## Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Mar</td>
<td>Census Date</td>
</tr>
<tr>
<td>4 Apr</td>
<td>T&amp;L Workshop: active learning in the classroom. Carl Reidsema and Phil Long will be facilitating the workshop. When: 8:30-12:00 Where: ELEX, 50-c207</td>
</tr>
<tr>
<td>15 Apr</td>
<td>All missing publications for 2013 HERDC to be entered into eSpace</td>
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<tr>
<td>Mid Apr</td>
<td>Application for promotion up to Level D</td>
</tr>
<tr>
<td>Mid Apr</td>
<td>Application for mid-term review</td>
</tr>
<tr>
<td>20 Apr</td>
<td>Application for promotion to Professor</td>
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<tr>
<td>30-31 May</td>
<td>Assessment Planning: A practical workshop with Alverno College (details vol 1)</td>
</tr>
<tr>
<td>28 Jun</td>
<td>Academic staff appraisal – must be completed</td>
</tr>
<tr>
<td>29 Jul- 2 Aug</td>
<td>School Review</td>
</tr>
</tbody>
</table>

## World’s Greatest Shave

Maddy, one of the members of the EAIT Faculty Marketing Team has decided to participate in the World’s Greatest Shave to raise money for the Leukaemia Foundation. She’s already exceed her goal for $2000, so her curls will be shaved! You can make a donation at: [http://my.leukaemiafoundation.org.au/maddyflano](http://my.leukaemiafoundation.org.au/maddyflano)

## Overseas Travel

### Travel during teaching and examination periods

The Head of School has asked that all staff with teaching commitments include a statement in their travel requests with details of how their teaching and marking duties will be covered during their absence. This will assist him with speedier approvals of your travel.

### DFAT

Please ensure the correct DFAT advice is chosen when completing Overseas Travel requests, for most countries this will be Normal Safety Precautions, but if you are in doubt, please contact the finance office. Choosing the correct category will ensure your travel is approved in the shortest time.

## OH&S

### OH&S training courses in March

For detailed course descriptions and registration, please enrol online via the following Staff Development Website: [http://www.uq.edu.au/staffdev/index.asp](http://www.uq.edu.au/staffdev/index.asp). Of particular interest, please note -

- Risk Assessment Database Training 13 March (1.5 hours)
- Chemical Risk Assessment Database Training 21 March (2 hours)

### Facilities

Email all facilities related requests (e.g. keys, building inductions, maintenance) to facilities@eait.uq.edu.au. This will ensure that a job is logged with the team and responded to promptly.

## UQ Wellness

### Weight Watchers At Work

Given the positive feedback received from participants about the last Weight Watchers At Work Program, UQ Wellness is happy to offer it again to staff. The new program is due to start on Tuesday March 19! To receive more information, please [click this link](#) and the UQ Wellness team will contact you.

### Yoga

UQWellness is offering Yoga classes again. 5 class pass for $75 (6 weeks to use) OR 10 class pass $130 - valid for 3 months! Deep relaxation and guided meditation are special features of these yoga classes. Monday afternoon class runs from 4.45pm – 5.45pm in the AIBN Building (L1 Seminar Room).

Contact [Dr Vivek Mitter](mailto:dr.vivek.mitter@uq.edu.au) for details, including other class options available.
Disregard Performance

The Assessment Rules for 2013 have changed (GAR 1A.14.4), and now a student who attends and attempts whole or part of the original examination will not be eligible for a deferred examination.

So how could this new ruling affect students who are unwell?

Either: Commence and finish sitting an exam; or Do not attend an exam, obtain a medical certificate from a doctor and apply for a Deferred Exam.

Students should check eligibility criteria before making a decision and can be directed to the myAdvisor website or ask the Student Centre if they have any questions.

ITAS Tutors

The Indigenous Tutorial Assistance Scheme (ITAS) is a funded project aimed at providing supplementary tutorial assistance to Indigenous students pursuing academic study in a tertiary environment. Under this scheme, Indigenous students receive academic tutoring from a qualified tutor. ITAS is managed by the ITAS Coordinator in conjunction with Student Relations Team at the Aboriginal and Torres Strait Islander Studies Unit.

Some of our u/g students may approach you and seek information or help in finding ITAS tutors. Please direct them to UQ’s ATSIS unit. Please note that ITAS tutors should not be teaching the same students (and at the same time) as normal tutors.

U21 Student Experience events

The Office of Undergraduate Education is offering grants to UQ students to attend a number of U21 events in 2013. The deadline for applications is Sunday, 17 March. Encourage students to apply online.

- **U21 Undergraduate Research Conference**: Urban Challenges – building healthy, smart & creative cities for the future, 8-12 July. University of Amsterdam, The Netherlands
- **U21 Summer School**: Human Rights, 7-9 July. University of Connecticut, USA
- **Social Entrepreneur Corps**: Social Entrepreneurship, 23 June – 20 July. University of Connecticut, Guatemala

To be eligible for the U21 grants, students must:
  - Be currently enrolled at UQ
  - Be in at least their second year of study
  - Submit a report outlining their experiences at the event
  - Agree to be photographed and interviewed for promotional purposes

Procurement

As the University continues to critically analyse its governance structures, including the high risk areas of procurement and conflicts of interest, instances of non-compliance are being detected and some of these matters have become the subject of internal and external scrutiny.

All procurement must be undertaken in accordance with UQ’s Purchasing Policy (PPL 9.40.01 Purchasing) and all staff must be aware of their responsibilities prior to undertaking any procurement activity, regardless of the monetary value. To not do so places themselves and the University at risk.

A purchase order must be in place to record the commitment and manage the approval process for all goods and services ordered, and, with the exception of circumstances where a separate contract for supply has been entered into, the official purchase order must be used to order the goods or services.

All stages of the procurement decision-making process at the University, from planning to award of contract, must be defensible and documented.

Please refer to the full policy for more details - PPL 9.40.01 Purchasing

All staff should also ensure that they are aware of the University’s current Conflict of Interest Policy (currently being redrafted). Conflicts of Interest are common in procurement because of the specialist nature of the University’s business. Conflicts must always be declared and managed. Failure to declare a Conflict of Interest can be viewed as official misconduct and may be referred to the Crime and Misconduct Commission.
6 March 2013

Robert Gerrity
University Librarian
The University of Queensland Library

Dear Colleague

As you are aware, both the ARC and NHMRC have recently issued Open Access mandates, requiring that publications arising from projects they fund be made openly accessible, either via deposit in an institutional repository (eSpace in the case of UQ) or via publication in an open-access journal. The Library encourages open-access deposits of research publications in eSpace (so-called “green OA”) as the preferred approach to satisfying the funding-body mandates, but to ensure that there are as many options as possible for researchers to make their publications openly accessible, we’ve also initiated supporting memberships in a number of “gold” open-access publishing services. These memberships result in discounts for UQ researchers on article-processing charges (APCs) charged by the publishing services.

PLOS —affiliated researchers receive a 10% discount on publication fees in all PLOS journals: PLOS Biology, PLOS Medicine, PLOS Computational Biology, PLOS Genetics, PLOS Pathogens, PLOS Neglected Tropical Diseases, and PLOS ONE.

BioMed Central - UQ authors receive a 15% discount on the article-processing charge when publishing in a BioMed Central, Chemistry Central or SpringerOpen journal.

F1000Research - UQ authors receive a 15% discount on Article Processing Charges for F1000Research. In addition UQ researchers are able to deposit posters in the F1000 Open Repository for Posters and Slides.

In addition to these services The Royal Society for Chemistry has recently launched its Gold for Gold OA program – which ‘rewards all institutions that subscribe to RSC Gold with voucher codes to make papers available via OA, free of charge.’ The UQ Library is in this category and is the first Australian institute to offer this service. The Library’s subscription entitles UQ to publish up to 20 articles in 2013 OA articles free of charge.

I hope that you and your staff will take advantage of these services. Please contact me or your designated librarian for further details.

Regards

Robert Gerrity
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P: 0406 822 241

“AIME has been the highlight of my university experience since becoming involved in 2010.”

James Goswell, Mentor, The University of Sydney.
Australia is one of the largest contributors to waste entering landfills every year; however, the country’s population only accounts for 0.3% of the world total. Most of the items we dispose of can be averted from landfill and recycled for reuse. One contributor to general waste that causes harm are plastic bags. Not only are plastic bags harmful to biodiversity, but they can take up to 1000 years to decompose without ever fully breaking down. It has been estimated that over 1 trillion plastic bags are used worldwide each year with an average use of only 12 minutes*. Following use, the bags end up not only in landfills and oceans, but drains and waterways too, increasing the risk of flooding.

Here are a few tips to reduce your use of plastic bags and keep them out of landfill:

- Buy reusable bags from your local supermarket to carry purchased items.
- Leave a reusable bag in your car or by your house door so you won’t forget to take one when leaving home.
- Use a reusable bag when going food and clothes shopping.
- Return plastic bags to the supermarket to be recycled instead of disposing them in the general waste.

Individual states in Australia have started banning single-use plastic bags, including South Australia, ACT, and the Northern Territory, with Tasmania joining this year. For more information about plastic bags and what you can do to help, click here.

* Facts sourced from Clean Up Australia.

Reuable Bags for a Greener Future

New Sustainability Posters

For the past few months, the sustainability office has been working on updating resources for our Green Offices. We are very happy to let you know that the first instalment of our new sustainability posters are ready for use! Most have been updated from their previous versions, and together they promote the 8 sustainability themes at UQ. Please feel free to distribute these amongst your colleagues, display throughout your office and use them for any promotions or initiatives. Another set of posters that focus on more specific initiatives are currently being created, and will be ready for use in the near future. The finished posters can be accessed here on the sustainability website under ‘Sustainability Poster Series’.

Enjoy these posters and keep an eye out for the second instalment. Also, if you have any feedback or suggestions we would love to hear from you.

Get More Bins

Have you recently moved offices? Is your recycling bin being continuously filled by your neighbour and you want them to have their own bin? Are you tired of running to the basement to dispose of your garbage? Fear not! You can request more bins for recycling, cardboard, polystyrene, e-waste and co-mingled from Property & Facilities, just contact recycle@pf.uq.edu.au.
**Sustainability Walk Photo Competition**

A new addition to the UQ St. Lucia campus, the Sustainability Walk, is now complete and ready for you to discover. With 34 locations spread around campus and the lakes precinct, there is much to learn about the diversity outside our offices. To celebrate the opening of the Sustainability Walk, UQ Sustainability is holding a photography competition for all staff to participate in. Send in your best 4 photos for your chance to win a $40 Fairtrade chocolate lovers hamper and UQ Sustainability Keepcup. There are two chances to win, so get out there and be inspired! For full contest rules and details please visit the [website](http://www.uq.edu.au/sustainability). The contest closes Thursday 14th March, so make sure you get your images in quickly.

**Save Your Leftovers**

Founded in 2004, and brought to Brisbane in 2011, OzHarvest is a not-for-profit charity that collects excess food from professionally catered events and food caterers free of charge. Items are then distributed to other charities that support people in need. For every 1kg of food collected, 2kg of greenhouse gas (CO₂-e) emissions associated with landfill are avoided. This initiative is one way that local organizations are addressing Australia’s food waste of 3 million tonnes per year. If you will be hosting a catered event with the possibility of having excess food left over, contact OZ Harvest to collect any uneaten food and keep it from going to waste. For more information, visit [http://brisbane.ozharvest.org/](http://brisbane.ozharvest.org/).

**Frequently Asked Questions**

**What are the benefits of composting?**

Composting is a great option to keep organic waste out of landfill and turned into nutrient rich soil for your garden. It is estimated that about half of all household waste is organic and can be recycled through composting. Compost can be useful for plant growth, water retention in sandy soils and to reduce the amount of unwanted insects in your garden. Plus, it’s one less thing you need to place in the general waste for collection on garbage day!

**Upcoming Events**

- **New Representative Training Session, St. Lucia**  
  Tuesday 5th March, 9:30-11:30am  
  Prentice Building (42), room 539  
  [Enrol online](http://www.uq.edu.au/sustainability).

- **World Water Day**  
  Friday 22nd March  

- **Earth Hour**  
  Saturday 23rd March, 8:30pm  

- **Staff Development Program, St. Lucia**  
  - Fostering a Sustainable Culture at UQ  
  Wednesday 20th March, 10:00-11:00am  
  Learning Innovation Building (17), room 202  
  [Enrol online](http://www.uq.edu.au/sustainability).

- **Green Office Update Session, St. Lucia**  
  March 2013, details to be advised

**For further information contact the Sustainability Office, Property & Facilities Division:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Office Coordinator (p/t)</td>
<td>33469959</td>
<td><a href="mailto:greenoffice@pf.uq.edu.au">greenoffice@pf.uq.edu.au</a></td>
</tr>
<tr>
<td>Suzanne Davis, Sustainability Coordinator</td>
<td>33652076</td>
<td><a href="mailto:s.davis@pf.uq.edu.au">s.davis@pf.uq.edu.au</a></td>
</tr>
</tbody>
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Website: [www.uq.edu.au/sustainability](http://www.uq.edu.au/sustainability)
Welcome to 2013 Equity Alert, a bulletin for UQ’s volunteer networks of Discrimination & Harassment Contact Officers (DHCOs) and Equity & Diversity Information Networkers (EDINs).

Please ensure that you distribute widely amongst your organisational areas via email, electronic attachments and hard copy printouts

**International Women’s Day Seminar – Susan Forrester, Speaker**

All staff are invited to the 2013 International Women’s Day Seminar “Building Better Boards – one woman’s crusade”. The speaker, Susan Forrester is a professional company director with a background in law, finance, HR, and consulting. Susan’s career spans more than 20 years in the commercial arena. She enjoys a diverse and rewarding portfolio career, currently comprising seats on five Boards covering a wide range of sectors and industries.

Sue’s approach to governance is people focused – by harnessing the collective energy, experience, wisdom and skills of the Board of Directors to drive a dynamic organisation. Her talk will focus on the importance of the human element around the board table.

**Wednesday March 6, 12.30-2pm, Terrace Room, Level 6, Sir Llew Edwards Building**

RSVP’s are essential for catering purposes. Please email equity@uq.edu.au

**Discrimination and Harassment Contact Officer Training**

There are still places left for the next Discrimination and Harassment Contact Officer (DHCO) Training Session, 14th and 15th March. DHCOs are often the first point of contact for staff and students with queries related to discrimination, harassment, vilification or victimisation. They also play an important role in team education and preventative measures. Staff who have an understanding of and commitment to social justice principles and have a high level of discretion are invited to apply.

This course will enable participants to:

1. gain an overview of the legislative and policy environment in which The University of Queensland operates
2. understand the role of the Discrimination and Harassment Contact Officer (DHCO)
3. develop a basic understanding of the University’s grievance resolution procedures and options available for staff and students seeking resolution of issues related to harassment and discrimination
4. practice the role as a DHCO.

Details are on the Staff Development website here: [https://staffdevelopment.hr.uq.edu.au/course/UEDDHC](https://staffdevelopment.hr.uq.edu.au/course/UEDDHC)

**Equity and Diversity Awards 2013**

Each year the *Vice-Chancellor’s Equity and Diversity Awards* recognise outstanding contributions by staff, students and graduates who are pursuing inclusive initiatives that benefit others.

To nominate yourself or someone else download the [nomination form](https://staffdevelopment.hr.uq.edu.au/course/UEDDHC) [PDF 366kb] and [guidelines](https://staffdevelopment.hr.uq.edu.au/course/UEDDHC) [PDF 230kb]. For more details, visit the [Diversity Week 2013 website](https://staffdevelopment.hr.uq.edu.au/course/UEDDHC).
Pride in Diversity Networking Event – 12 March

Pride in Diversity (PiD) is a national organisation that promotes LGBTI inclusivity at an organisational level. UQ’s LGBTI employees and Allies are invited to the next PiD Networking Event. Attendees are welcome to bring a guest. Registrations are essential.

Date: Tuesday 12th March, 5.30 - 7.30
Address: Pav Bar, Stamford Plaza Brisbane, Cnr Edward and Margaret Sts (main hotel entry on Edward St)
Register: http://pidbrisevent.eventbrite.com.au

Two Decades On: Strengthening Australia’s Disability Laws

This week the Disability Discrimination Act reached its twentieth anniversary. So, twenty years on, just how well is this discrimination law working? To listen, download or view the transcript of this Law Report article from Radio National, follow this link.

Changes to EOWA

What’s changing? Comparison of key aspects of the old and new legislation

The Equal Opportunity for Women in the Workplace Act 1999 has now been replaced by the Workplace Gender Equality Act 2012.

Under the new legislation, the Equal Opportunity for Women in the Workplace Agency has been renamed the Workplace Gender Equality Agency.

The principal objects of the WGE Act are to:

- promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace
- support employers to remove barriers to the full and equal participation of women in the workforce, in recognition of the disadvantaged position of women in relation to employment matters
- promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities)
- foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace
- improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace.

Each year, the Equity Office compiles a report on behalf of the University to the Agency. For more information on the changes, follow this link: http://www.wgea.gov.au/About_WGEA/The_Act/Final_Branded_WGEA_whats_changing_fin.pdf