

SustainAbility Stars

 An EW Tipping Foundation Project

Edition 38, 7 September 2011

Green Office Challenge in September – Waste and Paper

In August, all office-based staff were asked to focus on energy use around the office and switch off their computer monitors every night. The winners from each office were announced recently in our Green Office Challenge Update.

In September, our challenge is about using less paper and creating less waste.

Did you know:

- Paper is the largest component of waste in an office
- Every Australian office worker uses about 10,000 sheets of A4 paper each year
- It takes 24 trees to create just one tonne of virgin office paper

For the month of September, everyone is asked to think before they print. STOP and THINK – is there a reason you need a printout of this document? And if there is a good reason, are you doing secure and double-sided printing?

This is an office/team challenge. Everybody has the opportunity to act and contribute to how their office performs. The amount of paper used by the copier/printer in the office will be tracked in the month of September and October. The top 3 offices that have the highest percent reduction in paper use will win a prize.

If you are unsure about the above, check with your Green Office Champ:

Carnegie - Di Kouvelis
Preston - Trish Edwards
Warragul - Donna Whitehead
Morwell - Sally Fisher
Ballarat - Sarah Drake
Bendigo - Anne Ansell
Swan Hill - Carmel Gathercole
Shepparton - Tara O'Connor
Wodonga - AnneMarie Noonan

Paper Initiatives at EW Tipping Foundation

One ongoing initiative that is reducing paper use within the organisation is our timesheet processing system. In [Edition 26](#), we mentioned that the introduction of Carelink has reduced the use of paper as timesheet processing is streamlined.

We are now making further progress with "EziTracker". EziTracker is a software package that fully automates time and attendance verification and eliminates manual timesheet receipting. It interfaces directly with CareLinkPlus and is the next step in streamlining the timesheet processes. We have now rolled out the software at ReNew, and over time it will be rolled out to all other services.

Processing of staff pays every fortnight is also using more paper than we



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In Other News

Maffra SustainAbility Open House this Sunday

The EW Tipping Foundation's SustainAbility Stars program has a focus on everyday sustainable practices for people living in shared supported accommodation. As part of Sustainable House Day, we are holding a special open house to showcase the sustainable actions we are taking towards sustainable living and making a difference for the environment.

Where: Maffra
(address provided on RSVP)
When: Sunday 11 September,
2 pm – 3 pm

RSVP is essential to Sharon Chan on
9564 1000
sharon.chan@tipping.org.au

Sustainability budget for HomeChoices houses

Under the SustainAbility Stars program, all HomeChoices houses have a small budget available to purchase small tools and equipment that will help them with sustainable action around their homes. For financial year 2010/11, money will be available again to help with materials and equipment.

To find out more, speak to your Coordinator or [Sharon Chan](#), our SustainAbility Project Officer.

would like to. We are currently still issuing 300-400 paper payslips every fortnight. Together with the NetNews newsletter that accompanies the payslip, that's a total of 800 pieces of paper every two weeks! Payroll slips are something that we hope to completely go online. If you wish to receive your payslips by email and save a few trees, please email your details to our payroll officer at payroll@tipping.org.au.

Another paper waster is printing out the branded e-letterheads. These e-letterheads are designed for use when emailing a letter only. If you need to print out a letter on letterhead, we have supplies of pre-printed stationery available in each office that need to be used before the end of the year. Using the pre-printed letterhead also looks more professional, saves money on colour printing and saves the colour toner (which means less waste too)!

New Bike Parking at Carnegie office

For staff who work in or visit the Carnegie office, we would like to highlight that there are now three bike parking facilities available onsite. Two of them are newly installed on the right-hand side wall, as you are walking down the driveway, the other one is by the entrance door at the back of the building. Staff biking enthusiasts, Katie Davies and Sharon Chan, were excited to check them out. Feel free to use them!



Garden update from St Arnaud

Graeme, staff member at our St Arnaud HomeChoices house, was pleased to share an update on how their sustainable efforts are getting some great results.



It seems their vegie garden is doing very well. "We have had a bumper crop of snow peas and lots of pumpkins, which were consumed happily by all residents. They have found many different ways of cooking them and we currently have the garden bed ready for the next planting."

Also set to produce some great compost is their worm farm. "Our worm farm is picking back up after a lot of bad frosts and the worms not being very active over winter. The worms are now back into action though!"

Thanks Graeme for sharing this update. If you have a story to share on your sustainable actions or results from Winter, please send it through to Sharon Chan, Sustainability Project Officer.

Social Justice and Environment documentaries

Network, relax and see award-winning documentaries each month. Ross House is presenting films for social justice and the environment on the first Tuesday of every month. Their first screening is TAPPED, which investigates the role of bottled water industry and its effects on our health, climate change, pollution and our reliance on oil.

When: Tue 6 September 2011
6 pm – 9 pm
Where: 247 Flinders Lane, Melbourne

For enquiries or to book your spot, please phone 9650 1599
Entry is by donation with all proceeds going to environmental and social justice campaigns. More details www.rosshouse.org.au

SustainAbility Project

For more information about EW Tipping Foundation's SustainAbility Project or the SustainAbility Stars program, go to www.tipping.org.au or email sustainability@tipping.org.au.



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