

Waste Recycling and Purchasing Report

Monthly reports

- The Principal Contractor is must complete this form to prepare the monthly reports
- Submit monthly reports to the Project Manager at site meetings or as directed
- The Project Manager should check that waste is being disposed of appropriately.
- Retain a copy of the monthly reports.

Completion report

- At completion, the Principal Contractor is required to submit a summary WRAPP (Waste Reduction and Purchasing Policy) report for the whole project.
- The Project Manager must retain a copy of this report and provide the Client with the summary WRAPP report to ensure that the client can comply with the Government's WRAPP requirements

Project details

Project and/or Contract name: _____
Contract No: _____
Location of Project and/or Contract _____
Client Agency: _____

Principal Contractor

- Contractor's name: _____
- Name of person submitting report: _____
Telephone number: _____
- Type of report: Monthly Completion
- Date of report: _____

Submission requirements

Submit the completed Waste Recycling and Purchasing Report to the Project Manager:

- Project Manager's name: _____
Firm / Agency: _____
Telephone number: _____
Facsimile number: _____
eMail: _____

Purchased materials (Landscaping and construction materials)

Guidance note:

- Complete all categories
- If none purchased or none purchased with recycled content, please mark as "0" or "Nil"

Material	Total quantity purchased		Quantity purchased with recycled content		Comments (if applicable)
		tonnes		tonnes	
Landscaping materials		tonnes		tonnes	
Concrete		tonnes		tonnes	
Fill/ Virgin Excavated Natural Material		tonnes		tonnes	
Asphalt		tonnes		tonnes	
Aggregates		tonnes		tonnes	
Timber		tonnes		tonnes	
Sand		tonnes		tonnes	
Bricks and roof tiles		tonnes		tonnes	
Other: (Please specify)					

Waste materials (Vegetation, construction and demolition materials)

Guidance note:

- Complete all categories
- If none generated or recycled, please mark as "0" or "Nil"

Material	Total quantity generated		Total quantity recycled		Comments (if applicable)
Vegetation waste		tonnes		tonnes	
Concrete		tonnes		tonnes	
Fill		tonnes		tonnes	
Asphalt		tonnes		tonnes	
Timber		tonnes		tonnes	
Virgin Excavated Natural Material		tonnes		tonnes	
Bricks and roof tiles		tonnes		tonnes	
Glass		tonnes		tonnes	
Plasterboard		tonnes		tonnes	
Steel		tonnes		tonnes	
Non-ferrous metal		tonnes		tonnes	
Mixed waste		tonnes		tonnes	
Other: (Please specify)					

Definitions of purchased materials

The following category definitions will assist agencies to fill out the preceding purchased materials table.

Note

- Descriptions of vegetation and construction materials are broad to encompass the range of activities undertaken by government agencies.
- If a material used by your agency is not described below exactly EITHER list it under the category that it fits into best and briefly describe it in the comments section OR list it as an 'Other Category' with a description.

Material	Description
Landscaping materials	Organic products such as mulch, compost, bark, wood chips and soil blends.
Concrete	Mixture of cement, sand and aggregates. May include additives or substitutes such as fly ash.
Fill	Excavated material such as clay, gravel, soil, sand and rock that has been mixed with another waste or excavated from areas that are contaminated with manufacturing chemicals, as the result of industrial, commercial, mining or agricultural activities.
Asphalt	Any materials containing bituminous hydrocarbons. May contain additives such as concrete. Includes recycled asphalt pavement.
Aggregates	Rock or other hard materials such as concrete, crushed stone or bricks between 4.25mm and 100mm particle size. See Australian Standards for detailed specifications.
Virgin Excavated Natural Material (VENM)	Virgin excavated material such as clay, gravel, sand, soil and rock that is not mixed with any other waste and has been excavated from natural areas that are not contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.
Timber	Reclaimed, reused or recycled timber.
Sand	Very fine hard aggregate between 0.75mm and 4.25 mm in size. Meets Australian Standard specification.
Bricks and roof tiles	Reclaimed, reused or recycled bricks and roof tiles.
Other categories	Agencies can report on other major categories of materials they are purchasing. Please specify.

Definitions of waste materials

The following category definitions will assist agencies to fill out the preceding waste materials table.

Note

- Descriptions of vegetation, construction and demolition materials are broad to encompass the range of activities undertaken by government agencies.
- If a material used by your agency is not described below exactly EITHER list it under the category that it fits into best and briefly describe it in the comments section OR list it as an 'Other Category' with a description.

Material	Description
Vegetation waste	Vegetation such as leaves, grass clippings, branches and logs. Includes materials that have been processed eg sawn, chipped, mulched or composted. Does not include putrescible waste such as food scraps.
Concrete	Mixture of cement, sand and aggregates. May include additives or substitutes such as fly ash.
Fill	Excavated material such as clay, gravel, soil, sand and rock that has been mixed with another waste or excavated from areas that are contaminated with manufacturing chemicals, as the result of industrial, commercial, mining or agricultural activities.
Asphalt	Any materials containing bitumous hydrocarbons. May contain additives such as concrete. Includes recycled asphalt pavement.
Timber	Wood materials used for formwork or other construction purposes.
Virgin Excavated Natural Material (VENM)	Virgin excavated material such as clay, gravel, sand, soil and rock that is not mixed with any other waste and has been excavated from natural areas that are not contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.
Bricks and roof tiles	Clay bricks and roof tiles which may be mixed together. This can include small amounts of concrete or plaster render.
Glass	Sheet glass used for doors, windows, partitioning etc.
Plasterboard	Composite material of gypsum and cardboard used for interior panels for buildings.
Steel	Metal building products and materials eg reinforcing steel, sheet roofing, structural columns and beams etc
Non-ferrous metal	Metal building materials other than steel. eg aluminium, brass, copper etc
Mixed waste	Mixed demolition waste of which no one material comprises 50% or more of the load.
Other categories	Agencies can report on other categories of waste they are generating or recycling. Please specify.