AASB S2 in Action

College Photocopying

Governance

- A commitee of personnel within the College formed (staff and students)
- Each member to have a specific role: assessment, planning, monitoring and reporting
- Policy devised on photocopying around the College
- Procedures on responsible use of photocopying resources in daily tasks

Strategy

- Plan A - **Goals** to be achieved each quarter
- Plan B - **Governance** outlined for College website and infographic on responsible practices located where photocopiers are housed
- Plan C - **Costing** determined for paper, cartridges, maintenance, delivery, disposal of paper and machine upgrades
- Plan D - **Supplier background** on greenhouse gas emission claims and evidence re products and services sought
- Plan E - **Budgets** implemented for quarterly periods with performance reports at end of each quarter.

Risk Management

- Identify Scope 2 and Scope 3 greenhouse gas emissions related to photocopying
- Identify cashflow risks for the College regarding out of control photocopying or savings gained from improved restraint
- Outline scenario of a total paperless College in terms of risk and opportunities for the College
- Disruption to College processes (staff and students) if photocopying was completely disabled or supply was disrupted or sources used were high in greenhouse gas emissions

Metrics and Targets

- Budget Performance Reports on costing, usage and savings made
- Inventory of paper and related materials used
- List of suppliers used with table of greenhouse gas emission comparisons
- Impact on teaching and learning annecdotes
- Impact on administrative tasks annecdotes

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