



# Memorandum of Understanding

Between  
Environment, Planning and Sustainable Development Directorate and

Name of Business: \_\_\_\_\_

Our aim is to assist your business in managing your waste in the most efficient and effective manner. We have created a business program to ensure that we are able to provide a comprehensive waste management guide to businesses, in an easy to implement and an easy to follow structure.

Please read through the commitments below and fill out your details prior to returning this form to our office.

### Sustainability Programs (SP) Commitments

- Your business will receive support through an initial meeting with us to have the process explained, as well as ongoing assistance where required.
- We will analyse your existing waste procedures and help you identify areas to improve and develop them.
- We will provide the "Best Practice Actsmart Business Guide" and resources for your business to work through, which takes you step-by-step through the implementation and evaluation stage.
- We will assist you to educate your staff in the correct use of the new waste management program.

### Signing Business Commitments

- Establish a management team to implement the program.
- Provide data on volumes of waste and recycling before the program commenced and during the program (Initial audit to be supplied within three months of signing up to the program).
- Adopt the Best Practice Guide and program.
- Commitment of staff to attend an education session conducted by us at your premises.
- Meet with us when program is in place to apply for accreditation.
- Allow your information to be shared with other businesses who are also implementing the guide.

Location of Business \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Authorising Person \_\_\_\_\_ Position \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ No. of staff on site \_\_\_\_\_

I \_\_\_\_\_ (Name) am authorised on behalf of \_\_\_\_\_ (Business)  
to commit to the Actsmart Business program and the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Where did you see/hear about the program?  TV  Newspaper  Magazine  Radio  
 Referred by someone \_\_\_\_\_  Other (please detail) \_\_\_\_\_

What has attracted you to the program?  Need for recycling  Promotion of business involved  
 Environmental benefits  Other (please detail) \_\_\_\_\_

Return to: Sustainability Programs P 13 22 81 | F 6207 2244 | E ActsmartBusiness@act.gov.au