

PLANNING MEETING CHECKLIST

HOW TO USE THIS CHECKLIST

Before starting, review the Reusable Workplace Guide to fully understand the program's scope. Then return to this checklist and begin with the program set up section.

Each section in this checklist focuses on early-stage considerations to address during the planning phase, before implementation begins.

PLANNING

- ☐ What pre-commitment does the organisation have, or wish to make? E.g. a Reusables Policy, sustainability statement, etc.
- ☐ What is the goal of the program?
- ☐ What does the program aim to achieve and what does success look like?
- ☐ What is the current employee culture around reusables? Is reuse or single-use the norm, are reusables encouraged?
- ☐ Identify key persons of influence from which any direct communications will come from (E.g. Director).
- ☐ What mid-level support is available to implement the program?
- ☐ Who will be the 'Reuse Champions' in each branch/department? How will they be onboarded into the program?

LOGISTICS

- ☐ What is the employee's current access to reusables?
- ☐ Will the workplace provide reusable cups/containers for employees to use, and is there a budget for this?
- ☐ What is the workplace capacity and facilities (e.g. wash-up stations) with regards to the above?
- ☐ Where are the reusables returned? Do you support a trolley system, or something else like a drop pod?
- ☐ Who will clean the reusables;?
- ☐ What is the workplace health and safety policy around hot drinks?
- ☐ How many employees are there in the workplace?
- ☐ Do employee numbers fluctuate on certain days during the week? How will logistics accommodate this?

CAFE ENGAGEMENT

- ☐ What are the main cafes around your workplace that employees frequent?
- ☐ Are reusable cups or containers currently accepted at these cafes?
- ☐ Does your organisation have a relationship with any of the cafes?

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DATA COLLECTION

- Discuss data collection methodology (bin audits and observational surveys etc.)
- Decide on administering of staff surveys and how these will be delivered.
- For observational surveys, are your staff able to be identified from other staff in your building (eg. specific lanyard)?
- What is the waste system like, how is waste managed in the building, how often is it emptied, and what are the processes? This information can feed into data collection.
- Do you have a safe area suitable and available for the waste audit?
- Is there a direct line of communication to the cleaners?
- Who is responsible for waste costs?

BEHAVIOUR CHANGE

- Please review the Behaviour Change module of the Guide.* Discuss strategies that might work for your workplace, considering your ability/commitment to implement. E.g. signage on the back of the toilet door, prizes, pledges, incentives etc.
- Discuss communication channels and decide which ones will be used, and how they will be delivered (e.g. newsletters, memos, electric signage, staff meetings).
- What is the lead-in time required for communications?

- What are the approval processes/policy for communications in the building? Will the marketing team need to be involved?
- What communication exists between other tenants?
- What tone would be supported in your workplace (e.g. fun, professional)?
- What is the available budget for providing incentives?
- Can incentives for participation in the survey be offered?

PROMOTION TO THE COMMUNITY

- Will you promote program successes to the wider community?
- When will you do this?
- What initiatives would be best to promote?
- What promotional channels are available? (E.g., social media, media, etc.)?

NEXT STEPS

- Identify who needs to be involved in each step, how they will do their task, and timelines for delivery.
- Identify what additional resourcing support is needed (e.g. materials, templates).
- Set up regular program meetings to plan and progress initiatives.
- Complete a Project Plan