



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

# GREEN OFFICE ANNUAL REPORT 2014

[www.uq.edu.au/sustainability](http://www.uq.edu.au/sustainability)





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Stuart Green,  
Manager Sustainability



Suzanne Davis,  
Sustainability Coordinator

## MESSAGE FROM THE MANAGER, SUSTAINABILITY AND THE SUSTAINABILITY COORDINATOR

UQ's Green Office program boasts over 130 Representatives within Faculties, Institutes and Centres located on multiple campuses and sites. The program has grown steadily since its inception in 2005 with 7 Representatives.

The program owes its success to the commitment of the staff that volunteer their time to promote sustainability and embed sustainable practices within the workplace.

This year has seen an evolution of the Green Office kit, the Annual Green Office Survey and the Green Office Awards nominations into online formats so that much of the program is now paperless. The Administration series and Green Residents series of Sustainability posters were released in an electronic format, as a UQ resource available to both the Green Office program and to the wider community.

The Annual Green Office Awards provide an opportunity for staff to nominate their Representative and publicly recognise their contribution to sustainability at UQ. Staff appreciate and recognise how their Representatives go above and beyond to make it easier to embed sustainability into everyday practices.

Staff have recognised many of the initiatives facilitated by Green Office Representatives during 2014, including:

- Making a variety of recycling facilities easily accessible
- Introducing a roster for turning off the lights when not in use
- Operating a kitchen composting service for office staff
- Facilitating a change in School policy to replace printers with tablets when printers are at end of life
- Introducing sustainability as a standing agenda item for workplace meetings
- Listing environmentally friendly products to highlight affordability and ease of purchase
- Introducing durable & reusable crockery at work events
- Introducing rechargeable batteries and recharge stations across the School
- Introducing durable reusable mugs at the staff café
- Instigating a School webpage for sustainability initiatives
- Introducing office plants
- Recycling shredded office paper to the office worm farm
- Offering regular tips and tricks

The University greatly appreciates the contribution of each Green Office Representative, whether it be a significant workplace initiative or simply distributing the Green Office Newsletter to raise awareness and promote more sustainable practices.

The Green Office program looks forward to celebrating its 10 year anniversary in 2015.

# GREEN OFFICE ASSISTANTS

The Green Office program provides a valuable 12 month work experience placement each year for a UQ student with an interest in the field of sustainability. The student, in the role of Green Office Assistant, supports the Sustainability Coordinator by organising the administrative aspects of the program.

Each year our students bring new enthusiasm to the Green Office program whilst gaining wide exposure to multiple and diverse areas within the University. Students have the opportunity to work alongside Green Office Representatives in running promotional activities, educational sessions and in developing plans to implement new initiatives.

In July this year Manasa Addepalli commenced a 12 month period as the Green Office Assistant for 2014/2015, replacing Chelsea Hayward. Manasa is a 4th year Bachelor of Arts/Bachelor of Laws student majoring in International Relations and completed an elective in environmental law during 2014. Manasa is interested in how people can be encouraged to pursue activities that avoid environmental harm and hopes to draw attention to significant issues in sustainability.



Manasa Addepalli,  
Green Office Assistant  
S2 2014 – S1 2015



Front cover image and left:  
*Tectocoris diophthalmus*, commonly  
known as the *Hibiscus Harlequin  
Bug* or *Cotton Harlequin Bug*,  
native to Australia and Queensland.  
Images courtesy of Paul J Thomas.



# GREEN OFFICE REPRESENTATIVES



Mary-beth Harrop in her own garden inspired by the Sustainable Living in a Rental Home lecture

## Mary-beth Harrop – *UQ Examinations*

Mary-beth joined the Green Office program in 2014 and so far has loved getting involved in activities during Sustainability Week such as attending the lecture on sustainable living in a rental property which inspired her to start her own garden. She also enjoyed touring the GCI building and discovering that UQ has edible gardens scattered throughout its campuses.

As a rep, she has put up posters all over her kitchen which she sees staff reading, has encouraged people in her area to join the Resource Exchange List and signed up her team to take part in the Sustainable Commuting Competition.

Mary's main goal is to encourage everyone to reduce the impact on the environment by remembering to reduce, reuse and recycle. In particular, she hopes to ensure that everyone in her area does not buy bottled water or disposable coffee cups and aims to set up a quarterly newsletter for her area about sustainability.



Casey Pfluger, Green Office and Green Labs Representative

## Casey Pfluger – *UQ Centre for Clinical Research, Royal Brisbane Women's Hospital, Herston*

Casey joined the Green Office program in 2008 as he wanted to work towards changing the culture of practices to be more sustainable.

A particular success for Casey has been the progress made in terms of switching lights off in the workplace bathrooms. 'Lights off' stickers had been placed near the bathrooms nearly 5 years ago and this year, when undertaking the annual survey, Casey found that they were switched off when not in use and was glad to see his stickers finally led to behavioural change. Along with his colleagues, Casey also helped organise a roster system in his office to ensure that lights would be switched off at the end of each day and when an area was not in use.

In the future, Casey hopes to continue to implement changes in key areas identified by the annual survey, keep advocating for individual building metering and to give the Green Program a more prominent position on the UQ website.



Tennille Thomas has been part of the program since 2008

## Tennille Thomas – *Architecture and Music Library*

Tennille joined the Green Office Program in 2008 because she was passionate about and interested in sustainability issues. The program looked like a great opportunity to include this passion in her work environment and to meet some like-minded people.

Tennille's experience with the program has been very positive so far as she works with colleagues who support her Green Office activities and she is able to encourage everyone to be more sustainable. Tennille has found that from awareness of the program, people have become more environmentally conscious. Tennille has enjoyed attending the various events the Green Office organises, especially the tours including the GCI Building Tour and Veolia Waste Tour.

The program was still quite new when Tennille first joined in 2008 and only had a small number of representatives. Tennille has watched the program grow over the years along with all of the sustainable initiatives and events that the University now organises.





*Roz Bannan's winning photo from the Quarter 1 promotion*

## GREEN OFFICE ACTIVITIES

### GREEN OFFICE PROMOTIONAL ACTIVITIES

Promotions are run every quarter to raise awareness about a specific sustainability theme and to invite Green Office Representatives to promote sustainability issues within their own offices.

The first quarter promotion was a photo competition which encouraged representatives to take photos related to the themes of energy or water to promote conservation of these resources. The top 5 photos as picked by the Sustainability Office were then posted onto Facebook. The photo with the most 'likes' won. The winning photo was taken by Roz Bannan from UQ Centre.

In May, to promote sustainable waste management, representatives were given a crossword to complete. Clues relating to waste were sent out twice a week throughout the month. Paul Thomas from the Office of Marketing and Communications won by being the first to submit a correct completed crossword entry.

The Sustainable Transport Competition was held once again in 2014 during the first week of November. During this week, all participants were encouraged to walk, ride and use public transport as much as they could to reduce their carbon emissions. The winners, UQ Examinations for the team award and Matthew Mitchell from the School of Geography, Planning and Environmental Management for the individual award, had the greatest reduction in carbon emissions.



*Loan Doan, Mary-beth Harrop and Meredith Thompson of UQ Examinations, team winners of the Sustainable Commuting Competition*



*Paul Thomas, winner of the Waste Crossword Promotion*



*Opening Lunch and Presentation from Sustainability Week 2014*



*Tour of UQ's Global Change Institute Building*

## GREEN OFFICE UPDATE SESSIONS

Green Office Update Sessions are held quarterly and provide an opportunity for Representatives to learn about a certain topic or issue and also network with others around UQ who share their interests. Sessions have generally been tours or presentations by either UQ Staff or guest speakers.

The first update session of the year was a tour of the UQ Central Store Warehouse. This allowed representatives and their purchasing officers to see the sustainable products that were available and to have a conversation about sustainable purchasing.

In May, representatives were given a tour of the Global Change Institute building that opened in September 2013. During the tour, representatives were told about the various features in the building's design that allowed it to gain its 6 Star Green Star Design Rating.

During Sustainability Week, Reps were encouraged to take part in the activities and were given priority registration for the opening event, which included lunch and a presentation on 'Sustainability in Hard Times' from Professor Andrew Griffiths, Academic Dean and Head of UQ Business School.

## NEW REPRESENTATIVE TRAINING

New Representative Training Sessions were held throughout the year to provide information about the Green Office program to those who were interested in becoming Green Office Representatives. Training Sessions included an overview of the program, tips and tricks on the small changes that could be implemented in the office and brainstorming sessions with participants.

At each training session, an existing Green Office representative gives a short presentation and hosts a discussion about their experiences in the Green Office Program such as what is involved in being a representative, what has worked and the challenges faced.

Guest speakers in the past year have included Whitney Jeffery, UQ Business School, Maurice Rich, Information Technology Services and Paul Thomas, Office of Marketing and Communications.

# GREEN OFFICE SURVEYS



## GREEN OFFICE BASELINE SURVEYS

When a new area joins the Green Office Program, the Green Office Representative from that area conducts a Baseline survey. These surveys measure the area's current environmental performance at the time of joining the program and provide data for Representatives to discern which areas require improvement. The data is also used to monitor and compare performance in the future.

The key areas the baseline survey looks at are:

- Energy use

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

Green Office baseline surveys were conducted in two new areas between October 2013 and September 2014. The majority of new representatives who joined Green Office during this period came from areas already in the Program. Both areas were in St Lucia.



Figure 1 Overall Green Office Rating for baseline (blue) and annual (red) surveys conducted between May and September 2014. \* denotes a partially completed survey.





## GREEN OFFICE ANNUAL SURVEY OVERVIEW

Annual surveys are conducted in existing Green Offices every year after a baseline survey is conducted. While it is not mandatory to conduct an annual survey, it is a useful way to measure progress and continue to identify areas for improvement.

Between May and September 2014, Green Office annual surveys were conducted for twenty areas. These included nineteen areas at the St Lucia campus and one at the Herston campus.

The Overall Green Office Ratings for both baseline and annual surveys conducted between October 2013 and September 2014 are presented in Figure 1. The Overall Green Office Rating is calculated by finding the average of the scores given for individual components that cover the key performance areas of energy use, waste management, environmentally responsible purchasing and awareness of UQ's sustainability initiatives. All of the individual scores are calculated from data collected in walk-through surveys (energy and waste surveys), an interview with the purchasing officer and interviews with a sample of staff members.

The average rating for annual surveys is higher than for baselines with the highest scores achieving 80 or greater. The annual surveys with the lowest ratings are generally the partially completed surveys. Areas performed highest in the waste management section, particularly for School/Centre recycling and performance is lowest for environmentally friendly purchasing practices. This is shown in Figure 2.

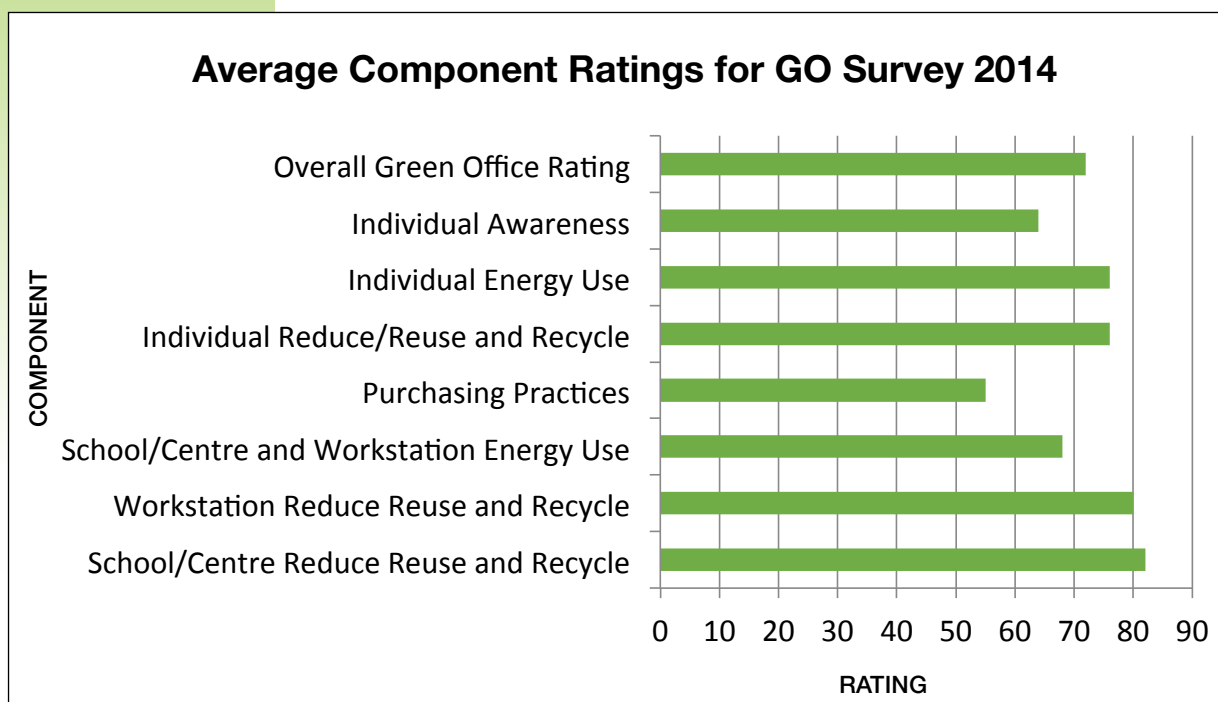


Figure 2 Average Component Ratings for all Green Office Surveys conducted in 2014, including baseline and annual surveys.



## GREEN OFFICE TRENDS

In 2013-2014, waste management in the school/centre and workstation sections received the highest average ratings. These areas were closely followed by individual waste management and individual energy use.

The area with the greatest opportunity for improvement continues to be environmentally friendly purchasing practices which could be improved by increasing the percentage of environmentally preferred items.

These results are fairly consistent with the results from 2012-2013 but with improved energy use for School/Centre and Workstations. Individual energy use received a higher score than School/Centre and Workstation energy use which may be due to the difference in the questions being asked and also different data collection methods. The questions in the former concerned how often staff switched off electronic equipment and required participants to estimate for themselves whereas the questions in the latter quantitatively measured how many devices were switched off in an area on a particular day.

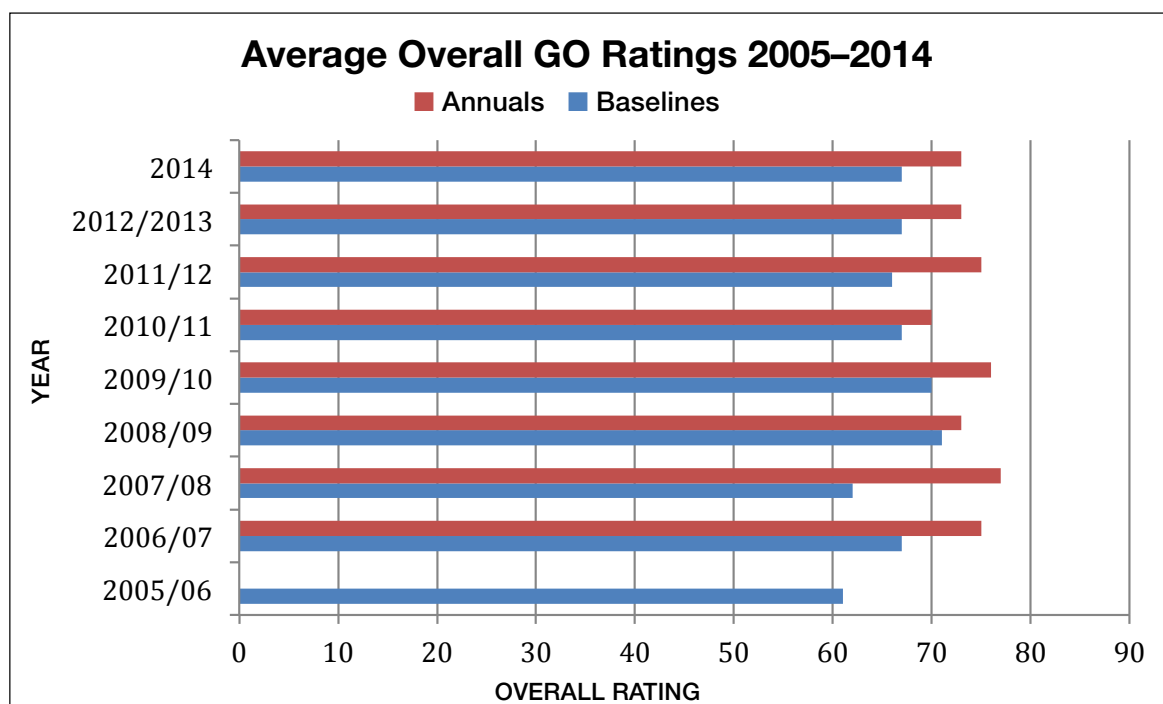
The individual waste management score was slightly lower than the waste management score for School/Centre and Workstations as it concentrated on additional areas of

recycling that generally received lower scores, including for the use of keep cups and environmentally friendly stationery.

To monitor the use of sustainable practices in offices around the University over time, the average of all Overall Green Office Ratings from 2014 was compared to the average of all ratings from previous years, as displayed in Figure 3.

Overall Green Office Ratings have generally remained steady over time. Eight areas saw improved ratings when compared with their last completed survey. The last completed survey for some areas were not from 2013 but from 2012 or earlier.

In 2014, online surveys were introduced to reduce the amount of printing involved in the survey process. Fourteen of the twenty-two areas that conducted surveys, filled out the form through the customised online links sent by the Green Office Assistant. This may have impacted the results as compared with previous years when the survey was conducted in person. In particular, the 1:1 interview section of the online survey was completed anonymously in most offices compared to face-to-face interviews undertaken in the offline surveys which may have affected how people answered the questions.



**Figure 3:** Average Overall Green Office Ratings for baseline and annual assessments since the Green Office Program commenced in 2005 to 2014.



# GREEN OFFICE ANNUAL AWARDS

On October 24th 2014, The Annual Green Office and Green Labs Awards were once again held in the Sir Llew Edwards Terrace Room. Guests were given an opportunity to network over lunch before enjoying presentations from Geoff Dennis, Deputy Director Property & Facilities and Professor Bill Clarke, a Professor and Remondis Chair in the Schools of Civil and Chemical Engineering and the Director of the Centre for Solid Waste Bioprocessing.

The event aimed to acknowledge the contribution of Green Office and Green Labs Representatives and to showcase all of the work they do throughout the year.

The award for Best New Area was to Academic Administration, collected by Representatives Kirsten Hentschel and Amanda Buckley, which received a baseline rating of 66% after completing the Annual Survey.

Representatives for the School of Economics were awarded the Most Motivated Team for their exceptional efforts in embedding sustainability throughout the school. These included the introduction of rechargeable batteries and a recharging station; compost buckets in kitchens; durable mugs for the Belltop Café; giving staff the choice of using a tablet instead of a printer when their printer is due for renewal and conducting an information session and volunteer trial for online marking. Deirdre Long from Information Access Services, Paul Thomas from the Office of Marketing and Communications and Julia Groening from the Queensland Brain Institute all received highly commended nominations in this category.

Casey Pfluger from UQ Centre for Clinical Research won the award for Best Initiative. Initiatives in his office for improved energy efficiencies included a new roster system for turning off lights and introducing pot plants into the area to make the space more aesthetic and healthier for occupants. Julia Groening from Queensland Brain Institute was the highly commended nominee for this award.



*Green Office and Green Labs Awards recipients from left: Donna Easton on behalf of Casey Pfluger GO and GL; Janet Sypkens on behalf of Emilija Nicolosi for UQ Archaeology Lab GL; Luke Devitt GL; Frédérique Bracoud and Megan Sandaver for the School of Economics Team GO; Kirsten Hentschel and Amanda Buckley for Academic Administration GO*





Harlequin Bugs in seed pods of *Brachychiton acerifolius*, commonly known as the Illawarra Flame tree and is native to subtropical regions on the east coast of Australia. Along with other members of the genus *Brachychiton*, it is commonly referred to as a Kurrajong.

## Creative ideas from Green Office representatives




**UQ BUSINESS SCHOOL**


16 January 2014



### Happy New Year

Happy New Year and welcome back after the holidays!

While you were away UQ was hard at work saving energy. During the period of 30 December 2013 to 6 January 2014 the Property and Facilities Division


Shutdown 30 buildings to conserve energy on campus.

The Property and Facilities Division estimate that this shutdown caused a reduction of 200 tonnes of CO<sub>2</sub>e which is the equivalent of running 300 average sized homes for two weeks.

Read the Article at:  
<http://www.uq.edu.au/sustainability/uq-offices-shutdown-to-save-energy>

More information on how you can help save energy can be found by clicking [here](#)

### New Year Resolutions



With a new year beginning, many people take the time to make new year resolutions. It never too late to make new goals, so this year consider making goals for the environment.

For inspiration please check out the following article by Alison Pollack from [The Ecotone Exchange](#), who sheds light on ways to build sustainable life habits by building a stronger local community.

<http://theecotoneexchange.com/2013/12/31/fourteen-intentions-for-environmental-and-community-sustainability-in-2014/>

### Upcoming Events

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Mo      | Tu | We | Th | Fr | Sa | Su |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 |    |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Mo       | Tu | We | Th | Fr | Sa | Su |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 |    |    |

Please click on the event for more information

**Kitchen Gardening with Young Children**  
18<sup>th</sup> of January

**Design your Own Edible Garden**  
25<sup>th</sup> of January

**The Art of Fermentation Workshop Series**  
7<sup>th</sup>-9<sup>th</sup> of February

### Featured Event

Sandor Katz: The Art of Fermentation



Come one, come all and learn how to preserve the self life of your food. Sandor Katz, a world renowned expert in fermentation, is coming to Brisbane 7<sup>th</sup>-9<sup>th</sup> February to show Brisbane the ins and outs of making your own home ferments such as sauerkraut, sourdough, kombucha and more.

Katz will start off the events with an evening talk on Friday 7<sup>th</sup> February followed by a series of workshops over Saturday the 8<sup>th</sup> and Sunday the 9<sup>th</sup> of February.

More information can be found at:  
<http://milkwoodpermaculture.com.au/courses/details/174-the-art-of-fermentation-with-sandor-katz-brisbane>

Whitney Jeffery's Sustainability Newsletter for the UQ Business School



## Creative ideas from Green Office representatives



Matthew Mitchell, School of Geography, Planning and Environmental Management, individual winner of the Sustainable Commuting Competition



QBI's Bees for BOS campaign to raise awareness about the impact of palm oil products

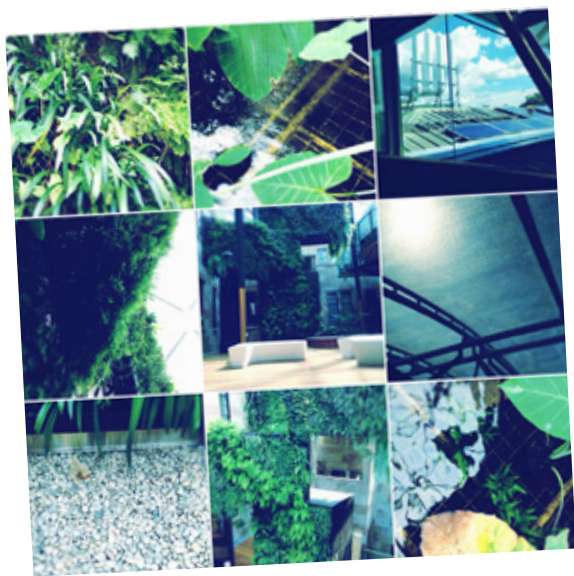


Julia Groening's advertisement to encourage staff to fill out the Annual Survey





## The Top 4 Runner-up Submissions to the Quarter 1 Photo Competition



*Justin Nicholls,  
Faculty of Humanities and Social Science*



*Roz Bannan,  
UQ Centre*



*Maurice Rich,  
Information Technology Services*



*Paul Thomas,  
Office of Marketing and Communications*



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