



OTAGOMUSEUM

OTAGO MUSEUM STRATEGY RESPONSIBLE OPERATIONS

Strategy Information

Strategy Title:	Responsible Operations
Status:	Approved
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Position responsible:	Chief Executive
Due for review (date):	June 2012
Scope/Audience:	Museum
Author:	Content Services Coordinator (ER)

Rationale and Background

Purpose

To identify principles and actions which guide Museum operations in order to minimise negative environmental impacts wherever resources reasonably allow.

Need for Strategy

The Otago Museum embraces the opportunities and obligations which exist as a business operating in the 21st century with regard to local, national and international imperatives for affirmative action regarding the care and protection of the environment globally and Museum resources locally.

Definitions

Legal obligations

Strategy Intent

To encourage all staff to operate with due care and attention to the potential environmental impact of our individual and collective actions, bearing in mind the resource limitations of the organisation and the facilities available within our community to support such actions.

Strategy Statement

- The Otago Museum is committed to developing as a green business – using energy efficiently, developing sustainably, choosing appropriate materials and using them wisely, proactively managing waste, purchasing responsibly, acting within the guidelines of legislation and where possible exceeding expectations

- The Otago Museum currently undertakes the following initiatives and intends to continue to do so:
 - Monitoring and reviewing energy usage
 - Encouraging electricity saving through signage e.g. on doors and light switches
 - Encouraging electricity saving through periodic mindfulness campaigns to all staff
 - Encouraging electricity saving through installing motion detection where suitable e.g. workshop
 - Encouraging white paper recycling through an office collection bin
 - Encouraging cardboard recycling through an office collection bin
 - Encouraging cardboard recycling through a cardboard skip and regular collection
 - Encouraging bottle recycling, in particular for bar recyclables, through glass recycling bins
 - Staffroom recycling through named collection bins for plastics, glass, and metals
 - Coffee machines in staffroom which use ceramic cups – avoiding the need for takeaway cups
 - Managing the chemical store responsibly, including disposals within legislative requirements
 - Considering energy efficiency in lighting selection and purchase
 - Self regulating faucets in public bathrooms
 - Offering reusable exhibition materials and furniture to regional museums
 - Implementing a comprehensive maintenance regime for plant and equipment to ensure efficient operation and maximum longevity
 - Offering double-sided capacity in office printers
 - Establishing a green team to investigate new initiatives
 - Well developed intranet for online information access rather than paper oriented collective communication
 - Use of screens in meeting rooms to reduce paper based communication
 - Encourage the adoption of online reading of minutes where suitable and onscreen agendas
 - Establishing printing quantities based on calculated needs
 - Selecting uniform choices which will be durable over many years
 - Working only with butterfly suppliers who demonstrate local commitment to sustainability
 - Building structures using substrates which minimise the operational impacts and financial burden for the organisation – actively planning capital expenditure with operational impacts in mind e.g. Tropical Forest construction and mechanical services
 - Responding to staff identified issues for responsible operations - made straightforward through the OMCentral system, including feedback and follow up mechanisms
 - Using the OMCentral system to capture responsible operations initiatives and monitor actions and performance
 - Donating reusable items to regional museums
 - Assisting the Orokonui Ecosanctuary in their initiatives on request in line with our Memorandum of Understanding
 - Using opening windows for fresh air in staff areas rather than mechanical services
 - Reducing vehicle use through encouraging single journeys covering multiple suppliers rather than many single journeys
 - Reducing vehicle use through larger transactions with supplier rather than many single purchases

- Encouraging fuel efficiency with petrol top-up reminders in all vehicles
 - Encouraging the use of email rather than mail whenever appropriate
 - Installing long-life light bulbs wherever appropriate
 - Removing fluorescents and light bulbs wherever possible without materially impacting light levels
 - Reusing stationery as much as practicable and proactively considering consumption
 - Completing the Qualmark Responsible Tourism Checklist
 - Educating the community through developing and presenting programmes and events encouraging mindfulness and skill development
- The Otago Museum intends to investigate and as appropriate implement the following initiatives as time and resourcing allows:
 - Waste review and minimisation initiatives
 - Water review and minimisation initiatives
 - Lighting review – purchasing, disposal and efficient use through circuits and detection systems wherever feasible without negative impact on the visitor experience or staff safety
 - Establishing a composting system for staff room waste
 - Extending office recycling initiatives
 - Periodic energy auditing
 - Moving printing stock to sustainably produced options
 - Joining the carbonZero Programme to help measure, manage and mitigate usage
 - Reviewing cleaning product choices, aiming to choose wisely with the environmental impact in mind
 - Reviewing all sources of pollution (air, light, noise etc) arising from Museum activities, aiming to eliminate or minimise as appropriate
 - Rainwater collection for gardening and outdoor cleaning
 - Plumbing hardware review for water usage minimisation – toilets, taps, shower
 - Establishing procurement guidelines which seek value for money over whole of life and consider current literature regarding appropriate environmental standards e.g. for vehicles, for appliances, for printing, for exhibit materials
 - Investigate solar power feasibility
 - Map and guide reuse system
 - Reviewing exhibition material choices seeking to make the best choices which balance quality, robust outcomes with sustainable practices
 - Window coating for heat retention
 - Mindfulness campaign regarding printing and paper use, reuse or recycling
 - Mindfulness campaign regarding energy use
 - Encouraging team carpooling and other cooperative behaviour
 - Other initiatives as identified from time to time by staff or to staff which, on analysis indicate a saving or an appropriate step forward in the Museum's responsible operations
- The Otago Museum commits to implementing the following initiatives as soon as the facilities to do make them viable exist within its community:
 - Offering recycling/refuse options throughout public areas

- The Otago Museum commits to buying locally made wherever possible – Otago first, then New Zealand, and investigating the supply chain from existence to end of life, including considerations of packaging and return to source options
- The Otago Museum commits to working with suppliers wherever possible who share the Museum's values, in particular where such purchasing has a direct impact on highly at risk environments (such as rainforests)
- The Otago Museum commits to considering the environmental impacts of goods and services during procurement, and where affordable and feasible will select products based on energy efficiency, recyclability, longevity and any suitable environmental rating scale as appropriate
- The Otago Museum commits to undertaking future major capital works in a manner which meets wherever possible green building standards
- The Otago Museum commits to continuing to take a positive, leadership role in community education surrounding sustainability programmes and initiatives