

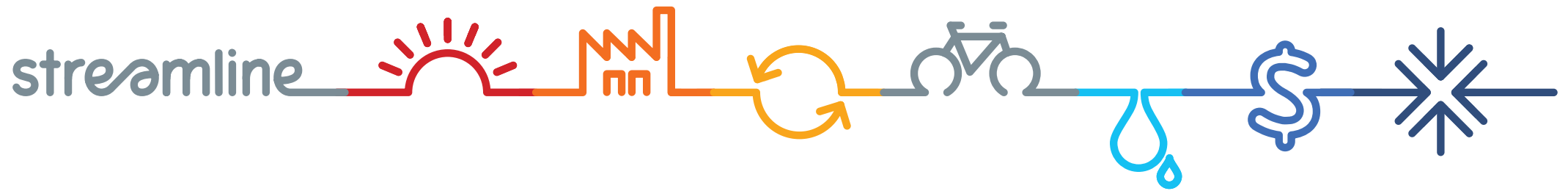
Streamline Business Sustainability Snapshot

How to use it

The Sustainability Snapshot is designed to get a conversation going in your business about where you're up to, where you're going, and how you're going to get there.

There are three steps: Distribute, Discuss, Decide

- 1. Distribute:** Hand out the snapshot tool to everyone you want to be part of your sustainability conversation and planning process. You could give it to separate teams to fill out collectively or to individuals. The idea is that people reflect on the different levels of sustainability practice and rate your business against them.
- 2. Discuss:** Organise a meeting to share your individual (or team) results and discuss differences in perceptions and ratings. You will find this step fascinating. Similar scores are good because it shows that people across the business have a good insight into what you are doing or not doing enough of. Different scores are good too; the conversation you have will open up new lines of thinking about what you could be doing differently or better.
- 3. Decide:** Some of the focal areas – energy, waste, supply chain etc. – will be more relevant to your business than others. Review the conversation you've had and select the areas that are the most likely to yield positive outcomes for your business and/or where there is the most energy and excitement about making changes. You can use the Planning Template to record your targets, the immediate actions you want to take, when you want to have completed the action, and who is responsible for making sure it happens.



Contacts

Please contact your local Sustainability Education Officer for more information and assistance.



Parramatta City Council

Sustainability Education Officer
Telephone: **9806 5050**



Auburn City Council

Sustainability Education Officer
Telephone: **9735 1222**
Email: auburncouncil@auburn.nsw.gov.au

Sustainability Focus

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: We've talked about it and think it's important, but are not sure what to do next.</p>	<p>Example: We have made some progress in improving our environmental footprint, but so far it is haphazard and nobody has been given responsibility for driving change.</p>	<p>Example: We have sustainability plans and targets in place. We involve our staff in all our sustainability ideas, plans and measures. We take part in local sustainability networks and those sponsored by our industry association.</p>	<p>Example: We have clearly defined sustainability and what it means for our business. We have short and long-term strategies and targets in place. Our stakeholders are aware of and active in our quest for sustainability. We take part in local sustainability networks. We have developed new markets based on our reputation as a sustainable business.</p>	<p>Level 1, 2, 3 or 4?</p>

Checklist questions:

- Have you got plans in place to achieve greater sustainability?
- Do you measure your environmental performance (eg waste, energy, travel)?
- Are your customers aware of your sustainability efforts and goals?
- Have you made changes to the way your business operates for environmental reasons?

Sustainability Focus

Target	Action	Date	Who	Resources
<p><i>Develop sustainability business case and strategy for our business.</i></p>	<p><i>Define what sustainability means for our business.</i></p> <p><i>Identify drivers of sustainability and the opportunities & risks for our business.</i></p> <p><i>Identify priority areas and develop action plan.</i></p> <p><i>Integrate sustainability plan into our business plan, including costs and measures.</i></p> <p><i>Establish green team to investigate, monitor and report on sustainability plans and actions.</i></p>			

EXAMPLE ONLY

Target	Action	Date	Who	Resources

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: We just pay the bills and purchase more energy efficient appliances when the old ones need replacing. We have never really looked at our energy needs and costs in a thorough way.</p>	<p>Example: We have monitored energy use and made changes, such as energy efficient globes and equipment.</p>	<p>Example: We have conducted energy audit and taken action. Use lighting controls, eg. sensors. Installed energy efficient devices, appliances and equipment. Investigated alternative energy sources. Integrated into business and performance measures. Trained staff in new practices.</p>	<p>Example: Capital investment plans in place to replace equipment and appliances based on energy efficiency over time. Generating energy or offsetting with green eg. putting power back into the grid. Redesigned processes and procedures to improve energy efficiency. Staff identifying further improvements.</p>	<p>Level 1, 2, 3 or 4?</p>

Checklist questions:

- Do you monitor your use of energy?
- Have you investigated alternative energy sources?
- Have you installed energy-efficient devices or appliances?
- Are electrical, mechanical and lighting fixtures chosen for energy efficiency?
- Do you use lighting controls like movement sensors?
- Have you had an energy review?
- Have you saved money from the changes you've made?
- Are you generating energy and reusing in your business?
- Is energy saving part of your business plan?

Target	Action	Date	Who	Resources
<p><i>Reduce energy consumption by 10% over next 12 months with a payback of 1 year</i></p>	<p><i>Conduct energy review – identifying all equipment and business processes that currently use energy and rate from high to low.</i></p> <p><i>Identify short-term improvements that will reduce energy consumptions for each identified item eg change light bulbs, sensors, turn equipment off when not in use etc.</i></p> <p><i>Identify capital investment plan to replace equipment/machinery or remodel premises for long term savings.</i></p>			

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Target	Action	Date	Who	Resources

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: It is costing us lots of money to get rid of waste. We do not separate waste or reuse materials.</p>	<p>Example: Do minimal recycling and sorting. Some liquid and solid wastes are sorted and bundled for our licensed waste collector.</p>	<p>Example: Recycle or reuse all paper, cardboard, metal scrap. Storm water effluent treated before discharge Significant cost savings. Have invested in more sustainable materials and equipment to reduce waste. Have reduced waste to landfill by 50% or more.</p>	<p>Example: Have identified all waste streams and put strategies in place to recycle, reuse or treat responsibly. All effluent reused in our process or as inputs to another business. Arrangements made with suppliers to take waste and treat sustainably. Business premises designed to minimise waste eg recyclable materials, fittings, flooring. Have reduced waste to landfill by 100%. Cost savings used to reinvest in retrofitting remaining infrastructure or purchase new equipment. Food and organic waste composted or sent to recycling facility like EarthPower.</p>	<p>Level 1, 2, 3 or 4?</p>

- Checklist questions:**
- Can you identify the three main waste streams for your business?
 - Have you reduced your waste management costs?
 - Do you work with suppliers to minimise waste or dispose of responsibly? (eg. packaging, pallets, tyres, scrap, plastics)
 - Do you contract waste managers based on their environmental practices?
 - Have you redesigned your products/services to minimise any waste?
 - Have you converted waste into new products and new revenue?
 - Are you part of the Waste Exchange Network?

Target	Action	Date	Who	Resources
<p>Reduce waste to landfill by 50% over next two years.</p>	<p>Map current waste streams. Quantify current waste management costs. Investigate Streamline Waste Exchange database for possible exchange opportunities.</p>			

EXAMPLE ONLY

Target	Action	Date	Who	Resources

Supply chain

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: We choose the cheapest supplier. Reliability is important, but we have never investigated how our suppliers source raw materials or deal with waste from the production process, we assume suppliers meet all legislative requirements.</p>	<p>Example: We have identified the things we need to do to comply with industry sustainability frameworks and accreditation programs. Some packaging is recyclable, but there is still a high percentage of virgin material used. We have selected a pilot project to analyse supply chain risks and opportunities. We are looking at using more local suppliers.</p>	<p>Example: We negotiate with suppliers to retrieve and dispose of all waste eg used tyres, oil, packaging, pallets. We have reduced our use of materials likely to contain toxic chemicals and pollutants. We inspect our suppliers' premises. We have reduced waste to landfill by 50% or more. We comply with green accreditation and quality systems recommended by our industry group. Packaging material contains some post-consumer recycled material. Any environmental claims are informative, relevant and substantiated. Inks, paints, dyes and adhesives are water-based.</p>	<p>Example: We have identified all suppliers in our supply chain and are negotiating whole-of-life recycling, from cradle to grave. We work with suppliers and customers to redesign our products/service to reduce waste and improve efficiency eg recyclable packaging, reusable trays and pallets used for distribution. Increased revenue and cost savings have been invested in new products and better systems. We have reduced waste to landfill by 100%. Our environmental management systems are monitored regularly by external auditors.</p>	<p>Level 1, 2, 3 or 4?</p>

- Checklist questions:**
- Have you reduced your use of unsustainable supplies? (eg. toxic chemicals, oils, ink, plastics, non-recyclable packaging)
 - Do you have a plan to reduce dependency on non-sustainable inputs?
 - Do you make enquiries about how your suppliers source their materials?
 - Do you have environment-friendly purchasing practices?
 - Do you give preference to suppliers who can demonstrate good practice?
 - Have you worked with any of your suppliers to redesign your production process?
 - Have you and your suppliers invented any new environment-friendly products?
 - Have you reduced waste to landfill due to improvements in your supply chain?

Supply chain

Target	Action	Date	Who	Resources
<p><i>Produce and promote more sustainable products/services.</i></p> <p><i>Achieve green accreditation within two years.</i></p>	<p><i>Discuss with key suppliers the sourcing and delivery of more environmentally sustainable inputs into our business.</i></p> <p><i>If current suppliers not interested, investigate alternatives.</i></p> <p><i>Identify processes that would need to change to accommodate more sustainable products, materials, equipment eg adhesives, timber, solvents, packaging.</i></p> <p><i>Test out the market for more sustainable products/services with customers, industry groups and sustainability network members.</i></p>			

EXAMPLE ONLY

Target	Action	Date	Who	Resources

Water

Level 1: Not much happening.	Level 2: Some plans in place.	Level 3: Plans and measures in place, staff involved, lot of things happening.	Level 4: Core to our business, big savings, big gains; customers and suppliers involved.	Score: How would you rate your business?
Example: Just pay the bills.	Example: We have conducted a water audit and implemented some recommendations.	Example: Most storm water effluent has been treated or reused. Retrofitting or re-designing plumbing has saved on water use. We have made significant cost savings.	Example: We harvest rain water and have tanks installed. We use recycled water in all operational processes. Our consumption of potable water for production is now at zero.	Level 1, 2, 3 or 4?

Checklist questions:

- Have you conducted a water audit and do you monitor water usage?
- Have you installed water efficient plumbing and appliances?
- Have you investigated ways to reduce or reuse wastewater or improve wastewater quality?
- Do you have water harvesting practices in place (like rainwater tanks)?

Water

Target	Action	Date	Who	Resources
<i>Reduce potable water by 15% with a payback of two years.</i>	<p><i>Conduct water review to identify areas in which the business can save or reuse water.</i></p> <p><i>Prepare cost benefit analysis for plumbing retrofit and/or rainwater harvesting tanks.</i></p> <p><i>Talk to neighbours about whether they can use your trade water in their process or vice versa.</i></p>			

EXAMPLE ONLY

Target	Action	Date	Who	Resources

Transport and Distribution

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: Just pay the bills and replace vehicles when necessary.</p>	<p>Example: Have conducted audit to monitor travel use over time. Reduced some transportation business costs. Targets in place to reduce emissions.</p>	<p>Example: Have more fuel efficient vehicles in fleet. Use teleconferencing and other media to reduce travel time and costs. Researched alternative transport and sustainable distribution options.</p>	<p>Example: Well researched transport plans and targets in place. We encourage staff to use alternative transport eg public and bicycles. Redesigned processes to reduce transportation costs. Negotiated with suppliers to reduce overall fuel and energy costs associated with distribution. Have offset any carbon emissions still being generated by business.</p>	<p>Level 1, 2, 3 or 4?</p>

Checklist questions:

- Do you purchase fuel-efficient cars for your fleet?
- Have you re-designed aspects of business to reduce transport costs?
- Do you encourage your staff to use alternative transport options eg car pooling, cycling?
- Have you worked with suppliers to reduce fuel and energy costs?
- Do you offset carbon emissions by investing in carbon credits?

Transport and Distribution

Target	Action	Date	Who	Resources
<p><i>Reduce business transport costs and corresponding carbon emissions by 10% over next 12 months.</i></p>	<p><i>Review and monitor existing fuel and transport costs. Develop business case for introduction of fuel efficient fleet. Discuss more fuel efficient options with suppliers and distribution companies (if used).</i></p>			

EXAMPLE ONLY

Target	Action	Date	Who	Resources

People

<p>Level 1: Not much happening.</p>	<p>Level 2: Some plans in place.</p>	<p>Level 3: Plans and measures in place, staff involved, lot of things happening.</p>	<p>Level 4: Core to our business, big savings, big gains; customers and suppliers involved.</p>	<p>Score: How would you rate your business?</p>
<p>Example: It's business as usual, we do not generally discuss sustainability with our employees, but are open to new ideas as long as it doesn't cost us money.</p>	<p>Example: We have a few key people driving change in our business. We meet all industry standards for employment, OH&S, and training.</p>	<p>Example: Everyone has been trained in our sustainability tools, practices and business goals. We exceed industry standards in providing good working conditions for our staff. Our zero harm policies have reduced injuries and insurance costs.</p>	<p>Example: We have green teams identifying new opportunities to improve sustainable practices. Everyone has sustainability targets – personal and team. We have people queuing up to want to work in the company because of our reputation. Our buildings are healthy and eco-friendly. We have excellent working conditions, including family-friendly policies, gym, health programs etc.</p>	<p>Level 1, 2, 3 or 4?</p>

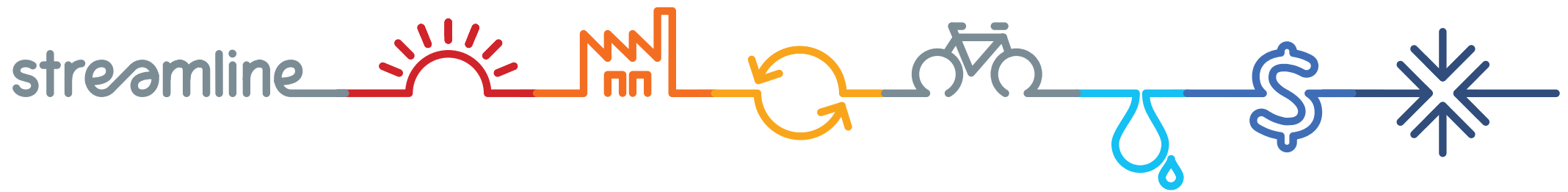
- Checklist questions:**
- Do you train your people in sustainable practices?
 - Do you have performance measures relating to sustainability?
 - Is everyone involved in ways to improve practices and/or develop products? (eg. green teams, working with suppliers, procurement, innovation)
 - Have you designed/retrofitted your building to make it more sustainable?
 - Do you provide facilities that encourage healthy lifestyles?
 - Do you attract/retain good staff due to your commitment to sustainability?
 - Do you have a plan for developing green skills for your business?

People

Target	Action	Date	Who	Resources
<p><i>Provide staff and management training to reflect our sustainability focus, tools and business focus.</i></p>	<p><i>Establish green team with clear targets, responsibilities and reporting mechanism.</i></p> <p><i>Ensure all induction of new staff includes sustainability focus and practices, including cleaners.</i></p>			

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Target	Action	Date	Who	Resources



Streamline Business Sustainability Snapshot

How did you score?

If you got lots of Level 1 scores – you might find the Planning Tool and Sustainability Reviews very useful

If you got lots of Level 2 scores – the Planning Tool and Sustainability Reviews will help you extend the work you've started

If you got lots of Level 3 scores – you are well on your way to becoming a sustainable business. There are numerous resources we can recommend for you to take your efforts to the next level

If you got lots of Level 4 scores – congratulations! Why not share your achievements with your local business community or industry group? Have you thought about publicising your achievements in your local newspaper or industry publication as a case study for best practice? Why not nominate your business for a local business award?



Acknowledgements

Many businesses throughout the Duck River industrial precincts of Camellia, Rosehill, Granville, Silverwater and Auburn have given their time, energy, resources and ideas to the Streamline Business program. They have also provided feedback on the usability of this tool, and their participation in its development is greatly appreciated.



The Streamline Business Program is an initiative of Auburn and Parramatta City Councils assisted by the New South Wales Government through its Environmental Trust.

The Streamline Business Sustainability Snapshot tool was developed by make stuff happen in consultation with local business and council.