



## A note from Ed

Being responsible for our actions and working together to achieve better results, have been two of our long term corporate values.

In 2009 we added the 'environment' as one of our corporate values:

*"We actively work towards the efficient use of resources and minimising our impact on the environment."*

As individuals we are expected to model these values through our behaviours. Now here is a Company wide initiative to give effect to this particular value.

This issue of *Extra!* will also provide you with information and environmentally sustainable ideas for you to model as an individual and within your work groups.

## What we are doing

### Background

Recently, the Board requested the Company review our current processes regarding our environmental impact and what initiatives we can put in place to reduce the Company's impact on the environment on an ongoing basis.

### Our starting point

An *Environmental sustainability initiative* was drafted with a list of projects to be implemented over the next 12 months to meet the following objectives.

### Our goals

Here are the goals these projects will aim to meet.

1. **Reduce the Company's paper consumption** from 1.8 million pages per annum to 1 million pages by per annum by 31 Dec 2011.
2. **Reduce Company electricity consumption** by 10 per cent by June 2011 by implementing energy saving features on all electronic devices and reduce the number of printers throughout the organisation.
3. **Recycle all paper materials** by providing recycling bins throughout the organisation.

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# Saving paper today

At the October board meeting, the Board approved the purchase of new photocopiers for our offices. By now, our offices are the proud owners of 11 new Konica Minolta devices (photocopiers). These photocopiers are central printing, faxing and scanning machines replacing existing equipment that was more than five years old and had become unreliable.

One of our three key environmental sustainability goals is to reduce the Company's paper consumption from 1.8 million pages to 1 million pages per annum by 31 Dec 2011 for printing and publishing. Imagine how much easier and quicker it will be to not need to find large files in the compactus in the future by using pdf documents instead.

## How?

These photocopiers default to double sided, black and white printing which will help halve the amount of paper printed.

As each photocopier is a printer, fax machine and scanner, instances where this photocopier replaces three machines provides more office space, reduces the power required to air condition the office and reduces the need to store a range of photocopy cartridges for various machines. The added benefit also includes that 'spam' faxes will not waste paper anymore as they will be received as a pdf and then disposed.

As faxes will be delivered as a pdf to an email box, this will lower our annual paper consumption. Once faxes arrive into a designated email box for each office, nominated staff will be able to forward each fax to the appropriate person or load these faxes directly to Better Business as appropriate. How these received faxes are processed will be determined by each office shortly.

Decision makers can now contribute to saving paper by making decisions on screen and save paper by avoiding printing unnecessary documents.

These technology and business changes will bring the need to not keep large files in the compactus closer to reality for us all.

## Training

All staff had the opportunity to learn how to use the new photocopier from Konica Minolta trainers. Our OSMs/CSSMs had the tireless task of ensuring staff were notified of these one hour training sessions.

## Features

Each photocopier contains a list of all staff in our Company. In one step, this feature allows you to scan and send documents to anyone, in any office, at any time.

Each photocopier operates the same way. This means that if you work in different office locations, you will know how to use the photocopier.

Each photocopier allows you to interrupt a copy job.

Secure printing is available on each photocopier. This feature allows printing sensitive information to be collected when you are ready to collect it at the photocopier. This feature will also be handy for special printing that require letterhead paper.

## Happy ending

*Empty cartridges will continue to be recycled and the old photocopiers will be environmentally disposed of.*

## About Konica Minolta

Konica Minolta's Environmental strategy combines environmental sustainability into their operations and encourage the same of their partners and clients.

Konica Minolta is one of the first companies to be presented with the international "Blue Angel" award in recognition of their integrated commitment to environmentally sustainable business practices.

Their business machines are among the most environmentally efficient available. They are more energy efficient, use less toner, and produce less greenhouse gas emissions than ever before.



# Fleet cars

There are currently 11 million cars and trucks in Australia consuming about 26 billion litres of fuel a year and emitting approximately 71million tonnes of CO<sub>2</sub> into the atmosphere. This year, our fleet car range was changed to ensure we are more environmentally responsible.

Our Company fleet in 2009 comprised one six-cylinder vehicle and 22 four cylinder vehicles. We are currently updating our fleet vehicles to use four-cylinder vehicles consisting of up to 50 per cent of Toyota Corollas and 50 per cent Toyota Camrys.

According to the Federal Chamber of Automotive Industries, the national average for carbon dioxide emissions from passenger vehicles in 2008 was 222 grams of carbon dioxide per kilometre (g/km). The average Australian car emits 4.5 tonnes of CO<sub>2</sub> per year.

In Australia<sup>1</sup>, the biggest selling car is the Holden Commodore sedan - whose most efficient V6 engine is rated at 221g/km<sup>2</sup>. Our previous fleet cars consisted of a Ford Falcon with a CO<sub>2</sub> rating of 235 g/km. The Toyota Camry has a CO<sub>2</sub> rating of 208g/km and the Corolla has a CO<sub>2</sub> rating of 173g/km.

By having a fleet of uniform car models, staff will have an easier transition when using the fleet cars.

And of course all vehicles will have either four star or five star ANCAP<sup>3</sup> safety rating. "ANCAP four and five star rated vehicles offer the highest levels of occupant protection. All newly leased vehicles will have safety features including anti-lock braking systems, electronic stability control and curtain airbags." said Chief Financial Officer, Rex Shaw.

<sup>1</sup> [www.greencarsales.com.au](http://www.greencarsales.com.au)

<sup>2</sup> [www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au)

<sup>3</sup> [www.ancap.com.au](http://www.ancap.com.au)



# The green team

We have an Environmental sustainability initiative team that has overall responsibility to:

- determine and agree initiatives with EMT
- prioritise timing of implementations of projects
- monitor and report on progress of projects to the CEO and Board
- ensure projects are adequately resourced
- provide support to divisions where required, offering advice and direction with the objective of fulfilling the objectives of the initiative.

The 'green team' is Chief Information Officer, Paul Voulas (lead), Carol O'Shea (Corporate Support/Services Manager, Melbourne) and Sarah Bridgman (Office Services Manager, Adelaide).

# Friday file fling

Melbourne office took part in National Recycling Week initiative to clean up their office by taking part in Friday File Fling. National Recycling Week was on 8 to 14 November, so the Melbourne team made a commitment to take part in this initiative. Planet Ark leads National Recycling Week.

Ralph the Recycling Rabbit welcomed everyone to the office and invited them to “follow his footprints to discover a world of recycling fun”. Ralph’s footprints led us to the “Green room” which had been set up with activities and information.

At 1:00 pm, 15 staff downed keyboards and started gathering documents and papers to “fling”. Everyone was armed with information about what needed to be kept and what could be recycled. Carol O’Shea “floated” around the office to provide advice and assistance. Stacey Ind, Marina Gionis and Marley Majoor also assisted in clearing out publications that dated back to 1999, including a lot of information that is now available on the intranet.



Caitlin Rayner, Stacey Ind and Carol O’Shea

In the Green room, we had:

- **A Bin exchange.** This is where you get to hand in the rubbish bin you normally keep under your desk, and replace it with a paper recycling box. Nine personal rubbish bins were exchanged.
- **A Kitchen recycling information stand.** This provided information on what to put in the recycling bin and what to put in the rubbish bin. We had two posters with recyclable things stuck to them to give people a visual of what can be recycled.
- **Tell us what you think.** A flip chart was available for people to provide their ideas about what we can do better or differently to reduce our environmental impact.
- **Afternoon tea** was held to celebrate our “green” efforts. Some fabulous green food, provided by members of the Administration team included:
  - Green lamingtons
  - Mini choc muffins with green icing
  - Rum truffles with green marzipan
  - Celery with avocado dip
  - Honeydew melon
  - Green-tea buns
  - Choc-mint icecream.
- **Giveaways**
  - Over the past six months we collected over 100 ring-binders that are no longer required and can be re-used. They were offered to staff to re-use or give away.
  - We also collected hundreds of left over suspension files that were no longer required and were offered to staff to re-use or give away.



## Achievements on the day

- One and a half wheelie bins of secure documents for recycling.
- One and a half wheelie bins of non-secure documents and publications recycled
- 50 plastic combs and covers recovered will be re-used.
- 40 plastic magazine racks recovered will be re-used.
- Three bookcases emptied and now available for re-use.
- Nine personal rubbish bins were exchanged for paper recycling bins.

# Reduce paper waste

Reduce paper wastage and recycle *as much as possible*.

Use scrap paper for notes.

Decision makers should make decisions on screen.

Always keep the printer to only print double sided and photocopy double sided.

Use the size reduction feature on your photocopier and use it to reduce the amount of paper you are using to copy a document. For example, two pages of a book can be copied onto one standard A4 page.

Only print out emails or documents when absolutely necessary.

Get into the habit of editing a document on the screen rather than printing it out to proof read.

Reduce margin widths in your documents to save paper.

Change the “paper” culture of meetings and where possible use AV equipment (laptop, AV projector and screen) to display meeting agendas and any other materials being tabled at the meeting.

Where possible, use hand dryers rather than paper towels to dry your hands.

# Reduce energy use

During work hours, set your computer to go to sleep automatically during short breaks. This can cut energy usage by 70 per cent. Screen savers do not conserve energy.

Shut down your computer every time you are away from your desk for more than a couple of hours.

Shut down your computer when you leave for the day. Standby settings will continue to draw power even when your computer is not in use. A computer that is left on all day, every day uses around 1,000 kilowatts of electricity in a year, producing more than a tonne of carbon emissions.

Scanners and other peripherals that are only used occasionally should be **unplugged** when not in use.

Switch off photocopiers overnight. A photocopier that is left on overnight consumes enough energy to produce around 5,500 A4 copies.

**Turn off lights** in spaces that are unoccupied and turn off the light in your office before you leave for the day.

Introduce or increase the number of indoor plants into your office. Plants filter the air, absorb airborne pollutants and radiation from computers and replenish oxygen levels.



# Meet Carol O'Shea



*Carol O'Shea is the Corporate Support/Services Manager, in our Melbourne office.*

## **How long have you been with us?**

I joined the team here in June 2009.

## **What roles have you had with us?**

Just this one, but I love that I get to wear so many hats in this role. Not only do I get to interact with every member of the team here in Victoria/Tasmania, I also get to work with people in Divisional office. One of my colleagues here recently said to me "you never know what someone is capable of until you work directly with them". That is so true, and I think that developing the relationships within our organisation is a very important part of building team-work locally and nationally.

## **What is your background?**

My background is in office management. The most satisfying of my previous roles have been with the Australian Prudential Regulation Authority in Canberra and the Australian Red Cross in Gosford, NSW. Yes, I enjoy moving around and the new challenges that it brings.

## **What do you love about your job?**

I love that I have the opportunity to contribute to making our workplace more efficient and environmentally considerate. I'm a fan of challenging "we do it like this because we've always done it like this". Another important thing for me is being able to help make other people's working lives more enjoyable. I have a passion for customer service (it's really not that hard), and making sure we do the right thing by the people we work with.

## **Tell us something about yourself.**

There are so many things that I love about life and so many things still to do on my 'list'. I've ticked a couple off this year, including white-water rafting and taking my children overseas.

## *My word on sustainability...*

While working with APRA I was the Project Manager for implementing a Recycling Strategy. The strategy touched on as many aspects of the business as possible and its focus was to reduce, re-use and recycle. There was a good deal of research and engagement of staff involved, which contributed significantly to the project's success. It was really embraced by the entire office and we were able to make a significant difference to our environmental footprint.

It was an extremely satisfying project and I am looking forward to making a similar contribution in this role.

I'm very excited to have been offered an opportunity to join the "green team" with Paul Voulos as Project Lead.

## **Marking changes on pdf documents**

By marking up changes and comments on pdf documents, you reduce errors from illegible handwriting and will ultimately save paper as you know longer need to print proofs.

Here are the two simple steps to mark up changes using electronic sticky notes on pdf files.

To add a sticky note when using the full version of Adobe Acrobat:

1. Choose **Comments**, then **Add Sticky Note**.
2. Type text into the *pop-up note*.

For further information log on to the Adobe website [http://help.adobe.com/en\\_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7e77.w.html](http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7e77.w.html).

# Australians are using less water but more energy: ABS

Australians are using less water but more energy, according to a report released from the Australian Bureau of Statistics (ABS) in January 2010.

*Australia's Environment: Issues and Trends* presents a snapshot of environmental issues affecting Australia. The 2010 edition also includes a feature article on the issue of climate change, and what it means for Australia.

This edition highlights that water use by agriculture has fallen by almost half in two years, with the biggest reductions occurring in New South Wales and Victoria, while the proportion of households using water saving devices has doubled between 1994 and 2007. Water storage levels in Australia's 'food bowl', the Murray Darling Basin, were down to less than one third of capacity at the end of October 2009.

While water consumption fell, energy use rose. Australia's heavy reliance on fossil fuels, especially for power generation, has seen greenhouse gas emissions in the energy sector rise by almost one-half since 1990, however emissions per head of population fell by 12 per cent over the same period.

The Northern Territory and Western Australia lead other states in solar hot water use (54 per cent and 21 per cent, respectively), but overall, less than 10 per cent of Australian homes were using solar hot water in 2008.

In 2008, only half (53 per cent) of homes in New South Wales had insulation, compared to the national average of just over 60 per cent - but most people were insulating for comfort rather than to save energy.

Australians are also living in larger homes with fewer people; this is increasing greenhouse emissions from the electricity and gas used to build and run them.

Over three quarters of people use a private vehicle to travel to work, but the proportion using public transport is slowly increasing. The biggest increases in public transport use have been recorded in Victoria and South Australia, while New South Wales has fallen slightly.

Australian transport and construction industries experienced the largest drop in energy intensity (energy used per unit of economic output) down 49 per cent and 74 per cent, respectively over the 30 years to 2006-07, leading to a decrease of over a third for all Australian industries combined.

Paper makes up more than 50 per cent of office waste. Guess how much double-sided printing saves???

Save water and trees. Did you know it takes 1L of water to make three sheets of A4 paper?

Ask yourself "Do I really need to print this?"

Further details can be found in *Australia's Environment: Issues and Trends 2010* (cat. no. 4613.0), available for free download from [www.abs.gov.au](http://www.abs.gov.au).

# ConnX contribution

## Using less paper

Our HR management information system, ConnX, has been extended to casuals. ConnX is a web-enabled application so casuals can submit their time-sheets online from anywhere they have internet access.

Extending ConnX to casuals also removes another paper flow and improves payroll integrity.

Here's the ConnX link:

<https://myjob.accreditation.org.au/connx/>



# Policy update

Did you know that we have an IT EQUIPMENT DISPOSAL POLICY?

This policy covers the disposal of computing equipment such as desktop PCs, laptops, printers and networking devices multimedia equipment such as projectors and scanners other office equipment such as faxes and photocopiers.

There were over 25 latest updates listed on the intranet for November, so do take time to familiarise yourself with the 'latest updates' section of the intranet.

A number of policies and documents have been updated to reflect provisions in the Enterprise Agreement, including HR delegations;

The Better Practice in Aged Care Awards procedure has been amended to improve promotion of these 'high achievers', and an update to the mobile phone policy and employee declaration form.

