

electronic format - the implementation of this system has reduced the need for printing and physical storage of hard copy documentation, as well as facilitating information exchange electronically across the organisation.

To reduce energy consumption:

- air conditioning is only activated half an hour before staff enter the building, generally operating between 7.30am and 6.00pm; and
- building lighting is switched off at night except for emergency lighting.

Other initiatives include:

- recycling of paper across Council;
- electronic communication tools such as email reduce paper consumption;
- web site and intranet to disseminate information electronically for a wider audience;
- archival boxes used in our Records Section are made from recycled materials;
- reuse of envelopes for internal purposes with consideration given to privacy issues; and
- web site backups are burnt to CD rather than maintaining paper copies.

Council has also trialled the following initiatives:

- use of recycled paper and paper manufactured from sugarcane stock; and
- recycling bins for aluminum cans and plastics.

Council intends to purchase scanning equipment to facilitate the distribution of high-frequency communication such as daily press clippings and weekly financial reports. It is intended that these be distributed electronically rather than in hard copy, and that they will also be accessible through the TRIM record-management system.

Council will be reviewing its commitment to the principles of ecologically sustainable development and intends to devise a more comprehensive plan to address environmental issues.

GLOSSARY

LIST OF ACRONYMS:

ABS

Australian Bureau of Statistics

ACMAC

Australia Council Multicultural Advisory Committee

AICC

Australian International Cultural Council

AIR

Australian Independent Records

AMA

Arts for a Multicultural Australia

AMD

Audience and Market Development

ANAT

Australian Network for Art and Technology

ANU

Australian National University

APAM

Australian Performing Arts Market

ARI

Artist-Run-Initiative

ATSIAB

Aboriginal and Torres Strait Islander Arts Board

ATSIC

Aboriginal and Torres Strait Islander Commission

BAM

Brooklyn Academy of Music

BIAP

Book Industry Assistance Plan

BMAC

Broome Musicians Aboriginal Corporation

CAS

Cultural Awards Scheme

CCDB

Community Cultural Development Board

CICP

Commission for International Cultural Promotion

DADAA

Disability in the Arts Disadvantage in the Arts Australia

DFAT

Department of Foreign Affairs and Trade

DIMA

Department of Immigration and Multicultural
Affairs

EEO

Equal Employment Opportunity

FOPA

Festival of Pacific Arts

ISPA

International Society for the Performing Arts

LADEN

Little Asia Dance Exchange Network

MAMAS

Multicultural Arts Marketing Ambassadors
Scheme

MFI

Major Festivals Initiative

MMF

Music Managers Forum

MPA

Major Performing Arts

NATSIAP

National Aboriginal and Torres Strait Islander
Arts Policy

NEIC

National Entertainment Industry Conference

NIEC

National Independent Electronic Labels
Conference

NIDA

National Institute of Dramatic Art

NMA

New Media Arts

PVA

Promoting the Value of the Arts

RMIT

Royal Melbourne Institute of Technology

VACB

Visual Arts/Crafts Board

WAAPA

Western Australian Academy of Performing
Arts