

Developing a Sustainability Action Plan

The following templates are designed to assist operators to identify priority sustainability actions and to document a yearly plan. It involves two steps:

1. Complete the Sustainability Checklist and identify the high/medium/low priority actions; and,
2. Of the higher priority actions select two or three within each category to progress with this year. Transfer these to the Action Plan template identifying who, how, when and what budget is allocated.

Sustainability Checklist and Action Plan

The Sustainability Checklist will assist operators to review their current business and sustainability practices. The Health Check will assess general business practices and review current sustainability management procedures in relation to CO² emissions, energy and water use and waste production and disposal.

The Checklist comprises of 21 yes/no questions and should take no longer than ten minutes to complete. Once each question has been answered, assign a priority to those tasks that need attention. This information then becomes your Sustainability Action Plan with prioritised actions.

SUSTAINABILITY CHECKLIST		
Question	Answer	Priority High/Medium/ Low
SUSTAINABILITY		
1. Do you have a Sustainability policy in place and a staff member who is responsible for its implementation?	Yes/No	
2. Are your customers and suppliers made aware of your sustainability goals and actions?	Yes/No	
3. Do you seek to use local contractors and local goods where possible?	Yes/No	
4. Do you promote public/shared transport to your staff and customers?	Yes/No	
ENERGY		
5. Can you quantify the amount of energy used within your operation?	Yes/No	
6. Can you divide these sources and quantities into scope 1,2 and 3 ?	Yes/No	
7. Is the use of renewable energy maximized? (e.g., solar; hydroelectric; wind; certain biofuels)	Yes/No	
8. Are Energy efficient appliances (e.g., refrigerators; freezers; heaters; A/C), lighting and vehicles in use?	Yes/No	
9. Where available, is "green" electricity from grid suppliers purchased?	Yes/No/na	
10. In areas that are heated or cooled, have you installed adequate insulation using roof and wall insulation, and in extremely cold areas double glazing?	Yes/No	
CO²		
11. Does your operation have a commitment to the reduction of greenhouse gas emissions?	Yes/No	
12. Do you calculate your operation's CO ₂ emissions?	Yes/No	
13. Does your operation offset CO ₂ emissions?	Yes/No	

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SUSTAINABILITY CHECKLIST		
Question	Answer	Priority High/Medium/ Low
WATER		
14. Do you have a water management plan in place and measure your organisation's water consumption?	Yes/No	
15. Are water efficient appliances in use? e.g. washing machines, dishwashers, low/dual flush toilets, low flow taps/shower fittings	Yes/No	
16. Do you collect, store and or use rainwater?	Yes/No	
17. Do you recycle grey water or treated wastewater?	Yes/No	
18. Does your operation have minimal irrigation landscaping?	Yes/No	
WASTE		
19. Is your organisation's waste recycling recorded?	Yes/No	
20. Are waste minimisation, reuse and recycling strategies in place?	Yes/No	
21. Is solid waste disposal to a known, sustainable landfill ?	Yes/No	

Sustainability Action Plan Template

The following action plan template has been designed to assist businesses to document actions that they would like to implement, including possible timeframes, responsibilities, costs and contacts for each action. Choose the highest two or three priorities in each section and document the actions you will complete this year.

Action	Responsibility	Timing	Estimated Cost	Contacts
Sustainability				
Energy Reduction Actions				
CO²				
Water Actions				
Waste Actions				