

Core Sustainable Development Goals



Waste Collection Services

Standard No: WCSv1.0ii-2018

Type 1 ecolabel standard in accordance with ISO 14024

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(Good Environmental Choice Australia Ltd)



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Waste Collection Services

DOCUMENT HISTORY

Status: **Current**

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Versions	Date Published	Summary of Changes
1	7 February 2018	New standard
1.0i	21 June 2019	Update: Expanding to national level, Change of GECA address, change of text in "USE OF GECA STANDARDS", change of text in "HOW to APPLY FOR GECA CERTIFICATION", change of DOCUMENT HISTORY, replacing OHSAS18001 by ISO45001:2018 in DoC 23.3, change of link to non-compliant organisations list regarding workplace gender equality, change of audit, auditor and auditing body to assessment, assessor and assurance provider, respectively. adding the definitions of above terminologies, change of wording in Crit 17 regarding internal training.
1.0ii	13 December 2021	Social criteria updated: Modern slavery criterion added, human and labour rights criterion revised; reference to Sustainable Development Goals included, criteria reordered into four sections: fit for purpose – health – environmental – social, Small updates in 'Use of GECA standards', update of 'How to apply for GECA certification

HOW TO APPLY FOR GECA CERTIFICATION

Organisations interested in GECA certification using the Good Environmental Choice Australia Ecolabel are encouraged to read carefully through the entire standard. A **checklist at the back of the standard** provides a helpful list of all criteria within the standard.

Please contact us via email enquiries@geca.org.au or complete the [brief form located here](#) on the GECA website to begin the application process. We will then forward an **information pack** and a link to complete an **obligation-free application form**. After receiving the completed application form, an approved GECA Assurance Provider will contact the applicant and give a clear overview of the steps needed to achieve certification and provide a quote for assessment.

Note: GECA reserves the right to refuse, suspend or postpone an application if (a) the organisation does not meet minimum compliance with Environmental Law, Labour Law, Fair Pay, Work, Health and Safety, Lawful behaviour (e.g. pending or ongoing lawsuits), (b) the organisation does not have transparent reporting that is available/accessible on request or (c) the core mission of the organisation and/or product is in conflict with GECA's mission and/or is perceived by GECA to pose a risk to the GECA brand or reputation.

DEFINITIONS & ACRONYMS

Assessment: Process performed by the assessor to determine if the product conforms with the applicable GECA standard.

Assessment report: Full document composed by the assurance provider that states how the nominated product conforms or fails to conform to GECA standards. This report shall include appropriate and substantial evidence to justify conformance decision.

Assessor: The individual performing the assessment as an employee or contractor of the assurance provider.

Assurance provider: Person or organisation accredited by the Independent Appointment Panel performing the conformance assessment.

C&I waste: Commercial and Industrial waste (C&I waste) is solid waste generated by businesses, industries (including shopping centres, restaurants and offices) and institutions (such as schools, hospitals and government offices), but not Construction & Demolition waste or Municipal Solid Waste. (Ref: NSW EPA, NSW Waste Avoidance and Resource Recovery Strategy 2014–21; <https://www.epa.nsw.gov.au/publications/wastestrategy/140876-warr-strategy-14-21>). Please note, definitions in other states may vary. Please refer to the relevant Environmental Protection Authority for further details.

Downstream processors: An entity between waste collection and final lawful processing or disposal that receives waste material from the certified waste collection service for processing, storage, or transportation. Downstream processors shall comply with the relevant environmental legislation and licences, or explain why a license is not necessary.

(Ref: <http://www.epa.nsw.gov.au/wasteregulation/licensing.htm>)

Exception: An exception is granted when an applicant is given permission by the GECA CEO or Board to become certified despite not meeting a particular criterion in the standard as identified during the assessment process, usually with a mandatory transition period.

Final lawful processing point: The point at which waste can no longer undergo further processing or treatment and is either converted to energy, repurposed, recycled, incinerated, or sent to landfill at a licensed facility. (Ref: <http://www.epa.nsw.gov.au/wasteregulation/licensing.htm>)

GECA approved assessor/s: An assessor that has been accredited to assess against GECA scheme rules.

General waste (wet and dry): Also known as landfill, mixed or residual waste, has not been source separated.

Hazardous waste: Waste that is hazardous or potentially harmful to human health or the environment according to the Hazardous Waste Act 1989.

(Ref: <http://www.environment.gov.au/protection/hazardous-waste/about>)

Lawful processing facility: A licensed facility that receives, stores and processes off site putrescible and non-putrescible waste. This includes transfer stations, Alternative Waste Treatment facilities (AWT) and other waste management facilities operating between the point of waste generation and the final lawful processing or disposal point.

Mixed recycling: A waste stream that includes multiple recyclable materials. Mixed recycling is also known as commingled recycling. Please note, definitions in other states may vary. Please refer to the relevant Environmental Protection Authority for further details.

National Measurement Institute (NMI): The government body that regulates the use of on-vehicle scales. (Ref: <http://www.measurement.gov.au/Industry/business/Pages/Transport-and-Delivery->

[Services.aspx](#))

Non-Putrescible waste: General Solid Waste (non-putrescible) is a waste category classified under the NSW EPA Waste Classification Guidelines including wastes such as glass, plastic, rubber, ceramics, paper, cardboard, garden waste, wood waste, concrete waste. For the complete list of wastes classified as “Non-putrescible waste”, see the NSW EPA’s Waste Classification Guidelines Part 1: Classifying waste. (Ref: <http://www.epa.nsw.gov.au/resources/wasteregulation/140796-classify-waste.pdf>) Please note, definitions in other states may vary. Please refer to the relevant Environmental Protection Authority for further details.

EPA: Environment Protection Authority.

Service efficiency: Waste service provider regularly reviews waste streams, bin sizes, onsite equipment, number of bins and collection frequency required to meet the site’s generated waste volumes.

Organics: Materials such as food waste, garden and lawn clippings, or animal and plant based materials.

Outcomes based reporting: Shifts the focus of waste management reporting from the point of waste generation and collation to the destination and end use of waste. Outcome based waste reporting should, where possible, include waste diverted from landfill over time (including contamination within recycling streams), recovery grades of waste facilities used and accurate weights of collected waste.

Owners of waste: See section 143 of the Protection of the Environment Operations Act. (Ref: http://www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455/s143.html).

Putrescible waste: General Solid Waste (putrescible) is a waste category classified under the NSW EPA Waste Classification Guidelines including wastes such as household waste that contains putrescible organics, manure, disposable nappies, sanitary napkins, food waste, animal waste. For the complete list of wastes classified as “putrescible waste”, see the NSW EPA’s Waste Classification Guidelines Part 1: Classifying waste. (Ref: <http://www.epa.nsw.gov.au/resources/wasteregulation/140796-classify-waste.pdf>).

Please note, the national definition refers to organic wastes capable of decomposition by micro-organisms (e.g. manure, disposable nappies, sanitary napkins, food waste, animal waste). <https://www.environment.gov.au/system/files/resources/f3403579-8378-418d-8410-6578749189c6/files/australian-waste-definitions.pdf>).

Safety Data Sheet (SDS): Contains information relating to the composition, classification and risk assessment of the product. To qualify as suitable, the SDS and information therein must not be more than five years old.

Secure paper: Confidential paper/document destruction.

Site specific bin densities per stream: Densities will be assigned to different size waste containers within each waste stream at each waste generator site. These site specific bin densities will be verified, with actual weights, on a quarterly basis which will then create a rolling average of weight used, subject to the differential across the quarterly weigh offs. These verified site specific densities will be used to estimate the weight of each collect waste container. (E.g. cardboard waste in a compactor = 250 kg/m³, cardboard waste in a 240 l bin = 55 kg/m³).

Waste generator: A property or person that produces waste.

Waste collection provider: An organisation contracted to collect waste from the point of collation for collection. Where the waste collection provider sub-contracts out any services referenced within this document, responsibility for compliance remains with the certified waste collection provider and the obligations shall be passed through to any sub-contracted entity.

Weight based billing: Using NMI approved scales; waste is weighed at the point of collection by the

waste collection organisation and used to calculate the cost of collecting this waste.

Weight based reporting: The waste collection provider will assign a weight to each container of waste and use this information to provide regular weight-based waste reports. This can occur independently from the billing arrangement, which may still be based on volume/bin lifts.

Waste Management Plan: As defined by the Better Building Partnership, an operational Waste Management Plan (WMP) is a document that sets out the process by which contractors and cleaners transport and dispose of all waste material generated at the building, as required by the building owner/ tenants and environmental law. Importantly, the WMP is also the document that sets out how building management will manage waste and the roles and responsibilities of all parties involved in the generation, management and final recovery/ disposal of waste. It is reviewed annually. (Ref: http://cdn.sydneybetterbuildings.com.au/assets/2015/11/BBP-Operational-Waste-Guidelines_Downloadable.pdf)

ABOUT GECA

At GECA, we help organisations and individuals to *make, buy and do* better for people and planet. We are a purpose-driven not-for-profit that stands for **integrity, independence and impact**.

We offer a suite of services designed for anyone committed to continuous improvement in their sustainability, including Australia's only not-for-profit multi-sector ecolabelling program.

GECA has proudly been a [Certified B Corp](#) since November 2015. We are part of a global movement of organisations in over 50 countries across 130 industries trying to make the world a better place.

AN OVERVIEW OF GECA'S STANDARDS

Following ISO 14024: *Environmental labels and declarations - Type I environmental labelling - Principles and procedures* and [ISEAL frameworks](#) for global best practice in ecolabelling, we've developed our rigorous standards, which are independently assessed by GECA Approved Assurance Providers.

ISO 14024 is internationally recognised and has been adopted as a benchmark for life cycle-based ecolabels by GEN, the international federation of ecolabelling bodies. Our standards are relevant to critical Australian industries, and GECA is the only Australian [GEN member](#).

ISO 14024 requires environmental labelling specifications to include criteria that are objective, reasonable and verifiable. The purpose of voluntary environmental labels and declarations is to communicate **verifiable and accurate** information for the numerous environmental and social aspects of goods and services. As required by the [Trade Practices Act](#), the information cannot be misleading. Such transparent information encourages the demand for, and supply of, those products or services that cause less harm to people and planet, thereby stimulating the potential for market-driven continuous environmental and social improvement.

While following ISO 14024 for environmental, health and fit for purpose criteria, **GECA's standards go above and beyond**, including social impact criteria. At GECA, we know that nothing can be truly sustainable if it only looks at environmental impacts and ignores the treatment of people. GECA standards identify the **environmental, human health, fit for purpose** and **social impact** criteria that the top environmentally and socially performing products or services sold in the Australian marketplace can meet to be recognised by GECA as "environmentally and socially preferable".

All GECA standards are based on life cycle thinking, allowing organisations to understand their sustainability impacts and where they occur within their operation's life cycle, **from raw materials to end-of-life**. We have used these principles to set criteria to address relevant sustainability loads typical in a product category. As such, this standard may also offer guidance for organisations to reduce the harmful impacts of their products or services. Organisations may use the criteria in this standard as an optimisation tool to design and refine the processing, manufacturing, packaging and delivery of their products or services. Also, organisations may uncover other sustainability issues and potential measures within the product's or service's life cycle.

At GECA, we encourage both manufacturers and retailers to include and adapt improvements in their processes and product designs that will enable them to achieve even better sustainability results where technically possible. GECA welcomes feedback where this has occurred.

While all GECA ecolabelling standards are voluntary, nevertheless they contain criteria that address compliance with specific laws. Also, a GECA standard may recognise specific Australian standards. A prerequisite for certification under the GECA ecolabel is to satisfy the relevant Australian and international standards, where required by law. However, Australia's compulsory standards typically focus on fit for purpose criteria instead of assuring environmental and social preferability. **GECA's ecolabelling standards go beyond mandatory Australian standards** and define an environmental and social benchmark for specific product categories.

Where a product or service is certified under our standard, it may display the GECA ecolabel (the "Good Environmental Choice Australia Mark") to show that it has been independently assessed and demonstrates conformance with the environmental and social criteria detailed in this standard.

Products or services certified as conforming to our standards may gain a marketing advantage in government and business procurement programs, as well as greater market recognition in general because of their independently verified sustainability attributes. GECA certification demonstrates leadership and may help to future-proof supply chains and improve economic performance. By generating genuine benefits for people and planet, it is possible to gain increased customer loyalty.

For further information please contact GECA

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STRUCTURE OF THE STANDARD

Within each section of this standard, you will find criteria and Demonstrations of Conformance (DoCs). The criteria outline the requirements for the product and applicant company regarding its sustainability performance. The DoCs list the information required to verify compliance with the criteria. Selected sections also contain introductory text which outlines the purpose behind the criteria or the reason for its inclusion in the standard.

REQUESTING ADDITIONAL EVIDENCE

DoCs are listed for each criterion within this standard; however, a GECA Approved Assessor may request additional information to ensure conformance on a case-by-case basis. Therefore, the DoCs listed below should be considered a guide to the applicant organisation's minimum DoCs.

RELEVANCE WITH SUSTAINABLE DEVELOPMENT GOALS

Each of GECA's standards is linked to specific [Sustainable Development Goals](#) (SDGs) set by the United Nations. The 17 SDGs are an internationally agreed framework for urgent action to achieve the [2030 Agenda for Sustainable Development](#) adopted by all UN member states in 2015, including Australia. The goals address global challenges, including global inequality, climate change, environmental degradation, peace and justice. Each standard criterion answers specific SDG targets.

Each criterion within this standard answers to a specific SDG target. These specific SDGs are shown below and are highlighted throughout each section of the standard, including the core SDGs related to this standard as further illustrated.

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



If the global population reaches **9.6 billion** by 2050, the equivalent of almost **three planets** will be required to sustain current lifestyles

SUSTAINABLE DEVELOPMENT GOALS

All SDGs relevant to GECA's Waste Collection Services standard

5 GENDER EQUALITY 	6 CLEAN WATER AND SANITATION 	8 DECENT WORK AND ECONOMIC GROWTH 
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 	10 REDUCED INEQUALITIES 	11 SUSTAINABLE CITIES AND COMMUNITIES 
12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	14 LIFE BELOW WATER 	15 LIFE ON LAND 

Core SDGs relevant to GECA's Waste Collection Services standard

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



CORE SDG: 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

GECA Standard Criterion

- All criteria contribute

SDG 9 Specific target 9.1

Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all.

SDG 9 Specific target 9.4

By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities.

11 SUSTAINABLE CITIES AND COMMUNITIES



CORE SDG: 11 SUSTAINABLE CITIES AND COMMUNITIES

GECA Standard Criterion

- All criteria contribute

SDG 11 Specific target 11.6

By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management.

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



CORE SDG: 12 RESPONSIBLE CONSUMPTION AND PRODUCTION

GECA Standard Criterion

- All criteria contribute

SDG 12 Specific target 12.2

By 2030, achieve the sustainable management and efficient use of natural resources.

SDG 12 Specific target 12.4

By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

SDG 12 Specific target 12.5

By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

15 LIFE ON LAND



CORE SDG: 15 LIFE ON LAND

GECA Standard Criterion

- Waste diversion from landfill: criterion 3
- Environmental legislation: criterion 21

SDG 15 Specific target 15.1

By 2020, ensure the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands, in line with obligations under international agreements.

SDG 15 Specific target 15.2

By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally.

SDG 15 Specific target 15.5

Take urgent and significant action to reduce the degradation of natural habitats, halt the loss of biodiversity and, by 2020, protect and prevent the extinction of threatened species.

BACKGROUND

In collaboration with the [Better Buildings Partnership \(BBP\)](#) and [NABERS](#), we have developed this standard to set a sustainability benchmark for services collecting waste from the point of collation and collection to a lawful processing or disposal facility.

Waste generation in Australia has increased significantly during recent years, and some waste is still poorly managed, leading to significant impacts on health, the environment and the economy. For every Australian, [2.7 tonnes of waste](#) is generated every year.

The environmental consequences of waste production can be significant; for example, the production and release of methane into the atmosphere contributes to climate change. Waste is responsible for [around 2%](#) of Australia's greenhouse gas emissions.

In addition, landfill leachate can pollute waterways and harm aquatic wildlife. Leachate is a toxic liquid caused by waste breaking down that contains high levels of heavy metals, chemical compounds, pesticides and solvents, which filter down into the bottom of a landfill site. It is also essential to consider the impact of waste being sent to landfill that could have been reused or recycled.

Some of the critical concerns that have driven this standard include:

- Dumping;
- Diversion to landfill;
- Transport of waste to cheaper landfill sites that may not be meeting environmental responsibilities;
- A push towards weight-based reporting and, eventually invoicing; and
- Contamination that prevents reuse or recycling.

Increasingly, waste generators and waste collection services acknowledge the risk of poor waste management and are shifting toward best practice waste collection. Improved waste collection data will assist waste generators and collection services to manage waste better and improve their environmental performance.

According to the [National Waste Policy \(2018\)](#), "Good decisions are based on good information. To ensure that efforts to improve Australia's waste management achieve the best outcomes, we need to improve information on where Australia's waste comes from and where it goes."

This standard aims to improve the accuracy and transparency of waste collection data, resulting in better sustainability performance and supporting service providers' efforts to minimise their impacts.

Through certification, waste collection companies will demonstrate their transparency, quality of service, and accurate data for reporting. This enhanced credibility can strengthen relationships with existing clients and increase the potential for new clients and contracts.

We want to acknowledge the funding and support for developing this standard, including NSW OEH, City of Sydney and the New South Wales Environment Protection Authority (EPA), a NSW EPA Waste Less Recycle More Initiative funded from the Waste Levy.

The standard sets requirements that aim to provide a benefit by:

- requiring policies and procedures that demonstrate a commitment to best practice waste management
- encouraging a collaborative relationship between the contracted waste collection provider, the waste generator, the property cleaners and other relevant stakeholders

- requiring that waste collection and transport vehicles shall be regularly maintained to ensure efficient fuel use
- ensuring that waste collection service reviews occur at least twice per year and waste assessments are conducted annually
- encouraging the highest resource recovery outcomes have been achieved
- ensuring workers and suppliers through the supply chain can expect fair pay, equal opportunity, and a safe working environment

This standard is expanded to national level, therefore waste collection services from all Australian states and territories can apply for GECA Certification using this standard. There are some references to NSW terms and regulations in the standard body to help with understanding and for clarification purpose. However, waste collection service providers should comply with regulations applicable to their own states or territories if it stands at a higher level than NSW regulations. If the policies and targets required by this standard differ in states and territories, targets set at a higher level will be required to be met by applicants.



FIT FOR PURPOSE CRITERIA

1. STANDARD CATEGORY SCOPE



1.1 Scope Schedule

Criterion 1: This standard applies to waste collection services, operating in Australia, collecting and transporting waste from the point of collection to a lawful processing facility.

The scope of this standard shall include, but is not limited to, the following waste materials:

- General waste (wet and dry)
- Mixed recycling (cardboard / paper / hard plastics / metals/ glass)
- Paper
- Cardboard
- Organics
- Secure paper
- Cooking oil

Notes

To be licensed to use the GECA label, waste collection services shall meet all of the criteria set out in this standard.

Other waste that does not directly fit into the above types may be considered for certification provided that waste collection and disposal fulfils the requirements of this standard. Other types of waste services may be added to the scope at a later date.

Exclusions

This standard does not include hazardous waste as defined by state guidelines and the Hazardous Waste Act 1989 (<http://www.environment.gov.au/protection/hazardous-waste/about>).

Demonstration of Conformance

DoC 1.1: A brief description of the waste collection service as it applies to the scope of this standard.

2. FITNESS FOR PURPOSE

To be certified, the waste collection service shall be fit to perform its intended purpose. A minimum level of quality is implicit before the GECA ecolabel can be displayed for a service. The applicant shall ensure that the service is fit for its intended purpose.

2.1 Demonstrated Performance

Criterion 2: The waste collection service shall be fit for its intended and advertised purpose.

Demonstration of Conformance

DoC 2.1: Signed declaration from an Executive Officer detailing compliance with the Fitness for Purpose criteria; and

DoC 2.2: Records of customer feedback or complaints; and/or

DoC 2.3: Independent assessment and test reports; and/or

DoC 2.4: Reports from an independent organisation (or independent engineer's report) or case studies of existing practices that demonstrate fitness for purpose, market acceptance, suitability or quality.

ENVIRONMENTAL CRITERIA



3. OPERATIONAL REQUIREMENTS

Waste collection and disposal can involve numerous facilities owned and operated by different companies to safely collect, process, transport, recover and dispose of waste. Waste tracking, recording and reporting has proven difficult under these circumstances, which can lead to unlawful disposal of waste, environmental degradation and a significant reduction in resource recovery potential. The criteria in this section are intended to improve the accuracy and management of waste collection data toward best practice by recognising those waste collection providers collecting accurate waste data using NMI approved scales, calibrated non NMI scales and site specific bin densities, instead of relying on the number of bin lifts or industry densities to collect waste data. By improving waste collection data, waste generators and waste collection providers can better manage their waste, thereby reducing the environmental impact of waste collection, management and disposal.

Note: In this document the preferred waste measurement hierarchy is actual weights with NMI approved scales, actual weights with regularly calibrated scales, site specific densities per stream, industry densities and finally bin lifts.

3.1 Commitments to Improve Waste Management

Compliance with the following commitments are crucial to signify that the licensees are committed to, and working toward best practice waste collection.

Policy commitments

Criterion 3: The waste collection provider shall have a policy that includes commitments on the following matters:

- Actively work toward verified weight based reporting;
- Billing based on estimated site specific bin density to replace billing based on volume or bin lift tallies;
- Assisting the waste generator to meet, at a minimum, the NSW EPA's 2021 waste targets. The NSW EPA's targets are 75% of waste is diverted from landfill and 70% of C&I waste is recycled. If an organisation has specific waste targets then the higher targets will be the agreed upon targets;
- Tracking the number of waste containers serviced per waste stream;
- Measuring and reporting the weight of collected waste containers;
- Prioritising reuse and recycling;
- Informing waste generators of bin fullness, contamination and waste container overloads;
- Eliminating the release of hazardous substances, if they are present, to the environment by reporting the presence of hazardous materials back to the waste generator within 24 hours; Providing quality-assured services that meet the waste generator's requirements and specified targets;

- Having the financial, managerial and technical ability to perform their operations to best practice standards;
- Only working with companies operating downstream in the reuse and recycling chain that provide necessary assurances about recycling outcomes and a commitment to eliminating harmful environmental and social waste management practices.
- Resolving emerging issues by working with the waste generators and other relevant parties.

Demonstration of Conformance

DoC 3.1: Policy commitment document addressing the above matters.

3.2 Waste Management Plan

Criterion 4: A waste generator's operational waste management plan is crucial to maximising resource recovery and minimising waste generation. A key component of a waste management plan is developing a collaborative relationship between the contracted waste collection provider, the waste generator, the property cleaners and other relevant stakeholders. The waste management plan shall be reviewed annually (at a minimum). The waste collection provider shall comply with the waste generator's waste management plan.

The WMP should include:

- Verified waste records of interim and final processing or disposal facilities;
- Quarterly operational waste management reports (see Criterion 18 for details);
- Current waste management systems in place to collect and process waste including;
- What waste streams are collected, the number and size of the bin/compactor used to store waste for collection and collection frequency.
- Acceptance criteria for interim and final processing waste facilities. For example, the facilities' acceptable materials and contamination limits; and
- Clearly defined roles and responsibilities of all stakeholders involved in waste generation, consolidation and collection.

Note: If the waste collection provider finds that the waste generator's WMP does not include the points in this criterion, then evidence that the waste collection provider has engaged with the waste generator to improve their WMP shall be provided.

Demonstration of Conformance

DoC 4.1: A signed declaration from an Executive Officer of compliance with the WMP; and

DoC 4.2: The previous year's WMP; and/or

DoC 4.3: Records of the waste collection provider discussing the contents of criterion 4 with the waste generator.

3.3 Standard Operating Procedures

Criterion 5: A nominated individual within the waste collection company shall be responsible for the waste collection certification process. GECA shall be notified if this individual changes during the certification period.

Demonstration of Conformance

DoC 5.1: A document clearly outlining the organisational roles and responsibilities including details of the nominated individual responsible for waste collection certification; and

DoC 5.2: A document outlining the process to inform GECA if this nominated individual changes.

Criterion 6: The certified waste collection provider shall have in place written guidelines that define standard operating procedures. These shall, as a minimum, include suitable directions on:

- Equipment inspection and maintenance;
- Communication protocols;
- Training requirements (see Criterion 17 including required service specific / waste generators' inductions and HSE requirements);
- Quality assurance procedures including:
 - Identifying customer requirements;
 - Demonstrating how compliance is monitored and maintained;
 - Accurate record keeping & reporting;
 - Preventative maintenance schedules and reports.

Demonstration of Conformance

DoC 6.1: Quality assurance document covering all the above, at a minimum, either in one or more documents.

3.4 Waste Transport

Criterion 7: Waste collection and transport vehicles shall be regularly maintained, according to the manufacturer's instructions, to ensure efficient fuel use. The applicant shall also provide planning for routes to minimise fuel consumption and secondary transport requirements.

Demonstration of Conformance

DoC 7.1: Log book of trucks maintenance records; and

DoC 7.2: Manufacturer's maintenance manual; and

DoC 7.3: Document outlining the planned routes and GPS data confirming that waste collection trucks followed these routes.

3.5 Collection of Waste

Currently, best practice waste collection involves weighing waste, either at the point of collection or weighing compactors at a weigh bridge. However, this approach is not widespread and will take considerable resources to introduce into Australia's waste management industry. Estimating site specific bin density or density-to-weight calculations are an interim method of weight based collection and reporting that will help shift the waste industry toward best practice waste collection.

Criterion 8: The waste collection provider shall ensure that waste collection service reviews are carried out periodically, at least twice a year, and as necessary to maintain:

- Service efficiency (appropriate number and size of bins, skips and compactors);
- Collection frequency of all on-site bins offers efficiencies and value;
- Odour free environment; and
- Hygienic environment;

Demonstration of Conformance

DoC 8.1: Signed declaration of compliance from an Executive Officer of the organisation; and

DoC 8.2: The results of the previous two reviews addressing the above requirements.

Criterion 9: Collected waste shall have weights attributed to each container. This weight should be calculated using: a certified and verified National Measurement Institute on-vehicle scale; an on-truck scale that is regularly calibrated; or a density-to-weight conversion formula calculated from quarterly bin weights. For those organisations using the density-to-weight calculation to assign weights to collected bins, quarterly site specific bin density assessments shall be verified during an annual independent assessment.

If the certified waste collection provider uses weight-based billing, they shall use NMI approved scales, calibrated according to the manufacturer's instructions with at least 95% of waste generated at the site weighed by NMI approved scales. (If on-truck scales are broken, then an average of the past 6 months of weights shall be used to invoice the waste generator.)

Or

If the certified waste collection provider uses site specific bin densities to estimate the weight, then they shall be calculated quarterly as follows;

Bin density (kg/m³) = net weight of waste bin (kg) / bin volume (m³)

Demonstration of Conformance

DoC 9.1: NMI certificate of approval; or

DoC 9.2: On truck scale calibration schedule; and

DoC 9.3: Recorded waste weights; and

DoC 9.4: Volume-to-weight calculations.

Criterion 10: Waste assessments* shall be conducted annually over the course of 1 day, in order to verify;

- Bin weights compared to the previous year's data;
- Total waste quantities compared to the previous year's data;
- A compositional assessment of the entire recycling stream including mixed recycling, organics, paper and cardboard;
- The site specific bin density used to assign weights to each collected waste container; and
- Procedure to prevent empty bins from being serviced. (Current waste collection charges are based on the number of bin lifts, regardless of the amount of waste they contain).

Note: As per GECA scheme rules, random, unannounced assessments will be conducted to ensure the GECA scheme remains robust and credible by examining service delivery using the most recent full assessment report in order to determine if there are any changes or discrepancies compared to the time of certification.

*Waste assessments will only be conducted at waste generator sites that have requested GECA certified waste collection services. At least two different sites will be assessed. If a random unannounced assessment is required as per the discretion of GECA, the building owner will be notified in advance to ensure security and safety measures are in place.

Demonstration of Conformance

DoC 10.1: Waste assessment report covering the above items; or

DoC 10.2: Third party assessment reports that cover all the above requirements produced in the last 12 months shall require approval from GECA.

3.6 Segregation and Contamination

The management of contamination should occur at two or more points in the collection and disposal process. Owners of waste have an obligation under section 143 of the Protection of the Environment Operations Act (POEO Act), such that contamination, within the recycling stream, may lead to a breach of compliance by both the facility and the owner of the waste. This assessment for contamination will apply to all bins presented for collection.

Please refer to the POEO Act 1997 for further details on the 'owner of waste'. (Ref: http://www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455/)

Criterion 11: Procedures shall be in place and effectively implemented to ensure that the waste collection provider:

- Provides clear explanation and definitions of contamination for each waste stream;
- Identifies contaminated mixed recycling, paper, cardboard, organics and glass bins (according to waste collection provider guidelines) with 'do not collect' stickers and informs the relevant nominated individual (see criterion 5) of contamination within 24 hours (including photos, details and times of collection etc.);
- Operates well within the maximum contamination rate accepted by the nominated lawful processing facility to minimise load rejection at the licensed facility;

- Records load rejection at a facility due to contamination. The waste collection provider shall record the type of contamination, with photographic evidence, and report load rejection to the waste generator within 24 hours.
- Using photographs or videos, record contamination events that do not result in load rejection. Contamination within the nominated facilities acceptance rate shall be reported back to the waste generator during quarterly meetings; and
- Conducts random, visual contamination checks at least every quarter.

Note: This criterion can be met, if a 3rd party assessor has completed a contamination assessment within the last year, and the assurance provider has been approved by GECA.

Demonstration of Conformance

DoC 11.1: Copy of material that clearly explains and defines contamination for each waste stream; and

DoC 11.2: Manual or document detailing the procedure to correctly collect segregated waste; and

DoC 11.3: Documents that the waste collection provider operates within the maximum contamination rate; and

DoC 11.4: Documented Standard Operating Procedure for reporting contaminated waste; and

DoC 11.5: Summary of the previous year of quarterly, visual contamination checks of recycling bins presented at quarterly meetings.

3.7 Containers and Containment

Criterion 12: Procedures shall be in place and effectively implemented to ensure that:

- The waste collection provider supplies equipment (bins, signage/stickers etc.) in accordance with the relevant Australian Standard 4123 series of standards. Standards AS4123.1-2008 to AS 4123.7-2006 (R2017)/Amdt 1-2008 cover the dimensions and designs of various waste collection bin sizes; performance requirements; health and safety; and colours and markings;
- Collection containers are appropriate to prevent any release of substances to the environment during collection, and delivery/deposit at the interim, processing, or disposal location/facility; and
- Provision is made for appropriate equipment for spillage control and clean up.

Demonstration of Conformance

DoC 12.1: Documented external verification of compliance with the relevant standards in the Australian Standard 4123 series; and

DoC 12.2: Document outlining maintenance schedules and inspection according to the manufacturer or HSE requirements; and

DoC 12.3: Document detailing correct use of containers to prevent release of substances; and

DoC 12.4: Document detailing the Standard Operating Procedure for spillage.

4. DOWNSTREAM PROCESSORS

This section addresses the downstream components of waste management after the waste collection provider has disposed of the waste at a lawful processing facility. Compliance with the criteria in this section will result in more accurate and transparent waste collection and processing data.

4.1 Chain of Responsibility

Criterion 13: The waste collection provider shall provide the name and location of downstream processors associated with all waste disposed of within Australia, through to the final lawful processing or disposal facility. This should, where possible, include keeping records about how the destination facilities process the materials they receive. Chain of responsibility documents include:

- Interim and final facilities license to receive/store/transport/process waste;
- If the interim or final processing facilities do not have a licence to process waste, an explanation shall be provided outlining why a relevant licence is not required.
- Waste collection/transportation trucks GPS data;
- Photographic or video recordings of waste collection, transport and processing;
- Interim facility's mass balance information;
- Information on the process of notification if an alternative facility is used; and
- Weigh bridge data (compactor & skips only).

Where the waste collection provider sub-contracts out any services referenced within this document, responsibility for compliance remains with the certified waste collection provider and the obligations shall be passed through to any sub-contracted entity.

Demonstration of Conformance

DoC 13.1: Appropriate state licences, or an explanation why a licence is not required; and

DoC 13.2: Waste collection trucks GPS data: and

DoC 13.3: Photographic or video recordings of waste collection and disposal; and

DoC 13.4: Document outlining the amounts and origin of incoming waste and the destination of outgoing waste; and

DoC 13.5: Document outlining the reporting and notification procedure of waste taken to an alternative facility; and

DoC 13.6: Relevant weigh bridge data; and

DoC 13.7: Current contracts with relevant licences of downstream contractors.

Criterion 14: When waste generated in Australia is shipped to an overseas processing facility, that facility shall comply with the following requirements;

- Have ISO 14001 and ISO45001:2018 (former OHSAS 18001 certification), or meet the requirements within these ISO standards; and
- Have an ethical waste disposal policy. This policy shall outline:
- The name, location and relevant operating licence of the overseas waste facility;

- Compliance with that nation's environmental, health and safety regulations;
- That no illegal, environmentally harmful dumping of waste is taking place; and
- No child or slave labour is used at the waste facility.

Demonstration of Conformance

DoC 14.1: Documentation listing the name, location and relevant operating licence; and

DoC 14.2: Documentation showing ISO 14001 and ISO45001:2018 (former ISO 18001) certification; or

DoC 14.3: Documentation of an Environmental Management System based on ISO 14001 and an Occupational Health and Safety Management Systems based on ISO 18001 are in place; and

DoC 14.4: A written statement of compliance, signed by an Executive Officer from the overseas waste service provider that all requirements within the ethical waste disposal policy have been met to the best of their ability.

Criterion 15: The waste collection provider shall illustrate that the highest resource recovery outcomes have been achieved by processing waste at a chosen lawful processing or disposal facility that results in the lowest environmental impact.

Demonstration of Conformance

DoC 15.1: A written statement of compliance, signed by an Executive Officer of the company; and

DoC 15.2: Document listing the criteria used to choose the lawful processing or disposal facility that results in the highest resource recovery outcomes; or

DoC 15.3: Outcomes based report; and

DoC 15.4: Documentation explaining how the chosen waste facility results in the lowest environmental impact.

Criterion 16: The waste collection provider shall comply with the current NSW EPA's regulations or your relevant state or territory of application, whichever is higher. The waste collection provider shall also provide evidence that waste is disposed of within the state of generation and as per the other expected requirements such as vehicle access hours, operating hours and/or additional local government requirements.

Demonstration of Conformance

DoC 16.1: Documentation of compliance with the NSW EPA regulations or your relevant state or territory of application, whichever is higher. This information shall include GPS data documenting the distance between the point of waste collection and point of waste processing; and

DoC 16.2: Photographic, time stamped documentation of the final processing or landfill facility.

5. STAFF AND CONTRACTORE TRAINING AND COMPETENCE

For best practice waste collection and data management, staff and contractors need to receive appropriate training in order to help facilitate a shift toward better waste management practices.

5.1 Staff and Contractor Training

Criterion 17: The waste collection provider shall ensure training programs for staff and contractors are conducted annually at a minimum. Based on this training, staff and contractor competence shall be evaluated on topics including:

- Current best practice resource management outcomes;
- Identification, management and communication of contamination in waste streams;
- Material and equipment handling;
- Acceptance criteria for the relevant interim or final processing waste facility;
- Controlling releases of hazardous substances; and
- HSE safety and emergency procedures.

Training plans and materials shall:

- Provide links to formal management systems and risk assessments; and
- Include Safety Data Sheet information for those involved in collecting, transporting or storing/depositing or handling equipment that could contain hazardous substances.

Demonstration of Conformance

DoC 17.1: TAFE certifications and/or proof of employees' enrolment in waste management related TAFE training or internal training; and

DoC 17.2: Schedule of training, competency check and training materials used.

6. WASTE RECORDING AND REPORTING

6.1 Waste Recording

Criterion 18: The following minimum information shall be included in the recording of waste in order to provide accurate and verifiable waste data.

- Waste diversion from landfill over time (by weight);
- Pick up date and time;
- Address/ facility name/ dock number;
- Driver's details and vehicle registration;
- Waste type;
- Weight collected (kg) using NMI approved scales, calibrate scales, or estimated site specific bin densities;
- Data type (actual weights or estimated site specific bin densities);
- Number of bins;
- Size of bins;
- Equipment used;
- Processing facility sent to; and
- Bins rejected due to contamination.

Demonstration of Conformance

DoC 18.1: Document with previous year's recorded waste data on the above items; and

DoC 18.2: At least the previous year's weight based quarterly reports that address the above requirements.

Criterion 19: The waste collection provider should meet monthly to discuss and report on the collected waste streams, but shall meet quarterly with the facilities manager, cleaning company and any other relevant stakeholders.

- Monthly/quarterly meetings shall include at a minimum all categories mentioned in Criterion 18; and
- Progress toward tracking waste via interim facilities to a final processing/disposal location.

Demonstration of Conformance

DoC 19.1: Copy of quarterly reports that address the above requirements and include the steps taken toward tracking waste to final lawful processing/disposal facility; and

DoC 19.2: List of attendees, minutes and actions associated with the monthly meetings.

7. ENVIRONMENTAL MANAGEMENT SYSTEMS

An Environmental Management System (EMS) integrates procedures and processes for training of personnel, monitoring and reporting of environmental performance information to stakeholders of an organisation.

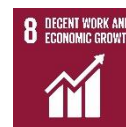
Criterion 20: The waste collection provider shall have and implement a formal environmental management system, based on ISO 14001 that covers all of the requirements in this specification and must include energy management and CO₂ emissions related to service delivery.

Demonstration of Conformance

DoC 20.1: Certification to ISO 14001; or

DoC 20.2: EMS based on ISO 14001.

SOCIAL CRITERIA



8. SOCIAL AND LEGAL COMPLIANCE

This section addresses compliance with the legal and social attributes of the producer and the applicant company; it also engages with the supply chain to ensure human and labour rights are upheld. These criteria are common to all GECA standards. The social aspect partially addresses the third dimension of sustainability - society. This concept was first understood by producers under the name "Corporate Social Responsibility" (CSR). In this standard, social criteria include laws for equal opportunity, safety and protection of workers, and compliance with human and labour rights. GECA certification cannot be given to any company that illegally exploits workers or their families.

Note: In cases where there is a conflict between GECA requirements in this section and relevant legislation or regulations introduced by governments and agencies, national legislation overrides state legislation and state legislation overrides regulations and standards issued by GECA. Where the GECA requirements go further than the applicable legislation, the producer and/or applicant company shall comply with applicable law while trying as far as possible to act in accordance with the spirit of the GECA requirements.

8.1 Environmental Legislation

Criterion 21: The producer of the product and applicant company shall as per law comply with relevant environmental legislation and government orders at the Local, State, and Commonwealth levels (if these have been issued). Where a producer is from an overseas jurisdiction, it is that jurisdiction's environmental regulations that apply. Where the producer has been found guilty of a breach of any environmental legislation or permit(s) within the last two years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 21.1: Signed declaration from an Executive Officer of the organisation stating compliance with applicable environmental legislation and government orders;

DoC 21.2: Signed declaration disclosing any breaches of environmental legislation or permits and the date of the breach. Applicant shall:

DoC 21.3: Provide a Legal Register listing applicable environmental legislation (including applicable Regulations under that legislation) in, or as an attachment to the above two declarations (DoC 21.1 and DoC 21.2). The Legal Register shall:

- For each applicable Act and Regulation listed, state whether the manufacturer and applicant company comply; or have a certified ISO 14001, Eco-Management and Audit Scheme (EMAS) or equivalent environmental management system in place; and;
- List relevant permits granted by the EPA or an equivalent national, state or local body;

DoC 21.4: Evidence of corrective action following identification of a breach of environmental legislation, if applicable.

Note:

In this criterion, 'Regulation' means an entire regulatory instrument (for example, the Environmentally Hazardous Chemicals Regulation 2008) and not the individual sections, provisions or clauses of a regulatory instrument.

8.2 Minimum entitlement including wages

Criterion 22: All employees and contractors must receive at least the applicable minimum wage including penalty rates, allowances and superannuation and be provided with all other minimum entitlements including in relation to hours, leave and termination. All employees shall be covered by a Federal or State award, a certified industrial agreement or registered agreement as determined by the Australian Government Workplace Authority or a State or Territory Workplace Relations Agency, or an agreement that complies with Fair Work Act 2009 section 61 – National Employment Standards. A manufacturer/applicant company shall demonstrate compliance to the following requirements as taken from the [ILO](#) Convention: Convention 100 – Equal Remuneration Convention.

Where a producer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply.

Where a producer/applicant company or a third party has identified a breach of applicable legislation, including underpayment of wages within the last two years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 22.1: Signed declaration from an Executive Officer of the organisation confirming compliance with all minimum entitlements including wages; and

DoC 22.2: List of applicable awards, certified industrial agreements or registered agreements and the number of workers to which they apply, and number of workers not covered by such; and

DoC 22.3: Text or template of a typical workplace agreement offered to employees of the company; and sample payslips; and

DoC 22.4: Evidence of corrective action following identification of a breach of legislation, if applicable.

8.3 Workplace Health and Safety

Criterion 23: A manufacturer/ applicant company shall demonstrate compliance to the following requirements as taken from the ILO Conventions:

a) Convention 155 – Occupational Safety and Health and its accompanying Recommendation No. 164;

b) Convention 161 – Occupational Health Services and its accompanying Recommendation No. 171

And general compliance with applicable State or Territory Legislation concerning Occupational, Health and Safety (OHS) / Work Health and Safety (WHS) and/or the Commonwealth Safety, Rehabilitation and Compensation Act 1988, where applicable. Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a producer/applicant company has been found guilty of a breach of relevant legislation within the last 2 years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 23.1: Signed declaration from an Executive Officer of the organisation stating compliance to

workplace legislation and government orders, as well as declaration of any breaches of legislation and the date of the breach. Applicants shall list all applicable legislation in, or as an attachment to, this declaration;

DoC 23.2: Copy of the company Occupational / Workplace H&S policy and procedures;

DoC 23.3: Copy of employee induction records, training records, meeting records and risk assessments; or current ISO 45001:2018 (or former OHSAS 18001), AS/NZS 4801 or equivalent certification; or third-party certification stating compliance to Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 or equivalent jurisdiction specific legislation; and

DoC 23.4: Evidence of corrective action following a breach of legislation, if applicable; and

DoC 23.5: WHS incidents register

8.4 Equal Opportunity

Criterion 24: The manufacturer/applicant company shall demonstrate general compliance with the requirements of the Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Equal Opportunity for Women in the Workplace Act 1999, and complementary State Legislation. The manufacturer cannot be in the list of 'named' or non-compliant employers under the Workplace Gender Equality Act 2012. Where a manufacturer /applicant company is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer has been found guilty of a breach of relevant legislation within the last two years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 24.1: Signed declaration from an Executive Officer of the organisation stating compliance with above legislation;

DoC 24.2: Copy of relevant company policies and procedures;

DoC 24.3: Evidence of corrective action following a breach of legislation, if applicable; and

DoC 24.4: The assessor will verify that the company does not appear on the following list: [Non-compliant list | WGEA](#)

8.5 Lawful Conduct

Criterion 25: The manufacturer/applicant company shall not have been convicted of any breach of criminal law, any breach of the Competition and Consumer Act 2010 or the Corporations Act 2001, including prosecution or de-listing by the Australian Stock Exchange (ASX or international equivalent). Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a producer has been found guilty of a breach of relevant legislation within the last two years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 25.1: Signed declaration from an Executive Officer of the organisation stating compliance with above legislation; and

DoC 25.2: Evidence of corrective action following a guilty verdict, if applicable.

8.6 Modern Slavery

Criterion 26: The applicant company shall promote the elimination of Modern Slavery through collaboration with their supply chain, in accordance with the Australian Commonwealth Modern Slavery Act 2018 or NSW Modern Slavery Act 2018 and the following requirements as taken from the ILO Conventions:

- a) Conventions 29 and 105 – Elimination of Forced and Compulsory Labour; and
- b) Convention 182 – Worst Forms of Child Labour

Where an applicant has found instances of modern slavery in their business operations and or supply chains in the past two years, there shall be evidence of corrective action.

This criterion shall be valid for applicant companies of any size and is not restricted to any annual revenue threshold.

Demonstration of Conformance

DoC 26.1: A copy of the published Modern Slavery Statement from within the previous 12 months. The Modern Slavery Statement shall comply with the seven mandatory criteria of the Act as below:

- a) Identify the reporting entity
- b) Describe reporting entity's structure, operations and supply chains
- c) Describe the risks of modern slavery practices in the operations and supply chains of the reporting entity and any entities it owns or controls
- d) Describe the actions taken by the reporting entity and any entities it owns or controls to assess and address these risks, including due diligence and remediation processes
- e) Describe how the reporting entity assesses the effectiveness of these actions
- f) Describe the process of consultation with any entities the reporting entity owns or controls
- g) In addition to the modern slavery report, some supporting documents may be asked to be cited at the main site of manufacturing during the on-site assessment:

If a copy of the Modern Slavery Statement is unable to be presented, a rationale will be required. Also in cases where supportive documentation is unavailable at the time of certification, a grace period of three years or one certification period may be granted (no more than one certification period will be given).

The documents may include but not limited to the following documentation to support the modern slavery report:

- h) Employment records
- i) List of contractors
- j) Leave entitlements policy
- k) Any relevant Human Resources policy
- l) Payslips/ wage scales/ remuneration policy
- m) Minimum age of employment policy
- n) Any other relevant information

Where an organisation has not previously reported on the Australian Commonwealth Modern Slavery Act 2018 or NSW Modern Slavery Act 2018 and does not meet the reporting threshold of the NSW or

Commonwealth legislation, the organisation shall publish a Modern Slavery Statement within three years of certification on a voluntary basis. A grace period of up to one cycle of certification may be granted depending on the company's reporting period.

For more information about modern slavery and the *Modern Slavery Act 2018*., please see [News and Resources \(modernslaveryregister.gov.au\)](https://modernslaveryregister.gov.au).

8.7 Human Rights including Labour Rights

Criterion 27: The manufacturer/applicant company shall respect internationally recognised human rights, including labour rights, including the rights set out in:

- Universal Declaration of Human Rights
- International Covenant on Civil and Political Rights
- International Covenant on Economic, Social and Cultural Rights
- ILO Declaration on Fundamental Principles and Rights at Work

In particular, this includes the following aspects and ILO conventions: No child/forced/bonded labour (ILO 29 and 105), Minimum age convention (ILO 138), Worst forms of child labour (ILO 182), Health and safety procedures and training (155, 161 and 171), Right of freedom of association (ILO 87 and 98), Non-discrimination (ILO 100 and 111), Discipline/harassment and grievance procedures, Fair working hours and compensation, Anti-corruption and bribery.

The applicant company shall also take steps to ensure human rights are respected in its supply chain.

Where an applicant has been found to breach this criterion in the past two years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 27.1: The manufacturer/applicant company shall provide evidence of its commitments to human rights including labour rights (e.g. policies, published reports containing disclosure in relation to human rights (e.g. sustainability report) commitments to international initiatives such as the UN Global Compact); and

DoC 27.2: The manufacturer/applicant shall provide a map of at least one tier of its supply chain; and

DoC 27.3: Evidence of implementation of a Supplier 'Code of Conduct'; Code of conduct to include Human and Labour Rights, Health and Safety of workers; and

DoC 27.4: Evidence of assessment of suppliers in relation to human rights and recommendations for improvements in their supply chain; and

DoC 27.5: Evidence of [ISO20400](https://www.iso.org/standard/68554.html) implementation; or

- Evidence of valid [SA8000® Standard](https://www.sa8000.com/), or other equivalent certification; or
- Evidence of being a signatory to the [UN Global Compact](https://www.unglobalcompact.org/); or
- [SEDEX](https://www.seDEX.com/) membership ; or
- [GRI 400](https://www.gri.org/) Report (Global Report Initiative); and

If any of DoC 27.5 cannot be provided, manufacturer/ applicant shall provide:

DoC 27.6: Evidence of commitment to achieve SA 8000 certification within one year; or

DoC 27.7: Evidence of becoming a signatory to the UN Global Compact within six months;
and

DoC 27.8: Evidence of corrective action, if applicable.

GECA acknowledges that this is an emerging area of compliance and conformance. Therefore, alternative certifications, standards, ethical membership organisations or compliance reporting may be recognised as demonstration of conformance where an exception is granted by the GECA Board.

EVIDENCE OF CONFORMANCE

Demonstration of Conformance (DoC)

This section lists the sources of evidence to be considered during an assessment to establish conformance against GECA's standards. This list is provided to guide the applicant through the standard's requirements and facilitate the preparation of an application. The DoC requirements are specified along with each criterion in the standard define specific sources of evidence acceptable to GECA. In cases where criteria offer several DoC requirements, it is the sole decision of the appointed assurance provider to choose the appropriate option throughout the preliminary stage of the assessment. If none of the recommended DoC requirements stipulated for a particular criterion in the standard is applicable for a product under assessment, then the appointed assurance provider may choose an alternative but equivalent source of evidence. In cases where alternative sources of evidence have been accepted for the verification of the product, the assurance provider will inform GECA by providing a report on the details as far as appropriate. GECA will use this information to continuously improve the DoC requirements stipulated by that standard.

All laboratory testing and analysis shall be carried out by a [NATA](#) accredited laboratory. For tests carried out overseas, all analysis shall be carried out by a reputable lab accredited by an [ILAC](#).

The applicant/manufacture shall have processes in place to ensure on-going compliance with the criteria in this standard; for example in relation to hazardous substances, having a process in place for completing a checklist (signed and dated by the authorised person) that lists all the substances and requirements in that section prior to using in/with the GECA product/s. The process may be carried out by relevant supplier/s of relevant material/s if there is no in-house capacity within the organisation being assessed to carry out this process. Documented information about any communication in regards to this process (i.e. between applicant and suppliers) shall be maintained.

The DoC requirements are summarised in Appendix A to assist applicants in preparing documentation for the verification process with a GECA designated assessor.

APPENDIX A

APPLICATION CHECKLIST

The application checklist guides the applicant through the application and verification process. An applicant may collect all information required for the verification of the product and attach the relevant documents to their application. The table below summarises the DoC requirements for each criterion in the standard.

Criterion No.	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/N or NA
FIT FOR PURPOSE CRITERIA				
Standard Category Scope				
Criterion 1	Waste materials included in the standard	Description of waste services as it applies to the scope of this standard	<input type="checkbox"/>	
Fitness for Purpose				
Criterion 2	Demonstrate the service is fit for its intended purpose	Signed declaration from an Executive Officer and records of customer complaints	<input type="checkbox"/>	
		Records of customer feedback or complaints	<input type="checkbox"/>	
		Independent assessment/test reports	<input type="checkbox"/>	
		Reports from an independent organisation or case studies of existing practices that demonstrate fitness for purpose, market acceptance, suitability or quality	<input type="checkbox"/>	
ENVIRONMENTAL CRITERIA				
Operational Requirements				
Criterion 3	Policy commitment to improve waste management	Policy document addressing all the criterion’s requirements	<input type="checkbox"/>	
Criterion 4	Waste Management Plan (WMP)	Signed declaration from an Executive Officer	<input type="checkbox"/>	
		The previous year’s WMP	<input type="checkbox"/>	
		Records of the waste collection provider discussing the contents of Criterion 4 with the waste generator	<input type="checkbox"/>	

Criterion 5	Standard operating procedure	A document outlining the organisational roles including details of the nominated individual	<input type="checkbox"/>	
		A document outlining the waste collection provider's process for informing GECA if nominated individual changes	<input type="checkbox"/>	
Criterion 6	Guidelines that define standard operating procedures on equipment, communication, training, quality assurance and accurate record keeping	Quality assurance document	<input type="checkbox"/>	
Criterion 7	Waste transport	Log book of trucks maintenance records	<input type="checkbox"/>	
		Manufacturer's maintenance manual	<input type="checkbox"/>	
		Planned routes & GPS data	<input type="checkbox"/>	
Criterion 8	Waste collection service reviews	Signed declaration of compliance from an Executive Officer of the organisation	<input type="checkbox"/>	
		The results of the previous two reviews, if available, addressing the criterion's requirements	<input type="checkbox"/>	
Criterion 9	Assigning weights to each collected bin	NMI certificate of approval	<input type="checkbox"/>	
		On truck scale calibration schedule	<input type="checkbox"/>	
		Recorded waste weights	<input type="checkbox"/>	
		Volume-to-weight calculations	<input type="checkbox"/>	
Criterion 10	Waste assessments	Waste assessment report	<input type="checkbox"/>	
		Third party assessment reports from GECA approved organisations	<input type="checkbox"/>	
Criterion 11	Segregation and contamination	Copy of material that clearly defines contamination for each waste stream	<input type="checkbox"/>	
		Manual or document detailing the procedure to correctly collect segregated waste	<input type="checkbox"/>	
		Documents that the waste collection provider operates within the maximum contamination rate	<input type="checkbox"/>	
		Documented Standard Operating Procedure for reporting contaminated waste	<input type="checkbox"/>	

		Summary of the previous year of quarterly, visual contamination checks o recycling bins presented at quarterly meetings	<input type="checkbox"/>	
Criterion 12	Containers and containment	External verification of compliance with relevant standard AS 4123 standard series	<input type="checkbox"/>	
		Document outlining maintenance schedules and inspection according to the manufacturer or HSE requirements	<input type="checkbox"/>	
		Document detailing correct use of containers to prevent release of substances	<input type="checkbox"/>	
		Document detailing the Standard Operating Procedure for spillage	<input type="checkbox"/>	
Downstream Processors				
Criterion 13	Chain of responsibility	Appropriate state licences, or an explanation why a state licence is not required	<input type="checkbox"/>	
		Waste collection trucks GPS data	<input type="checkbox"/>	
		Photographic or video recordings of waste collection and disposal	<input type="checkbox"/>	
		Document outlining the amounts and origin of incoming waste and the destination of outgoing waste	<input type="checkbox"/>	
		Document outlining the reporting and notification procedure of waste taken to an alternative facility	<input type="checkbox"/>	
		Relevant weigh bridge data	<input type="checkbox"/>	
		Current contracts with relevant licences of downstream contractors	<input type="checkbox"/>	
Criterion 14	Overseas transport of waste	Documentation listing the name, location and relevant operating licence	<input type="checkbox"/>	
		Documentation showing ISO 14001 and ISO 45001 certification; or	<input type="checkbox"/>	
		Documentation of an Environmental Management System based on ISO 14001 and an Occupational Health and Safety Management Systems based on ISO 18001 are in place	<input type="checkbox"/>	
		A written statement of compliance, signed by an Executive Officer from the waste collection provider that all requirements within the ethical waste disposal policy have been met	<input type="checkbox"/>	

Criterion 15	Highest resource recovery outcomes and lowest environmental impact	A written statement of compliance, signed by an Executive Officer of the company	<input type="checkbox"/>	
		Document listing the criteria used to choose the final lawful processing or disposal facility that results in better resource recovery outcomes	<input type="checkbox"/>	
		Outcomes based report	<input type="checkbox"/>	
		Documentation explaining how the chosen waste facility results in the lowest environmental impact	<input type="checkbox"/>	
Criterion 16	EPA's proximity principle	Documentation of compliance with the NSW EPA regulations or relevant state or territory of application, whichever is higher, with distances between point of collection and point of disposal	<input type="checkbox"/>	
		Photographic, time stamped documentation of the final landfill facility	<input type="checkbox"/>	
Staff and Contractor Training				
Criterion 17	Staff and contractor training	TAFE certifications and/or proof of employees' enrolment in waste management related TAFE training or internal training	<input type="checkbox"/>	
		Schedule of training, competency check and training	<input type="checkbox"/>	
Waste Recording and Reporting				
Criterion 18	Waste recording	Document with previous year's recorded waste data on the criterion's items	<input type="checkbox"/>	
		At least the previous year's weight based quarterly reports that address the criterion's requirements	<input type="checkbox"/>	
Criterion 19	Meetings	Copy of quarterly reports that address the above requirements and include the steps taken toward tracking waste to final lawful disposal point	<input type="checkbox"/>	
		List of attendees and minutes associated with the monthly meetings	<input type="checkbox"/>	

Environmental Management Systems				
Criterion 20	Management systems	Certification to ISO14001; or	<input type="checkbox"/>	
		EMS based on ISO 14001	<input type="checkbox"/>	
SOCIAL CRITERIA				
Social and Legal Compliance				
Criterion 21	Environmental legislation	Signed declaration confirming conformance to the criterion; and	<input type="checkbox"/>	
		Signed declaration disclosing any breaches of environmental legislation	<input type="checkbox"/>	
		Legal register listing applicable environmental legislation (including applicable Regulations under that legislation)	<input type="checkbox"/>	
		Evidence of corrective action (if applicable)	<input type="checkbox"/>	
Criterion 22	Minimum entitlement including wages	Signed declaration confirming conformance to the criterion; and	<input type="checkbox"/>	
		List of applicable awards, industrial and registered agreements and number of workers who are covered and not covered	<input type="checkbox"/>	
		Text or template of the typical workplace agreement offered to employees, and sample payslips	<input type="checkbox"/>	
		Evidence of corrective action	<input type="checkbox"/>	
Criterion 23	Workplace health and safety	Signed declaration stating compliance to workplace legislation and government orders, as well as declaration of any breaches of legislation	<input type="checkbox"/>	
		OHS/WHs policies and procedures; and	<input type="checkbox"/>	

		Copy of employee induction records, training records, meeting records and risk assessments; or current ISO 45001:2018 (or former OHSAS 18001), AS/NZS 4801 or equivalent certification; or third-party certification stating compliance to Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 or equivalent jurisdiction specific legislation; and	<input type="checkbox"/>	
		Evidence of corrective action (if applicable)	<input type="checkbox"/>	
		WHS Incidents register	<input type="checkbox"/>	
Criterion 24	Equal opportunity	Signed declaration confirming conformance to the criterion; and	<input type="checkbox"/>	
		Copy of relevant policies and procedures; and	<input type="checkbox"/>	
		Evidence of corrective action (if applicable)	<input type="checkbox"/>	
		The assessor will verify that the company does not appear on the WGEA non-compliant list	<input type="checkbox"/>	
Criterion 25	Lawful conduct	Signed declaration confirming conformance to the criterion; and	<input type="checkbox"/>	
		Evidence of corrective action (if applicable)	<input type="checkbox"/>	
Criterion 26	Modern slavery	Copy of the published Modern Slavery Statement from within the previous 12 months	<input type="checkbox"/>	
Criterion 27	Human rights including labour rights	Evidence of commitments to human rights including labour rights	<input type="checkbox"/>	
		Map of at least one tier of their supply chain; and	<input type="checkbox"/>	
		Evidence of implementation of a Supplier Code of Conduct; and	<input type="checkbox"/>	
		Evidence of assessment of suppliers in relation to human rights and recommendations for improvements in their supply chain	<input type="checkbox"/>	
		Evidence of ISO20400 implementation; or	<input type="checkbox"/>	

		Evidence of valid SA8000® Standard certification or other equivalent certification; or	<input type="checkbox"/>	
		Evidence of being a signatory to the UN Global Compact	<input type="checkbox"/>	
		SEDEX Membership, or	<input type="checkbox"/>	
		GRI 400 Report; and	<input type="checkbox"/>	
		Evidence of commitment to achieve SA8000® Standard certification within one year	<input type="checkbox"/>	
		Evidence of becoming a signatory to the UN Global Compact within six months; and	<input type="checkbox"/>	
		Evidence of corrective action (if applicable)	<input type="checkbox"/>	

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Our vision is for a sustainable
future for people and planet

