



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Green Office Program



Green Office Assessment

Results of Program January – June 2006

This report is compiled by Environmental Services, Property and Facilities Division, from individual assessment reports conducted by Green Office representatives and the Green Office Coordinator.

Areas were assessed by the following Green Office Representatives;

Architecture and Music Library
Faculty of Arts
International Admissions Section:
International Education Directorate
Law Library
Physical Science and Engineering Library
School of Business
Student Administrative Services Division:
Records Management Services and Duplicating
University Health Service
UQ Centre

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Introduction

Green Office assessments were carried out in nine schools/centres at The University of Queensland during the first semester of 2006 as part of the Green Office Program which was rolled out across the St Lucia campus during the period. The assessments were carried out by Green Office Representatives from University schools/centres with assistance from the Green Office Coordinator.

The areas that took part in Green Office base line assessments from January to June 2006 were;

- Architecture and Music Library
- Faculty of Arts
- International Admissions Section: International Education Directorate
- Law Library
- Physical Science and Engineering Library
- School of Business
- Student Administrative Services Division: Records Management Services and Duplicating
- University Health Service
- UQ Centre

Background of the Green Office Program

A pilot of the Green Office Program was conducted in seven areas of the university in 2005. All participants found that the assessments were worthwhile and agreed they will be an effective method of encouraging continual improvement in their areas. Due to success of the pilot program the decision was made to extend the Green Office Program in 2006 to other schools/centres at the St Lucia campus as well as other campuses and sites. The Program will be rolled out to other schools/centres at the St Lucia campus as well as other UQ campuses and sites during 2006/2007.

A monthly Green Office Newsletter was started in 2006 to be distributed by Property and Facilities Division to all Green Office contacts. It is the responsibility of Green Office representatives to distribute the newsletter and any other Green Office information and updates to staff in their schools/centres/divisions.

Quarterly Green Office Update sessions were conducted in 2006 to keep staff informed on environmental issues, initiatives and activities around campus. The sessions also enabled Green Office representatives and Property and Facilities staff to network with other areas around campus and get involved in general discussions on Green Office barriers and opportunities.

Activities held on World Environment Day 2006 (5th June) were a major success. The first ever Green Office award was presented to Evan Williams as Green office Representative for *Student Administration: Records Management & Duplicating Services*. Evan's area scored the highest overall Green Office rating for 2005-2006 and received a perpetual trophy, a framed certificate and a \$100 plant voucher. Next year's Green Office Award will be presented to the area that shows the most improvement in their office rating over the next 12 months.



Green Office Representatives and friends at the Green Office Breakfast and Awards presentation (left) and Evan Williams accepting the Green Office Award on behalf of Records Management & Duplicating Services, Student Administration (right) from Gary Portley (P&F Administration Manager/Unigreen Conveyer).

On the same day the P&F Central Store held a Trade Show showcasing a range of products and initiatives from over 20 suppliers, including a variety of “green” products. Environmental Services worked with the store and had a Unigreen and Green Office stall at the Trade Show to promote environmental initiatives around campus. A Green Office Desk was also put together to demonstrate environmental best practice for offices and to provide useful hints and tips to university staff members.



David Wyatt from Properties & Facilities Central Store, enjoying the displays at the Trade Show (left) and Leigh Thompson (Project Officer Environment from Properties & Facilities Division) attending the Green Office Desk on World Environment Day (right)

To help to improve Green Office performance, Property and Facilities Division have made the following publications and guidelines available on the EMS Website at: www.pf.uq.edu.au/ems.html.

- Environmental Management System
- Green Purchasing Guide
- Recycling Guide
- Recycling Procedures
- Posters

- Improving our Environment Guide
- Green Office Representative Application Form
- Green Office Program Activities
- Green Office Program Operational Contacts
- Green Office Assessment Form and Rating Tool
- Monthly Green Office Update Newsletters and
- Green Office Assessment Report for the 2005 Pilot Program

Purpose of the Green Office Program

Offices and staff practices and behaviours can impact upon the environment on a day to day basis through resource consumption and waste generation. 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.

The purpose of the Green Office assessments is 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 and
- Environmental Awareness

The assessments will also help Property and Facilities Division to focus environmental awareness activities and programs in areas that require the most improvement.

Methodology

The green office assessments were conducted 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 a sample of 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 to enable schools and centres to measure environmental performance over time.

As part of the program, the Green Office Coordinator helped to conduct baseline assessments within schools/centres and to provide support and to help schools/centres implement the Green Office Program.

Results

During the walk through assessments, most areas performed quite well in the area of reduce, reuse and recycling. 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 33%. 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**
 - Law Library and UQ Centre
- **Individual reduce, reuse and recycling**
 - Faculty of Arts
- **School/section reduce, reuse and recycling**
 - Law Library and Physical Sciences and Engineering Library
- **Energy management**
 - Student Administrative Services Division: Records Management Services and Duplicating
- **Environmental awareness**
 - University Health Service & UQ Centre

Overall Property and Facilities UQ Centre received the highest Green Office Rating, closely followed by Student Administrative Services Division: Records Management Services and Duplicating. Generally the assessments highlighted the following areas of environmental management where the most improvement is required;

- Environmentally responsible purchasing;
- Environmental awareness; and
- Energy management

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;

- | | |
|---|-----|
| ▪ Section Reduce, Reuse and Recycle | 70% |
| ▪ Workstation Reduce, Reuse and Recycle | 72% |
| ▪ Energy Use | 62% |

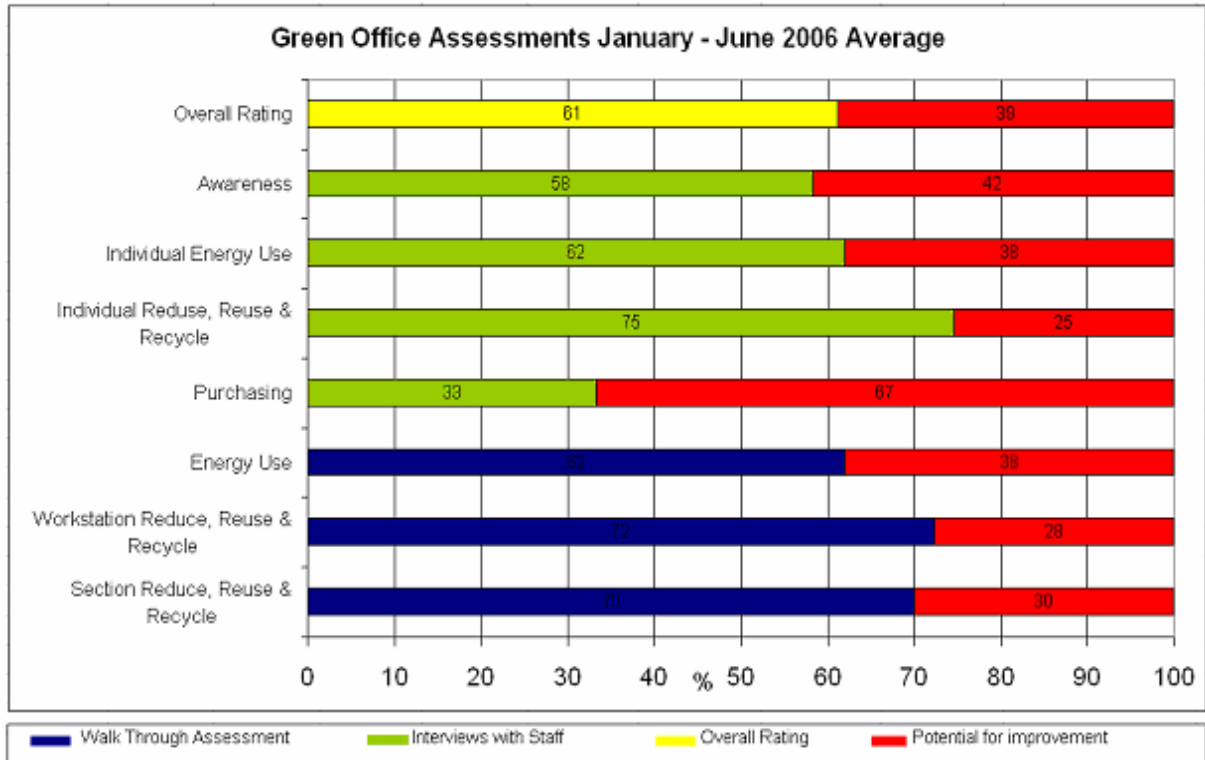
2. Interview with Purchasing Officer; 33%

3. Staff Interviews;

- | | |
|-----------------------------|-----|
| ▪ Reduce, Reuse and Recycle | 75% |
| ▪ Energy Use | 62% |
| ▪ Awareness | 58% |

4. Overall Office Rating; 61%

The graph below shows the average results for the nine Green Office assessments undertaken during January to June 2006.



Conclusion

The Green Office Program was rolled out to ten new areas of the university at the St Lucia campus from January to June 2006, of which nine conducted base line assessments. 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.

Also, a range of **environmentally friendly products** are now available through the Property and Facilities Central Store at competitive prices including different brands of recycled content paper, refillable pens and pencils and remanufactured toner and ink jet printer cartridges. The Central Store catalogue is available from: www.pf.uq.edu.au/StoresCatalog.html.

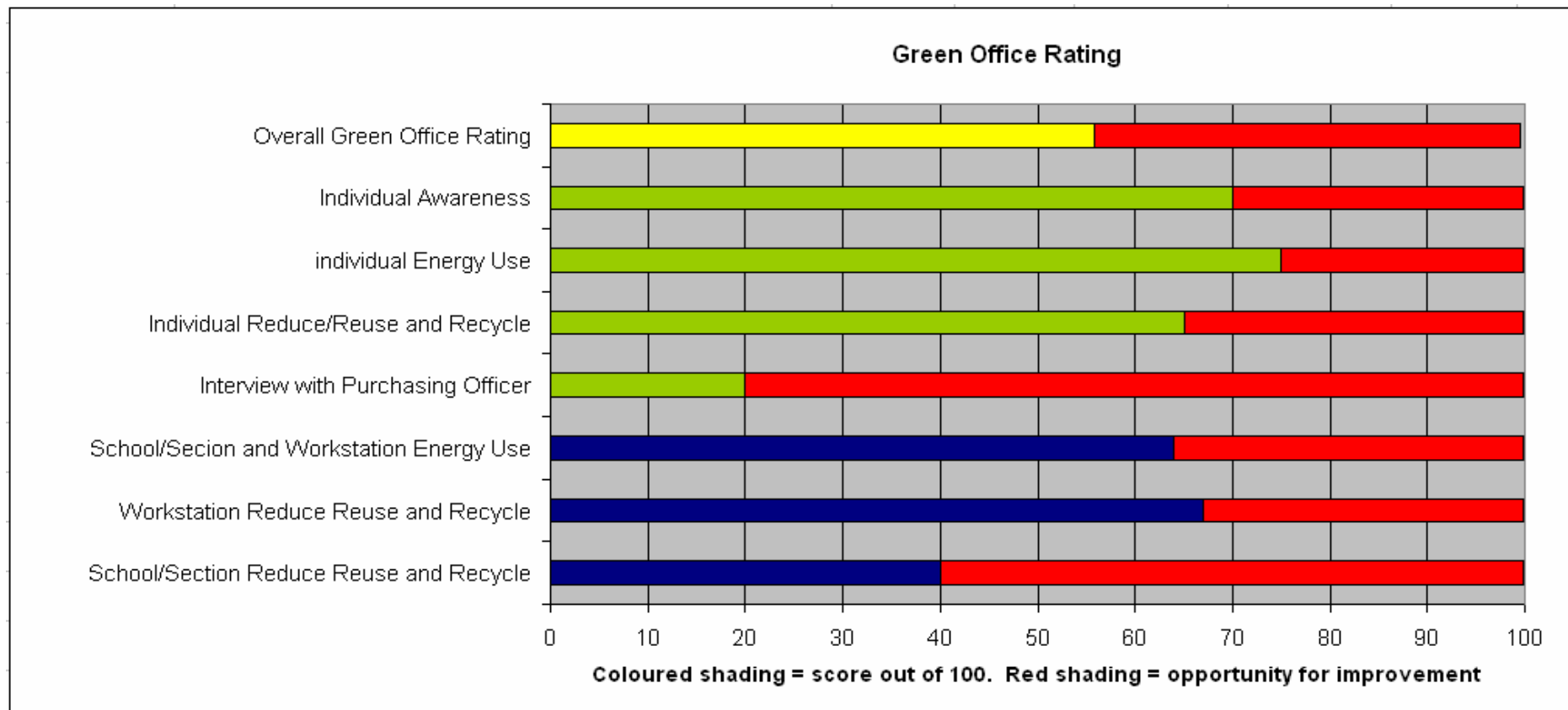
As the Green Office Program is rolled out across UQ campuses and sites, a workmate in your school/centre will be nominated as a Green Office Representative and will be the first point of contact for any questions related to the Green Office Program.

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 and let us know what you are doing.

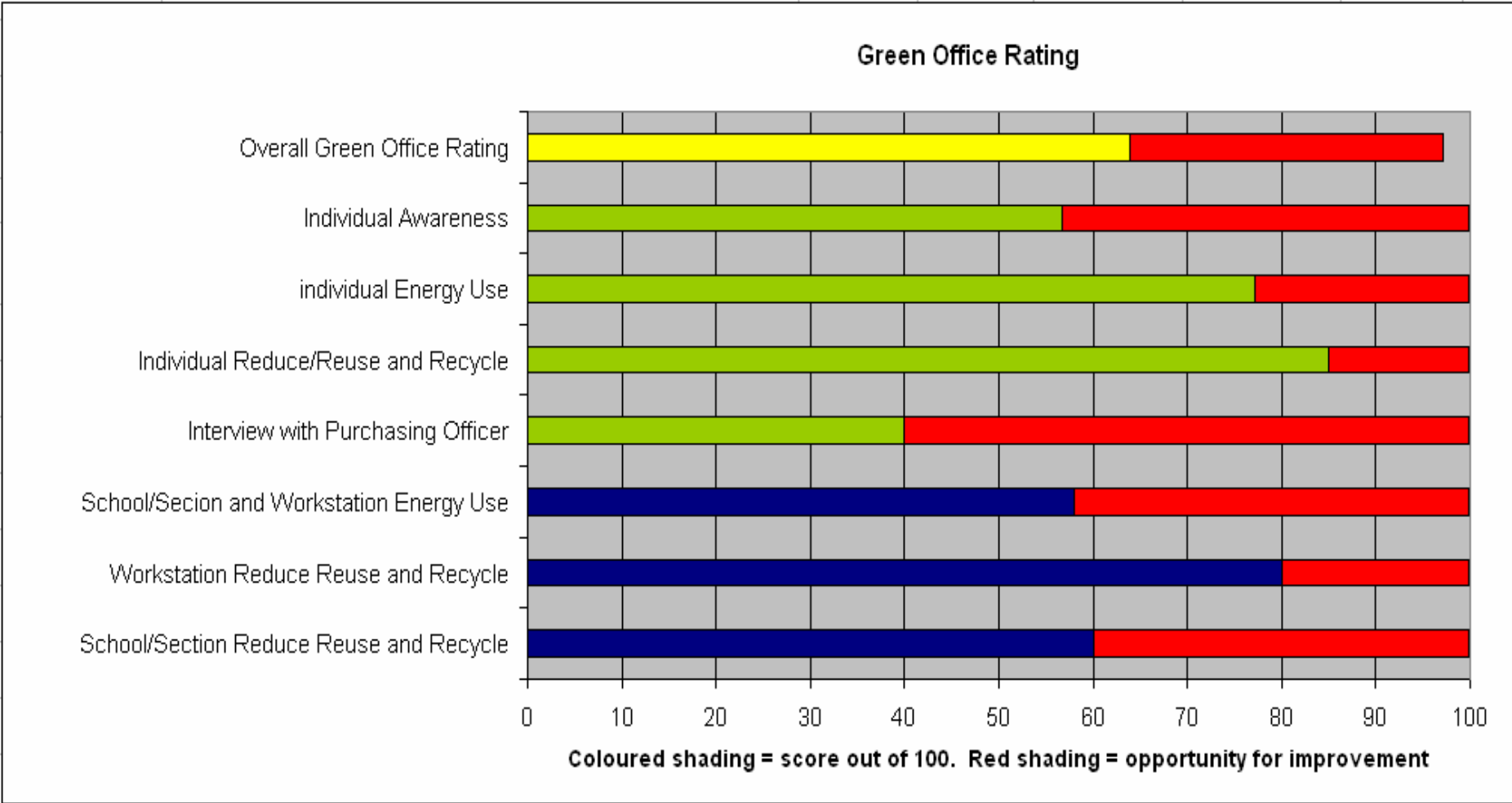
Graphs

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.

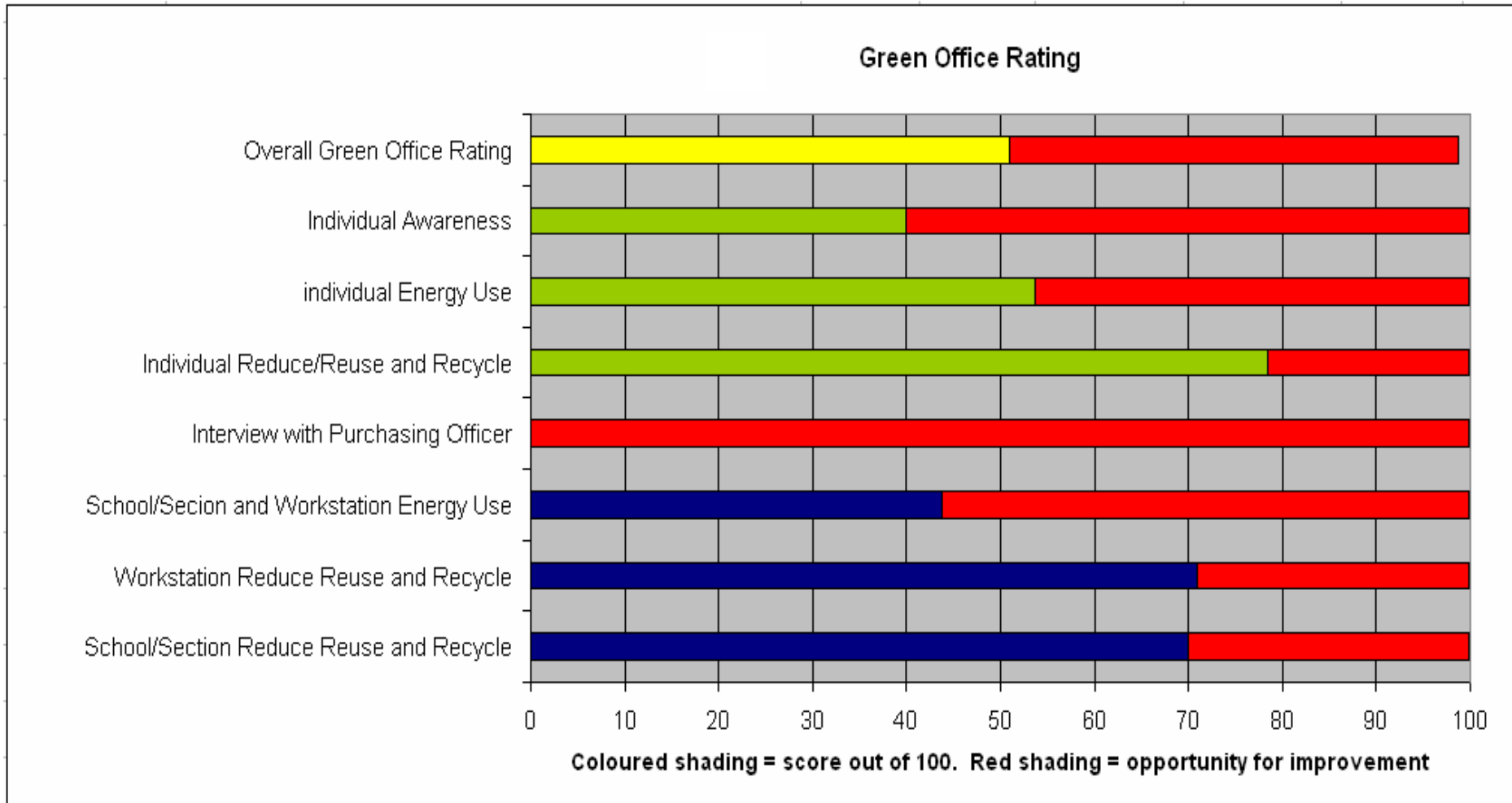
Architecture and Music Library



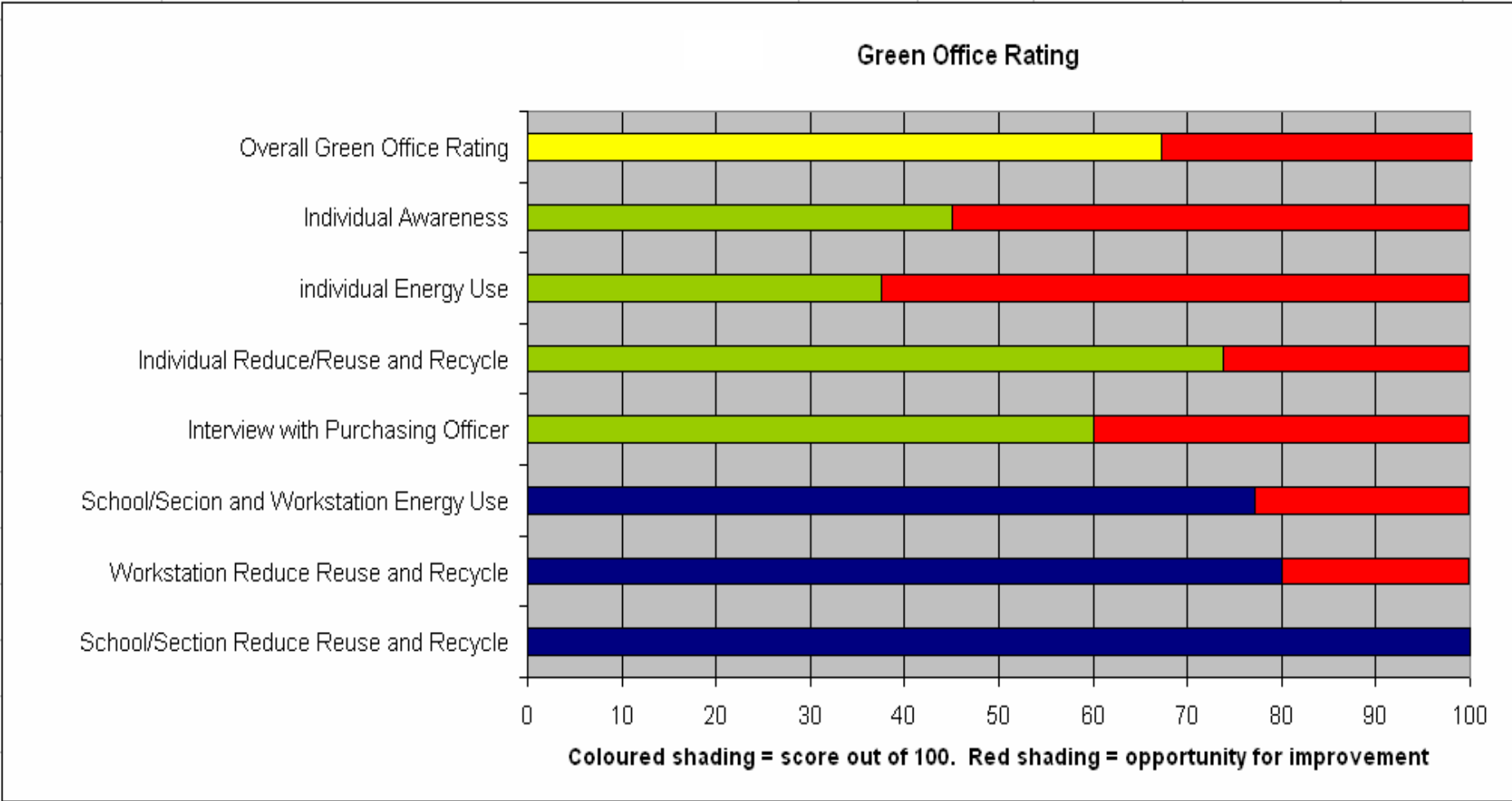
Faculty of Arts



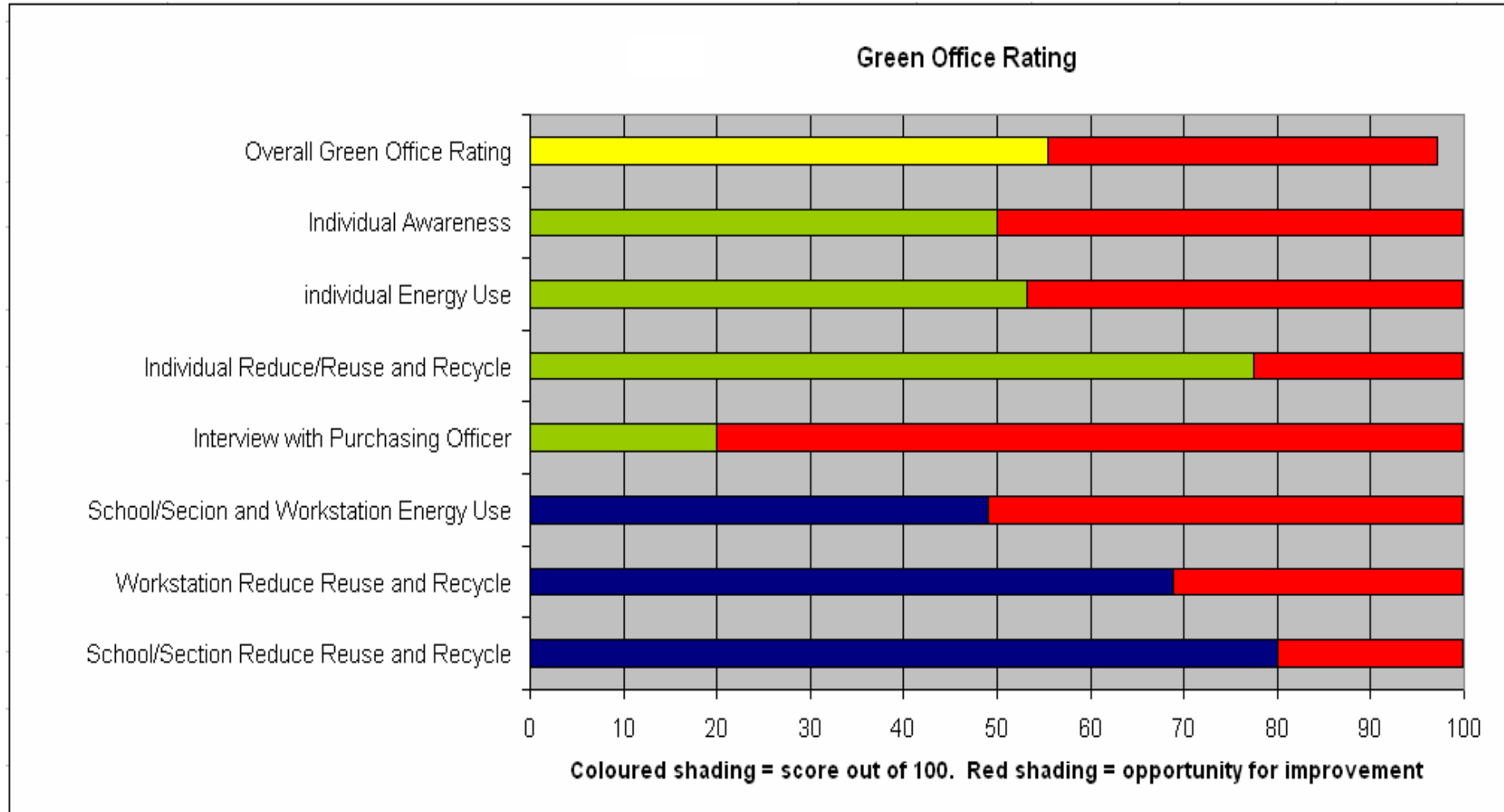
Division International Admissions Section: International Education Directorate



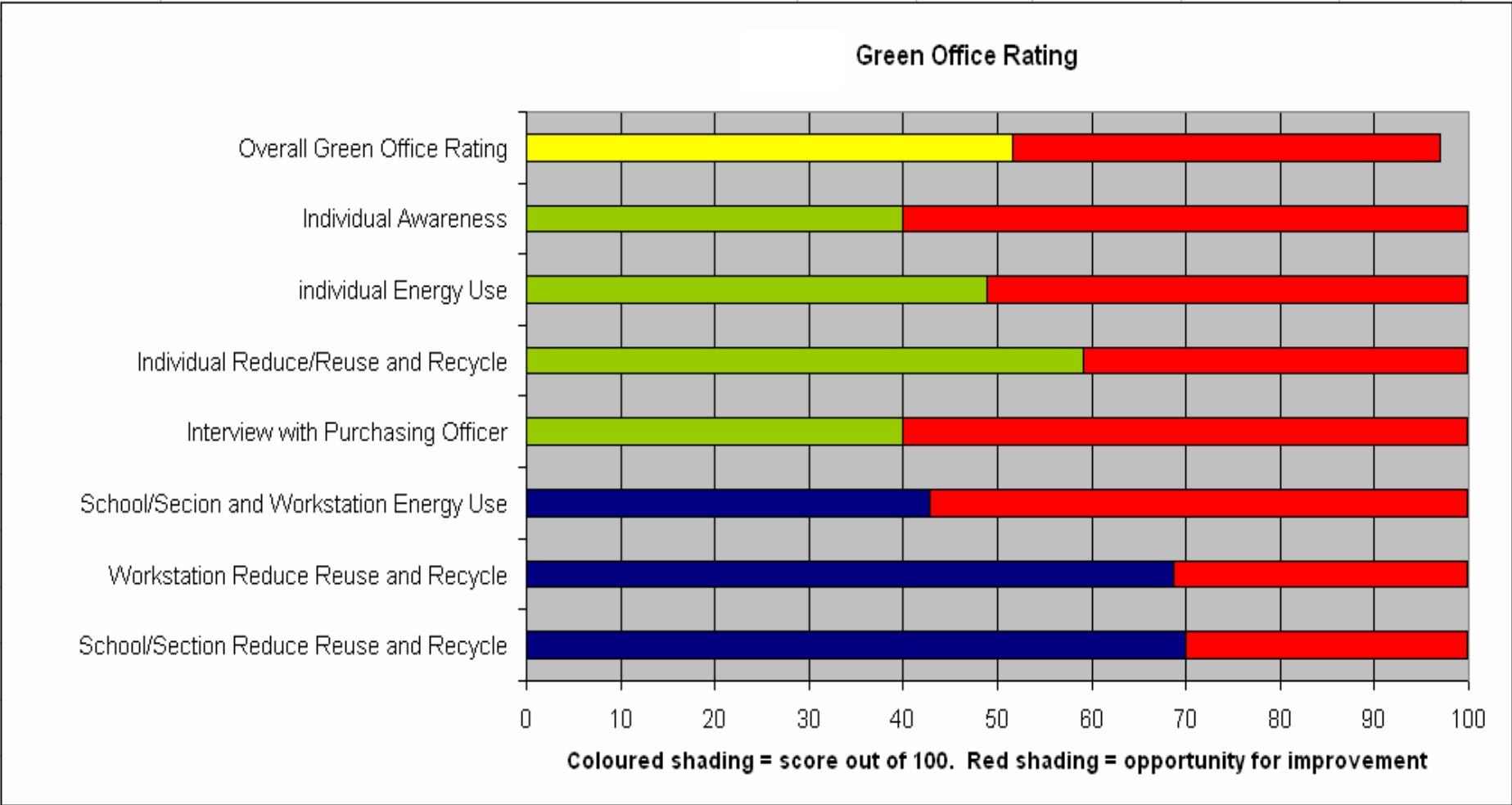
Law Library



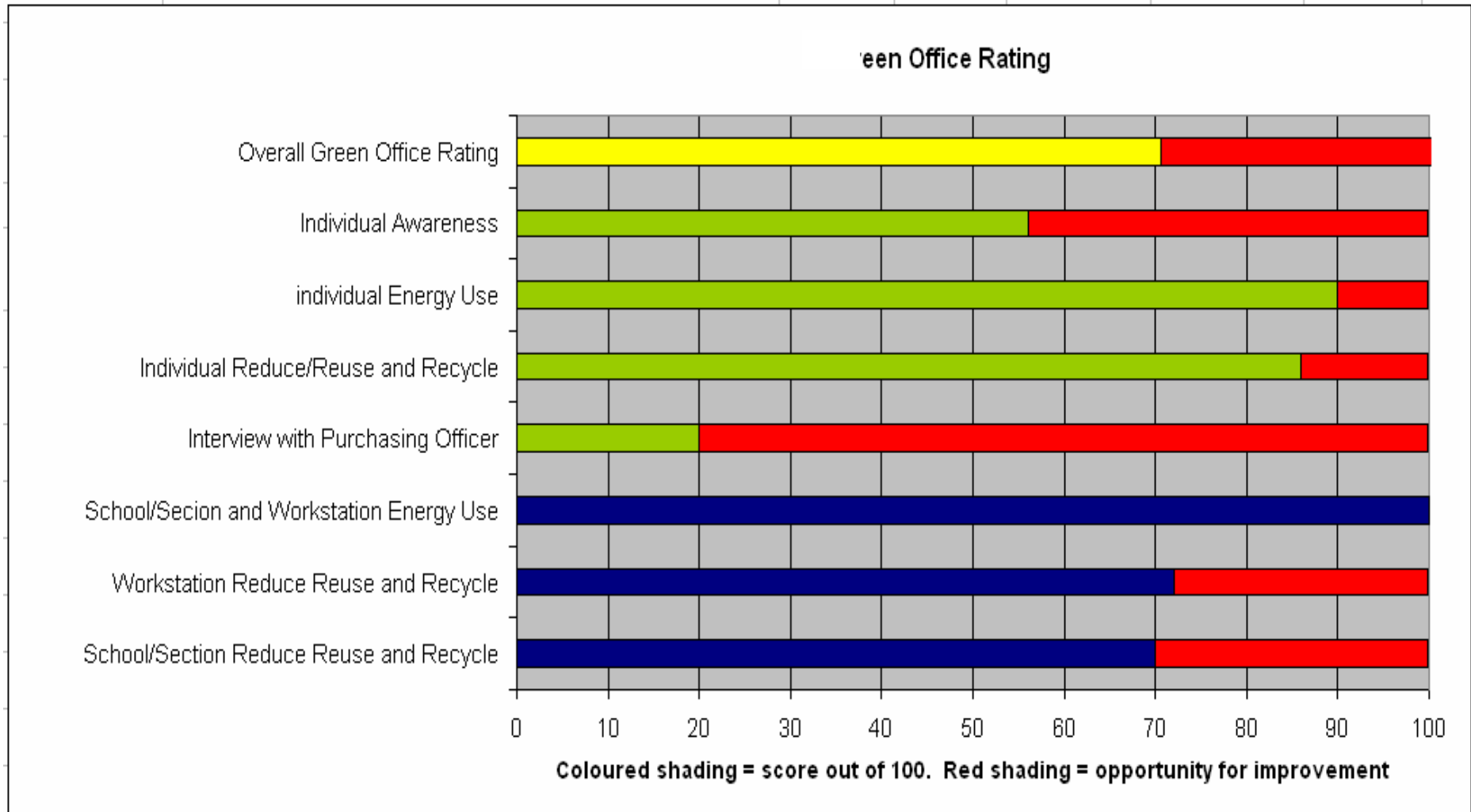
Physical Sciences and Engineering Library



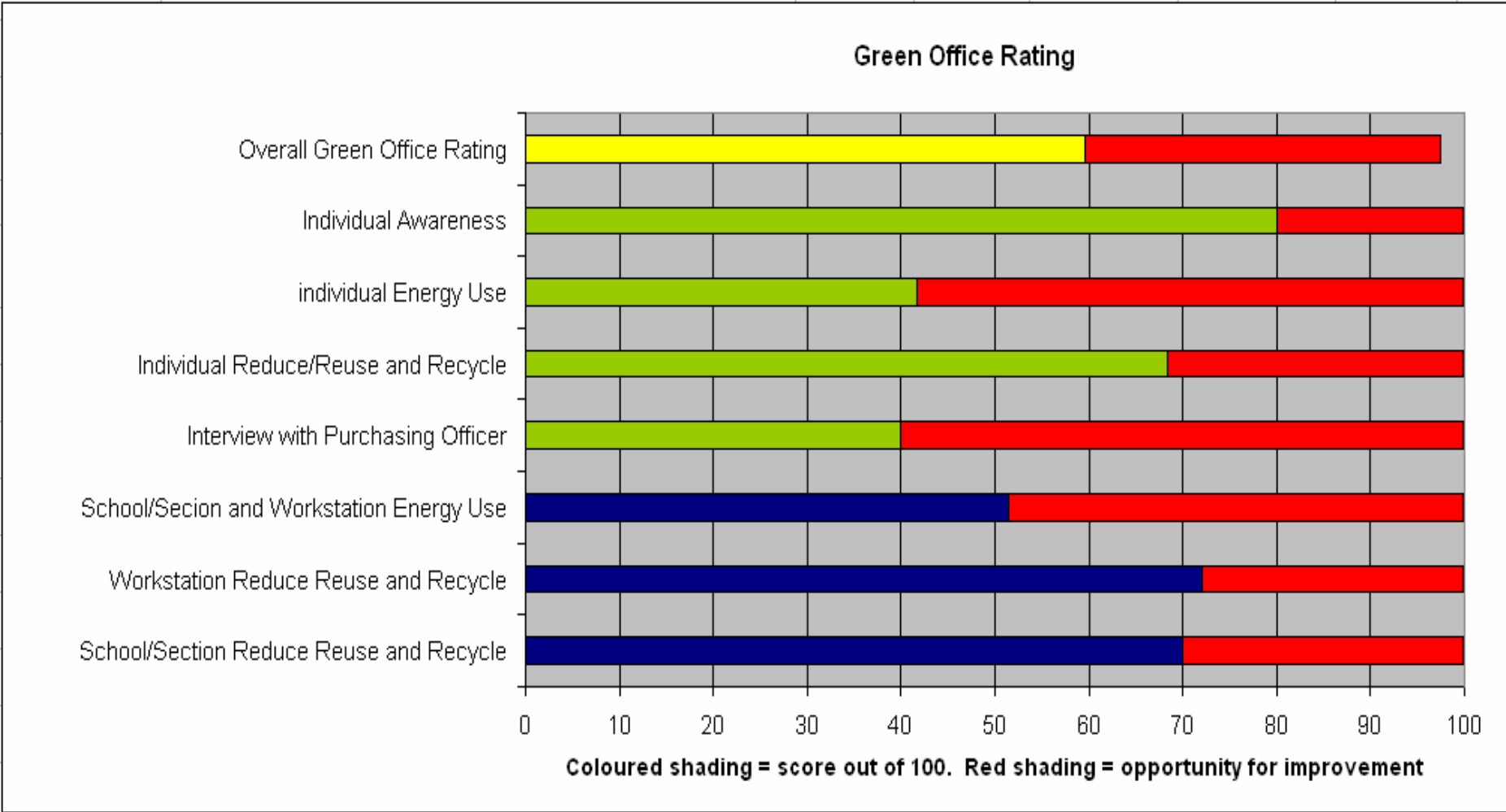
School of Business



Student Administrative Services Division: Records Management Services and Duplicating



University Health Service



UQ Centre

