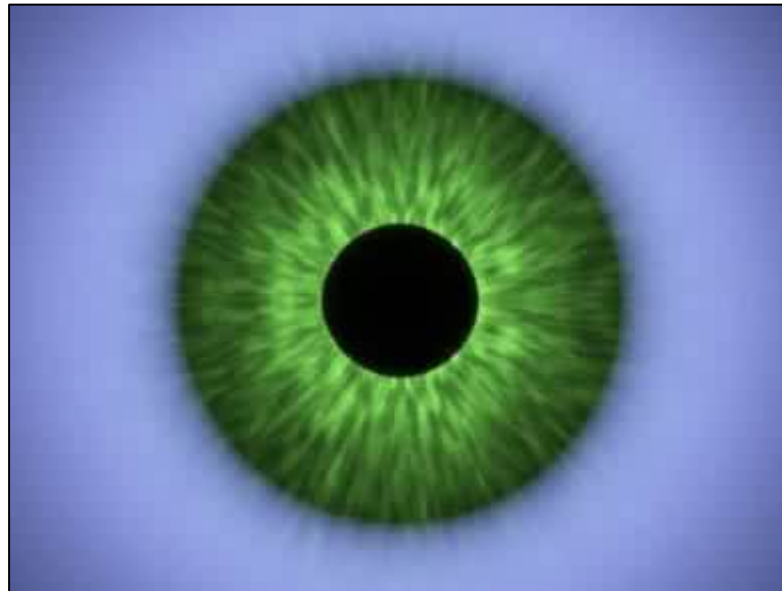


Zero Waste SA

GREENING IMPLEMENTATION PLAN 2007-08



FINAL JULY 2007

image from: www.blue-cube.info/pix/misc/dasauge.jpg

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Appendices:

Greening ZWSA Terms of Reference (*online version – see separate file*)

Greening of Government Operations Action Plan (*online version – see separate file*)

Introduction

In February 2006, Cabinet approved the Greening of Government Operations (GoGO) Action Plan as a requirement for all State government agencies to manage the impacts on the environment that arise in the course of carrying out their business.

The GoGO Action Plan sets out a series of milestones agencies need to achieve, including development of an Implementation Plan for each agency. This 'Greening ZWSA' plan is ZWSA's response to this GoGO Action Plan milestone.

The GoGO Action Plan also requires mandatory reporting on these milestones, and on all GoGO Priority Areas from 2007-08 onwards.

The GoGO Priority Areas are:

- Energy
- Water and Wastewater Management
- Waste Management
- Buildings
- Travel & Fleet
- Procurement
- Human Resources
- Administrative Policies and Guidelines

The Greening ZWSA Plan follows a structured approach of **identifying the business operations** of ZWSA, both office and non-office based (Step 1) and then **identifying the environmental impacts** arising from those operations (Step 2).

These impacts are then captured under the eight GoGO Priority Areas in the form of **objectives, actions and tasks** (Step 3), with a **timeframe** and **responsibility** assigned (the main officer responsible is listed first, in bold), along with identification of any **resources** required.

The **reporting** criteria are the GoGO Action Plan **Milestones** and GoGO Priority Areas, divided into **Progress** and **Outcome** (Step 4).

The Greening ZWSA Plan is intended to be a comprehensive 'roadmap' of how to run ZWSA so that its impacts on the environment are managed and minimised.

The objectives and actions will remain constant over time, while specific tasks may be added (or removed) as necessary. Reporting requirements (such as the inclusion of targets) may also change over time.

This plan was produced by ZWSA's Greening group, Sharon Ede, Piero Fioretti & Leigh Taylor

Environmental Impacts Arising from Operations

STEP 1: IDENTIFY OPERATIONS

Office Based

Operation	Processes/tasks	Products/services used
Business planning, financial management	<ul style="list-style-type: none"> ▪ Produce business plans, financial reports, annual reports ▪ Attend business meetings ▪ Communicate with internal and external stakeholders 	<ul style="list-style-type: none"> ▪ Electronic/electric machines including PCs, monitors, laptops, faxes, printers, phones, scanners, projectors, calculators, whiteboards, staplers, hole punchers, laminating machines, video players, desk lights ▪ Other electrical equipment & machines including fridges, water coolers, microwaves, coffee machines, kettles, dishwashers, sandwich makers, grillers, toasters, clocks, vacuum cleaners, hot water urns, zip boilers, TVs, VHS/DVD players, radiators/fan heaters ▪ Other electrical services & installations including elevators, lighting, water heaters, air conditioners, exhaust fans, hand dryers, security/emergency alarm systems
Administration & human resource management	<ul style="list-style-type: none"> ▪ Attend meetings ▪ Communicate with internal and external stakeholders 	<ul style="list-style-type: none"> ▪ Office furniture & fit out installations including work stations, chairs, tables, benches, meeting rooms, screens/partitions, cupboards, drawers, counters, bookcases, filing cabinet, ladders, mounted and free standing shelving, compactuses, notice/display boards, carpet and other floor coverings, crockery, cutlery, glass ware, plastic ware, framed display prints and other art objects
Procurement	<ul style="list-style-type: none"> ▪ Buy consumables, equipment, vehicles ▪ Contract services, accommodation, travel 	<ul style="list-style-type: none"> ▪ Paper-based products including printing/copying paper, promotional material, reports, folders, notepads, post-it stickers ▪ Consumable goods including catering, food, beverages, non-paper stationery, tissues, paper towel, soap, detergents, kitchen wipes, scourers, dish brushes, tea towels, aerosol air fresheners and insecticides
Projects	<ul style="list-style-type: none"> ▪ Interact with stakeholders ▪ Communicate with stakeholders ▪ Produce reports 	<ul style="list-style-type: none"> ▪ External business services including postal, courier, electrical maintenance, cleaning including waste disposal, recycling, window cleaning, catering, green plant maintenance, vehicle hire, taxis, air travel, accommodation, temporary staff, consultants, contractors

Non-Office/Field Based

Operation	Processes/tasks	Products/services used
Conduct site visits for staff and/or guests	<ul style="list-style-type: none"> ▪ Travel to metro, regional and interstate sites 	<ul style="list-style-type: none"> ▪ Travel by car, plane ▪ Wash cars ▪ Stay in accommodation ▪ Use taxis
Training, conferences and meetings	<ul style="list-style-type: none"> ▪ Attending workshops, seminars, conferences locally, regionally and interstate 	<ul style="list-style-type: none"> ▪ Travel by car, plane, taxi, public transport ▪ Stay in accommodation
Events	<ul style="list-style-type: none"> ▪ Hosting events in house or at external venues ▪ Provision of catering in house or via external caterers ▪ Produce promotional materials 	<ul style="list-style-type: none"> ▪ Selection of venues ▪ Travel by car, plane, taxi, public transport ▪ In house or external catering ▪ In house or external printing of promotional materials

STEP 2: IDENTIFY ENVIRONMENTAL IMPACTS ARISING FROM OPERATIONS

ZWSA creates impacts on the environment arising from its operations through:

Energy	Water and Wastewater	Waste	Buildings	Travel & Fleet
use of electricity for lighting, appliances, heating/cooling both on and off site	use of water in dishwasher, drinking water, kitchen sink, plant watering, toilet flushing, shower both on and off site and washing of cars	generation of paper, food waste, packaging waste (cardboard, plastic, glass and CDL containers), broken items, surplus stationery & equipment	accommodation/retrofit specifications, influencing building management	travelling interstate and intrastate, travel within metro Adelaide and CBD, travel to and from work, via plane, car, taxi, bus train, and via the use of couriers

ZWSA can influence its impacts on the environment arising from its operations by:

Procurement	Human Resources	Admin Policies & Guidelines
incorporating greening criteria in procurement policies and practices including tendering processes	incorporating greening criteria in recruitment induction and performance management framework	ensuring all policies and procedures reflect greening approach

STEP 3: MANAGE ENVIRONMENTAL IMPACTS

PRIORITY AREA	OBJECTIVES, ACTIONS & TASKS			
1. Energy	Objective: to minimise energy consumption and greenhouse emissions firstly through demand reduction, secondly via energy efficiency and finally by offsetting of remaining emissions through an appropriate, certified scheme			
<p>Action 1.1 Energy ENERGY DEMAND REDUCTION & EFFICIENCY</p> <p>All electrical and electronic equipment, appliances and fixtures purchased are energy efficient as rated by a certified scheme (computers, fridge, lighting, kitchen appliances) and staff behaviours associated with their use to minimise the demand for electricity</p> <p>All accommodation and retrofit decisions to take into account energy performance of building (since October 2004, all newly constructed office buildings that are either owned or tenanted by the State Government are required to achieve a 5 star rating under the Green Star rating tool; since July 2006, the state government has been giving preference to leasing office accommodation that achieves a five star Australian Building Greenhouse Energy Rating)</p>				
Tasks	By Whom	By When	Resources Needed	Notes
Ensure accommodation maximises use of natural light (including preventing obstruction to entry of natural light), lighting is energy efficient and that fitout/ fixtures are low embodied energy	Administrative Officer Business Manager Greening Project Officer	Complete		
Ensure all equipment/appliances are energy efficient	Executive Officer Business Manager	Complete/Ongoing		

Review energy sources of tenancy electricity and determine most appropriate provider of green power/offsets	Business Manager Greening Project Officer	September 2007	No additional resources required	
Investigate potential for delamping in open space area	Business Manager Greening Project Officer	September 2007	No additional resources required	Need to take OHS&W into account and ensure adequacy of lighting
Replace 360° light sensors with 180° all meeting rooms and investigate the option of light switches	Business Manager	November 2007	Minimal financial outlay to replace sensors	
Investigate options for sensors on the board room lights	Business Manager	November 2007	Minimal financial outlay to install sensors	
Ensure all PC monitors power down after a set time	Greening Project Officer	August 2007	No additional resources required	
Undertake an audit of which appliances need to be on standby overnight and/or during the day	Business Manager Executive Officer	October 2007	No additional resources required	
Ensure lights, equipment/appliances only used as necessary – switch off any device which is not in use (except server, fridge)	All staff	Ongoing	No additional resources required	

Action 1.2 Energy REPORTING

Quarterly energy consumption data to be made available and reported to staff

Tasks	By Whom	By When	Resources Needed	Notes
Ensure quarterly reports of ZWSA's energy consumption are made available and reported to staff	Administrative Officer Business Manager liaising with building management	Commencing September 2007 and quarterly thereafter	No additional resources required	Ensure that this information is provided to ZWSA as part of normal business practice

PRIORITY AREA	OBJECTIVES, ACTIONS & TASKS
2. Water & Wastewater	Objective: to minimise consumption of mains/potable water and generation of wastewater firstly by demand reduction and then via efficiency

Action 2.1 Water WATER DEMAND REDUCTION & EFFICIENCY

All appliances and fixtures are water efficient as rated by a certified scheme and staff behaviours associated with their use to minimise the demand for water

All accommodation and retrofit decisions to take into account water performance of building (since October 2004, all newly constructed office buildings that are either owned or tenanted by the State Government are required to achieve a 5 star rating under the Green Star rating tool)

Tasks	By Whom	By When	Resources Needed	Notes
Ensure dishwasher only used as necessary/when full	All staff	Ongoing	No additional resources required	

Report any leaking taps/toilets/showers to building management	All staff, via Administrative Officer	Ongoing	No additional resources required	
Ensure tap is not left running when washing/rinsing items in the sink	All staff	Ongoing	No additional resources required	
Where possible, use low water or water-free methods of car cleaning	All staff	Ongoing	No additional resources required	

Action 2.2 Water REPORTING

Quarterly water consumption data is made available and reported to staff on a quarterly basis

Tasks	By Whom	By When	Resources Needed	Notes
Ensure quarterly reports of ZWSA's water consumption are made available and reported to staff	Administrative Officer Business Manager liaising with building management	Commencing September 2007 and quarterly thereafter	No additional resources required	Ensure that this information is provided to ZWSA as part of normal business practice; determine how water meter can be read remotely

PRIORITY AREA		OBJECTIVES, ACTIONS & TASKS		
3. Waste		Objective: to minimise consumption of resources, ensure that surplus or end of life materials are reused or recycled and minimise waste to landfill		
Action 3.1 Waste WASTE MINIMISATION Consumption of resources to be minimised through both procurement and appropriate work practices in accordance with the Waste Management Hierarchy (is it needed? can less be used? can it be reused or recycled?)				
Tasks	By Whom	By When	Resources Needed	Notes
Minimise printing/copying (double sided, two pages/sheet)	Administrative Officer	Ongoing/as needed	No additional resources required	
Purchase 100% recycled, > 50% postconsumer A4 copy paper	Administrative Officer	Ongoing/as needed	No additional resources required	
Purchase reusable consumables (rechargeable batteries, rewritable CDs/DVDs)	Administrative Officer	Ongoing/as needed	No additional resources required	
Utilise electronic methods of communications and storage whenever possible instead of paper	All Staff	Ongoing/as needed	No additional resources required	
Specify contract/tender report documentation that minimises waste	All Staff	Ongoing/as needed	No additional resources required	Eg. no wire binding, no non-essential 'body corporate' information

**Action 3.2 Waste
RECYCLING/REUSE**

Recycling systems to be in place for paper*, cardboard*, confidential paper, comingled (cans, cartons, bottles)*, deposit containers, non-rigid plastics, food scraps, toner cartridges, mobile phones and fluoro tubes; surplus materials which would otherwise go to landfill to be offered through materials exchange (* building wide system, otherwise tenant/staff managed)

Tasks	By Whom	By When	Resources Needed	Notes
Ensure recycling systems for materials identified above are in place and maintained and are being properly used by staff	Greening Project Officer All staff	Ongoing/as needed	No additional resources required	
Maintain 'Mystery Box' and annual dissection as educational initiative and publish results on ZWSA web site	Greening Project Officer All staff	November each year	No additional resources required	

**Action 3.2 Waste
REPORTING**

Recycling performance data is reported to staff on a quarterly basis

Tasks	By Whom	By When	Resources Needed	Notes
Ensure quarterly reports of ZWSA's recycling performance are made available and reported to staff	Greening Project Officer in liaison with recycling contractors/building management	Commencing September 2007 and quarterly thereafter	No additional resources needed	Ensure that this information is provided to ZWSA as part of normal business practice; determine whether whole-of-building data can be disaggregated

PRIORITY AREA		OBJECTIVES, ACTIONS & TASKS		
4. Green Buildings		Objective: to minimise any environmental impacts associated with any building or retrofitting activity, and to maximise positive environmental impacts of whole of building operations		
Action 4.1 Green Buildings CONSTRUCTION/DEMOLITION/RETROFITS				
All accommodation changes (retrofit, move of location) to incorporate greening requirements and meet or exceed State government requirements (since October 2004, all newly constructed office buildings that are either owned or tenanted by the State Government are required to achieve a 5 star rating under the Green Star rating tool; since July 2006, the state government has been giving preference to leasing office accommodation that achieves a five star Australian Building Greenhouse Energy Rating)				
Tasks	By Whom	By When	Resources Needed	Notes
Ensure that ZWSA's physical premises reflects its commitment to greening and that this commitment is promoted and published on the ZWSA web site	Business Manager Greening Project Officer Marketing & Communications Manager	Completed		
Action 4.2 Green Buildings ADVOCACY				
Act as an advocate for building-wide greening initiatives (HVAC, recycling, bike facilities etc) with building management and other tenants				
Tasks	By Whom	By When	Resources Needed	Notes
Develop greening advocacy contacts with building management, cleaning contractors and with other tenants	All staff	Ongoing	No additional resources needed	Current tenants include Stilwell, Statewide, BHP, DTF, Hays, Fujitsu, Mutual Community Bean Bar

Pursue quarterly tenants' meetings with building management	Business Manager Greening Project Officer	Ongoing	No additional resources needed	
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Action 4.3 Green Buildings REPORTING

A summary of activity undertaken to improve the environmental performance of the accommodation is included in the Annual Report

Tasks	By Whom	By When	Resources Needed	Notes
Develop annual summary that outlines improvements to operational practices and/or capital upgrades to tenancy/building and identifies possible future improvements	Administrative Officer Business Manager liaising with building management	Commencing August 2007 and in each Annual Report thereafter	No additional resources required	

PRIORITY AREA OBJECTIVES, ACTIONS & TASKS

5. Travel & Fleet

Objective: to minimise consumption of energy and greenhouse gas emissions associated with all modes of local, metro, regional, interstate and international travel

Action 5.1 Fleet MINIMISE CAR USE

Use of cars for travel should be minimised - this includes use of short term car hire, taxis and couriers as well as fleet vehicles

Tasks	By Whom	By When	Resources Needed	Notes
Determine feasible travel options to minimise car travel (teleconference, public transport, walking)	All staff	Ongoing/as needed	No additional resources required	FBT arrangements encourage driving – vehicles driven < 15,000 km/year cost more

Ensure Metrotickets are available for staff use for work purposes	Administrative Officer	Ongoing	Small outlay for Metrotickets	Supporting information (timetables etc) may be needed
Work with building management to ensure appropriate bike facilities are available	Administrative Officer	Ongoing	Funding requirement to establish/maintain bike facilities (bike rack space, shower)	Facilities include storage/bike racks, showers

**Action 5.2 Fleet
LOW EMISSION VEHICLES**

Vehicles upgraded or replaced are those which generate less CO2 emissions, and the carbon emissions which are generated are offset via an appropriate, certified scheme

Tasks	By Whom	By When	Resources Needed	Notes
Ensure vehicles which generate less CO2 emissions (dual fuel, hybrid) are chosen when replacing/upgrading	Administrative Officer Business Manager Chief Executive	As needed	No additional resources required	Where possible, low emission vehicles should also be selected for short term hire from Fleet SA

**Action 5.3 Travel
TRAVELSMART PLAN**

Operate in accordance with Travelsmart Plan developed in conjunction with DTEI's Travelsmart Workplace Program

Tasks	By Whom	By When	Resources Needed	Notes
Approach DTEI to work with ZWSA to develop a Travelsmart Plan which covers travel to and from work, and for work purposes (including deliveries, couriers)	Greening Project Officer	December 2007	No additional resources required	

**Action 5.4 Travel
AIR TRAVEL**

Air travel to be undertaken only when essential and the consequent carbon emissions offset via an appropriate, certified scheme

Tasks	By Whom	By When	Resources Needed	Notes
Investigate alternatives to air travel (eg. teleconference) and ensure CO2 emissions from air travel are appropriately offset	Executive Officer Greening Project Officer	Ongoing/as needed	Some cost associated with purchasing carbon offsets	Regional trips – need to consider OHS issues and weather associated with long distance driving as well as CO2 emissions

**Action 5.5 Travel
CARBON OFFSETS**

Carbon emissions associated with travel to be estimated and offset through an appropriate, certified scheme

Tasks	By Whom	By When	Resources Needed	Notes
Research appropriate CO2 offset scheme for staff travel	Executive Officer Greening Project Officer	January 2008	Small cost associated with purchasing carbon offsets	Carbon emissions from office based energy consumption offset via purchase of green power

**Action 5.6 Travel & Fleet
REPORTING**

A summary of travel activity associated with ZWSA business is included in the Annual Report

Tasks	By Whom	By When	Resources Needed	Notes
Develop annual summary outlining all travel & fleet activity, and initiatives to mitigate associated impacts	Administrative Officer liaising with Fleet SA and Executive Officer	Commencing August 2007 and in each Annual Report thereafter	No additional resources required	

PRIORITY AREA		OBJECTIVES, ACTIONS & TASKS		
6. Procurement		Objective: to minimise environmental impacts associated with procurement		
Action 6.1 Procurement PROCUREMENT PROFILE				
Systems are in place that record procurement activity in order to highlight points of 'greening' intervention				
Tasks	By Whom	By When	Resources Needed	Notes
Develop 'Procurement Profile' for ZWSA to determine large (by dollar value and by material mass) purchases	Administrative Officer Business Manager Greening Project Officer	September 2007	No additional resources required	
Action 6.2 Procurement GREEN PROCUREMENT RESOURCES				
Resources to support green procurement decisions are readily available and staff are aware of and able to utilise them				
Tasks	By Whom	By When	Resources Needed	Notes
Identify and/or develop resources that can assist procurement decisions (eg. Ecospecifier, Green Procurement database, develop list of 'green' venues, low water car washes)	Administrative Officer Greening Project Officer	December 2007	No additional resources required	

Action 6.3 Procurement REPORTING

A report on procurement profile and action undertaken to 'green' procurement is produced on an annual basis

Tasks	By Whom	By When	Resources Needed	Notes
Develop annual summary of procurement activity and initiatives undertaken to 'green' procurement	Administrative Officer Greening Project Officer Business Manager	Commencing August 2007 and in each Annual Report thereafter	No additional resources required	

PRIORITY AREA OBJECTIVES, ACTIONS & TASKS

7. Human Resources Objective: to ensure that all ZWSA human resource processes support the management of environmental impacts as set out in Actions 1-6 of this Implementation Plan

Action 7.1 Human Resources RECRUITMENT

Job and person specs incorporate appropriate greening criteria

Tasks	By Whom	By When	Resources Needed	Notes
Determine appropriate greening criteria and incorporate into all J&Ps	Executive Officer Greening Project Officer	December 2007	No additional resources required	

Action 7.2 Human Resources INDUCTION

Induction processes communicate workplace greening expectations to new employees

Tasks	By Whom	By When	Resources Needed	Notes
Workplace greening expectations are communicated to new employees at induction	Executive Officer Greening Project Officer	Ongoing	No additional resources required	

**Action 7.3 Human Resources
PERFORMANCE MANAGEMENT**

Performance management documentation and process incorporates greening criteria

Tasks	By Whom	By When	Resources Needed	Notes
Ensure that performance management templates include reference to and opportunity for discussion of workplace greening expectations	Executive Officer Greening Project Officer	December 2007	No additional resources required	

**Action 7.4 Human Resources
TRAINING**

Relevant training opportunities provided for employees to enable them to support workplace greening culture

Tasks	By Whom	By When	Resources Needed	Notes
Determine training needs of employees to support workplace greening culture	Executive Officer Greening Project Officer	As needed	No additional resources required	eg. Green Procurement training

**Action 7.5 Human Resources
CHIEF EXECUTIVE COMMITMENT**

CE commitment to greening is documented and made publicly available

Tasks	By Whom	By When	Resources Needed	Notes
Develop and secure sign-off of CE commitment to Greening Zero Waste SA and publish on ZWSA web site	Greening Project Officer	Complete		To be reviewed on an as needs basis

**Action 7.6 Human Resources
GREENING ZWSA GROUP**

Zero Waste SA maintains an internal 'Greening ZWSA' group comprising at least three people, one of whom will be the business manager and another of whom will be drawn from administrative staff

Tasks	By Whom	By When	Resources Needed	Notes
Establish Terms of Reference for Greening ZWSA	Greening Project Officer liaising with Greening ZWSA members	Complete	No additional resources required	
Greening ZWSA is a standard item on staff meeting agendas	Administrative Officer Greening Project Officer	Complete	No additional resources required	

**Action 7.7 Human Resources
REPORTING**

Tasks	By Whom	By When	Resources Needed	Notes
Develop an annual summary outlining how greening has been incorporated into HR documentation & processes	Executive Officer	Commencing August 2007 and in each Annual Report thereafter	No additional resources required	

PRIORITY AREA		OBJECTIVES, ACTIONS & TASKS		
8. Policies & Guidelines		Objective: to ensure that all policies and guidelines support the management of environmental impacts as set out in Actions 1-7 of this Implementation Plan		
Action 8.1 Policies & Guidelines				
POLICIES				
All policies include appropriate greening criteria where relevant				
Tasks	By Whom	By When	Resources Needed	Notes
Undertake 'census' of all policies used by ZWSA (including DEH policies)	Executive Officer	Complete	No additional resources required	
Determine and incorporate appropriate greening criteria for policies pending 'census' list	Executive Officer Greening Project Officer	As needed	No additional resources required	
Action 8.2 Policies & Guidelines				
REPORTING				
Tasks	By Whom	By When	Resources Needed	Notes
Develop an annual summary outlining incorporation of green criteria in existing/new/revised policies	Executive Officer	Commencing August 2007 and in each Annual Report thereafter	No additional resources required	

STEP 4: REPORT ON ENVIRONMENTAL IMPACTS

Zero Waste SA will report on its environmental impacts and publish this on the Zero Waste SA web site, and will include at least a summary of these impacts in its Annual Report each year.

Reporting Criteria

Greening ZWSA will report against the **GoGO Action Plan Milestones**, the **Actions** included in this plan and a series of **Outcome** indicators as identified below:

GoGO Action Plan Milestones

Milestone 1:	Established Chief Executive 'Statement of Commitment to greening of agency operations'
Milestone 2:	Allocated resources to set up governance and initiate internal review
Milestone 3:	Completed initial review of environmental impacts and determined priorities and allocated resources
Milestone 4:	Set performance goals/internal targets (informed by SA's Strategic Plan targets and/or other targets agreed by Cabinet)
Milestone 5:	Approved agency Implementation Plan
Milestone 6:	Reported on status/progress in reaching performance goals/targets
Milestone 7:	Initiated agency implementation plan
Milestone 8:	Undertaking ongoing measuring, monitoring, reporting and continuous improvement of performance

Progress Report – Qualitative Criteria

ZWSA will also report against all **Actions** as set out in Step 3 of this **Implementation Plan**:

Action 1 – Energy Management	Actions Achieved? Yes/No	Explanation
All electrical and electronic equipment, appliances and fixtures purchased are energy efficient as rated by a certified scheme (computers, fridge, lighting, kitchen appliances) and staff behaviours associated with their use to minimise the demand for electricity		
All accommodation and retrofit decisions to meet or exceed State government requirements for energy performance of buildings		
Quarterly energy consumption data to be made available and reported to staff		

Action 2 – Water & Wastewater Management	Actions Achieved? Yes/No	Explanation
All appliances and fixtures are water efficient as rated by a certified scheme and staff behaviours associated with their use to minimise the demand for water		
All accommodation and retrofit decisions to meet or exceed State government requirements for water performance of buildings		
Quarterly water consumption data to be made available and reported to staff		

Action 3- Waste Management	Actions Achieved? Yes/No	Explanation
Consumption of resources to be minimised through both procurement and appropriate work practices in accordance with the Waste Management Hierarchy (is it needed? can less be used? can it be reused or recycled?)		
Recycling systems to be in place for paper*, cardboard*, confidential paper, comingled (cans, cartons, bottles)*, deposit containers, non-rigid plastics, food scraps, toner cartridges, mobile phones and fluoro tubes; surplus materials which would otherwise go to landfill to be offered through materials exchange (*building wide system, otherwise tenant/staff managed)		
Recycling performance data to be reported to staff on a quarterly basis		

Action 4 – Green Buildings	Actions Achieved? Yes/No	Explanation
All accommodation changes (retrofit, move of location) to incorporate greening requirements and meet or exceed State government requirements for environmental performance of buildings		
Act as an advocate for building-wide greening initiatives (HVAC, recycling, bike facilities etc) with building management and other tenants		
Develop annual summary that outlines improvements to operational practices and/or capital upgrades to tenancy/building		

Action 5 – Travel & Fleet	Actions Achieved? Yes/No	Explanation
Use of cars for travel should be minimised - this includes use of short term car hire, taxis and couriers as well as fleet vehicles		
Vehicles upgrade or replaced are those which generate less CO2 emissions		
Operate in accordance with Travelsmart Plan developed in conjunction with DTEI's Travelsmart Workplace Program		
Air travel to be undertaken only when essential and the consequent carbon emissions offset via an appropriate, certified scheme		
Carbon emissions associated with travel to be estimated and offset through an appropriate, certified scheme		
Develop annual summary outlining all travel & fleet activity, and initiatives to mitigate associated impacts		

Action 6 – Green Procurement	Actions Achieved? Yes/No	Explanation
Systems are in place that record procurement activity in order to highlight points of 'greening' intervention		
Resources to support green procurement decisions are readily available and staff are aware of and able to utilise them		
Develop annual summary of procurement activity and initiatives undertaken to 'green' procurement		

Action 7 - Human Resources	Actions Achieved? Yes/No	Explanation
Job and person specs incorporate appropriate greening criteria		
Induction processes communicate workplace greening expectations to new employees		
Performance management documentation and process incorporates greening criteria		
Relevant training opportunities provided for employees to enable them to support workplace greening culture		
CE commitment to greening is documented and made publicly available		
Zero Waste SA maintains an internal 'Greening ZWSA' group comprising at least three people, one of whom will be the business manager and another of whom will be drawn from administrative staff		
Develop an annual summary outlining how greening has been incorporated into HR documentation & processes		

Action 8 - Policies & Guidelines	Actions Achieved? Yes/No	Explanation
All policies include appropriate greening criteria where relevant		
Develop an annual summary outlining incorporation of green criteria in existing/new/revised policies		

Outcomes Report – Quantitative Criteria

In addition the report will include the following **quantitative** criteria:

Energy	Water	Waste/Recycling	Buildings
Kilowatt hours consumed (tenancy) Greenhouse emissions	Kilolitres consumed (tenancy)	Material recycled (tonnes/cubic metres)	Green Star/Australian Building Greenhouse Rating or any other environmental credentials of building in which ZWSA is accommodated
Travel and Fleet	Procurement	Human Resources	Policies & Guidelines
Vehicle km travelled (cars) Taxi spend Short term hire car spend Air km travelled	Total procurement spend and % identified as 'green'	% of J&Ps, Performance Management discussions which included greening criteria	% of policies and guidelines which include greening criteria

Review Date of Implementation Plan: July 2008