



## **Green Action Plan**

# **The University Club of Western Australia**

Drafted in June 2007 - Revised in July/August 2007 - Last update 20 September 2007

This is a working document which is revisited by the University Club Green Committee as the programme progresses.





# Paper

Paper Actions	Status	Comments
1. Purchase recycled content paper from the University's preferred supplier for copy paper, Fuji Xerox (this will also ensure that the best possible price is available.)	<input checked="" type="checkbox"/>	Wrap paper 60% recycled purchased for all offices
2. Print brochures, flyers and publications on recycled content paper. Consider also using vegetable or soy based inks.	<input checked="" type="checkbox"/>	Magazine printed on a 55% recycled paper and using vegetable based inks - Uniprint No plastic wrapping any longer All new order for material and collateral is on recycle paper quotes
3. Default print preferences on all staff computers to double side print.	<input checked="" type="checkbox"/>	Set up on all printers offering the double side printing
4. Have instructions above shared copier machines detailing how to double side and reduce copy.	WIP	In progress
5. Establish benchmarks and monitor paper consumption. Report on paper consumption at staff meetings.	WIP	In progress
6. Undertake an education and awareness program to reduce paper consumption.	<input checked="" type="checkbox"/>	Monthly staff meeting - ongoing
7. Place an emphasis on electronic filing of documents that don't require printing, especially emails.	<input checked="" type="checkbox"/>	Email footer "please consider the environment before you print this email"
8. Place one side used paper trays by printers and get the paper made up into free notepads by UniPrint or reuse as scrap paper.	<input checked="" type="checkbox"/>	All departments are using oneprinted side notepads and as scrap paper
9. Use the recycle bin for paper, newspaper and magazines	<input checked="" type="checkbox"/>	Paper recycled bins in offices are emptied in the bin based in the basement of the Club



# Transport

Transport Actions	Status	Comments
10. Ensure public transport timetables are displayed.	WIP	In progress
11. Ensure that public transport information, not just parking information, is provided to clients as part of event confirmation letters/emails.	WIP	In progress
12. Consider a link from the University Club web pages to the FM Transport pages which details public transport information ( <a href="http://www.fm.uwa.edu.au/about/transport">http://www.fm.uwa.edu.au/about/transport</a> )	WIP	In progress
13. Provide all new staff with public transport information as part of inductions.	WIP	In progress
14. Offer a pool car service	WIP	In progress



# Purchasing

Purchasing Actions	Status	Comments
15. Purchase recycled content paper from the University's preferred supplier for copy paper.	<input checked="" type="checkbox"/>	Wrap paper 60% recycled purchased for all offices
16. Consider the Energy Rating (how many 'stars' and how much energy) when purchasing electrical appliances such as whitegoods.	WIP	Assessment in progress
17. Purchase only recycled or remanufactured print and toner cartridges.	<input checked="" type="checkbox"/>	Kyocera recycles the toner and cartridges used
18. Purchase environmentally preferred stationary from the Corporate Express Earthsaver range.	WIP	Switch in progress
19. Purchase recycled content serviettes.	WIP	Switch in progress with new supplier
20. Where bags (plastic or paper) are required use those made from recycled content.	WIP	Switch in progress with new supplier

Purchasing Actions	Status	Comments
21. For events where disposable cutlery is required consider using biodegradable options.	WIP	Switch in progress with new supplier



## Waste Management & Recycling

Food service businesses generate a large volume of packaging and food waste. By reducing waste businesses can save money on supply costs and disposal costs. Waste reduction also helps ensure a cleaner environment and more sustainable economy for the future.

Waste impacts on the environment in two ways. It takes resources such as energy and raw materials to produce the product which later becomes waste. It then takes more resources to dispose of waste and its disposal contributes to more pollution problems. Effective waste minimisation involves preventing creation of waste in the first place.

Waste Management & Recycling Actions	Status	Comments
22. Consider undertaking a visual or comprehensive waste audit to determine types and amounts of waste streams.	WIP	Assessment of current processing, needs and opportunities (what kind of bins, location of the bins, quotes for collection...)
23. Ask suppliers to provide goods in reusable, returnable or recyclable packaging.	WIP	Assessment to do with suppliers and Exec Chef
24. Use refillable sugar and condiment dispensers.	WIP	Assessment to do
25. Recycle all glass, plastics, steel cans and aluminium in office and food areas.	WIP	Assessment and quote for recycled bin in progress
26. Recycle dispenser paper in washrooms.	WIP	Liaise with cleaning company
27. Ensure that all staff have a clearly labelled co-mingled recycling bin for their personal use in offices.	WIP	With the new recycle bins
28. Recycle used printer and toner cartridges.	<input checked="" type="checkbox"/>	A bin from Kyocera has been ordered and is on its way. Collection will be done by Kyocera.
29. Recycle all polystyrene packaging.	WIP	Assessment to do
30. Consider using a Bokashi Composting bucket in the staff kitchen to recycle all food waste.	WIP	Roster to create for collection until UWA Faculty can collect and dispose

Waste Management & Recycling Actions	Status	Comments
31. Investigate recycling corks.	WIP	Almost none used, can be dropped at various collection place. Boxes to place in Kitchens, Café and Restaurant
32. Undertake an education and awareness campaign with staff about best practice waste management and recycling.	WIP	Monthly staff meeting – policy to distribute to Executive team and supervisors as well as part of induction
33. Place a 'one side used' paper tray by printers/copiers to reuse paper for notes and/or in a designated tray in the printer.	<input checked="" type="checkbox"/>	Done in offices
34. Portion control servings to reduce food waste.	WIP	Assessment to do – Conferences and staff canteen
35. Ensure oils, fats and grease are recycled.	WIP	Assessment to do
36. Takeaway cups to be recyclable	WIP	Recyclable cups investigated with a new supplier
37. Consider offering a travel mug for takeaway coffee	WIP	Launch of the Green Action Plan in October with a special offer: buy an ECO MUG and get your first coffee for free, then refill your mug



# Water

Food service businesses need water for drinking, cleaning, food preparation, amenities and washing. Conserving water reduces business water charges, trade waste charges and costs for heating water. The University Club is not charged for these costs but acknowledges that water is a valuable resource that is not inexhaustible therefore it is important not to waste this valuable resource.

A dripping tap can waste up to 31,000 litres of water each year – more than half the volume of an average backyard swimming pool. An average tap without a flow restrictor uses 12-15L/min/ A tap which is AAA rated uses about half the volume or around 6L/min.

Water Actions	Status	Comments
38. Ensure staff have information about who to contact about leaking taps or cisterns immediately.	WIP	In progress
39. Ensure that taps are turned off tightly and checked for leaks at the end of the day.	☑	
40. Rinse fruit and vegetables in still rather than running water.	WIP	In progress
41. Purchase only water efficient appliances such as dishwashers, glass-washers and water fittings and fixtures.	WIP	In progress
42. Investigate if water efficient taps are installed.	WIP	In progress
43. Run dishwashers only when fully loaded.	WIP	In progress
44. Investigate replacement of the continual flush urinals with sensors (any refurbishments should only consider waterless urinals).	WIP	In progress
45. Investigate if water efficient showerheads are installed.	WIP	In progress
46. Consider displaying signs and posters encouraging staff and customers to conserve water.	WIP	In progress
47. Use dry clean up practices where practicable rather than hosing down.	WIP	In progress
48. Trade Waste <ul style="list-style-type: none"> <li>• Scrape solid particles and grease from kitchenware before washing</li> <li>• Clean and pump out the grease trap regularly.</li> <li>• Use strainers to prevent food scraps going down the drain.</li> </ul>	WIP	In progress



# Energy

Food outlets need energy for heating, air-conditioning and ventilation, cooking, refrigeration and lighting. Electricity in Perth comes from burning fossil fuels such as coal. These fuels are a non-renewable resource and produces greenhouse gases that cause dangerous climate change. It is estimated that heating, cooling and ventilation account for 70% of energy consumption and 63% of greenhouse gas emissions in commercial buildings in Australia.

Reducing energy consumption saves operating costs and reduces a businesses greenhouse gas emissions.

Energy Actions	Status	Comments
49. Investigate the historical energy consumption and associated greenhouse gas emissions for The University Club building.	WIP	In progress
50. Purchase only energy efficient fridges, freezers and other electrical appliances based on the Energy Rating.	WIP	In progress
51. Create an Air Conditioning Temperature Policy, which sets specific optimum temperatures for air-conditioning. The recommended temperature settings for the Perth climate are 21 – 24 degrees Celsius (Sustainable Energy Development Office).	WIP	In progress
52. Ensure outside and internal doors to meeting and Conference rooms are kept closed when air-conditioning is in use.	<input checked="" type="checkbox"/>	
53. Use only energy-efficient fluorescent and other lighting.	WIP	Switch for all bulbs in progress
54. If an area is unoccupied turn the air-conditioning off (if controls allow).	WIP	Automatic and manual control on computers to allow to turn the air-conditioning off
55. Ensure that any BMS managed lighting is turned off at least 30 minutes after the usual closing/opening times. Ensure there is an override should it be required.	WIP	In progress
56. Make use of natural light and don't turn on decorative or other lighting when natural light is adequate.	WIP	Assessment in progress
57. Ensure staff turn off lights in rooms when not in use.	<input checked="" type="checkbox"/>	
58. Ensure light fittings have good reflectors to ensure maximum light output & ensure fittings are cleaned regularly.	WIP	Assessment in progress
59. Consider labelling light switches with "Switch Off" stickers.	WIP	In progress in offices
60. Undertake an awareness exercise with staff about the power use of computers, appliances and other electrical equipment including lighting to encourage switching off when not in use.	<input checked="" type="checkbox"/>	Communicated to all staff + at staff meeting Signage for TV in staff room to switch off when no staff in the room.

Energy Actions	Status	Comments
61. Designate a staff member/s to switch off at the wall office photocopiers, printers and multifunction devices at the end of the day.	WIP	In progress
62. Ensure doors to freezers and cold rooms are kept closed at all times and are operating at maximum efficiency.	<input checked="" type="checkbox"/>	
63. Ensure that the power saving function is enabled on all electrical equipment that has the 'Energy Star' feature.	WIP	Assessment in progress
64. Use extraction fans only during periods of appliance use.	WIP	Assessment in progress
65. Investigate if all hot water storage tanks and pipes are fully insulated.	WIP	Assessment in progress
66. Ensure that all computers are set to power save mode and consider deleting energy wasting screen savers.	<input checked="" type="checkbox"/>	

For any information or suggestion about sustainability at The University Club of Western Australia, please contact Celine Gaudin (see below)  
You can let us know about your Green initiatives so we can share them with other Members.

**The University Club of Western Australia – Green Committee**  
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For any information or suggestion about sustainability at The University of Western Australia, please contact Kylee Carpenter (see below)

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