



Rotary Club of Wahroonga

How Sustainable is My Business?

Accreditation Report

March 2022

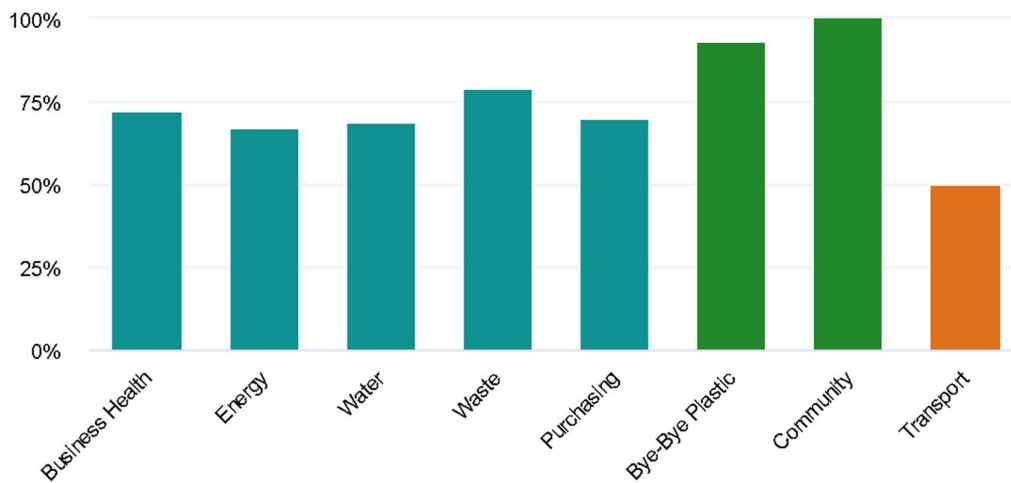
Dear Simran,

Thank you for taking the time to complete the appraisal "How Sustainable is My Business?"

Based on the responses given, you have achieved a rating in each section of the appraisal as follows:

Expert	81-100%	Influencer
Advanced	51-80%	Champion
Intermediate	26-50%	On the right path
Basic	1-25%	Good beginning

The following graph gives a visual representation of your results.



Report Summary

Congratulations! The Rotary Club of Wahroonga is eligible for recognition badges in the following sustainability categories – Business Health, Energy, Water, Waste, Purchasing, Bye Bye Plastic and Community.

The Rotary Club of Wahroonga is a volunteer fellowship organisation that provides service to others via a range of community activities based on understanding, goodwill and peace. Their community work includes fundraising, coordinating events, and connecting people to support others. They work with all members of society including youth and the homeless, and are an integral part of sustaining the fabric of our society.

On 24/3/2022 we completed the BBP Program appraisal and discussed possible actions that could be implemented in the next 12 months that could improve your sustainability rating and earn you more badges.

This report includes your rating for each of the sustainability areas, actions that you may like to implement and a table of your answers provided in the assessment, this shows actions you are already doing. Following our discussion, you are committing to implement the following actions over the next 12 months:

1. Promote energy and water efficiency initiatives to the community via your enews and FB page
2. Look into alternative plastic options for your events, such as Ruzi <https://ruzi.com.au/>
3. Create sustainable procurement procedures with the Environmental Committee for Rotary's procurement process

The BBP team are here to support you on your journey and to help promote your wins as you venture down the sustainability pathway. We offer you resources on our website (www.bbp.org.au), networking events, and as you achieve more badges, opportunities to promote your progress via social media.

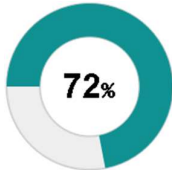
We also hold the bi-annual Better Business Awards, and if your business excels in sustainability, it will be in the running for one of these awards.



BUSINESS HEALTH

The Business Health section looks at core business fundamentals

- ✓ Primary goals and motivations of your business
- ✓ Operational requirements: Business, Marketing and Sustainability Plans
- ✓ Website and digital media presence
- ✓ Accessibility
- ✓ Compliance and Regulations
- ✓ Customer Service

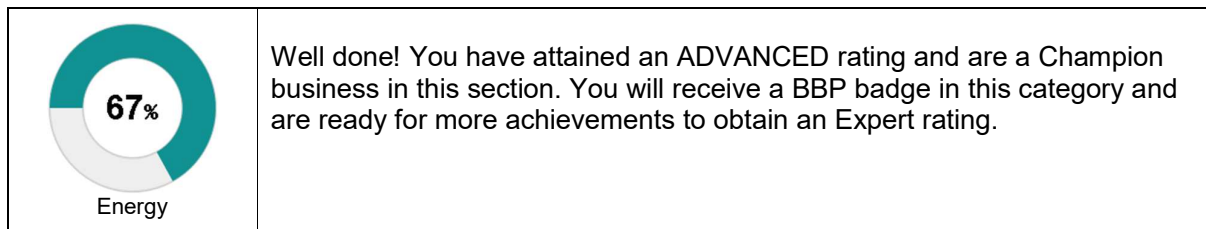
 <p>72%</p> <p>Business Health</p>	<p>Well done! You have attained an ADVANCED rating and are a Champion business in this section. You will receive a BBP badge in this category and are ready for more achievements to obtain an Expert rating.</p>
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Action	Status	Complete
Consider creating a Sustainability Policy for Rotary Wahroonga – see example provided by BBP. Sustainability Statement on website	Complete	2021
Sign up for Councils business e-newsletter	Complete	2020
Rotary formally adoption the 'environment' as their 7 th area of focus	Complete	2021
Environment Sub Committee formed, Simran is Leader of the Board	Complete & ongoing	2022
Rotary Wahroonga is the leader in Australia for environmental projects	Complete & ongoing	2022
New page on website for Protecting the Environment https://www.wahroongarotary.org/sitepage/community-environment	Complete	2021
Continue to promote on FB your new Protecting the Environment website page		

ENERGY

The Energy section looks at:

- ✓ Ability to influence Energy Efficiency
- ✓ Monitoring of energy used in the business
- ✓ Energy efficient practices and investments
- ✓ Renewable energy sources

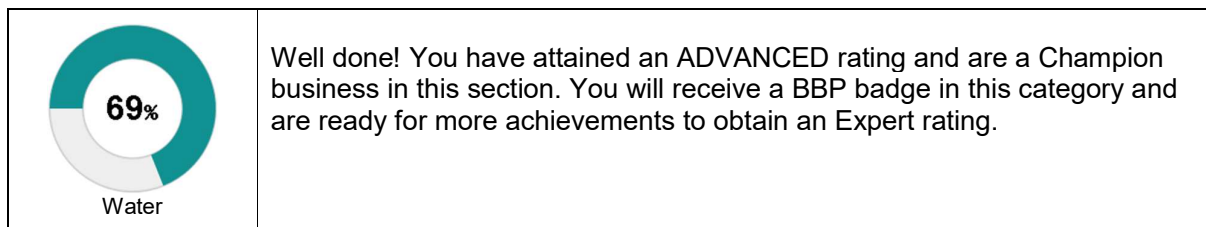


Action	Status	Complete
Encourage Warrawee Bowling Club to join BBP	Complete	2020
Promote energy and water efficiency initiatives to the community via your enews and FB page		

WATER

The Water Section looks at:

- ✓ business ability to influence water efficiency
- ✓ Monitoring of water used in the business
- ✓ Water efficient practices and investments



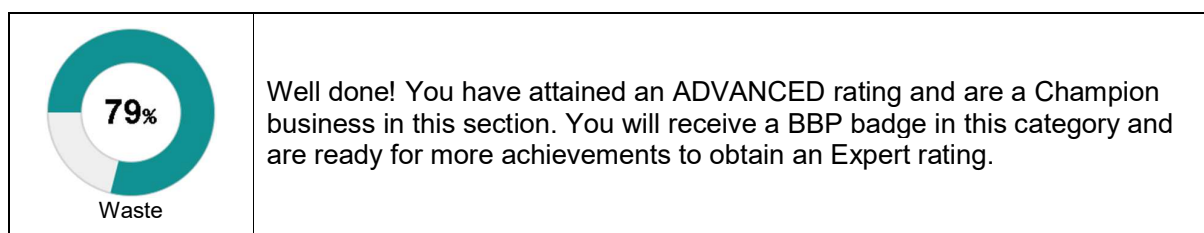
Action	Status	Complete
Encourage Warrawee Bowling Club to join BBP	Complete	2020

Promote energy and water efficiency initiatives to the community via your enews and FB page

WASTE

The Waste Section looks at:

- ✓ Monitoring waste generated by the business
- ✓ Waste reduction practices and investments
- ✓ ability to influence waste reduction and resource recovery

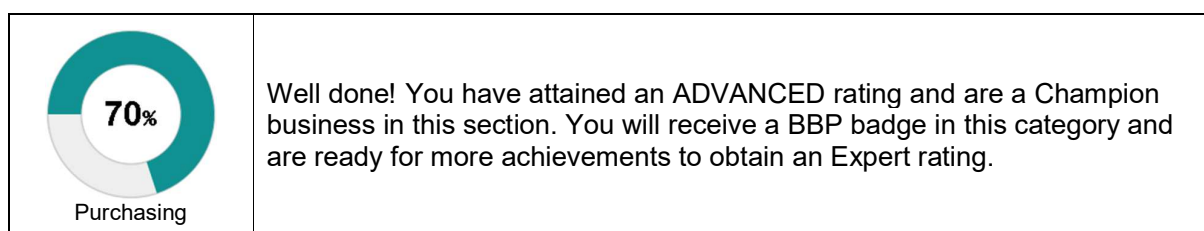


Action	Status	Complete
Consider ways to minimise waste generated from your events.		
Look into alternative plastic options for your events, such as Ruzi https://ruzi.com.au/		

PURCHASING

The Purchasing Section looks at:

- ✓ Practices relating to purchasing goods and services for the business
- ✓ Purchasing based on Ethical and Social / Sustainably Sourced and Environmental / waste reduction criteria
- ✓ Product stewardship and materials sourcing

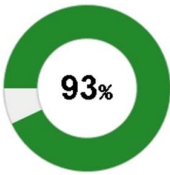


Action	Status	Complete
Look into alternate sustainability options for your office equipment/stationery e.g 100% recycled paper.		
Make a list of environmentally sustainable suppliers Rotary can use for your fundraising events.		
Purchase supplies that minimise single use plastic.		
Create sustainable procurement procedures with the Environmental Committee for Rotary's procurement process		

BYE BYE PLASTIC

The Bye-Bye Plastic Section looks at:

- ✓ Your business use of re-usable items instead of single use and disposable items
- ✓ The extent to which your business encourages re-usables by staff and customers

 <p>93%</p> <p>Bye Bye Plastic</p>	<p>Excellent achievement - your business is an INFLUENCER in this area! Keep leading the way for other businesses to follow your example.</p>
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Action	Status	Complete
Make the Bye Bye Plastic Pledge	Complete	2022
Replace single use plastic straws with paper, bamboo etc - https://byebyeplastic.org.au/toolkits-resources/suppliers-resources/	Complete	2020

STAFF


As Rotary has no paid staff and operates entirely by volunteers, the Staff section is not relevant to your organisation.



COMMUNITY

This section looks at:

- ✓ Community engagement and corporate social responsibility
- ✓ Your business support of charities, NFP and local community
- ✓ Measuring the value of community engagement

 <p>Community</p>	<p>Excellent achievement - your business is an INFLUENCER in this area! Keep leading the way for other businesses to follow your example.</p>
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Action	Status	Complete
No actions identified		



TRANSPORT

This section looks at:

- ✓ How your business measures and reduces the impact of transport miles and transport related emissions
- ✓ Modes of transport used by the business relating to work
- ✓ The initiatives the business has in place to reduce transport related emissions

 <p>Transport</p>	<p>Your business has achieved an INTERMEDIATE rating in this section, and is on the right path. Now you have the opportunity to build on that foundation towards Advanced status and BBP badge accreditation.</p>
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Action	Status	Complete
Consider tracking your vehicle mileage for Rotary trips.		

APPENDIX

Question	Answer
Better Business Contact and Details	
What is the Name of your Business?	Rotary Club of Wahroonga 2021/22
Contact Details	Simran Talwar
What is the best email address for us to contact you?	talwar.simran@gmail.com
Please select one of the following categories into which your business best fits	Social enterprise/Not for Profit / Community
Please describe briefly what your business does?	
Which local council is your business located in?	Ku-ring-gai Council area
How long have you been conducting this business?	Since 25th November 1975
Does your business offer a product or a service?	Our business offers mainly services
How do you do business: online and/or physical?	We conduct business both from a physical place as well as online
To tailor the diagnostic to your specific business situation, please select the most applicable description	The business is largely mobile between clients. This could be a contractor, consultant, trades person or mobile service provider
How many staff work at your business – only employees who work at the premises subject of this assessment?	50 or more employees
What is the employment profile of your team?	We have volunteers
Business Health	
BH1 - Do any of these considerations motivate your business?	To positively engage our customers and staff, To build a reputation as a sustainable and ethical business, To minimise environmental impact of the business, To influence others to be more sustainable
BH2 – Does your business have a defined mission, purpose and values?	Yes we have defined our mission, purpose and values
BH3 - Do you have a business plan and strategy for the growth and development of your business?	Yes we have a business plan and strategy but it needs to be updated/requires risk assessment and plans to be formulated for unforeseen events
BH4 - Does your business have a marketing strategy plan?	Partly - we have a marketing strategy but implementation is inconsistent

BH5 - Does your business have a Sustainability policy and/or plan?	Yes we have developed a Sustainability Policy/Plan
BH6 – Has your business participated in or been involved in any of the following?	Your business has been nominated for or won a sustainability award (e.g. Green Globe, Banksia, CitySwitch?), Have been nominated or otherwise involved in local business award programs?, Rotary Enviroclub Silver Award. We run awards for Vocational avenue of service for Pride of Workmanship and also we have some awards with the San Hospital for their volunteers
BH7 – It is critical for businesses to have some digital media presence – which ones does your business have?	Facebook page, Website
BH8 - How do you measure and improve quality of customer service?	We have an induction program which includes customer service training
BH9 - To ensure you are not inadvertently missing business, what has been put in place to ensure accessibility for all customers and employees?	New Facebook page to enable better accessibility to the community. Go to a lot of face to face networking events to ensure accessibility. , We have designed our website to ensure optimum accessibility online
BH10 - How aware is your business of the regulations it is required to adhere to, for example Work Health and Safety, Environmental compliance?	We have prepared manuals and provide formal training to the relevant staff in each area of compliance and regulation required in our business
Energy	
Energy Q1 - What is your level of influence (actual or potential) over energy efficiency in your business workplace?	I have little to no influence over energy efficiency as I am based at a co-working space
EQ2 What energy sources do you use in your business and how much? Please provide estimates of each type of energy used by and in your business. Note even though your business is home based it may utilise other energy sources through vehicles or other equipment used outside the home base	NA
Energy Q3 - What is the current level of monitoring of energy used in your business?	We are not in a position to monitor our energy usage due to the mobile nature of the business and not having a permanent work place (includes co-working/subletting)
Energy Q4 - What energy efficient practices do you follow at your workplace?	I do not have any energy efficient practices for my mobile business
Energy Q5 - What energy efficiency equipment or investments have been implemented in the workplace?	Not relevant. Mainly online and events., We have not invested in any specific equipment for the business to be energy efficient

Energy Q6 - Does your workplace / business use any electricity from renewable sources? (rooftop solar, solar hot water, accredited Green Power, wind or hydro)	
Energy Q7- Does your business help others to be more energy efficient or take up renewable energy through the products or services that it offers?	While our business has no direct influence over clients and customers, we personally try to influence through discussion and education, to raise awareness of the benefits of energy efficiency and switching to renewable energy sources
Water	
Water Q1 - Is water use significant in your business? Is it used for cleaning or washing, irrigation, cooling or in any other way as a key input?	No we use relatively little water in our business. It is not a key input
Water Q2 –Do you monitor how much water your business is currently using?	We are unable to monitor our water usage even if we wanted to because it is included in our lease and we cannot split out from other tenants
Water Q3 – Please provide a rough estimate of how much water is used by your business in kL per annum	
Water Q4 – What water saving management practices are implemented in your business or workplace?	We check regularly for leaks and drips from taps, toilets etc, Very low water user as online meetings and use Warrawee bowling club. Award Water badge., We proactively try to find ways to be more water efficient in the workplace, We train our staff in water efficiency practices
Water Q5 - What water saving equipment is installed at your business or workplace? Please tick all that apply	Water Efficiency Labelling and Standards (WELS) rated taps and/or shower heads, Water saving / Low flow toilets
Water Q6 - Does your business source water from any alternative source to mains water? (eg rainwater tanks, recycled or treated water system, bore water or on-site dams)	I don't know
Water Q7 - Does your business directly promote water efficiency through the products or services that it offers?	While our business has no direct influence over clients and customers, we personally try to influence through discussion and education, to raise awareness of the need for everyone to be efficient with water as a finite resource
Waste	
Waste Q1 -Do you monitor quantities and types of waste currently generated by your business?	WE currently monitor waste costs but not quantities or types of waste

Waste Q2 - How much waste destined for landfill does the business or workplace generate on a weekly basis?	Our business generates 10L or less of general waste weekly
Waste Q3 - what waste reduction management practices have you implemented at your workplace?	We sort different waste streams with clearly labelled bins for general waste and recycling, We train staff in waste minimisation, reuse and recycling, We encourage staff and customers to use reusable items rather than single use items, We try to avoid unnecessary packaging by buying in bulk or getting supplier to reuse packaging, Left over food goes to Hornsby Connect charity. Board asks what the plan is with sustainability when they organise events, We have a designated staff member to monitor waste and find actions to reduce waste, reuse and recycle, We regularly come up with actions to reduce waste, reuse and recycle
Waste Q4 - what waste reduction or waste management equipment do you currently use?	We have clearly labelled bins for general waste and various recycling streams and ensure that materials are recycled
Waste Q5 - Does your business help others to minimise waste generated, reuse or recycle through the products or services that it offers?	While our business has no direct influence over clients and customers, we personally try to influence through discussion and education, to raise awareness of the benefits of waste reduction, recycling and overall resource management moving towards a circular economy
Waste Q6 - Please select each waste stream that is generated by your business or in your workplace (both regularly and intermittently) and list any other waste streams	Paper and cardboard, Food and organic waste
What quantity of paper or cardboard waste does your business generate weekly?	Small Amount - up to 10 Litre bin
Paper and cardboard – how do you dispose of paper / cardboard waste - please tick all that apply and add any others	Recycle in recycle bin, We avoid printing by using electronic documents where possible
How much food or organic waste does your business generate on a weekly basis	Small Amount - up to 10 Litres per week
Food and Organic Waste – how do you dispose of food/organic waste - please tick all that apply and add any others	We donate or redistribute excess edible food either free or at a discount to reduce waste, To Hornsby Connect
Purchasing	
Purchasing Q1 - What sustainable purchasing management practices does your business have?	The business has a list of suppliers who have been selected based on ethical and sustainable principles, The business prioritises buying from suppliers and producers who are local to the area it operates in

Purchasing Q2 - Do you select products and services for use by your business based on any social or ethical criteria?	The business buys products produced by social enterprises or not for profit organisations where profits are directed to communities in need, To be honest we do not take ethical criteria into account when buying for the business, The business purchases from suppliers who have ethical and sustainable policies and procedures
Purchasing Q3 - Do you select products and services for use by your business which are environmentally and/or sustainably sourced and produced?	The business purchase goods and services locally produced
Purchasing Q4 - Do you select products and services for use by your business which will have the overall effect of reducing waste?	The business uses and purchases products that are reusable rather than single use, The business tries to purchase products made from re-purposed/recycled content , We purchase products with compostable or biodegradable packaging, The business favours suppliers who supply in bulk to reduce deliveries and packaging
Bye-Bye Plastic	
Bye-bye Plastic Q1: In your business what practices in relation to single use plastic and reusables are followed or encouraged?	In our office, we do not use any single use plastic items (except unavoidable packaging on bought items). We have said BYE BYE PLASTIC AND DISPOSABLES, The business encourages staff to use reusable coffee cups - eg we have provided reusable cups for all staff, In our office based business we have installed filtered water stations to reduce need for bottled water , In our office we are conscious of reducing single use plastic use where we can but there are some items that are unavoidable and we try to find sustainable disposal options such as recycling , We have set up a reusable shopping bag station so staff can use them to go shopping and avoid plastic bags
Bye Bye Plastic Q2 What single use items are used in your home business on a regular basis by you, your staff and customers? Tick all that you use in the business. These might be used for packaging your products or they might just be used by you and your staff in the course of your working day.	Plastic cling wrap , We do not use any single use plastic items
Bye-bye Plastic Q3 – If your business uses single use items what are they are made of? You may use more than one disposable item, so please tick all that apply	Standard petroleum based plastic, Cardboard or paper
Bye-bye Plastic Q4: What reusable items do you encourage in your business - by you, your staff or customers?	Reusable coffee cups , Reusable water bottles , Reusable cups and glasses, Reusable shopping bags , Reusable containers and cutlery, Other reusables used in the business

Bye-bye plastic Q5: Does your business help others to avoid single use plastic or to use reusable items through the products or services that it offers? For example waste consultant, produce reusable or sustainable items to replace disposables?	Through the business we try to influence clients, staff and suppliers to replace single use with reusables whenever there is an opportunity
BBP Q6 - Has your home based business made a pledge to say "bye-bye plastic hello BYO" at www.byebyeplastic.org.au ?	Yes
Please estimate the quantity of plastic cling wrap used weekly?	Less than 10 metres of plastic cling wrap used weekly
Staff	
Staff Q1 - Do you have staff in your business?	No
Community	
Community Q1 – What community engagement practices does your business have in place?	Our business has developed a written corporate social responsibility (CSR) plan which is published and shared with staff and clients, There is someone with specific responsibility for the CSR / community engagement activity of the business. In a sole trader business, this may be the owner., CSR activity is regularly on the management agenda , Our organisation is a not for profit, social enterprise, charity or community organisation that has a mission to address a social or environmental need., The business offers community or pro-bono service for charities and community organisation, The business has set community service or pro-bono targets , Our business actively engages in advocacy for adopting improved social or environmental policies or performance
Community Q2 How does your business engage with the local community?	We support local schools, sporting and community groups with promotion, donations and services, We offer work experience and school holiday programs for local youth, We partner with other businesses or local groups on initiatives and projects to foster positive community development and add to the social fabric of our local community, Targets related to charity event outcomes & budgets. Youth committee, Rotary leadership camps, fundraising to enable kids to go. Duke of Ed debates on 4 way test. Macquarie uni mental health forum for youth, rotary helps with stalls & engage local schools to go. , We provide resources for community groups from time to time as required such as premises, pro-bono services, supplies or volunteers

Community Q3 - Do you measure the value of your community engagement activity both on the community and your business?	We share information about charities, not-for-profit and community groups with our team, suppliers and customers, From time to time we donate money, services or products for charities or causes, We have a Workplace Giving program where we match employee contributions to selected charities and causes or a regular percentage of our profits go to selected charities and causes, We have a corporate volunteering program with organised company team volunteering days every year for staff, Our business has a formal partnership or sponsorship arrangement in place with specific charities / community groups , The business provides staff paid days/hours per year to volunteer with a charity or community group of their choice
Community Q4 – Do you measure the value of your community engagement activity both on the community and your business?	We seek feedback from staff, customers and the community on our community engagement activity impact, We report back to our staff and customers our actual contributions in effort and funds and the impact of our community engagement activities through newsletters, on our website or on social media, We try to measure the benefit back of CSR activity to our business performance by reporting it as a metric in annual reports, Targets & board reports monthly. Annual report. Team up with international rotary eg Nepal.
Transport	
Transport Q1 - How is transport utilized for your business operations?	In our business, I/we typically work from home, Not relevant in 2020 due to covid.
Transport Q2 - Estimate how often active transport methods (walking, bicycling or similar) are used for work related trips (including to and from workplace?)	Rarely walk/cycle
Transport Q3 - estimate how often you or your team use public transport for work related trips (including to and from workplace)?	Sometimes use Public Transport
Transport Q4 - estimate how often your or your team use private vehicles (including taxis, uber, hire cars and privately owned vehicles) for work related trips (including to and from workplace?)	Usually use private vehicles but sometimes we use public transport, walk, bicycle or car share
Transport Q5 - Please estimate how frequently air travel is used by you or your team for business purposes?	We have a policy of no air travel for business - we rely on video meetings

Transport Q6 - In the course of doing business, what does the business have in place to reduce transport related emissions?	We use video-conferencing and virtual meeting services where possible, Encourage the use of car share and car pooling by staff, Carpool for events. Virtual conferences in 2020. Use local cafe, buy wine in bulk., Purchase local goods and services for the business to reduce transport miles, The business has a Flexible work policy to reduce need for travelling where possible, Buy supplies in bulk / deliver our products to customers in bulk / have set pick up days to reduce delivery trips
Transport Q7 - What equipment or initiatives have been put in place which have the effect of reducing carbon emissions from transport?	Business location is close to public transport
Transport Q8 - Does your business help others to reduce the transport emissions through the products or services that it offers?	No not relevant to our business
Please explain how your business directly or indirectly helps others to reduce transport related emissions in their business?	

Thank you for taking the time to become a BETTER BUSINESS! Your BBP Program Manager will stay in touch to support you in your further efforts to improve your business, so your business will thrive through sustainability. If you have any questions or need support contact us today.