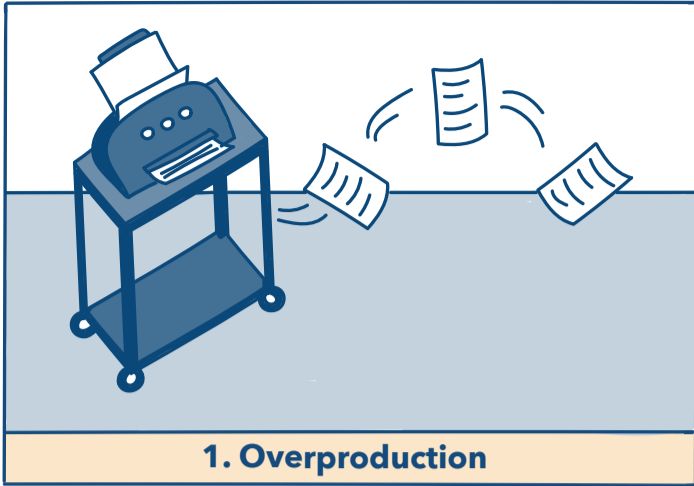
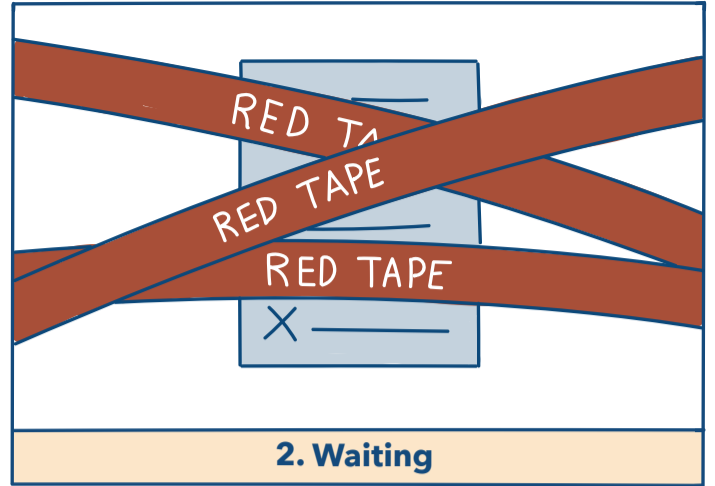


# 7 Wastes - Local Authority Examples



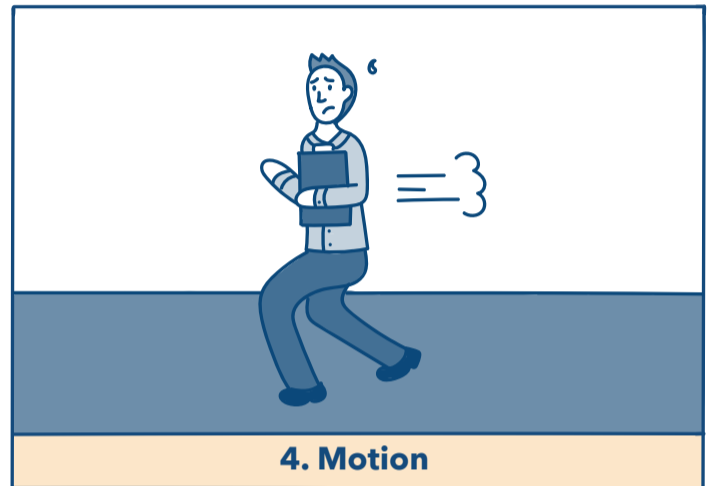
Generating excessive amounts of printed materials, reports, or documents that are not immediately needed or requested.



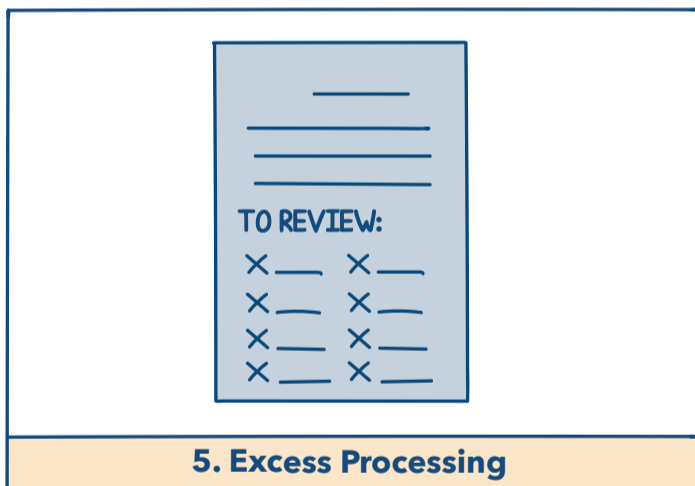
Delays in decision-making processes or response times due to bureaucratic procedures, inefficient communication channels, or lack of clear responsibilities.



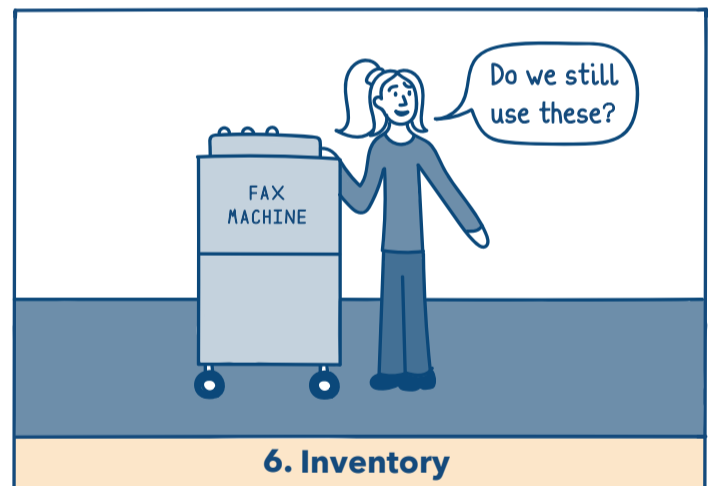
Errors or mistakes in processes, such as incorrect data entry, inaccurate records, or inadequate service delivery.



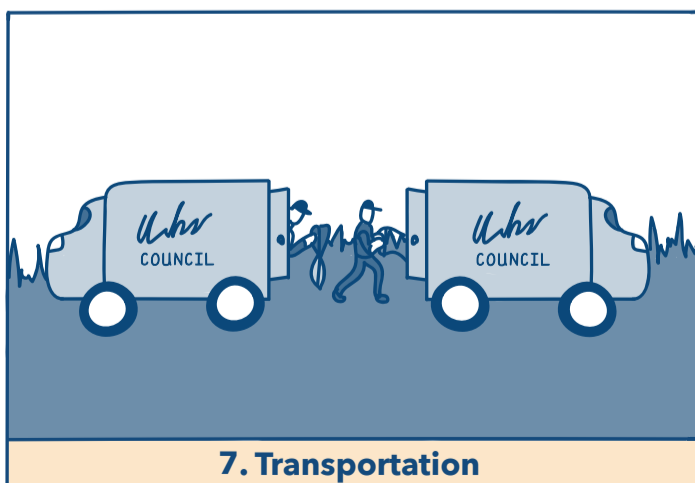
Staff members walking between buildings due to poor layout, lack of proper equipment, or inadequate information sharing systems.



Repetitive or redundant administrative tasks, such as duplicative data entry or excessive reviews and approvals.



Accumulating excess inventory of office supplies, equipment, or IT hardware beyond what is necessary.



Inefficient routing or unnecessary movement of personnel or equipment across different locations within the local authority, leading to increased fuel consumption, carbon emissions, and wasted time.

## 7 Wastes

Waste is anything that does NOT add value to your product or service. Every activity in your organisation either adds customer value, or cost (Waste). Reducing waste allows your team to spend more time on meeting customer requirements.

**There are 7 types of Waste. Here are examples from local authorities.**