

Sample Action Plan

Proposed action	Risks & opportunities	Target	Estimated costs \$	Estimated Savings \$	Payback period	Timeline	Budget required	Who will follow it up?
Use double-sided photocopying & printing	Check that copiers & printers print both sides. Check if all forms can be printed double-sided (eg legal documents) Meets policy to reduce paper use.	40% reduction in paper use per year.	N/a	\$4000 pa	N/a	2 months	\$1000 to train staff in using double-sided printers and copiers	Joe B
Use recycled paper for printing	Less trees used to make paper – reduced footprint. Need to undertake initial trial on all printers and copiers to ensure compatibility. Need to do research to select more appropriate brand/type.	Purchase 80% recycled paper over next 12 months.	\$1200 (additional paper cost) Use savings above to fund costs	\$0	N/a	3 months	Nil (covered by above)	Jill N
Switch off computer terminals at night	Reduces energy use overnight.	95% of computers switched off overnight when audited in 2 months.	N/a	Est. 10% reduction in electricity = \$5000 pa	N/a	2 months	Nil	Peter P
Replace lawn around depot with native plants	Reduces current water use for lawn irrigation by 100%.	100% reduction in water use for lawn irrigation.	Landscaping \$2000	\$500 pa water costs	4 years	3 months	\$2000	Denise T