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## 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](http://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 have an important contribution to make to the Waste Strategy vision for the state. Waste plans will provide a link between the Waste Strategy and local government waste management activities. Local governments will determine the most appropriate waste management solutions for their local communities but will be required, through waste plans, to demonstrate how these waste services align with the Waste Strategy and contribute to its objectives and targets.

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 prepare and report on 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.

Aligning waste services through a waste plan consistent with the Waste Strategy provides a mechanism for local governments to contribute to, and achieve the targets and objectives of the Waste Strategy, and to increase consistency in waste planning across local government.

Waste plans will form part of local government plans for the future. 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).

## 1.1 Purpose of guideline

This guideline is to assist local governments to prepare and report on waste plans consistent with the requirements of the department's CEO. It provides waste plan templates and guidance for completion, and timelines for implementation, reporting and review of waste plans.

## 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. 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).





**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	<b>Avoid</b> Western Australians generate less waste	<b>Recover</b> Western Australians recover more value and resources from waste	<b>Protect</b> Western Australians protect the environment by managing waste responsibly
State targets	<ul style="list-style-type: none"> <li>2025: 10% reduction in waste generation per capita</li> <li>2030: 20% reduction in waste generation per capita</li> </ul>	<ul style="list-style-type: none"> <li>2025: Increase material recovery to 70%</li> <li>2025: All local governments in the 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</li> <li>2030: Increase material recovery to 75%</li> <li>From 2020: Recover energy only from residual waste</li> </ul>	<ul style="list-style-type: none"> <li>2030: No more than 15% of Perth and Peel regions' waste is disposed to landfill</li> <li>2030: All waste is managed by and/or disposed to better practice facilities</li> </ul>
<b>Community</b>			
Targets for waste generators	<ul style="list-style-type: none"> <li>2025: Reduction in MSW generation per capita by 5%</li> <li>2030: Reduction in MSW generation per capita by 10%</li> </ul>	<ul style="list-style-type: none"> <li>2020: Increase MSW material recovery to 65% in the Perth and Peel regions, 50% in major regional centres</li> <li>2025: Increase MSW recovery to 67% in the Perth and Peel regions, 55% in major regional centres</li> <li>2030: Increase MSW material recovery to 70% in the Perth and Peel regions, 60% in major regional centres</li> </ul>	<ul style="list-style-type: none"> <li>2030: Move towards zero illegal dumping</li> <li>2030: Move towards zero littering</li> </ul>



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Objectives	<b>Avoid</b> Western Australians generate less waste	<b>Recover</b> Western Australians recover more value and resources from waste	<b>Protect</b> Western Australians protect the environment by managing waste responsibly
	<b>Government and industry</b>		
	<ul style="list-style-type: none"> <li>Reduction in construction and demolition (C&amp;D) waste generation per capita by 15% by 2025, 30% by 2030</li> <li>Reduction in commercial and industrial (C&amp;I) waste generation per capita by 5% by 2025, 10% by 2030</li> </ul>	<ul style="list-style-type: none"> <li>C&amp;D sector: Increase material recovery to 75% by 2020, 77% by 2025, 80% by 2030</li> <li>C&amp;I sector: Increase material recovery to 70% by 2020, 75% by 2025, 80% by 2030</li> </ul>	<ul style="list-style-type: none"> <li>2030: Move towards zero illegal dumping</li> </ul>
	<b>Waste industry</b>		
	<ul style="list-style-type: none"> <li>2030: All waste is managed and/or disposed using better practice approaches</li> </ul>	<ul style="list-style-type: none"> <li>2030: All waste facilities adopt resource recovery better practice</li> </ul>	<ul style="list-style-type: none"> <li>2030: No more than 15% of Perth and Peel regions' waste is disposed to landfill</li> <li>2030: All waste facilities adopt environmental protection better practice</li> </ul>

## 1.3 Local government waste management activities

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

There are a number of waste management activities that local governments 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 activities (see sections 3.0 and 4.0):

- waste services
- waste infrastructure
- behaviour change programs and initiatives
- policies and procurement
- 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 ten-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 SCB, 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) 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 (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 in the Perth, Peel and major regional centres (Table 2, Appendix A) are required to develop waste plans by completing parts 1, 2 and 3 of the local government waste plan templates (Appendix B):

- Part 1 – services and performance
- Part 2 – implementation plan
- Part 3 – self-assessment checklist

**Table 2: Waste plan requirements**

Local governments and regional councils in Perth, Peel & major regional centres	All other local governments and regional councils	Phase 1 of waste plans roll out
Required to develop waste plans for 2020–21 financial year	Not required to develop waste plans, but may choose to do so	
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 may already have other waste management plans or strategies in place, and these may be integrated into the waste plan process if the requirements of the self-assessment checklist (Appendix B) are met. In the longer term, as existing waste strategies expire, all local governments will transition to using the waste plan templates provided by the department.

### 2.1 Initial development of waste plans

Given the differing needs, resources and capabilities of local governments, there is no expectation that there will be a ‘one size fits all’ approach to waste plans. The level of detail and number/ types of actions in waste plans can be adapted if the plan meets the requirements outlined in the self-assessment checklist (Appendix B).

Waste plans should include short-, medium- and long-term actions, and should at a minimum cover a five-year period. Consistent with the *Waste Avoidance and Resource Recovery Strategy 2030 Action Plan* (Action Plan), these timeframes are defined as:

- ongoing: activities currently under way and/or which will be continuously undertaken
- short term: activities to commence within the next 1–2 years
- medium term: activities to commence within the next 3–5 years
- long term: activities to commence in more than five years.

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Progress of the implementation of waste plans will be reported on annually (Section 2.2), and they may be modified and updated during their period of implementation. A major review of waste plan guidance, templates and the waste plans themselves, will occur following the next review of the Waste Strategy (Table 3).

A local government waste plan will consist of three parts, as outlined in the templates provided in Appendix B:

- Part 1 – services and performance
- Part 2 – implementation plan
- Part 3 – self-assessment checklist

The aim of the templates is to ensure consistency, and to allow flexibility. Once parts 1 and 2 are complete, local governments must use the self-assessment checklist (Part 3) to ensure all key information is included in the waste plans. Parts 1, 2 and 3 are then submitted to the department's CEO.

After local governments have received notification (including the finalised templates) from the department's CEO of the requirement to develop waste plans, the department will run workshops on how to develop waste plans, to assist local governments to meet their waste plan requirements. Local governments will also have the option of submitting draft waste plans to the department for comment before they are finalised.

Waste plans should be included in councillor consultation processes for the CBP, annual budget and informing strategies, undertaken in April/May 2020. Once annual budgets and waste plans have been adopted by Council, the waste plan will be submitted to the department's CEO for assessment (Table 3).

The department's CEO will approve each waste plan once it has been assessed as meeting the minimum requirements as specified in the self-assessment checklist (Part 3 in Appendix B). If the waste plan is assessed as not meeting these requirements, the department will formally advise the local government of the reason for this and the proposed resolution, which will differ on a case-by-case basis.

**Table 3: Key dates**

Requirement	Timeframe
<ul style="list-style-type: none"> <li>• Consultation with local government and government stakeholders on waste plans resource kit</li> </ul>	June–September 2019
<ul style="list-style-type: none"> <li>• CEO provides written notice to local governments to prepare waste plans (with waste plan templates, guidance and self assessments checklist)</li> </ul>	October/November 2019
<ul style="list-style-type: none"> <li>• Workshops to assist local governments to develop waste plans</li> </ul>	November/December 2019
<ul style="list-style-type: none"> <li>• Local governments develop waste plans (with option to submit draft waste plan to the department for comment prior to finalisation)</li> </ul>	Oct/Nov 2019–April 2020
<ul style="list-style-type: none"> <li>• Councillor consultation on CBP, annual budget and informing strategies (including waste plans)</li> </ul>	April–May 2020
<ul style="list-style-type: none"> <li>• Annual budgets and waste plans adopted by Council</li> </ul>	July–August 2020
<ul style="list-style-type: none"> <li>• Local governments submit final waste plan (with self-assessment checklist) to the CEO</li> </ul>	August–September 2020
<ul style="list-style-type: none"> <li>• Start of waste plan implementation</li> </ul>	2020–21 financial year
<ul style="list-style-type: none"> <li>• Local governments annual progress reports on waste plans (incorporated into mandatory reporting of data via online reporting)</li> </ul>	1 October annually (report due 1 October 2021 for the 2020–21 financial year)
<ul style="list-style-type: none"> <li>• Major review of waste plans and waste plan templates</li> </ul>	Approximately every 5 years (following review of the Waste Strategy)



## 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.

In the first phase of waste plan implementation, local governments in Perth, Peel and major regional centres will be required to prepare waste plans which include a 5+ year implementation plan. Implementation will begin 1 July 2020. Local governments 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 (reporting on activities undertaken in the 2020–21 financial year). A draft template for annual reporting is provided in Appendix C.

To reduce the reporting burden on local government, it is proposed that annual waste plan reports form part of the annual mandatory data reporting local governments will be required to do from 2019, under amendments to the *Waste Avoidance and Resource Recovery Regulations 2008*. 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

Part 1 of the waste plan template describes each local government’s current waste management performance. It also includes a review of the waste management activities that local governments can undertake to work towards achieving the Waste Strategy targets, including: waste services, infrastructure, behavior change programs and initiatives, policy and procurement and data collection.

Part 1 should be read in conjunction with Appendix B.

The aim of Part 1 is to:

- identify how the local government 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 implementation plan (Part 2)
- provide a baseline to compare progress when annually reviewing and updating waste plans.

Please note that the Part 1 template includes data pre-filled by the department. This should be reviewed and updated if necessary by the local government. There are also spaces for local governments to fill in data and provide additional comments.

### 3.1 Integrated planning and reporting

Table	Instructions
<b>Part 1 – Table 1:</b> <i>Links between plan for the future and waste management</i>	Please complete. Add additional comments if necessary

Waste plans form part of local government integrated planning and reporting as an issue-specific informing strategy (Figure 1). Table 1 provides space for local governments to outline any waste-related targets, priorities etc. which form part of the current SCP and CBP.



## 3.2 Avoid

## 3.2 Recover

Table	Instructions
<b>Part 1 – Figure 1:</b> <i>City of XXX waste generation compared with state averages and targets for 2025 and 2030</i>	Please review. Add additional comments if necessary.
<b>Part 1 – Table 2:</b> <i>City of XXX population, households and waste generation compared with state averages and targets for 2025 and 2030</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.

Table	Instructions
<b>Part 1 – Figure 1:</b> <i>City of XXX population, households and recovery rate compared with state averages and targets for 2020, 2025 and 2030</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.

Avoidance of waste generation is the preferred waste management option in the waste hierarchy. This section looks at waste generation rates and the reduction required to contribute to the state’s 2025 and 2030 waste generation reduction targets.

Reviewing this data is a critical element of waste planning as it can show how waste generation has changed, identify potential reasons for changes and indicate areas to target in Part 2 – implementation plan (Appendix B).

In the waste hierarchy, if waste generation cannot be avoided, recovery is preferred to disposal of waste. Recovery includes a number of waste management options, including (in order from most preferred to least preferred):

1. reuse
2. reprocessing
3. recycling
4. energy recovery.

Part 1 – Table 3 gives the overall recovery rate for the local government compared to waste strategy targets and the state average. This is broken down into the proportion of the recovery which was materials recovery (reuse, reprocessing or recycling) or energy recovery. The Waste Strategy includes a target that from 2020, energy should only be recovered from residual waste (see Waste Strategy for more information – Table 1).

## 3.3 Protect

Table	Instructions
<b>Part 1 – Table 4:</b> <i>Better practice approaches and programs adopted by the City of XXX</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 5:</b> <i>20XX/XX litter data</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.
<b>Part 1 – Table 6:</b> <i>Additional litter information</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 7:</b> <i>20XX/XX illegal dumping data</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.
<b>Part 1 – Table 8:</b> <i>Additional illegal dumping information</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 9:</b> <i>Illegal dumping data collection</i>	Please complete if data is available. Add additional comments if necessary.

Objective 3 of the Waste Strategy is to protect the environment by managing waste responsibly, with a focus on litter and illegal dumping, adoption of better practice at all waste facilities, and reducing the proportion of waste generated in Perth and Peel which is disposed to landfill (Table 1).

Adoption of better practice approaches to waste management is an important way in which local government can better protect the environment for the impacts of waste, and contribute to achievement of the targets under objective 3 of the Waste Strategy.

A key strategy of the Waste Strategy is the implementation of the [Litter Prevention Strategy for Western Australia](#) (Litter Strategy) to reduce littering and illegal dumping and manage their impacts. There are a number of actions in the Litter Strategy which local governments contribute to:

- local government litter strategies developed and promoted
- increased numbers of local government officers undergoing training on littering and illegal dumping prevention actions
- report on litter and illegal dumping using the Keep Australia Beautiful Council template
- increased level of expertise in enforcement of local government officers.

## 3.4 Local government waste management activities

### 3.4.1 Waste services

Table	Instructions
<b>Part 1 – Table 10:</b> <i>Significant sources and generators of waste received by the City in 20XX/XX</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.
<b>Part 1 – Table 11:</b> <i>Compositional audit data for kerbside waste services</i>	Please complete if data is available. Add additional comments if necessary.
<b>Part 1 – Table 12:</b> <i>Household hazardous waste drop-off locations within local government authority (LGA) boundary 20XX/XX</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.

Local governments are responsible for a range of MSW services, which includes waste generated by households and through local government operations (see Glossary). The majority of MSW is collected by kerbside, vergeside and drop-off services. These services will be the subject of better practice guidance produced by the Waste Authority.

Local government data relating to the waste collected, recovered and landfilled through each of these services is presented in Part 1 – Table 10. This data is used to calculate the recovery rates and measure progress against the Waste Strategy targets. It is important to review this data when developing Part 2 – the implementation plan (Appendix B), as it can:

- provide an understanding of how different systems are performing (e.g. recovery levels)
- highlight the need for any new collection systems or infrastructure
- identify the timing and capacity of any new collection systems or facilities required to meet the changing needs of local governments.

In working towards alignment with the Waste Strategy, the city should focus on the materials/ resources with the greatest potential to support the objectives and targets of the Waste Strategy.

Local governments are encouraged to review their entire waste services offering. Data will be important in any review; for example, bin audits (Part 1 – Table 11) could help a local government understand the material composition in kerbside bins; highlight where additional efforts are required to increase performance (e.g. areas of low participation or high contamination); and assist in planning for future service options such as food organics and garden organics (FOGO) collection.

The [Household Hazardous Waste](#) (HHW) Program is funded by the Waste Authority through the Waste Avoidance and Resource Recovery Account. HHW facilities and temporary collection days may be accessed by all community members, not just those living within the local government areas where they are located. Permanent HHW collection facilities are located in 13 local governments and all local governments are also potentially eligible to host a temporary HHW collection day ([www.wasteauthority.wa.gov.au/programs/funded-programs/household-hazardous-waste/](http://www.wasteauthority.wa.gov.au/programs/funded-programs/household-hazardous-waste/)).



### 3.4.2 Waste infrastructure

Table	Instructions
<b>Part 1 – Table 13:</b> <i>Current waste and resource recovery infrastructure operated by the local govt.</i>	Please review pre-filled data and amend/update if necessary. Add additional comments if necessary.
<b>Part 1 – Table 14:</b> <i>Planned waste and resource recovery infrastructure</i>	Please complete. Add additional comments if necessary.

This section summarises current and planned local government operated waste and recycling facilities (**note:** not relevant to local governments that do not own/operate waste facilities).

### 3.4.3 Policy and procurement

Table	Instructions
<b>Part 1 – Table 15:</b> <i>Existing waste management contracts</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 16:</b> <i>Existing waste-related local laws, strategies and policies</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 17:</b> <i>Existing waste-related land use planning instruments related to waste management</i>	Please complete. Add additional comments if necessary.
<b>Part 1 – Table 18:</b> <i>Existing sustainable procurement policies and practices</i>	Please complete. Add additional comments if necessary.

**Contracts (Part 1 – 6.3.1, Table 15):** This section is for local governments to review their waste and recycling collection, processing and disposal contracts. This can help identify the timing of new initiatives (e.g. FOGO) and opportunities for regional collaboration, whilst allowing sufficient time to plan future procurement processes for infrastructure and collection services.

**Local waste laws and policies (Part 1 – 6.3.2, Table 16):**

Documents/strategies related to regulating, managing and planning for MSW. For example:

- existing strategic waste management plans
- contingency plans for waste management following natural disasters or disruption to waste services/facilities
- local laws (e.g. litter local laws, waste local laws)
- guidelines.

**Land use planning instruments (Part 1 – 6.3.3, Table 17):**

Documents/strategies related to the incorporation of waste management issues into the local government land use planning system. Includes (but not limited to) the local planning strategy, scheme and policies.

**Sustainable procurement (Part 1 – 6.3.4, Table 18):** Local governments can be significant consumers whose purchasing decisions and procurement policies can have positive impacts. This section reviews activities relating to procurement of infrastructure, goods and services that avoid waste, promote resource recovery or encourage greater use of recyclable and recycled products.

**3.4.4 Behaviour change programs and initiatives**

Table	Instructions
<b>Part 1 – Table 19:</b> <i>Behaviour change programs and initiatives (including Waste Authority programs and other local government initiatives)</i>	Please complete. Add additional comments if necessary.

Communication and engagement with waste generators and managers underpin many local government waste management activities, and are vital in driving behaviour change needed to achieve the objectives and targets of the Waste Strategy.

Behaviour change programs and initiatives refers to activities that increase awareness, skills and knowledge; provide consistent messaging; help people to use waste infrastructure; and encourage the adoption of specific, positive waste behaviours and attitudes.

Community engagement and education underpin a number of strategies in the Waste Strategy, and the first action of the Waste Strategy Action Plan is to:

Develop state-wide communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.

The state government is working on a range of programs to support behaviour change, and local governments are encouraged to leverage off these initiatives (e.g. WasteSorted).

Most local governments have existing behaviour change programs and initiatives and it is important to evaluate their effectiveness. This section includes an opportunity for a high-level qualitative assessment process to understand what has worked and what has not. The results can be used to inform actions development for Part 2 – implementation plan.

## 3.4.5 Data collection

## 3.5 Summary

Table	Instructions
<b>Part 1 – Table 21:</b> <i>Assessment of waste data</i>	Please complete. Add additional comments if necessary.

Accurate and timely data is essential for delivery of the Waste Strategy, the provision of quality information and to inform effective decision making. The Waste Strategy includes commitments to support improved waste data collection. Waste plans will form part of the baseline data which can be used by both local and state governments to design and assess policy and programs, make resourcing decisions and measure progress towards Waste Strategy targets and objectives.

The collection and reporting of waste data is undertaken by local governments to:

- inform decision making and planning for the future
- enable the measurement and evaluation of waste management programs and initiatives
- track progress towards achievement of Waste Strategy targets and objectives
- comply with WARR Regulations and licence conditions.

Part 1 – Table 21 provides an opportunity to assess existing waste data practices, identify strengths and gaps and consider the kinds of data activities which could be included in the Part 2 – implementation plan to improve the local government’s waste data. It should be completed based on the data/information covered in Part 1, as well as the individual experience of the officer/s responsible for collecting and using waste data.

Table	Instructions
<b>Part 1 – Table 22:</b> <i>Assessment of waste management performance and prioritisation of future actions</i>	Please complete. Add additional comments if necessary.

The purpose of Part 1 of the waste plan is to consolidate information about current waste management practices, to enable the local government to assess and identify:

- current waste management performance
- alignment between current waste management practices and the Waste Strategy
- strengths and successes, as well as gaps and opportunities for improvement.

Part 1 – Table 22 provides space to analyse the data and information presented in Part 1, and should be used to determine waste management priorities for the short, medium and long term, and translate these priorities into actions in Part 2 – implementation plan.





## 4.0 How to complete Part 2 - implementation plan

Part 2 of the required waste plan consists of an implementation plan that outlines the actions which the local government will take to contribute to the achievement of relevant Waste Strategy targets and objectives. It is where the priorities described in Part 1 – Table 22 are translated into actions. The Part 2 template is provided in Appendix B.

Implementation plans should include both existing/ongoing waste policies and programs, and new actions. Each local government 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. Actions should be SMART: specific, measurable, attainable, realistic and time-bound.

The implementation plan template encourages local governments to consider how Waste Strategy targets and objectives can be best met using the waste management tools at their disposal (as outlined in section 3.4 above). There is also space provided for ‘other’ types of actions, which do not fit within these five categories.

### **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 (Table 1). A number of Waste Authority better practice guidelines already exist, and the Waste Strategy highlights a number of others which will be developed (Table 6).

To align local government waste management with the Waste Strategy, the actions included in Part 2 of the waste plan should take into account/incorporate the relevant Waste Authority better practice guidelines. As waste managers, local governments can recover more resources from waste, and better protect the environment, through the adoption of better practice approaches.



**Table 6: Waste Authority better practice guidelines**

Status	Subject of guidance	Document title and link
Existing Waste Authority better practice guidelines	Kerbside waste services	<a href="#">Better bins kerbside collection guidelines 2016</a> NOTE: these guidelines are currently being updated to incorporate better practice three-bin FOGO collection systems in Perth and Peel.
	Behaviour change programs and initiatives	<a href="#">Communications Guidelines</a> <a href="#">WasteSorted communications toolkit</a> NOTE: these guidelines will be built on to reflect changes in waste policy and programs, e.g. implementation of three bin FOGO collection systems.
To be developed by the Waste Authority	Drop-off facilities and services	Currently under development (anticipated release late 2019)
	Vergeside waste services	Currently under development (anticipated release late 2019)
	Household hazardous waste	Currently under development (anticipated release early 2020)
	Waste-derived products	To be developed

**Table 7: Description and examples of the information required to complete the waste plan Part 2 implementation plan template**

Table 7 explains the table headings for Part 2 - implementation plan (Table 22), and provides some examples of the kinds of responses that would be expected when completing this part of the waste plan.

Status	Subject of guidance	Document title and link
Action	Title of the action, brief description of what will be achieved	<ul style="list-style-type: none"> <li>• Introduction of FOGO bins to kerbside collection service</li> <li>• Adoption of the City of XXX Waste Local Law</li> <li>• Develop a waste communications and engagement strategy which incorporates ongoing activities and new initiatives</li> </ul>
Measurement of success	This will be used in the annual reports to review the implementation of the waste plan	<ul style="list-style-type: none"> <li>• 80% of residents will have access to FOGO services</li> <li>• Five-year communications plan for the city endorsed by council by December 2020</li> <li>• 30% reduction in waste to landfill by 2025</li> <li>• 100% recovery of local government-generated green waste through mulching</li> </ul>

Status	Subject of guidance	Document title and link
<p>Detailed actions (AND/OR link to existing local government plan/document that details this activity)</p>	<p>Detail the steps which will be undertaken to complete the action in the waste plan template</p> <p>AND/OR</p> <p>If an existing plan, strategy or other document details this action, provide link and page number</p>	<p>1.1 Undertake analysis to determine cost of on demand system, and investigate processing options for waste.</p> <p>1.2 Establish 12-month trial of on-demand service covering 2 000 residents in three locations within the city.</p> <p>1.3 Evaluate trial to determine whether service meets objectives, pros and cons, feedback from users, feasibility of roll-out over entire city.</p> <p>2.1 Engage a consultant to review effectiveness of current waste communications strategy; identify gaps in public awareness; develop a new 5 year communications strategy based on Waste Authority guidelines which incorporates ongoing activities and new initiatives</p> <p>2.2 Annual implementation of communications strategy</p> <p>2.3 Undertake an assessment and review of effectiveness of communications strategy</p> <p>AND/OR</p> <ul style="list-style-type: none"> <li>Link: <a href="#">City of XXX Strategic Waste Plan 2019-2029</a> Section 3.2 page 15</li> </ul>
<p>Timeline for implementation (completeion date)</p>	<p>Month and year of anticipated completion (or 'ongoing' if action is continuous)</p>	<ul style="list-style-type: none"> <li>March 2022</li> <li>Ongoing</li> <li>To be completed annually in October</li> </ul>
<p>Responsibility for implementation</p>	<p>Branch, team or officer title within the local government responsible for implementing the action (not the names of individual officers)</p>	<p>May include (but is not limited to):</p> <ul style="list-style-type: none"> <li>Local government communications, waste, planning or environmental health teams/officers</li> <li>Operation manager at landfill, transfer station, etc.</li> <li>Consultant</li> </ul>

## 4.1 Waste services

### Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments 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 for managing waste services in a way which encourages avoidance of waste generation should be considered; options for avoiding incidence of litter and/or illegally dumped waste should be considered.
- **Increased recovery:** waste services should be managed in a way which aims to increase recovery and decrease contamination.
- **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; recover energy only from residual waste.
- **FOGO:** all local governments Perth and Peel 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).

There are a number of better practice and other guidelines which should be considered when developing actions aimed at improving local government waste services. Potential participation in WARR Account funded programs should also be considered (Table 8).



**Table 8: Guidance and programs related to local government waste services**

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programme
Drop-off facilities and services	Currently under development	-	-
Kerbside waste services	<a href="#">Better bins kerbside collection guidelines</a>	<a href="#">Waste Authority Position Statement on Source Separation</a>	<a href="#">Better Bins Program</a>
Vergeside waste services	Currently under development	<a href="#">Waste Authority Position Statement on Source Separation</a>	-
Commercial waste services Local government waste management	<a href="#">Better bins kerbside collection guidelines</a>	<a href="#">Waste Authority Position Statement on Source Separation</a>	<a href="#">Better Bins Program</a>
Public place & special event waste services	-	<a href="#">Waste Authority Position Statement on Source Separation</a>	-
Litter	-	<a href="#">Keep Australia Beautiful WA</a> <a href="#">KAB Litter Report Scheme</a> <a href="#">Litter Prevention Strategy for Western Australia 2015-2020</a> <a href="#">Waste Wise Schools</a> <a href="#">WWS Litter Fact Sheet</a> <a href="#">WALGA Helium Balloon Litter Background Paper</a>	-



**Table 8: Guidance and programs related to local government waste services (cont.)**

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programse
Illegal dumping	-	<a href="#">DWER illegal dumping program and pollution watch hotline</a> <a href="#">WALGA Better Practice Charity Bin Management</a> <a href="#">WALGA Better Practice Optical Surveillance Devices</a> <a href="#">WALGA Shopping Trolley Background Paper</a>	-

## What is required in Part 2 – implementation plan

It is expected that the implementation plan will:

- include actions that aim to improve MSW recovery rates, which will contribute to Waste Strategy recovery targets for 2020, 2025 and 2030
- demonstrate 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)
- include actions encouraging avoidance of generation of litter
- include actions encouraging avoidance of illegally dumped waste
- take into account better practice guidelines, and other available guidance (Table 8).

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

- obtaining support for actions through WARR Account-funded programs (e.g. Better Bins)
- participation 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
- alternatives to landfill for disposal of residual waste
- the feasibility and potential benefits of implementing the waste services listed in Table 8, if they are not currently offered by the

local government

- litter: consider 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?
- illegal dumping: consider 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?



## 4.2 Waste infrastructure

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

### Alignment with Waste Strategy objectives and targets

Local governments 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 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; energy from residual waste only.

Ensuring all waste facilities adopt better practice by 2030 is a target of the Waste Strategy, and this should be reflected in local government waste plans (where better practice guidelines are available).

Potential participation in WARR Account-funded programs should also be considered (Table 9).

**Table 9: Guidance and programs related to local government waste infrastructure**

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programme
HHW facilities	To be developed	-	<a href="#">HHW Program</a>
Other waste infrastructure	-	<a href="#">WALGA Better Practice Reuse Shop Guidelines</a>	-

### What is required in Part 2 – implementation plan

It is expected that the implementation plan will take into account better practice guidelines and other available guidance (Table 9).

Local governments 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.

## 4.3 Policies and procurement

### Alignment with Waste Strategy objectives and targets

To align waste management practices with the Waste Strategy, local governments 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 [template](#) waste local law); local governments should aim to engage contractors which 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.

There are a number of guidelines which should be considered when developing actions aimed at improving local government waste policy and procurement (Table 10).

**Table 10: Guidance and programs related to local government policies and procurement**

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programse
Local waste laws and policies	-	WALGA <a href="#">template</a> waste local law & <a href="#">guidance</a> <a href="#">Model Local Planning Policy: WARR - Development Applications</a> <a href="#">Guidelines for Waste Management Plans</a>	-
Contingency plans	-	WALGA <a href="#">Local Waste Management Arrangements for Emergency Events</a>	-

## What is required in Part 2 – implementation plan

It is expected that the implementation plan will:

- include the development and adoption of a waste local law (based on WALGA template waste local law), if the local government does not already have a waste local law in place
- take into account better practice guidelines, and other available guidance (Table 10).

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

- adoption/implementation of WALGA [Guidelines for Waste Management Plans](#)
- updating local planning schemes to reflect the *Planning and Development (Local Planning Schemes) Regulations 2015*
- sustainable procurement options, to encourage greater use of recycled products and support local market development
- development of waste contingency plans in case of disruption or disaster, which aim to avoid waste generation; reduce the risk of illegal dumping; consider better practice options for managing waste; increase recovery; and decrease contamination and residual waste
- 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?
- policy/strategy gaps which could be addressed to improve the local government's waste management performance.

## 4.4 Data

### Alignment with Waste Strategy objectives and targets

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

- **Better practice:** local government waste data collection and reporting should be consistent with better practice (mandatory reporting requirements).
- **Avoid, recover, protect:** waste data collection, reporting and analysis should aim to support and contribute to all of the objectives of the Waste Strategy.

### What is required in Part 2 – implementation plan

The implementation plan should include actions to review waste data collection and reporting to ensure that the local government, and contracted service providers, collect the data required to comply with licence conditions and mandatory data reporting requirements.



## 4.5 Behaviour change programs and initiatives

### Alignment with Waste Strategy objectives and targets

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

- **Better practice:** local government 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 and other guidelines which should be considered when developing actions aimed at improving local government behaviour change programs and initiatives. Potential participation in WARR Account-funded programs should also be considered (Table 12).

**Table 12: Guidance and programs related to local government behaviour change programs and initiatives**

	Waste Authority better practice guidelines	Other guidance	WARR Account-funded programs
Local waste laws and policies	<a href="#">Communications Guidelines</a> <a href="#">WasteSorted communications toolkit</a>	<a href="#">WALGA Bin Tagging Program</a> <a href="#">KAB Litter Campaigns</a>	<a href="#">Waste Wise Schools</a> <a href="#">WasteSorted</a> <a href="#">Engagement in Action<sup>(1)</sup></a>

(1) The Engagement in Action program provides funding for organisations to deliver behaviour change initiatives to encourage Western Australians to avoid waste and reuse materials. In 2019, Engagement in Action provided funding to deliver Garage Sale Trail and Plastic Free Foundation.

### What is required in Part 2 – implementation plan

It is expected that the implementation plan will demonstrate that behaviour change programs and initiatives are consistent with guidelines (Table 12) and Waste Strategy objectives.

Local governments should also consider reviewing the effectiveness of current behaviour change programs and initiatives.

5.0

# Self-assessment checklist

A self-assessment checklist (Appendix B) will enable local governments to make sure all key information is included in their waste plans. The checklist is to be filled out by the local government and included with the submission of its waste plan to the department's CEO.

Parts 1 and 2 require responses of YES, NO or NOT APPLICABLE. If a NO or NOT APPLICABLE response is given in Part 2, further information/explanation is required. A NO response in either Part 1 or Part 2 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.



Commercial waste services	<ul style="list-style-type: none"> <li>Refers to drop-off, kerbside, vergeside or other waste services provided by the local government to commercial premises.</li> <li>Discretionary service, not offered by all local governments</li> </ul>	
Drop-off facilities and services	<ul style="list-style-type: none"> <li>Refers to drop-off facilities provided by the local government for specific waste or recyclable materials.</li> <li>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).</li> <li><b>Note:</b> this does not include HHW drop-off points</li> </ul>	
Household hazardous waste facility	<ul style="list-style-type: none"> <li>Refers to facilities for the drop-off and storage of household hazardous waste</li> <li>Includes consideration of the drop-off and storage procedures and infrastructure, staffing and resourcing, layout, operation and management HHW facilities, etc.</li> </ul>	
Illegal Dumping	The distinction between illegal dumping and littering depends on a number of factors (see litter), but may have some of the following attributes:	
	Volume	> 1 cubic metre
	Environmental impact	Contains items/substances that are potentially noxious or hazardous; potential for environmental harm if material leaks, spreads or degrades
	Type of waste	Commercial or industrial waste; larger-scale household waste
	Reason for offence	Premeditated decision; commercial benefit or avoidance of fee
	Mode of deposition	Deposited using a vehicle

Kerbside waste services	<ul style="list-style-type: none"> <li>Refers to kerbside waste services provided to residents for the collection of MSW</li> <li>Includes mobile garbage bins or other receptacles provided for the collection of waste/recyclables</li> <li>Includes waste and/or recyclable materials that may be mixed or separated at the source.</li> </ul>	
Landfill	<ul style="list-style-type: none"> <li>Refers to inert or putrescible, registered or licenced landfills</li> <li>Activities related to the layout, operation, management and post closure of a landfill.</li> <li>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.)</li> </ul>	
Litter	The distinction between littering and illegal dumping depends on a number of factors (see illegal dumping), but may have some of the following attributes:	
	Volume	< 1 cubic metre
	Environmental impact	Nil or minor actual or potential environmental impact
	Type of waste	Personal litter
	Reason for offence	Unpremeditated, convenient disposal
	Mode of deposition	Deposited by hand (includes dropping by hand from a vehicle)
Local government waste management	<ul style="list-style-type: none"> <li>Refers to waste generated by a local government in performing its functions</li> <li>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</li> </ul>	
Public place and special event waste services	<ul style="list-style-type: none"> <li>Public place waste services refers to permanent bins provided by local government in public places.</li> <li>Special event waste management 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.</li> </ul>	

Transfer station	<ul style="list-style-type: none"><li>• Refers to facilities which undertake large scale consolidation of waste or recyclable materials for transfer to another facility for processing or disposal</li><li>• Activities related to the layout, operation and management of a transfer station</li><li>• 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.)</li></ul>
Vergeside waste services	<ul style="list-style-type: none"><li>• Refers to vergeside waste and recycling services provided to residents</li><li>• May be scheduled or on demand</li><li>• Includes skip bins or placement of materials on verges by residents</li><li>• Includes waste and/or recyclable materials that may be mixed or separated and the source.</li></ul>



## A

### APPENDIX A:

## Local government waste plan categories

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	
Eastern Metropolitan Regional Council	Peppermint Grove	Sandstone	Cunderdin
	Boddington	Murchison	Gnowangerup
Mindarie Regional Council	Waroona	Nungarin	Nannup
	East Fremantle	Upper Gascoyne	Laverton
Rivers Regional Council	Cottesloe	Westonia	Lake Grace
Southern Metropolitan Regional Council	Mosman Park	Cue	Christmas Island
	Claremont	Trayning	Meekatharra
	Bassendean	Tammin	Ngaanyatjarraku
Western Metropolitan Regional Council	Murray	Menzies	Beverley
	Subiaco	Woodanilling	Wongan-Ballidu
Bunbury Harvey Regional Council	Perth	Koorda	Yilgarn
	Serpentine-Jarrahdale	Wandering	Boyup Brook
	Nedlands	Yalgoo	Wagin
	Cambridge	Mount Marshall	Kojonup
	Fremantle	Mingenew	Ravensthorpe
	Bunbury	Mukinbudin	Moora
	Kalgoorlie-Boulder	Wyalkatchem	Exmouth
	Busselton	Kent	Leonora
	Albany	Carnamah	Merredin

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	
	Kwinana	Cocos	Dandaragan
	Vincent	Dumbleyung	Northampton
	Victoria Park	Three Springs	York
	Mundaring	Dowerin	Irwin
	Greater Geraldton	Mount Magnet	Halls Creek
	Belmont	Wickepin	Coolgardie
	South Perth	Narembeen	Katanning
	Kalamunda	Kulin	Bridgetown-Greenbushes
	Bayswater	Cuballing	Toodyay
	Armadale	West Arthur	Chittering
	Mandurah	Morawa	Plantagenet
	Canning	Victoria Plains	Gingin
	Melville	Perenjori	Narrogin
	Cockburn	Shark Bay	Denmark
	Gosnells	Williams	Donnybrook-Balingup
	Rockingham	Goomalling	Carnarvon
	Swan	Brookton	Wyndham East Kimberley
	Joondalup	Bruce Rock	Manjimup
	Wanneroo	Kondinin	Collie
	Stirling	Coorow	Derby-West Kimberley
		Jerramungup	Ashburton
		Quairading	Northam
		Corrigin	East Pilbara
		Cranbrook	Augusta-Margaret River

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	
		Broomehill-Tambellup	Dardanup
		Dundas	Esperance
		Pingelly	Capel
		Chapman Valley	Port Hedland
		Kellerberrin	Broome
		Wiluna	Karratha
		Dalwallinu	Harvey
		Pilbara Regional Council	

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APPENDIX B:

## Local government waste plan templates

SEE SEPARATE APPENDIX B DOCUMENT

- Part 1 – services and performance
- Part 2 – implementation plan template
- Part 3 – self-assessment checklist



Local governments 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 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	Timeline for implementation (completion date)	Responsibility for implementation	Status	Comment

List all actions in waste plan As per waste plan

As per waste plan – refers to branch, team or officer title within the local government responsible for implementing the action (not the names of individual officers)

Please indicate whether this action is:

- Completed
- In progress
- Not completed

Please provide information about this action, e.g.

- If in progress, is the action on track 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?