

VTA Secretariat Sustainability Management Plan 2017 - 2018

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. The first SMP was developed in September 2008. Subsequent SMPs have been implemented for the periods 2009 – 2016.

In 2012 and 2013, the VTA was nominated a Victorian finalist in the CitySwitch National Awards.

In 2014 – 2016, the 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.

Achievements to date

- 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.
- Significant delamping of office without compromising illumination levels.
- Utilising features of equipment to minimise electricity use (eg use of EcoSwitch, use of powersave mode).
- Purchasing of office supplies ideally include recycled/recyclable materials.
- Rigorous monitoring of energy use resulting in decrease in average kwh used per day from
 - 49.1kwh per day in 2008 - 5 staff, to
 - 38.4 kwh per day in 2016 - 12 staff.
- Waste minimisation and improved recycling practices. Paper use reduced from –
 - 88 reams in 2008 – 5 staff, to
 - 98 reams in 2016 – 12 staff.

Scope

This Plan applies to VTA staff, facilities and activities.

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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.

Plan & Implementation

See following pages.

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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Area of responsibility and objective:

- 1. 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 Asko dishwasher purchased to replace current Bosch model. Energy and water efficient. Solid steel construction. (Mar 2018)
1.3	Energy efficient lighting	Replace fluoros in the office with energy efficient lighting <i>Activity: Change in type of light</i>	Anna	Installation of new T5 lighting throughout offices negotiated as part of new lease. Installed in April 2017.
1.4	Maintain sustainable practices	<ul style="list-style-type: none"> • Minimise use of energy to office outside business hours • Mobile phone chargers • Lights • 100% recycling of recyclable paper • Dishwasher use • Computer monitors Power Save mode & print settings • Purchases of stationery and kitchen supplies to ideally include recycled/recyclable materials 	All staff	<p>Monitors are switched off on remote enabled computers to reduce electricity usage by one third.</p> <p>Mobile chargers switched off at power socket / unplugged when not in use.</p> <p>Lights switched off when office not in use</p> <p>All office waste paper placed in Visy recycling bin.</p> <p>Dishwasher only used when full.</p> <p>PowerSave mode and default print settings (double sided) for all staff.</p> <p>Ongoing</p>

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	Strategy	Targets	Responsibility & Timing	Progress
	Maintain sustainable practices	<ul style="list-style-type: none"> Minimise waste and improve recycling where practicable 		<p>Collection areas set up for recycling of batteries, CDs/DVDs, e-waste.</p> <p>Old Bosch dishwasher recycled by Asko. (03/18)</p>
1.5	Monitor energy use	<p>Maintain energy use to an average of 5kwh per person per day.</p> <p><i>Activity: Tracking monthly electricity usage and reporting to staff.</i></p>	Angela	<p>2017 (averages per month) / No. of staff</p> <ul style="list-style-type: none"> June – 3.3 kwh per person (11) December – 2.0 kwh per person (11) <p>2018 (averages per month) / No. of staff</p> <ul style="list-style-type: none"> June - 2.8 kwh per person (11) December – 1.9 kwh per person (12)
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"> 2017 – 99 reams (11) 2018 – 102 reams (12) <i>(due to increased inhouse printing)</i>
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"> Myki cards available and regularly topped up for staff work related travel One staff member cycles to work. All other staff use public transport.
		<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. ICT systems enable remote access and working from home</i> <i>Remote access to desktops, emails etc.</i> 	All staff	<p>Invitations to VTA forums/Networks offering access via videoconferencing (Skype for Business). New equipment installed in meeting room in 2017.</p> <p>ICT systems enabled for all staff for remote access and working from home. Staff also have access to Skype for Business for videoconferencing.</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> • <i>TAFE Networks reminded re accurate RSVP no's to reduce food wastage</i> • <i>Reducing paper bills</i> 	All staff	<p>Email footer updated to read 'Please consider the environment before printing' (Feb. 2017)</p> <p>Christmas message embedded in email signatures instead of sending Christmas cards (2017 & 2018)</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 in Feb, August and December</i></p>		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>5 star NABERS energy tenancy rating achieved.</p> <p>2016 (totals for the year) -</p> <ul style="list-style-type: none"> • Electricity – 13,262 kwh • CO2 emissions – 17,771 <p>2017 (totals for the year) – (undertaken Feb. 2018)</p> <ul style="list-style-type: none"> • Electricity – 11,724 kwh • CO2 emissions – 15,711 <p>NABERS certificate displayed in boardroom.</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 individual skills and knowledge on sustainability	Development of skills/knowledge on sustainability imbedded in all future individual staff professional development plans <i>Activity: Office induction program. Professional development undertaken by VTA staff</i>	All staff in conjunction with Executive Director	Nothing to report.
3.2	Liaise with sub-tenants on VTA SMP	Maintain NABERS rating at least 5.0 with increased occupancy of office area.	Anna	5.5-star NABERS rating achieved.