



**The University of Queensland
Green Office Program**



Green Office Assessment Report

Results of Program July 2010 - June 2011

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

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Introduction

Office, staff practices and behaviours impact upon the environment on a day to day basis through resource consumption and waste generation. The Green Office Program gives the University of Queensland's schools, departments, institutes, centres and faculties an opportunity to network, exchange ideas and share resources to help improve environmental performance in their areas. The program is managed by the Sustainability Office, Property and Facilities Division who appoints UQ students as Green Office Coordinators.

The Green Office Program was piloted in seven areas of the University in 2005. Since then, the Green Office Program has expanded to include 116 representatives in 92 areas¹ across four campuses and two sites, which is an increase of 28 representatives and 15 areas from July 2010 to June 2011. The program provides encouragement and resources to representatives through:

- A monthly Green Office Newsletter
- Posters, brochures and other resource materials
- Sustainability webpage
- Quarterly Green Office Update sessions
- Green Office Training Sessions
- An annual Green Office Awards presentation at a World Environment Day event (4 June)
- Guidance and availability to answer questions regarding environmental issues around campus

Green Office representatives conduct assessments in their areas with assistance from the Green Office Coordinator. This includes baseline assessments for new areas and annual assessments for areas already involved. The assessments develop baseline data for schools and centres from which they can continually monitor and improve their environmental performance in the following areas:

- Energy management
- Waste management (reduce, reuse and recycle)
- Environmentally responsible purchasing; and
- Awareness of UQ's Environmental Sustainability program.

From July 2010 to June 2011, eighteen Green Office baseline assessments and eighteen Green Office annual assessments were conducted across UQ campuses. The methods and results are discussed in detail below.

Methods

The Green Office assessments were conducted in three parts:

1. Two walk-through surveys, which included an after-hours energy audit and a waste audit;
2. An interview with the purchasing officer; and
3. One to one interviews with a sample of staff members.

Each component of the assessment was given an individual score, as a percentage. These scores were then averaged to give an overall Green Office rating for the area. It is the intention of the program that baseline assessments will be carried out in the year an area joins the Green Office Program. After the baseline assessment has been completed, annual assessments will be undertaken by Green Office Representatives to enable schools and centres to measure their environmental performance over time.

¹ These numbers as of 1 July 2011

To measure improvement of environmental practices across the university, the averaged scores for each component and the overall Green Office ratings were compared with the results from previous years. Annual and baseline assessments were compared separately.

Results for New Green Office Areas – Baseline Assessments

Green Office baseline assessments were completed for 18 new areas between July 2010 and June 2011; seventeen were at the St. Lucia campus and one was at the Ipswich campus. Baseline assessments were conducted for the following new areas:

1. Sustainable Minerals Institute, Centre for Mined Land Rehabilitation (CMLR)
2. Institute of Molecular Bioscience, Chemical and Structural Biology Division
3. Office of Prospective Students and Scholarships (OPSS)
4. Faculty of Science
5. Centre for Nutrition and Food Sciences (CNAFS)
6. Institute for Molecular Bioscience, QLD Centre for Medical Genomics
7. School of Mechanical and Mining Engineering
8. Centre for Microscopy and Microanalysis
9. Faculty of Social and Behavioural Sciences
10. School of Earth Sciences
11. Undergraduate Scholarship and Prizes
12. UQ Graduate School
13. Assurance and Risk Management Services (ARMS)
14. Co-op Bookshop (St. Lucia)
15. P & F Construction, Business and Systems Directors Office
16. UQ College (Ipswich)
17. Minerals Industry Safety and Health Centre
18. Research and Innovation Division (R & ID)

The average overall Green Office rating for all new areas was 68% (refer to Figure 1). Most Green Office areas performed best in the “School/Centre Reduce, Reuse and Recycle” component which scored an average of 84%, which is slightly lower than the 2010 average. The Green Purchasing component had the lowest average rating of 45% as illustrated by Figure 1 below.

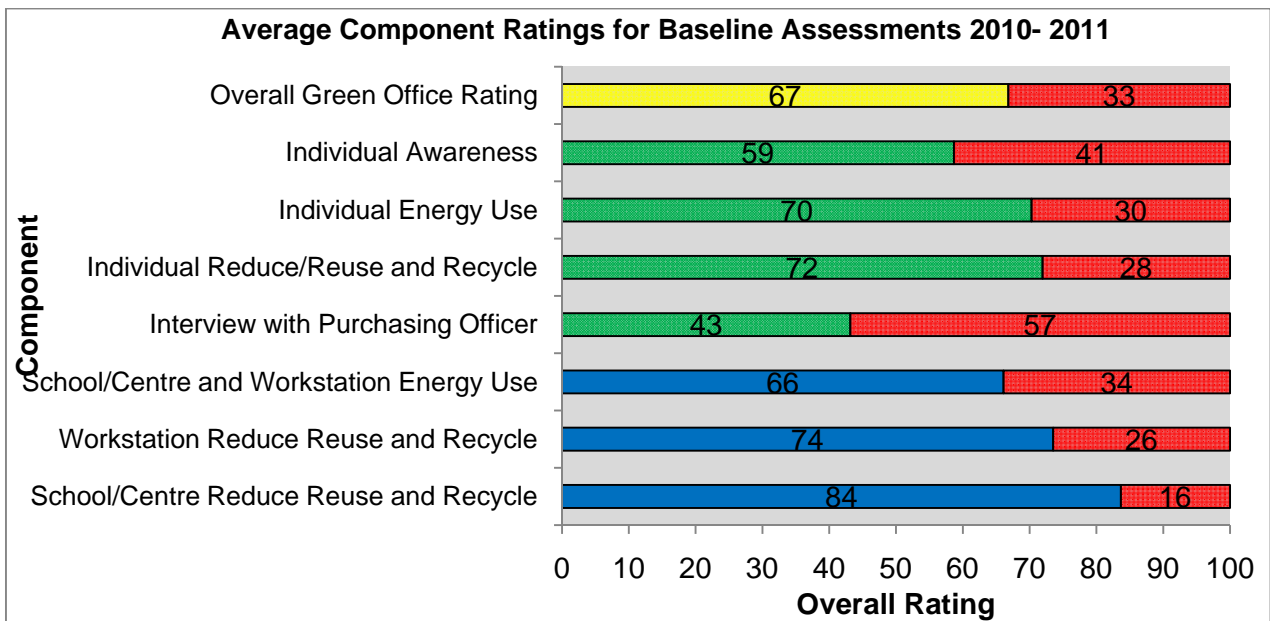


Figure 1: Average component ratings for Green Office baseline assessments for July 2010 to June 2011. The overall Green Office rating (yellow) is an average of all tested components. The green columns indicate results of the interviews, and the blue are from the walkthrough assessments. The red columns represent opportunities for improvement.

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Baseline assessment scores for this year were compared to assessment results from 2008/2009 and 2009/2010 (refer to Figure 2). The Green Purchasing component has decreased by 10%. Other components that have decreased when compared to 2010 are Individual Awareness, Individual Reduce, Reuse and Recycle, Workstation Reduce, Reuse and Recycle and Individual Energy Use. This makes the Green Office rating for baseline assessments 4% lower when compared to last year's results (Figure 2). However, the average baseline score has improved by 8% since the program commenced in 2005 (refer to Figure 3). Scores for individual components of the Green Office baseline assessment have also shown general improvements of up to 20% in Individual Energy Use since 2005 (Figure 3).

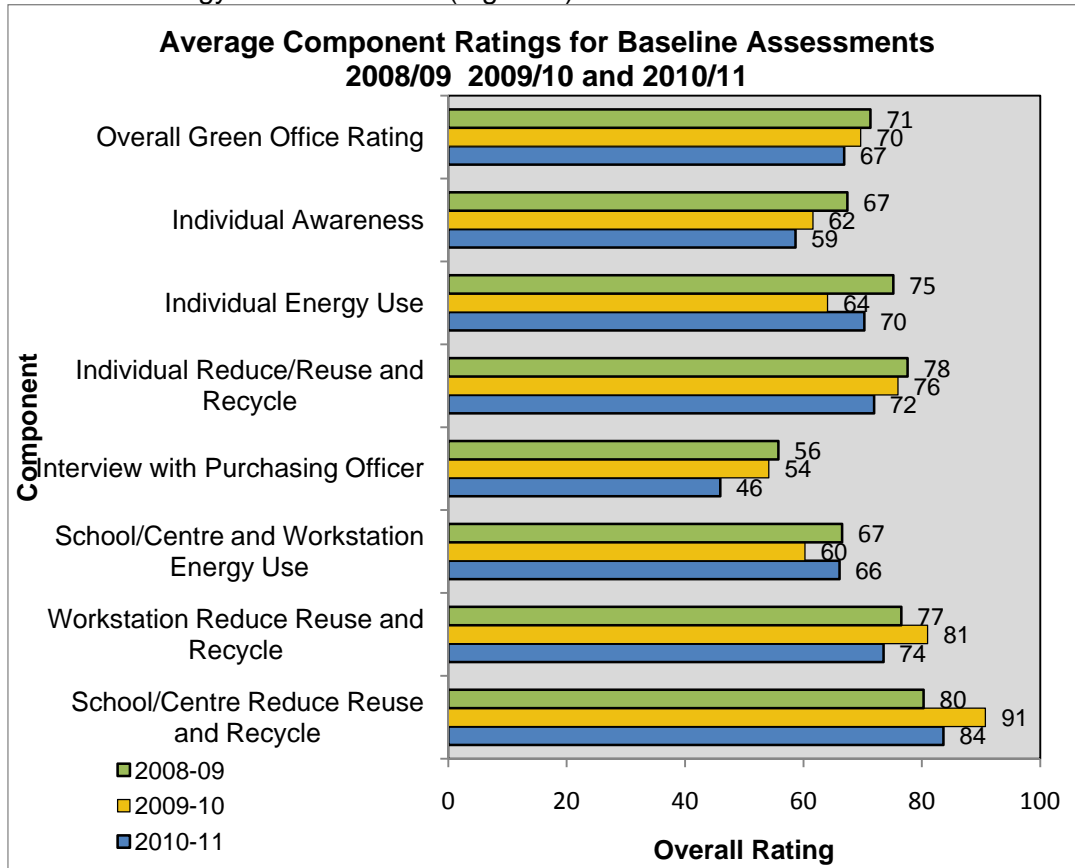


Figure 2: Average component ratings for Green Office baseline assessments for 2008-2009, 2009-2010 and 2010-2011.

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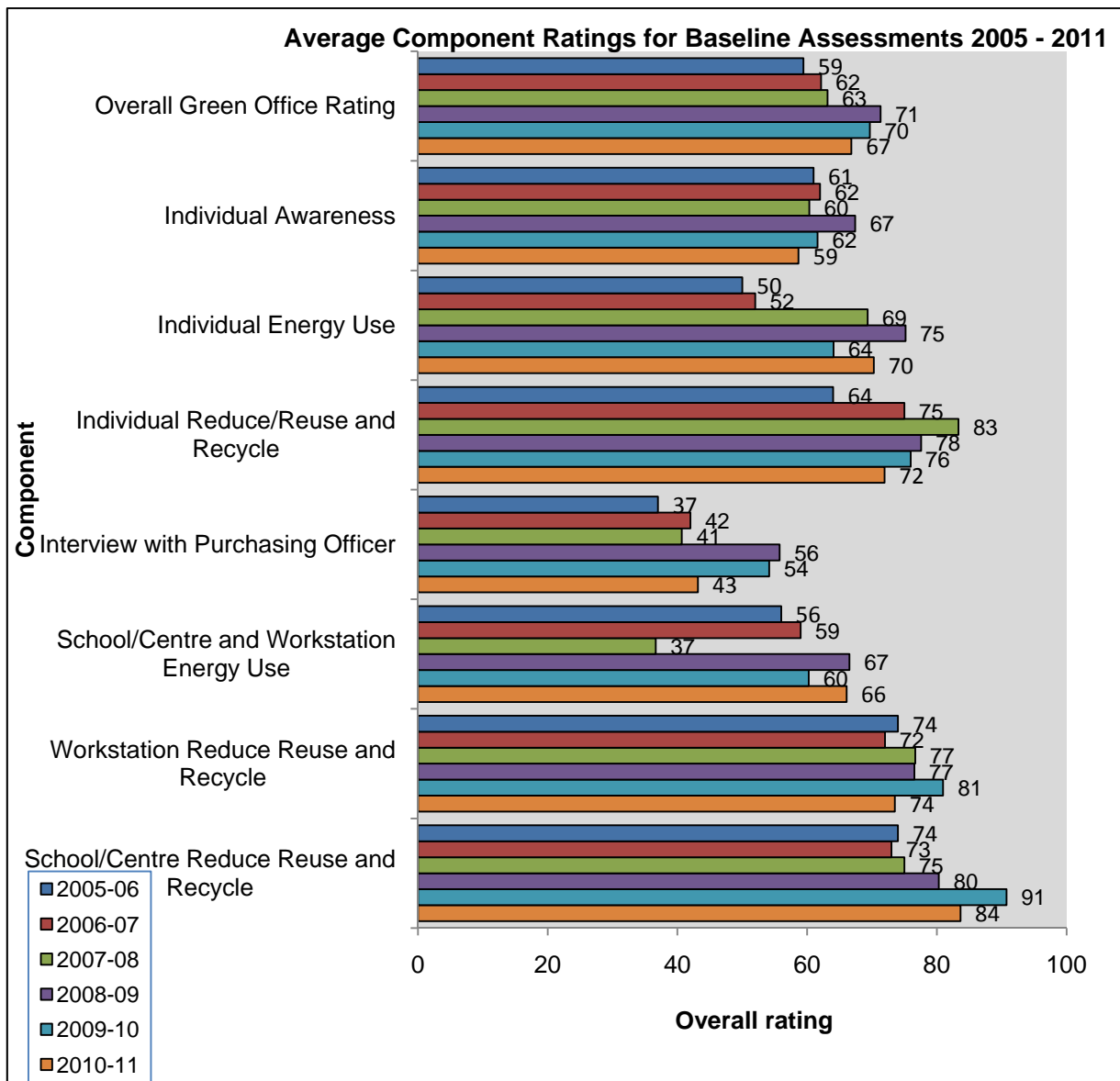


Figure 3: Average component ratings for baseline assessments since the Green Office Program started in 2005 to 2011; data labels are shown for 2005 and for 2011 only to highlight overall improvement in component scores.

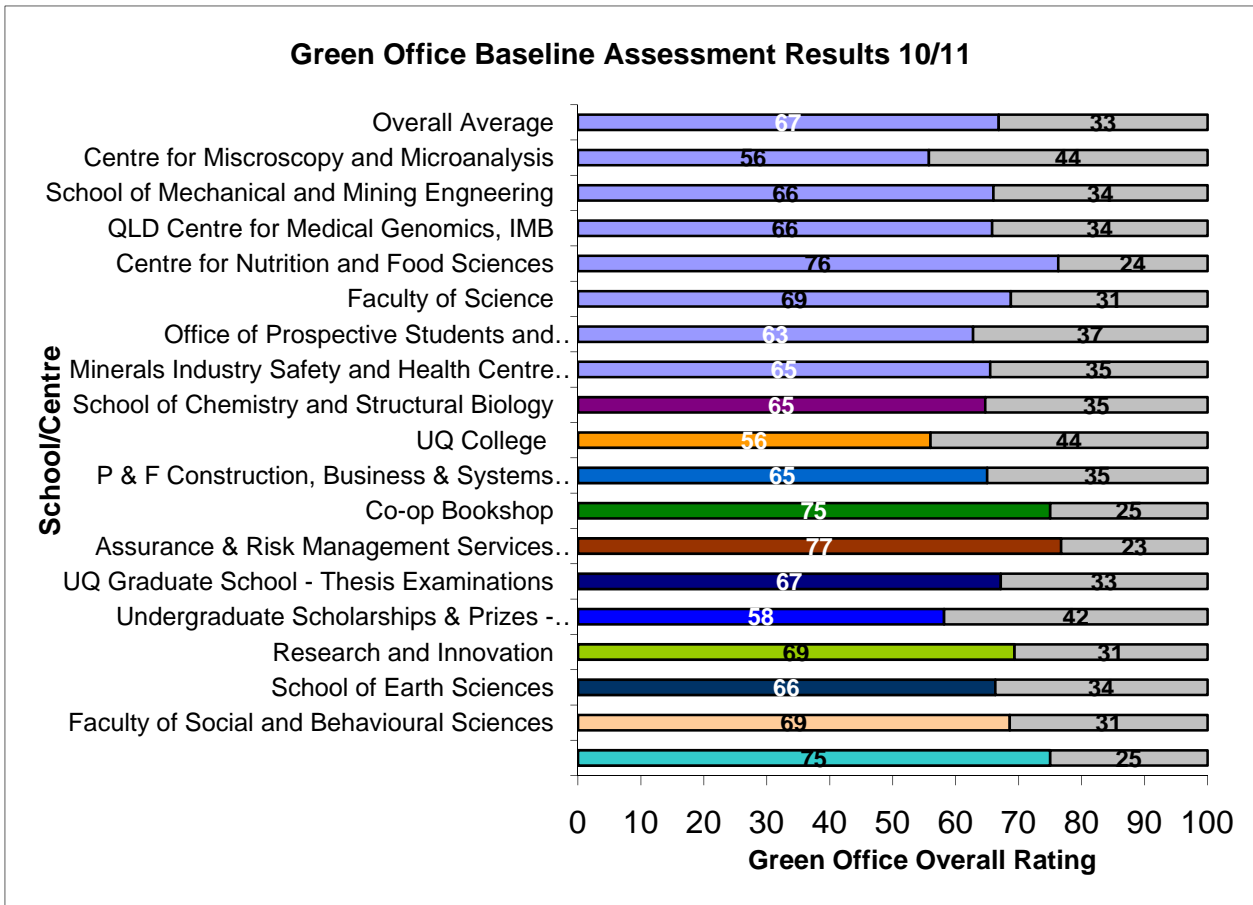


Figure 4: Overall baseline ratings for each new Green Office areas in 2010-2011.

The highest scoring new Green Office area was the Assurance & Risk Management Services (ARMS) in St Lucia, scoring an average overall rating of 77% (Figure 4). This score was followed closely by the Centre for Nutrition and Food Sciences (CNAFS) at the St. Lucia campus.

The overall increase in Green Office Ratings (when viewed since 2005) is evidence that general environmental practices at the University of Queensland have improved, especially in regards to “School/Centre Reduce, Reuse and Recycle”, “School/Centre and Workstation Energy Use” and “Individual Energy Use” practices.

It is important to note that the “Individual Awareness” and “Workstation and School/Centre Reduce, Reuse and Recycle” components have remained constant throughout the five years of the program’s operation, suggesting that perhaps environmental awareness training activities are necessary in UQ areas as well as an increase in recycling awareness. This is already being addressed by the Sustainability Office in the Property & Facilities Division.

Results for Existing Green Office Areas – Annual Assessments

Annual assessments are usually completed during the months of February to May. Consequently, only eighteen areas from St. Lucia completed an annual assessment in the period from July 2010 to May 2011. The areas which completed the annual assessments were:

1. Fryer Library
2. Centre for Biological Information Technology (CBIT)
3. UQ International
4. Finance and Business Services
5. Global Change Institute
6. Human Resources Division
7. Law School
8. Library Tech Services
9. Property and Facilities- Prentice (P & F)
10. Queensland Brain Institute
11. Records and Archives
12. School of History, Philosophy and Religion Classics
13. School of Social Science
14. School of Physics
15. Sustainable Minerals Institute, Centre for Mine Land Rehabilitation (CMLR)
16. Sustainable Minerals Institute, Centre for Social Responsibility in Mining (CSRSM)
17. Undergraduate Scholarships and Prizes, OPSS
18. Research and Innovation Division

The average overall Green Office rating for the annual assessment for 2010-2011 fiscal year was 70% (Figure 5) a decrease of 6% from last year (Figure 6). The “School/ Centre and Workstation Energy Use” component of the assessment achieved the highest average score across, with an average of 81% (Figure 5). This component was also the most improved with an increase of 12% compared to last year’s results (Figure 6). The component section needing most improvement is the “Interview with the Purchasing Officer”. This component has consistently been the lowest score (Figure 6).

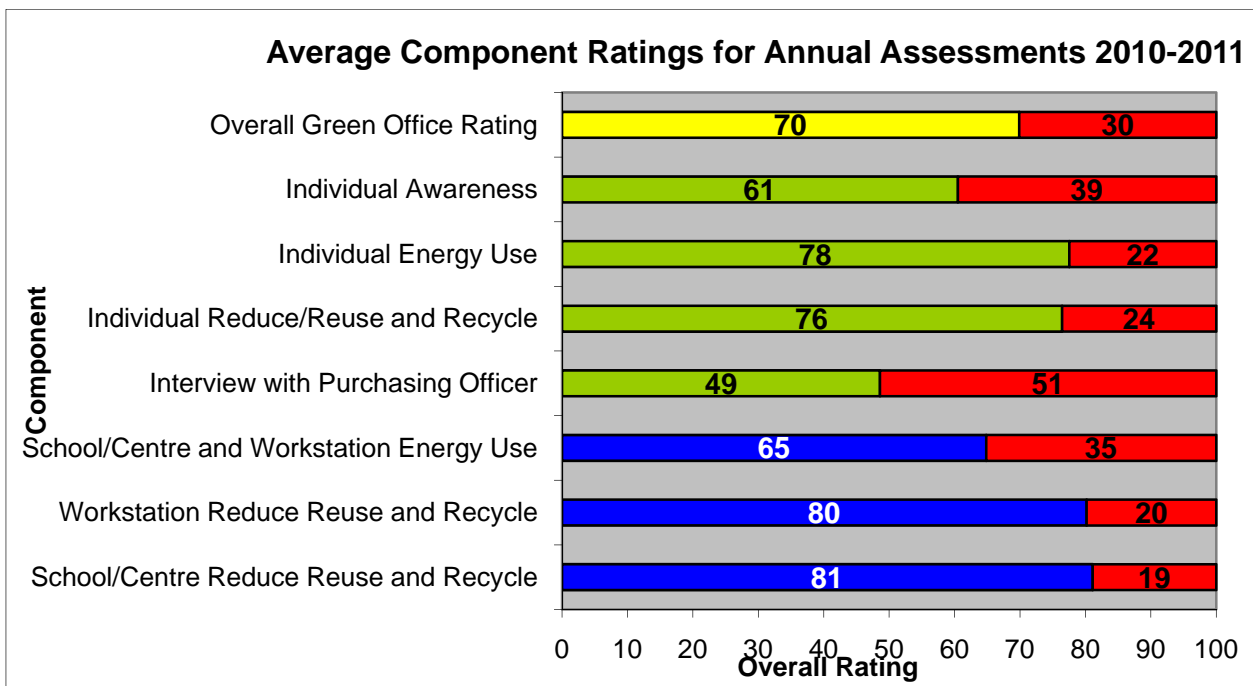


Figure 5: Average component ratings for Green Office annual assessments from 2010-2011. The overall Green Office rating (yellow) is an average of all tested components. The green columns indicate results

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of the interviews, and the blue are from the walkthrough assessments. The red columns represent opportunities for improvement.

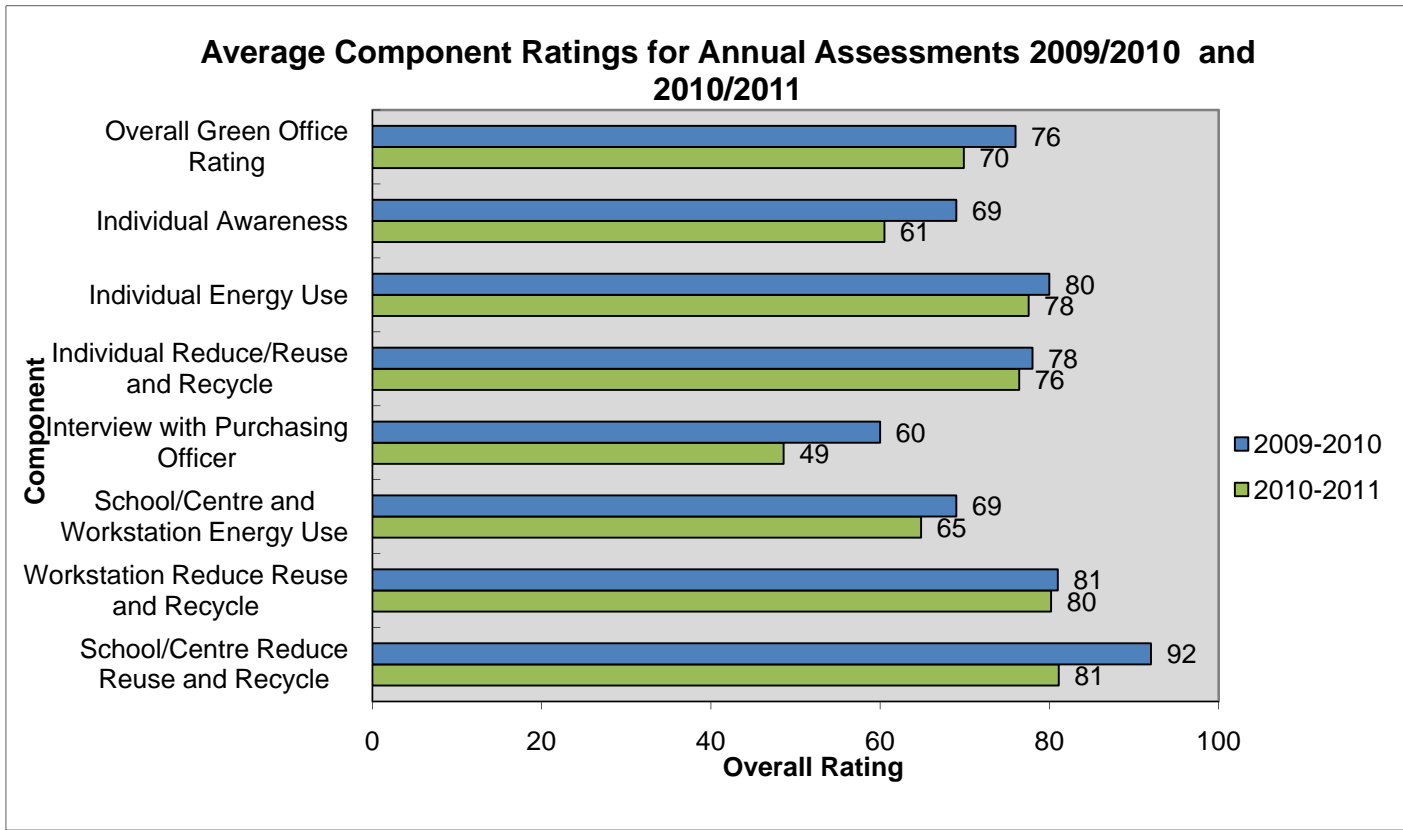


Figure 6: Average component ratings for annual assessments for 2009-2010 and 2010-2011. The average components from 2010/2011 reflect the results of the eighteen areas which carried out the areas. There is an average decrease for most of the components.

In 2010-2011 the areas with the best annual assessment score were Research and Innovation Division and CBIT with a score of 80% in their assessments (Figure 7). The area receiving the lowest score was the Law School with a score of 55%. Out of 18 areas that carried out the annual assessment 13 received a lower score than the previous year and only five improved their score. This is indicative that the areas might have decreased their Green Office practices and is something the Sustainability Office will be looking closely at.

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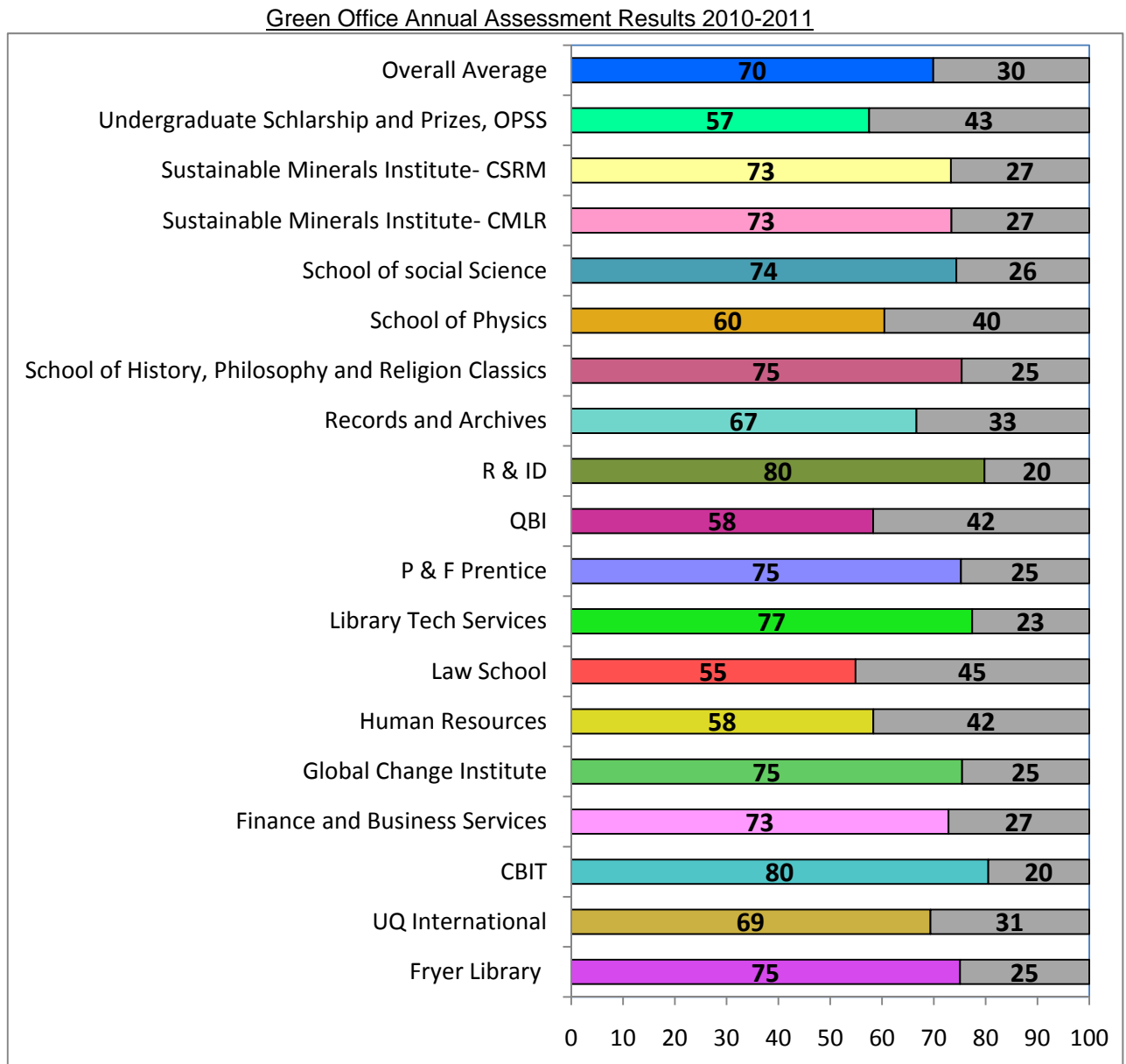


Figure 7: Overall Green Office ratings for assessments carried out from 2010-2011. The different colours represent the different ratings for each area and the grey represents opportunity for improvement.

Conclusion

The Green Office Program encompasses a wide range of areas across all four campuses and different sites including PACE, and Indooroopilly Mine Site. During the reporting period of July 2010 to June 2011, the Green Office Program expanded from 77 to 92 areas, peaking at 102 areas in December 2010. The program also expanded from having 88 to 116 representatives throughout this year.

Every year, the baseline assessments have demonstrated that overall environmental practices at the University of Queensland are continually improving. This year's baseline results have shown that our focus should be on increasing Environmentally Responsible Purchasing practices, as the scores for this component continue to be the lowest throughout the five years of the program's implementation. Another key focus should be in increasing Individual Awareness and improving efficiency in Energy Use.

The assessment results reveal that the Green Office program has been successful in promoting positive environmental practices and has provided opportunity for UQ offices to conduct baseline and annual assessments to qualitatively measure performance.

An important achievement this year is having reached 116 representatives and 92 areas. This has been one of the goals of the Green Office Program and demonstrates the increasing success of the program in a multitude of areas. Through having a large number of representatives and areas involved in the Green Office Program, there will be more local action and more people driving positive environmental changes in their workplaces.

The Green Office Program is a great opportunity for UQ offices, centres and schools to improve office attitudes and to move towards more sustainable practices. Green Office Representatives are key stakeholders of the program, as they are responsible for encouraging fellow staff members to minimise their environmental impact at the local level. They achieve this by accessing and distributing Green Office resources, leading by example, creating initiatives and ideas, and showing continuous enthusiasm and commitment towards the environment. The work and support Green Office Representatives provide to the program is greatly appreciated by the Sustainability Office Properties & Facilities Division.

The Green Office program is an excellent example of how small changes, such as turning off lights and recycling paper, can contribute to large scale overall improvements. The program will continue to engage university staff and encourage them to enhance their environmental practices as well as inspire others to do so.

Future Directions

The Green Office program is a very important flagship in the UQ's engagement program. The program will continue to be supported in its growth and expansion within the university. As the program continues to mature, one of the challenges is to continue to engage Green Office representatives with the provision of new and interesting opportunities for learning and discovery.

The next 12 months sees the introduction of a timed schedule for the promotion of the existing 8 sustainability themes. This is accompanied by a program of Sustainability Promotional Activities for each quarter. This program will provide Green Office representatives with a range of ideas for running targeted sustainability promotions within their area. This includes choice to enable representatives to tailor the program to their needs. Support materials and promotional prizes for office programs will also be provided by the sustainability office to support these efforts.

The existing Green Office update sessions have been redesigned to focus on engagement through high interest activities. The sustainability office recognises the significant contribution to the university from this voluntary program. As such, the Green Office update sessions will entitle representatives to access opportunities unique to their position as a reward for their involvement. The sessions will shift from a classroom based, lecture style program to a site based experiential program incorporating visits to tour university sustainability initiatives.

The program's key objective continues to be to raise environmental awareness by engaging and inspiring the university office community. Evolution of the program continues to focus on ensuring that the Green Office Representatives receive the best support in achieving this.