



Environment Awareness

POLICY AND PROCEDURES

Canberra City Gymnastics Club

Office Manager: Jenny Xian
Facility Officer: Brian Hewett
President: Mary Hewett

ENVIRONMENT AWARENESS AT CCGC

POLICY AND PROCEDURES

1. Environment Awareness

CCGC has identified its responsibilities in preserving our environment and natural resources.

Our aim is to achieve and communicate best practice in environmental awareness within our community by following the guidelines set out below.

TACTIC/ISSUE	ACTION	Responsibility
Recycling	Collect blank side of notices and other papers for re-use as scrap note paper	Office personnel
	Recycle Lost Property clothing according to 'Lost Property' policy (cleaning manual)	Cleaning Coordinator
	Arrange for ACT government recycling bins: paper, glass & cans	Facility Officer
Using natural resources efficiently	Ensure usage of bio-degradable cleaning materials.	Purchasing personnel – manager & cleaning coordinator
	Restrict water usage: drought-hardy garden plants; water by hand; install delivery efficient shower heads; low volume flush option for toilet cisterns	Committee and Facility Officer
	Maintain Solar water heating	Facility Officer
	Maintain timer switches on ceiling fans & lights	Facility Officer
	Continue to use timer switch on office heating/cooling	Office Manager
	Continue to insulate gymnasium walls during any further re-furbishments	Committee
Protecting Club environment	Weekly cleaning group to scan garden areas for 'Sharps' using sharps container, gloves and tongs (as per cleaning manual)	Rostered cleaning group
	Maintain cleared and illuminated public areas	Facility Officer

We confirm that we have read and understood Canberra City Gymnastic's Environment Awareness Policy, and have discussed with staff.

..... Signed

..... Name(s)

Date:

Please direct any questions in relation to the CCGC's Environment Awareness Policy to the Management Committee.

Document History

Date	Version	Description of revision
July 2006	1	Policy adopted
March 2008	1	Review
March 2010	1	Review. Logo Update