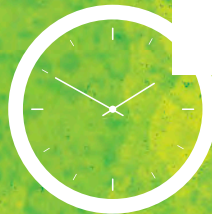




THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

GREEN OFFICE ANNUAL REPORT 2015

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

This year The University of Queensland celebrated a decade of the Green Office program. The program commenced in 2005 as a pilot program and has grown to now outreach to offices comprised of more than 85% of UQ staff. The success of the Green Office is a result of the dedication and enthusiasm of the people that make up the program.

At its inception, the core of the program was the Green Office Assessment which gathered baseline data for schools and centres from which they could develop targeted initiatives to continually improve their environmental performance.

In 2015 the program retains the baseline evaluation and offers the choice to undertake annual surveys to reassess environmental performance as appropriate.

Over the decade the program content has expanded to include new representative training, regular educational presentations for representatives, a selection of annual promotions and competitions for offices, the Green Office newsletter and Green Office Awards which have been held on World Environment Day and are now being aligned with UQ Sustainability Week.

The program has always included valuable work experience for a UQ student for a 12 month period who assists with the day to day administration of the program and the surveys in particular. A total of 11 students have held the Green Office Assistant position since the program commenced, gaining hands-on experience in environmental initiatives as well as an insight into operations at the University.

Congratulations to the Green Office Program for reaching this milestone and thanks to all the staff and students involved over the past decade. Thanks also to all UQ staff for their support of the Green Office program through their encouragement of the Representatives, participation in surveys and activities, by challenging themselves to change and by improving sustainability practices at UQ.

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

GREEN OFFICE ASSISTANTS

The Green Office program is administered on a daily basis by the Green Office Assistant, a student position which supports the Sustainability Coordinator in the overall management of the program. This is a 12 month work experience position which enables a UQ student interested in sustainability, to pursue this interest in a hands-on role within University operations.

The students bring fresh enthusiasm to the program and benefit greatly from their interactions with staff from the many Faculties, Institutes and Administrative areas in the program across multiple campuses.

Dani McLeod-Robertson commenced in the Green Office Assistant role in July this year to cover the semester 2 2015 and semester 1 2016 period. Dani is an Environmental Management student with a passion for sustainable practices in developing nations and the involvement of the international community to support these countries. She is interested in behavioural change and endeavours to use the experience from the Green Office to understand how to most effectively increase sustainability awareness to elicit behavioural change. Dani takes over the role from Mana Addepalli.



*Dani McLeod-Robertson,
Green Office Assistant
S2 2015 – S1 2016*



GREEN OFFICE REPRESENTATIVES

Deirdre Long – *Information Access Services, UQ Library*

Deirdre has been a Green Office Representative for 9 years, and is still as passionate today as the day she joined the program. Deirdre originally joined the program to improve the environmental efficiency of her workplace.

Deirdre aspires to show colleagues that wasteful practices are largely just habitual and that it takes little effort to change to a behaviour that is environmentally thoughtful. Deirdre and her fellow Green Office Representative, John Quantrill, endeavour to provide the methods for their workplace to easily action this. Some of the initiatives that Deirdre and John have implemented include reusing photocopying paper as wrapping paper, changing their cleaning products to water and vinegar, maintaining a compost bin, incorporating green objectives into weekly meetings, adding more paper recycling bins and putting reusable takeaway containers in the tearoom.

Deirdre's favourite component of the Green Office Program is the update sessions as she finds them insightful and informative. She also receives fulfilment knowing that she and her office are trying to minimise their impact on the planet.



Deirdre has been a member of the Green Office Program since 2006. Deirdre shared her experiences as a Green Office Representative at the New Representative Training Session in March

Alma Cao – *Faculty of Health and Behavioural Sciences*

Alma joined the Green Office Program earlier this year and has already won two promotions, completed the annual survey, attended two update sessions and has been very proactive within her office. In a short period, Alma has improved the recycling within her office, increased awareness and implemented battery recycling within her office and encouraged sustainable transportation within the Faculty of Health and Behavioural Sciences. Alma joined the Green Office Program to learn more about UQ's green initiatives. She aims to create environmentally-friendly norms within the faculty, by making small incremental changes within the office. Alma has hit the ground running with the Green Office Program.



Alma receiving the prize for the Energy Bingo competition

Yvonne Paujik – *Campus Kindergarten*

Yvonne Paujik has proved that sustainability can be embraced at all ages and has no boundaries. Yvonne and Campus Kindergarten have implemented many creative sustainability initiatives. The children repurpose waste into artwork and re-use recyclables in functional ways such as using milk bottles as planting pots to form a vertical garden. Campus Kindergarten also composts food waste into a worm farm to feed chickens and parents are encouraged to prepare litter-less lunch boxes.

The centre has increased awareness of waste accumulation by undertaking a waste audit at the beginning of Term 2 by collecting all of the children's food packaging and displaying it in the front yard. A follow up audit was undertaken at the end of term, which found a dramatic reduction in packaging used.

More than 80 children, parents and staff planted 200 trees along the riverbank in UQ Sustainability Week. This was the second year the Kindergarten participated in a special event for UQ's smallest community members.

The Campus Kindergarten team shares these initiatives with each year's student cohort and have new families arriving each year.



Campus Kindergarten student art project by Libby, made from recycled materials



Children from Campus Kindergarten creating artworks on planter pots made from recycled materials





GREEN OFFICE PROMOTIONS



The UQ Business School team entry for the water photography competition



UQ Business School water refill station portrait



UQ Business School water storage portrait

Green Office Promotions aim to increase awareness of various sustainability issues. The promotions offer examples of everyday sustainability initiatives and provide incentives for Green Office members to make sustainable choices around the workplace and in their home environment. The promotions are held quarterly, and the winners of the promotion receive prizes for their efforts.

During first semester, offices participated in a water themed photography competition. Representatives received weekly clues about water-related structures and facilities on campus. Participants submitted photos of these structures to enter the competition and to increase awareness of the water-saving initiatives around campus. The winner with the first correct submission was the UQ Business School team who have four Representatives, Erophilia Castrissios, Nilsen Berquier, Elizabeth Eng and Whitney Jeffery. The School received water-saving products including a water jug, a watering can, UQ Sustainability water bottles and other water-saving devices.





School of Economics battery recycling and Battery recycling at ITS

Recycling was the theme for the May promotion when representatives were encouraged to submit photographs of recycling initiatives that have been implemented in their office. Many Representatives showcased the existing recycling initiatives within their office. All Green Offices that participated in the promotion received a prize for their efforts and were featured on the UQ Sustainability Website. Featured initiatives included the Faculty of Health and Behavioural Sciences, the School of Economics, Queensland Alliance for Agriculture and Food Innovation, Information and Technology Services, UQ Student Centre, the School of Agriculture and Food Sciences and Campus Kindergarten. Each winning office received a sustainable stationery hamper as their prize for participating in the promotion.



Recycling and reuse at Campus Kindergarten



Queensland Alliance for Agriculture and Food Innovation recycling



School of Agriculture and Food Sciences recycling soft plastics



School of Economics paper for reuse



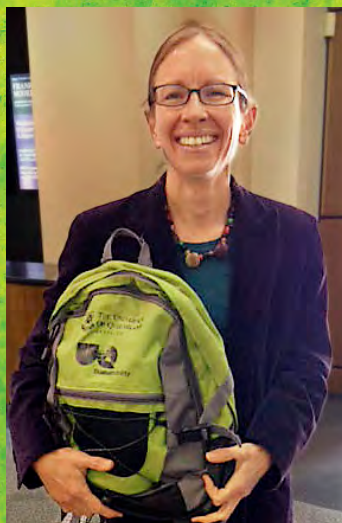
Faculty of Health and Behavioural Sciences innovative Christmas Tree



Julia Groening saving energy by taking the stairs at QBI



Thomas Magor achieved the greatest reduction in carbon emissions from a very competitive field



Super fit and environmentally conscious Deirdre Long takes out the most consistent sustainable commuter prize

Representatives played energy bingo in August by engaging in energy-saving initiatives from the list of ideas on the bingo sheet. This competition promoted energy efficiency on campus and rewarded those areas embedding smart energy use. The winners were Julia Groening from the Queensland Brain Institute and Alma Cao from the Faculty of Health and Behavioural Science. The winning representatives received funding towards a sustainability initiative that they planned to implement within their office. Julia used the prize funding to purchase sustainable stationery to supplement the QBI's current green procurement initiatives. Alma and the Faculty of Health and Behavioural Sciences used the prize funding to purchase Keep Cups which will be used as prizes for internal sustainability competitions.

2015 finished up with the annual Sustainable Commuting Competition, a promotion which encourages staff to be more sustainable in their transportation to and from the University. The competition determines the reduction of carbon dioxide emissions as a result of a change in transportation method to and from UQ. This year's record level of entrants provided a competitive field. Prizes were awarded to the group with the greatest percentage reduction in carbon emissions, the individual with the greatest reduction in carbon emissions and to the most consistently green commuter.

Deirdre Long from Information Access Services won the most consistent sustainable commuter with a regular commute of cycling 46km per week and running 32km per week. Thomas Magor from UQ Business School won the most improved commuter, by changing his commute to walking to eliminate emissions. We are pleased that Thomas has expressed his enthusiasm to continue this inspired method of transportation. Both Deirdre and Thomas have received \$100 Rebel Sports Gift Vouchers for running shoes and a Sustainability Gift Pack for their efforts. The Office of Marketing and Communications won the most improved group with a 9.14% reduction in carbon emission during the week. The team has received a fair trade gift hamper from Oxfam worth over \$150.00 for their efforts



The sustainable commuting team from the Office of Marketing and Communications win the team category

GREEN OFFICE UPDATE SESSIONS

The update sessions allow a UQ expert in the field of sustainability to share their knowledge with Green Offices. The sessions also facilitate representative connections, allow idea collaboration, increase knowledge on various sustainability topics and foster the interest and enthusiasm of the Representatives.

The April update session on Managing Environmental Risk at UQ provided an insight into the University's statutory obligations within its daily operations. Mr Stuart Green, Manager Sustainability, presented a talk regarding various environmental risks that UQ faces and some methods in which these risks are addressed. The presentation included anecdotes from Stuart's experience at UQ with examples of perceived risk, biological risk as well as emerging risks over multiple UQ locations including St Lucia, Gatton, Herron Island, Indooroopilly mine and Pinjarra Hills.



Managing environmental risk at UQ

In June, Wayne Doran, Building Services Officer from Property and Facilities, shared his experience on the recycling processes within UQ. Wayne shared a broad range of information about appropriate recycling processes and future recycling plans. The presentation highlighted the diversity of the many waste management processes at UQ and encouraged discussion amongst participants regarding recycling in their offices.



Wayne Doran talks about all things recycling and waste management





Mr Geoff Dennis, Deputy Director Property and Facilities, joins representatives to celebrate 10 years of the Green Office Program at UQ



Green Office representatives, program staff and sustainability enthusiasts gathered in celebration of 10 years of the Green Office Program as part of UQ Sustainability Week in August. Mr Geoff Dennis, Deputy Director Property and Facilities, presented Alan Victor from the School of Geography, Planning and Environmental Management and Nicole Connelly from Property and Facilities Transport Services with gifts for their participation in the program for 10 years.

Manager Sustainability, Stuart Green, who has been an integral figure within the Green Office Program since its establishment in 2005, shared some of his experiences with the Program over the decade. A digital presentation showcased the highlights of the last 10 years of the program. Finger food and drinks were served while participants networked and shared Green Office Stories.



Representatives at the Purchasing and the Planet update session

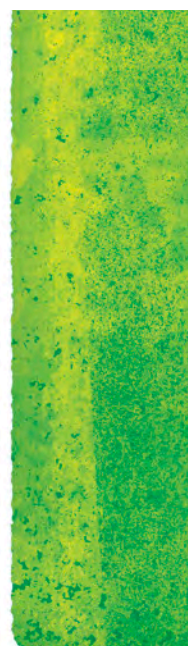
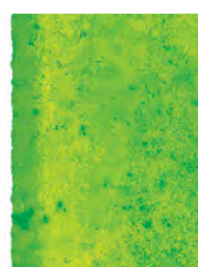
Mr Andrew Wilson, Energy Manager and Lecturer from the School of Geography, Planning and Environmental Management, presented a talk on sustainable procurement in November. Andrew addressed issues such as product life cycles and supply chains, certification schemes and green washing. The session was popular with many Green Office and Green Laboratory Representatives attending with their Procurement Officers. Participants enjoyed group discussions and explored some of the issues to be considered when assessing a supplier's sustainability credentials.

NEW REPRESENTATIVE TRAINING



New representatives at the May training course

The Green Office Program continues to grow and prosper with an ever-growing percentage of offices in UQ being represented. This year 5 new Green Office Representative training sessions were held. The training is held as informal workshops to provide the new representatives with information about the Green Office Program and sustainability programs at UQ. Each session includes a guest presentation from a current representative who shares their experiences and insights into the program. This year's guest speakers were Deirdre Long, Mary-beth Harrop, Tennille Thomas and Dani McLeod-Robertson.



GREEN OFFICE SURVEYS

Green Office Baseline Surveys

Green Offices are encouraged to undertake the Green Office survey to assess their environmental performance. Upon commencement of the Program, representatives are encouraged to coordinate a baseline survey. The Green Office analyses the survey data and provides suggestions and strategies for how the office can improve their sustainability performance. The baseline surveys set a benchmark for future years, highlight areas for improvement and provide guidance for implementing changes within the office. Upon conclusion of both the baseline and annual surveys, participating offices receive a personalised report for their office.

The survey has three components; a walk-through analysis which is completed outside of usual office hours, one-on-one interviews with individuals in the office and an interview with the purchasing officer. These interviews are conducted as a confidential online questionnaire. The Green Office survey focuses on four areas of sustainable performance; energy use, waste management, purchasing practices and awareness of UQ's sustainability initiatives.

Three Baseline surveys were completed by areas new to the program between October 2014 and October 2015. These surveys were undertaken at St Lucia campus.

Green Office Annual Surveys

For established offices within the Green Office program, representatives have the option to complete the annual survey. The individual reports generated indicate opportunities for improvement and provide suggestions for improving sustainability performance. The annual survey provides a comparison between the present year and the previous year that the survey was undertaken.

Between October 2014 and October 15, 11 annual surveys were undertaken. These surveys were undertaken at St Lucia campus.

The survey results are the calculated average of the responses to each question for the three components of the survey. The walk-through analysis requires representatives to determine the environmental performance of their office by analysing the involvement of their offices in environmentally friendly waste management and efficient energy use. The second component of the survey is an interview with the purchasing officer which looks at how sustainability is considered within office procurement. Green Office staff complete a survey on their environmental behaviours including waste management, energy use and environmental awareness.

Typically, the average score for the annual survey is an improvement on the average score for the baseline survey. This can be seen in Figure 1 below.

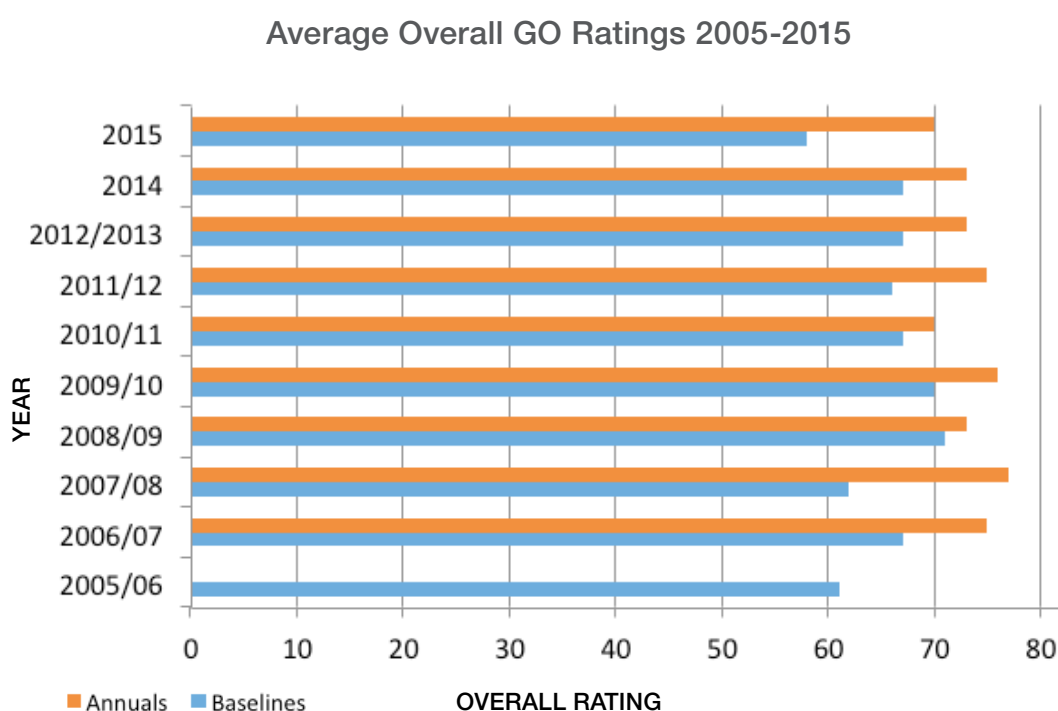


Figure 1 Average overall Green Office Rating over the 10 years of the Green Office Program



Green Office Trends

Waste management remains an area of strength for Green Offices with Office, Workstation and Individual Reduce Reuse Recycle, being the highest scoring components of the surveys. This is shown in Figure 2. These results are consistent with previous years.

The scores for the 'Individual' component of the survey were consistently lower than the 2014 survey results which can be attributed to the data pool where 1:1 results are omitted in the partially completed surveys. It is important to note that the areas with partially completed surveys scored lower as a result of less data being available, however this does not necessarily indicate lower environmental performance.

Purchasing practices continue to be the area of most opportunity and the end of year Green Office update session was held specifically to support Green Offices in understanding the complexities of sustainable purchasing.

The overall Green Office rating for 2015 was similar to previous years. Green Offices saw an improvement in their sustainable performance from the last survey, while two office areas experienced stable performance and two offices had incomplete data available to assess trends.

An option to provide feedback on the program was introduced to the survey this year. Many respondents found this tool useful and have contributed to the further development of the program. Alterations will be made to the survey tool to ensure it evolves with the program as the sustainability culture further develops.

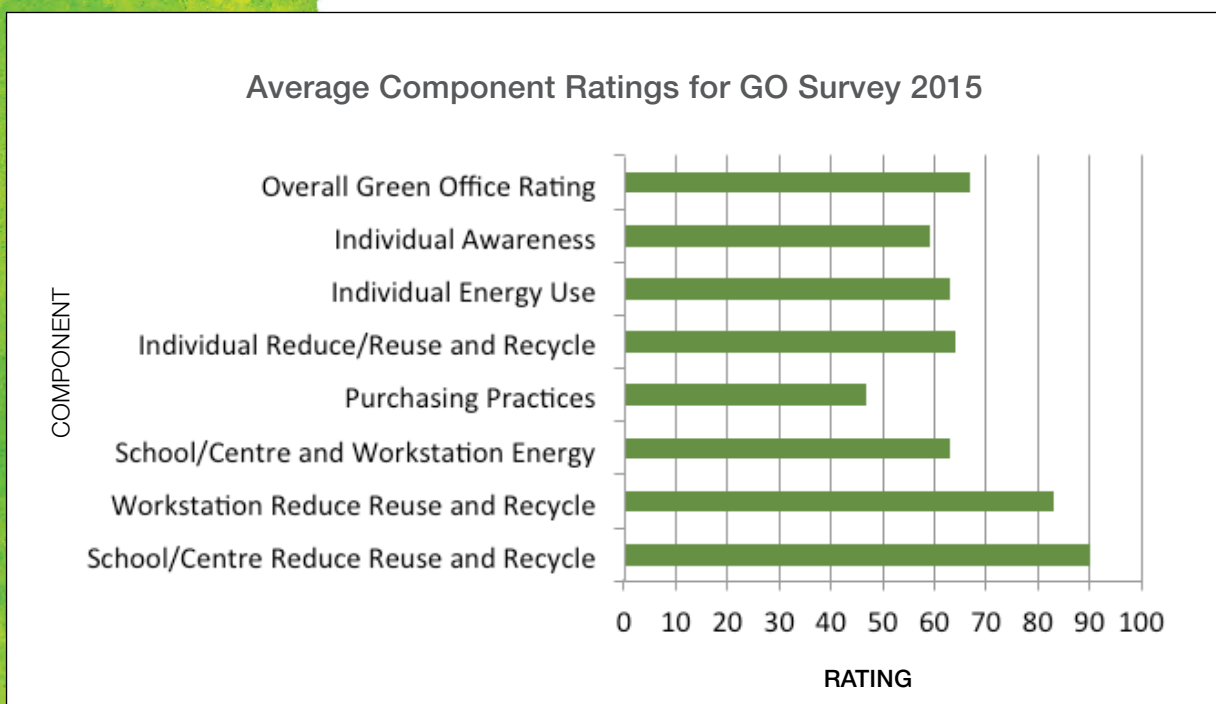


Figure 2 Average Component Ratings for all Green Office Surveys conducted in 2015, including baseline and annual surveys.

GREEN OFFICE INITIATIVES



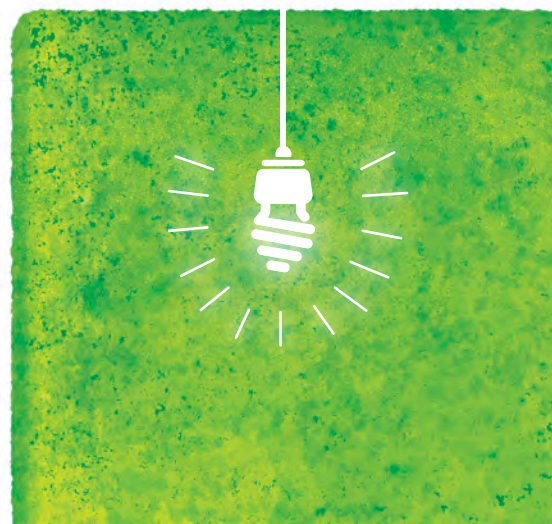
Durable visitor's mugs at the School of Economics



QBI natural raw honey, harvested from QBI's own bees



UQCCR's worm farm trial



Congratulations to all representatives who have participated in the Green Office Program over the past decade



The educational display for staff and students at the Herston Health Sciences Library



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