



Policy & Procedures

Paradise FM 101.9

Cherry Street Ballina NSW 2478

Environmental Policy

Purpose:

Paradise FM Community Radio Station is committed to protecting the environment as part of our core values. We recognise that being part of the community we aim to reduce our environmental footprint.

Policy:

Paradise FM Community Radio Station will demonstrate a social responsibility to enhance the environment and promote long term sustainability for our local community. We aim to inspire our volunteers, staff, and community to do the same.

In this policy we undertake the following.

- To understand and manage our environmental with the outcome or minimising our footprint
- Ensuring our environment is considered in decision making or purchasing of equipment
- Actively working to minimise pollution and manage waste
- Engage with our customers and community on any environmental issues
- Provide employees and volunteers with the appropriate training and instruction
- Review our environment objectives and targets in line with policy review or development
- Openly communicate our policy with staff and volunteers
- Comply with all relevant environmental legislation, regulations, and related initiatives
- Procure stationery items with a recycled material content and may be recyclable at the end of life where practical, fit for purpose and cost effective.
- Actively engage with local and government regulators, action groups, community groups to effectively communicate to our local broadcasting community.
- Document all local interaction and engagement in the Paradise FM Community Radio Station Logbook.

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Procedure:

Paradise FM Community Radio Station shall follow the following procedure to ensure our footprint is reduced wherever possible.

Reduce, Recycle and Reuse

- In developing and printing of all Community Service Announcement (CSA) shall be printed on recycled paper.
- All printer cartridges and document centre drums shall be recycled into the appropriate containers.
- All recycle council waste bins shall be separated each day at the end of business.
- Use environmentally friendly products within the station when cleaning.
- Identify and replace all lighting with LED to reduce our footprint.
- Procure products that have a reduced or eliminated environmentally sensitive materials such as mercury, lead etc.
- Ensure building operations are effectively managed to gain maximum energy performance. E.g air-conditioning or heating settings.
- Make effective use of blinds and closing doors where appropriate to optimise systems.
- Ensure options are available to ensure printers are set to double sided printing
- Shut down personal computers and switch off monitors at the end of each working day to meet the Australian Government performance target.
- Procure new equipment to meet Energy Star standards at a minimum where such equipment is available.
- Maintain maintenance of office equipment to ensure consumption patterns are reviewed.

Related Legislation: Environmental Sustainability Policy July 2014
Australian Government ICT Sustainability Plan (ICTSP) 2010-2015
Work Health and Safety Act 2012
Health and Safety Regulations 2012

Consulting Bodies: Community Broadcasting Association of Australia
Community Media Training Association (CMTO)
Australian Communications and Media Authority (ACMA)

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