The University of Queensland
Green Office Program

Award for Most Motivated Green Office Representative / Team

The Award for Most Motivated Green Office Representative/Team recognises the significant achievements of UQ staff members involved in the Green Office Program. The Green Office Program has been operating since 2005 and its key role is to raise environmental awareness at the local level.

Outstanding contribution and engaging staff at the local level are the two criteria upon which the Award for Most Motivated Green Office Representative/Team is based.

SELECTION CRITERIA

The Award for Most Motivated Green Office Representative/Team is based on two criteria that reflect the Green Office Program’s aim of promoting good environmental practice at the local level. These are Outstanding Contribution, and Engaging Staff to improve environmental performance at the local level.

1. Outstanding Contribution

Outstanding contribution is aligned with The University of Queensland’s focus on embedding sustainability on all of its campuses and sites and across all areas of learning, discovery and engagement. Examples might include the Green Office Representative / Team:

- Liaising with key personnel to incorporate sustainability into processes and systems.
- Achievements have advanced the University’s standing as a leader in Sustainability.
- The Green Office Representative/Team have demonstrated commitment to raising awareness of the University’s focus on embedding sustainability on all of its campuses and into all areas of learning, discovery and engagement.

2. Engaging Staff to improve environmental performance at the local level

- Consistently engaging staff in a proactive and positive manner to encourage good environmental performance at the local level.
NOMINATION PROCEDURE

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

Nominees must complete the Award Application Form and submit the completed form 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 or Team to be eligible for the Most Motivated Green Office Representative or Team 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 the 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 & 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 Most Motivated Green Office Representative

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 Most Motivated Green Office Representative/Team 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
Application Form: Award for Most Motivated Green Office Team

Green Office Team Name: ______________________________________________

Please fill out the following information for each of the Green Office Team Members:

1) 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.

2) 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.

3) 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 your team has 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 your team has contributed and any supporting documentation or photographs of your contribution with this application.

We, ____________________________ (Green Office Team Name), declare the information provided with this application to be accurate and correct at the time of submission and we accept the terms and conditions of the Award Selection and Eligibility Conditions outlined in the ‘Award for Most Motivated Green Office Representative/Team Criteria’ document.

1) Team Member Name: __________________________________________
Representative Signature: __________________________ Date: __________
Name of Head of School/Centre/Admin Unit: __________________________
Date: _______________ Signature: __________________________

2) Team Member Name: __________________________________________
Representative Signature: __________________________ Date: __________
Name of Head of School/Centre/Admin Unit: __________________________
Date: _______________ Signature: __________________________

3) Team Member Name: __________________________________________
Representative Signature: __________________________ Date: __________
Name of Head of School/Centre/Admin Unit: __________________________
Date: _______________ Signature: __________________________

Note: If team members are from the same area, Head of School signature is only required once.

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