



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

GREEN OFFICE ANNUAL REPORT 2013

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MESSAGE

FROM THE MANAGER, SUSTAINABILITY AND THE SUSTAINABILITY COORDINATOR

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The University of Queensland's flagship Green Office program has grown from seven representatives in 2005 to over 130 representatives at the end of 2013. Each representative volunteers their time to promote and embed sustainability in the workplace.

The Green Office program's success is due to the dedication of its representatives and their offices that embrace the promotions, competitions and initiatives held throughout the year.

The period from July 2012 to December 2013 has seen the introduction of regular quarterly themed promotions to support Representatives in the challenges of changing workplace behaviours.

The New Green Office Representatives training was also redesigned to enable staff new to the program to better understand and plan for raising awareness and fostering cultural change in sustainability.

The prestigious annual awards have a new event dedicated specifically to honouring the offices leading the way in sustainable workplace practices and the new look Annual Report has shifted its focus to better highlight the people and initiatives that drive the program.

These changes to the program have been reflected in the strength of the commitment of Representatives and their Offices.



Stuart Green, Manager Sustainability



Suzanne Davis, Sustainability Coordinator

This report is compiled by the Sustainability Office, Property and Facilities Division.

GREEN OFFICE ASSISTANTS

The Green Office program is supported by the Green Office Assistant, a position held by a UQ student for a 12 month period. This position enables UQ students to gain valuable work experience and gain an insight into sustainability practices within the University environment.

Amanda Weltman and Chelsea Hayward have administered the various promotions, update sessions, newsletters, auditing and awards to ensure the smooth running of the program throughout the year.

Amanda Weltman, an Environmental Management Masters student majoring in Conservation Biology, supported the program for the 12 months leading up to the end of semester 1, 2013.

Chelsea Hayward commenced with the Green Office in semester 2, 2013 whilst undertaking third year studies in a Bachelor of Chemical Engineering, minoring in Environmental Engineering.



*Amanda Weltman, Green Office Assistant
S2 2012 – S1 2013*



*Chelsea Hayward, Green Office Assistant
S2 2013 – S1 2014*

GREEN OFFICE REPRESENTATIVES



New Green Office Representative, Julia Groening

Julia Groening *Queensland Brain Institute*

Julia moved to Australia from Germany in late 2008. She joined the Green Office Program in early 2013 because she is passionate about environmental issues and sustainability, and hoped to meet like-minded people, share ideas and learn more about sustainability at UQ.

Julia has noticed some differences in sustainability initiatives between Australia and Germany, with Australia generally lagging behind. She notes that in Germany most people use their own bags for shopping, there is a wide range of organic products, using recycled paper is standard, and most people cycle or use public transport, with an excellent transport network throughout Germany.

Julia is a very motivated representative and has tried many different ways to spread the word about sustainability, including creating some very innovative poster displays. She hopes to continue raising awareness about environmental issues and believes in small changes and that everyone can make a difference.



Nicole at St Lucia Campus

Nicole Connolly *Transport Systems*

Nicole has been a representative in the Green Office Program since its inception in 2005. She was happy to be involved when her supervisor recommended she join the program.

Nicole has enjoyed various opportunities to get out of the office to participate in Green Office activities, such as Tree Planting events and the Sustainability Walk Treasure Hunt. She also enjoys socialising with other staff and learning lots of new things at the Update Sessions.

Over the years, Nicole has watched the program grow, with more and more events and opportunities to get involved. She appreciates the resources made available to representatives through the Sustainability website, as coming up with ideas to influence and change people's behaviour isn't easy.



Mark Glindemann at Ipswich Campus

Mark Glindemann *Property and Facilities Ipswich*

Mark joined the Green Office Program in 2011, with the aim of promoting sustainability through encouraging the minimisation of waste, both in terms of energy and materials.

Mark promotes sustainability by displaying posters and circulating Green Office material amongst staff in the hope of initiating some behavioural change. He has also endorsed sustainability all over the Ipswich campus by presenting information sessions and tours for staff and students on sustainability at the campus.

Mark has also been involved in managing National Tree Day at Ipswich for the past four years and has played a pivotal role in ensuring that no precious town water has been used for irrigating the grounds since 2005.

Mark enjoys noticing changes in staff and student behaviours and looks forward to the challenge of continuing his pursuit to help create a sustainable campus at Ipswich.

GREEN OFFICE ACTIVITIES

Promotions

Promotions are run on a quarterly basis to inspire Green Office Representatives to further promote sustainability initiatives within their offices.

The Sustainability Walk Treasure hunt promoted the newly opened Sustainability Walk by encouraging reps to get out of their offices to answer various questions about sustainability around UQ, with the Student Centre Team obtaining the most correct answers.

Throughout the month of May, Green Offices were asked to get creative and produce a poster display, showcasing UQ's new Sustainability Poster Series.

To promote energy efficiency, Green Offices participated in a game of Energy Bingo, with the Student Centre coming out as champions.

The Sustainable Commuting Competition encourages representatives and their colleagues to walk, ride or catch the bus to the University to reduce their carbon emissions. The School of Education won the team award in both 2012 and 2013, while the individual prize went to Michelle Hall from the School of Medicine in 2012 and Anna Hogan from the School of Education in 2013.

Update Sessions

Green Office Update Sessions allow representatives to come together and learn more about sustainability topics such as water, waste, energy, biodiversity and transport. Sessions include tours, lectures and presentations by various members of UQ staff and guest speakers. Over the past year, Update Sessions have comprised of:

- a St Lucia Campus Biodiversity Tour;
- a lecture on Ecotourism and Sustainable Transport;
- a Sustainable Water Use Tour at the St Lucia Campus; and
- a presentation on Waste Streams at UQ

Green Office Representatives were also invited to participate in UQ's Sustainability Week activities, with the added incentive of receiving Fair Trade Chocolates.

At the Ipswich Campus, Green Office Representatives, Mark Glindemann and Raewyn Peeti, organised a Sustainable Landscape Tour and a presentation on Building Energy Management

New Representative Training

In 2012, the New Representative Training Session was updated to place more emphasis on sustainability in the workplace, team building and ideas for what it means to be a Green Office.

The training also comprised of introducing a guest speaker for each session, who is a current Green Office Representative heavily involved in the program. Guest speakers give guidance to the new representatives and provide insight into their experiences in the Green Office Program.

From July 2012 to October 2013, guest speakers have included Jenny Hall, Alice Stokes, Kylie Belford, Michael Biscak, Julita Greda and Julia Groening.



Origami Turtle Display at the Queensland Brain Institute



The winning team of the Treasure Hunt from UQ's Student Centre



Shane Biddle, Senior Grounds Supervisor, talking to Green Office Reps on a Water Tour Update Session



New Green Office Representatives at Training Session

GREEN OFFICE ANNUAL ASSESSMENT OVERVIEW

GREEN OFFICE BASELINE ASSESSMENTS

Baseline assessments are conducted when a Green Office Representative joins the program from an area of the University new to the program. Baseline assessments are generally completed with the aid of the Green Office Assistant. These assessments develop baseline data for schools and centres from which they can continually monitor and improve their environmental performance in the following areas:

- Energy use
- Waste management
- Environmentally responsible purchasing
- Awareness of UQ's sustainability initiatives

Green Office baseline assessments were conducted for seven new areas between July 2012 and September 2013. This included five new areas at the St Lucia campus, one in Herston, and one at the Princess Alexander Hospital.

Annual assessments are conducted on a yearly basis with existing Green Office areas to enable them to track their progress. The assessment process is not mandatory for Green Offices, but is a tool which they can use to support their individual improvement programs.

Between July 2012 and September 2013, Green Office annual assessments were conducted for twenty-four areas. These included twenty areas at the St Lucia Campus, one at the Ipswich campus, two in Herston, and one in Brisbane City.

The Overall Green Office Ratings for both baseline and annual assessments conducted between July 2012 and September 2013 are presented in Figure 1. The Overall Green Office Rating is an average of the components that make up the audit, including walk-through surveys (energy and waste assessment), an interview with the purchasing officer and interviews with a sample of staff members, covering the environmental performance areas outlined above.

In general, annual assessment ratings are higher than baseline ratings, since representatives have had an opportunity to implement sustainable practices in their offices. Making up the Overall Rating, waste management commonly has the best results, while environmentally responsible purchasing has the greatest potential for improvement, as shown in Figure 2 (next page).

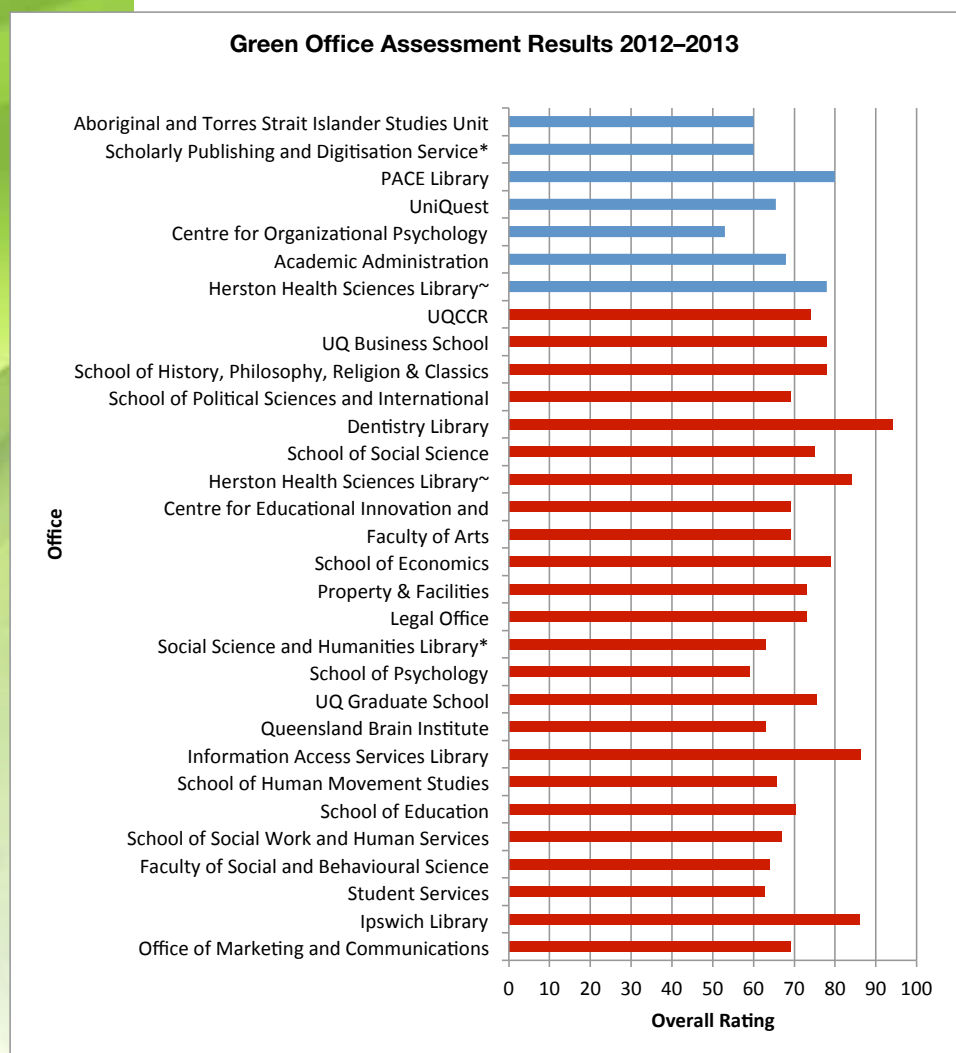


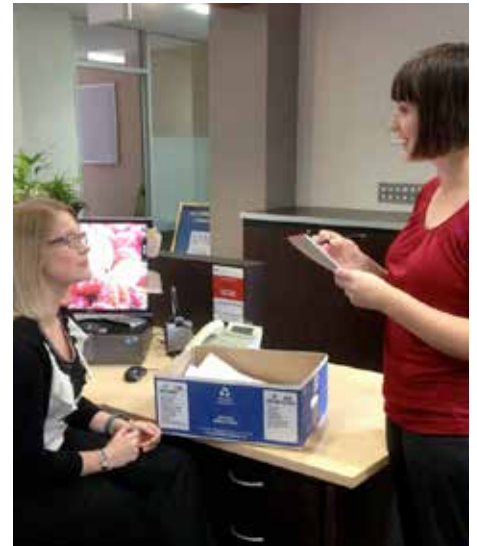
Figure 1: Overall Green Office Rating for baseline (blue) and annual (red) assessments conducted between July 2012 and September 2013. * denotes a partial audit. ~ indicates that the Herston Health Sciences Library completed a baseline assessment in September 2012 and an annual assessment in August 2013.

GREEN OFFICE TRENDS

In 2012-2013 waste management and individual energy use are the areas of greatest strength throughout the University, receiving the highest average ratings. On the other hand, opportunities for improvement lie within environmentally responsible purchasing, office workstation energy use and awareness of UQ's sustainability initiatives. The difference between individual energy use and workstation energy use may be attributed to the different methods for measuring these components. Individual energy use is measured indirectly from a sample of staff that complete a short interview about their individual energy habits, while workstation energy use is measured directly through a walk-through survey, where energy use, such as the number of lights left on, is observed and recorded.

To measure improvement of environmental practices across the University, the averaged Overall Rating, from all areas that conducted assessments, was compared with results from previous years, as displayed in Figure 3.

Over time the average Overall Green Office Rating fluctuates, with no significant trends. It is important to note that the assessment process has varied slightly over time, which may impact on the comparison. From the 2012-2013 results, sixteen out of twenty four areas saw improvements in their Overall Rating compared to their previous assessment; however, not all areas completed an assessment annually.



Green Office Annual Assessment in the UQ Business School, conducted by Whitney Jeffery.

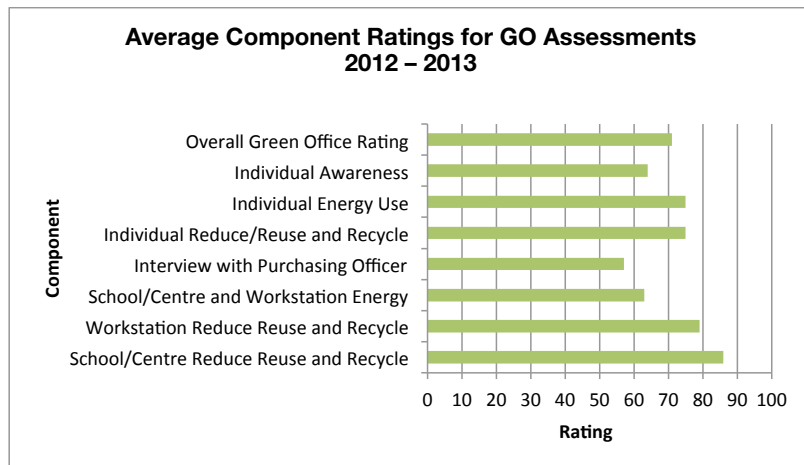


Figure 2: Average Component Ratings for all Green Office Assessments conducted in 2012-2013, including baseline and annual assessments.

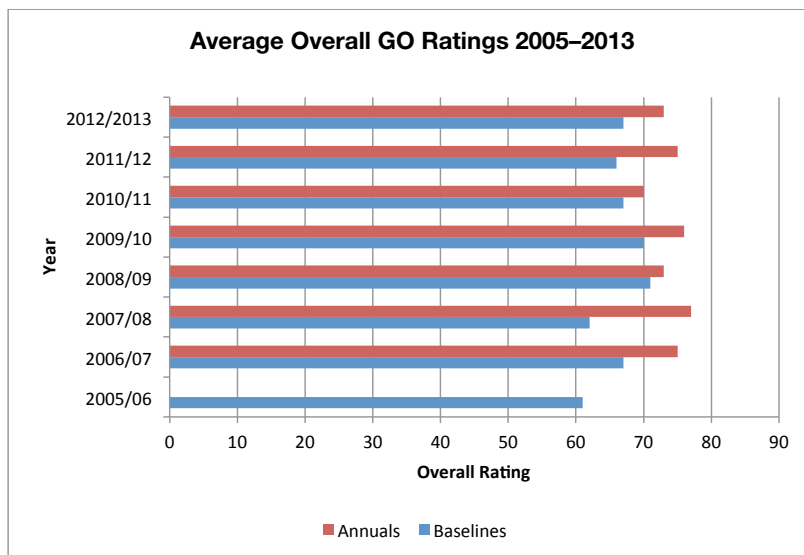


Figure 3: Average Overall Green Office Ratings for baseline and annual assessments since the Green Office Program commenced in 2005 to 2013.

GREEN OFFICE ANNUAL AWARDS

The Green Office and Green Labs Awards were held on 25 October 2013. Guests were treated to lunch and a presentation by Dr Thomas Sigler of the School of Geography, Planning and Environmental Management, about sustainability throughout the history of urban growth in Australia.

The event recognised the efforts of all Green Office and Green Labs Representatives, with awards presented to the most outstanding representatives and offices in a number of categories.

The **PACE Library** took out the **Best New Area Award**, after receiving a baseline assessment score of 80%. The award was collected by the PACE Library Green Office Representative, Micheline Francois.

The **Most Motivated Representative Award** went to **Julia Groening** from QBI for her outstanding efforts in promoting sustainability throughout her office. Julia enhanced Green Office poster promotions with unique and creative displays including origami turtles and paper water droplets, as well as introduced sustainable and Fair Trade products into her workplace.

Jenny Hall from the Dentistry Library was recognised as a **Highly Commended nominee** for this award.

Casey Pfluger from UQCCR won the **Best Initiative Award** for his efforts in implementing a number of sustainability initiatives, including setting up and managing a worm farm for his office. The **Highly Commended nominee** for this award was **Kellie Kayser** from Student Services.

Green Labs awards were presented to: IMB Level2 North Labs represented by Mikko Miyagi and Jacky Hung for the Best New Lab Award; Sally Stockwell CSIRO Animal, Food and Health Sciences for the Best Initiative; and Casey Pluger UQCCR, for the Most Motivated Representative.



Green Office and Green Labs Awards recipients from left: Kellie Kayser GO, Sally Stockwell GL, Donna Easton on behalf of Casey Pfluger GO & GL, Jenny Hall GO, Micheline Francois GO, Jacky Hung GL, Mikko Miyagi GL



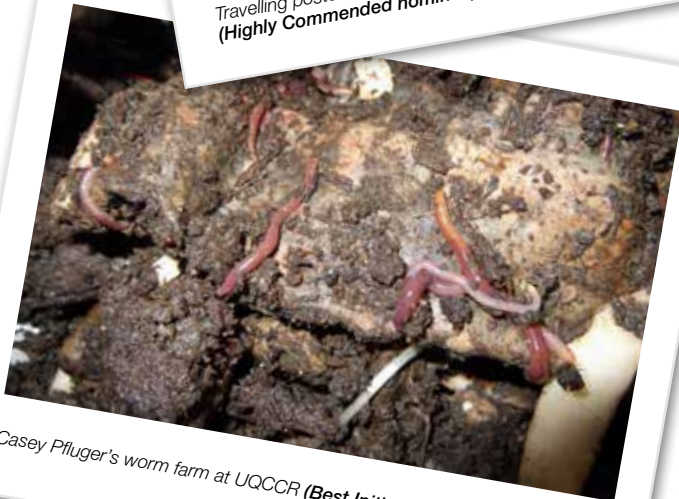
World Ocean's Day poster promotion in QBI by Julia Groening
(Most Motivated Representative Award)



Mobile phone and battery recycling set up by Kellie Kayser in Student Services
(Highly Commended nominee)



Travelling poster display created by Jenny Hall and the Dentistry Library
(Highly Commended nominee)



Casey Pfluger's worm farm at UQCCR **(Best Initiative Award)**