Resource efficiency and waste management plan progress report [template]

Document subtitle

[AUTHOR]

[date]

[Version]

# Document control

## Previous progress reports

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## Document review

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*Note: Previous progress reports will be covered in first table and so should not be included in ‘Related documents’.*

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# Project information

## Project overview

This section provides a summary of the project giving context to the subsequent sections of the report.

Key information about the plan includes:

This information may be copied from the project REWMP.

### Project name (including state highway number)

[insert project name]

### Territorial/regional/unitary council(s) that have jurisdiction

[insert names of territorial/regional/unitary council(s) that have jurisdiction over the project area]

### Construction period with expected completion date

[insert dates of construction period with expected completion date]

### Year that this progress report covers

[insert year]

### State highway classification

[insert state highway classification from the [One Network Framework](https://www.nzta.govt.nz/planning-and-investment/planning/one-network-framework/) (ONF)]

### Nature of the works being undertaken

[insert high-level summary of nature of works being undertaken]

### Project tier

[insert identified project tier (tier 1, tier 2 or tier 3) in accordance with the Waka Kotahi [Resource efficiency guideline for infrastructure delivery and maintenance](https://www.nzta.govt.nz/resources/resource-efficiency-guideline-for-infrastructure-delivery-and-maintenance/) and [*P48 Specification for resource efficiency for infrastructure deliver*y](https://www.nzta.govt.nz/resources/resource-efficiency-for-infrastructure-delivery-and-maintenance/)]

## Point of contact

The resource efficiency lead for the project is stated below. This person will be the point of contact for reporting requirements.

**Name**: [insert name]

**Title**: [insert tile]

**Role** in project: [briefly describe role in project]

**Email**: [insert email address]

**Phone**: [insert phone number]

# Resource efficiency progress

This section provides an overview of the status of resource efficiency initiatives implemented or being implemented over the last 12 months.

## Project initiatives implementation progress

Information from the respective columns of the ‘Implementation’ tab of the opportunities register and initiatives tracker can be copied directly into this table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Resource efficiency category***(Materials, Energy, Waste, Water)* | **Initiative description** | **Status tracking***(On track, Behind schedule, Ahead, On hold, Completed)* | **Actions to progress** | **Due dates of actions** | **Expected final completion date** |
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## Implementation risks, challenges and opportunities

The key risks, challenges and opportunities identified to date with the implementation of the resource efficiency initiatives, and proposed or implemented mitigation measures, are described below.

Provide any brief discussion points regarding the implementation of the project initiatives to date:

* Opportunity identification process – was the process useful? Was this done in a timely manner?
* Initiative ownership and progress – how well has the project managed to drive outcomes? What are some successes and challenges?
* Points of interest – include any other information about the establishment and on-going management that may be relevance to the Waka Kotahi project manager.

# Construction waste management update

## Construction waste management plan implementation

Provide a brief summary of the implementation of the construction waste management plan to date including:

* Waste management system set up – what was the process like for setting up the waste management system? Was this done in a timely manner?
* System management and auditing – how is the waste management system managed and how is it audited?
* Points of interest – include any other information about the establishment and on-going management of the waste management system, or successes to celebrate, that may be of relevance to the Waka Kotahi project manager.

## Waste management risks and challenges update

The key risks and challenges identified to date with the implementation of the construction waste management plan are:

* Include any implemented or proposed mitigation measures.

## Waste management opportunities update

The key opportunities identified to date with the implementation of the construction waste management plan are:

* Include any implemented or proposed actions taken as a result of the opportunities.

# Data tracking and reporting

All project data should be supplied to Waka Kotahi in accordance with the project or maintenance contract requirements. This includes a minimum of:

* annual progress reporting on resource efficiency for all projects (tier 1–3)
* quarterly progress reporting on resource efficiency for all maintenance contracts.

To support project reporting, Waka Kotahi have developed a Resource Efficiency Reporting Tool the output of which should be attached to this report as an appendix.

## Data tracking and reporting implementation

Provide a brief summary of the implementation of data tracking and reporting system to date including:

* Set up – what was the process like for setting up the data tracking and reporting system? Was this done in a timely manner?
* System management and auditing – how is the data tracking and reporting system managed and how is it audited?
* Points of interest – include any other information about the establishment and on-going management of the data tracking and reporting system that may be of relevance to the Waka Kotahi project Manager.

## Data risks and challenges update

The key risks/challenges identified to date with data tracking and reporting are:

* Include any implemented or proposed mitigation measures.

## Data opportunities update

The key opportunities identified to date with data tracking and reporting are:

* Include any implemented or proposed actions taken as a result of the opportunities.