

AREA	GOAL	ACTION	TASKS	ACHIEVEMENTS SO FAR
Environmental Impact and Emissions	Reduce environmental impact of travel, promote sustainable transport practices and enhance office environment with nature.	Improve Travel Emission	<ul style="list-style-type: none"> <li>- Promote virtual meetings</li> <li>- Maximise use of business travel</li> <li>- Review carbon offsetting</li> <li>- Promote ridesharing where possible</li> </ul>	<ul style="list-style-type: none"> <li>☑ Engaged with Tasman Environmental Markets (TEM), using 'BlueHalo Climate Action Technology' for carbon offsetting.</li> <li>☑ Decreased non-essential travel.</li> <li>☑ Increasing plants in the office.</li> </ul>
		Increase Office Plants	<ul style="list-style-type: none"> <li>- Review current plant hire</li> <li>- Encourage staff to bring in plants</li> </ul>	
Consumables	Reduce waste and promote a sustainable circular economy by prioritising the use of recyclable materials throughout the operations of ACHS.	Use more recyclable materials	<ul style="list-style-type: none"> <li>- Audit of materials</li> <li>- Training and awareness about recycling</li> <li>- Source recyclable materials</li> </ul>	<ul style="list-style-type: none"> <li>☑ Introduced eco-friendly 'Frank Green' coffee cups for all staff.</li> <li>☑ Education to staff on recycling, explaining terms and symbols so staff can effectively recycle at the office and at home.</li> <li>☑ Reduction in printing with digital platforms for document sharing &amp; signing (SharePoint, DocuSign).</li> <li>☑ Donated un-used paper to two local schools.</li> <li>☑ Added environmental practices to procurement policy &amp; contracts.</li> <li>☑ Investigation of water conservation and reuse strategies.</li> </ul>
		Decrease printing further	<ul style="list-style-type: none"> <li>- Introduce paper reduction policy</li> <li>- Develop guidelines for employees to follow</li> <li>- Enhance document sharing</li> <li>- Recycle un-used paper</li> </ul>	
		Use Renewable Materials	<ul style="list-style-type: none"> <li>- Review sustainability of paper supplies</li> <li>- Source and prioritise renewable materials</li> <li>- Establish criteria for selecting suppliers</li> <li>- Communicate our preferences</li> </ul>	
		Source sustainable suppliers	<ul style="list-style-type: none"> <li>- Assess current suppliers</li> <li>- Review again sustainability standards</li> <li>- Share preferences with suppliers and encourage change</li> </ul>	
Energy Consumption	Optimise energy usage, efficiency and reduce environmental impact.	Review Air Conditioning in Office	<ul style="list-style-type: none"> <li>- Determine optimal timer for aircon settings</li> <li>- Investigate timers to regulate air</li> <li>- Educate employee on energy conservation</li> </ul>	<ul style="list-style-type: none"> <li>☑ Promote and celebrate sustainable healthcare through communication and updated category in QI Awards</li> <li>☑ Increase energy efficiency with upgrade to modern air conditioning system.</li> <li>☑ Insulation for energy efficiency.</li> <li>☑ Laptop docking stations.</li> <li>☑ Implemented energy-efficient LED lighting.</li> </ul>
		Review Insulation of office building	<ul style="list-style-type: none"> <li>- Assess insulation</li> <li>- Engage insulation experts</li> <li>- Monitor and evaluate</li> </ul>	
		Upgrade Lights to LEDs	<ul style="list-style-type: none"> <li>- Conduct lighting audit</li> <li>- Devise plan to replace all fluoro lights</li> <li>- Implement phased approach to upgrade</li> </ul>	
		Investigate Solar Panels	<ul style="list-style-type: none"> <li>- Conduct feasibility study</li> <li>- Evaluate potential energy generation</li> <li>- Collaborate with renewable energy experts</li> </ul>	
		Decentralize Computers	<ul style="list-style-type: none"> <li>- Pilot laptop docking stations</li> <li>- Provide training and support</li> <li>- Establish guidelines for power-savings</li> </ul>	