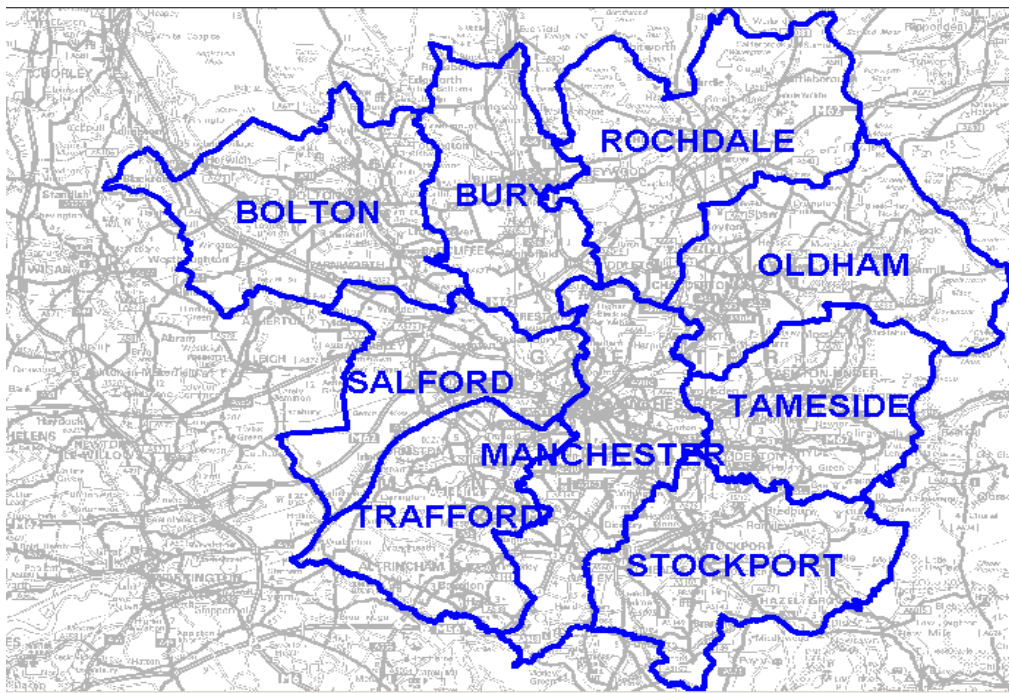


# FREEDOM OF INFORMATION ACT 2000

## PUBLICATION SCHEME FOR GREATER MANCHESTER WASTE DISPOSAL AUTHORITY



Greater Manchester  
WASTE  
DISPOSAL  
Authority

# CONTENTS

	<b>Page</b>
Authority Details.....	1
Responsibility for the Scheme .....	1
Responsibility for the Maintenance of the Scheme .....	1
Function of the Authority .....	1
Introduction.....	2
Publication Scheme.....	3
"Classes" of Information.....	3
Charges for the Information.....	3
Additional Information Not Covered By The Scheme .....	4
Exempt Information .....	4
Location of the Scheme .....	5
Complaint/Suggestions .....	6
Organisation and Structure .....	7
Decision Making .....	7
Strategies, Policies, Plans and Procedures .....	7
Promotional Material .....	7
Complaints .....	7
Statutory Documents .....	7
Tenders .....	7
Landfill .....	7
Recruitment.....	7

# **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY**

## **FREEDOM OF INFORMATION ACT 2000**

### **THE PUBLICATION SCHEME FOR GREATER MANCHESTER WASTE DISPOSAL AUTHORITY**

#### **1.0 AUTHORITY DETAILS**

Greater Manchester Waste Disposal Authority, Regent Chambers, Barn Street, Oldham, O11 1LP  
Telephone 0161 911 3581, fax 0161 911 3584.

#### **2.0 RESPONSIBILITY FOR THE SCHEME**

Timothy Date B.A. LL.M, Solicitor for the Greater Manchester Waste Disposal Authority. Regent Chambers, Barn Street, Oldham, OL1 1LP

#### **3.0 RESPONSIBILITY FOR THE MAINTENANCE OF THE SCHEME**

Nancy Jaeger, Communications Manager, Greater Manchester Waste Disposal Authority. Regent Chambers, Barn Street, Oldham. OL1 1LP.

#### **4.0 FUNCTION OF THE AUTHORITY**

The Greater Manchester Waste Disposal Authority was one of seven statutory authorities created under the Local Government Act 1985 to carry out the waste management functions and duties of the Metropolitan County Councils after their abolition in 1986.

The primary function of the Authority is to make arrangements with contractors following competition for the reception, treatment, recycling, recovery, transport and final disposal of municipal waste collected by the Waste Collection Authorities.

Also for the provision and management of Household Waste Recycling Centres for the reception, recycling, transfer, transportation and final disposal of waste and other materials deposited at such sites/centres.

The Authority investigates and develops recycling and resource recovery initiatives including research and development and works in partnership with contractors, the Waste Collection Authorities and

other parties to provide an integrated waste minimisation, recycling, composting and resource recovery from the municipal waste stream.

The Authority also manages and assumes after care responsibility for completed landfill sites in the ownership or under the control of the Authority.

The Greater Manchester Waste Disposal Authority maintain the structural fabric of the Household Waste Recycling Centres owned or otherwise provided by the Authority and to meet other obligation in respect of those facilities.

The areas covered by the Authority comprise the District Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford.

## **5.0 INTRODUCTION**

In implementing the Freedom of Information Act 2000, Greater Manchester Waste Disposal Authority intends to promote an understanding of the work undertaken within the Authority aiming to foster a spirit of trust with the public and other organisations. This will be achieved by:-

- Promoting transparency in the way we make our decisions, by providing clear information about our policies and processes through our publication scheme.
- Dealing with individual requests for information courteously and promptly, providing advice and assistance if necessary.

The Freedom of Information Act 2000 comes into force in two stages:-

- From February 2004 the Greater Manchester Waste Disposal Authority is required to adopt and maintain a publication scheme, establishing the "classes" of information that it publishes or intends to publish and the manner in which the information in each class is intended to be published.

- From January 2005 any person making a request to the Authority for information must be informed whether the Authority holds the information and subject to the exemptions listed in the Act supplied with that information.

## **6.0 PUBLICATION SCHEME**

A publication scheme is a guide to the "classes" of information that the Greater Manchester Waste Disposal Authority intends to routinely make available. Information can be made available in many forms and is not limited to information produced on paper. Therefore, information made available via the Authority's web site will be much a part of the scheme as printed documents.

## **7.0 "CLASSES" OF INFORMATION**

A "Class" is the information available on any particular subject. A class could be a specific document such as one of the Authority's policies in a given area or it could equally refer to general advice and guidance in a particular area and may, therefore, consist of a variety of documents. These may be leaflets, plans, photographs, videos, maps etc.

The scheme has been divided into the following categories:-

- Organisation and Structure
- Decision Making
- Strategies, Policies, Plans and Procedures
- Promotional Material
- Complaints
- Statutory Documents
- Tenders
- Landfill
- Recruitment

## **8.0 CHARGES FOR THE INFORMATION**

Some of the information included in the publication scheme is available free of charge, although we have reserved the right to charge where significant amounts of photocopying or work may be involved. When individuals are making requests for information not covered by the publication scheme, in January 2005, there may be a charge for providing the information requested. These charges will then be in accordance with the Fees Regulation under the Act.

Some of the information may be downloaded from the web site address which is [www.gmwda.gov.uk](http://www.gmwda.gov.uk) and also additional information on [www.sort-it.net](http://www.sort-it.net).

Within the publication scheme an \* [asterisk] will indicate that certain information within this class will automatically incur a cost.

If a charge is applicable it will be specified at the time of the request and will be payable in advance of the document being provided.

## **9.0 ADDITIONAL INFORMATION NOT COVERED BY THE SCHEME**

The Greater Manchester Waste Disposal Authority will endeavour to include more information in the publication scheme by 2005. Once the Freedom of Information Act is fully enforced, if you cannot find what you are looking for within the publication scheme you can make a request for the information.

From January 2005 applicants will be able to fully exercise their rights of access to the information the Authority holds. The Act is fully retrospective and therefore individuals can ask for information created before 2005.

## **10.0 EXEMPT INFORMATION**

Where any of the information comes within "an exempt category" under the Freedom of Information Act or other relevant legislation it may not be published or may be published, but with the exempt material deleted.

Within the Scheme there may be some classes which contain some exemptions and those have been marked and indicated with two\*\* (asterisks).

## 11.0 LOCATION OF THE SCHEME

This scheme may be viewed at the Headquarters of Greater Manchester Waste Disposal Authority, Regent Chambers, Barn Street, Oldham, O11 1LP and also at the 26 Household Waste Recycling Centres situated within Greater Manchester. These are located at:

Bolton – Nightingale Farm – Blackrod	01204667230
Bolton TRU Raikes Lane	01204 529894
Bolton – Union Road	01204 522919
Bury – Bury TLS – Every Street, Fernhill	0161 705 1125
Bury – Clifton Road - Prestwich	0161 798 0384
Bury – Radcliffe – GMWDA Plant	0161 724 8818
Manchester – Sanfold Lane, Levenshulme	0161 224 0806
North Manchester Plant – Relience Street	0161 688 5611
South Manchester Plant – Longley Lane	0161 491 2522
Oldham – Awkright Street	0161 626 0362
Beal Hey - Shaw	01706 845698
Rochdale – Heywood - Peel Lane	01706 364 956
Rochdale – Middleton, Springvale	0161 653 5271
Rochdale – TLS Entwistle Road	01706 657 824
Waithlands – Chichester Street Rochdale	01706 643871
Salford Plant – Cobden Street	0161 736 9559
Lester Road - Little Hulton	0161 790 1278
Lums Lane – Agecroft	0161 793 1098
Stockport - Adswold	0161 486 0140
Stockport Plant – Bredbury	0161 494 6155
Stockport – Railway Road Marple	0161 427 8241
Stockport – Torkington Road Hazel Grove	0161 487 4508
Tameside – Ash Road	0161 370 1517
Tameside – Bayley Street	0161 338 7370

Trafford – Altrincham – Sinderland Road

0161 941 4238

Trafford – Stretford – Chester Road

0161 865 8817

## **12.0 COMPLAINT/SUGGESTIONS**

If you have any complaints or suggestions about the publication scheme or information you would like to see added to the scheme, please indicate to Donna Ball, Communication Manager of the Waste Disposal Authority or alternatively you can contact the independent body overseeing the Act which is the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AS (Telephone No. 01625 5457000).

Information in respect of the Act can also be found on the Information Commissioner's website which is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**GREATER MANCHESTER WASTE DISPOSAL AUTHORITY**  
**CLASSES OF INFORMATION**

- \* Some information within this class may incur a charge. If a charge is applicable, it will be specified at the time of the request and will be payable in advance of the document being provided.
- \*\* Some of this information may be exempt under Part II of the Freedom of Information Act and other relevant legislation.
- + Will be available via the web in the future.

THE WEBSITE ADDRESS IS: [www.gmwda.gov.uk](http://www.gmwda.gov.uk)

Category	Class	Format			
		Paper	Electronic	Web	Charge
Organisation and Structure	Organisational Chart	√		√	
	Contact Details	√		√	
	Code of Conduct for Members	√			
Decision Making	Agendas	√	√	√	
	Reports**	√	√	√	
	Minutes**	√	√	√	
	Standing Orders	√			
	Financial Regulations	√			
Strategies, Policies, Plans and Procedures	Information relating to the strategies, policies, plans and procedures of the Authority**	√	√	√	
Promotional Material	Advice and guidance on a number of services eg composting, recycling, hazardous substances	√		√	
	List of waste sites, civic sites	√		√	
	Newsletters	√		√	
	Press Releases	√		√	
	Adverts and announcements	√		√	
	Recycling Credit Forms	√			

	Tipping permit forms	√			
	A-Z Publication List			√	
Category	Class	Format			
		Paper	Electronic	Web	Charge
Complaints	Advice on how to make a complaint	√		√	
Statutory Documents	The statutory documents which are relevant to the Authority	√			*
Tenders	Advice to Tenderers	√			
Landfill	Locations of closed landfill sites	√			
	Landfill site drawings	√			*
	Pump and Gas Flare readings	√			
Recruitment	Job Details	√		√	