



Document Control			
Version Number	Name	Date	Changes
1.0	Jasmin Petersen	December 2018	Document Creation
1.1	Jasmin Petersen	February 2019	Review
1.2	Jasmin Petersen	June 2020	Review
1.3	Jasmin Petersen	April 2021	Review
1.4	Zoe Yarwood	May 2022	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 to manage it. This same principle can be applied within organisations, communities, regions, and the nation.

## 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 is responsible for most waste associated factors. 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 quarterly waste audit.

<b>Member Name:</b> EarthCheck					
<b>Review Date:</b> 19 May 2022					
Waste Areas	Waste Minimisation Initiatives	Responsibilities	Target	Due Date	Target Progress
Kitchen	Create posters with images for comingle, paper/cardboard and general waste to place on bin lids to help staff to sort waste	Green Team	100% of waste sorted into the correct bins	Ongoing	Posters implemented with refreshed information relating to specific recyclable products
	Recycle coffee capsules by returning them to the designated Nespresso bin	All staff	100% of used coffee capsules are recycled	Ongoing	Nespresso recycling implemented
	Encourage staff to wash their eating utensils and cutlery in the dishwasher instead of washing then drying with paper towels	All staff	Reduce the number of times paper towel is ordered by 50%	Ongoing	Paper towel now composted, tea towels implemented and dishwasher in place

	Educate staff about contamination in the recycling bins	All staff	No paper towels or disposable coffee cups found in the recycling bin	Ongoing	Posters consistently reviewed to ensure specificity regarding the difference between general, recyclable, and compostable waste
	Introduce composting to the office	All staff	100% of food waste composted	Ongoing	Composting introduced
	Recycle single-use coffee cups instead of sending to landfill	All staff	100% of coffee cups recycled	Ongoing	Coffee cup recycling tube in place and compostable cups disposed of in compost bin
	Ensuring plastic products are recycled according to recycling codes	All staff	100% of relevant plastic products that can be recycled are recycled	Ongoing	Signage defining specific recycling codes introduced to ensure relevant plastics are recycled in the mixed recycling bin
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 waste sorted into the correct bins	Ongoing	Desk bins removed
	Recycle various office waste instead of sending to landfill	All staff	100% of phones, batteries and pens and markers recycled	Ongoing	Disposal organized through Officeworks and bins implemented for office waste

ICT	Keep sufficient records of e-waste disposal to monitor amounts (i.e., types of e-waste and weights)	ICT team	Records are made and used each time e-waste is disposed	Ongoing	Software Dev. Team maintain a record of e-waste and e-waste not acquired by Envisage is recycled through Officeworks.
Bathrooms	Introduce paper towel composting	All staff	100% of paper towels composted in the kitchen and bathrooms	Ongoing	Introduced composting in the kitchen and bathroom

**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.

**Signed:**



**Name:** Stewart Moore, CEO

**Date:** 19/05/2022

SUSTAINABILITY IS NO LONGER  
ABOUT DOING LESS HARM. IT'S  
ABOUT DOING MORE GOOD.

- JOCHEN ZEITZ PRESIDENT, CEO  
AND CHAIRMAN OF THE BOARD,  
HARLEY DAVIDSON, INC.



EARTHCHECK

EarthCheck HQ  
Level 5, 189 Grey Street  
South Brisbane  
Queensland, Australia

+61 7 3924 4200  
info@earthcheck.org  
earthcheck.org