



Title: Waste Reduction and Sustainable Procurement

Category: Support processes - All Resources

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Related legislation: Waste Avoidance and Resource Recovery Act 2001 (WARR Act)

Related policies: Sustainability Policy; Sustainable Event Management Policy, Procurement Policy

Contents:

- 1. Purpose**
 - Background
 - Rationale
- 2. Objectives**
- 3. Scope**
- 4. Definitions**
- 5. Principles**
 - 5.1 Reduce waste to landfill
 - 5.2 Consider lifecycle costs
 - 5.3 Management of Contractors
 - 5.4 Training and Education
 - 5.5 Monitoring and reporting
- 6. Responsibilities**
- 7. Procedures**
 - 7.1 Purchasing:
 - 7.2 Examples of WRASPP in Action

1. Purpose

The purpose of this policy is to provide guidelines for the avoidance and reduction of waste and promote sustainable procurement within Council.

Background

A Waste Reduction and Procurement Policy is mandatory for NSW government agencies but is a voluntary scheme for local government. The City of Canterbury introduced a WRAPP policy following the development of WRAPP by the NSW Waste Boards. This was in conjunction with other SSROC Councils. Continuation of the policy has been incorporated into the review process within Council. Sustainable procurement was included in the standards for the 2010-2011 Waste and Sustainability Improvement Payment Program.

Rationale

To improve environmental performance within Council, the WRASPP provides a framework to assist staff with decisions concerning purchasing. The framework also covers disposal of products at end of life. The policy supports quadruple bottom line principles and other policies within Council.

2. Objectives

The objective of this policy is to reduce the amount of waste Council sends to landfill, maximizing recycling opportunities and maximize sustainable procurement within the organisation.

3. Scope

The main aspects covered by this policy include:

- Waste avoidance and reduction
- Procurement
- Contracting
- Educating and involving staff
- Performance reporting

This policy is applicable to all staff of council and contractors working for council.

4. Definitions

Sustainability:	We define sustainability as our ability to meet or improve the ecological, societal, economic and human habitat needs of the current generation without compromising the ability of future generations to meet their needs.
Waste Hierarchy:	A model for waste reduction which outlines the most preferable activity for waste reduction as avoidance and the least preferable as disposal to landfill.
Procurement:	The process involving all activities following a decision that a good or service is required and involves the acquisition and disposal of goods and services.
Education:	The ongoing training and support of staff in their decision making in relation to waste avoidance and reduction in the workplace.
Extended Producer Responsibility:	When the original manufacturer of a product that becomes waste, is responsible for managing it until its full life cycle is complete. This allows greater recovery of resources as many products are able to be recycled or reused at this level.
Triple Bottom Line:	The whole set of values, issues and processes that Council must address in order to minimize any harm resulting from their activities and to create economic, social and environmental value.
Quadruple Bottom Line:	Adds governance to the triple bottom line. Governance includes: accountability, transparency, effective financial, asset and human resource management and engaging with the local community and other stakeholders. Quadruple bottom line is known as the Triple Bottom Line + 1.
Environmentally Sustainable Development:	Using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained and the total quality of life, now and in the future, can be increased.
Closing the Loop:	Purchasing items made from recycled materials, which supports a healthy market for recycling at the kerbside and commercially.
Life Cycle Assessment:	Life cycle assessment (LCA) is a tool for assessing the environmental impacts associated with a product, process or service throughout its life cycle. For practicable purposes staff should consider the impacts of the production, transport, use and disposal of a product or service.

5. Principles

5.1 Reduce waste to landfill

Council will reduce waste going to landfill by applying principles of the waste hierarchy. This includes avoiding, reducing, reusing, recycling and finally disposal to landfill, of products used by Council.

- avoiding waste by not purchasing items that are not needed, or are obsolete, not sustainably produced, or are not of a quality which will last. This may require a review of current purchasing practices by each department.
- Reusing items instead of disposing to landfill. This may include reusing items such as office supplies, stationary, furniture, machinery and paper within the workplace or finding an alternative opportunity for reuse.

- Reducing waste by selecting materials with less packaging, returning packaging, or reducing printing of hard copies. This includes selecting materials made from recycled content, thereby closing the loop and creating a market for recycled materials. This should include choosing suppliers who exercise Extended Producer Responsibility.
- Recycling materials such as paper and cardboard, plastic containers, glass jars and bottles, steel cans, and aluminium cans, printer and toner cartridges, park vegetation, construction / demolition materials and E-waste. Preference should be made for items that are recycled through out existing recycling processes and systems. Recycling of food waste at our administration centre through worm farms can be included also.
- Disposal of waste to landfill is the least preferred option identified in the Waste Hierarchy. Taking the steps outlined above will minimize the volume of waste we send to landfill.

5.2 Consider lifecycle costs

Council will base procurement decisions on the principles of “value for money over life cycle of products” rather than “lowest cost” and will give preference to and purchase energy efficient, water saving and environmentally performing products and services that are cost competitive. Applying a life cycle assessment on products will take into account social, environmental and economic impacts, rather than economic impacts alone.

5.3 Management of contractors and suppliers

Council will ensure when assessing the engagement of contractors and consultants, that they can demonstrate commitment and actions to effective waste management /resource recovery and sustainable practices and provide details of their broader environmental credentials.

5.4 Training and education

Council is committed to on-going training and staff education to promote the principles of ecological sustainability and will maintain an effective communication process in implementing strategies to support this policy. This will involve developing and implementing this policy by a consultative approach through a team of Waste Reduction and Procurement champions in the workplace. Education will also include the sharing of information about environmentally supportive suppliers and contractors. This policy has been incorporated into the Staff Induction program operated by Council, whereby all new employees are introduced to the policy and its objectives.

5.5 Monitoring and reporting

Council will actively encourage, monitor, review and report achievements, in line with Council requirements and also that of the LGSA's Sustainable Choices membership. Council will strive for continual improvement in meeting adopted waste reduction targets and report results of initiatives to the NSW Government as required and the local community through the annual State of the Environment Report and the Waste and Sustainability Improvement Payments.

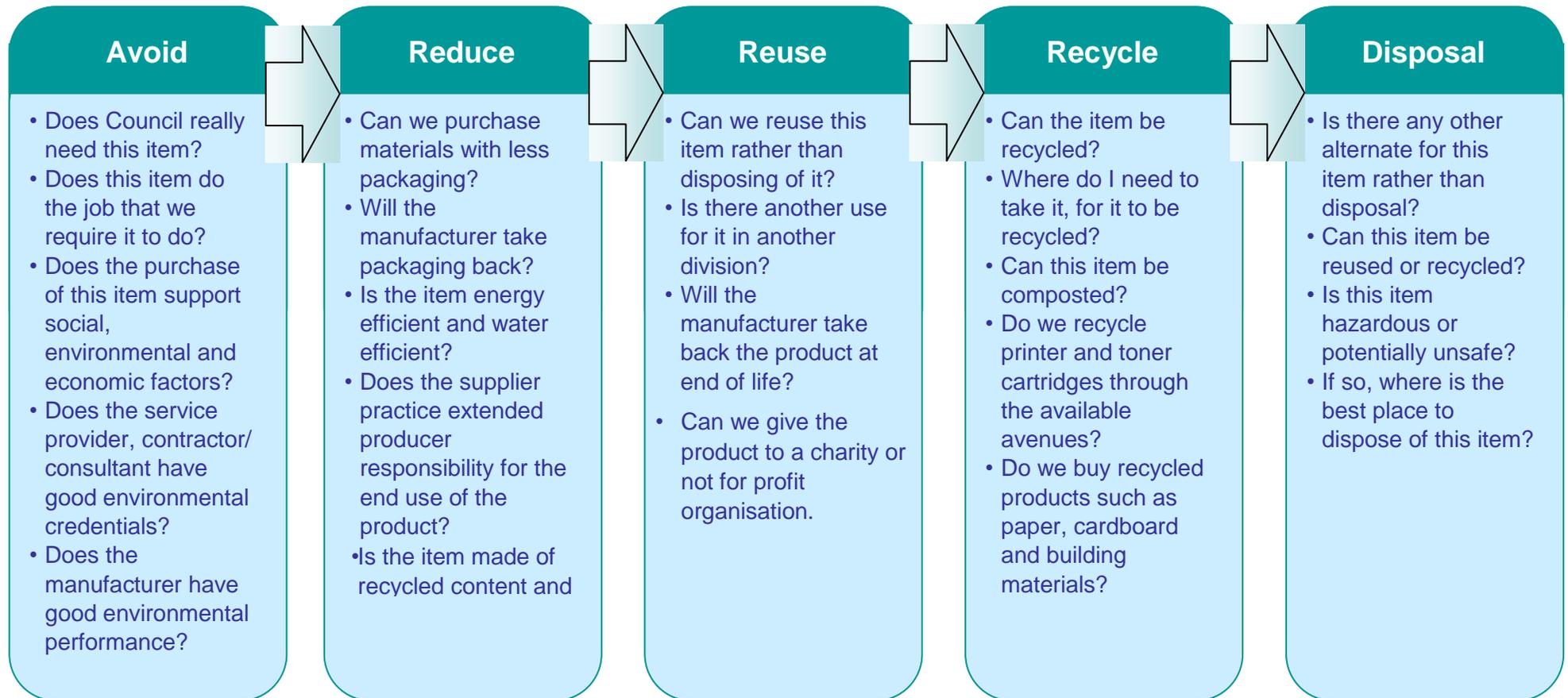
6. Responsibilities

Director City Works:	oversees the implementation of this policy.
Manager Waste and Cleaning Services:	supports the Waste Education Officer (WEO) in the review of policy, education initiatives, and waste audits.
Waste Education Officer:	reviews and implements the policy and reports its progress in the State of the Environment report and the Waste and Sustainability Improvement Payments.
Sustainable Choices Team:	a consultative team which makes decisions and provides guidance for the best decisions in procurement and waste reduction. Key members of this team include, but are not limited to the: Supply Officer, Waste Education Officer, Team Leader Environmental Issues, and Environmental Policy Officer.
Reference Group:	provides feedback on the implementation and effectiveness of the WRASP policy. The reference group acts as an intermediary between their department and the Sustainable Choices Team. Members of this group include the: Sustainable Choices Team, Coordinator Plant & Fleet, Parks & Property Coordinators, Manager Childrens Services and the Manager of Library Services.
Supply Unit:	ensures the principles of the policy are considered when ordering stock on behalf of Council.
Managers:	provide guidance to staff and ensure the WRASP policy is implemented in their respective area.
Employees:	are responsible to follow the guidelines and make decisions which are consistent with the policy. Employees are encouraged to provide feedback to the Reference Group and Sustainable Choices Team on opportunities to improve Council's current practices.

7. Procedures

7.1 Purchasing

The following questions/procedures should be followed when purchasing materials and disposing of waste items



7.2 Examples of WRASPP in Action

Printing brochures and posters

- When getting brochures and posters printed, always ask for a quote using recycled content paper. Check if the printer is ISO140001 accredited. You can nominate how much of the paper you would like to be made of recycled content, or if you would like to use vegetable or soy based ink., instead of relying on toxic chemical dyes. Shop around to get a competitive price. Ask the printers to specify on the brochure that it has been printed on recycled paper, or if they have a carbon reduction program to offset the production of the publication.

Printing in the office

- Review draft documents on the screen using editing functions on your computer. Exchange drafts electronically. Learn how to use paper-saving printer options on your computer, printer and photocopier such as duplex / double sided printing.

Meetings

- Apply Sustainable Event Management principles and use overhead projectors and whiteboards in meetings where possible. Limit the number of handouts and distribute electronically after the meeting. Refer to Sustainable Events Management policy for further information.

Buying new equipment

- When buying a new photocopier, and need to look into the best possible value for money. Firstly you want to know if the manufacturer will take back the old machine to be recycled and reused. Secondly you want to decide if you will lease a new machine or buy one. Once you have determined all the specifications the new machine will need you may look around and see which companies offer the best maintenance and service arrangement. Will the machine do what you want it to do? Is the new machine energy efficient or have energy efficient features? Will the manufacturer take the machine back at the end of its life? Do we already have a preferred supplier contract for this type of product?

Tenders and contracts

- When seeking tenders for a new contract and are writing the specifications for the job a clause about environmental management should be included. A well documented environmental management plan which can be incorporated into the job should be a consideration when deciding on a successful tender.

Packaging

- If you buy a new appliance that is packaged in foam, cardboard and plastic film, you should ask the delivery person if you can return the packaging with them back to the retailer. Ask suppliers to send products in less packaging or crates that can be returned.

Construction

- If you are on a construction job. Use building designs that minimise the generation of waste during construction and incorporate sustainable features. Include waste management facilities during the building's operation and incorporate these features in design stages. Develop and enforce a site waste and natural resource management and recovery plan. The plan will vary depending on the size and type of job and should outline

materials to be targeted, causes of waste, responsibilities, training, measuring performance and minimisation practices. Maximise separation of wastes and minimise contamination of recoverable materials. Aim to include recycled products where possible.

For more information or to seek help about ways to implement this policy in your daily workplace activities, please contact our Waste Education Officer on 9789 9485 or our Environmental Policy Officer on 9789 9488.