
Food **Waste** Management

Plan template

Document Control

Prepared for Sustainable Destination Partnership and City of Sydney by EC Focus Pty Ltd.



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How To Use

This template provides a format to help guide hospitality organisations to make commitments and implement actions to reduce food waste and increase organic recycling which align with their operational context and business goals. Food waste management is highly contextual and different organisations have different challenges and opportunities regarding food management. The template provides flexibility to cater for this.

This template allows for hospitality organisations to plan their food waste avoidance efforts using the framework established by the Sustainable Destination Partnership's **'Roadmap to halving food waste'**:

Organisations should work through the template, filling in actions and using suggestions to guide inputs. Other actions not present can be added and actions that are not relevant should be removed. The document includes columns to record key stakeholders and target completion dates to determine responsibility for actions and timelines. Use the template as a guide and add actions or commitments throughout the doc.

Content items from your completed plan can be embedded into various other business documents, such as sustainability strategies, kitchen standard operating procedures (**SOPs**) or staff training documents.



Commit



Measure



Engage



Implement



Share



Our organisation, _____ acknowledges the impact food waste has on our business, the broader economy and the climate. For Sydney to be a sustainable destination these issues must be addressed. **For this reason, we commit to taking action to address food waste in the following ways:**

Actions	Context	Key stakeholder/s responsible	Completed by
Main Commitments			
Commit to reducing food waste by _____%	<p>The Sustainable Destination Partnership is committed to reducing food waste by 50% by 2026.</p> <p>Both the Australian government and the NSW Government have goals of halving food waste by 2030.</p>		
Sub-commitments			
Commit to introducing organics recycling across _____% of sites	Mandates for source separation of organics in NSW are set to apply to hospitality businesses with bin capacity of 3800L by 2025 with further application to 660L by 2029. SDP Roadmap outlines the goal to have 100% of Partners diverting food waste from Landfill by 2026.		
Commit to donating _____% of edible food waste to a charity partner	Donating food to partners such as OzHarvest or local food charities can reduce the emissions associated with food waste as well as help feed people in need		
Commit to using more sustainable suppliers.	Using more sustainable suppliers can help you reduce the waste in your supply chain.		
Commit to embedding food waste KPIs in _____% of senior staff contracts	Embedding food waste KPIs in contracts sets a clear agenda that food waste is something that needs to be addressed		
Insert organisation specific action			

Our organisation, _____ acknowledges that food waste can't be addressed unless it is measured. What is measured can be managed. **For this reason, we commit to taking action to address food waste in the following ways:**

Actions	Context	Key stakeholder/s responsible	Completed by
Main Commitments			
Measure waste generated by the organisation in the following areas (tick relevant) <input type="checkbox"/> Supply Chain <input type="checkbox"/> Kitchen <input type="checkbox"/> Waste Service Providers	What is measured, is managed. Without knowing where waste is occurring, at what quantities and what the composition is, businesses cannot take action to improve. Identifying an area to measure the waste generated is the first step.		
Sub-commitments			
Measure food quantities purchased	By tracking food quantities purchased and comparing sales data, quantities wasted or lost can be estimated		
Have _____% of suppliers track and report waste and emissions (scope 1/2/3)	Tracking waste and emissions identifies challenges and helps organisations with their reporting requirements. Larger business such as Coles are moving to require 75% of their suppliers (by spend) to track their scope 3 emissions and set an SBTi reduction target.		

Sub-commitments			
Undertake baselining waste audits. Follow-up/comparison audits will be undertaken every _____ months in kitchens.	Waste audits give understanding of the amount of food waste generated and how waste is arising (Spoilage, Preparation, Buffet, Plate). The more frequently these are conducted the more detailed information is gathered. Technology can help with continuous monitoring		
Track waste at catering events (through leftover units)	Tracking catering waste can help the business understand why it is generated, create baselines and report to clients		
Track waste collections and compare year to year changes	Tracking waste collections is crucial to understanding if waste is reducing or increasing		
Measure food waste across the organisation to be able to submit food waste data to the City of Sydney as part of the SDP reporting	20/54 (37%) business in the SDP reported organics recycling collections in 2022/23. No data was reported on how much food was donated or how much food was purchased		
Insert organisation specific action			

Our organisation, _____ acknowledges that outcomes, particularly those in relation to food waste will not improve without engagement with staff and external stakeholders. **For that reason, _____ will engage with key stakeholders in the following ways:**

Actions	Context	Key stakeholder/s responsible	Completed by
Main Commitments			
Introduce food waste reduction education as part of staff induction.	Building a culture to ensure that reducing waste is everyday practice and that it's importance is understood by staff from the start of employment.		
Sub-commitments			
Use a flat hierarchy to co-design solutions to waste. Implement meetings on a _____ basis to ensure they are implemented.	Using a flat hierarchy to co-designing solutions ensures staff have buy-in and have skin in the game when trying to make a solution work.		
Create recurring meetings on a _____ basis with on-site caterers to discuss ways to improve food waste management.	Ensure all caterers are aware of the released Catering Sector Action Plan and are actively introducing measures highlighted in the plan.		
Identify _____ Food Waste Champions ('Friendlies') across the business.	Identifying and engaging champions in the business can empower staff to take action.		

Sub-commitments			
<p>Engage suppliers around sustainability issues, with a focus on reducing waste in the supply chain</p>	<p>Engage with suppliers about growing practices, seasonality, whole crop purchasing, streamlined ordering processes etc. to minimise waste. Close supplier relationships may help you to resolve and benefit from upstream issues such as gluts of produce.</p> <p>Company-wide 'Good Food Guides' of suppliers based on certifications and policies can support sustainable choices.</p>		
<p>Engage BOH and FOH staff to help drive insights around reducing food waste. This will be done through meeting on a _____ schedule</p>	<p>Regular meetings between FOH and BOH staff can identify food waste reduction opportunities. For example, FOH staff can report on how portion sizes for certain meals may be excessive.</p>		
<p>Access expertise and support from the City of Sydney, the NSW EPA and other SDP partners who can support your food waste avoidance efforts.</p>	<p>SDP has resources for businesses to utilise. These can be in the form of help finding food donation partners, guidance with waste auditing and equipment rebate funding.</p>		
<p>Insert organisation specific action</p>			

Our company, _____ will implement the following actions to reduce food waste generation and recycle any unavoidable organic waste.

Actions	Context	Key stakeholder/s responsible	Completed by
Main Commitments			
Integrate food waste measurement resources into staff inductions	Highlight food waste commitments in staff inductions. If equipment or processes have been put in place, ensure new staff follow SOPs.		
Incorporate food waste actions into regular meetings	Have food waste as an agenda item to ensure that it is front of mind to be addressed.		
Include food waste clauses in waste management contracts, tenant leases and other key contracts	Establish sustainability as a contractual obligation rather than an option.		
Sub-commitments			
Engage suppliers around sustainability issues, with a focus on reducing waste in the supply chain.	<p>Engage with suppliers about growing practices, seasonality, whole crop purchasing, streamlined ordering processes etc to minimise waste. Close supplier relationships may help you to resolve and benefit from upstream issues such as gluts of produce.</p> <p>Companywide 'Good Food Guides' of suppliers based on certifications and policies can support sustainable choices.</p>		

Sub-commitments

<p>Institute food waste auditing or continuous measurement.</p>	<p>Regular audits, continuous measurement, technology such as Leanpath or Winnow and/or data collection for an organics waste stream.</p>		
<p>Implement technology such as Wastemaster, Pulpmaster or other onsite organics processing units to help recycle waste</p>	<p>Onsite waste processing technology may be useful for sites that are generating large amounts of organics. This equipment can reduce costs as well as WHS issues associated with organics recycling such as odour and vermin.</p>		
<p>Revise how onsite buffets are contributing to waste</p>	<p>Buffets are commonly high waste generating areas due to the need to always keep them looking abundant. More cook to order options and reducing replenishment toward end of service can assist.</p>		
<p>Set up source separation bins in the kitchen, assessing their size, colour and location</p>	<p>Consistent colouring, placed to the left, and slim to fit at the end of benches or under bench tops, pictures of what goes in them</p>		
<p>Ensure that seasonality and local produce is a key part of menu design</p>	<p>Focus on local produce that is in season helps reduce food waste and emissions in the supply chain.'</p>		
<p>Embed low waste menu design across all menus onsite</p>	<p>Use single ingredients across multiple dishes to limit purchases and waste. Pursue nose-to-tail or root-to-tip cooking, using all parts of ingredients See Love Food Sydney and NSW EPA's Your Business Is Food</p>		

Sub-commitments			
Seek staff input on meals each week to reduce food waste	Staff input on meals - eg challenges to produce low waste meals, staff votes on the meals prepared for staff themselves can embed low waste practice.		
Create a Sustainable events guide	An events guide for customers including information on food waste, checklist, recommendations on plate sizes, low food waste menu options, food to order services and plans for food waste donation can encourage customer involvement in food waste reduction. .		
Insert organisation specific action			

Our organisation, _____ will share our actions the following ways:

Actions	Context	Key stakeholder/s responsible	Completed by
Main Commitments			
Share case studies on success in reduced waste generation and improved organics recycling with business partners and the public.	Sharing the challenges and breakthroughs of food waste improvement helps participants in the SDP with the collective goal of halving food waste and promotes your business to clients.		
Sub-commitments			
Share case studies on how the business has reduced waste generation and improved organics recycling.	Case studies that can be shared within the organisations with multiple sites can help spread good food waste practices. Sharing case studies with the general public help show that you are taking meaningful action.		
Use the collated data on food waste to report to clients	Some clients have sustainability goals and your success will contribute to their efforts.		
Partner with celebrity chefs to share the importance of acting on food waste	Celebrity figures in the hospitality industry influence trends.		
Insert organisation specific action			

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