

Sustainability Action Plan

Company: CCC Couriers – 862 Canterbury Road Box Hill
 Date: 24.4.06
 Prepared By: Kathleen Esdaile, Going Solar ph. 0408 571 971



This Action Plan compliments the 'Recommendation Report for CCC Couriers – 2006'. The report provides further details on options, costs and methodologies.

Action	Description	Baseline Figure	Potential Benefits / Comments	Estimated Savings units - \$	Cost \$	Payback Period months	Target	Resources (refer report for contact details)	Person responsible
Communication									
Discussions with staff & sub contractors	Staff: table Action Plan and Recommendation Report at next monthly staff meeting for feedback, ideas and support. Sub contractors: arrange get together with sub-contractors to brief them on sustainability activities and obtain feedback/ideas and support.	n/a	As staff and possibly sub contractors may enact chosen environmental initiatives, it is advisable to involve them at beginning to foster trust, communication and contribution.	n/a	n/a	n/a			
Landlord	Recommend meeting with landlord to discuss CCC's interests in green office, sustainability and intentions.	n/a	The Landlord's assistance may be required for implementing certain initiatives.	n/a	n/a	n/a			
Environmental Policy	Develop a policy	n/a	A policy:- . shows leadership & commitment . internal & external credibility . provides PR leverage . gives confidence to staff that environmental consideration will be granted in their day to day work practices . provides a platform for implementing environmental initiatives . helps to embed the desired workplace culture	n/a	n/a	N/a	To be developed in due course.	See policy case studies in report	
Environmental Promotion	Erect signage and create marketing tools around office	n/a	To raise awareness and promote environmental initiatives being undertaken. ie. Posters, magnets, mugs, stationery items. Refer Recommendation Report for ideas.	n/a	Print and copy costs – variable	n/a		Eco-recycle (now called Sustainability Victoria) Refer further examples in report	

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Waste – Recycling									
Paper and cardboard recycling	Establish a paper and cardboard recycling system. Recyclable Materials:- <ul style="list-style-type: none"> • office paper • tissues • envelopes • post it notes • paper towelling from bathrooms 	Refer report	Reduces waste to landfill and should decrease frequency (and possibly costs) of normal rubbish collection.	Awaiting advice from Sustainability Officer at City of Whitehorse regarding rates according to frequency of waste disposal.	VISY \$190 bin rental pa (240L bin) \$30 once off delivery fee Free collection at a time suitable to you	To be identified		Waste Wise (Sustainability Victoria) VISY KS Environmental PaperAway	
Co-mingled Recycling (cans, bottles, etc)	Establish a cans & bottle recycling system. This could be done in conjunction with the paper and cardboard recycling. ie. one bin can have paper, cardboard and co-mingled materials.	Refer report	Further reduction of waste to landfill.	Need to identify costs as outlined above.	VISY \$30 once off delivery fee \$8 plus GST collection	To be identified		As above	
Recycle printer and copier cartridges	Provide a bin for printer & photocopier cartridges.	n/a	Reduced waste to landfill.	Monetary savings from reduced landfill storage & collection	FREE	n/a		Close the Loop	
Decrease number of bins in office	Particularly if recycling is introduced, the number of bins around the office can be reduced.	~ 12 (more than 2 per person)	Efficient use of office space. Less bins to be emptied. Less bin liners required.	Staff time saved in emptying bins and reduced costs for bin liners.	Cost of bin liners				
Strategic Bin Placement	Assuming paper and co-mingled recycling is introduced; place only a few paper bins in office, bathroom and kitchen. One landfill bin in kitchen.	~ 12 bins	As Above. Encouraging good recycling practices by avoiding contamination. Refer report for further details.	As above.	-	-			

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Paper Consumption									
Billing	Send bills less frequently and double sided as already identified by CCC. Investigate sending bills electronically to clients. (refer report for more information)	Paper and postage costs.	Reduced paper consumption.	Savings result in lower paper purchasing costs and postage costs.		Immediate		Computershare /E-Tree. Refer report.	
Re-use unwanted paper	Ensure used paper is used again by inserting used paper directly into paper tray of printer. Used paper is more likely to be used as notebooks if padded professionally from such places as Officeworks.	0	Reducing paper consumption and waste to landfill. Making it easier for staff to re-use paper for note-pads.	Savings result in decreased paper procurement. savings range from ~ .50c to \$2 per pad (Officeworks) purchasing notebooks as new.	.60 per pad (Officeworks padding service)	Can be Immediate		Officeworks	
Education	Place printing instructions & signs on PC's, printers & copiers to encourage paper conservation. Keep documents to a limit by increasing margins and decrease font size. To encourage staff to "think before you print", place another sign on the printer – "Was it worth a tree to print me?"	0	Educate staff on how to print double sided and/or two pages to one by clearly and simply listing the instructions and placing on their PC, by the printer and copier. The Office Manager may be able to set this as a default for each computer if suitable.	BP Australia Head Office, since 1997, reduced paper consumption by 83% which equates to \$549,757 savings.	0	Immediate savings with decreased paper purchasing			
Reduce one-use disposal items	Encourage staff to use cutlery and crockery provided for e.g. take own mug / plate to café next door instead of using disposal products.	n/a but savings for café so may qualify for discount	Reducing waste to landfill.	n/a	n/a	n/a			

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Energy									
Heating & Cooling Efficiency	<p>Heating As heating can be controlled by staff, educate staff on ideal temperatures (ie. 18-20°C) for energy efficiencies.</p> <p>Cooling Investigate whether air-conditioner can be connected to a set point, rather than just an on or off switch.</p> <p>Consider installing external blinds for summer cooling.</p> <p>Refer report for further information.</p>	Heating – set point deemed by staff	<p>If you can regulate heating & cooling yourself you may be able to save energy and improve comfort levels. You should also turn off when office is empty. Note that some air circulation is required.</p> <p>Ambient temperature reading was 22-23°C – around 3 degrees higher than recommended for winter cooling.</p>	Reduced energy consumption and costs	0	Unknown			
Office Equipment Efficiency	<p>Ensure monitors are turned off each night and weekend by placing a sign by the front door or on the monitor itself.</p> <p>Does the monitor in the left hand corner of the room (above shredder) need to be on all the time?</p> <p>Turn off printers and copiers each night manually or via timer switches.</p> <p>Encourage staff to enable power-save when leaving their desk</p>	0	<p>Reduced energy consumption.</p> <p>Screen savers do not save energy.</p> <p>Monitors use more power than PC's, unless on stand-by mode.</p> <p>PC's and appliances also use energy when on stand by. (this is referred to as 'Phantom Load'.)</p> <p>So if there is no need for appliance to be on, turn off completely at the wall.</p>	Reduced electricity costs	7 day Time Switch ~\$20 (Bunnings)	Approx. \$50 p.a. can be saved by enabling stand-by modes on PC's and switching off equipment on holidays. A further \$20 p.a. can be saved by switching off completely after hours each day.		The Green Office Guide (A5 booklet)	
Kitchen appliances	<p>Turn down temperature of Zipper hot water unit.</p> <p>Install timer switch to ensure unit is turned off close of business and for each weekend.</p>	-	<p>Reduced energy consumption.</p> <p>Assessment recorded tap hot water at 77° which only needs to be 50°.</p>	Reduced energy costs	7 day Time Switch ~\$20 (Bunnings)	Immediate			

	<p>Turn off appliances such as portable heaters, kettle, microwave, toaster, hot water unit and radio at the power point, at end of day or weekend.</p> <p>Decrease fridge temperature by 5°C.</p> <p>Defrost freezer on a regular basis.</p>		<p>Assessment recorded fridge at 8-9°C. A fridge's optimal temperature should be between 3 and 5°C.</p> <p>Freezer temperature recommended between -15 to -18°C. Unable to open freezer door to record freezer temperature. Say it's either too high or overdue for defrosting and cleaning.</p>						
Lighting Efficiency	Label light switches. (refer report for details)	n/a	Label the light switches at front door so staff can choose to turn unnecessary lights off.	\$18 per light per annum.	n/a	Immediate		Electrician	
Lighting Levels	<p>Turn off lighting in unoccupied areas such as certain parts of the main office, toilets and kitchen.</p> <p>Consider using desk lamps (with compact fluoro globes) to avoid lighting up entire room/section.</p> <p>Regularly clean light fittings for more light output.</p> <p>Use compact fluorescents for bathrooms, instead of a standard incandescent light bulb.</p>	Refer billing data	<p>Even with a large number of globes blown, (13 fluoro globes out of approximately 50), most areas of the office recorded acceptable lighting levels. Furthermore, turning off certain lights by the switch at the front door, will guarantee immediate energy & co2 savings at no cost.</p> <p>Refer report for further details.</p>	<p>Savings of \$18 pa. per light delamped</p> <p>Motion Detectors/ sensors cost ~ \$150-300 for 100m² (Source – SEDA)</p> <p>Refer report for cost benefit analysis.</p>					
Green Power	Consider purchasing Green Power	0	Investigate current supplier's (Origin Energy) options & costs.	0					
Indoor Air Quality									
Indoor Plants	Increase number of indoors plants	n/a	Aim for a plant for each office/area. Plants remove toxics from the air and provide oxygen.			No monetary payback			
Bathroom spray	Remove toilet spray in bathrooms or replace with a natural spray or oil such as orange or lemon or pot pourrie.	Unknown	Unnatural sprays omit unnecessary toxics into the air, reducing the surrounding air quality.		0	Immediate			
Green Cleaning	Consider using green cleaning agents and methods.	Unknown	Avoid toxics and volatile organic compounds (VOC's) by cleaning with green agents and methods.						

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Office Stationery & Consumables									
Purchase environmentally friendly alternatives	<p>Ask your supplier for a list of environmentally friendly products and purchase from this list where viable.</p> <p>Brochures and business cards can be printed on recycled paper.</p> <p>Use green cleaning agents.</p>		<p>Also refer report for further information.</p> <p>Refer report.</p> <p>Refer report.</p>						
Purchase fair trade and environmentally friendly kitchen supplies	<p>Fair-trade coffee, tea & organic sugar.</p> <p>Buy environmentally friendly cleaning detergent.</p>		<p>A great way to raise awareness around the office and demonstrate a simple way one person can make a difference, no matter where you are.</p> <p>An effective visual when hosting functions.</p>						
Purchase alternative special occasion cards	Demonstrate your commitment to your clientele by selecting environmentally friendly gifts and cards.							New Internationalist (refer report)	

Costs and savings are an indication only. It is recommended to check costs prior to implementing initiatives. This document is subject to Copyright.