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Guidance document
Local government waste plans

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Content

1.0 Introduction

The *Waste Avoidance and Resource Recovery Strategy 2030* (Waste Strategy) was released on 10 February 2019, and sets ambitious targets for Western Australia to become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste. The Waste Strategy is available at www.wasteauthority.wa.gov.au.

The Waste Strategy includes the following headline strategy:

Implement local government waste plans, which align local government waste planning processes with the Waste and Resource Recovery Strategy 2030.

Local governments[1] and regional local governments (commonly referred to as regional councils) have an important contribution to make to the Waste Strategy vision for the state. Aligning waste services through a waste plan consistent with the Waste Strategy provides a mechanism for them to contribute to, and achieve the targets and objectives of, the Waste Strategy, and to increase consistency in waste planning across local government.

Section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) gives the Chief Executive Officer (CEO) of the Department of Water and Environmental Regulation (the department) powers to require local governments to include within its plan for the future[2] a waste plan outlining how waste services provided by the local government will be managed to achieve consistency with the Waste Strategy in the protection of human health and the environment.

Section 44(1) of the WARR Act gives the CEO of the department powers to require a local government to submit a report to the CEO on the implementation of its waste plan, and may require that any or all of the information in section 44(2) of the WARR Act be included in the report information.

Waste plans will inform and be informed by the strategic planning activities which local governments undertake under the requirements of the *Local Government Act 1995* (LG Act) (s.1.4).

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[1] The definition in section 3(1) of the *Waste Avoidance and Resource Recovery Act 2007 of local government includes* 'a regional local government established for the purpose of providing waste services'. *A regional local government* is established under section 3.61 of the *Local Government Act 1995,* which provides in section 3.61(1):

Two or more local governments (referred to in this Division as the participants) may, with the Minister's approval, establish a regional local government to do things, for the participants, for any purpose for which a local government can do things under this Act or any other Act.

[2] 'Plan for the future' means a plan made under section 5.56 of the Local Government Act 1995 and Divisions 1 and 3 of Part 5 of the Local Government (Administration) Regulations 1996.

1.1 Purpose of guideline

This guideline is to assist local governments and regional councils to prepare and report on waste plans consistent with the requirements of the department's CEO. It provides waste plan templates (attached Excel document), guidance for completion, and timelines for implementation, reporting and review of waste plans. These guidelines will help local governments and regional councils to use the waste plan templates to prepare their waste plans and their annual reports.

1.2 Waste Avoidance and Resource Recovery Strategy 2030

The objectives of the Waste Strategy are to generate less waste, recover more value and resources from waste, and protect the environment by managing waste responsibly (Table 1).

The waste hierarchy and circular economy

The waste hierarchy and circular economy are central to the Waste Strategy. The waste hierarchy ranks waste management options in order of their general environmental desirability with avoiding the generation of waste being the most preferred option and disposing of waste being the least preferred. A circular economy complements the waste hierarchy – it aims to keep materials and energy circulating in the economy for as long as possible. Consistent with the waste hierarchy and circular economy, the strategy recognises that material recovery is preferable to energy recovery, and energy recovery is preferable to landfill.

The waste management activities included in waste plans should be consistent with waste hierarchy and circular economy principles.

Local government: waste generators and waste managers

The Waste Strategy recognises the roles that different individuals and organisations have in generating and managing waste. Local governments are both generators of waste (waste resulting from services local government provides to the community), and managers of waste (providing household waste collection and recycling services, operating waste facilities, and delivering education and awareness programs).

Many of the targets, objectives and strategies of the Waste Strategy are relevant to the waste management activities of local government, and a number of the targets relate specifically to municipal solid waste (MSW) (Table 1 below).

Table 1: Waste Strategy vision, objectives and targets

Vision: Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste

Objectives	**Avoid** Western Australians generate less waste	**Recover** Western Australians recover more value and resources from waste	**Protect** Western Australians protect the environment by managing waste responsibly
State targets	• 2025: 10% reduction in waste generation per capita • 2030: 20% reduction in waste generation per capita	• 2025: Increase material recovery to 70% • 2025: All local governments in the Perth metropolitan region[1] and Peel region[2] (Perth and Peel regions) provide consistent three-bin kerbside collection systems that include separation of Food Organics and Garden Organics (FOGO) from other waste categories • 2030: Increase material recovery to 75% • From 2020: Recover energy only from residual waste	• 2030: No more than 15% of Perth and Peel regions' waste is disposed to landfill • 2030: All waste is managed by and/or disposed to better practice facilities
	Community		
Targets for waste generators	• 2025: Reduction in MSW generation per capita by 5% • 2030: Reduction in MSW generation per capita by 10%	• 2020: Increase MSW material recovery to 65% in the Perth and Peel regions, 50% in major regional centres[3] • 2025: Increase MSW recovery to 67% in the Perth and Peel regions, 55% in major regional centres • 2030: Increase MSW material recovery to 70% in the Perth and Peel regions, 60% in major regional centres	• 2030: Move towards zero illegal dumping • 2030: Move towards zero littering

Objectives	**Avoid** **Western Australians generate less waste**	**Recover** **Western Australians recover more value and resources from waste**	**Protect** **Western Australians protect the environment by managing waste responsibly**
	Government and industry		
Targets for waste generators	• Reduction in construction and demolition (C&D) waste generation per capita by 15% by 2025, 30% by 2030 • Reduction in commercial and industrial (C&I) waste generation per capita by 5% by 2025, 10% by 2030	• C&D sector: Increase material recovery to 75% by 2020, 77% by 2025, 80% by 2030 • C&I sector: Increase material recovery to 70% by 2020, 75% by 2025, 80% by 2030	• 2030: Move towards zero illegal dumping
	Waste industry		
Targets for waste managers	• 2030: All waste is managed and/or disposed using better practice approaches	• 2030: All waste facilities adopt resource recovery better practice	• 2030: No more than 15% of Perth and Peel regions' waste is disposed to landfill • 2030: All waste facilities adopt environmental protection better practice

[1] The Perth metropolitan region is the area defined by the Metropolitan Region Scheme (https://www.dplh.wa.gov.au/mrs)

[2] The Peel region is the area defined by the Peel Region Scheme (https://www.dplh.wa.gov.au/prs)

[3] Albany, Busselton, Bunbury, Greater Geraldton and Kalgoorlie-Boulder

1.3 Waste management tools

Waste plans are the mechanism through which local government and regional councils can strategically work towards achieving consistency with the objectives and targets of the Waste Strategy.

There are a number of waste management tools that local governments and regional councils undertake which may be employed to avoid waste generation, recover more materials from waste, and protect human health and the environment from the impacts of waste. Waste plans are structured around these tools (see sections 3.0, 4.0 and 6.0):

- waste services
- waste infrastructure
- policies and procurement (contracts, local laws and policies, land use planning instruments and sustainable procurement)
- behaviour change programs and initiatives
- data collection.

1.4 Integrated planning and reporting

Integrated planning and reporting (IPR) gives local governments a framework for establishing local priorities, and linking them with operational functions.

All local governments are required to plan for the future of their district under s.5.56 (1) of the LG Act. The plan for the future includes the development of:

- **Strategic Community Plan (SCP):** the local government's principal 10-year strategy and planning document, which outlines the local government's vision and long/medium-term priorities.

- **Corporate Business Plan (CBP):** a four-year delivery program, aligned to the SCP, and accompanied by four-year financial projections.
- **Informing strategies:** these inform, and are informed by, the SCP and CBP. They provide more specific and detailed guidance on strategic direction, and in some cases actions, and include long-term financial plans, asset management plans, workforce plans and issue- or area-specific plans (e.g. information and communication technology plan, recreation strategy, arts and culture plan, economic development strategy, youth plan, local area plan).

Waste plans fit within local government IPR as an issue-specific informing strategy (Figure 1).

As part of a local government's plan for the future, waste plans should inform, and be informed by, the SCP and CBP.

Waste plans should be included in local government strategic reviews of the IPR suite of documents. New expenditure required to implement waste plan actions should also be incorporated into the CBP, Long Term Financial Plan, and annual budgets as appropriate. The timing of waste plans (Section 2.1 below) has been designed to coincide with local government IPR budgeting and strategic planning processes.

More information is available in the *Integrated Planning and Reporting Framework and Guidelines – September 2016*.

Figure 1: Integrated planning and reporting framework

10 + Years

Vision

Strategic Community Plan

Strategic Review 2, 4 years

Corporate Business Plan 4 years

4 Years

Corporate Business Plan 4 years

Annual report

Annual budget

Quarterly reports

1 Year

Long-Term Financial Plan | Asset Management Plans | Workforce Plan | Issue or Area-Specific Plans

Source: Integrated Planning and Reporting Framework and Guidelines – September 2016.

2.0 Planning and reporting

In this initial phase of the roll-out of waste plans, local governments and regional councils located in the Perth and Peel regions, and major regional centres (Appendix A), are required to develop waste plans by completing each component of the local government waste plan templates (see section 2.1 below).

Table 2: Waste plan requirements

Local governments and regional councils in Perth and Peel & major regional centres	All other local governments and regional councils	
Required to develop waste plans for 2020–21 financial year	Not required to develop waste plans, but may choose to do so	Phase 1 of waste plans roll out
Waste plans will be in place, and will be in the process of being implemented	May be required to develop waste plans, date of implementation to be determined	Phase 2 of waste plans roll out

Some local governments and regional councils may already have current waste plans or strategies. To avoid duplication, as long as the current waste plan/strategy meets the requirements of the **self-assessment checklist for Part 2** (attached editable PDF), it may be integrated into the *Part 2 – Implementation plan.* Where this is the case, hyperlinks and page numbers to the relevant information should be provided in the *Part 2 – Implementation plan* template (attached Excel document).

Part 1 – Services and performance and the self-assessment checklist for Part 1 will still need to be reviewed and completed by each local government and regional council. It is expected that by completion of the next Waste Strategy review (approximately 2023/24), all local governments and regional councils will transition to using the waste plan templates provided by the department.

Progress on the implementation of waste plans will be reported on annually (see Section 2.2 for more details), and waste plans may be modified and updated during their period of implementation.

Note: regional council waste plans will differ significantly from local government waste plans as regional councils' operations vary substantially. With this in mind, depending on the operational/education/service functions in place in a particular regional council, some sections of the regional council waste plan templates may/may not be applicable to them.

2.1 Initial development of waste plans

Waste plans will consist of two documents:

1. Templates: *Part 1 – Services and performance* and *Part 2 – Implementation plan* (one Excel document)

2. Self-assessment checklists for Part 1 and Part 2 (one editable PDF)

Where possible, the department will pre-fill sections of *Part 1 – Services and performance.* Data will be derived from individual local governments' and regional councils' historical waste and recycling census data.

Given the differing needs, resources and capabilities of local governments and regional councils, there is no expectation of a 'one size fits all' approach to waste plans. The level of detail and types of actions in *Part 2 – Implementation plan* can be adapted as long as the plan meets the requirements outlined in the self-assessment checklist for Part 2.
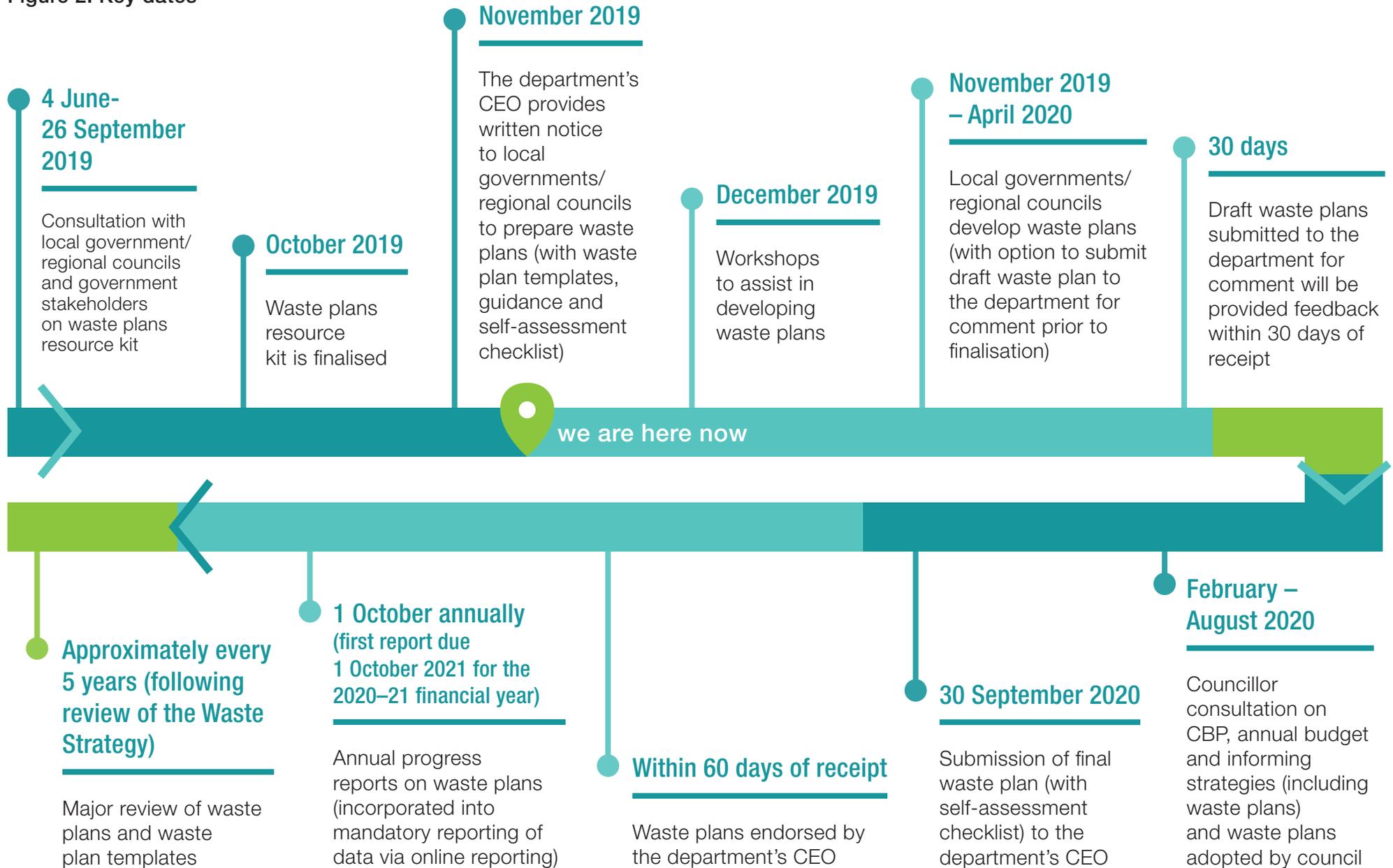
The aim of the templates is to ensure consistency, and to allow flexibility. Once Parts 1 and 2 are complete, local governments and regional councils must use the self-assessment checklists to ensure all key information is included in their waste plan. The templates (Parts 1 and 2) and the self-assessment checklists are then submitted to the department's CEO.

To assist local governments and regional councils in meeting their waste plan requirements, the department will run workshops in early December on how to develop waste plans.

Waste plans should be included in the councillor consultation processes for the CBP, annual budget and informing strategies undertaken in 2020. Once waste plans have been adopted by the council, the waste plan will be submitted to the department's CEO for endorsement (Figure 2 below). To ensure CEO endorsement of final waste plans, where possible the department encourages local governments and regional councils to submit their draft waste plan for comment prior to councillor consultation processes (see Figure 2 below for more details). The department will endeavour to provide feedback on the draft waste plan within 30 days of receiving it.

The CEO will endorse each waste plan once it has been assessed as meeting the requirements specified in the self-assessment checklists and within 60 days of receiving it. If the waste plan is assessed as not meeting these requirements, the department will advise the local government/regional council of the reason for this and enter into a conversation to develop a resolution, which will be determined on a case-by-case basis. Note: the department does not intend to release individual waste plans publicly.

Figure 2: Key dates

4 June– 26 September 2019

Consultation with local government/ regional councils and government stakeholders on waste plans resource kit

October 2019

Waste plans resource kit is finalised

November 2019

The department's CEO provides written notice to local governments/ regional councils to prepare waste plans (with waste plan templates, guidance and self-assessment checklist)

December 2019

Workshops to assist in developing waste plans

November 2019 – April 2020

Local governments/ regional councils develop waste plans (with option to submit draft waste plan to the department for comment prior to finalisation)

30 days

Draft waste plans submitted to the department for comment will be provided feedback within 30 days of receipt

we are here now

Approximately every 5 years (following review of the Waste Strategy)

Major review of waste plans and waste plan templates

1 October annually (first report due 1 October 2021 for the 2020–21 financial year)

Annual progress reports on waste plans (incorporated into mandatory reporting of data via online reporting)

Within 60 days of receipt

Waste plans endorsed by the department's CEO

30 September 2020

Submission of final waste plan (with self-assessment checklist) to the department's CEO

February – August 2020

Councillor consultation on CBP, annual budget and informing strategies (including waste plans) and waste plans adopted by council

2.2 Annual reporting requirements

Progress reports are a useful tool for communicating the results of monitoring and evaluation and for sharing successes and lessons learnt.

Local governments and regional councils will report on the implementation of waste plans annually. The annual report will be due to the department by **1 October** each year, beginning in October 2021. Annual reports will report on activities undertaken in the preceding year. For example, an annual report submitted on 1 October 2021 will report on activities undertaken by the local government in the 2020–21 financial year. A draft template for annual reporting is provided in Appendix B.

To reduce the reporting burden on local government and regional councils, it is proposed that annual progress reports for waste plans are submitted through the same online reporting system that is being developed for annual mandatory data reporting, which local governments are required to do from 2020, under amendments to the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations). The department is developing an online reporting system for this purpose. It is anticipated that this reporting will be in a similar format to the annual Local Government Waste and Recycling Census, with some additional sections/questions related to waste plans

2.3 Major review of waste plan requirements

To ensure consistency with the Waste Strategy, major reviews of waste plans will occur following the review and release of each Waste Strategy. Waste Strategy reviews are initiated five years after release, however the time taken to complete reviews varies. Major waste plan reviews will therefore occur approximately every five years.

3.0 How to complete *Part 1 - Services and performance template*

Part 1 of the waste plan describes each local government's and regional council's current waste management performance. It also includes a review of the waste management tools that they can undertake to work towards achieving the Waste Strategy targets, including: waste services, infrastructure, policy and procurement, behaviour change programs and initiatives, and data collection.

The aim of *Part 1 – Services and performance is to:*
- identify how the local government/regional council is performing in relation to the three objectives of the Waste Strategy
- identify the major waste management challenges for the local government
- identify strategic waste and resource recovery infrastructure needs
- establish an evidence base to inform decision-making and target setting when developing the *Part 2 - Implementation plan*
- provide a baseline to compare progress when annually reviewing and updating waste plans.

Some of the information required under *Part 1 – Services and performance* (attached Excel document) is already reported by local governments/regional councils to the department under the annual Local Government Census. Where the department already has this data, it will be prefilled in the template before the template is sent for completion. Prefilled data must be reviewed and updated if necessary by the local government/regional council. There are also spaces for to fill in data and provide additional comments and contextual information if required.

4.0 How to complete *Part 2 - Implementation plan template*

Implementation plans outline the actions which the local government/regional council will take to contribute to the achievement of relevant Waste Strategy targets and objectives. It is where the priorities described in the summary in the Local Government Waste Plan Template (Part 1 – 7.0 Summary) are translated into actions.

Many local governments and regional councils will have projects/programs that predate their new waste plan, but which are already contributing to Waste Strategy targets and objectives. These existing actions can be included in the implementation plan, as long as new actions are proposed where gaps exist in progressing towards the Waste Strategy targets and objectives.

Each local government/regional council should determine what kinds of actions best suit their local circumstances and needs, noting that all actions should be undertaken in alignment with the Waste Strategy, and contribute to the achievement of Waste Strategy targets and objectives. **It is expected that implementation plans contain a minimum of one action per each of the five waste management tools** (see section 6.0 below). Actions should be SMART: specific, measurable, attainable, realistic and time-bound.

It is not a requirement that local governments/regional councils meet every Waste Strategy target, however they do need to demonstrate that they are **moving** in the right direction towards meeting them, and contributing to the overall state targets.

5.0 Better practice

The Waste Strategy defines better practice as the practices and approaches that are considered by the Waste Authority to be outcomes-focused, effective and high performing, which have been identified based on evidence and benchmarking against comparable jurisdictions. In consultation with relevant stakeholders, the Waste Authority will identify better practice priorities, develop better practice guidance documents and encourage their adoption.

The achievement of better practice forms part of the targets for all three objectives of the Waste Strategy. A number of Waste Authority better practice guidelines already exist, and the Waste Strategy highlights a number of others which will be developed (Table 3 below). In the absence of Waste Authority-approved better practice approaches, councils are encouraged to report on WALGA approved approaches and initiatives where these are consistent with, and complement the State Government and Waste Authority's policies, priorities and approved approaches.

Table 3: Better practice guidelines and programs related to waste management tools

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programs
Drop-off facilities and services	Currently under development	-	-
Kerbside waste services	Better bins kerbside collection guidelines 2016 (**Note:** these guidelines are being updated to incorporate better practice three-bin FOGO collection systems in Perth and Peel regions)	Waste Authority Position Statement on Source Separation	Better Bins Program
Vergeside waste services	Currently under development		-
Commercial waste services	-		
Local government waste management	Better bins kerbside collection guidelines Vergeside waste services (currently under development)		Better Bins Program
Public place & special event waste services	-	Waste Authority Position Statement on Source Separation	-
Litter	-	Keep Australia Beautiful (KAB) WA KAB Litter Report Scheme KAB Clean Marine Litter Prevention Strategy for Western Australia 2015-2020 Waste Wise Schools WWS Litter Fact Sheet WALGA Helium Balloon Litter Background Paper	-

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programs
Illegal dumping	-	DWER illegal dumping program and pollution watch hotline WALGA Better Practice Charity Bin Management WALGA Better Practice Optical Surveillance Devices WALGA Shopping Trolley Background Paper	-
HHW facilities	Currently under development	-	HHW Program
Other waste infrastructure	-	WALGA Better Practice Reuse Shop Guidelines	-
Local waste laws and policies	-	WALGA Template waste local law & guidance Model Local Planning Policy: WARR - Development Applications Guidelines for Waste Management Plans WALGA's Guide to Sustainable Procurement WALGA's Guidelines for Waste Management Plans	-
Contingency plans	-	WALGA Local Waste Management Arrangements for Emergency Events	-
Behaviour Change Programs and Initiatives	WasteSorted communications toolkit (Note: these guidelines will be built on to reflect changes in waste policy and programs, e.g. FOGO)	WALGA Bin Tagging Program KAB Litter Campaigns Garage Sale Trail Plastic Free July	Waste Wise Schools WasteSorted Community and Industry Engagement[1]

[1] The Community and Industry Engagement program (CIE) is a State Government program administered by the Waste Authority which supports projects that contribute to the Waste Strategy's objectives and targets

6.0 Waste management tools

6.1 Waste services

The *Part 2 - Implementation plan* (attached Excel document) template encourages local governments/regional councils to consider how Waste Strategy targets and objectives (avoid, recover & protect) can be best met using the one of the following five waste management tools at their disposal:

- waste services
- waste infrastructure
- policy and procurement (contracts, local waste laws and policies, land use planning instruments, sustainable procurement)
- behaviour change programs and initiatives
- data collection.

Note: Regional councils vary in their operational/education/service functions offered. As a result, some of the waste management tools listed may/may not be applicable to a regional council.

The better practice guidelines, other guidelines and WARR Account-funded programs listed in Table 3 above should be considered when developing actions for each waste management tool.

Further details on things to consider when developing actions for each of the five waste management tools are provided below. **It is expected that implementation plans contain a minimum of one action per each of the five waste management tools.**

Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments/regional councils should consider the following when developing actions related to waste services:

- **Better practice:** waste services should be moving towards better practice (as per guidelines, where available).
- **Avoid waste generation:** options should be considered for managing waste services in a way which encourages avoidance of waste generation and reduces incidence of litter and/or illegally dumped waste.
- **Increased recovery:** waste services should be managed in a way which aims to decrease contamination and increase recovery.
- **Residual waste:** waste services should be managed in a way which aims to reduce the amount of residual waste that they generate, and the amount of residual waste disposed of to landfill[3].
- **FOGO:** all local governments in the Perth and Peel regions should be moving toward providing consistent three bin kerbside collection systems that include separation of FOGO from other waste categories by 2025 (as per better practice guidelines).

[3] According to the Waste Authority's Waste to Energy Position Statement (2013), energy recovery is a recognised option at the lower end of the waste hierarchy, which may be suitable for residual waste. Energy recovery is more favourable than disposal to landfill, but less favourable than the options of avoidance, re-use, reprocessing and recycling.

It is expected that the implementation plan:

- Includes action/s that aim to improve MSW recovery rates, which will contribute to Waste Strategy recovery targets for 2020, 2025 and 2030.
- Demonstrates a clear path to implementing better practice kerbside collection systems that include FOGO (as per the guidelines) by 2025 (**note:** Perth and Peel regions only). Where a local government cannot demonstrate this, a detailed explanation on why needs to be provided.
- Includes actions encouraging avoidance of litter.
- Includes actions encouraging avoidance of illegally dumped waste.
- Takes into account better practice guidelines, and other available guidance (Table 3 above).

Local governments (and regional councils, where relevant) should also consider the following when developing implementation plan actions:

- Obtaining support for actions through WARR Account-funded programs (e.g. Better Bins).
- Participating in product stewardship schemes; for example, for televisions and computers (National Computer and Television Recycling Scheme), mobile phones (MobileMuster), paint (PaintBack), tyres (Tyre Stewardship Australia), and Container Deposit Scheme.
- Finding alternatives to landfill for disposal of residual waste.
- Considering activities which could improve litter data, and help target actions to where they are most needed, for example: where are the main litter hotspots? What are the most common materials littered? Does littering happen more at certain times of the year? Are there alternatives to landfill for disposal of litter?

- Considering activities which could improve illegal dumping data, and help target actions to where they are most needed, for example: where are the main illegal dumping hotspots? What are the most common materials dumped? Does dumping happen more at certain times of the year? Are there alternatives to landfill for illegally dumped waste?

6.2 Waste infrastructure

This section of the implementation plan is only applicable to local governments/regional councils that operate waste facilities, such as landfills (registered or licenced), transfer stations and HHW facilities.

Alignment with Waste Strategy objectives and targets

Local governments and regional councils should consider the following when developing actions related to waste infrastructure, to align waste management practices with the Waste Strategy:

- **better practice:** waste facilities operated by a local government and regional coucnils should be moving towards better practice (as per guidelines, where available)
- **increased recovery:** waste facilities should be managed in a way which increases recovery, and decreases contamination
- **residual waste:** waste facilities should be managed in a way which aims to reduce the amount of residual waste that they generate and the amount of residual waste disposed of to landfill.

Ensuring all waste facilities adopt better practice by 2030 is a target of the Waste Strategy, and this should be reflected in implementation plans (where better practice guidelines are available). Potential participation in WARR Account-funded programs should also be considered (Table 3 above).

Local governments and regional councils should also consider the following when developing implementation plan actions:

- A desktop audit of current local government waste facilities (type, capacity, location, expected lifespan etc.) and a future infrastructure needs assessment (waste facilities required to cater for population size and density changes, and work towards Waste Strategy targets).
- Options for proactively and strategically planning for reducing generation of residual waste, and the disposal of residual waste to landfill, to extend the lifespan of existing landfills.

6.3 Policies and procurement (contracts, waste local laws and policies, and land use planning instruments)

Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments (and regional councils, where relevant) should consider the following when developing actions related to policies and procurement:

- **Better practice:** waste local laws should be developed using better practice guidance (WALGA waste local law template); local governments should aim to engage contractors to demonstrate better practice approaches (as per guidelines, where available).
- **Increased recovery:** local governments should aim to engage contractors that increase recovery and decrease contamination.
- **Residual waste:** local governments should aim to engage contractors which reduce the amount of residual waste that they generate, and recover energy only from residual waste.

Local governments should also consider the following when developing implementation plan actions:

- including the development and adoption of a waste local law (based on WALGA waste local law template), if the local government does not already have a waste local law in place
- taking into account better practice guidelines, and other available guidance (Table 3 above)
- adopting/implementing the WALGA Guidelines for Waste Management Plans
- updating Local Planning Schemes to reflect the Planning and Development (Local Planning Schemes) Regulations 2015 waste definitions
- updating Local Planning Strategies to identify current and future waste facility sites, with adequate buffers
- auditing of the council's largest ticket expenditure and how to incorporate sustainable procurement to encourage greater use of recycled products and support local market development
- developing waste contingency plans in case of disruption or disaster, which aim to avoid waste generation; reducing the risk of illegal dumping; considering better practice options for managing waste; increasing recovery; and decreasing contamination and residual waste
- seeking opportunities which may arise from the expiry of waste service contracts; for example, does the expiry of contracts give the local government an opportunity to seek higher performance standards, collaborate with other local governments in the procurement of services, and/or ensure service providers meet better practice standards?
- checking policy/strategy gaps which could be addressed to improve the local government's waste management performance.

6.4 Behaviour change programs and initiatives

Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments and regional councils should consider the following when developing actions related to behaviour change programs and initiatives:

- **Better practice:** behaviour change programs and initiatives should be consistent with better practice (as per guidelines, where available)

- **Avoid, recover, protect:** behaviour change programs and initiatives should aim to support and contribute to all of the objectives of the Waste Strategy.

There are a number of better practice guidelines, other guidelines and WARR Account-funded programs which should be considered when developing actions aimed at improving behaviour change programs and initiatives (Table 3 above).

Local governments and regional councils should also consider reviewing the effectiveness of current behaviour change programs and initiatives, with a view to incorporating the findings into the design of future behaviour change initiatives.

6.5 Data

Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments and regional councils should consider the following when developing actions related to waste data:

- **Better practice:** waste data collection and reporting should be consistent with better practice (mandatory reporting requirements under WARR Regulations).

- **Avoid, recover, protect:** waste data collection, reporting and analysis should aim to support and contribute to all of the objectives of the Waste Strategy.

The *Part 2 - Implementation plan* (attached Excel document) should include actions to review waste data collection and reporting. This will help to ensure that the local government/regional council and contracted service providers collect the data required to comply with licence conditions and mandatory data reporting requirements, and to ensure that any actions implemented are based on complete and correct data and to assist with the evaluation of these.

7.0 Self-assessment checklists

The self-assessment checklists consist of a checklist for *Part 1 – Services and performance* (Table 1 of attached editable PDF document) and a checklist for *Part 2 – Implementation plan* (Table 2 of attached editable PDF document). The self-assessment checklists will enable local governments and regional councils to make sure all key information is included in their waste plan prior to submitting it. The checklists are to be filled out by the local government/regional council and included with the submission of its waste plan to the department's CEO.

Both checklists require a YES, NO or NOT APPLICABLE response on what sort of action has been undertaken. If a NO or NOT APPLICABLE response is given in the *Part 2 – Implementation plan* checklist, further explanation is required.

A NO response in either checklist does not necessarily mean that the waste plan is incomplete or invalid. Each waste plan will be assessed by the department's CEO on a case-by-case basis. Where the department determines that a local government/regional council has provided a NO response without adequate explanation or indicating how they will still be working towards contributing to a Waste Strategy objective, the department will initiate a conversation with the local government will initiate a conversation with them to understand why they are not addressing this. Action required to address the issue will be determined on a case-by-case basis.

8.0 Glossary

Avoidance	Refers to the prevention or reduction of waste generation and is the most preferred option in the waste hierarchy.
Better practice	Refers to practices and approaches that are considered by the Waste Authority to be outcomes-focused, effective and high performing, which have been identified based on evidence and benchmarking against comparable jurisdictions.
Commercial and industrial waste (C&I)	Solid waste generated by the business sector, state and federal government entities, schools and tertiary institutions.
Commercial waste services	• Refers to drop-off, kerbside, vergeside or other waste services provided by the local government to commercial premises. • Discretionary service, not offered by all local governments
Construction and demolition waste (C&D)	Solid waste produced by demolition and building activities, including road and rail construction and maintenance, and excavation of land associated with construction activities.
Disposal	• Refers to the discharge of waste into the environment, either into landfill or another disposal route. • Is the least preferred option in the waste hierarchy.
Drop-off facilities and services	• Drop-off collections are where reportable waste is delivered to the waste depot (drop-off facility) by the residents of the local government (i.e. self-hauled waste). • Services are provided to collect waste or recyclable materials. • May be temporary or permanent standalone drop-off points for one or more materials, or may form part of other waste facilities (such as landfills or transfer stations). • **Note:** this does not include HHW drop-off points
Energy recovery	The process of extracting energy from a waste stream through re-use, reprocessing, recycling or recovering energy from waste.
Household hazardous waste (HHW) facility	• Refers to facilities for the drop-off and storage of HHW • Includes consideration of the drop-off and storage procedures and infrastructure, staffing and resourcing, layout, operation and management HHW facilities, etc.

Illegal Dumping	Illegal dumping is the unauthorised discharging or abandonment of waste and is an offence under Section 49A of the *Environmental Protection Act 1986.* Illegally dumped waste is generally considered to have the following attributes: <table><tr><td>Volume</td><td>> 1 cubic metre</td></tr><tr><td>Environmental impact</td><td>Contains items/substances that are potentially noxious or hazardous; potential for environmental harm if material leaks, spreads or degrades</td></tr><tr><td>Type of waste</td><td>Commercial or industrial waste; larger-scale household waste</td></tr><tr><td>Reason for offence</td><td>Premeditated decision; commercial benefit or avoidance of fee</td></tr><tr><td>Mode of deposition</td><td>Deposited using a vehicle</td></tr></table>
Kerbside waste services	• A regular, containerised collection service (often a wheelie bin) where the waste or recycling is collected from outside a resident's dwelling. • Can apply to either recycling or general waste (and in a few instances green waste).
Landfill	• Refers to inert or putrescible, registered or licenced landfills • Activities related to the layout, operation, management and post closure of a landfill. • Includes consideration of the technology and infrastructure on site, staffing and resourcing, and any other waste facilities or services at the landfill site (e.g. greenwaste or recycling drop off, mulching, tip shop, etc.)
Litter	Litter is defined in the *Litter Act 1979* as including: • all kinds of rubbish, refuse, junk, garbage or scrap • any articles or material abandoned or unwanted by the owner or the person in possession thereof but does not include dust, smoke or other like products emitted or produced during the normal operations of any mining, extractive, primary or manufacturing industry. • Litter is generally considered to have the following attributes: <table><tr><td>Volume</td><td>< 1 cubic metre</td></tr><tr><td>Environmental impact</td><td>Nil or minor actual or potential environmental impact</td></tr><tr><td>Type of waste</td><td>Personal litter</td></tr><tr><td>Reason for offence</td><td>Unpremeditated, convenient disposal</td></tr><tr><td>Mode of deposition</td><td>Deposited by hand (includes dropping by hand from a vehicle)</td></tr></table>
Local government waste management	• Refers to waste generated by a local government in performing its functions • Includes materials such as construction and demolition waste from road and footpath building and maintenance; greenwaste from parks maintenance; waste generated at local government offices, depots, and facilities
Municipal solid waste (MSW)	Solid waste generated from domestic (residential) premises and local government activities.
Peel region	The Peel region is the area defined by the Peel Region Scheme.

Perth metropolitan region	The Perth metropolitan region or the Perth region is the area defined by the Metropolitan Region Scheme.
Public place services	Public place waste services refers to permanent bins provided by local government in public places to collect waste and/or recycling.
Recovery	The process of extracting materials or energy from a waste stream through re use, reprocessing, recycling or recovering energy from waste.
Reuse	Reuse refers to using a material or item again.
Reprocessing	Reprocessing refers to using an item or material that might otherwise become waste during the manufacturing or remanufacturing process.
Recycling	The process by which waste is collected, sorted, processed (including through composting), and converted into raw materials to be used in the production of new products.
Residual Waste	• Waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the WARR Act. • Where better practice guidance is not available, an entity's material recovery performance will need to meet or exceed the relevant stream target (depending on its source - MSW, C&I or C&D) for the remaining non-recovered materials to be considered residual waste under this waste strategy.
Special event waste services	Refers to temporary bins and/or waste collection services provided by local government to manage waste generated at events such as fireworks displays, music festivals, sports events, markets etc.
Sustainable procurement	Involves meeting a need for goods and services in a way that achieves value for money and generates benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment.
Transfer station	• Refers to facilities which undertake large scale consolidation of waste or recyclable materials for transfer to another facility for processing or disposal. • Involves activities related to the layout, operation and management of a transfer station. • Includes consideration of the technology and infrastructure on site, staffing and resourcing, and any other waste facilities or services available at the site (e.g. greenwaste or recycling drop off, mulching, tip shop, etc.).
Vergeside waste services	• Vergeside collection services are bulk, infrequent (~every 4-6 month or on demand) services. • Material is collected from residential 'vergesides' either non-containerised or in a skip provided by the local government. Vergeside services may relate to green waste or hard waste • Includes waste and/or recyclable materials that may be mixed or separated and the source and can include green waste or hard waste.
Waste services	Waste services are defined by the *Waste Avoidance and Resource Recovery Act 2007* as one of the following: • the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste • the provision of receptacles for the temporary deposit of waste • the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste.

Local governments and regional councils in Perth, Peel & major regional centres	All other local governments and regional councils outside Perth, Peel & major regional centres	
Required to develop waste plans: Part 1 and Part 2 to be completed	No current requirement to develop waste plans	
Bunbury Harvey Regional Council	Albany	Ashburton	Kulin
	Armadale	Augusta–Margaret River	Lake Grace
Eastern Metropolitan Regional Council	Bassendean	Beverley	Laverton
	Bayswater	Boddington	Leonora
Mindarie Regional Council	Belmont	Boyup Brook	Manjimup
	Bunbury	Bridgetown-Greenbushes	Meekatharra
Rivers Regional Council	Busselton	Brookton	Menzies
	Cambridge	Broome	Merredin
Southern Metropolitan Regional Council	Canning	Broomehill-Tambellup	Mingenew
	Claremont	Bruce Rock	Moora
Western Metropolitan Regional Council	Cockburn	Capel	Morawa
	Cottesloe	Carnamah	Mount Magnet
	East Fremantle	Carnarvon	Mount Marshall
	Fremantle	Chapman Valley	Mukinbudin
	Gosnells	Chittering	Murchison
	Greater Geraldton	Christmas Island	Nannup
	Joondalup	Cocos	Narembeen
	Kalamunda	Collie	Narrogin
	Kalgoorlie-Boulder	Coolgardie	Ngaanyatjarraku
	Kwinana	Coorow	Northam
	Mandurah	Corrigin	Northampton
	Melville	Cranbrook	Nungarin

Local governments and regional councils in Perth, Peel & major regional centres	All other local governments and regional councils outside Perth, Peel & major regional centres	
Required to develop waste plans: Part 1 and Part 2 to be completed	No current requirement to develop waste plans	
	Mosman Park	Cuballing	Perenjori
	Mundaring	Cue	Pilbara Regional Council
	Murray	Cunderdin	Pingelly
	Nedlands	Dalwallinu	Plantagenet
	Peppermint Grove	Dandaragan	Port Hedland
	Perth	Dardanup	Quairading
	Rockingham	Denmark	Ravensthorpe
	Serpentine-Jarrahdale	Derby-West Kimberley	Sandstone
	South Perth	Donnybrook-Balingup	Shark Bay
	Stirling	Dowerin	Tammin
	Subiaco	Dumbleyung	Three Springs
	Swan	Dundas	Toodyay
	Victoria Park	East Pilbara	Trayning
	Vincent	Esperance	Upper Gascoyne
	Wanneroo	Exmouth	Victoria Plains
	Waroona	Gingin	Wagin
		Gnowangerup	Wandering
		Goomalling	West Arthur
		Halls Creek	Westonia
		Harvey	Wickepin
		Irwin	Williams
		Jerramungup	Wiluna
		Karratha	Wongan-Ballidu
		Katanning	Woodanilling
		Kellerberrin	Wyalkatchem
		Kent	Wyndham East Kimberley
		Kojonup	Yalgoo
		Kondinin	Yilgarn
		Koorda	York

Annual progress report template

Local governments and regional councils will report to the department annually on the implementation of their waste plans.

The annual progress report on delivering the previous financial year's implementation plan will be due to the department by **1 October** each year, beginning in October 2021 (reporting for the 2020/2021 financial year). Reporting on waste plans will be combined with the required waste data reporting through the online reporting system currently being developed by the department.

As the online reporting tool will be under development throughout 2019–20, the exact form it will take cannot yet be confirmed. It is anticipated that the information required to be reported on waste plan implementation is likely to include:

- list of current waste plan actions
- planned timeline for implementation (completion date) for actions
- indication of whether the actions:
  - have been completed as per implementation date given in waste plan
  - are on track to being completed as per implementation date given in waste plan
  - have not or cannot be completed as per implementation date given in waste plan (with information about why this is the case).

Example of what the annual reporting template may look like:

Action	Is the action being implemented according to the waste plan? If no, please explain why.	Status

List all current actions in waste plan

Please provide information about this action, e.g.

- If in progress, is the action on tract to be completed by the due date?

- Are there factors causing the delay of this action?

- Does the action need to be modified or removed from the waste plan? If so how / why?

Please indicate whether this action is:

- Completed

- In progress

- Not completed