



Waste Management and Minimisation Plan

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Introduction

This document is a waste management and minimisation plan template detailing how a site will sustainably manage, reduce, handle, and dispose of waste during construction or renovation projects. It outlines waste types, on-site management, segregation of waste streams, and collaboration with the team to minimise and divert waste from landfills and maximise material recovery.

Getting started

Step 1 Start the process

Complete the top section of your Waste Management and Minimisation Plan. This includes all the basic details for the project, including the site and building size.

Step 2 Eliminate waste from your site

Think about the materials you will order for your build. Ask your suppliers what they can do to reduce packaging waste.

- Ask for materials with reduced, reusable or recyclable packaging (like Mitre 10's reusable timber covers)
- Request deliveries on sturdy, returnable pallets and return empty containers

Step 3 Plan for recycling

In your plan, list the common materials you can recycle. Fill in where you will take your sorted waste. Contact your service providers (some providers, may lease you a bin and arrange collection). Any separated material which can't be processed locally should go in the landfill category. You can find out where to recycle or dispose of various waste streams locally from your local council or check out this [handy resource recovery map](#).

Step 4 Get your bins sorted

Once you know what materials you will be collecting, decide on the sizes of bins you need, and where you'll put them. Make sure they are in a safe location, as close as possible to where the waste is being made.

Step 5 Get the team on board

Just like your Health and Safety plan, you'll need to make sure all staff and subbies on-site know what your waste management plan is and how to follow it. Reducing waste is a team effort, so talk through your plan each day on site. Make sure everyone understands what goes in each bin and what condition it should be in, e.g. flattened cardboard, clean plastics etc.

Step 6 Measure your waste and complete the form

Make sure you keep a record of when your bins are emptied. Enter in the volumes or weights of materials you are sending off-site. If your waste and recycling are being collected, make sure you are given this information.

Step 7 Review

At the end of the build, debrief with your team about what worked and didn't, and how you can improve.

Need help or, want to learn more?

Check out the Sustainability On-Site video series on our website:
mitre10.co.nz/trade/sustainability

Construction Waste Management Plan

Project Details

Project Name			
Site Location (Address)			
Project Type	Construction	Deconstruction	Renovation
Commencement Date		Expected Completion Date	
Building Size (m²)		Site Size (m²)	

Contractor Details

Company			
Name of Contractor			
Email		Mobile	
Person(s) responsible for waste and completing the Construction Waste Management Plan:			
Name		Mobile	
Name		Mobile	

Target Matrix

Set up target

	FIRST TRACKING REVIEW DATE	SECOND TRACKING REVIEW DATE	PROJECT END REVIEW DATE
Implement this waste management plan			
Minimum number of sorting stations throughout this construction project			
Streams to include			

Waste reduction target

% of Waste Materials to be diverted from landfill	Material		
	Percentage	Method	

Waste recovery targets

	FIRST REVIEW	SECOND REVIEW	END REVIEW
Waste material repurposed throughout this construction project	% Material	% Material	% Material

Training and Education

	FIRST REVIEW	SECOND REVIEW	END REVIEW
Percentage of all staff and contractors and subcontractors trained in practices and processes outlined in our waste management plan			
Number of sessions given to stakeholders about process with waste management plan throughout this project			

Waste Diversion Record

	PROPOSED METHOD OF DISPOSAL AND WHO THROUGH	ACTUAL QUANTITY REUSED, RECYCLED, COMPOSTED (KG)	ACTUAL QUANTITY SENT TO CLEAN FILL (KG)	ACTUAL QUANTITY SENT TO LANDFILL (KG)	ACTUAL COST OR SAVING (-\$ COST) OR (\$ SAVING)
Compostables					
Soil					
Compostables/organic					
Concrete masonry					
Concrete-based					
Clay-based					
Ceramic					
Hazardous waste					
Asbestos					
Metals					
Aluminium					
Brass					
Cable (copper)					
Copper (pure)					
Metals (mixed) e.g. metal joinery, fittings					
Steel					
Plastics					
1					
2					
3					
4					
5					
6					
7					
Timber					
Native timber					
Treated timber					
Untreated timber					

Waste Diversion Record continued

	PROPOSED METHOD OF DISPOSAL AND WHO THROUGH	ACTUAL QUANTITY REUSED, RECYCLED, COMPOSTED (KG)	ACTUAL QUANTITY SENT TO CLEAN FILL (KG)	ACTUAL QUANTITY SENT TO LANDFILL (KG)	ACTUAL COST OR SAVING (-\$ COST) OR (\$ SAVING)
Building materials					
Gib/plasterboard					
Insulation					
Building components					
Cabinets					
Carpet					
Carpet tiles					
Doors					
Windows					
Light fittings					
Toilets, showers					
Miscellaneous					
Batteries					
Fluorescent lights					
Glass					
Mixed recycling					
Packaging Cardboard and Paper					
Roofing netting					
Total cost/saving					

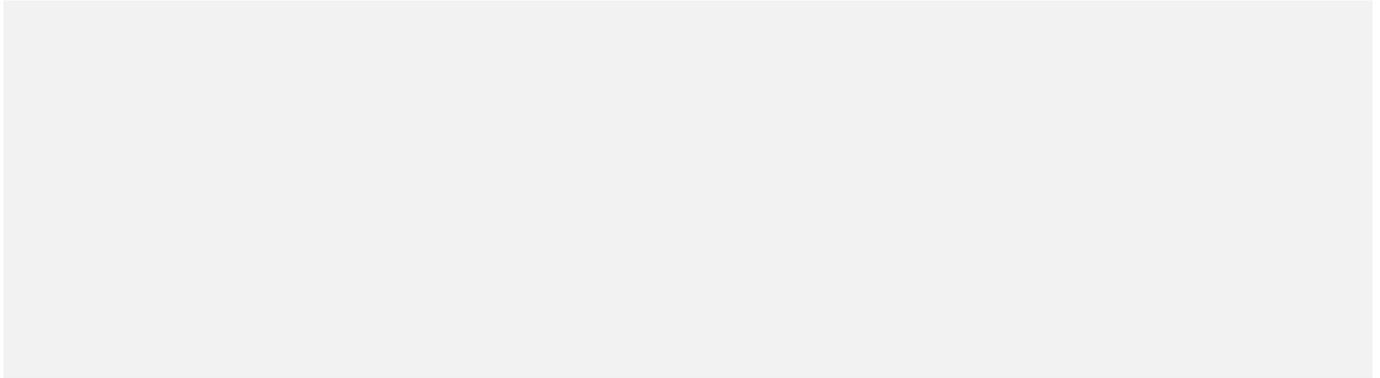
Review

Review the process of reducing waste on this project

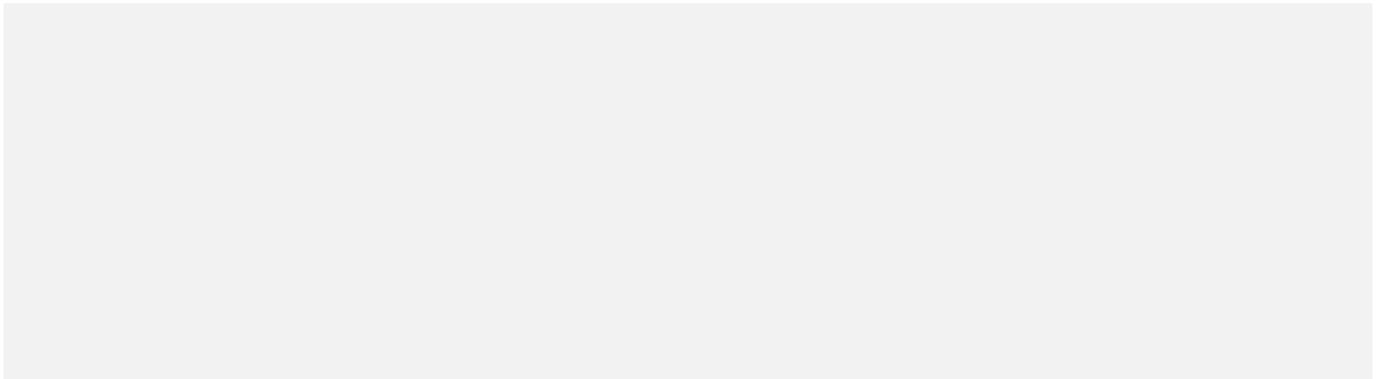
Review this document as necessary to ensure our Project Goals are being achieved. Thinking about:

- How pre-planning reduced or helped with identifying waste management requirements. Can include controlling workflow, deliveries, storage on-site.
- Reviewing and adjusting signage as required.
- How team member/stakeholder engagement increased their awareness on waste and the project goals.

What worked well to reduce waste through the project?



What could be improved next time?



What did we achieve/what impact did we make?

