



# Green Leaf Café [Title of report]

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## Assessor Instructions

The candidate must

- Complete Option 3 of this report. They must present their work clearly and logically, using the headings provided. The candidate's response must reflect the sample answers provided for Options 1 & 2.
- Write a conclusion that summarises the main points and findings presented in the report.
- Identify and correct grammatical errors, spelling mistakes, and any clarity issues within the report.
- Ensure a logical structure within the report, with proper headings, subheadings, and sections.
- Ensure references have been included.

## Introduction

This report captures the project team's research and planning for the Green Leaf Café community project. In this report, we have researched three organisations that align with Green Leaf Café's mission, vision, values, and culture with initiatives that contribute to the betterment of society and the environment.

We will discuss our recommendations, drawing from the insights we've gathered, to help you make an informed choice. The project team has worked collaboratively to ensure that each organisation aligns with Green Leaf Café's values and culture. This report also outlines the impact Green Leaf Café can make by actively participating in the initiatives of the selected organisation.

## Main Body

### Option 1

Team Member: Team Member 1

Name: OzHarvest Australia

URL [www.ozharvest.org](http://www.ozharvest.org)

### Purpose

OzHarvest's mission is to 'Nourish our Country' by preventing good food from going to waste and distributing it to charities supporting needy individuals. They achieve this by gathering quality surplus food from various donors, including supermarkets, cafes, delis, restaurants, corporate kitchens, airlines, hotels, and other food-related businesses.

OzHarvest operates nationally with offices in Sydney, Adelaide, Brisbane, Gold Coast, Cairns, Canberra, Melbourne, Newcastle, and Perth. They also rely on a dedicated team of volunteers in regional communities to carry out their mission.

OzHarvest is committed to tackling food waste and protecting the environment. They lead the way in sustainability efforts, aiming to inspire and collaborate with others to reduce food waste by half before 2030. They work closely with industry and government partners and use the media to raise awareness about this important issue.

### Description

Green Leaf Café can get involved by contributing excess perishable and frozen food, such as dairy, fish, meat, and fresh juice, as long as it's still safe for human consumption, even if it's nearing or has reached its 'use-by date.' Additionally, they can donate non-perishable items, even if they are up to three months past their 'best before date.'

Donating high-quality surplus food not only helps Green Leaf Café minimise waste and reduce disposal costs but also makes a significant positive impact by providing much-needed assistance to individuals in your local community.

### Commitment required

[Describe what the input from the café would be in time, goods, money, etc.]

Green Leaf Café would need to package donated food in food-safe containers that will survive transport, re-distribution, and label the food with any food safety information.

## Option 2

Team Member Team Member 2

Name Clean Up Australia

URL [www.cleanup.org.au](http://www.cleanup.org.au)

### Purpose

Clean Up Australia inspires and mobilises communities to improve and conserve our environment, eliminate litter and end waste.

Today's Clean Up Australia focuses as much on preventing rubbish from entering our environment as it removes what has already accumulated.

### Description

There are several ways that Green Leaf Café can get involved with Clean Up Australia:

1. Green Leaf Café staff engagement and team-building event
  - Engage the staff in a fun, practical volunteering day
  - Enjoy the outdoors and improve our local environment
  - Involve staff, customers and stakeholders
  - Grow relationships with the community through shared experiences.
2. Fight Food Waste. Cooperative Research Centre has identified that nearly 300kgs of food is wasted in Australia per person per year. Ways Green Leaf Café can reduce this is by:

- Growing our own herbs and using them in the café
  - Storing food correctly so that it does not spoil
  - Educating staff on Best-Before and use-by dates
  - Taking an inventory of food on hand and using FIFO for food rotation.
  - Donate leftover food to a charity.
3. Educate staff on what can be recycled.
    - Recycle Aluminium Foil, Foil trays and foil pie plates
    - Flatten cardboard boxes
    - Rinse containers to remove excess debris
    - Purchase products that include the Australian recycling label.

### Commitment required

1. For a Green Leaf Café staff engagement and team-building event to take place, the cafe needs to proactively promote the event within the cafe to staff, customers, and stakeholders.

Additionally, there is a hosting cost of \$200. This cost includes clean-up bags for recycling and general rubbish, gloves, a supervisor's vest, and a sharps container. Funding for this expense could be secured by contacting stakeholders and customers.

2. To actively combat food waste, Green Leaf Café's involvement would include ensuring their staff is well informed about the best practices in food hygiene and handling. This might entail additional training, which can be conveniently accessed at no cost through the following resources:  
 NSW Food Authority: You can find free food handler basics training at this website: <https://www.foodauthority.nsw.gov.au/training/food-handler-basics-training>.  
 Federation Council: Additionally, the Federation Council offers free online food safety training, which is available here: [Federation Council's Food Safety Training](#).

While there could be some initial expenses if Green Leaf Café decides to grow its own herbs for use in the cafe, it's important to note that these costs can be offset by reducing the need to purchase herbs for cafe operations.

3. To actively engage Green Leaf Café in promoting awareness and education for improved recycling practices in the workplace, they could implement these no-cost changes:
  - Place clear and informative signage on recycling bins.
  - Dedicate a specific time during staff meetings to discuss recycling.
  - Establish and communicate sustainability goals for the team to work toward.
  - Recognise and reward employees who actively participate in recycling efforts.

### Option 3

Team Member: [Name]

Name:

## Purpose

[Outline of their purpose]

## Description

[Describe how Green Leaf Café could become involved]

## Commitment required

[Describe what the input from the café would be in time, goods, money, etc.]

## Conclusion

[What were your findings? Summarise the content of your report here. Don't introduce any new information at this point]

## References

[Provide references to all the material you referenced when compiling your report to acknowledge other's work and in case the reader would like to know more.]

Harvard system referencing is used:

Author Surname, Initials, Date of Publication, Title, Publisher, Address [City, State]

Example:

Stratford, SJ, 2009, Health Care, Infobase Publishing, 132 West 31st Street, 17th Floor, New York, NY 10001

Internet site references must include the following:

Author/ authoring body name [the person or organisation responsible for the site] Year [date created or last updated], Title [in italics], Name of the sponsor of the site, Accessed day month year [the day you viewed the site], URL or Internet address [pointed brackets]

Example:

World Health Organisation 2013, Financial crisis and global health, The United Nations, accessed 1 August 2013, <[http://www.who.int/topics/financial\\_crisis/en/](http://www.who.int/topics/financial_crisis/en/)>

Clean Up Australia [2023], About Clean Up Australia, Clean Up Australia, accessed 2 November 2023, <https://www.cleanup.org.au/about-us>

## Appendices

[This is optional; attach any additional information you want to provide the reader here]

