

## Welcome to the SEES@W Program!

Welcome to the SEES@W Program (Social, Economic, Environmental Sustainability @ Work). Thank you for putting up your hand to help generate a culture of sustainability in your workplace at the ANU. Here's a quick synopsis of the SEES@W program and how you as a Green Rep can best interact with it:

**Program Aim:** The aim of SEES@W is to build the capacity of ANU workplaces, halls and colleges to foster a culture of social, economic and environmental sustainability by reducing environmental impact and driving down operational costs.

**How does the program work?** The aims of this program are largely achieved by changes in the community's behaviour and not simply technology. ANUgreen provides local area "Green Reps" with training, resources and support to introduce a culture of sustainability in their workplace/hall or college.

**What you'll do as a Green Rep:** As a Green Rep, you are the first point of contact in your workplace on matters environmental, and you can be most effective by seeing yourself as a facilitator/catalyst of change.

With support from your management and guidance from ANUgreen, you...

- **Attend monthly training sessions** run by the award winning ANUgreen program to enable you to generate support for environmental initiatives and make measurable reductions in environmental impact and operational costs (reserve your place online via HORUS from ANU home page).
- **Generate green office culture** by forming a green committee which acts as the point of contact on environmental issues in your workplace, establishes channels of communication and runs fun activities to encourage participation in sustainability initiatives among your colleagues.
- Print out and **display posters, send emails, order stickers, give talks** and presentations on a regular basis to keep your colleagues updated on "environment" campaigns, events, competitions.
- Carry out an **environmental assessment of your workplace**, process the results, and communicate findings to your area regarding your ecological and financial footprint.
- Based on your assessment results, **develop a sustainability strategy** for implementation in the latter half of the year to tackle a particular environmental issue in your workplace.
- **Attend "catch up session" workshops**, to support you as you implement your sustainability strategy.
- **Liaise with the SEES@W Coordinator** to stay in the loop with regards to events and initiatives to help you generate sustainability in your workplace.

**How should I use this kit?** This kit is designed to be a one stop shop for ideas on how you can start to reduce your workplace's environmental impact, and should be used in conjunction with the SEES@W training, to help you set about making your ideas a reality.

1. Introduction – overview of SEES@W program and training schedule
2. Fact Sheets and resources – guidance to reduce your workplace's ecological footprint
3. Training workshops – *training summary, preparation tasks*

**How do I register for training?** To get the most out of the SEES@W program, it is recommended that you form a Green Rep Team in your workplace, and ensure that at least one team member attends each core training session and 2 of 4 catch up sessions (see training timetable overleaf). You can register for training online via HORUS (see left hand side menu of ANU staff/student home page). Training is provided free of charge to ANU staff/students, however a no-show-fee to be born by your workplace does apply should you fail to attend without giving sufficient notice (details available via HORUS).

**How much time is involved in being a Green Rep?** With support from your management, Green Reps can help their workplace best by spending approximately 1 hour per week on SEES@W tasks + training.

## What training is provided, and what will I be meant to do with it?

SeeS@W Training Timetable: April Intake 2008 (check anugreen website for updates)

Core training sessions	Repeated training sessions/Green Lab Session
Support “catch up” sessions (attendance at least 2 of the 4 sessions)	

Date and Time	Venue	Topic	Equips you to...	hours
<b>Monday 7<sup>th</sup> April</b> 1.30-4.30pm	Menzies Library, McDonald Room, Ground Floor.	Creating Green Office Culture	Generate interest & action on sustainability among your colleagues by getting a green team together, launching the program in your area, displaying posters strategically.	3
<b>Wednesday 16<sup>th</sup> April</b> 1.30-3pm	Menzies Library, McDonald Room, Ground Floor.	Facilitation and communication	Generate ownership of sustainability initiatives among colleagues and build lasting channels of communication.	1.5
<b>Friday 9<sup>th</sup> May</b> 1.30 – 4.30pm	Chifley IT Training Room – basement Chifley Library	Environmental Assessment and Reporting (part1)	*Carry out an environmental assessment of your workplace, *Generate meaningful data on your environmental impact and avoidable financial expenditure.	3
<b>Thursday 15<sup>th</sup> May</b> 1.30-4.30pm	Chifley Flexible Learning Room – basement Chifley Library.	Environmental Assessment and Reporting (part 2)	*Identify options to improve environmental performance and reduce operational costs. *Present results to your workplace for their consideration.	3
<b>Thursday 8<sup>th</sup> May</b> 1.30-4.30	<i>Menzies Library, McDonald Room</i>	<i>Green labs Development</i>	<i>Contribute ideas to the development of a green lab program.</i>	3
<b>Thursday 12<sup>th</sup> June</b> 1.30- 3.30	<i>Menzies Library – McDonald Room</i>	<i>Green Labs Development</i>	<i>Finalise content/approach for Green Labs program</i>	2
<b>Wednesday June 18<sup>th</sup></b> 1.30-4.30	Menzies Library – McDonald Room	Action Planning, Implementation and Evaluation	Based on your findings, develop a strategy to target at least one sustainability initiative which achieves measurable improvements by the end of the year.	3
<b>Monday 7<sup>th</sup> July</b> 1.30-4.30	Menzies Library – McDonald Room	Action Planning, Implementation and Evaluation (repeat)	See above	3
<b>Tuesday 8<sup>th</sup> July</b> 1.30 – 3.30	Menzies Library - McDonald Room	SeeS@W Catch Up Session	Fine tune your sustainability strategy and implement with confidence, with help from ANUgreen and fellow G Reps.	2
<b>Wednesday 13<sup>th</sup> August</b> 1.30 – 3.30	Menzies Library - McDonald Room	SeeS@W Catch Up Session	See above	2
<b>Wednesday 17<sup>th</sup> Sep</b> 1.30 – 3.30	Menzies Library - McDonald Room	SeeS@W Catch Up Session	See above	2
<b>Wednesday 22 Oct</b> 1.30 – 3.30	Menzies Library - McDonald Room	SeeS@W Catch Up Session	See above	2
<b>Wednesday 26 Nov</b> 1.00-3.00	Menzies Library - McDonald Room	Reflection and Celebration!	Celebrate successes over lunch, reflect on year passed, and give feedback to ANUgreen.	2

**What if I have more questions?** Contact your SEES@W Coordinator or other relevant ANUgreen staff and we'll do our best to help you ☺ E [anugreen@anu.edu.au](mailto:anugreen@anu.edu.au) T 02 6125 2158 [www.anu.edu.au/anugreen](http://www.anu.edu.au/anugreen)