

# ACTION PLAN

Name: **TAFE**

Campus: **Casino**

Goal: **Reduce paper/cardboard waste**

Target: **Reduce average paper/cardboard waste by 80%**

(Note: Ensure your target is Specific, Measurement, Achievable, Relevant and Time Framed)

Key tasks	Deadlines	Steps involved	Responsibility	Follow-up
<i>WHAT is to be done?</i>	<i>WHEN is it to be done?</i>	<i>HOW will it be done?</i>	<i>WHO will do it?</i>	<i>HOW will improvement be measured?</i>
1. Identify current usage and allocate reduction options	30th January	<ul style="list-style-type: none"> <li>Complete an audit on paper waste</li> <li>Conduct focus groups around campus</li> <li>Research local reduction options</li> </ul>	Campus Manager/Project Team	<ul style="list-style-type: none"> <li>Audit results</li> <li>Attendance at focus groups</li> </ul>
2. Purchase equipment for new collection system	By 30th January	<ul style="list-style-type: none"> <li>Obtain prices/quotes for equipment</li> <li>Complete requisition</li> </ul>	Facilities Officer	<ul style="list-style-type: none"> <li>Prices within campus budget</li> </ul>
3. Train staff in using on-line delivery platforms, e.g. Moodle	By 15th February	<ul style="list-style-type: none"> <li>Meeting with key teachers</li> <li>Develop training brief</li> <li>Request staff development from OD</li> </ul>	Organisational Development	<ul style="list-style-type: none"> <li>Attendance at meeting</li> <li>Staff development evaluations</li> </ul>
4. Train staff in electronic document administration	From 1st Thursday after staff meeting	<ul style="list-style-type: none"> <li>Meeting with key administration staff</li> <li>Develop training brief</li> <li>Request staff development from OD</li> </ul>	Project team to coach staff	<ul style="list-style-type: none"> <li>Attendance at meeting</li> <li>Staff development evaluations</li> </ul>

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5. Meeting to review progress	All staff to attend by 20th May	<ul style="list-style-type: none"> <li>Obtain reports on each initiative</li> <li>Develop meeting agenda</li> <li>Send campus wide invite</li> </ul>	Project team	<ul style="list-style-type: none"> <li>Meeting feedback</li> </ul>
6. Monitor effectiveness of new reduction options	From 15th July	<ul style="list-style-type: none"> <li>Compile a waste report and compare results to targeted reduction</li> <li>Publish results to date</li> <li>Reward best practice achievements</li> </ul>	Campus Manager/ Facilities Officer	<ul style="list-style-type: none"> <li>Reduction projection achieved</li> </ul>
7. Review waste reduction target	30th July	<ul style="list-style-type: none"> <li>Reset target if necessary</li> <li>Capture new ideas from project</li> </ul>	All staff (Manager to delegate responsibility)	<ul style="list-style-type: none"> <li>Progress report</li> </ul>