

JCU Sustainable Office Accreditation Program

The JCU Sustainable Office Accreditation program is designed to empower staff to take responsibility for their sustainability practices in their workplace. The program is an incentive based, voluntary program that celebrates staff efforts, giving them a bronze, silver, gold or platinum status. The program is designed to be implemented at the Office, College or Research Centre level*, allowing individuals to work together and empower each other. Each campus will be assessed individually for their Office, College or Research Centre. The program is run annually with each Office, College or Research Centre's accreditation updated yearly.

**An Office/College/Research Centre is based on where your position sits within the university. Therefore there may be multiple groups using a building or lunch room. For example the College of Science and Engineering and the College of Healthcare Sciences may share the same lunch room, in this case both colleges will earn/lose points for sustainability behaviours in the lunch room. Otherwise individual and group efforts will be awarded to the college that your position sits in.*

How to participate

1. Read through the program guide to gain an understanding of what the program is and how you can be involved.
2. Talk to your colleagues about getting involved. If your whole office, college or research centre is on board, you have a much better chance of achieving your goals.
3. **Nominate a Sustainability Champion for your office.** To participate, an office must nominate at least one Sustainability Champion. The Sustainability Champion will be responsible for assessment and reporting back to TropEco for the Sustainable Office Accreditation program as well as disseminating information to their office colleagues related to the program.

TropEco staff will provide support to Sustainability Champions to undertake their assessment and to implement activities that will help them gain additional points through the program.
4. Choose which actions your office is already doing or is going to undertake from the list provided. If you need more information or help to understand any of the actions please ask your Sustainability Champion to contact the TropEco Office.
5. Once you have chosen your actions and you believe that the actions have been completed and upheld by the staff members of your office area, the Sustainability Champion should contact the TropEco Office to request assessment.
6. Following an office or college's submission for accreditation a random audit will be carried out by a TropEco staff member or intern in collaboration with the Sustainability Champion. If your assessment is approved you will receive a Bronze (150 points), Silver (250 points), Gold (350 points) or Platinum (450+ points) rating and certificate. If you need to improve the work on some of these actions, the TropEco Staff will provide feedback to your Sustainability Champion and assist with any help or resources you may need to achieve your goals.

Rewards and recognition

Offices, Colleges and Research Centres that undertake the Sustainable Office Accreditation program will be recognised for their achievements with a framed certificate, listing on the TropEco webpage, recognition at the annual TropEco Awards and through the TropEco newsletter. Offices, colleges and Research Centres will also compete for the Sustainable Office Award at the annual TropEco Awards, held in October each year. This will be awarded to the highest scoring College, Office or Research Centre each year.

Additional prizes and incentives may be awarded to Offices, Colleges or Research Centres upon accreditation through the program at the discretion of the TropEco Manager.

Bronze 150
 Silver 250
 Gold 350
 Platinum 450+



Resource Efficiency and Waste	Action	Measurement	Points available
	Eco bins are installed and being used	Presence and active use	10
	Organic waste bin in lunch room	Presence and active use	10
	Reuse bin/tray for one sided print	Random Audit	5
	Use reusable plates and cups for meetings and events	Sustainability Champion to monitor	10
	Only communal appliances in use such as laminators, fridges, microwaves (no personal appliances)	Random Audit	5
	Batteries recycled using battery recycle bins	Random Audit	10
	Strategies or targets in place to reduce printing	Sustainability Champion to Monitor and report	10
	Warp It system used to upload or claim furniture for reuse	Relevant staff with active logins on system	15

	<i>Awareness and compliance with waste procedures, waste management plan and War on Waste campaign</i>	<i>Evidence that information has been circulated</i>	15
	<i>Recycling bin in lunch/tea room and used correctly</i>	<i>Random Audit</i>	10
	<i>Paper bin/s used correctly</i>	<i>Random Audit</i>	5
Energy	Action	Measurement	Points available
	<i>Lights off when not in use</i>	<i>Random Audit</i>	10
	<i>Staff know where the light switch is located</i>	<i>Random Audit</i>	5
	<i>Power source off for unused appliances and chargers</i>	<i>Random Audit</i>	5
	<i>Turn off air-conditioning when not in use (only where applicable)</i>	<i>Random Audit</i>	5
Leadership	Action	Measurement	Points available
	<i>Nominate an Office Sustainability Champion</i>		10
	<i>Include sustainability on agenda in meetings</i>	<i>Sustainability Champion to monitor</i>	5
	<i>Provide regular updates of sustainability initiatives, events and activities to staff</i>	<i>Sustainability Champion to monitor</i>	10
	<i>Encourage a culture of sustainability where staff are comfortable to raise issues and ideas</i>	<i>Sustainability Champion to Monitor</i>	10
	<i>Understanding of the strategic intent and JCU's commitment to sustainability</i>	<i>Random Audit - question to staff</i>	15
	<i>Basic understanding of the LiFE Index (JCU's sustainability benchmarking and planning system) and promotion of the system to staff</i>	<i>Random Audit - question to staff</i>	20
Human Capital	Action	Measurement	Points available
	<i>Provide training and support for staff on sustainability understanding and activities</i>	<i>Sustainability Champion to monitor</i>	10

	<i>Actively promote and encourage staff to participate in staff volunteer program</i>	<i>Sustainability Champion to Monitor</i>	<i>10</i>
	<i>Ensure sustainability is in all PD's and PDPs</i>	<i>Sustainability Champion to provide report/evidence</i>	<i>15</i>
	<i>Include sustainability in induction package for staff including casuals</i>	<i>Sustainability Champion to provide report/evidence</i>	<i>15</i>
ICT	Action	Measurement	Points available
	<i>No use of screensaver (computer is turned off when not in use)</i>	<i>Random Audit</i>	<i>5</i>
	<i>Printers default set to double sided print</i>	<i>Random Audit</i>	<i>5</i>
	<i>Computers and screens are switched off at night (unless demonstrated requirements to leave on)</i>	<i>Random Audit</i>	<i>10</i>
	<i>No personal printers or scanners in office</i>	<i>Random Audit</i>	<i>10</i>
	<i>Use default ICT settings for energy management</i>	<i>Sustainability Champion to Monitor</i>	<i>10</i>
Student Engagement	Action	Measurement	Points available
	<i>Staff have an understanding of the services available to assist students e.g. Student equity, learning and teaching, Sustainability Club, TropEco program</i>	<i>Random Audit</i>	<i>5</i>
	<i>Include students in relevant decision making within your office/college</i>	<i>Evidence from Sustainability Champion</i>	<i>15</i>
Environmental	Action	Measurement	Points available
	<i>Office Plants (at least one per office or per 5 staff in open plan)</i>	<i>Random Audit</i>	<i>10</i>
	<i>Participate in the arboretum walk and/or visit the aquarium (Cairns only)</i>	<i>Sustainability Champion to monitor</i>	<i>10</i>
	<i>Participate in a tree planting or other environmental volunteering</i>	<i>Sustainability Champion to report number of staff participating</i>	<i>Up to 30 points</i>

<i>Procurement</i>	<i>Action</i>	<i>Measurement</i>	<i>Points available</i>
	<i>Aware of and comply with procurement policy</i>	<i>Random Audit</i>	<i>10</i>
	<i>Avoid purchase of single use/ disposable items</i>	<i>Random Audit</i>	<i>10</i>
	<i>Bulk order where applicable</i>	<i>Sustainability Champion to provide report/evidence</i>	<i>10</i>
	<i>Ensure suppliers minimise packaging prior to purchase</i>	<i>Sustainability Champion to provide report/evidence</i>	<i>10</i>
	<i>Relevant staff have undertaken procurement training</i>	<i>Sustainability Champion or Procurement Office to provide info</i>	<i>15</i>
<i>Travel/transport</i>	<i>Action</i>	<i>Measurement</i>	<i>Points available</i>
	<i>Emissions from flights below average for JCU per staff member for previous calendar year</i>	<i>Flights emissions report</i>	<i>2 points for every 5% below the JCU average</i>
	<i>Promote and encourage staff to use the Corporate Travel Management SMART Taxi Sharing initiative when travelling</i>	<i>Sustainability Champion to provide evidence</i>	<i>10</i>
	<i>Cycle/walk/use public transport/carpool to/from JCU at least 2 days per week</i>	<i>% of total staff undertaking at least 2 days per week</i>	<i>5 points for every 10% of staff (up to 50 points max)</i>
<i>Personal Efforts</i>	<i>Action</i>	<i>Measurement</i>	<i>Points available</i>
	<i>Use a reusable Coffee Mug</i>	<i>Random Audit</i>	<i>5</i>
	<i>Use a reusable water Bottle</i>	<i>Random Audit</i>	<i>10</i>
	<i>Number of staff that have utilised the volunteer leave scheme</i>	<i>Report percentage of staff that have participated in the last 12 months</i>	<i>1 point for every 5% of staff (20 points max)</i>
<i>Innovation</i>	<i>Action</i>	<i>Measurement</i>	<i>Points available</i>

	<i>Additional points will be awarded for innovative sustainability practices or behaviours within your office or college. Let us know what your innovative practice is and we'll allocate points based on its impact and reach.</i>	<i>At the discretion of the TropEco team</i>	<i>Up to 50</i>
Unsustainable practices	Action	Measurement	Points available
	<i>Coffee pods used</i>	<i>Random Audit</i>	<i>Minus 5</i>
	<i>Excessive use of single use plastics (plastic bags, water bottles, disposable coffee cups, containers)</i>	<i>Random Audit</i>	<i>Minus 1 per item (up to 5 max)</i>
	<i>Leaving doors or windows open to the outside in air-conditioned buildings</i>	<i>Random Audit</i>	<i>Minus 10</i>
	<i>Personal/excess fridges</i>	<i>Random Audit</i>	<i>Minus 1 per fridge (up to 5 max)</i>