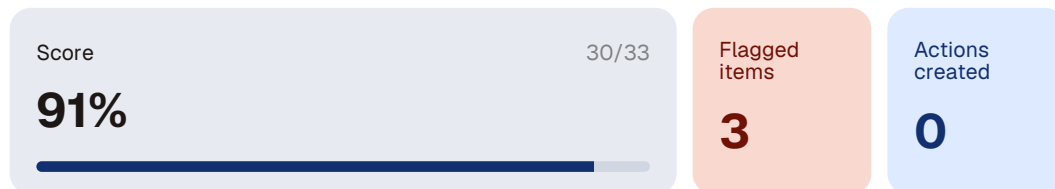


Single use plastic ban Australia compliance checklist

25 Sep 2026 / The Daily Grind Café — Newtown branch / Sarah Mitchell



This checklist assesses your business's packaging and disposable stock against Australian state and territory single-use plastic ban legislations. Operations or compliance managers should complete this checklist before each stock order.

Name of inspector	Sarah Mitchell
Position / role of inspector	Store Manager
Date of inspection	25.09.2026
Location	22 Angel St, Newtown NSW 2042, Australia (-33.8995219, 151.1808487)
Business / site / branch being audited	The Daily Grind Café — Newtown branch

The next page will ask you to fill out an inventory table. Treat the inventory table as one row per item type, and answer each item based on what you observe at the time of inspection.

A No response, or an item flagged as Banned or Unsure, is flagged automatically. Action it before ordering more and document the compliant alternative sourced.

1

Flagged items

3

Compliant with current state list?	Yes
Compliant with current state list?	Yes
Are all flagged items covered by a valid exemption (medical, disability, healthcare, correctional, or scientific/forensic)?	No

2 Packaging & disposables inventory

2 flagged, 14/16 (88%)

	Item name	Category	Material	Supplier name	Compliant with current state list?	Compliant alternative identified?	Action owner	Recheck date
1	Takeaway coffee cup	Cups & containers	Biodegradable or PLA	BioPak Australia	Banned	Yes	Procurement team	30.09.2026
2	Cup lid	Cups & containers	Biodegradable or PLA	BioPak Australia	Yes	Yes	no need	30.09.2026
3	Sandwich container	Other	Conventional plastic	Castaway Packaging	Banned	In progress	Kitchen manager	30.09.2026
4	Wooden drink stirrer	Straws & stirrers	Reusable metal or wood	Detpak	Yes	Yes	no need	30.09.2026

3.1 Banned item escalation check

2/2 (100%)

Review the inventory table before answering these questions.

Is the inventory free from any item marked "Banned" or "Unsure" under your state's current list?

Yes

Has every item marked "Banned" or "Unsure" been assigned an action owner and a recheck date in the table above?

Yes

Click N/A if there are no items marked as "Banned" or "Unsure."

3.2 State ban compliance check

1 flagged, 5/6 (83%)

Confirm your obligations under your state or territory's single use plastic ban before relying on the inventory table above.

Is the banned items list used to complete this audit up to date for your state or territory?

Yes

If you operate in more than one state, is the strictest list applied at every site?

Yes

Are all flagged items covered by a valid exemption (medical, disability, healthcare, correctional, or scientific/forensic)?

No



The cup and container are standard retail items sold to the public — no exemption category applies, so the ban stands and they need to switch materials.

Are all exemption claims documented in writing from the customer or supplying business, rather than assumed?

Yes

Is all pre-ban stock being sold, not just stored?

Yes

Do all items built into packaging (e.g. an attached spoon) still qualify for exemption after recent rule changes?

Yes

3.3 Compliant alternative sourcing

5/5 (100%)

Confirm each compliant alternative before switching stock over.

Are all compostable or biodegradable alternatives certified to AS 4736:2006 (industrial composting) or AS 5810:2010 (home composting)?

Yes

Note: Certification confirms the compostability claim, but it does not confirm automatic exemption from your state's ban. Double-check your response to exemption questions above, if necessary.

Have alternatives been trialed with front-of-house or production staff before a full stock switch?	Yes
Have supplier pricing and lead time been confirmed for the compliant alternatives?	Yes
Are reusable bag alternatives rated for 125-plus uses where a reusability standard applies?	Yes
Have all "eco-friendly" or "biodegradable" label claims been checked against ISO 14021 self-declared environmental claims guidance before being used in marketing?	Yes

3.4 Staff training & procurement update	4/4 (100%)
Confirm the operational follow-through after sourcing compliant alternatives.	
Have staff been briefed on which items are banned and why?	Yes
Has the procurement checklist been updated to check new suppliers against the state ban before an order is placed?	Yes
Has a recheck date been set, given most states are still adding items in stages?	Yes
Has environmental management alignment (e.g. ISO 14001) been considered for broader compliance documentation?	Yes

4 Completion

Before signing, check all rows in the inventory table. Confirm no action owners or recheck dates are missing, and confirm all items marked Banned or Unsure are noted for escalation.

The completed log is an audit evidence document. It records a process, not a certification of compliance.

Inspector name and signature

Sarah Mitchell 25.09.2026 12:32

Supervisor name and signature (if applicable)

David Chen 25.09.2026 12:32