



# SUSTAINABILITY CHECKLIST

**Title:**

*Year:*

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**Production Company**

**Production Type**

**Users**

**Reviewers**

**Checklist Version**

v16 (Sustainability Checklist 10 Sept 2023)

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Has a final emissions report been completed at the end of the production?

 Yes No N/A

Yes is acceptable where there is a clear approach and intention to do so, but it has not yet been done.

Did the production engage a full independent carbon audit from a verified supplier in New Zealand?

 Yes No

To verify carbon emissions generated through activities associated with the New Zealand production activity

Were cruelty-free, non-toxic and organic hair and make up products used by Hair and Make up?

 Yes No

Were cruelty-free, non-toxic products and adhesives used by Prosthetics?

 Yes No N/A

Was dry cleaning avoided when possible and, when required, was a PERC-free, environmentally preferable dry-cleaner used?

 Yes No

Were clean or alternative fuels used for heating (e.g. propane / biodiesel) and/or were electric heaters used instead?

 Yes No

Was there someone responsible for keeping studio doors closed when the AC was on?

 Yes No N/A

Was low energy lighting used at the studio and offices?

 Yes No

Did you use mains power (no generators) as the primary power source when shooting at the studio?

Yes

No

N/A

Did any of the departments use electric generators or battery packs instead of diesel generators?

Yes

No

Were non-toxic, low VOC (volatile organic compound) or water-based paints primarily used by Construction / Art Department?

Yes

No

N/A

Did the production use timber from a verified sustainable source?

Yes

No

N/A

Was the catering company and/or food chosen with consideration for its environmental impact?

Yes

No

For example: low carbon footprint and/or Fairtrade, locally sourced, meat free, etc.

Did you reduce red meat by providing mostly vegetarian or vegan morning / afternoon tea?

Yes

No

Did you encourage crew to choose vegetarian or vegan meals by working with catering to ensure that they are providing high-quality and varied vegetarian and vegan options?

Yes

No

Was video-calling used and encouraged in place of physical meetings?

Yes

No

Has the production offset its calculated emissions?

Yes

No

Yes is acceptable where there is a clear approach and intention to do so, but it has not yet been done.

Did you assign someone in each department to turn off lights and equipment when not in use / at the end of each day?

Yes

No

Did you have a strategy to ensure that all departments were accessing plug-in power in the place of generator power at all opportunities?

Yes

No

Did you enforce a mandatory no idling policy on all sites?

Yes

No

With exceptions where idling was required

Did you combine cast trailers?

Yes

Partially

No

N/A

Did you create a transport emission reduction plan, including but not limited to the following?

Yes

No

Using electric, hybrid or alternative fuel vehicles,  
Introducing crew incentives for carpooling and public transport,  
Implementing strategies to ensure efficient driving practices on your production,  
Providing a shuttle service to reduce commuting and/or make public transport feasible.

Were key crew allocated responsibilities to ensure the successful implementation of all aspects of the emission reduction plan?

Yes

No

Did all departments have emission reduction plans?

Yes

No

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## Waste Reduction

29 questions

Did the production use printing paper from a verified sustainable source?

Yes

No

Did you ensure recycling and compost were collected at each location?

Yes

No

Were cosmetic packaging and product containers reused / recycled?

Yes

Partially

No

Were locally made, low packaging hair and make up products used where possible?

Yes

Partially

No

Were the vast majority of costumes reused, recycled or donated at the end of production?

Yes

No

More than 70%.

Were the majority of costumes rented or reused from other productions?

Yes

No

More than 50%.

Were the vast majority of props redistributed or disposed of sustainably?

Yes

No

More than 70%. For example: donated, recycled or sold

Were the majority of props rented or purchased second hand?

Yes

No

More than 50%.

Have set builds been donated, recycled or reused at the end of the production to divert waste?

Yes

Partially

No

N/A

ie, not sent to landfills

Did the production use rechargeable batteries, including the sound department?

Yes

Partially

No

Was construction debris recycled?

Yes

Partially

No

N/A

Were alternatives to wood used for structural support of sets, such as steel scaffolding or shipping containers?

Yes

Partially

No

N/A

Was food that could not be donated composted?

Yes

Partially

No

Was leftover food donated to local food banks and/or charities?

Yes

Partially

No

Did you use materials made from recycled or reclaimed materials?

Yes

Partially

No

For example: wall skins, carpet, countertops

Did you use existing sets or materials from another production?

Yes

Partially

No

Did you provide water dispensers with paper cups (non plastic lined) or reusable vessels, instead of single-use plastic bottles?

Yes

No

Did you eliminate single use plastic and provide the option of reusable dishes and cutlery in offices and catering?

Yes

No

Did you track waste / recycling and request reports from your vendors?

Yes

No

N/A

Include in the final sustainability report if applicable.

Did you conduct waste bin audits?

Yes

No

Was the coffee sourced from a sustainable, shade grown and fair trade supplier?

Yes

No

Did you use digital purchase orders or other digital accounting systems instead of purchase order books and/or printing hard copies?

Yes

No

Did you implement an opt-in policy for paperwork and were production documents defaulted to digital distribution, including call sheets and sides?

Yes

No

Did you work digitally to reduce paper use?

Yes

No

Was your production able to donate, sell, upcycle, and recycle at the vast majority of materials that need to be disposed of at wrap?

Yes

No

More than 70%.

Did your recycling waste streams include specialised recycling streams?

Yes

No

Such as media, batteries, polystyrene, and ink cartridges.

Did all waste stations include soft plastic, compost, and recycling in addition to landfill?

Yes

No

Did you have key crew allocated to ensuring the successful implementation of all aspects of the waste reduction plan?

Yes

No

Did all departments have waste reduction plans, including a strategy for redistributing materials at wrap?

Yes

No

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## On Screen

6 questions

Is positive environmental behaviour featured in the dialogue of the story and/or have you eliminated the normalisation of unsustainable behaviour in your story?

Yes

No

Do you have sustainable actions / items depicted in your scenes?

Yes

Partially

No

This can include using reusable items in place of disposable items, driving electric or hybrid vehicles, growing your own food, catching public transport, carpooling, living in or building sustainable housing, etc.

Does your story encourage political or systemic climate action?

Yes

No

Does your story educate the audience on practical ways to take climate action?

Yes

No

Does your story depict sustainability themes?

Refer to the UN Sustainable Development Goals

Yes

No

Does your story discuss environmental issues?

Yes

No

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## Action Plan

1 questions

Did the production appoint an experienced sustainability officer in the development stage to undertake the delivery of the sustainability action plan?

Yes

No



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## Communication

5 questions

Were sustainability initiatives and processes announced at the first safety meeting, and then continue to be communicated throughout production?

Yes

No

Did you set goals and distribute sustainability memos that communicated your sustainability objectives to all cast and crew?

Yes

No

Did you include sustainability tips, facts or reminders on all call sheets?

Yes

No

Did production implement a clear communication strategy to inform and educate cast and crew about emission and waste reduction practices across the production?

Yes

No

As part of the onboarding process, were crew required to attend a sustainability meeting or workshop?

Yes

No

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## Environmental Risk

10 questions

Did you minimise the environmental impacts of any required SFX?

Yes

No

N/A

For example: using biodegradable snow, water-based smoke fluids, propane instead of liquid fuel.

Did the production use local crew when shooting away from the main production base/city, in order to reduce travel and accommodation emissions as well as costs?

 Yes  No  N/A

Did you track the production's environmental impact using NZFC approved methodology?

 Yes  No

These include tools and resources provided by groups like Greenlit, Albert and other internationally recognised organisations.

Did the production take steps to reduce international and domestic air travel by hiring local crew?

 Yes  No  N/A

Excluding above the line cast or crew.

Did the production reduce travel of cast and crew by opting for central locations, close to the production base?

 Yes  No

Did the production hire or acquire equipment locally to reduce shipping and travel emissions as well as costs?

 Yes  No

Did the production consult with iwi / tangata whenua around the use of locations and natural resources?

 Yes  No  N/A

Did the production consult with DOC about the use of DOC monitored sites and implement sustainable strategies to filming on location that displayed environmental responsibility?

 Yes  No  N/A

Did the production choose accommodation based on its environmental credentials or the impact it has on travel?

 Yes  No  N/A

For example: based on its proximity to location, public transport options etc.

**Were sustainability measures taken throughout post-production?**

 Yes  Partially  No

Such as lighting sensors, visual reminders on energy savings and waste management, etc

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## Education

6 questions

**Has the production made notes of any costs incurred or savings made as a result of implementing environmentally positive actions?**

 Yes  No

If Yes, please include in final sustainability report.

**Has the production communicated the production's sustainability approach with the general public or audience?**

 Yes  No

It is also acceptable to select yes here if you have a confirmed approach and intention to do so.

**Have there been ongoing opportunities for crew to feedback on the efficacy of sustainability initiatives and improve sustainability strategies on this production?**

 Yes  No

**Has your production communicated any learned sustainability innovations with the broader Aotearoa screen sector?**

 Yes  No

Such as through a published case study or public webinar?

**Have you allocated paid crew time towards screen sector sustainability initiatives or other sustainability work in Aotearoa or internationally?**

 Yes  No

**Did you create opportunities for your crew to learn about sustainability and sustainable film practices?**

 Yes  No

For example: running workshops for crew or dedicating time for on-the-job learning

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## Community

5 questions

Does your project contribute towards the visibility of Māori culture or worldview?

Yes

No

Do you have any Māori in key creative roles?

Yes

No

Have you contributed towards local or iwi environmental restoration projects?

Yes

No

Has your production contributed towards growing sustainable infrastructure?

Yes

No

Such as installing e-vehicle charging stations or grid access points for future film crews to use.

Has your production contributed towards community environmental projects?

Yes

No

For example: tree planting, wetlands restoration, or community waste reduction initiatives? This could be a financial or time-based contribution.