



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Green Office Program



Green Office Assessment

Results of Program July 2006 – June 2007

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.

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Introduction

Green Office assessments incorporate baseline assessments for new areas joining the program and annual assessments for areas already involved in the program. The assessments are conducted by Green Office representatives from University schools/centres with assistance from the Green Office Coordinator. Most Green Office areas performed best in reduce, reuse and recycle whilst purchasing was identified as the area requiring most improvement.

The Green Office Program now includes 48 representatives in 39 areas across three campuses.

Green Office baseline assessments were carried out in eleven areas at the St Lucia campus between July 2006 and June 2007. Early in 2007 the Green Office Program was expanded to the Ipswich and Gatton campuses with the addition of three new representatives from Ipswich and four from Gatton.

Green Office baseline assessments for 2006/2007 were conducted in the following areas;

Ipswich

- Student and Administration Services
- Library
- Pro-Vice Chancellors Office

Gatton

- Printery
- Student Support Services
- School of Natural and Rural Systems Management

The School of Animal Studies at Gatton completed an assessment after June in 2007 and will be included as part of the 2007/2008 baseline assessments.

St Lucia campus

- Biological Sciences Library
- UQ Sport
- Sustainable Minerals Institute
- AusCERT and Network Operations
- Centre for Critical and Cultural Studies
- Bookshop
- Economics and Business Library
- Student Support Services
- Australian Centre for Peace and Conflict Studies
- Property and Facilities Store
- Architecture and Music Library

Sixteen areas from St Lucia completed their annual Green Office environmental assessments for 2006/2007.

- Office of Marketing and Communication
- UQ Centre
- Health Services
- Records Management Services and Duplicating
- School of Business

- Physical Sciences and Engineering Library
- Law Library
- International Educational Directorate
- Faculty of Arts
- UQ Traffic and Parking
- Social Sciences and Humanities Library
- Property and Facilities- Works Control Centre
- Property and Facilities- Services Section
- Information Technology Services- Voice Operations
- School of Geography, Planning and Architecture
- Faculty of Business, Economics and Law

More detailed results of the baseline and annual assessments are given further on in the report.

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 2006/2007 to other schools/centres at the St Lucia campus as well as other campuses and sites.

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

Quarterly Green Office Update sessions are conducted to keep staff informed on environmental issues, initiatives and activities around campus. The sessions also enable Green Office representatives and Property and Facilities staff to connect with other areas around campus and discuss Green Office limitations and opportunities.

The second Green Office Awards presentation and morning tea held on World Environment Day 2007 (5th June) was a great success. The Green Office award for most improved area was presented to Betty Hall from the *University Health Service*. Betty's area had improved the most in 2006/2007 since the initial assessment in 2005/2006. Betty received a perpetual trophy, a framed certificate and a \$100 voucher to spend on environmentally preferred products at the UQ Store.

The award for best new area went to Andrea Mitchell on behalf of the *Centre for Critical and Cultural Studies*. Andrea received a framed certificate and a \$100 voucher for environmentally preferred products from the UQ store.

Displays were set up by Imaging Technology Australia, Paperlinx and Pentel at the awards presentation to inform staff about environmental products and the benefits of using these products in their office.



(Left) Stefanie Butler the first Green Office Program Coordinator (in right of picture) with the new Green Office Coordinator Jessica Lindsay. (Right) Green Office Representative Betty Hall (University Health Service) accepting the award from Gary Portley (P&F Administration Manager/Unigreen Conveyer) for most improved area at the Green Office awards presentation June 2007.

To help improve Green Office performance, Property and Facilities Division provide a range of publications and guidelines via the EMS Website at: www.pf.uq.edu.au/ems.html.

- Environmental Management System
- Green Purchasing Guide
- Recycling Guide and Procedures
- Posters
- Green Office Assessment Reports
- Frequently asked questions
- Green Office Program Newsletters and Presentations

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 for New Areas

Green Office baseline assessments were completed in twelve areas at the St Lucia campus between July 2006 and June 2007. During the walk through assessments most Green Office areas performed best in reduce, reuse and recycle whilst purchasing was identified as the area requiring most improvement. Individual energy use displayed fairly poor results; scoring an average of 52%.

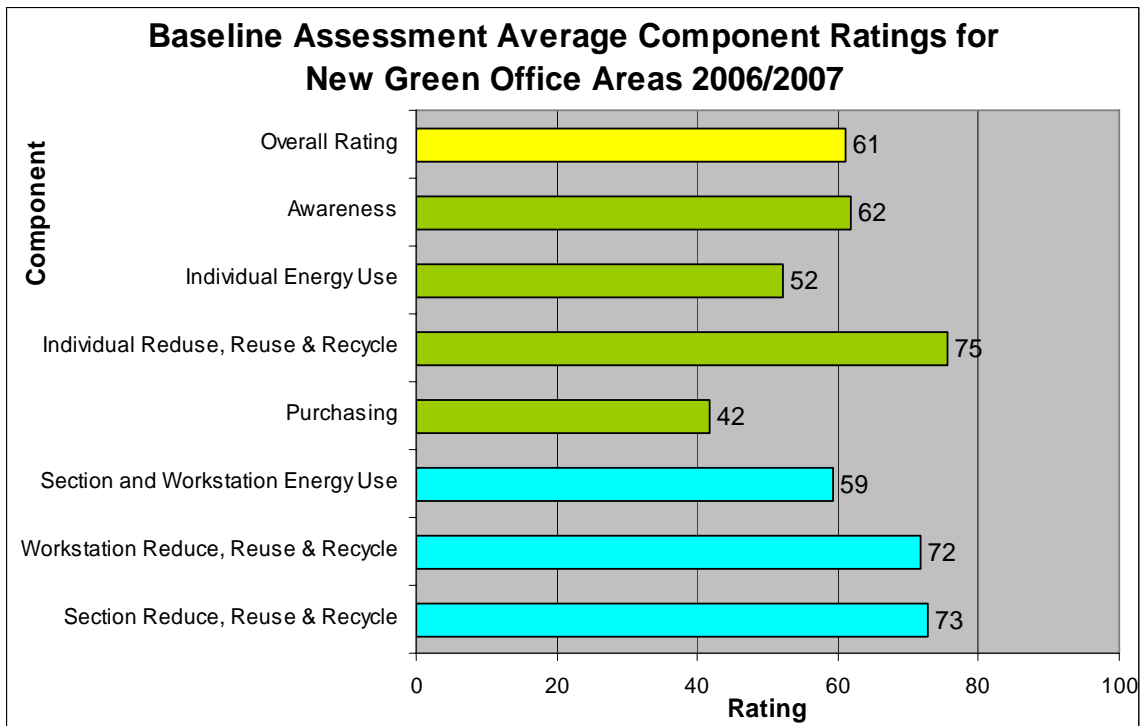
The interviews with the purchasing officers indicated that improvement was needed in this component, with the average score at 42%. This is most likely due to lack of awareness for environmentally friendly products and their availability as well as a price premium for environmentally preferred products in the past. Prices for environmentally preferred products are becoming more competitive and the range of products available from the UQ Central Store is expanding.

The St Lucia Central Store did very well in their assessment, scoring 81% but was excluded from the award as they provide some of the services used by the program.

The school/centre which scored the next highest rating and received a Certificate for best new area was the Centre for Critical and Cultural Studies at 67%.

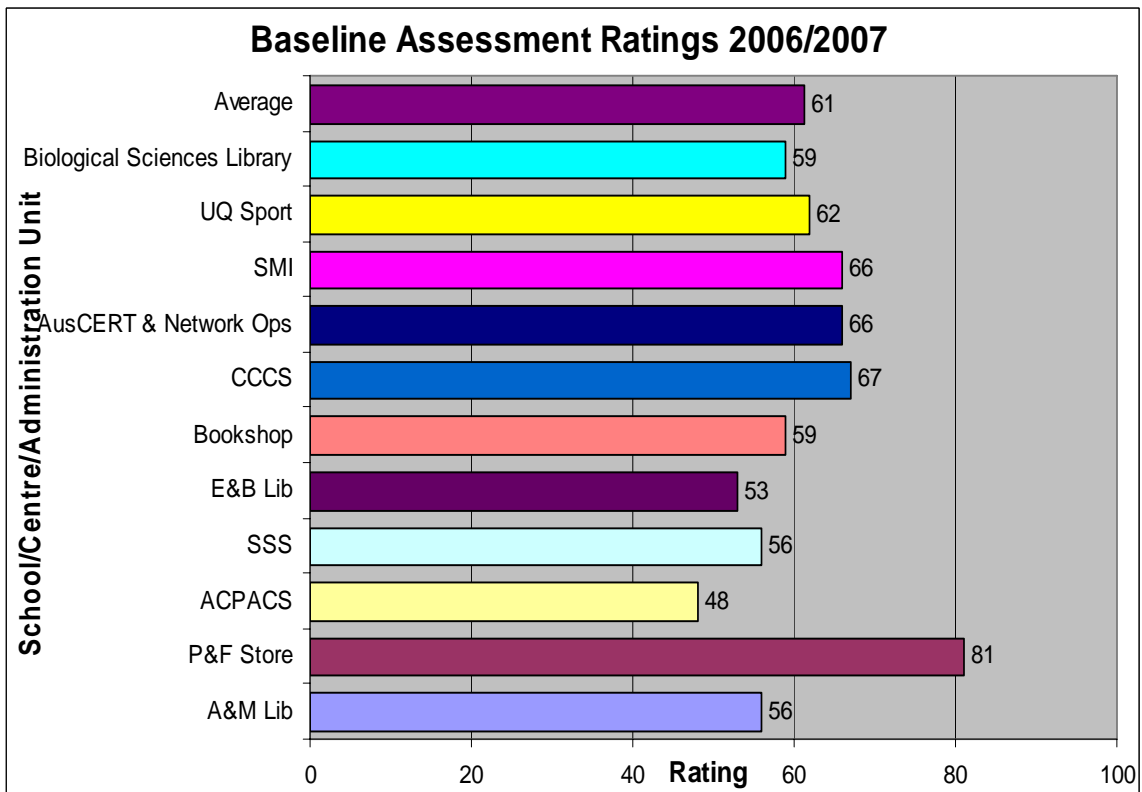
The best new area at Ipswich and Gatton campuses was Gatton Printery with a score of 77%.

The graph below shows the average component ratings for the 11 new areas at St Lucia campus undertaken during July 2006 to June 2007:

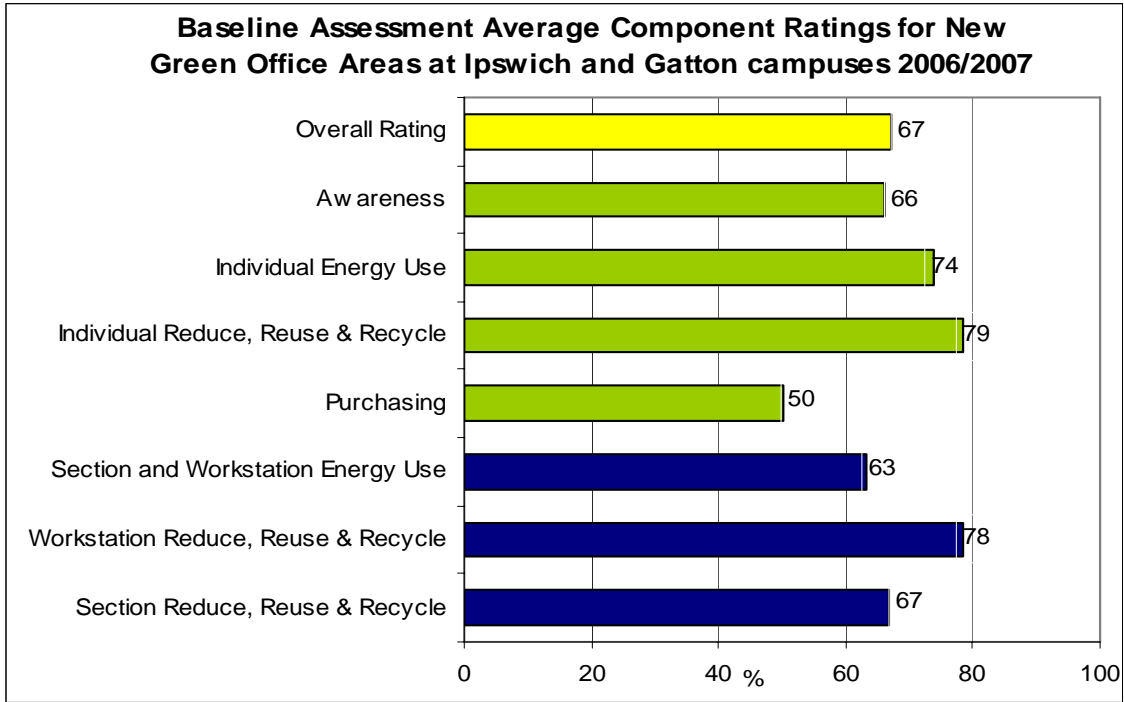


■ Walk-through assessment ■ Interview with staff

The graph below shows the individual results for the 11 new areas at St Lucia undertaken during July 2006 to June 2007:

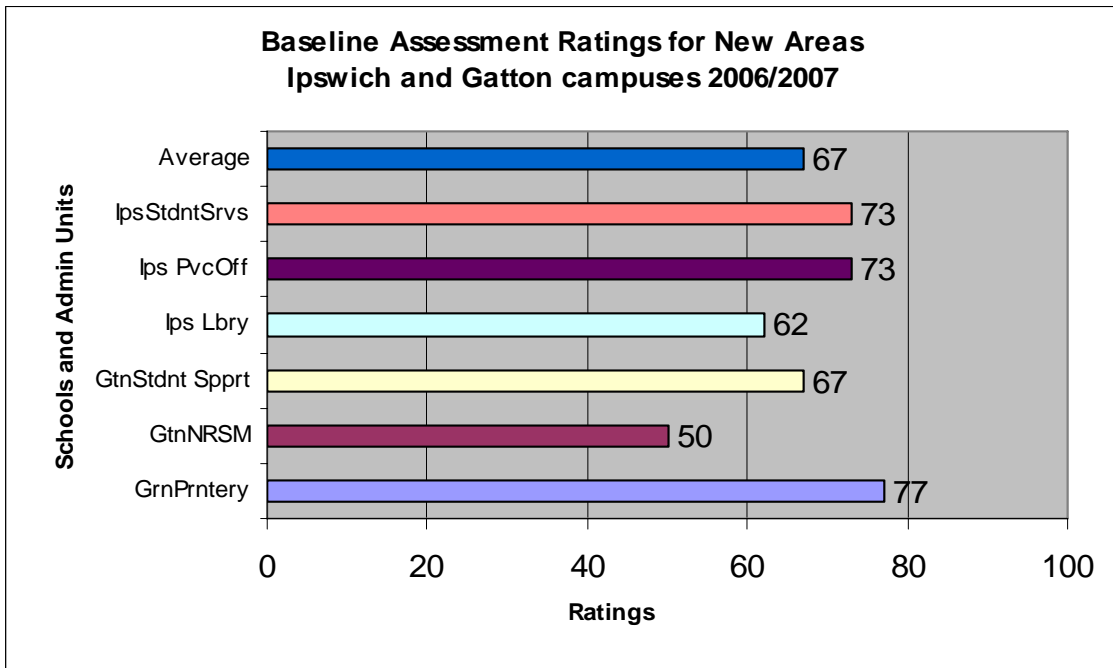


The graph below shows the average component ratings for the 6 new areas at Gatton and Ipswich campuses undertaken during July 2006 to June 2007:



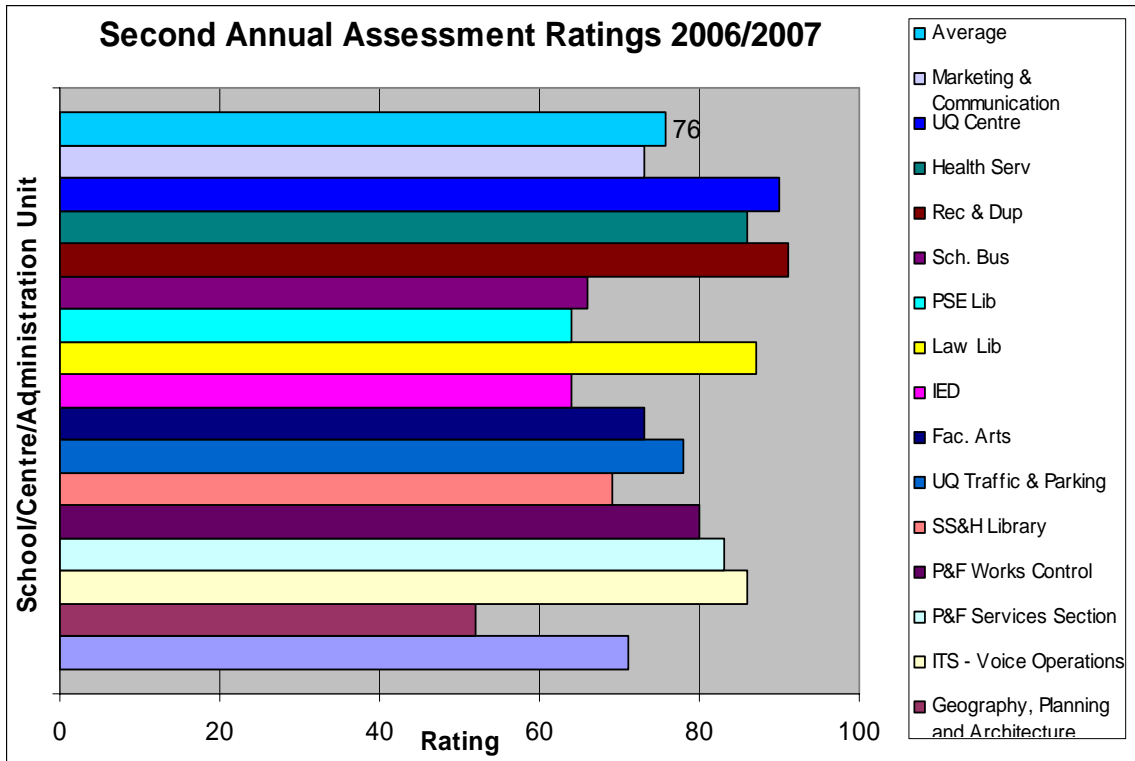
■ Walk-through assessment ■ Interview with staff

The graph below shows the individual results for the 6 new areas at Gatton and Ipswich campuses undertaken during July 2006 to June 2007:



Results for Existing Areas

Sixteen Green Office Representatives at St Lucia campus completed an annual assessment in their area in 2007. Green Office areas performed highly with 6 areas scoring over 80% in the assessment. The graph below shows the individual results for the areas at St Lucia Campus undertaken during July 2006 to June 2007.

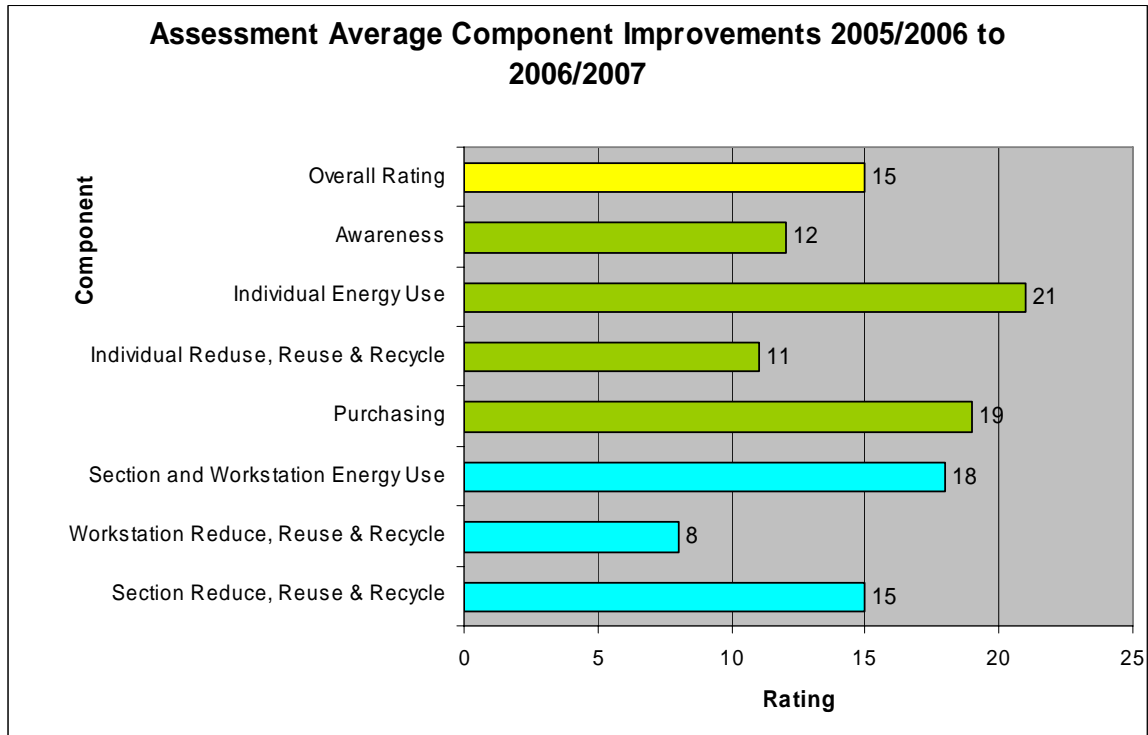


The results showed an overall average improvement of 15%. There were improvements for all components; the most significant was in purchasing and energy use. The most improved area was the University Health Service which improved its overall rating by 26%.

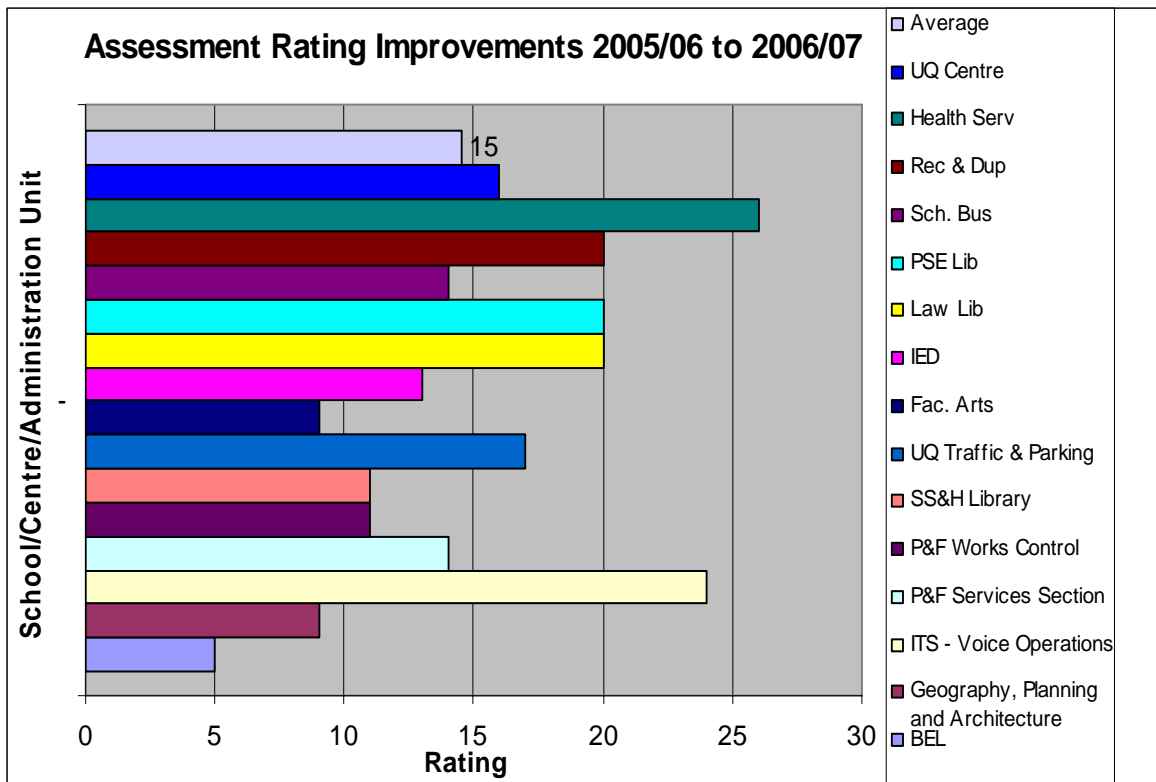
The Office of Marketing and Communication was excluded from the improvement analysis because they area did not undertake a baseline assessment in 2005/2006.

The components showing the most improvements were in individual energy use which improved by 21%, purchasing which progressed by 19% and section and workstation energy use which improved by 18%. Reduce, re-use and recycle had a notable improvement of 15%. These results indicate that environmental awareness is increasing amongst the Green Office representatives and their areas and this positive awareness is being translated into actions.

The graph below shows the average component improvements for 16 areas at St Lucia in 2007:



The graph below shows the results for the individual rating improvements for 15 areas at St Lucia in 2007:



Conclusion

The Green Office Program expanded to a total of 21 areas across three campuses of the University of Queensland from July 2006 to June 2007, of which 17 conducted base line assessments. Annual assessments were also conducted in 16 areas already involved in the program and these areas showed an average improvement rating of 15%. There were improvements for all components; the most significant was in purchasing and energy use.

Participants gave positive feedback about the assessments and the Green Office Program 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.

Also, a range of environmentally preferred products available from the store has grown significantly which has helped to improve purchasing. The Central Store catalogue is available from: www.pf.uq.edu.au/StoresCatalog.html.