



The University of Queensland Green Office Program



The Green Office Program is your opportunity to promote good environmental practices at UQ

UQ's Green Office Program is an initiative where staff have the opportunity to promote the implementation of sustainable practices in their work area.

Objectives of the Green Office Program:

- Raise environmental awareness in offices on campus
- Reduce the amount of recyclables going to landfill
- Reduce energy and water consumption
- Increase the purchase of environmentally preferred products
- To engage UQ staff in environmental initiatives on campus

Green Office Representatives have the opportunity to:

- Broaden their understanding of environmental issues
- Learn about environmental impacts and how to manage them
- Play a key role in promoting good environmental practice at UQ
- Conduct Green Office Surveys

Role of Green Office Representatives involves:

- Attending a 2-3 hour training session
- Attending update and networking sessions (approximately 1 hour)
- Allocating approximately 30 minutes per week to raise environmental awareness
- Conducting Green Office Surveys (approximately 2 hours)

Frequently Asked Questions

See overleaf for a range of FAQ's about the Green Office Program .

To become a Green Office Representative:

- Fill out the Green Office Program Application form .
- Obtain permission from your Head of School, Centre or Administrative section to be involved.

For further information contact:

Sustainability Office

Property and Facilities Division

Ext. 69959 or 52076

Email: greenoffice@pf.uq.edu.au

Website: www.uq.edu.au/sustainability



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA





The University of Queensland Green Office Program



Frequently Asked Questions

What is the Green Office Program?

- An environmental initiative to promote good environmental practice at UQ. It is an extension of the University Environmental Management System.
- The program operates through a network of UQ Staff in UQ Schools, Centres and Administrative Units
- The program is coordinated by Sustainability Office, Property and Facilities Division.

What are the objectives of the Program?

- To promote good environmental practices in offices on campus
- To reduce the amount of recyclables going to landfill from UQ
- To promote energy and water conservation
- To promote the purchase of environmental preferred products
- To engage UQ staff in environmental initiatives on campus

What will I gain from being a Green Office Rep?

- Broaden your understanding of environmental issues, initiatives and events at UQ
- Learn about environmental impacts and how to manage them
- Play a key role in raising environmental awareness
- Reduce costs associated with resource consumption
- Be involved in a program that is different from your everyday work

What does a Green Office Representative do?

- Attend a 2-3 hour information and training session
- Attend update and networking sessions (approximately 1 hour)
- Conduct Green Office Surveys
- Communicate Green Office news, initiatives and advice to colleagues via noticeboards, email, staff meetings and/or awareness material
- Liaise with the Sustainability Office, Property and Facilities Division
- Make small changes to everyday work practices to reduce our impact on the environment

How much time will it take?

- Approximately 30 minutes per week. The more time you put in, the better the results will be.

How will I know what to do?

- Update and networking sessions provide you with information and ideas and allow you to share initiatives with other Green Office representatives.
- You will also receive email updates keeping you informed about Green Office information, initiatives and upcoming events.
- The Sustainability website is another great source of information for the Green Office Program.
- The Green Office Assistant is available for all your questions and queries.

Does my manager need to know?

- Yes, you must gain permission from your manager.

Who else is a Green Office Representative?

- Over 100 Green Office Representatives are in place at UQ's four campuses and two sites. Any UQ Staff member can participate. If someone else in your area is already a representative you can work together as a 'green team'. The list of current representatives is available on the Green Office web page on the Sustainability website.

What if I'm not based at St Lucia campus?

- Green Office sessions and events are currently held at St Lucia, Gatton and Ipswich campuses. There can be Green Office Representatives at any campus or site.

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