

# **Waste Management Plans**

## **Waste Reduction and Purchasing Policy (WRAPP)**

**Greg Longmuir**

Manager Government Programs



## What is the WRAPP?

- **State government response to waste management**
- **Premier's Memorandum**
- **Aims to make NSW government agencies model waste managers**
- **Applies to all state agencies, departments and SOCs**
- **Establish and implement a waste management plan**

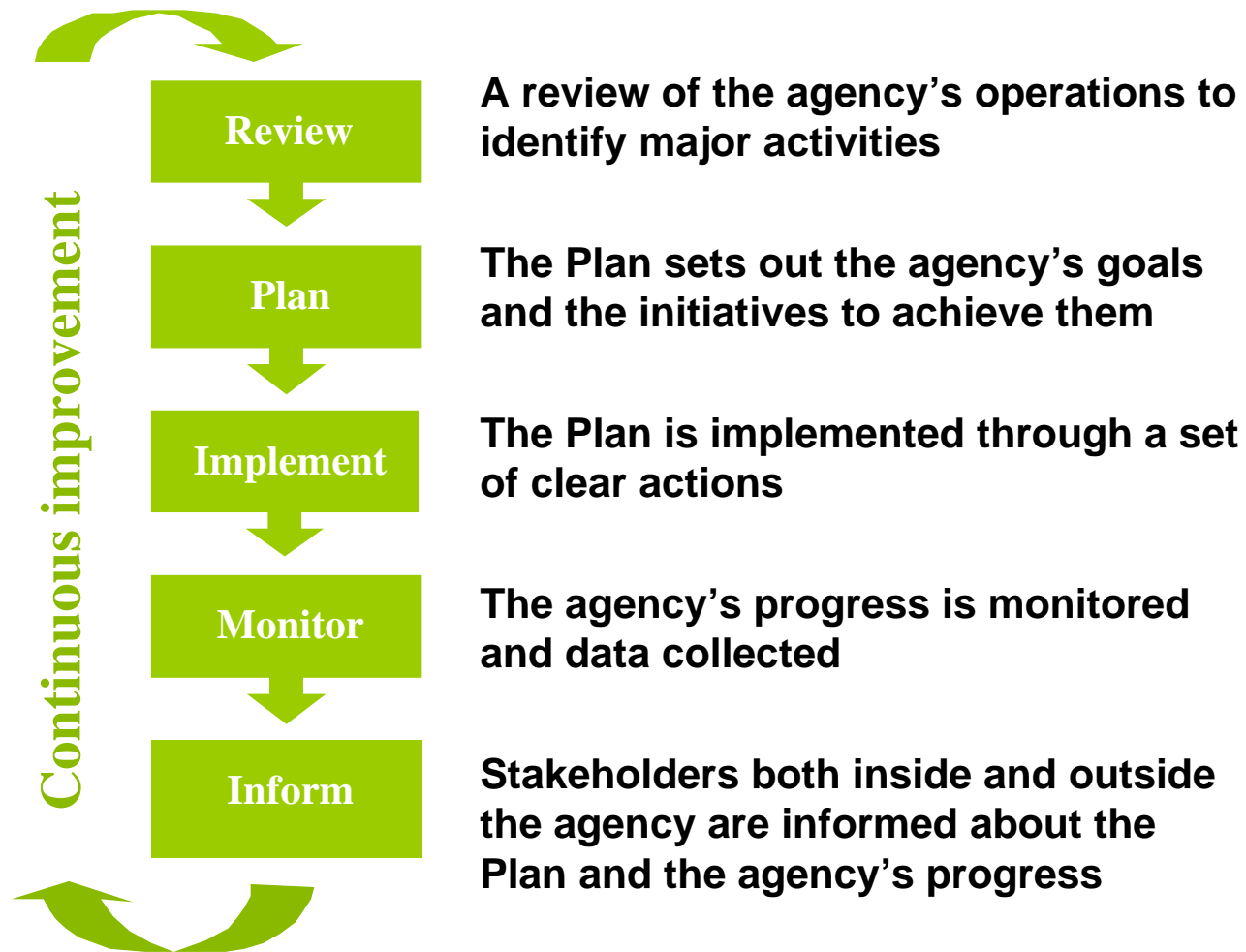


## What is a Plan?

- **A simple document that agencies can use to frame their waste and recycling goals and actions.**
- **Each agency should tailor its Plan to suit its own activities (road building, legal, health care, agriculture etc).**



## Continuous improvement



## How to write a Waste Management Plan

- **There are four main sections to a waste management plan:**
  - **Agency information**
  - **Current situation**
  - **Setting goals and objectives**
  - **Action planning**



## Agency Information

- **Agency name and address**
- **Name of Minister**
- **Name and title of agency head**
- **A list of the organisations covered by the Plan**
- **The locations of organisations covered by the Plan**
- **Number of employees at each location**
- **Brief description of agency's core business or services**



## Current Situation

- **Data and analysis that is required for an agency to understand its current waste management practices**
  - **The types of waste generated by the agency**
  - **The activities from which each waste arises**
  - **The quantity of each waste generated and the amounts currently reused or recycled**



## Current Situation – sample form

	Activity	Total Generated	Amount Recycled
Office paper			
Cardboard			
Toners			
Computers			
Concrete			
Timber			
Glass			
Food			
Vegetation			



## Current Situation

- All agencies are required under the WRAPP to examine the wastes they generate and reduce waste to landfill using a hierarchy of:
  - Avoiding the generation of waste
  - Re-using materials where possible
  - Recycling what can't be re-used
  - Disposal of any residual waste safely



## Goals and Objectives

- **The goals and objectives should be determined using:**
  - **Key result areas where the agency needs to demonstrate improved practices**
  - **The situation analysis completed in step two**
  - **State and national policies and targets**
  - **Existing policies such as EMS, OH&S**



## Action Planning

- **The list of goals and objectives are used to develop a set of actions for the agency.**
- **The actions should include a timeframe, immediate outcomes and a person or group responsible**
- **The list of actions then becomes the 'engine room' of your waste management plan**



## Action Plan – sample layout

Objective	Action	Timeframe	Responsibility



## Reporting Progress

- **Sustainability report**
- **Annual report**
- **Staff newsletters**
- **Intranet and internet**
- **Briefings to Minister**



## Definitions and Glossary

**The waste and recycling industry is full of jargon and acronyms.**

**Ensure that your waste management plan is:**

- clear,
- written in plain English and
- easy for staff and other stakeholders to understand and to implement.

**Include a concise glossary of definitions**



## Definitions and Glossary - sample

	Description
Copy paper	Used plain white printer and photocopier paper in A4 & A3 sizes
Other office paper	Used stationery, coloured paper, forms, phone books, brochures, magazines, newspapers
Computer	A laptop or desktop computer that includes a monitor, keyboard and central processing unit.
MGB	A mobile garbage bin (also known as a wheelie bin). See AS
VENM	Virgin excavated natural material such as clay, gravel, sand soil and rock.
Glass	Sheet glass doors, windows, partitions, not including bottles and jars



## Contact

- **Greg Longmuir – Tel: 02 8837 6020**
- **David Cowell - Tel: 02 8837 6048**
- **Peter Butler - Tel: 02 8837 6034**
- **Email: [wrapp@environment.nsw.gov.au](mailto:wrapp@environment.nsw.gov.au)**
- **Website: [www.wrapp.nsw.gov.au](http://www.wrapp.nsw.gov.au)**

