

Green Office Program ... promoting good environmental practices at UQ

UQ's Green Office Program is an initiative where UQ staff have the opportunity to promote good environmental 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

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 assessments

Role of Green Office Representatives involves:

- Attending a 1 hour training session
- Attending quarterly update and networking sessions (approximately 1 hour)
- Allocating approximately 30 minutes per week to raise environmental awareness
- Conducting annual Green Office assessments (approximately 1 hour)

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:
Environmental Services,
Property and Facilities Division
Ext. 57580 or 52076
Email: greenoffice@pf.uq.edu.au
Web: www.pf.uq.edu.au/Ems/GrnOffPrgrm.html



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 Environmental Services, 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 1 hour information and training session
- Attend quarterly update and networking sessions (1 hour)
- Conduct a Green Office annual assessment
- Communicate Green Office news, initiatives and advice to colleagues via noticeboards, email, staff meetings and/or awareness material
- Liaise with Environmental Services, 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 a week. The more time you put in, the better the results will be.

How will I know what to do?

- Quarterly 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 monthly email updates keeping you informed about Green Office information, initiatives and upcoming events.
- The Green Office website is another great source of information.
- The Green Office Coordinator is available for all your questions and queries.

Does my manager need to know?

Yes, you must gain permission from your manager by having them sign the Green Office application form.

Who else is a Green Office Representative?

Over 70 Green Office Representatives are in place over three UQ campuses. Any UQ Staff member can participate. If someone else in your area is already a representative you can work together as a 'green team'. A list of current representatives is available on the Green Office 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 Reps at any campus or site.

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