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## Business Waste Reduction Project Toolkit Step 5: Review the Process

### Reviewing progress of WRAP implementation

At the completion of the first iteration of your WRAP implementation you will need to review the processes and outcomes to determine which targets have and have not been met and to determine which steps need to be modified. This process involves:

**Reviewing Waste Contractor Invoices** to determine whether there has been any cost savings and, if there hasn't, whether contractor costs are in keeping with your expectations and resources;

**Review purchasing records** to determine whether there has been a reduction in the quantity of materials ordered for the running your business, and any cost savings associated with this; and

**Conduct a follow-up waste assessment** to determine whether there has been a decrease in the volume of waste generated, an increase in the volume of materials recycled or reused and / or the level of compliance and separation of materials into the new waste management systems.



### Review purchasing records

Using the purchasing forms provided in Appendix 3, record details of items purchased. Compare current purchasing records with those recorded at the beginning of the project.

- Has there been a decrease in the quantities of materials ordered?
- Are there any cost savings associated with this decrease in materials?

### Review Waste Contractor Invoices

During Step 2: Assessing Waste Practices, you recorded details on the type of waste services you used and the costs associated with this.

Use the same sheet to record details of your revised services and then compare costs involved under the two systems. Note any costs recovery incurred as part of selling on materials for reuse by other businesses.

Has there been a decrease in waste disposal costs? Cost or cost savings are only one part of the overall assessment of your WRAP.

B02_Garden / Vegetation	4790	16.5	0	0
B03_Other Polystyrene	0	1	0	0
<b>TOTAL ORGANIC (COMPOSTABLES)</b>	<b>5723</b>	<b>3324.5</b>	<b>7401.5</b>	<b>1810</b>
C01_Wood / Timber	0	0.5	22	33.5
C02_Textile / Rags / Carpet	0	0	390	52
C03_Leather	20.6	0	0	0
C04_Rubber	0	0.5	295	0
C05_Soil	1461.5	526.5	0	0
<b>TOTAL OTHER ORGANIC</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>380.5</b>
D01_Recyclable Glass	1461.5	526.5	0	1038
D02_Miscellaneous / ?	142	89	0	0
<b>TOTAL GLASS</b>	<b>142</b>	<b>89</b>	<b>0</b>	<b>1038</b>
E01_PET#1	245.5	35.5	58	58
E02_HDPE #1	0	0	0	0
E03_PVC #1	6	32	42.5	8
E04_LDPE #1	65	52.5	84	84
E06_Polyethylene	17.5	26	137	0
F01a_Foams	0	0	0	0
F01b_Foams	187	312	507	186
F02_Aluminium	31.5	9	178.5	0
F03_Compactible (mostly non-ferrous)	0	20.5	1439	0
F03b_Other (mostly)	694.5	576.5	464.5	201
<b>TOTAL FERROUS</b>	<b>722.5</b>	<b>839.5</b>	<b>0</b>	<b>665.5</b>
G01	0	0	395	102
G02	0	0	0	67
<b>TOTAL NON FERROUS</b>	<b>722.5</b>	<b>0</b>	<b>395</b>	<b>169</b>
H01_Paint	0	0	0	0
H02_Fluorescent tubes	0	0	0	0

## Conduct a follow-up waste assessment

Conducting a follow-up waste assessment at the end of your WRAP will allow you to evaluate how well you have achieved your targets. The results of this assessment will also serve as a guide to how you might improve your ability to meet those targets.

For guidelines on how to conduct your assessment see details in Step 2.

## Measuring Program Success

Now it is time to look at the purchasing, waste contractor and waste assessment results collectively. For this you will need to assess the total costs / cost savings of implementing your WRAP and revisit the waste avoidance and reduction targets set out in your WRAP. We have provided the following appendices to help you review your WRAP implementation: [Appendix 9](#) shows example tables that you can fill out at each assessment to track changes in waste generation and composition as well as costs, while [Appendix 10](#) provides a table that will allow you to see if your targets and the steps to achieve these have been met.

Some businesses may require all or a certain proportion of the targets to be met before declaring the program as a success. However, another approach is to rank the degree of importance your business places on cost savings and various targets and determine whether or not the most important targets are being met. This will provide a more realistic guide to the success of your WRAP and will help you prioritise the order of any problems that need addressing.

Don't forget that a positive image of your company as a result of developing and implementing a WRAP should also be taken into account when measuring program success.

## Cost savings and initial outlays

You may need to outlay money at the beginning of this project for the purchase of new bins and infrastructure to manage the new waste and recycling systems. This outlay will probably negate some cost savings for the first iteration of your WRAP implementation, but these one-off costs will not be incurred in further iterations. It is important that this issue be considered when evaluating your first WRAP implementation.



**Program successes can go beyond original expectations. Casino RSM Club's reusable bag is such an example, doubling as not only a waste reduction educational tool but also a promotional tool**

## Report findings to staff and senior management

Once you have collated and reviewed results and determined the degree of success of your WRAP, it's time to share your findings with senior management and fellow staff. This will allow you an opportunity to provide recognition to staff for their contributions and efforts, which will help keep them motivated.

As part of your reporting you should:

- **Highlight successful actions;**
- **Identify actions that need improvement;**
- **Identify future activities** as part of implementing the WRAP (i.e. where this Step sits in relation to the overall WRAP implementation process).

At this stage, staff should also be encouraged to offer feedback on the usability of the new system, and any ways this could be improved.

You could also consider advertising your performance in the media or in your annual reports to promote your waste-smart business image. By preparing your results in a formal document, you will also have taken steps towards developing material for the marketing of the environmental performance of your business.