



Swinburne Green Office

Annual Report 2009

WORKSHOPS

In December 2009, GO Reps attended a workshop in the WS building on Behaviour Change Strategies. Green Office Reps can often feel like a lone voice when it comes to instigating/implementing cultural change and initiatives to reduce the environmental impact of an office or department.

Damien Sweeney – Behaviour Change and Social Marketing specialist at NCS - gave a presentation on Behaviour Change theories including: identifying what people need in order to embrace sustainability; how to target efforts and resources to the points of most leverage; incorporating psychological principles into sustainability programs; and how to communicate about sustainability effectively.



The Swinburne Green Office program has been in operation since 2005. Green Office Representatives (GO Reps) volunteer to undertake sustainability actions in their office, department or for the University as a whole and have achieved some remarkable savings in energy, water and waste for Swinburne. This Annual Report aims to document just some of the initiatives and achievements of Swinburne's 38 Green Office Representatives in 2009. New Green Office Reps in 2009 include Rob Gill (Lilydale), Daniela Signor (Lilydale), Autumn Howell (Hawthorn) and Sara O'Day (Hawthorn).

The National Centre for Sustainability supports GO REPs through the provision of a website, resources, advice, event organisation, mentoring and training. We recognise that best practice can only be achieved through preparation, commitment and collaboration amongst all committed people.



Beth Akister

Green Office Coordinator/Project Manager
National Centre for Sustainability

Laura Pascolo - Human Resources – Hawthorn

Laura's passion and commitment to sustainability is evident both in initiatives she has instituted in her own department as well as for Swinburne as a whole.

Staff induction

Laura was seminal in the inclusion of sustainability in the Swinburne staff induction process in 2009. New employees are now presented with an overview of sustainability, its guiding principles, Swinburne's Green Office Program and Grand Green Plan and must formally indicate whether or not they understand what is expected of them in maintaining a sustainable environment at Swinburne.

HR Departmental GO initiatives

- Introduction of a departmental shredder and scanner to reduce paper use and to encourage recycling
- Initiatives to encourage all staff to turn off computer screens when shutting down or are away from their desks
- Re-use of one sided paper for printing
- Communicated to the university that HR do not want receipts and photocopies of receipts from schools and departments attached to reimbursement forms
- Formed a team for the Global Corporate Challenge (workplace)
- Introduced an office recycle bin that staff take turns emptying into campus recycle bins
- Regular updates to the HR Green Office program to broaden the program, extend and improve online resources and increase staff involvement
- Maintenance of the weekly Sustainability tip and Green Homepage (created by Matt Bretag)
- Switched HR to IQ white paper which is more environmentally friendly



In 2010, Sarah O'Day will replace Laura as the Green Office Rep for Human Resources. We wish Laura all the best in her future endeavours.



A message from Dr Garry McDonald, Manager National Centre for Sustainability



In August and November 2009, Swinburne's Executive Group signed off on two critical strategies - an Environmental Management System ¹ and the University's Sustainability Strategy ², respectively. These Plans will guide and assist Swinburne to achieve national prominence as a University committed to holistic sustainable practices across its campuses, curriculum and communities. The Strategies set targets around culture, teaching and learning, research, people development, community and environmental sustainability (energy, water, carbon).

Notwithstanding these impressive commitments, these plans will make little difference in the absence of leadership and a personal commitment by many of us that work and study at Swinburne. The Green Office program has demonstrated many forms of exemplary leadership, and has been a fantastic source of inspiration to the University community as a whole. People committed to the principles of sustainability, leading their practice in the workplace. On behalf of the University, I would like to thank all GO representatives for their commitment to a sustainable Swinburne and being the 'face' of sustainability.

¹(<http://www.swinburne.edu.au/corporate/facserv/ems.htm>)

² (<http://www.swinburne.edu.au/ncs/documents/sustainabilitystrategyfinal.pdf>)

Library

www.swinburne.edu.au/lib

Sustainability in the Library

The Library is committed to sustainability and supports the University's Green Office Initiative. We undertake to:

- Work in a more sustainable way
- Promote and encourage sustainable practices
- Educate staff

Sustainable work practices:

- Use recycled paper
- Use power save options on computer monitors
- Turn lights off when leaving the room
- Turn photocopiers and printers off overnight
- Shut down computers and monitors overnight
- Print only when necessary
- Print double sided where possible
- Recycle glass, plastic & cans
- Recycle toner cartridges
- Use reusable mugs and crockery
- Purchase of recycled or reusable stationery where possible
- Support staff to use public transport or cycling
- Be open to adopting additional sustainable practices

Nancy Seeger

Library (Information Resources)

Wantirna/Croydon

Nancy and her team produced a sustainability statement for the Croydon Library to demonstrate their commitment to both sustainability and the Green Office Program.

The sustainability statement (left) acts both as a pledge and a guide for sustainable behaviour and practices by staff and students alike.





Ride To Work Day

Thanks to the generous support of the SSAA, individual GO Reps and the Swinburne Staff Club, breakfast was provided for all bike riders at the Wantirna, Hawthorn and Prahran campuses.

Approximately 70 staff and students participated in this National event.



TravelSmart



As part of the TravelSmart Program, the City of Boroondara and the Department of Transport liaised with the Swinburne Green Office Coordinator to institute a Green Travel Plan (GTP) for staff and students on the Hawthorn Campus. The program ran from 2006 and concluded in 2009.

Surveys were conducted over 3 years to understand travel choices of staff and students and to identify any changes in travel behaviour. The surveys also helped identify actions and initiatives for behaviour change needed to realise the targets outlined in the Green Travel Plan. A number of sustainable transport initiatives such as Sustainable Transport Stalls at Orientation sessions; BBQ's; breakfasts and travel maps aimed to increase awareness of and participation in travelling sustainably.

Results

Between the 2006 and 2009 surveys:

- 6.3% fewer students travelled to campus alone by car
- 0.6% more students travelled by sustainable modes
- 5.5% fewer staff travelled alone by car; and
- 7.7% more staff travelled to campus sustainably.



Keri Bailey and Autumn Howell – Recycling - Hawthorn

← Before

Staff in TD 329 used to fill many bins that were emptied by Swinburne cleaners each day. As part of the Diploma of Sustainability, Keri and Autumn wanted to do something that would reduce both general and organic waste and influence those in adjoining offices to do the same...

After →

The office now has one shared bin for non-recyclable rubbish - reducing daily landfill by seven bins per day. This also reduces the cleaner's load and increases available office space. A Bokashi Bucket was purchased for the communal kitchen with instructions to encourage use. Bokashi bins work on a fermentation process that turns food scraps into a rich fertiliser. Staff share taking home the nutrients that are gathered during the Bokashi process to feed their gardens.



Green Office Representatives 2009

Autumn Howell	Hawthorn
Anna Kovacevic	Hawthorn
Ann-Maree Watkins	Lilydale
Barbara Cheevers	Hawthorn
Caitlan O'Brien	Hawthorn
Carol Lloyd	Hawthorn
Carolyn Cliff	Hawthorn
Catherine Lawrence	Prahran
Damian Howard	Wantirna
Daniela Signor	Lilydale
Frederique Robert	Hawthorn
Gerard Brick	Croydon
Heather Camp	Lilydale
Helen Bean	Prahran
Helen Ramsay	Wantirna
Helen Walker-Cook	Prahran
Howard Coats	Lilydale
Irvine Cleydon	Prahran
Jan Simmons	Lilydale
Joanne Beckerleg	Hawthorn
Jo-Anne Lamb	Hawthorn
Joseph Malignaggi	Hawthorn
Karen Pomeranz	Lilydale
Kim Roberts	Prahran
Laura Pascolo	Hawthorn
Lizzie Whyte	Hawthorn
Michelle Harris	Hawthorn
Michelle Whatnall	Lilydale
Mike Watson	Lilydale
Nancy Seeger	Lilydale
Nicki Soltau	Prahran
Rhonda Marchione	Lilydale
Robert Gill	Lilydale
Robyn Clements	Prahran
Rochelle Ades	Hawthorn
Sarah O'Day	Hawthorn
Tracy Hall	Wantirna
Turkan Gagali	Prahran



Lizzie White-Water saving initiative -Hawthorn

Shocked by wasteful water practices of both staff and students in the SPW building, Lizzie decided to make and distribute water-wise labels. Placed above hand basins and kitchen sinks throughout the building, powerful images of fire fighting (see right) and messages such as **“Please use water wisely – Victoria needs every drop this summer!”** have reportedly already had a positive effect on the way people use water...



Robyn Clements - Prahran Library - Green highlights

- ❖ Mobile phone recycling - all profits go to SCOPE (disability services) and phones repaired and sent to developing countries - approximately 30 phones this year
- ❖ Robyn is mentoring a staff member in another department in Green Office practices, assisting her in setting up co-mingle recycling and paper bins
- ❖ Toner cartridge recycling and reuse through Cart Collect - 40+ cartridges
- ❖ Paper recycling bin at each staff desk and beside each bin in public areas

Damian Howard - Horticulture + Environment Sustainable Behaviour Change Project Lilydale



As part of his Diploma of Sustainability @ Swinburne, Damian was required to undertake a behaviour change project. The brief was to select a sustainability topic to work with, then manage and facilitate behaviour change in a selected group or industry whilst they engage with the challenge.

Influenced by his role as a Green Office Rep, as well as the newly adopted Swinburne Sustainability Strategy (2009), Damian researched, arranged and installed a comprehensive recycling station in his 18 person Lilydale office. The recycling station is comprised of a landfill bin, mixed recycling bin, paper recycling and deposit sites for single use batteries, printer cartridges, CDs and DVDs, cork and food scraps. There is even a **“Too Hard Basket”** bin for items that staff are unsure how to deal with.

A survey of staff prior to the projects implementation indicated that 100% of staff supported a recycling station. The survey revealed that staff recycle more at home than at the office, but would increase recycling practices if a deposit facility was available at work.

Staff overwhelmingly supported the project and now recycles many products, from home and the office, that would have gone into landfill.

Damien just now needs someone else to take a turn at sorting it all out...

Diagram (right): Staff recycling habits, before and after

