



10 September 2007  
Reference: 524\_S&P

Mr Tim Rogers  
Executive Director  
Sustainability Programs Division  
Department of Environment and Climate Change NSW  
PO Box 644  
PARRAMATTA NSW 2124

Dear Mr Rogers,

Landcom 2007 WRAPP Report

It is with great pleasure I present to you Landcom's 2005 - 2007 Waste Reduction and Purchasing Policy (WRAPP) Report, prepared in accordance with the "Guidelines to Assist Reporting WRAPP Progress for 2005 to 2007". The report has been prepared based on data and information collected over the period July 2006 to June 2007.

I look forward to working with DEC again over the next two years to explore new opportunities to reduce waste and improve recycling within Landcom.

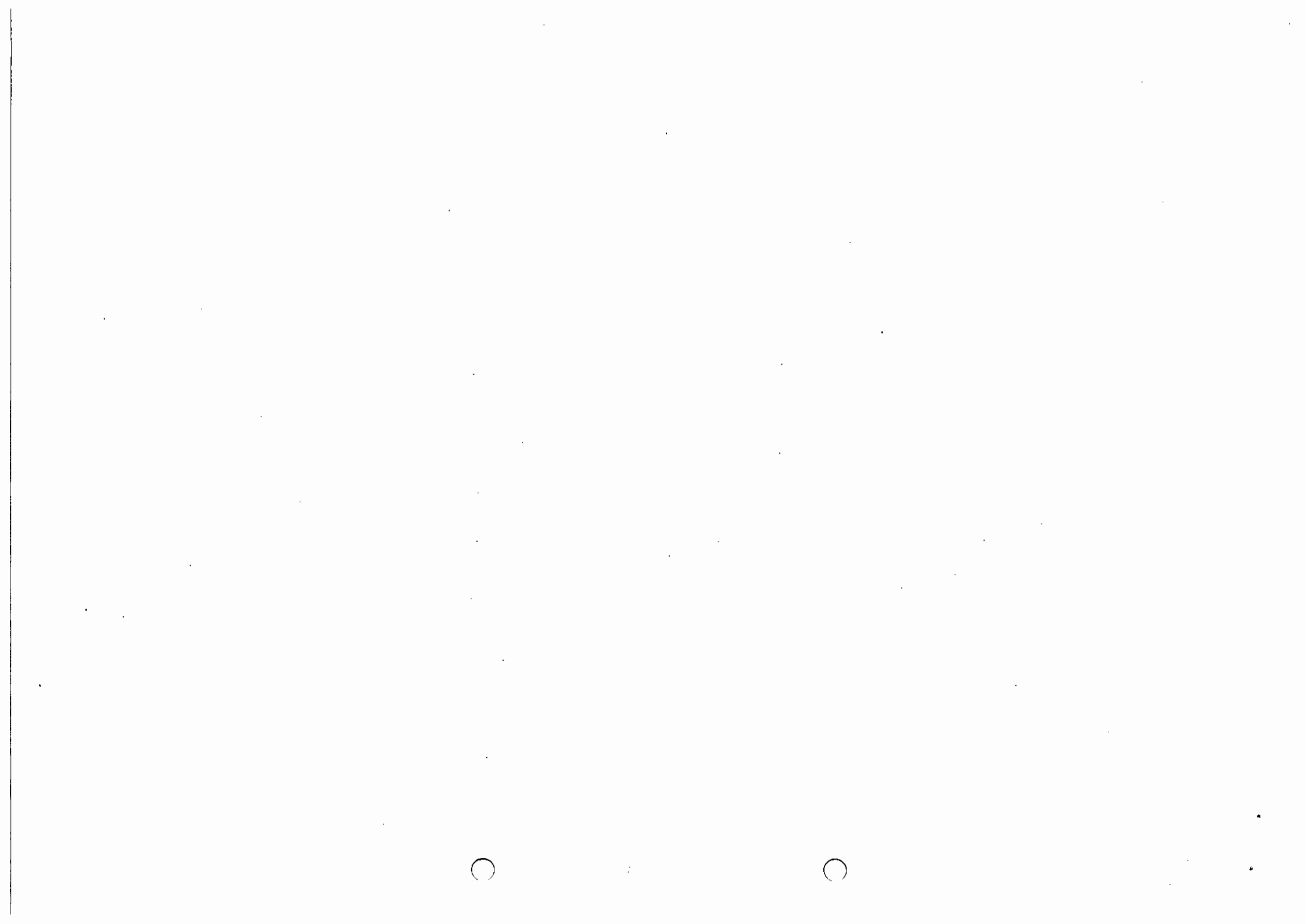
Yours sincerely,

A handwritten signature in black ink, appearing to read 'S O'Toole', written over a horizontal line.

Sean O'Toole  
Managing Director

\*Level 2, 390 Church Street  
Parramatta NSW 2150  
PO Box 237 Parramatta NSW 2124  
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ABN 79 268 260 688  
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Agency Progress Report

**PART A: GENERAL AGENCY INFORMATION**

**A1 Agency Details**

NAME OF AGENCY:

LANDCOM

NAME OF MINISTER:

Hon. Frank Sartor

NAME OF AGENCY HEAD AND TITLE:

Sean O'Toole – Managing Director

SIGNATURE OF AGENCY HEAD:

*Stuart*

AGENCY POSTAL ADDRESS:

PO Box 237 Parramatta NSW 2124

**A2 WRAPP contact responsible for preparing the report**

NAME:

Matthew Napper

POSITION:

Environment Manager

BRANCH/DIVISION:

Sustainability and Policy

PHONE:

9841 8676

FAX:

9841 8761

EMAIL:

mnapper@landcom.nsw.gov.au

**A3 Report Scope**

Agency/locations or entities covered by the report.

Total number of full time or equivalent staff in each location/entity

Head Office in Parramatta, Regional offices at Campbelltown and Newcastle, and Project offices at Prince Henry and Victoria Park

|                              |
|------------------------------|
| Total 139                    |
| <i>Breakdown</i>             |
| Head office Parramatta (114) |
| Newcastle (8)                |
| Campbelltown (8)             |
| Victoria Park (3)            |
| Prince Henry (6)             |

## PART B: KEY RESULT AREAS

### B1 Including the WRAPP in plans and policies

- a) Have WRAPP principles been included in your:

| PLAN/POLICIES  | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| Corporate Plan   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Purchasing Policy  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Other, (please describe):<br>Environmental Management System and Sustainability Strategy | <input type="checkbox"/>            | <input type="checkbox"/>            |

Does your agency have a current WRAPP plan?

If yes, when was it last reviewed? 2006

### B2 Including the WRAPP in purchasing decisions

Many agencies use state government contracts although not all of these contracts include waste minimisation and recycled content requirements. Please advise of any initiatives relating to the inclusion of WRAPP principles in your agency's purchasing contracts including results, issues and barriers.

The below supply contracts include elements of WRAPP principles:

- IT – New contract for supply and recycle of IT units
- Office supplies – inclusion of requirements for recycled component in office paper supply contracts
- Printers - Vegetable based inks and recycled paper use in Marketing material contracts
- Supply of mulch and soils include requirements for recycled content in accordance with Australian Standards

**B3 Waste Avoidance and Recycling**

- a) Please tick the following waste avoidance and recycling practices which are commonly used across the majority of your agency?

| AVOIDANCE   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| Double-sided printing   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Reuse of single-sided paper for drafts, notebooks etc               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Extensive use of email to replace printed material                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Intranet and electronic publishing                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Extending normal office refurbishment cycles                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Accurately estimating material quantities needed (to avoid waste)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ordering materials in standard sizes to minimise off-cuts and waste | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| RECYCLING  | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| Paper recycling system   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Cardboard recycling system   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Toner cartridge collection   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Collect reusable products for future use                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Suppliers take back packaging for recycling                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Recycling of commingled containers e.g. glass bottles, aluminium cans, PET | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Reuse of spare resources from one project to another                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Reusing, mulching or composting vegetation waste                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Establishing a worm farm(s) to recycle small amounts of organic matter     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

- b) Does your agency manage a public place(s)?\*  YES  NO
- If yes, do you have recycling systems in place?  YES  NO
- How many recycling bins are provided? NA  \_\_\_\_\_

If this information is available, please advise how many tonnes of recycling are collected in a 12 month period NA  \_\_\_\_\_

\*Please see the definition of 'public place' in Attachment 1 Waste and Recycling Definitions.

- c) List any new initiatives undertaken by your agency in this reporting period to improve waste avoidance, reuse and / or recycling? Please outline initiatives, results, issues and barriers.

| Initiative   | Results   | Issues/Barriers  |
|--|---|--|
| Introduction of Co-mingled collection service              | Approximately half of the material collected could not be recycled due to contamination           | A number of issues/reasons have been identified including: <ul style="list-style-type: none"> <li>• Staff knowledge</li> <li>• Location of facilities within the buildings</li> <li>• Suitable signage</li> </ul>  |
| Comingled education – signage, intranet, presentation      | Observed improved waste and recycling practices however substantial improvement can still be made | Education Programme needs to be more extensive   |
| Review of Data collection with suppliers                   | Substantially improved data collection techniques   | Some suppliers not implementing systems to calculate data in an ongoing manner and therefore experienced substantial delays in receiving data.   |
| Double Sided Printing set up as standard for all new staff | Program has been moderately successful  | The 2 major issues with this program have been that an estimated 50% of staff have changed settings back to single sided copying and secondly, the original colour printers we were using were not able to dry the ink fast enough to double side properly. We have since changed our printers and the problem has been rectified. |

#### B4 Increasing the range of recycled content products and materials purchased

In your reporting year please identify:

- a) Any new products and materials purchased with recycled content

|     |
|-----|
| N/A |
|-----|

#### B5 Staff awareness of WRAPP

- a) In your reporting year has your agency undertaken any of the following WRAPP staff awareness initiatives:

| INITIATIVE  | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| WRAPP Plan and Progress Reports are placed on Intranet for staff access | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Distributed WRAPP related messages through email or on notice boards    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| WRAPP included at inductions and at other relevant staff training       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Publicise WRAPP achievements within the organisation                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

- b) Please outline any other innovative WRAPP awareness / learning activities your agency has undertaken since your last WRAPP report.

|   |
|---|
| <ul style="list-style-type: none"> <li>• Presentation to staff on Sustainability results including waste outcomes and advice on using the office waste facilities</li> <li>• Intranet articles on use of waste facilities</li> <li>• Signage on bins advising on types of materials that can be deposited in the bin.</li> <li>• Partnership with 3 private sector developers and Macquarie University to research and educate industry supply chain on sustainability initiatives in concrete.</li> <li>• Incorporation of our Sustainability data including WRAPP data into our annual report.</li> </ul> |
|---|

## B6 Future Actions

Provide information on key actions planned for the next reporting period (2007-09) to:-

- a) Reduce waste

|  |
|--|
| <ol style="list-style-type: none"> <li>1. We will conduct a waste audit to understand the amount of waste in our offices that could be recycled and then develop programmes to improve our recycling levels and provide estimates of the amount of Cardboard generation and recycling taking place</li> <li>2. Provide Internal staff greater access to information on waste avoidance, recovery, reuse and purchasing Initiative and contacts.</li> </ol> |
|--|

- b) Recover resources

1. We are currently working with Waste contractors through our partners on our St Marys and Rouse Hill projects, whereby waste is sorted on site, data collected. Through this process we expect to improve our data capture from Builders and improve the way waste is recycled on building projects. If this is successful we will seek to implement on more projects.
2. Develop and implement a staff education campaign regarding contamination of recycling in the commingled waste stream to reduce our levels of contamination.

c) Increase recycled content purchasing

Work with staff at regional offices where recycled paper is currently not used to identify suppliers offering products with recycled content.

## PART C: WASTE DATA

### C1 PAPER AND OFFICE PRODUCTS

- Complete **all** categories - if none generated or recycled, please mark as '0' or 'Nil', if data not collected please mark 'Unknown'
- See Attachment 1 for definitions.

| MATERIAL                              | TOTAL QUANTITY<br>GENERATED | TOTAL QUANTITY<br>RECYCLED | COMMENTS (if applicable)<br>Additional space for comments pg19  |
|---------------------------------------|-----------------------------|----------------------------|---|
| Copy paper and all other office paper | 4.44 Tonnes                 | 4.44 Tonnes                |   |
| Commingled containers                 | 0.414 Tonnes                | 0.207 Tonnes               | Approximately half of co-mingled recycling generated was contaminated and therefore not recycled  |
| Cardboard                             | - Tonnes                    | - Tonnes                   | Cardboard recycling is included in contract for entire building   |
| Used toner cartridges                 | 203 Cartridges              | 203 Cartridges             |   |
| Computer CPUs and laptops             | 35 No. of Units             | 0 No. of Units             | PC and Monitors were being stored whilst we found a suitable reuse option however an OHS Audit required the removal of the units and no opportunity was available at the time for reuse. Units disposed of through "1300rubbish" who may have found avenues for reuse |
| Computer monitors                     | 16 No. of Units             | 0 No. of Units             | As above  |

Other,  
Please specify:

Tonnes  
or, specify:

Tonnes  
or, specify:

## C2 VEGETATION, CONSTRUCTION AND DEMOLITION MATERIALS

- Complete all categories - if none generated or recycled, please mark as '0' or 'Nil'
- See Attachment 1 for definitions

| MATERIAL                                 | TOTAL QUANTITY GENERATED |        | TOTAL QUANTITY RECYCLED |        | COMMENTS (if applicable)<br>Additional space for comments pg19 |
|--|--------------------------|--------|-------------------------|--------|--|
| Vegetation waste                         | 6001                     | Tonnes | 5,951                   | Tonnes |  |
| Concrete                                 | 12,293                   | Tonnes | 12,293                  | Tonnes |  |
| Fill / Virgin Excavated Natural Material | 152,866                  | Tonnes | 152,866                 | Tonnes | Does not include contaminated or hazardous material            |
| Asphalt                                  | 450                      | Tonnes | 450                     | Tonnes |  |
| Timber                                   | 0                        | Tonnes | 0                       | Tonnes |  |
| Bricks and roof tiles                    | 4,452                    | Tonnes | 4,452                   | Tonnes |  |
| Glass                                    | 0                        | Tonnes | 0                       | Tonnes |  |
| Plasterboard                             | 0                        | Tonnes | 0                       | Tonnes |  |
| Steel                                    | 403                      | Tonnes | 403                     | Tonnes |  |
| Non-ferrous metals                       | 21                       | Tonnes | 21                      | Tonnes |  |
| Other,<br>Please specify:<br>Mixed Waste | 3,456                    | Tonnes | 0                       | Tonnes | Mixed waste  |

## PART D: PURCHASING DATA

### D1 PAPER AND OFFICE PRODUCTS

- Complete **all** categories - if none purchased or none purchased *with* recycled content, please mark as "0" or "Nil"
- See Attachment 1 for definitions

| MATERIAL                              | TOTAL QUANTITY<br>PURCHASED |            | QUANTITY PURCHASED<br>WITH RECYCLED CONTENT |            | COMMENTS (if applicable)<br>Additional space for comments pg19                         |
|---------------------------------------|-----------------------------|------------|---|------------|--|
| A4 white paper (including letterhead) | 3247                        | Reams      | 3077  | Reams      | Paper purchased at our regional Office at Campbelltown did not have recycled component |
| A3 white paper                        | 134                         | Reams      | 81  | Reams      | As above   |
| Printing and publications paper       | 1351.5                      | Reams      | 255   | Reams      | Reams in 500 sheets @ 80 gsm equivalent  |
| Toner cartridges                      | 209                         | Cartridges | 194   | Cartridges | 15 cartridges without recycled content were provided free with printer purchase        |

## D2 LANDSCAPING AND CONSTRUCTION MATERIALS

- Complete **all** categories - if none purchased or none purchased *with* recycled content, please mark as "0" or "Nil"
- See Attachment 1 for definitions

| MATERIAL                                 | TOTAL QUANTITY PURCHASED | QUANTITY PURCHASED WITH RECYCLED CONTENT | COMMENTS (if applicable)<br>Additional space for comments pg19   |
|--|--------------------------|--|--|
| Landscaping materials                    | -                        | -  | Landcom does not actually construct or carry out landscaping works ourselves, and therefore do not collect data on purchasing of construction and landscaping materials, however would welcome the opportunity to work with DECC to develop a methodology to undertake purchasing data collection in the future. |
| Concrete                                 | -                        | -  | Unknown  |
| Fill / Virgin Excavated Natural Material | -                        | -  | Unknown  |
| Asphalt                                  | -                        | -  | Unknown  |
| Aggregates                               | -                        | -  | Unknown  |
| Timber                                   | -                        | -  | Unknown  |
| Sand                                     | -                        | -  | Unknown  |
| Bricks and roof tiles                    | -                        | -  | Unknown  |

Other,  
Please specify:

[ ]

-

Tonnes  
or, specify:

[ ]

-

Tonnes  
or, specify:

[ ]

Unknown

Other,  
Please specify:

[ ]

-

Tonnes  
or, specify:

[ ]

-

Tonnes  
or, specify:

[ ]

Unknown

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# AGENCY CHECKLIST

**Prior to submitting your agency's WRAPP report please ensure you have completed each of the following:**


### DATA VERIFICATION

- Every reasonable effort has been made to ensure that the information and data supplied is accurate or well estimated.  
(Please do not 'guess' your figures as this may result in misleading or incorrect government reporting).
- All data from contractors has been included in relevant WRAPP categories (eg printing, landscaping, construction etc).
- For reporting categories where data is unavailable, data collection systems will be implemented during the next reporting period.

### REPORT COMPLETION

- The agency head has signed the WRAPP Progress Report (see Part A )
- Information has been provided in each of the Key Result Areas (see Part B )
- Data has been provided on waste and recycling (see Part C )
- Data has been provided on purchasing (see Part D )
- All category boxes contain a figure or a notation
  - If no materials were purchased or waste generated write a '0' or 'Nil'
  - Where data cannot be provided please write the reason (eg. 'unknown')
  - If any of the vegetation/ landscaping and construction tables are not applicable then those tables can be deleted from the report.

### Acknowledgement



11 Sept 07.

DATE

SIGNED  
WRAPP CONTACT OFFICER

## Definitions of waste and purchasing materials

### Attachment 1

The following definitions will assist agencies to fill out **Part C** and **Part D**.

Please note that 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.

### Waste and Recycling

| MATERIAL                              | DESCRIPTION   |
|---------------------------------------|---|
| Asphalt                               | Any materials containing bituminous hydrocarbons. May contain additives such as concrete. Includes recycled asphalt pavement.   |
| Bricks and roof tiles                 | Clay bricks and roof tiles which may be mixed together. This can include small amounts of concrete or plaster render.   |
| Cardboard                             | Packaging eg boxes, cartons and containers.   |
| Commingled containers                 | This includes the following containers, packaging and products: glass bottles and jars; aluminium cans, foil and food trays; steel cans; aerosol cans; liquid paper board cartons; PET, HDPE, PVC, LDPE and PP bottles.   |
| Computer CPUs and laptops             | Includes central processing units (CPUs), laptops, notebooks, hard drives and servers. (Note computer monitors should be recorded separately.)  |
| Computer monitors                     | Includes CRT and LCD monitors. (Note central processing units (CPUs), laptops, notebooks, hard drives and servers should be recorded separately.)   |
| Concrete                              | Mixture of cement, sand and aggregates. May include additives or substitutes such as fly ash.   |
| Copy paper and all other office paper | Used plain white printer and photocopier paper in A4 and A3 sizes Used stationery such as folders, files, coloured or tinted paper publications, forms, newspapers, magazines, advertising material, envelopes, phone books, wrapping paper, letterhead, post-it notes. |
| Fill                                  | Excavated material such as clay, gravel, sand, soil and rock that has been mixed with another waste or excavated from areas that are contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.              |

|  |   |
|--|---|
| Glass                                    | Sheet glass used for doors, windows, partitioning etc.  |
| Non-ferrous metal                        | Metal building materials other than steel e.g. aluminium, brass, copper etc.  |
| Other categories                         | Agencies can report on other categories of waste they are generating or recycling, please specify.  |
| Plasterboard                             | Composite material of gypsum and cardboard used for interior panels for buildings.  |
| Public place                             | <p>Any place that the public is entitled to use and is open to the public with or without an entry fee. Examples of public places, relevant to WRAPP reporting include: national parks, historic sites, railway stations, ferry wharves, bus stops, parks and reserves, cricket grounds, football stadiums, and sports venues. Also included are agencies with substantial lands (eg Catchment Authorities), high visitation public buildings (such as the Art Gallery and Museums) and places that involve intense use by large numbers of people (such as Sydney Opera House).</p> <p>Areas not included in this definition are counter areas, office reception areas, foyers and the like.</p> |
| Public place recycling                   | Commingled beverage containers (eg glass, aluminium, plastic), paper and cardboard  |
| Recycling bins                           | Any container used to capture recycling materials in a public place   |
| Steel                                    | Metal building products and materials e.g. reinforcing steel, sheet roofing, structural columns and beams etc.  |
| Timber                                   | Wood materials used for formwork or other construction purposes.  |
| Total quantity generated                 | The combination of the amount of waste disposed to landfill and the amount recycled. For example 800 tonnes recycled and 200 tonnes to landfill equals 1,000 tonnes generated.  |
| Used toner cartridges                    | Cartridges for printers, faxes, photocopiers, and multifunction machines (combined fax/copier/printer).   |
| 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.  |
| Virgin excavated natural material (VENM) | Virgin excavated natural material such as clay, gravel, sand, soil and rock that is <b>not</b> mixed with any other waste and has been excavated from areas that are <b>not</b> contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.   |

## Purchasing

| MATERIAL                                 | DESCRIPTION   |
|--|---|
| A4 and A3 paper                          | White A4 and A3 paper used within offices including letterhead but not coloured or tinted paper.  |
| 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.   |
| Bricks and roof tiles (recycled content) | Reclaimed, reused or recycled bricks and roof tiles.  |
| Concrete                                 | Mixture of cement, sand and aggregates. May include additives or substitutes such as fly ash.   |
| Fill                                     | Excavated material such as clay, gravel, sand, soil and rock that has been mixed with another waste or excavated from areas that are contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.                              |
| Landscaping materials                    | Organic products such as mulch, compost, bark, wood chips and soil blends.  |
| Other categories                         | Agencies can report on other major categories of materials they are purchasing, please specify.   |
| Printing and publications                | Paper used in printing publications including reports, forms, educational or advertising material, brochures, pamphlets, posters etc. This includes printing within the agency or by an external printing company.  |
| Sand                                     | Very fine hard aggregate between 0.75mm and 4.25 mm in size. See Australian Standard for detailed specification.  |
| Timber (recycled content)                | Reclaimed, reused or recycled timber.   |
| Toner cartridges                         | For printers, faxes, photocopiers and multifunction machines (combined fax/copier/printer).   |
| Total quantity purchased                 | The entire amount purchased, including the amount with recycled content.  |
| Virgin excavated natural material (VENM) | Virgin excavated natural material such as clay, gravel, sand, soil and rock that is not mixed with any other waste and has been excavated from areas that are not contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities. |

**Additional Comments:**

- During the 2006/2007 financial year 99% of waste material from civil works related activities on Landcom projects was recycled, with an average of 95.6%.
- Collection of relevant waste data from building and construction related project continues to be difficult due to the nature and amounts of materials, space available on building sites and current industry practices.
- Landcom does not currently collect data relating to construction and landscaping material purchase.

