

VTA Secretariat Sustainability Management Plan 2019 - 2020

Background

The VTA Sustainability Management Plan (SMP) has been developed to promote sustainable practices within the VTA and to model them to the wider community. Notable milestones –

- The first SMP was developed in September 2008. Subsequent SMPs have been implemented for the periods 2009 – 2019.
- In 2012 and 2013, VTA was nominated a Victorian finalist in the CitySwitch National Awards.
- From 2014 – 2016, VTA was recognised by CitySwitch as a Green Business Leader.

This SMP aims to continue the Association Secretariat's efforts towards continuous improvement of sustainable practices.

Snapshot of achievements

- T5 lighting installed throughout office (negotiated as part of new lease)
- Videoconferencing established and available for staff, VTA forums/Networks
- ICT systems enabled for staff to access remote terminal server and work from home
- Collection areas set up for recycling of batteries, paper, e-waste, CDs/DVDs, plastics/glass/aluminum cans
- Myki cards available and regularly topped up for staff work related travel
- Paper bills sent electronically

Maintaining sustainable practices

- Repair, reuse and recycling of electrical appliances/equipment where possible.
- All purchases of electrical appliances based on research factoring in cost, energy efficiencies and recycling potential.
- Lights turned off when offices not in use
- Power management software enabled when technology not in use, and PCs shutdown at end of the day.
- Default print settings (double sided), and paper printed on one side reused for draft printing
- Purchasing of office and kitchen supplies ideally include recycled/recyclable materials.
- Dishwasher only used when full
- Rigorous monitoring of energy use resulting in continued decrease in average kwh used per day. (*Graph 1*)
 - 49.1 kwh per day in 2008 - 5 staff, to
 - 28.5 kwh per day in 2019 - 11 staff.
- Waste minimisation and improved recycling practices. (*Graph 2*)
 - 88 reams in 2008 – 5 staff, to
 - 115 reams in 2019 – 13 staff.

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Scope

This Plan applies to VTA staff, facilities and activities.

Details

The VTA bases its approaches on the following definitions.

- “*Humanity has to make development sustainable – to ensure that it meets the needs of the present without compromising the ability of future generations to meet their own needs.*”¹
- “Sustainable development is economic and social development that protects and enhances the environment and social equity.”^{2 & 3}

VTA will develop and promote a culture of sustainability. This will include among other things:

- Incorporating sustainability performance alongside other key performance indicators of the organization;
- Developing and offering professional development programs relevant to VTA operations on sustainability for all staff;
- Encouraging employment practices based on principles of fairness, equity and flexibility.
- Reviewing activities to identify areas of VTA’s environmental impact and plan to minimise impact.

These Sustainability Principles provide the framework for the development of this VTA Sustainability Management Plan (SMP).

Purpose

The purpose of the SMP is to:

- Establish sustainability principles;
- Identify priorities;
- Set objectives and targets;
- Define performance indicators;
- Document strategies and timeframes to achieve targets;
- Allocate responsibilities and identify the necessary resources to enable realisation of the overall plan; and
- Establish mechanisms to monitor evaluate and report progress.
- Provide for continuous improvement in sustainability practices.

¹ World Commission on Environment and Development (1987) *Our Common Future*, Oxford University Press, p.8.

² Diesendorf, M (2000) Sustainability and sustainable development. In D Dunphy et al. (eds), *Sustainability: The corporate challenge of the 21st century*, Allen & Unwin, Sydney, p.3.

³ Greenhouse Solutions with Sustainable Energy (2007), University of New South Wales Press Ltd, p. 282.

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Plan & Implementation

Area of responsibility and objective:

- Management Systems** – *Ensure that VTA’s organisational processes, purchases, use of equipment and materials and disposal of goods are all reviewed and conducted within a sustainable framework.*

	Strategy	Targets	Responsibility & Timing	Progress
1.1	Stay abreast of leading sustainability practices.	Maintain links / relationships with relevant sustainability organisations / newsletters	Anna/Angela	Cityswitch Green Office Going Green Solutions.
1.2	Energy efficient electrical appliances that minimise environmental impact	All purchases of electrical appliances are based on research factoring in cost, and evaluated against the VTA Guidelines for electrical purchases <i>Activity: Assessment of all new electrical equipment against criteria</i>	Anna	New coffee machine (which uses beans) purchased to replace Nespresso pod machine. (January 2019)
1.3	Sustainable practices	Staff encouraged to offer suggestions re introduction of new sustainable practices. <i>Standing item at projects team meeting.</i>	All staff	Waste paper bins (lined with rubbish bags) removed from all desks, and replaced with “desktop mini bin”.
1.5	Monitor energy use	Maintain energy use to an average of 5kwh per person per day. <i>Activity: Tracking monthly electricity usage and reporting to staff.</i>	Angela	2019 (average kWh pp per day) / No. of staff <ul style="list-style-type: none"> • June – 2.6 kWh / 13 staff • Dec – 2.1 kWh / 13 staff 2020 (average kWh per day) / No. of staff <ul style="list-style-type: none"> • June – 2.4 kWh / 10 staff • December – 2.2 kWh / 9 staff <i>Refer to Graph no. 1 (average kWh usage per day in month of June) from 2008 – 2018.</i> <i>Refer to SharePoint/Secretariat/Sustainability/Tracking/Electricity_use.xlsx (2018 – 2020)</i>

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	Strategy	Targets	Responsibility & Timing	Progress
1.6	Use paper efficiently	<p>Minimise paper usage</p> <p><i>Activity: Eliminating the need to make hard copies of documents, and tracking paper reams.</i></p>	Angela	<p>No. of reams purchased / No. of staff</p> <ul style="list-style-type: none"> • 115 reams – Dec 2019 • 34 reams – Jan to July 2020 <p><i>Refer to Graph no. 2 (paper usage) from 2008 – 2018.</i></p> <p>Archive files – in the process of converting hard copy to digital files and stored in a secure on-line data repository (SmartBox), which can be easily accessed by staff from anywhere.</p>
1.7	Embed sustainability into travel practices	<p>Staff maximise use of public transport, cycling, walking</p> <p><i>Activity:</i></p> <ul style="list-style-type: none"> • <i>CBD travel by public transport or by staff walking to meetings</i> • <i>Public transport to regional campuses where possible</i> 	All Staff	<ul style="list-style-type: none"> • Most staff use public transport + two cyclists • Myki cards available and regularly topped up for staff work related travel
		<p>Staff and members access to remote meetings</p> <p><i>Activity:</i></p> <ul style="list-style-type: none"> • <i>Videoconferencing equipment utilised by staff/ members/Networks.</i> 	All staff	<p>New videoconferencing software set up (BlueJeans) – <i>March 2019</i> – transitioned to MS Teams (<i>December 2020</i>)</p>

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Area of responsibility and objective:

2. External VTA community – Ensure that VTA promotes a culture of sustainability

	Strategy	Targets	Responsibility & Timing	Progress
2.1	VTA to promote sustainability through communication materials	<p>Communication materials developed by VTA to include reference to sustainability</p> <p><i>Activity:</i></p> <ul style="list-style-type: none"> • <i>Email footer</i> • <i>e-Christmas card</i> 	All staff	<p>Email footer updated to read 'Please consider the environment before printing this email' (Nov 2019)</p> <p>Christmas message embedded in email signatures instead of sending Christmas cards (Dec 2019, 2020)</p>
2.2	Report progress on SMP	<p>Report on meeting overall objectives and targets to staff and sub-tenants</p> <p><i>Activity: Results published mid and end of the year</i></p>	AN	Staff informed about the electricity consumption and paper usage.
2.3	Affiliate with MCC	<p>Foster a relationship with MCC City Switch Green Office Program</p> <p><i>Activity: Maintain NABERS rating at least 5.0</i></p> <p><i>Display VTA initiatives in public office area</i></p>	AB	<p>6 star NABERS energy tenancy rating achieved.</p> <p>2018 (rating conducted in Feb 2019)</p> <ul style="list-style-type: none"> • Electricity – 10,165 Kwh • CO2 emissions – 11,894 <p>2019 (rating conducted in Feb 2020)</p> <ul style="list-style-type: none"> • Electricity – 115 MJ/m² p.a. • CO2 emissions – 11,569 <p>NABERS certificate displayed in boardroom.</p> <p><i>Refer to Graph no. 3 (kWh usage) and Graph 4 (CO2 emissions) for ratings from 2008 – 2018.</i></p>

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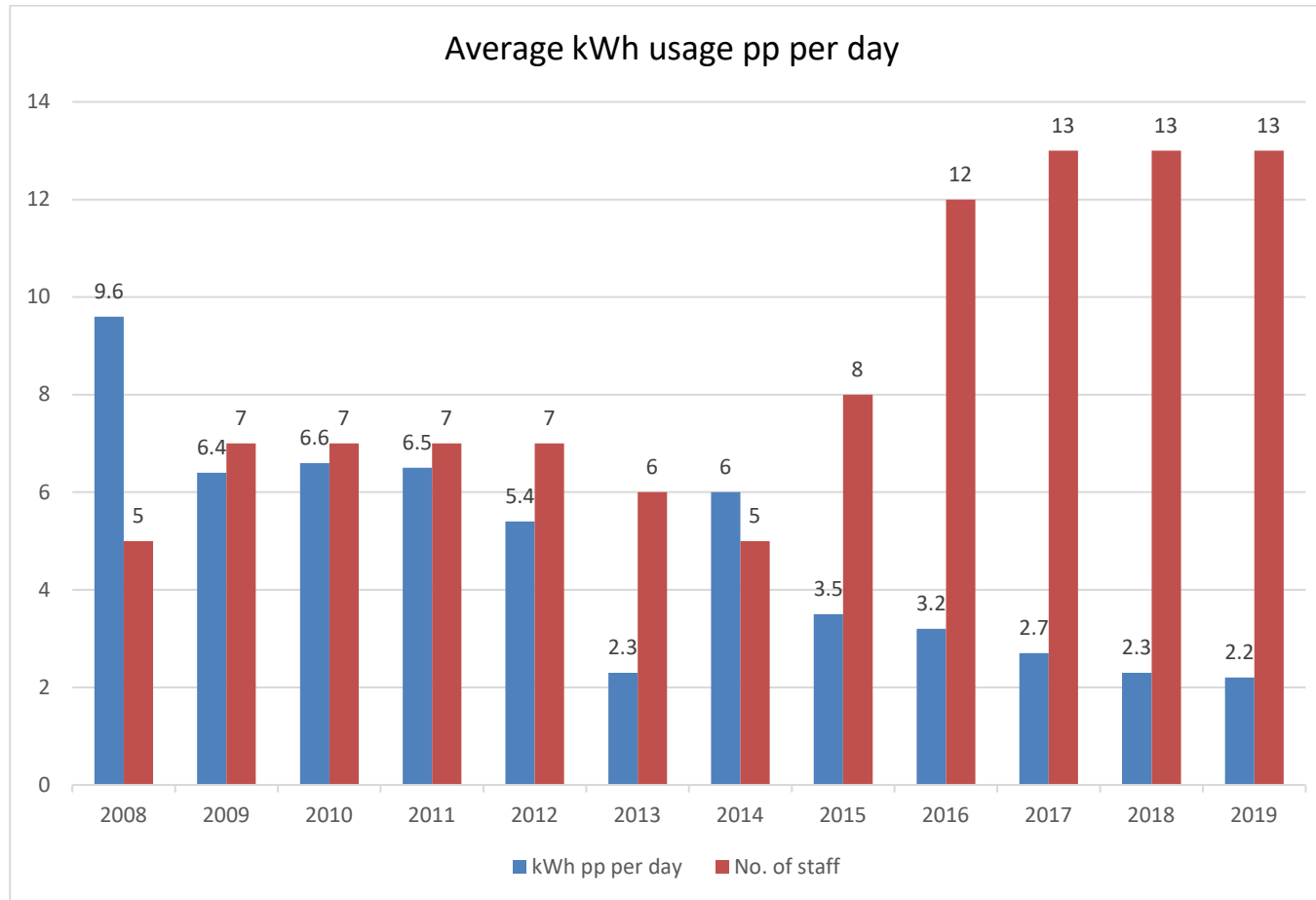
Area of responsibility and objective:

3. Office Occupants – All occupants develop an awareness of sustainability practices and actively include sustainability in work practices

	Strategy	Targets	Responsibility & Timing	Progress
3.1	Build on skills and knowledge on sustainability	Development of skills/knowledge on sustainability <i>Activity: Office induction program. Professional development undertaken by VTA staff</i>	All staff in conjunction with Executive Director	No training undertaken
3.2	Liaise with sub-tenants on VTA SMP	Maintain NABERS rating at least 5.0 with increased occupancy of office area.	Anna	6-star NABERS rating achieved.

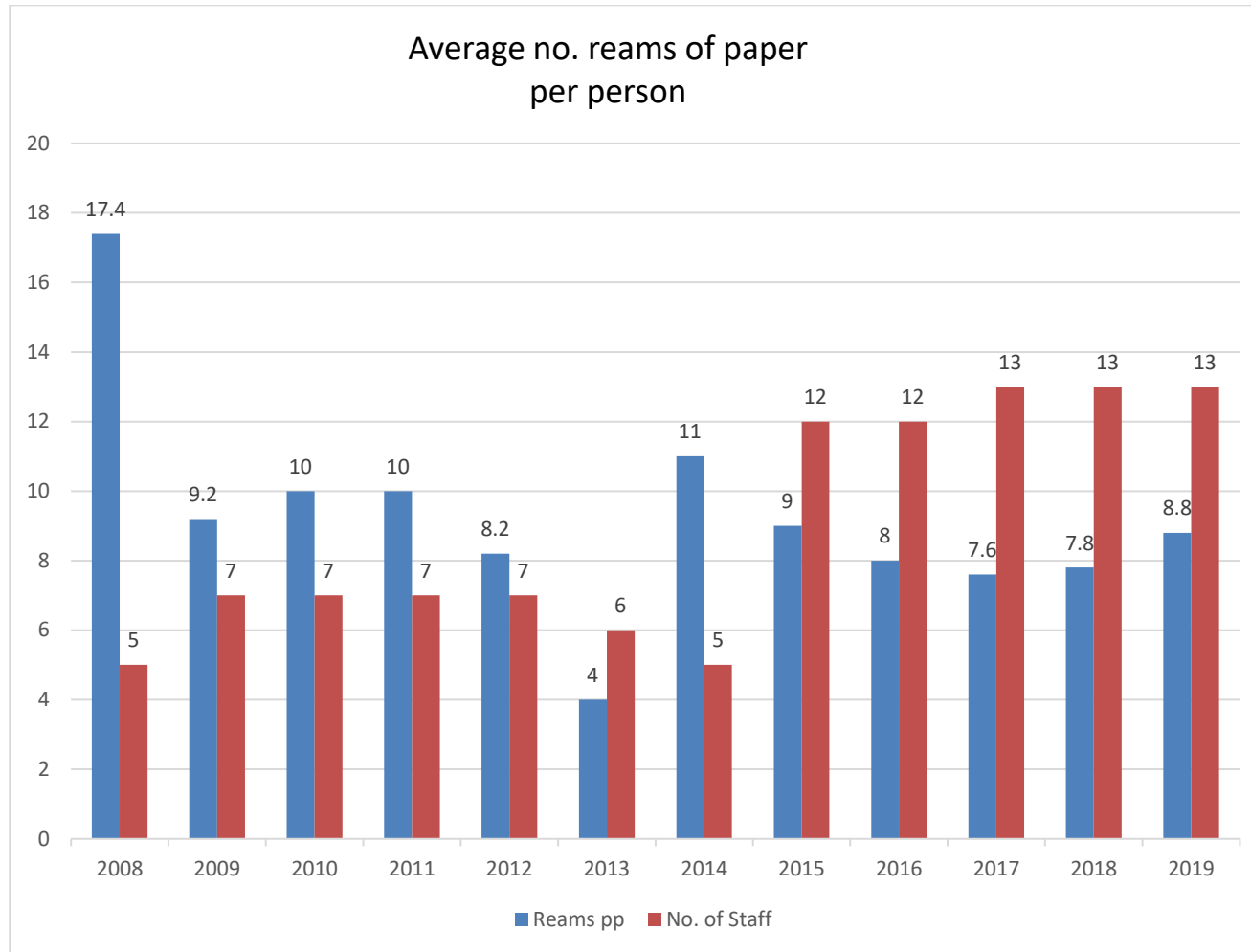
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Graph 1



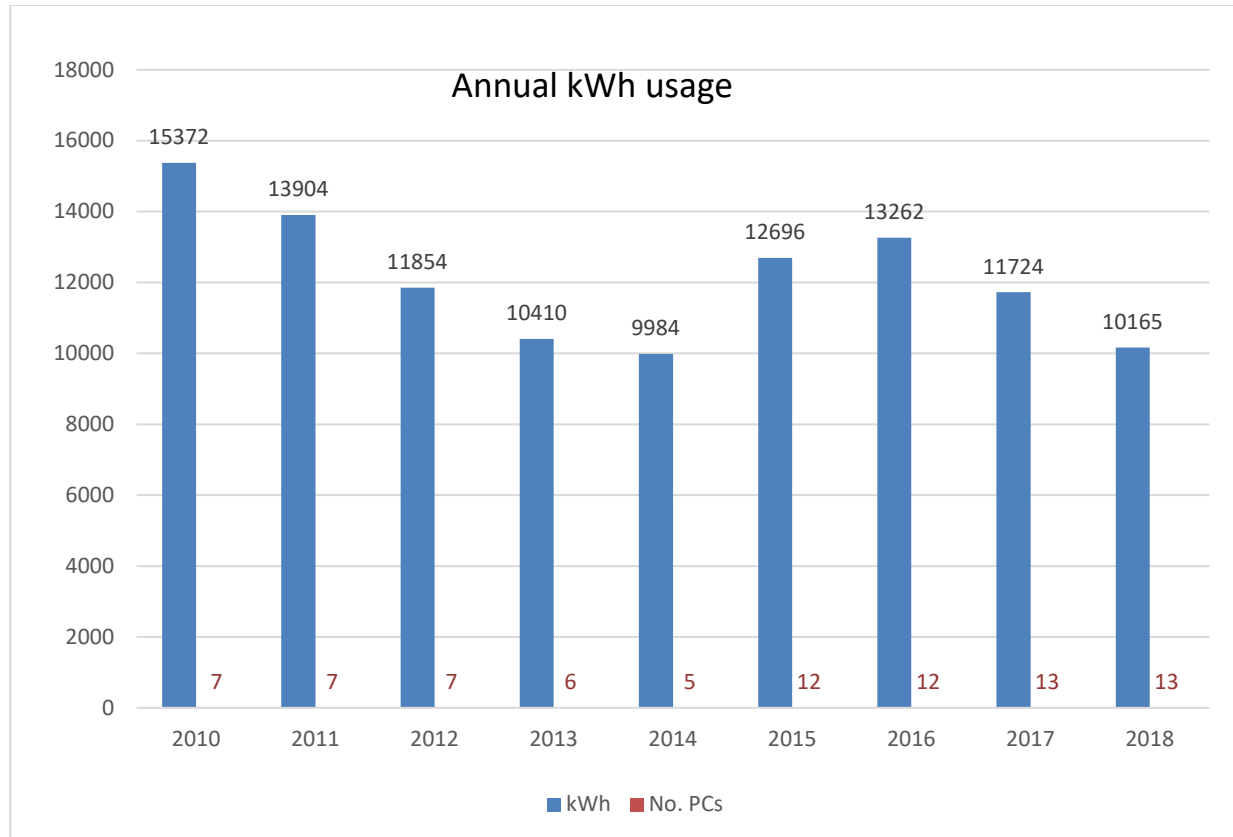
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Graph 2



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Graph 3



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Graph 4

