



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

## Green Office Program



# Green Office Assessment

## Results of Pilot Program 2005

This report is compiled by Environmental Services, Property and Facilities Division, from individual reports written by the 2005 Green Steps students and presented to the areas that took part in the pilot program.

**Areas were assessed by the following Green Steps students & Property & Facilities staff;**

Faculty of Business Economics and Law  
Library (Duhig)  
Information Technology Services  
Environmental Management Centre  
Geographical Sciences and Planning  
UQ Traffic and Parking  
Property and Facilities Division

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## **Introduction**

Green Office assessments were carried out in a number of schools/centres at The University of Queensland during the second semester of 2005 as a pilot for the program which will be rolled out across the St Lucia campus in 2006. The assessments were carried out by Green Steps Students. The students completed a course in Environmental Change Management earlier in 2005 that was sponsored by The Australian Greenhouse Office, managed by Monash Environment Institute and supported by the Property and Facilities Division at UQ. As part of the program, the students were asked to help conduct baseline assessments within schools/centres and to help to implement the Green Office Program.

The areas that agreed to be a part of the pilot program were;

- Faculty of Business Economics & Law
- Library (Duhig Building)
- Information Technology Services
- Environmental Management Centre
- Geographical Sciences and Planning
- Property and Facilities Division
- UQ Traffic and Parking

## **Purpose of the Green Office Program**

The purpose of the assessments was to develop baseline data for schools and centres from which they can continually improve their environmental performance in the following areas;

- Energy Management
- Waste Management (Reduce, Reuse and Recycle)
- Environmentally Responsible Purchasing
- Environmental Awareness

Results from each school and centre are available on the Property and Facilities EMS website so that schools and centres can benchmark themselves against each other.

The assessments will also help Property and Facilities Division to focus environmental awareness activities and programs in areas that require the most improvement. The Green Office Program gives schools and centres an opportunity to network and exchange ideas and resources to help improve environmental performance in their areas.

## **Methodology**

The green office assessments were done in three parts;

1. A walk-through survey which included an energy audit and a visual waste audit;
2. An interview with the purchasing officer; and
3. One to one interviews with staff members.

Each three parts of the assessment were given an individual score (% out of 100). These scores were then averaged to give an overall office rating for the area. It is the intention of the program that assessments will be carried out annually with the results being sent to the Property and Facilities Division and made available on the EMS website.

## Results

During the walk through assessments, most areas performed quite well in the area of recycling and reduce and reuse. Energy use had a mixed result with some areas performing very well and other areas performing quite poorly.

As expected, the interviews with the purchasing officers did not yield very positive results, with the average result at 37%. This is most likely due to lack of awareness for environmentally friendly products and their availability as well as a price premium for environmentally preferred products in the past.

The assessment highlighted the following schools/centres/divisions as leaders in specific areas of environmental management.

- |  |                         |
|--|-------------------------|
| ▪ Environmentally responsible purchasing | BEL Faculty             |
| ▪ Recycling                              | Library                 |
| ▪ Reduce/Reuse                           | ITS                     |
| ▪ Environmental awareness                | Property and Facilities |
| ▪ Energy management                      | BEL & Traffic & Parking |

Overall Property and Facilities Division received the highest Green Office Rating, closely followed by the BEL Faculty. The assessment highlighted the following areas of environmental management where the most improvement is required;

- Energy management,
- Environmentally responsible purchasing;
- Environmental awareness.

See [graphs](#) of the Green Office Assessments at the end of this document for detailed information on each assessment.

The average scores under each part of the assessment were;

### 1. Walk through assessment;

- |                |     |
|----------------|-----|
| ▪ Recycling    | 77% |
| ▪ Reduce/Reuse | 71% |
| ▪ Energy Use   | 56% |

**2. Interview with Purchasing Officer; 37%**

**3. Staff Interviews;**

▪ Reduce/Reuse	60%
▪ Recycling	68%
▪ Energy Use	50%
▪ Awareness	61%

**4. Overall Office Rating; 59%**

**Conclusion**

A pilot of the Green Office Program was conducted in seven areas of the university. All participants found that the assessments were worthwhile and agreed they will be an effective method of encouraging continual improvement in their areas. Participants found the interviews to be of minimal disruption taking about five minutes to complete for each staff member. Participants agreed that making the results available to other areas would help to improve performance.

To help to improve Green Office performance, Property and Facilities Division have made the following publications and guidelines available on the Property and Facilities [EMS website](#):

- Environmental Management System
- Green Purchasing Guide
- Recycling Guide
- Recycling Procedures
- Posters
- Improving our Environment Guide

Also, a number of different brands of **recycled content paper** are now available through the Property and Facilities Store at very competitive prices.

As the Green Office Program is rolled out across the campus, a workmate in your school/centre will be nominated as a Green Office Representative and will be the first point of contact for any questions related to the Green Office Program.

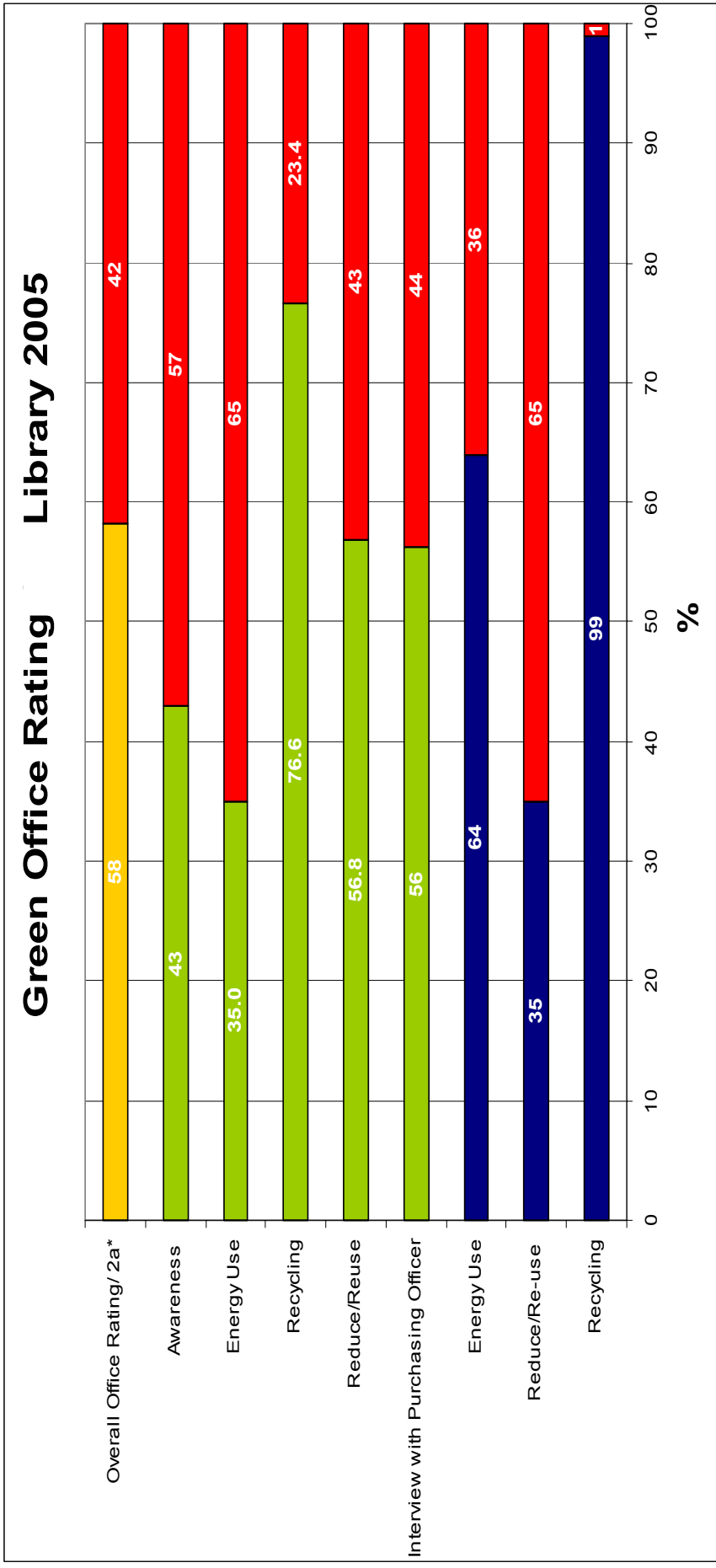
In 2006, A Green Office Newsletter will be distributed by Property and Facilities Division to all the Green Office Representatives monthly. It is the responsibility of the Green Office representative to distribute the newsletter and any other Green Office information and updates to staff in their schools/centres/divisions.

If your school/centre already has systems in place for recycling/ reusing or are aware of other opportunities for recycling etc, please email us at [Unigreen@pf.uq.edu.au](mailto:Unigreen@pf.uq.edu.au) and let us know what you are doing.

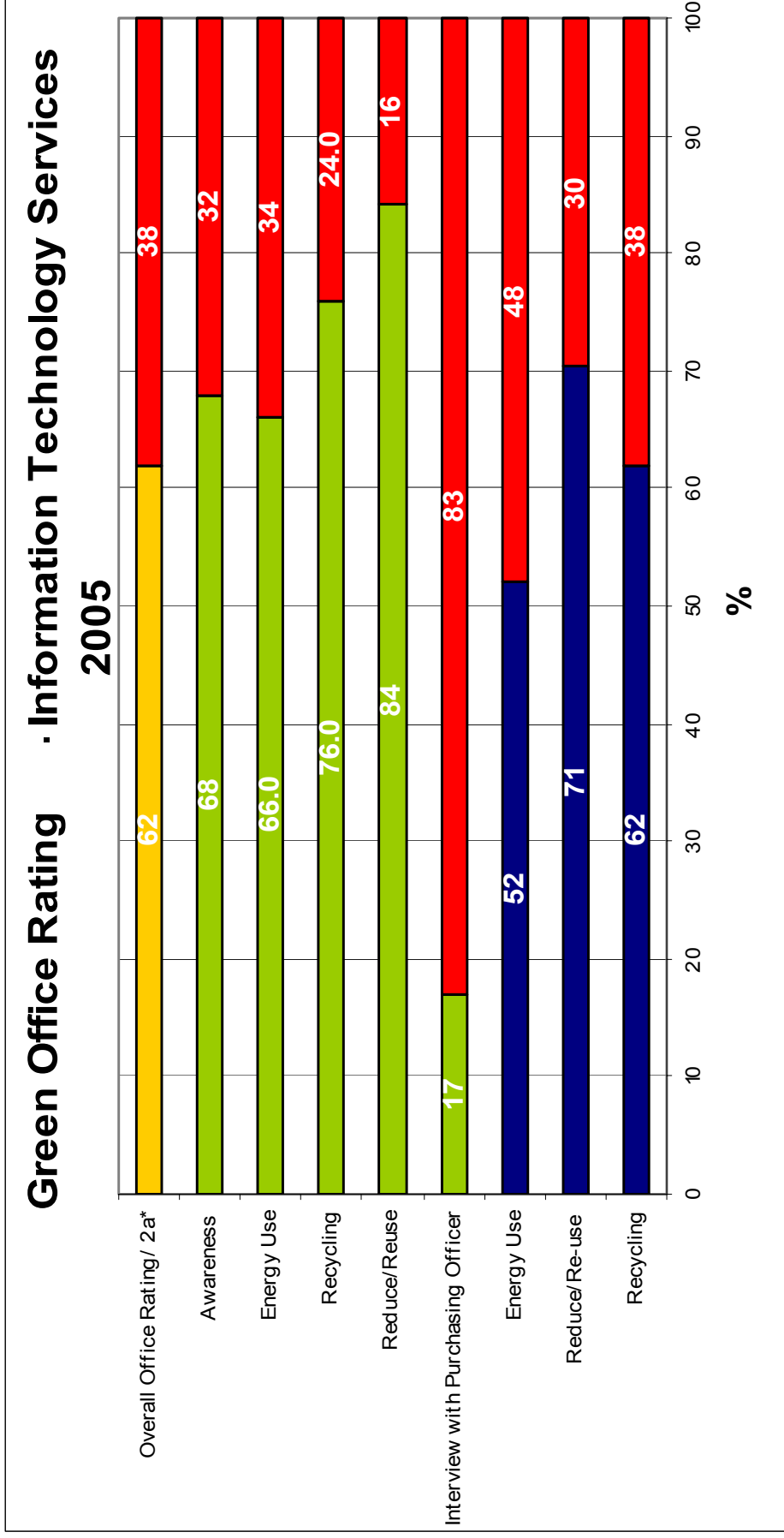
### Graphs

The Blue bars at the bottom of the graphs indicate the results from the walk through assessment, green bars indicate the results of the interviews and yellow is the overall score. Red indicates the opportunity for improvement.

### Library

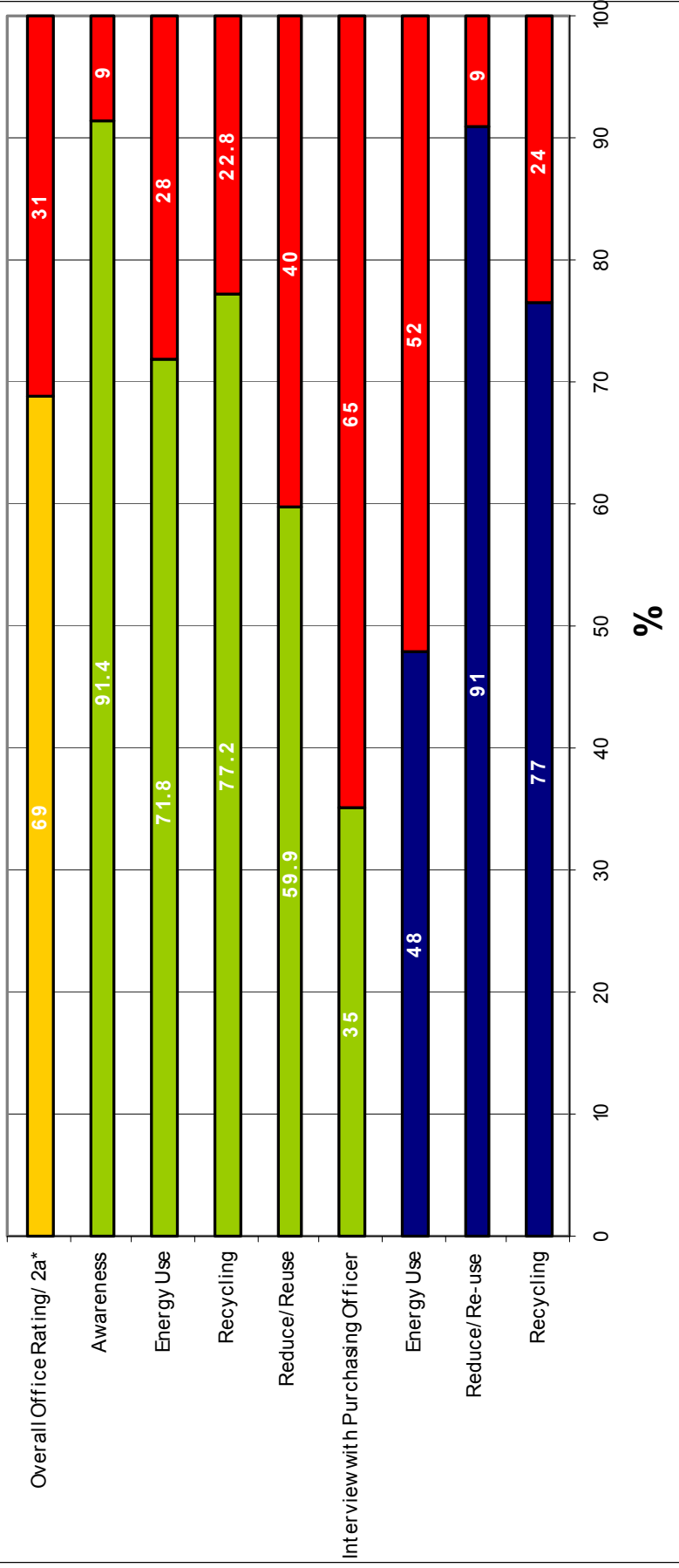


**Information Technology Services**



**Property & Facilities Division**

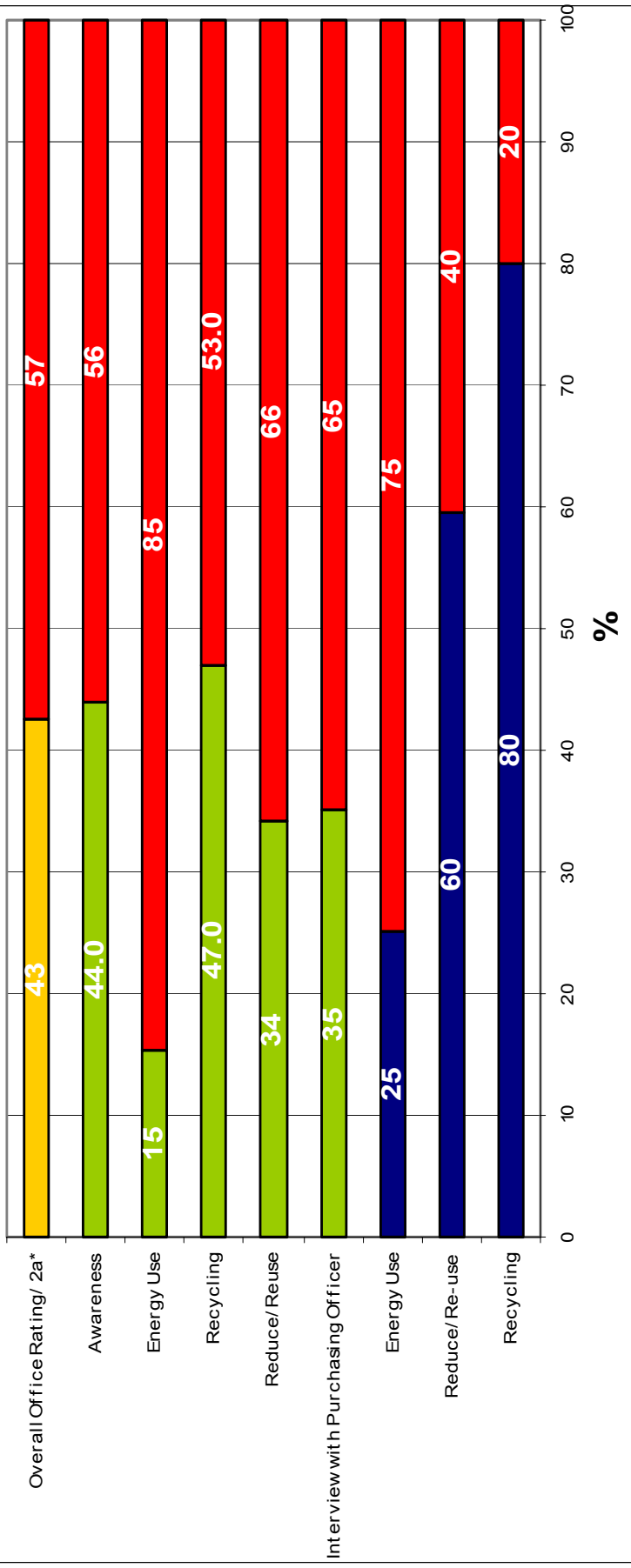
**Green Office Rating · Property & Facilities Division 2005**



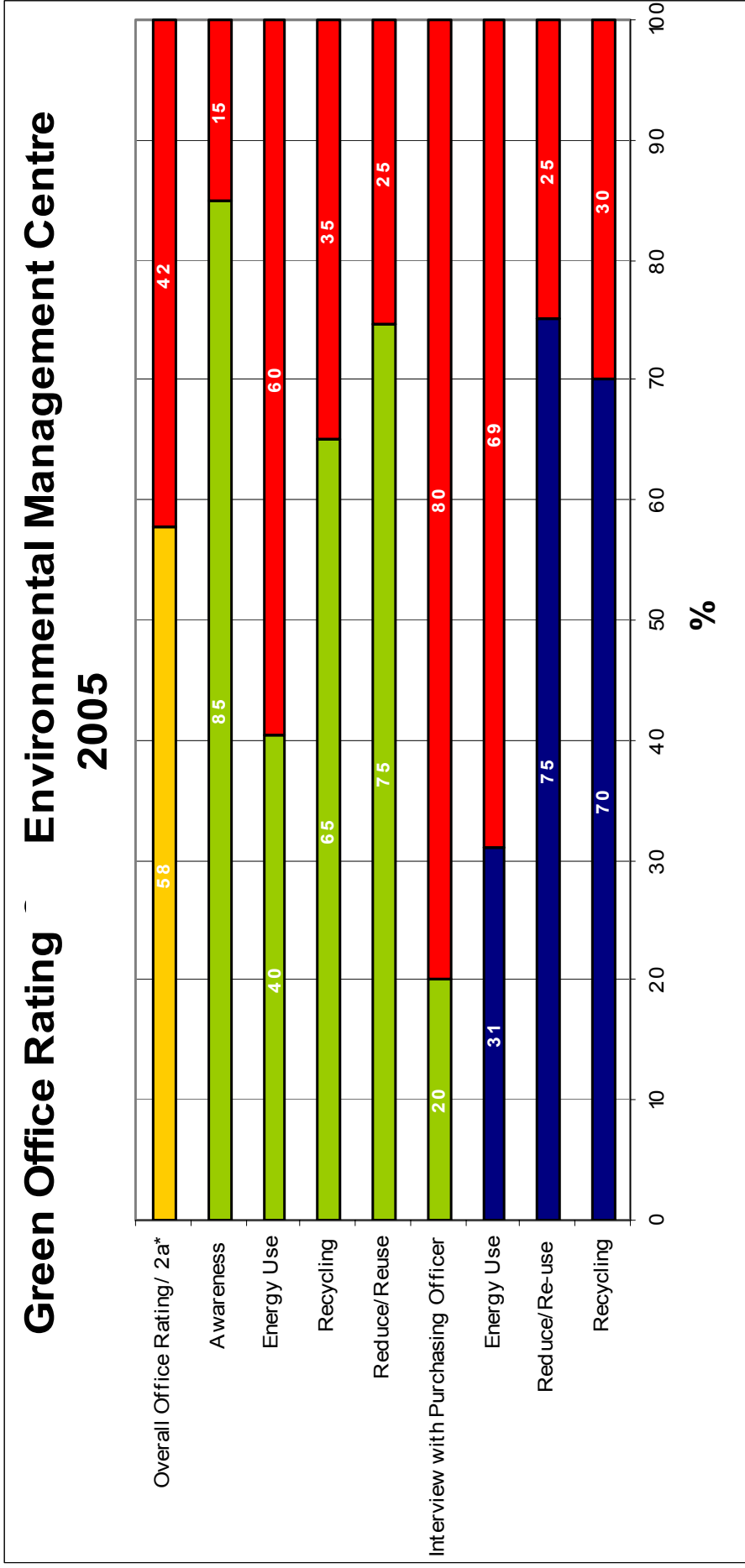


*School of Geographical Sciences and Planning*

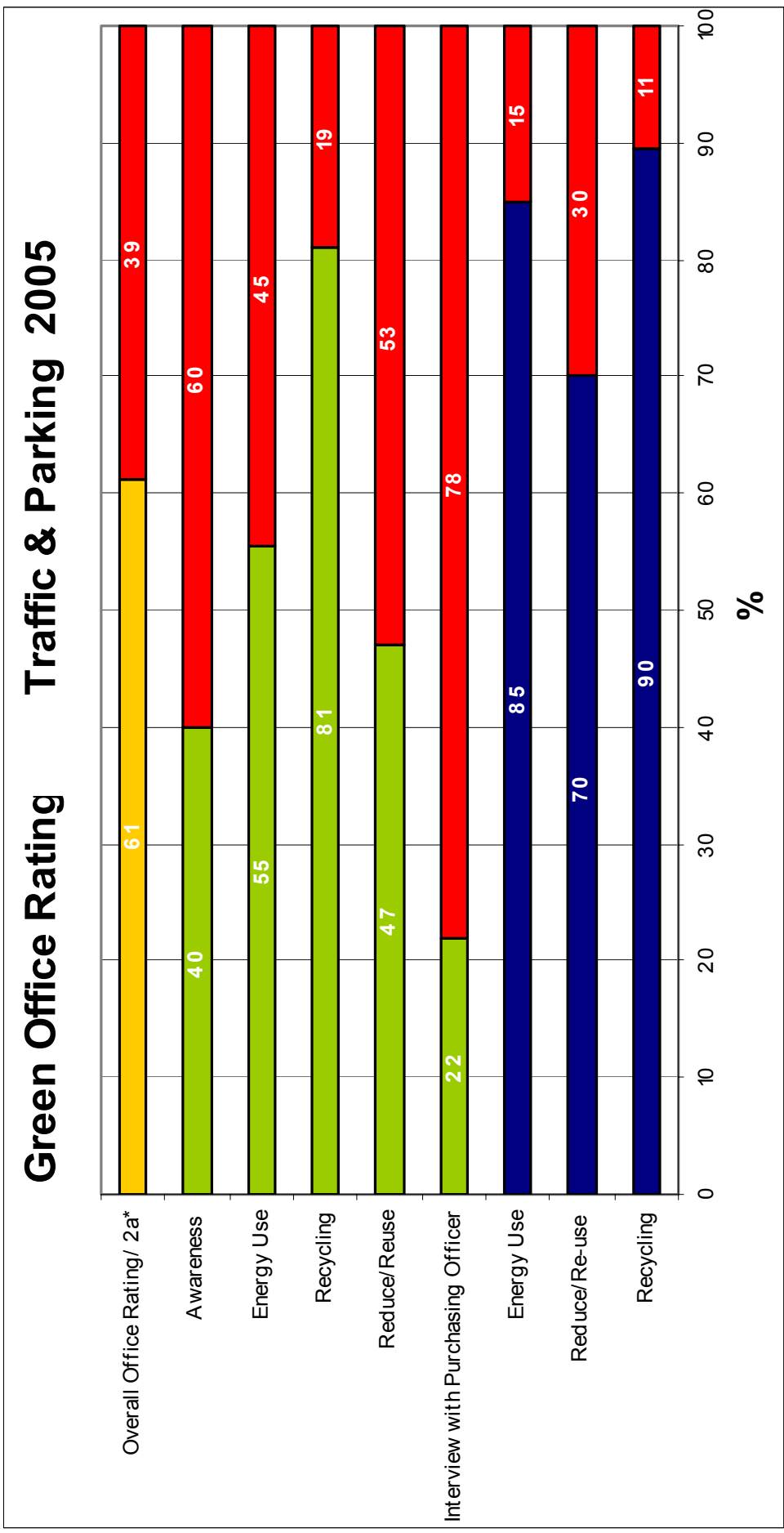
**Green Office Rating School of Geographical Sciences & Planning 2005**



**Environmental Management Centre**



**UQ Traffic and Parking**



**Faculty of Business Economics and Law**

**Green Office Rating - BEL Faculty 2005**

