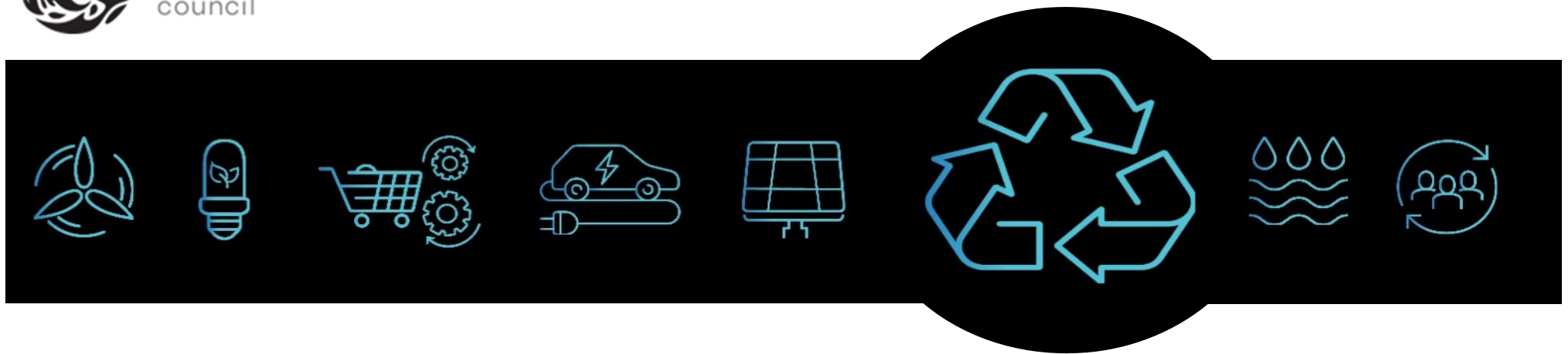


# Waste: Self-assessment Checklist



1. Use the checklist to assess your current status (tick in 'Current' column).
2. Then choose your next level of action to create your own Sustainability Action Plan (tick the relevant 'Target' column).

Statement of Best Practice	No Action	Current	Some Action	Current	Target	Moderate Action	Current	Target	High Action	Current	Target
Paper used is 100% recycled and carbon neutral.	No recycled or carbon neutral paper is used.		Some carbon neutral paper is used OR paper with at least 50% recycled content is used.			>50% recycled, carbon neutral paper is used.			100% recycled, carbon neutral paper is used.		
Composting bins are provided for organics waste, and any compost produced is used (either on premise or compost goes back to the community).	No composting bins are provided.		Small compostable waste bin onsite.  i.e., Some organic waste is converted to compost (on or off-site).			Compost bins/worm farm are on-site.  Or  all compostable waste is collected and composted off-site.			All organics waste is composted on-site, and product is used onsite or sold to the community.		

Statement of Best Practice	No Action		Some Action		Moderate Action		High Action				
	Current	Target	Current	Target	Current	Target	Current	Target			
Recycling bins have been provided, are accessible, and are used correctly.	<i>No recycling bins have been provided</i>		<p><i>Two of the following are being implemented:</i></p> <p><i>Recycling Bins are provided.</i></p> <p><i>Recycling bins are accessible.</i></p> <p><i>Recycling guidelines are adhered to e.g., recyclables are not included in non-recycling bins.</i></p>			<p><i>Three of the following are being implemented:</i></p> <p><i>Recycling Bins are provided.</i></p> <p><i>Recycling bins are accessible.</i></p> <p><i>Recycling guidelines are adhered to e.g., recyclables are not included in non-recycling bins.</i></p> <p><i>Hard to recycle items are considered (e.g., soft plastics sent to Redcycle or office supplies recycled with Terracycle)</i></p>			<p><i>All of the following are being implemented:</i></p> <p><i>Recycling Bins are provided &amp; accessible.</i></p> <p><i>Recycling guidelines are adhered to e.g., recyclables are not included in non-recycling bins 80-100% of all paper, cardboard, glass, and metals are recycled.</i></p> <p><i>The business is signed up to an external recycling program to ensure hard to recycle materials are captured.</i></p>		
Composting bins are provided for organics waste, and any compost produced is used (either on premise or compost goes back to the community).	<i>No composting bins are provided.</i>		<p><i>Small compostable waste bin onsite.</i></p> <p><i>-</i></p> <p><i>i.e., Some organic waste is converted to compost (on or off-site).</i></p>			<p><i>Compost bins/worm farm are on-site.</i></p> <p><i>OR</i></p> <p><i>all compostable waste is collected and composted off-site.</i></p>			<p><i>All organics waste is composted on-site, and product is used onsite or sold to the community.</i></p>		

Statement of Best Practice	No Action	Some Action		Moderate Action		High Action					
		Current	Target	Current	Target	Current	Target				
All bills and files are managed and stored electronically.	<i>Bills and files are managed and stored as physical documents.</i>		<i>An electronic filing system is the primary filing system. - Some bills are still received via post.</i>			<i>An electronic filing system is the primary filing system. - Some bills are still received via post</i>			<i>No documents, files or bills are held/received in paper form (unless required by law). i.e., the office operates as a paperless office.</i>		
All communications with customers are electronic or via phone.	<i>No communication with clients is via email or phone. Communication is through print media such as letters and flyers.</i>		<i>An electronic filing system exists but is not yet the primary system.</i>			<i>At most, 20% of communication is through print media such as letters and flyers.</i>			<i>All client communication is via phone or transmitted electronically. Paper is only used when necessary i.e., confidential communications, contracts etc</i>		
A formal waste management system is in place that considers a hierarchy of waste management:  Reduction in waste.  Re-use of materials.  Recycling of product	<i>No formal waste management system is in place.</i>		<i>The business purchases products in bulk to minimise the waste of smaller, individually wrapped items (where possible).  AND  Systems are in place so that paper, cardboard, plastics, metals, and glass waste can be recycled, with clear signage displayed</i>			<i>All of Some action  AND  The business has a waste reduction action plan in place.  OR  The business tracks and reports waste generation and has set targets for waste reduction.</i>			<i>All of some action &amp; moderate action  AND  Reduction targets have been met within the last reporting period</i>		

Statement of Best Practice	No Action	Some Action		Moderate Action		High Action		
		Current	Target	Current	Target	Current	Target	
The business encourages reusable water bottles, cups and containers.	No facilities or actions encouraging the use of reusables.		<p>One of the following occurs:</p> <p>Drinking water refill stations are provided if none exist already.</p> <p>Mugs and glasses and cutlery are provided for staff use (no disposables present).</p> <p>Business incentivises or encourages customers to use reusables.</p> <p>Staff are provided with reusables and encouraged to use them.</p>		<p>Two of the following occurs:</p> <p>Drinking water refill stations are provided if none exist already.</p> <p>Mugs and glasses and cutlery are provided for staff use (no disposables present).</p> <p>Business incentivises or encourages customers to use reusables.</p> <p>Staff are provided with reusables and encouraged to use them.</p>		<p>following occurs:</p> <p>Drinking water refill stations are provided if none exist already.</p> <p>Mugs and glasses and cutlery are provided for staff use (no disposables present).</p> <p>Business incentivises or encourages customers to use reusables.</p> <p>-</p> <p>Staff are provided with reusables and actively encouraged to use them.</p>	