**BSBSUS501 Develop Workplace Policy & Procedures for Sustainability**

**Task 3 – Sustainability Implementation Review Report - Template**

**Title:** (This is the title of your report and should be on a separate page)

**Table of Contents:** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**Executive Summary**: (This is a brief overview of what your report is all about, the implementation plan and how you obtained the results and your analysis. This should be approximately ½ page)

**Body of Report** (This is the area of the report where you discuss the original targets you set in your implementation plan of Task 2 and the actual results as found in the excel spreadsheets in GOALS)

**Implementation Plan Objectives & Targets:** (Write an overview on the 4 Objectives and 9 main targets and how you went about the implementation– approx. 1 page)

**Results of Actions**

**Gas Use:** (1 page)

**Introduction:** (Write a brief introduction)

**Graph/Chart:** (include a graph of the Gas use & expected target from 06/07 to 11/12)

**Explanation:** (Write an explanation on trends, up or down, and why this has happened)

**Proposed Improvements:** (what will you do to improve performance going forward?)

**Water Use:**  (1 page)

**Introduction:** (Write a brief introduction)

**Graph/Chart:** ((include a graph of the water use & expected target from 06/07 to 11/12)

**Explanation:** (Write an explanation on trends, up or down, and why this has happened)

**Proposed Improvements:** (what will you do to improve performance going forward?)

**Electricity Use**: (1 page)

**Introduction:** (Write a brief introduction)

**Graph/Chart:** (include a graph of the electricity use & expected target from 06/07 to 11/12)

**Explanation:** (Write an explanation on trends, up or down, and why this has happened)

**Proposed Improvements:** (what will you do to improve performance going forward?)

**Communication on Sustainability:** (Suggest improvements to the sustainability policy and especially the ways to communicate to all employees, community and other stakeholders. Use the feedback you got from the assessor/audience in Task 2. Should be ½ page)

**Conclusion:** (summarise your report – the purpose, the sustainability objectives, the results and what improvements will be implemented for the future. This should be ½ page)

Name:

Signature: Date:

Title: