



Government  
of South Australia

## Greening Zero Waste SA Working Group

## Zero Waste SA

### Terms of Reference

#### Role

The Greening ZWSA Working Group's role is to facilitate the identification, management and reporting of environmental impacts arising from ZWSA business activities, in accordance with the Cabinet-approved Greening of Government Operations Action Plan.

#### Responsibilities

Greening ZWSA Working Group is responsible in the context of ZWSA business activities for:

- developing a GoGO Implementation Plan for ZWSA, including:
- identification of environmental impacts ZWSA generates in the course of carrying out its business activities across the eight GoGO Priority Areas (energy, water, waste, buildings, fleet/travel, procurement, HR, admin & policies)
- identification of actions to manage the environmental impacts of work practices on the environment
- establishing systems and data gathering procedures to measure and monitor the environmental impacts of work practices on the environment
- documentation of progress in managing work practices on the environment, including incorporation of a 'Greening ZWSA' section in the Annual Report
- promoting and encouraging staff participation in the implementation of initiatives to improve ZWSA environmental performance
- ensuring that Business Plan(s) include strategies and resourcing for implementing 'greening' actions
- incorporating greening criteria into core management processes including OH&S, job and person specifications, performance management and administrative guidelines

- liaising on an ongoing basis with ZWSA staff members including reporting at fortnightly ZWSA staff meetings
- participating in discussions on greening initiatives along with other tenants and building management representatives of Statewide House
- making recommendations to Manager, Strategy and Programs based on input from all ZWSA staff
- sharing information with other State government agencies via the GoGO Cross Agency Reference Group (XARG)

### **Membership**

The ZWSA Greening Working Group is to consist of staff with a role and/or an interest in progressing improved environmental management practices. The working group will include:

- a minimum of one staff representative (with others co-opted on an as-needs basis)
- the Business Manager
- the Project Officer, Greening of Government Operations

### **Meeting Frequency**

Meetings will be held on a monthly basis, and the meeting frequency will be reviewed if necessary. Additional out of session meetings will be held on an as-needs basis.

### **Protocols**

The Greening ZWSA Working Group decisions will be based on a consensus approach, and recommendation/decisions of the working group will be documented, circulated and communicated to all staff.

Significant recommendation/decisions affecting work practices and budget of ZWSA need to be approved by the Manager, Strategy & Programs, and in the absence of the Manager, the Chief Executive, ZWSA.

Endorsed



Vaughan Levitzke  
Chief Executive  
**ZERO WASTE SA**  
Date: 19 June 2006