

## Sustainability Action Plan Template

	Environmentally Sustainable Work Practice One	Environmentally Sustainable Work Practice Two	Environmentally Sustainable Work Practice Three
<b>Improvement Opportunity</b>	Reduce waste	Switch of lights when not in use	Recycle green waste
<b>Efficiency Target</b>	Reduce the number of waste bins with 50% by the end of the month.	By the end of the month all rooms to switch off lights consistently when not in use (e.g., during outdoor play).	By the end of the week have a compost bin set up for the service to recycle green waste from kitchen.
<b>Strategies to implement</b>	Count how many bags of general waste is collected by the end of each day.	Nominate a responsible person (a staff member or an older child) to watch whether lights are switched off when not in use.	Set up a compost bin for the service to recycle green waste.

	Environmentally Sustainable Work Practice One	Environmentally Sustainable Work Practice Two	Environmentally Sustainable Work Practice Three
Techniques/Tools	Workplace practices	Workplace practices	Workplace practices
Costings (if applicable)	N/A	N/A	\$100
Resources	Garbage bin	Checklist	Compost bin

	Environmentally Sustainable Work Practice One	Environmentally Sustainable Work Practice Two	Environmentally Sustainable Work Practice Three
Strategies to monitor	Checklist	Spot checks	Checklist