

Reporting requirements

1. Reports for senior management

Reporting to facility senior management has been identified as an area that is currently inadequate. Senior management reporting is important to track improvements in financial and environmental performance, issues of concern to health services (such as infection control) as well as provide an opportunity to demonstrate these benefits and achievements through annual reports.

Using senior management reports will:

- encourage proper administration of waste and recycling contracts
- assist with budgeting and financial management
- identify trends such as quantities of waste or recycling generated, recycling or re-use opportunities
- track OHS, risk and contamination levels.

Recommendations

- Quarterly senior management reporting should include at a minimum:
 1. Performance of contracts
 - efficiency and frequency of collection
 - management of key performance indicators
 2. Total costs of collection and disposal for non-prescribed and prescribed waste on a quarterly basis
 - total cost of damage and repairs to bins trolleys and so on (optional)
 3. Total weight generated for non-prescribed and prescribed waste on a quarterly basis
 4. Total number of risks or associated incidents on a quarterly basis
 - contamination
 - OHS
 - infection control.
- Encourage use of AIMS (Agency Information Management System) standardised waste categories and unit measures such as weight and cost.

2. Reporting from waste contractors

Requesting reporting from contractors ensures that the contract is being reported on regularly and provides basis for proper administration.

It is proposed that contractors undertake waste reporting and recommend the following format be included in tendering and contracting of waste management. The reports would become the basis for supervision and performance assessment.

Waste recording/reporting data for contract administration of waste management contracts

	What to report	When to report it	YTD comparison
1.	Weight or volume/waste stream/site (kg or litres)	Monthly	Yes
2.	Cost/waste stream/site	Monthly	
3.	Report on trends (reduction, increases) in weight/volume (kg, litres)/waste stream/site such as plotting: - performance over time - recycling over landfill	Monthly	Yes
4.	List of waste management incidents and measures introduced to deal with these (such as OHS contamination)	When it happens	