



What is a Green Office Rep? (and other Green Office FAQs)

What is a Green Office Rep?

- Someone who wants to take action on sustainability issues at Swinburne.
- Someone who wants to help implement fun, easy initiatives to help make their office greener.
- Someone who wants to be in touch with other Swinburne staff members concerned about sustainability.
- Someone who wants to be involved with a program a little different to their everyday work.

What does a Green Office Rep do?

- Attends Green Office workshops and events (once a quarter)
- Follows the Green Office 10-point plan
- Visits the Green Office website for resources and advice
- Communicates Green Office news and initiatives at staff meetings and via email to

I don't have much time - how much will it take?

- Less than an hour a week if that's all you've got.
- As much time as you'd like to put in – the more time you put in, the better your results will be!

How will I know what to do?

- The program is quite structured – you can follow the 10-point plan, Green Office Toolkit and attend workshops.
The Green Office Coordinator (Monique Bayer x4692) is always available to field Green Office queries.
- You can be creative and implement your own initiatives!

What if I can't make the workshops?

- Workshop news is sent to all reps afterwards (but it's better to be at the workshop)
- Workshop news and outcomes are posted on the Green Office website.
- The Green Office website is a great source of information
- The Green Office Coordinator (Monique Bayer x4692) is always available to field Green Office queries.

Does my manager need to know?

- It's a good idea to ask your Manager first if you can participate in the program.

Who else is a Green Office rep?

- There are over 100 listed reps across Swinburne on all campuses.
- Many Green Office reps sit in Admin and support roles, but anyone can be a Green Office rep.
Maybe someone else in your department is already a Rep – a great opportunity to work together in a Green Team!

What if I'm not based at Hawthorn?

- There are Green Office Reps at every campus
- Green Office workshops and events travel to other campuses when they can.

<http://www.swin.edu.au/ncs/swingreenoffice>