

University of Adelaide – Paper Reference Group

Terms of Reference

- Undertake and lead change around the development and implementation of paper-related initiatives to achieve the University's Strategic Plan reduction target

Steering Group

- Kylie Percival, University of Adelaide , University Archives, Records and Collections
- Bill Aukett, University of Adelaide, Financial Services
- Jess Cronin, University of Adelaide, Deputy Vice-Chancellor & Vice- President (A)
- Mathew Jeffrey, University of Adelaide, Services & Resources
- Ellen Randva, University of Adelaide, Research and Reference Services
- Hiroshi Tsunoda, University of Adelaide, Financial Services
- Karen Rogers, University of Adelaide, Property Services
- Libby Dowling, University of Adelaide, Services & Resources

Action Plan

Awareness & Promotion

- Continue to update the Sustainable Adelaide web pages with relevant information pertaining to the activities of the Paper reference group.
- Participate in ongoing awareness raising and promotional activities for Sustainable Adelaide by the Office of Sustainability.
- Behaviour change methods including University wide education about printing of emails and drafts.

Footprint Reduction

Location	Initiative	Timeframe
All Locations	Benchmarking – data continues to be collected to understand the amount of paper the University orders and consumes	In Progress
All Locations	Records Management – TRIM has replaced the need to keep hard copy records, with most documents now stored electronically.	In Progress
All Locations	Online Administration – Many paper based administrative processes have now been replaced by on-line processing.	Short
School of Agriculture, Food and Wine	Print and Copy Management – A new version of Equitrac is being piloted in the School of Agriculture, Food and Wine.	Medium
Image & Copy centre (ICC)	Sustainability and Business Improvements at the Image & Copy Centre (ICC) Joint effort between the Paper Sustainability Group and ICC. Lean principles are applied so as to reduce wastes and improve both business and sustainability performance. Progress to date: Stage 1 - Feasibility study continuing to obtain baseline data. The baseline paper usage data needs to be reviewed due to the paper usage from the	On-going (likely to be multi-phased improvement initiatives)

	<p>library and ICC has not been captured yet (additional usage could be more than 10 million papers).</p> <p>Next Step: Stage 2 – Define customer requirements by conducting a joint survey.</p> <p>Stage 3 - Establish the current state of an ICC value stream.</p> <p>Stage 4 – Gather data to understand impacts of current initiatives for 2009.</p>	
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Ongoing Management

2008 Baseline Paper Usage Data

Supplier	Reams	Cost	Data Source
Adelaide Direct Stationers	53	\$220.50	Strategic Procurement, Finance: Paper Purchase 2008.xls
Bunzl Ltd.	62	\$256.90	Strategic Procurement, Finance: Paper Purchase 2008.xls
Corporate Express	29,965	\$124,355.00	Corporate Express: Copy of Paper_Purchase_Analysis.xlsx Contact Mathew Jeffrey for more information.
Edwards Dunlop Paper	8,577	\$35,597.04	Strategic Procurement, Finance: Paper Purchase 2008.xls
Fuji Xerox	4,053	\$16,820.50	Strategic Procurement, Finance: Paper Purchase 2008.xls
Image Office Products Pty Ltd	493	\$2,044.79	Strategic Procurement, Finance: Paper Purchase 2008.xls
OfficeMax	5,383	\$22,339.94	Strategic Procurement, Finance: Paper Purchase 2008.xls
Ram Paper Office Products Pty Ltd	10,568	\$43,855.99	Strategic Procurement, Finance: Paper Purchase 2008.xls
Spicers Paper	223	\$924.00	Strategic Procurement, Finance: Paper Purchase 2008.xls
WC Penfold	704	\$2,921.92	Strategic Procurement, Finance: Paper Purchase 2008.xls
TOTAL*	60,081	\$249,336.15	

Notes: *Data recorded to date. Assumption: (1) Average cost of ream (500 papers) = \$4.15. (2) Image and Copy Centre (ICC) suppliers include Fuji Xerox, Edwards Dunlop Paper and Spicers Paper, purchased by the Library on behalf of the ICC.

External References

- Strategic Procurement, Finance: Paper Purchase 2008.xls
- Corporate Express: Copy of Paper_Purchase_Analysis.xlsx
- Hiroshi Tsunoda, Analysis of Image and Copy Centre