities across the university campus through a range of communications tools.

(12) Strategic Sourcing and Business Services is responsible for:

- a. reducing and reporting on car fleet travel and air travel;
- b. transitioning the University fleet to zero emissions vehicles where practical and possible;
- c. ensuring that all travel conducted for University business purposes considers its environmental impact and offsets it where practical and possible; and
- d. influencing the vehicle selection of partner carshare service providers with the aim of minimising environmental impacts related to the use of these services.

Part C - Waste Management and Circular Economy

(13) La Trobe University is committed to waste avoidance, maximising resource recovery and reuse and effective compliance with hazardous waste management requirements at all La Trobe University campuses.

(14) Our approach to waste management and circular economy opportunities encompasses the following focus areas:

- a. avoid waste generation by:
 - i. avoiding waste, including food waste, by minimising unnecessary material inputs entering La Trobe campuses and confirming reuse or resource recovery processes during procurement; and
 - ii. identifying and replacing existing processes that incorporate single-use products/materials.
- b. Maximise resource recovery and reuse by:
 - i. identifying existing use of recycled materials in University operations & increase the procurement of recycled materials/products within operational and capital expenditure;
 - ii. focusing on maintaining circular material flows within our Campuses;
 - iii. diverting construction and demolition waste from landfill; and
 - iv. providing infrastructure and services which support the diversion of non-hazardous operational waste from landfill.
- c. Effectively comply with hazardous waste management requirements by:
 - i. ensuring compliance with disposal requirements; and
 - ii. regularly assessing hazardous waste management to ensure effectiveness.
- d. Measure progress and communicate effectively by:
 - i. being transparent and effective in reporting progress and focus communications on achieving desired behaviour change outcomes, aligned with these waste management strategies and the waste management hierarchy.

(15) Infrastructure and Operations/ Asset Transformation are responsible for:

- a. all data collection, measurement, monitoring and reporting of recycling rates and waste to landfill against University targets on an annual basis;
- b. developing and implementing waste avoidance, resource recovery and reuse, initiatives and supply of infrastructure to support diversion of non- hazardous operational waste from landfill;
- c. ensuring contractors, when working on new or current buildings;
 - i. avoid waste generation wherever possible and separate all waste generated for maximum resource recovery, including but not limited to, building works, retrofits, refurbishment and renovations;
 - ii. divert construction and demolition waste from landfill;
 - iii. provide an environmental management plan with a commitment to avoid, minimise, and manage waste and other associated impacts;
 - iv. allocate budget provisions for implementation and maintenance of landfill, recycling and organics recovery and processing infrastructure;
 - v. have contracts in place that stipulate that waste and recycling data must be provided in agreed formats to provide evidence of meeting commitments; and
 - vi. maximise the use of repurposed or recycled materials/products.
- d. ensuring existing recycling programs are reviewed regularly and improved where possible; and
- e. ensuring Commercial Tenants of the University are educated on La Trobe's waste management targets and practices, are supplied with appropriate infrastructure to enable maximum resource recovery and comply with any requirements related to waste avoidance and/or management detailed in lease agreements.

(16) Information Services are responsible for ensuring:

- a. The use of Electronic Product Environment Assessment Tool (EPEAT) Gold or Silver rated PCs, laptops, monitors, mobile devices, network and server hardware.
- b. Non-standard PCs, laptops, monitors, TV's and servers EPEAT Gold rated equipment will not be used unless there is an unavoidable technical requirement precluding this. If EPEAT Gold equipment is not suitable then EPEAT Silver and Bronze rated equipment will be used in order of preference. Non EPEAT rated equipment will only be used where there is no alternative.
- c. Disposal of IT equipment through return to the leasing company, resale by the University or disposal through a University approved e-waste recycling contractor.
- d. Making available applications that reduce the need for printing paper documents and reducing the use of personal printers where not required. Business cases for acquisition of personal printers must be submitted to, and separately approved by the CIO or a delegate of the CIO.
- e. Actively encourage University awareness of sustainable IT practices and principles.

(17) Strategic Sourcing and Business Services are responsible for:

- a. driving waste avoidance and product stewardship considerations within procurement processes and contract management across the University.

(18) The Facilities & Technical Services (Office of the Provost) are responsible for:

- a. ensuring laboratory waste generated through the teaching of courses, and execution of research is minimised, while resource recovery is maximised; and
- b. following appropriate procedures in dealing with hazardous waste.

(19) Staff and students of the University will be responsible for:

- a. taking steps to avoid waste generation, maximise resource recovery and reuse within the work/study environment;
- b. informing Infrastructure and Operations via ioservicedesk@latrobe.edu.au about wasteful practices; and
- c. using centralised multifunction printing devices.

Part D - Water Management

(20) Infrastructure and Operations/Asset Transformation are responsible for:

- a. all data collection, measurement, monitoring and reporting of facility water consumption against University sustainability targets on an annual basis;
- b. maintaining Design Standards and other documents that provide guidance and requirements related to the development of buildings and infrastructure that incorporate water efficiency measures into new and refurbished buildings to achieve water use reduction targets. This includes the consideration of alternative water supply options and emerging technologies, water efficient design, and the selection and sizing of appropriate plant, equipment, systems and other water infrastructure;
- c. addressing water use reduction by:
 - i. reducing water demand;
 - ii. investigating water efficiency measures and equipment for new and refurbished buildings, including alternative water supply options such as rainwater, stormwater and recycled water options;
 - iii. purchasing water efficient plant and equipment; and

- iv. maintaining all plant, equipment, control and management systems to ensure efficient operation and minimise water wastage.
- d. ensuring compliance with the requirements of the Melbourne Water Take and Use Licence related to the Mont Park Drain located on the Melbourne (Bundoora) Campus; and
- e. integrated water management which addresses waterway, stormwater and flood management and water quality, considering also climate change risk and community and infrastructure resilience.

Part E - Nature Management

(21) Infrastructure and Operations/Asset Transformation are responsible for:

- a. all data collection, measurement, monitoring and reporting of campus biodiversity metrics against University sustainability targets on an annual basis;
- b. the preservation, conservation and improvement of the flora, fauna and identified biodiversity communities that the University's campuses may contain or are adjacent to, in accordance with University sustainability targets and relevant legislation; and
- c. effective weed and pest management to reduce the impact on identified biodiversity ecosystems in accordance with legislation and any agreed plan of management.

Part F - Other Resources

(22) The University's [Workplace Thermal Comfort Guidelines](#) establish the University's approach to the thermal comfort of staff and students, with the aim of optimising the built environment in ways which are energy efficient and cost effective, environmentally sustainable and legally and technically appropriate.

(23) The La Trobe (LTU) [Design Standards](#) are used by Infrastructure and Operations/Asset Transformation, consultants, contractors, LTU stakeholders and user groups and define the minimum sustainability standards LTU will accept when designing new spaces, refurbished spaces, structures, systems which are to be incorporated into Infrastructure and Operations/Asset Transformation projects.

(24) Integrated Water Management Strategies, LTU Landscape Standards, LTU Guidelines for Protection of Vegetation and Nangak Tamboree Vision and Plan of Management provide guidance on biodiversity and landscaping outcomes for campuses.

(25) The LTU Standard Preliminaries inform the Contractor of the University's requirements, including protection of the environment, when the Contractor is planning for and undertaking its Works on the University grounds.

Section 7 - Definitions

(26) For the purpose of this Policy:

- a. Waste: is defined by the [Environmental Protection Act 2017](#) as any matter, whether solid, liquid, gaseous or radioactive, which is discharged, emitted or deposited into the environment in such volume, constituency or manner as to cause alteration of the environment. Wastes generated from the commercial or industrial sources that are potentially hazardous to humans or the environment require a higher level of control and are called 'prescribed wastes' or 'prescribed industrial wastes'. These wastes are regulated under the Environment Protection (Industrial Waste Resource) Regulations 2009 S.R. No. 77/2009. Generally, waste is any material or substance that is of no further use and has been discarded. If not properly managed waste can cause pollution and adverse impacts on the environment. Disposing of waste that could be reused or recycled is often a waste of resources, a lost opportunity and a waste of money (EPA, Waste, 2011).

- b. Waste hierarchy: is an order of preference and states that waste should be managed in accordance with the hierarchy, with avoidance being the most preferred option and disposal being the least.

Section 8 - Authority and Associated Information

(27) This Policy is made under the [La Trobe University Act 2009](#).

(28) Associated information includes:

- a. [Environmental Protection and Biodiversity Conservation Act 1999](#)
- b. [National Greenhouse and Energy Reporting Act 2007](#)
- c. [Climate Change Act 2022](#)
- d. [Water Act 2007](#)
- e. [Environmental Protection Act 2017](#)
- f. [Circular Economy \(Waste Reduction and Recycling\) Act 2021](#)
- g. [Renewable Energy \(Electricity\) Act 2000](#)

Status and Details

Status	Current
Effective Date	16th June 2025
Review Date	16th June 2028
Approval Authority	Vice-Chancellor
Approval Date	16th June 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Gerard Blood Executive Director, Asset Transformation
Enquiries Contact	Infrastructure and Operations