**Product / Service:** Post & Couriers (including Franking Machines)

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Environmental** | * Production of franking machines – high carbon production process, including non-recyclable & non-renewable materials & water (impact on biodiversity / mining impacts)
* Energy use of franking equipment (carbon impact)
* Pick-Up and delivery vehicle fuel & emissions (carbon impact) – frequent & un-coordinated pick-ups & deliveries
* Some shipped products are hazardous by nature e.g. clinical samples
* Items may be transported in excessive packaging
 | * Centralised franking to reduce number of machines (decline in production, energy use / disposal)
* Energy efficient franking equipment (e.g. EnergyStar)
* Consolidated pick-ups & deliveries (or shared contracts) reduce vehicle fuel & emissions
* Low CO2 delivery vehicles
* Consolidate deliveries at ‘out-of-town’ hubs
* Reduce levels of packaging / use recycled packaging
* Franking equipment recycling / stripping assets for re-use
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| **Social** | * Working conditions of delivery staff (long hours / low pay / health and safety)
* Frequency & timing of pick-ups and deliveries – congestion & noise impacting residents
 | * Delivery staff - local employment / living wage
* Apprenticeship opportunities
* Consolidated pick-ups and deliveries (including shared contracts) – reduce congestion and noise
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| **Economic** | * Lack of awareness of similar requirements across departments may lead to duplication of pick-ups & deliveries (through multiple suppliers)
* Cost of energy used by franking equipment
* Multiple maintenance visits across sites – inefficient & costly
* Waste disposal costs
 | * Opportunities for supplier (and therefore pick-up & delivery) consolidation
* Challenging demand – is the selected service type (e.g. next day) necessary?
* Centralised franking to reduce number of machines – reduce leasing costs & energy bills
* Energy efficient equipment (e.g. EnergyStar) – reduce energy bills
* Sell old machines for parts/metal scrap
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**RELATED PROC HE:** QA / QB / QC / QD