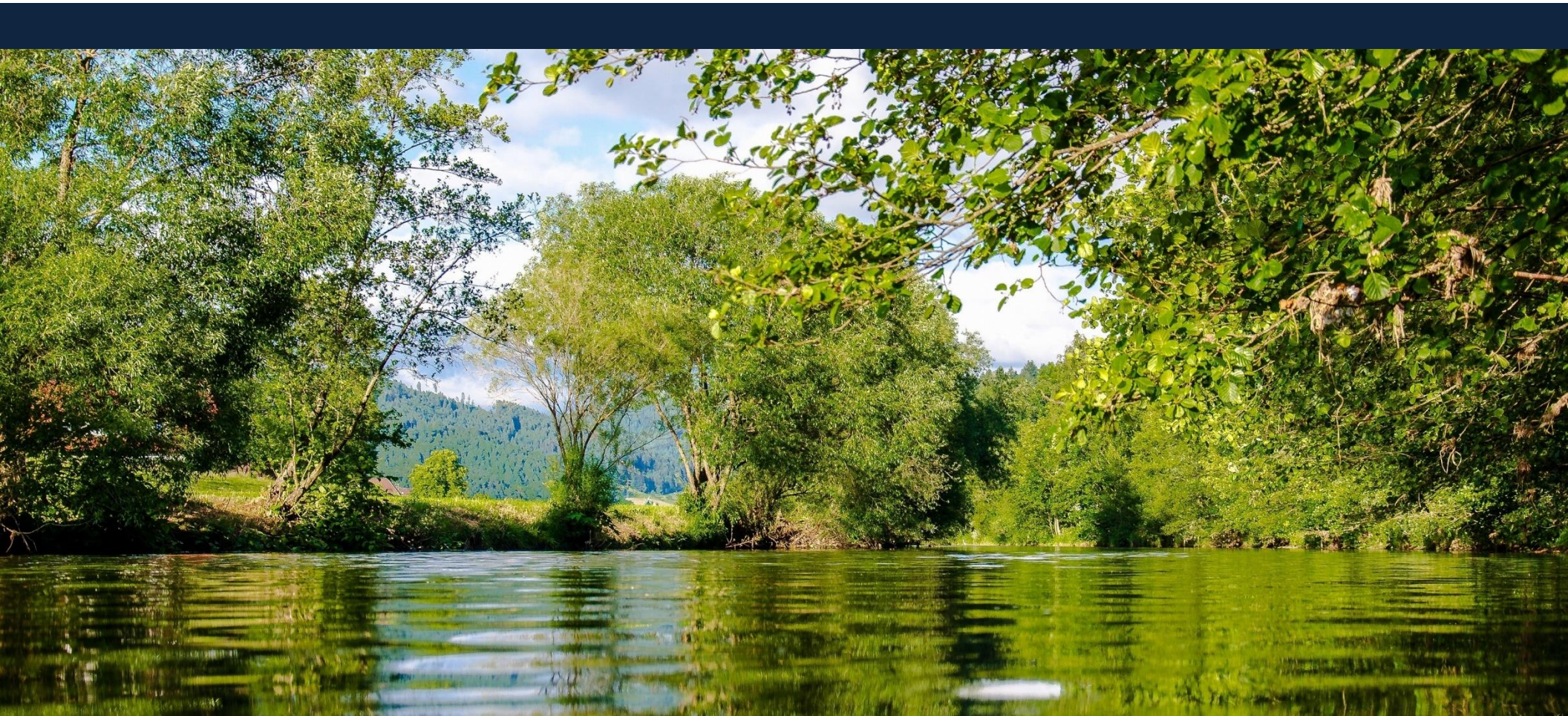


EARTHCHECK

WASTE MANAGEMENT PLAN

OUTLINED WITHIN THIS DOCUMENT ARE WASTE MINIMISATION ACTIONS AND TARGETS



Document Control			
Version Number	Name	Date	Changes
1.0	Jasmin Petersen	December 2018	Document Creation
1.1	Jasmin Petersen	February 2019	Review

Measuring What is Produced to Manage Where It Goes

Solid waste is a major source of pollution for the planet. Waste is generated in nearly all activities that humans undertake. To date, our solution to managing this has been to bury it under the ground in a landfill. This 'out of sight, out of mind' solution has not been very effective and has created a new set of problems that need to be dealt with. Problems with old-style landfills include the:

- Production of offensive odours
- Generation of leachate, which can contaminate nearby waterways
- Emission of greenhouse gases
- Attraction of vermin and disease.

There is a widely recognised hierarchy for minimising waste: refuse, reduce, reuse, recycle, residual treatment, residual disposal. Managers need to quantify waste volumes, and identify sources and destinations, so effectiveness of future management strategies can be monitored. That is, you need to measure your waste in order to manage it. This same principle can be applied within organisations, communities, regions and the nation.

Current Assessment of Waste

You can't manage what you don't measure. Below is our YTD performance of waste generation and recycling, reported annually in kilograms:

KPI	FY17	FY18
General Waste	425.66	
Paper and Cardboard	106.72	
Comingled	113.02*	
E-waste	150.30	
Total Waste	795.70	
Total Recycling	370.04	
Total Recycling %	46.50	

*Aluminium (Nespresso capsules) not included

Waste Classification and Waste Streams

Classifying waste into groups facilitates their management and disposal to ensure it is managed appropriately.

General Waste

General waste is disposed of in the RED general waste bin. Recyclables, paper or cardboard is not to be placed in these bins.

General waste includes:

- Waxed paper or cardboard
- Tissues/napkins
- Paper towels
- Containers with leftover food
- Used office stationary
- Other non-recyclable waste



Paper and Cardboard

Paper and cardboard is placed in the BLUE bin. It is important to remove as much food as possible from cardboard food containers (i.e. pizza boxes) to prevent contamination.

Paper and Cardboard includes:

- Cardboard boxes and packaging
- Paper
- Newspapers, magazines, phonebooks, brochures
- Envelopes and tissue boxes (remove plastic lining where possible)



Commingle (mixed recycling)

Commingle items are placed in the YELLOW bin.

Commingled recycling includes:

- Aluminium cans and steel
- Plastic bottles
- Hard plastics (clean)



Other waste streams include Nespresso coffee capsules, soft plastics (i.e. plastic bags), battery recycling and e-waste. We are looking at introducing organic waste soon and a disposable coffee cup recycling program.

Waste Management Plan

As EarthCheck is in an administration building sharing an office space with other companies, waste consumption is shared among other tenancies. Building management and cleaners are responsible for most waste associated processes and contracted cleaners are responsible for correct disposal after removal from the office. However, as an organisation, some initiatives can be implemented to ensure we are contributing to what can be achieved. Waste performance is also checked through a waste audit.

Member Name: EarthCheck					
Date: 12/04/2019					
Waste Areas	Waste Minimisation Initiatives	Responsibilities	Target	Due Date	Progress
Kitchen	Source posters with images for comingle, paper/cardboard and general waste to place on bin lids to help staff to sort waste correctly	Green Team	100% of waste sorted into the correct bins	June 2019	Posters put up. Waste audits conducted quarterly.
	Recycle coffee capsules by returning them to the designated Nespresso bin	All staff	No used coffee capsules found in general, recycling or commingle bin	June 2019	Waste audits conducted quarterly
	Introduce a roster system for washing tea towels to prevent use of paper towels for drying or implement tea towel exchange/washing service	All staff	50% reduction in paper towel found in the general waste bin	June 2019	Tea towel roster in place, alternating between reception and a staff member, waste audits conducted quarterly
	Educate staff about contamination in the recycling bins through War on Waste and Waste Session held by building management	All staff	No paper towels or disposable coffee cups found in the recycling bin	June 2019	Waste session was held and Green Team attended. War on Waste Series 2 screened over three consecutive weeks, waste audits conducted quarterly
	Introduce disposable coffee cup recycling program	Green Team	100% of disposable coffee cups recycled	June 2019	7-eleven has a recycling program, EarthCheck will invest in a tube to store used coffee cups and these will be recycled at 7-eleven

	Maintain quarterly audits on kitchen waste whereby bins are checked for cross contamination, and the weight of waste is recorded	Green Team	100% of waste sorted into correct bins and 10% reduction in kitchen waste	Ongoing	
Offices	Remove desk bins to eliminate incorrect sorting of waste as desk bins are not separated into the correct waste types	Green Team	100% of desk bins removed	June 2019	Completed. Desk bins removed
	Recycle single-use batteries instead of sending to landfill and trial rechargeable batteries	All staff	100% of batteries recycled and rechargeable batteries introduced	June 2019	Single-use battery recycling program introduced – to collect and take to officeworks when full.
	Recycle printer cartridges by returning to collection agency	All staff	100% of printer cartridges recycled	June 2019	Cartridge bin in office.
ICT	Maintain updated records of e-waste with each disposal to track frequency, quantity and contents of e-waste disposed.	ICT team	Accurate and up to date records are maintained for audits and reviews	Ongoing	Record created for e-waste.
	Quarterly audit of e-waste to evaluate what is being disposed, and review if there are any areas of improved reduction	Green Team	Waste is audited for one week each quarter	Ongoing	

Communication:

Internally, these initiatives will be communicated over email, the weekly tips or through lunchbox sessions. External stakeholders will be informed through email or weekly tips regarding our performance on the waste indicator. These initiatives will also be addressed in the Communication Action Plan.

Signed:



Name: Stewart Moore, CEO

Date: