The Award for Best Green Office Initiative recognises a staff member’s outstanding achievement in progressing the objectives of the Green Office Program during the period 1 June – 4 May. This may be in relation to a specific area such as energy conservation or a more generic item such as raising the profile of environmental sustainability in the workplace.

SELECTION CRITERIA

The University of Queensland’s Green Office Program has the following objectives:

- To promote good environmental practice in UQ offices
- Reduce the amount of recyclables going to landfill from UQ
- Reduce energy and water consumption
- Increase the purchase of environmentally preferred products

The Award for Best Green Office Initiative is based on criteria that reflect these objectives - to introduce a sustainable culture focused on good environmental practice.

To introduce a sustainable culture focused on good environmental practice relates to identifying what changes need to be made and influencing behaviour and processes to achieve a long-term change.

Selection Criteria for Introducing a Sustainable Culture focused on good environmental practice:

1. Demonstrated record of assessing and identifying key changes to affect a sustainable culture focused on good environmental practice.
2. Demonstrated improvement in the workplace where there has been a change in culture that incorporates environmental performance into daily work activities (behaviour and/or processes).
NOMINATION PROCEDURE

Nominations must be received from a Green Office Representative with support from their Supervisor.

Nominees must complete the Award Application Form and submit it to the Sustainability Office by 18 May 2012.

ELIGIBILITY

All UQ staff who have been registered as a Green Office Representative for at least 6 months are eligible to receive this Green Office Award.

For a Green Office Representative to be eligible for the Best Green Office Initiative Award the Annual Assessment Results for 2011-2012 for the Green Office Area must also be submitted with the award application form to the Sustainability Office by 18 May 2012.

AWARD

The winner of the Award for Best Green Office Initiative will receive a sustainability prize to the value of $500.

SELECTION COMMITTEE

Sustainability Manager and Sustainability Coordinator, Property and Facilities Division and non Property and Facilities Division Nominee.

APPLICATION SUBMISSION

Please submit your completed application to:

Contact: Green Office Coordinator
Address: Sustainability Office, Property and Facilities Division,
Email: greenoffice@pf.uq.edu.au

Applications for the 2011/12 Award must be received by 18 May 2012.
Application Form: Award for Best Green Office Initiative

Green Office Representative Name: ______________________________________
Position: ___________________________________________________________
School/Centre/Admin Unit: _____________________________________________
Room Number:_______ Level:_______ Building: ____________________________
Ext: _________________________ Email: ________________________________

Length of time which you have been a Green Office Representative: _______ months

Has your section completed its Annual Green Office Assessment for 2011/2012? Y/N

Please attach your Annual Green Office Assessment Results for 2011/2012 with this application.

In 300 words or less describe how you have contributed to implementation and development of the objectives of the Green Office Program (outlined in the award criteria) during the period of 1 June 2011 – 4 May 2012.

Please attach the description of how you have contributed plus any supporting documentation or photographs of your contribution with this application.

I, ______________________________(Green Office Representative Name), declare the information provided with this application to be accurate and correct at the time of submission and I accept the terms and conditions of the Award Selection and Eligibility Conditions outlined in the ‘Award for Best Green Office Initiative Criteria’ document.

Representative Signature: ______________________________ Date: ___________

Name of Head of School/Centre/Admin Unit: ______________________________
Date: __________________ Signature: _________________________________

Please complete and return this form by the 18 May 2012 to:

Sustainability Office
Property and Facilities Division
Ext. 69959 or 52076
Email: greenoffice@pf.uq.edu.au Website: www.uq.edu.au/sustainability