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Waste minimisation plan

Project and contact details			
Project name:		Project number:	
Site size (m²):		Building size (m²):	
Project type: (Select from dropdown)	Select one	Estimated total cost:	
Project start date:		Expected completion date:	
Site address:			
Building type: (select from dropdown)	Select one	Other (list):	
Designer:			
Client:		Building owner:	
Main contractor:		*If still to be appointed, list the designer's contact details below.*	
Main contractor contacts:			
Postal address:		Email:	
Telephone:		Mobile:	
Person responsible for waste and completing the Waste Minimisation Plan			
Name:		Role:	
Email:		Mobile:	
Please complete the following sections of this document:			
Before construction: 1. Waste Minimisation Goals 2. Materials Waste Management Plan. Fill in green columns		After completion of construction: 3. Waste Record. Fill in blue columns 4. Project Review	

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1.WASTE MINIMISATION GOALS

Set goals for your construction project below.

Complete this plan BEFORE construction starts, to help reduce waste from your project. Tick all steps that will be undertaken by the owner/developer, designer, and main contractor, and provide details in notes. Display your plan (or a summary of actions to be taken) on site, and ensure that all contractors are aware of it.

Goals for waste minimisation and circularity	Yes	Provide details
Pre-build phase – Owner/developer		
Set reduction of waste as a priority for the project		
Use construction methods and products that allow for deconstruction and that are easy to dismantle for reuse and recycling. (e.g. using mechanical fixing instead of adhesives, not blending too many materials together, or minimising finishing requirements.)		
Use products and materials that reduce waste		
Use products and materials that are low maintenance		
Use reused/second-hand materials (where able)		
Prefer suppliers who have waste minimisation/environmental plans/credentials		
Schedule works to minimise time between delivery and installation, to reduce damage and waste onsite		
Pre-build phase – Designer/design consultant		
Set reduction of waste as a priority for the project		
Use construction methods and products that allow for deconstruction and that are easy to dismantle for reuse and recycling		
Use products and materials that reduce waste		
Use products and materials that are low maintenance		
Use reused/second-hand materials (where able)		

Goals for waste minimisation and circularity	Yes	Provide details
Prefer suppliers who have waste minimisation/environmental plans/credentials		
Schedule works to minimise time between delivery and installation, to reduce damage and waste onsite		
Build phase – Main contractor		
Set up a reuse and recycling area on-site, using separate well labelled containers/skips/piles		
Provide Waste Plan and detailed instructions to staff and subcontractors		
Induct all staff and subcontractors in the Waste Plan and waste management systems		
Ensure continued communication onsite to staff and subcontractors about waste management systems e.g. include waste as a standing item at site or tool box meetings		
Give staff an incentive to use resources more efficiently		
Schedule works to minimise time between delivery and installation, to reduce damage and waste onsite		
Arrange with suppliers to reduce packaging, and use packaging that is recyclable		
Reuse offcuts, scraps and other materials that are created on the job, or reuse them on other projects		
Store any oversupply of materials immediately offsite for future projects, or return any that will not be used, to reduce the potential for product damage and wastage		
Put a copy of the Waste Record up on the site noticeboard and update it regularly to let everyone see progress being made		
Set up an ideas board for waste-related suggestions		
If waste reduction goals are achieved, celebrate with an incentive such as a morning tea		
Other – list any other actions required of staff, contractors and subcontractors to reduce and manage waste:		

MATERIAL CONVERSION CHART:

Use the chart below to convert measurements of different waste types to estimated weights in kilograms:

Waste type	**Nationwide average weight from working bins on construction sites** Unit weight (kg/m^3)	**Waste type**	**Nationwide average weight from working bins on construction sites** Unit weight (kg/m^3)
Cable ties	107.7	Wood (rad framing)	148.17
Cardboard	43.76	Plastic 3 PVC	99.88
Carpet*	666.67	Plastic 4 Soft plastic	36.96
Concrete rubble	1,165.56	Plastic 6: Polystyrene	47.0
General waste	175.07	Metal: Clean light gauge	194.2
Green waste	86.67	Metal: Oversized shearable	415.56
Hardfill	995.46	Plasterboard	247.1
Metal	379.6		

* Do note the carpet metric was based on tiles from one location only.

This table was made possible by support from Naylor Love

Also during the construction process communicate to staff regularly on the expectations and onsite processes that will be used. Areas of the site for waste management (e.g. separation and storage of waste, centralised cutting areas, new materials storage). If possible, attach a site plan with areas marked.

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2. MATERIALS WASTE MANAGEMENT PLAN (green)

Before the construction begins, fill in all materials you expect to be produced on site in the green columns.

3.WASTE RECORD – ACTUAL WASTE PRODUCED (blue)

At the end of the build, fill in actual or measured total volumes of materials that were reused, recycled, composted or sent to cleanfill,/landfull landfill below in the blue columns, along with actual costs to recycle or dispose of the material, or income earned. These quantities can be sourced from your waste contractor/s, if they were not recorded or provided on invoices.

Materials waste management plan				**Waste record**			
Material	Proposed method of waste management	Destination/ company	Estimate of quantity that will be produced (kg)	Actual quantity reused, recycled or composted (kg)	Actual quantity sent to cleanfill (kg)	Actual quantity sent to landfill (kg)	Actual cost or saving (–$ cost or $ saving)
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
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Select one	Select one						
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Select one	Select one						
Select one	Select one						

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Materials waste management plan				Waste record			
Material	Proposed method of waste management	Destination/ company	Estimate of quantity that will be produced (kg)	Actual quantity reused, recycled or composted (kg)	Actual quantity sent to cleanfill (kg)	Actual quantity sent to landfill (kg)	Actual cost or saving (–$ cost or $ saving)
Native timber	Recycling						
Concrete: ceramic	Landfill						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Select one	Select one						
Total for material type							
Totals for all project materials diverted, or sent to landfill							
Add all totals for each material type, and total costs for disposal			kg	kg	kg	kg	kg

4.PROJECT REVIEW

Review the process and practices for waste minimisation that were used in this project.

STRENGTHS in minimising and managing waste throughout the project:	
CHALLENGES and LESSONS LEARNED in minimising and managing waste:	
EXPLANATION of any Waste Minimisation goals that weren't met:	
ACTIONS for future projects that could further minimise waste and circularity:	
Any comments or needs regarding future waste minimisation and circularity:	