**Rethink Waste Action Plan**

This document proves an action plan template for you to develop specific actions under your waste minimisation goal. In order for change to be successful and for you to achieve your overall goal, small steps need to be taken and completed. Follow the steps below and refer to the example on the following page to complete your action plan.

**Step One**

Determine the goal you want to achieve to help your business reduce your waste. Here are a few examples:

* Implement a recycling program
* Implement an organics program with composting and worm farming
* Reduce single-use items such as straws, cutlery, sugar sachets, napkins etc.
* Start a Containers for Change collection to raise money
* Develop a sustainable purchasing policy to help the business purchase materials in a sustainable manner
* Reduce food waste

**Step Two**

Set a measurable target for your goal to demonstrate when you have achieved that goal. A few examples include:

* 40% reduction in waste generation
* Increase recycling by 20%
* $200 raised by Containers for Change for staff party or charity donation
* Reduce spending costs on ordering single-use items by 10%
* Reduce food waste generation by 50%

**Step Three**

Brainstorm ways to achieve the goal and what you need to consider under the education and training, infrastructure and services and policy and procedure categories.

Infrastructure and Services

* Waste collection services
* Internal bins and signage
* Collection equipment
* Reusable alternatives

Policy and Procedure

* Contracts with cleaners
* Waste collection contracts
* Sustainable purchasing policy

Education and Training

* Staff training session
* Posters and signage
* Fact sheets on display
* Social media

**Step Four**

Fill out the action plan with specific actions in order of when they need to take place. Specify who is responsible and when they need to be completed.

**Step Five**

Get cracking!

Goal: Start recycling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Measurable Target: Reduce waste to landfill by 40%\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brainstorm**

Write recycling collection into cleaners contract

Bin signage

Get bin signage

Get internal recycling bins

Staff training session

**Education and Training**

**Infrastructure and Services**

**Policy and Procedure**

Get recycling collection service

Develop a business sustainability policy

Posters on display of how staff and customers can help

Posters on display of what our goals are and what we are doing

**Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Action** | **Responsibility** | **Funding** | **Due Date** |
| 1 | Get a recycling collection service | Sam | $1000 per year budget | End of Sept 2020 |
| 2 | Train staff on new system and rules of recycling | Kerry | N/A | Oct 2020 |
| 3 | Get internal recycling bins | Sam | $500 budget | Oct 2020 |
| 4 | Sign all internal and external bins with correct colour coding and signage | Kerry | N/A | Oct 2020 |
| 5 | Put a general waste and recycling bin side by side in every room waste is generated | Kerry and Sam | N/A | Oct 2020 |
| 6 | Include new procedure in cleaner contracts to ensure recycling does not go into general waste bin | Kerry and Sam | N/A | Oct 2020 |

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Measurable Target: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brainstorm**

**Infrastructure and Services**

**Policy and Procedure**

**Education and Training**

**Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Action** | **Responsibility** | **Funding** | **Due Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Measurable Target: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brainstorm**

**Infrastructure and Services**

**Policy and Procedure**

**Education and Training**

**Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Action** | **Responsibility** | **Funding** | **Due Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |