

Start here.

① Environmentally Sustainable work practices ~~one~~ refers to the use of business equipment ie computers, lights. and how steps can be made to sustain the environment without using too much energy.

② Minimising negative environmental impacts when producing documents ~~is~~ is very easy. Before printing any document read it through a few times and correct the spelling and grammar. Check for punctuational mistakes and make sure your document abides by company policy, is ^{written} ~~writing~~ for the proposed audience and that it makes sense. These few simple steps will minimise the negative environmental impacts when producing documents.

③ The responsibilities of management in complying with the Protection of the Environment Operations Act 1997 (NSW) is outlined in this new office policy.

The policy states that we need to be more environmentally sustainable in our business by minimising our impact and minimising our needs for energy, water, ^{and} ~~paper~~ ~~and~~ ~~and~~.

Energy: All rooms must have timed lights and what is not being used must be switched off and unplugged.

Water: Having timed taps will reduce the waste of water and timed sprinklers for the gardens will

ensure that ~~the~~ there will be less water consumption and will therefore see savings on bills.

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Band 3/4
Sample 2 Question 21

Paper: By minimising the number of print outs and unwanted documents using them ~~for~~ for scrap paper or shredding can reduce the ~~amount~~ amount of paper wastage.

These three reasons can help our business comply with the Protection of the Environment Operations Act 1997 (NSW) and reduce the useage and the costs that accompany them.

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