



RADFORD COLLEGE

School Environmental Management Plan 2022 – 2026

This School Environmental Management Plan (SEMP) outlines Radford College's commitment to sustainability. It highlights our achievements to date and a plan for what we would like to achieve in the future.

Our College will take action to save energy and water, minimise waste, promote biodiversity and reduce greenhouse gas emissions. We are committed to sustainable governance and procurement practices and the promotion of sustainability through curriculum and community engagement.

The College wishes to reduce its ecological footprint and educate students on making environmentally friendly choices for life. The College's SEMP is made up of the following key documents:

- A. Sustainability Vision
- B. Sustainability Guidelines
- C. Sustainability Action Areas

Endorsed by Senior Executive on: 11 August 2022.

Responsibility: Chief Operating Officer through the Sustainability Working Group and Senior Executive.

Date of next review (annually): Semester 2 2025.

Date of next (4 yearly): Semester 1 2026.



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A. SUSTAINABILITY VISION

Radford College is committed to nurturing responsible citizens who make informed decisions to reduce their impact on the environment. We aim to improve sustainability in day-to-day operations, learning and teaching, and community activities. Staff and students are encouraged to be positive role models for sustainability in our community. The College is committed to reducing dependence on finite resources to share what we have with others.

B. SUSTAINABILITY GUIDELINES

Rationale

Radford College will reduce its ecological footprint by improving sustainability in day-to-day operations, the curriculum, and the community. We will achieve this by incorporating exemplary practices that decrease our consumption of energy, water and waste and improve biodiversity; by continuing to integrate sustainability into all areas of the curriculum; by instilling a sense of pride in improving the College environment; and by developing authentic partnerships between the home, College and wider community based on open communication and a shared commitment to a sustainable future.

The College aims to be Net Zero by 2030.

Action Areas

Biodiversity and Green Space

We acknowledge our unique position abutting a bushland reserve. We aim to enhance this by ensuring that we maintain greenspace and work towards increasing biodiversity in future plantings.

Energy

We aim to make measurable reductions in our energy use over time and to use energy from renewable sources.

Waste

We aim to reduce the amount of waste we send to landfill.

Water

Water is a valuable resource, and we aim to capture and reuse water wherever possible. We further aim to make measurable reductions in the amount of water that we use on campus.

Governance and School Management

This includes procurement and reporting.

Curriculum, Awareness and Engagement

We aim to consider sustainability in all areas of the curriculum.

Social, Cultural and Community

We will engage with other community projects and initiatives where relevant.

Transport and Air Quality

Transport and air quality is increasingly an issue, and we aim to implement policies that reduce our reliance upon car transport.



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Version Control

Version	Date Effective	Approved by	Amendment
1	26 June 2022	Sustainability Working Group and Senior Executive	Creation
2	11 August 2022	College Board	Review and approve
3	3 February 2023	Sustainability Working Group and Senior Executive	Review
4	27 February 2024	Sustainability Working Group and Senior Executive	Review
5	29 August 2024	Sustainability Working Group and Senior Executive	Review



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C. SUSTAINABILITY ACTION PLAN

In this action plan, we are documenting our campus, curriculum and community actions and identifying opportunities for improvement. We are also identifying opportunities to shift our whole College culture to act on nature and climate.



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BIODIVERSITY AND GREEN SPACE				
COMPLETED AND CURRENT PRACTICES				
● Outdoor Education Program in JS. ● Planting native species in newly constructed areas. ● Garden beds in science/food technology.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
Create a vegetable garden to improve student awareness of where food comes from at an early age	Develop a vegetable garden. Incorporate a composting program. Learn about plants in the garden that attract birds, pollinators, and wildlife.	Tracey Markovic, Emily Begbie and Dean O'Brien.	Semester 1, 2024.	Garden exists in SS (Food Technology) JS has space, needs re-launching.
Uniqueness of ACT natural environment is integrated into curriculum	Develop curriculum or extra-curricular opportunities to: • Learn about Canberra's biodiversity, including ecosystems, plants, and animals in the Junior School, such as birds in the College and Frog ID with the Australian Museum. http://birdlife.org.au/projects/urban-birds/birds-in-schools-project • Learn about climate change and the impact it will have on biodiversity. • Participate in Junior Landcare and Planet Ark Tree Planting Days. https://juniorlandcare.org.au/ https://treeday.planetark.org/	Emily Begbie, Tracey Markovic, Louise Wallace-Richards, and students.	2023	To be developed and implemented.



ENERGY				
COMPLETED AND CURRENT PRACTICES				
● Solar panels installed on older buildings and on new infrastructure projects. ● Installing energy-efficient lightbulbs. ● Changing to smaller, more energy-efficient ZIP water heaters. ● Educating staff on switching off lights, comms boxes etc. when classes finish.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
College buildings more energy efficient	Retrofitting existing buildings to include: • Insulation in the ceiling. • Reverse-cycle air conditioning. • Double-glazed windows or similar solutions. • Operable walls. • Reverse cycle fans. • Sensor lighting or lighting operable by a switch. • Dark-coloured blinds in several buildings receiving direct sun and overheating rooms/buildings. • Windows with no treatments.	Facilities Manager	2024 Budget and going forward.	To be investigated and any investment to be included in the 2024 Budget process.
Behavioural change to energy use	• Turn off lights, heating and cooling, and devices in all buildings when leaving College buildings and classrooms. • Introduce Sustainable messaging on Smartboards	All staff, Facilities Manager and Chief Operating Officer.	Immediate and ongoing.	A reminder to be issued to all staff to turn off all appliances, lights, etc., when leaving classrooms.
Energy-efficient lighting in all rooms	Procurement to investigate: • Sensor lights with timers for external lights. • Sensor lights for classrooms and staff areas. LED lighting or similar across the College.	Buildings and Grounds Committee, Facilities Manager and Chief Operating Officer.	Commenced in 2022 and will complete by the end of 2024.	To be developed.
Maximise the use of natural light, heating, and cooling	Develop information sheets that promote behavioural change around lighting, heating, and cooling. • Include in any new buildings and major projects.	Sustainability Working Group.	Commenced 2022 and ongoing.	This objective is included in the Terms of reference for the Master Plan Working Group



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Sustainability	Introduce Net Zero baseline standards when considering future Master Plan projects and major capital works	Facilities Manager and Chief Operating Officer.	Immediate.	Completed.
Solar panels	Investigate installation of more solar panels on College's roof where possible	Facilities Manager and Chief Operating Officer.	Immediate.	In progress. 2025



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WASTE				
COMPLETED AND CURRENT PRACTICES				
● Waste-free lunches in the Junior School. ● Recycling bins available across the College. ● Engaging with a cleaning contractor. ● Lime shed.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
Reduce waste per student	• Use data from waste provider to set a benchmark and aim on reducing every year. • Determine the appropriate locations for the bin stations. • Join the FOGO (Food Organics and Garden Organics) program in 2023. • Ban the use of single-use plastics by seeking alternatives, e.g., bamboo or corn starch cutlery; no selling of bottled water; installing water refill stations; and providing reusable water bottles as part of the College uniform. • Reduce the amount of waste to landfill. • Develop waste-management signage and information. • Introduce waste-free/packaging-free lunches policy across the College.	Sustainability Working Group.	Reporting has commenced and we are working with the cleaning company to educate students and staff on appropriate waste management.	Start of 2023 and ongoing.
Nil paper to landfill	• Place paper recycling bins in all classrooms and office areas. • Separate paper recycling bins from general and other recycling waste stations to reduce the risk of contamination. • Reuse paper where possible.	Sustainability Working Group, Facilities Manager and Head of Library and Information Services.	Commenced Semester 1, 2023.	Complete.



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	• Continue to supply paper that is carbon neutral. • Reduce the dependency on paper by using IT equipment. • Immediate use of recycled paper.			
Improve Recycling	• Remove paper bins from outside and replace them with comingled recycling bins. • Create bin stations and place bins side-by-side to reduce contamination. • Conduct an audit of the bin hoppers to ensure they are full before collection to gain a greater understanding of the volume of waste Radford College generates. • Set up an education program about how to recycle and the results of recycling.	Facilities Manager, students, and staff.	Commenced Semester 1, 2023.	Develop information sheets to educate. To be developed. The College is working with its cleaning provider to improve waste management.
Organic waste and composting	• Set up a composting system for managing food waste. • Purchase compost bins to process food waste that can be used across the College. • Introduce worm farms. • Determine if further compost bins need to be purchased. • Aim to implement food waste management across the campus in 2021–22 with an educational program.	Sustainability Working Group, Facilities Manager, students, and staff.	Commenced and in progress. Worm farms were purchased, and a compost bin program was introduced.	In place and ongoing review. Implemented across the College.
Ban single-use plastics	Expand waste-free program to Senior School. • Source sustainable alternatives to single-use plastics for items such as plastic straws and cutlery and items with plastic packaging. • Update procurement policy to source items with sustainable packaging. • Eliminate polystyrene serving ware.	Sustainability Working Group, Facilities Manager, students, and staff.	The College and Canteen have now banned single-use plastics.	Implemented where possible. In place and ongoing review.



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Reduce waste to landfill or zero waste to landfill	Develop material to provide to students and staff: • Education on waste management and landfill. • Education on waste going to landfill i.e., close the loop. • Procurement/site management to consider rehome electrical equipment and College furniture when it is replaced or no longer required. • Eliminate individual bins in staff offices – pending staff consultation. • Explore options for recyclable but unusual waste, e.g., toiletries and stationery.	Sustainability Working Group, College leaders, key teaching staff and management.	Commenced 2023. Zero waste to landfill by 2030. Work with a cleaning company to improve waste management on campus.	Developed. To be implemented.
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WATER				
COMPLETED AND CURRENT PRACTICES				
● Double-flush toilets installed in new buildings and old buildings retrofitted. ● Using rainwater for watering when possible.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
Reduce water use in gardens and landscaping	• Continue to water at night and avoid watering in the heat of the day. • Continue with maintenance checks of pipes, taps and leaks. • Continue with native, drought-tolerant plantings in new garden beds and replace existing plants. • All new garden beds have drip irrigation. • Avoid use of sprinkler systems.	Facilities Manager and Chief Operating Officer.	Review of water use complete. Introduce single-flush toilets and timers on taps.	In place and ongoing review.
Increase the amount of water captured from hard surfaces	• Continue to install water tanks on new buildings. • Incorporate water tanks as part of new building design specifications.	Facilities Manager and Chief Operating Officer.	Ongoing.	2025
Behavioural change to water use	• Develop an information sheet that encourages students and staff to be waterwise by turning off taps, reporting leaks, harvesting rainwater and promoting water as a precious natural resource. • Engage Icon Water to provide the Water Detectives program. • Investigate engaging in the Water Watch program for the local creek. https://www.act.waterwatch.org.au/education	Sustainability Working Group.	Commenced 2023	To be developed.



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PROCUREMENT				
COMPLETED AND CURRENT PRACTICES				
● Engage with environmentally responsible vendors.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
Integrate sustainability into all procurement	- Review procurement policies to ensure that sustainability is considered in all procurement decisions. - Inform vendors about Radford commitments. - Educate staff and encourage the use of environmentally responsible vendors.	Chief Operating Officer, Facilities Manager and Head of Library and Information Services.	Immediate. Sustainability is now part of the procurement process.	Policy complete. To be implemented.
All procurement and new building contracts include sustainability concepts	Procurement procedures and construction contracts are updated to include sustainability concepts such as: - Solar panels on roofs. - Water tanks. - Double-glazed windows. - Sensor lights. - Insulation. - Landscaping to reduce the urban heat island for west-facing windows.	Buildings and Grounds Committee, Facilities Manager and Chief Operating Officer.	Immediate. Sustainability is now part of the procurement process.	Complete. The College's procurement policy now incorporates sustainability considerations.



GOVERNANCE				
COMPLETED AND CURRENT PRACTICES				
● Strategic Plan and SEMP approved by the Board. ● Regular reporting to the Board. ● Sustainability Working Group formalised.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
The five-yearly Strategic Plan addresses sustainability in each of its goals	The 2021–25 Strategic Plan currently addresses sustainability. The updated plan should be reviewed to ensure that sustainability continues to be addressed in each of its goals.	College Board/Sustainability Working Group.	2021	Complete. Sustainability is incorporated in the 2021–25 Strategic Plan. KPIs to be developed.
Formalise the Sustainability Group	Continue engagement to replace members when required (expressions of interest (EOIs), staff, students, and parents/carers).	Senior Executive, Sustainability Working Group and Chief Operating Officer.	2020	Complete. A Working Group has been established and students are included.
Sustainability Guidelines	Develop Sustainability Guidelines for all staff of the College, including ethical practices, classroom resources, paper use, water use and general guides as a reminder to be sustainable. Incorporate the guidelines into staff induction and performance appraisals.	Sustainability Working Group, Secondary and Junior School Executive and Heads of Department.	2023	Developed. To be published.
Annual sustainability reporting	Continue reporting on energy, water, paper. Expand this reporting to waste, biodiversity, transport, and activism.	Chief Operating Officer	Immediate and ongoing.	Complete. Ongoing.
Annual report from sustainability group	Sustainability group to provide an annual report to the College Board and management on the progress of sustainability measures and goals.	Sustainability Working Group.	2023	Complete – quarterly reports to the Board. Annual reporting to be included in the College's Annual Report.
Certification	Obtain and maintain 5-star certification under ACT Sustainable Schools Program	Sustainability Working Group.	2025	In progress.



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SOCIAL, CULTURAL AND COMMUNITY				
COMPLETED AND CURRENT PRACTICES				
● Regular updates via weekly Bulletin covering sustainability.				
GOAL	HOW	WHO	WHEN	ACHIEVEMENT MILESTONE
Promote Sustainability and the Sustainability Working Group	Develop promotional materials and communications for sustainability across the campus and to the broader Radford community. The Group discussed one article per term in the <i>Bulletin</i> and the promotion of specific initiatives as appropriate.	Sustainability Captains.	Commenced Term 2, 2022.	Ongoing. Four publications in 2022 and 2023. Work with Sustainability Captains to develop a schedule of promotions in 2024 (one article per term from Captains, plus extra if available).
Integrate the garden with the food economics program	Integrate the value and positive impact of seasonal cooking and low food miles into the food economics program.	Staff and students.	Develop in Term 4 2022 and look to integrate from Term 3.	Ongoing.
Promote initiatives from the Junior School to the Senior School and vice versa	Use assemblies as a platform of communication. Set up sustainability House challenges. Set up a sustainability award at the end of the year.	Sustainability Captains and Executive.	Commenced 2022.	Complete and ongoing.



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Action Areas - Aims and Targets

	BIODIVERSITY/GREEN SPACE	ENERGY	WASTE	WATER
Benchmark	Increase habitat quality assessment score every year from baseline	400 kWh per student/per year	40% decrease in m ³ per student/per year	4 KL per student/per year
Baseline 2022	Approximately 30% of garden beds are native.	644 kWh per student/per year	Unknown	35 KL per student/per year
2023 Target	Garden beds around new projects 100% native.	600 kWh per student/per year	10% decrease in m ³ per student/per year	32 KL per student/per year
2023 Actual	Achieved	695 kWh per student/per year	5% increase	12 KL per student/per year
2024 Target	Existing garden beds increase to 50% native.	550 kWh per student/per year	20% decrease in m ³ per student/per year	31 KL per student/per year
2024 Actual				
2025 Target	Existing garden beds increase to 75% native.	475 kWh per student/per year	30% decrease in m ³ per student/per year	27 KL per student/per year
2025 Actual				
2026 Target	Existing garden beds 100% native.	400 kWh per student/per year	40% decrease in m ³ per student/per year	25 KL per student/per year
2026 Actual				



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	TRANSPORT/AIR QUALITY	PROCUREMENT	SOCIAL, CULTURAL & COMMUNITY	GOVERNANCE
Benchmark	Increase air quality assessment score every year from baseline	Sustainable purchasing	Improve sustainability cohesion between Junior and Senior School	Sustainability communication with external stakeholders
Baseline 2022	Unknown.	No procurement policy.	Sustainability Captains in Senior School.	Sporadic articles in weekly newsletter.
2023 Target	10% improvement in air quality.	Develop sustainable procurement policy.	Sustainability Captains present in all assemblies.	Include sustainability in Annual Report. Organisation certified as carbon neutral.
2023 Actual	Achieved – 13%	Achieved	Some assemblies	Annual Report – achieved. Certification plans abandoned
2024 Target	20% improvement in air quality.	Introduce sustainable procurement policy and commence vendor compliance.	Sustainability award and House challenges.	Review current reporting standards and upcoming changes.
2024 Actual				
2025 Target	30% improvement in air quality.	All existing and new vendors are fully compliant.	Waste collection practices from Junior School copied to Senior School.	Implement sustainability in annual reports even if not mandatory.
2025 Actual				
2026 Target	40% improvement in air quality.	Review Sustainable Procurement Policy.	Sustainability practices identical across both campuses.	Buildings certified as carbon neutral.
2026 Actual				



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Appendix 1. Sustainability Charter

RADFORD COLLEGE SUSTAINABILITY CHARTER

AIM

The Radford College community commits itself to a philosophy of respect and care for the environment through actions that increasingly lead to sustainable living.

In the context of Radford's core ethical and educational principles, the College will:

- Imagine the means to sustainable living.
- Listen for and seek solutions to environmental issues.
- Respect the dependence of humanity upon our environment.

GUIDING PRINCIPLES

1. Decrease our negative impact upon ecological and climate systems.
2. Promote reliance upon positive sustainable technology, resources, and initiatives.
3. Educate the Radford College community about humanity's place within the environment.
4. Engage with active and restorative services beyond the College community.

MEANS

To effect significant and measurable change:

1. The principles of this Charter will be reflected in each five-yearly Strategic Plan.
2. The Board, in consultation with the scientific and College community, will commit to annual action planning and review, setting targets and reviewing progress in the following areas: energy, water, waste, transport, education, ethics and activism.
3. Data and documentation related to sustainability will be published regularly. Progress reports will be impartial and transparent.



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Appendix 2. Terms of Reference

RADFORD COLLEGE SUSTAINABILITY WORKING GROUP TERMS OF REFERENCE

Radford College is committed to outstanding educational achievement and the transformation of the whole person in the community in the service of God and all people.



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Terms of Reference

Radford College has a long-standing commitment to incorporating sustainability into its core activities of teaching and across all areas of operations.

The Sustainability Working Group is an Advisory Committee of Radford College. The College established the Sustainability Working Group to function as the governance body with oversight of the development and implementation of sustainability initiatives across all areas of the College (including all entities).

Objectives

The objective of the Radford College Sustainability Working Group (the Committee) is to provide leadership, coordination, and guidance to the College on the integration of sustainability principles and practices throughout the College's core governance, teaching and learning, and operational activities.

Responsibilities of the Committee

The Sustainability Working Group will:

- Report to the College's Senior Executive on the status of the College's sustainability performance, including its observance of external commitments and obligations.
- Review and make recommendations to the College's Senior Executive in relation to the development of sustainability-related commitments, policies, and strategies, including the establishment of College-wide performance targets.
- Implement the recommendations of the Sustainability Action Plan.
- Oversee the College's commitments and reporting obligations to the College's Senior Executive, Board, and stakeholders.
- Promote a strong risk culture by adhering to institutional, social, and environmental thresholds, managing risk exposures, and enabling considered, transparent and risk-aware decisions to be made.
- Function as a coordinating unit for the development of Sustainable Development Goals across the College, creating a common narrative and collateral and enabling mechanisms to further the SDGs in curriculum and engaged partnerships.
- Support the development of sustainability communication and engagement activities to promote understanding and activate action in the College community (staff, students, and community).
- Oversee the integration of sustainability into the College's teaching, learning and operational activities and facilitate collaboration across disciplines and functions.
- Support the sustainability-related initiatives and activities of students.
- Incorporate sustainability practices into the College's governance and operational functions.

The responsibilities outlined above will be discharged through members' coordination of the following focus areas:



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- Governance.
- Learning and teaching.
- Student and staff engagement.
- Diversity and inclusion.
- Operational working groups.

Meetings

The Sustainability Working Group will meet two times per term (up to eight times per year) on dates to be agreed by members at the commencement of each year.

Responsibilities of Members

Sustainability Working Group Members will:

- Regularly attend meetings of the Committee.
- Represent their area of responsibility within the College in relation to matters to be addressed by the Committee.
- Monitor the implementation of sustainability initiatives in their portfolios/work areas and provide advice, observations and/or recommendations to the Committee about such initiatives.
- Keep their respective areas informed about the outcomes of the Committee.
- Consider the resource implications of all proposals discussed and include a resource assessment in all recommendations.
- Actively promote sustainability-related developments and initiatives through their networks within and outside the College, as appropriate.

Members

- David Perceval, Chief Operating Officer (Chair)
- Helen Batt, Executive Assistant to COO
- Emily Begbie, Assistant Head of Junior School Learning and Teaching
- Susan Davenport, Head of Library and Information Services
- Louise Evans, Head of SoSE
- Agnes Kopras-Ianson, Director of Finance
- Kath Notley, Acting Director of Service Learning, Round Square Co-ordinator
- Dean O'Brien, Year 3-4 Teacher
- Craig Webber, Head of Facilities
- Pippa Humpries and Tiffany Chue Kee Cheung 2024 Year 12 Sustainability Captains



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Operational Working Groups

Operational Working Groups can be formed under the Committee to address risks or opportunities faced by the College across the environmental, social, economic and governance dimensions of sustainability. Each Operational Working Group will be led by a person with relevant expertise, who will be required to provide regular updates on the progress of the group back to the Committee. The groups will draw upon the expertise of academic and operational staff to implement sectoral best practice in key areas. Operational Working Groups can be formed and disbanded by the Committee Chair to address specific College requirements.

Review

This Terms of Reference is to be reviewed on an annual basis.

Definitions

Radford College defines sustainability as:

- Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Building an inclusive, sustainable, and resilient future for people and the planet.
- Harmonising three core pillars: economic health, social inclusion, and environmental protection, which are interconnected and crucial for the well-being of individuals, societies, and ecosystems.