

Zero Waste Plan Workshop

Final Draft: Guidelines for the Preparation of a Strategic Waste Management Plan for Phase 2 of the Zero Waste Plan Development Scheme

The Zero Waste Plan Development Scheme is an initiative of the Waste Management Board of Western Australia and developed in partnership with the Western Australian Local Government Association and local governments across Western Australia.

September 2007

Waste Management Board and WALGA

1. Introduction

Following the cessation of the Resource Recovery Rebate Scheme in June 2006, the Waste Management Board sought to develop new schemes to support local governments with their efforts in moving Towards Zero Waste. The Zero Waste Plan Development Scheme (Scheme) is one of a number of new schemes that aims to do this.

The two-phase Scheme has been designed to equitably distribute Waste Management and Recycling Account funds to all local governments in Western Australia to assist with:

- The completion of an online survey: Phase 1.
- The development of strategic waste management plans: Phase 2.

The purpose of this document is to provide local governments and constituted regional local governments with guidance on how to develop their strategic waste management plans (Plan).

It is understood that each Plan will be different, reflecting the different demographic, geographical, social constitution and the current level of waste management service provided by each local government involved in the formulation of the Plan.

Further support for the development of the Plans is available from the following Department of Environment and Conservation staff:

Alistair Bain - for all local governments in the Gascoyne, Pilbara and Kimberley regions.

Ph: 9195 5508

Email: alistair.bain@dec.wa.gov.au

Cathy Campbell - for all local governments south of and including the Shire of Harvey

Ph: 9725 5977

Email: catherine.campbell@dec.wa.gov.au

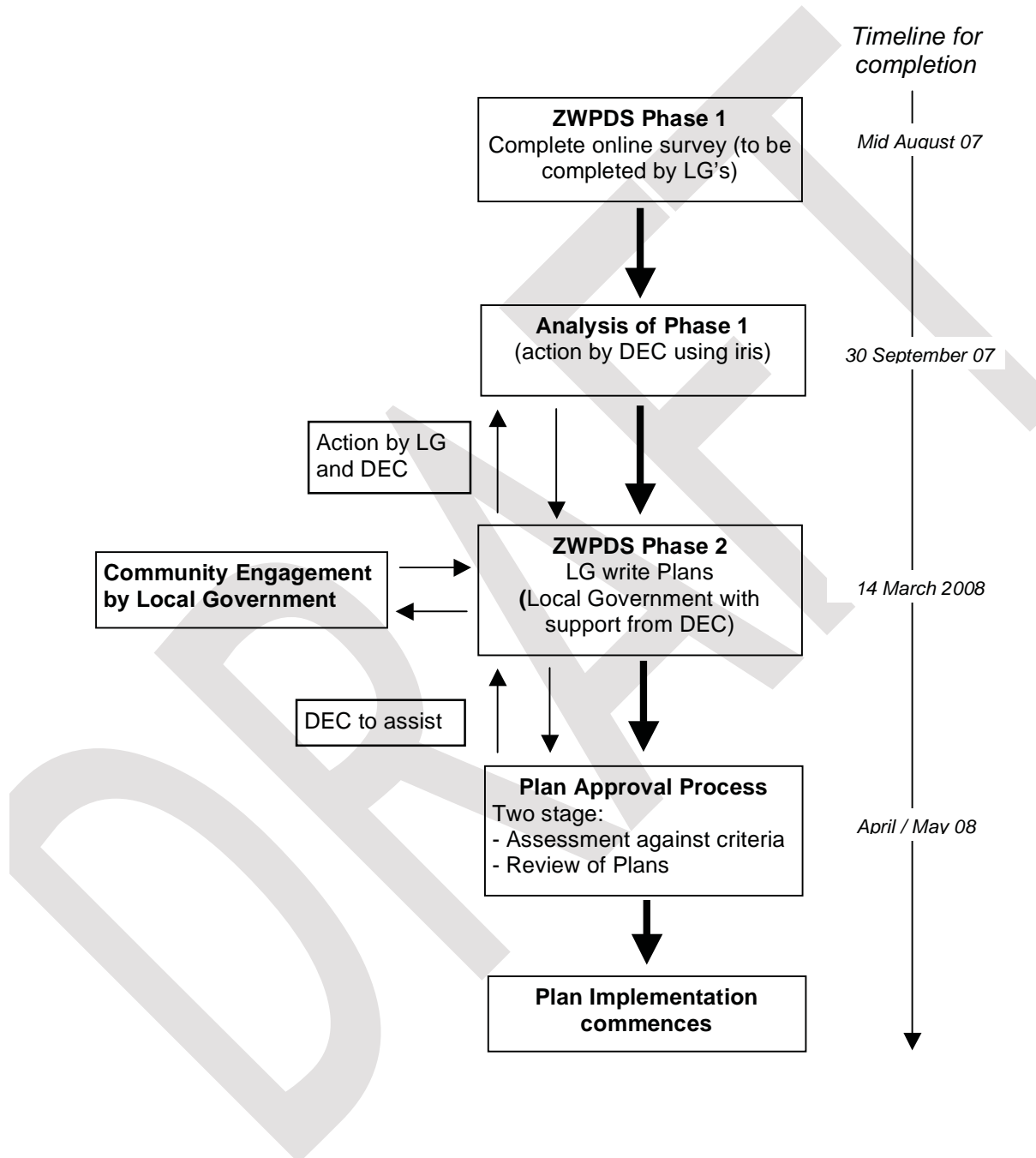
John Davis - for all metropolitan local governments, and those that are south of the Gascoyne region and north of the Shire of Harvey.

Ph: 6467 5200

Email: john.davis@dec.wa.gov.au



2. Timeline for Phase 1 and 2 of the Scheme



3. Preparing a Strategic Waste Management Plan

Any local government or constituted regional local government wishing to access funding under the Zero Waste Plan Development Scheme is required to complete and submit a strategic waste management plan in accordance with the Ministerial Conditions published in the Government Gazette on [insert date].

The Plans will enable local government to commence or improve existing strategies for the achievement of best practice municipal waste management in alignment with the State's vision of Towards Zero Waste.

In preparing a Plan, local government may wish to undertake research or feasibility studies prior to writing and submitting the Plan.

Note: If undertaking substantial and in-depth research will result in a delay in the preparation and submission of the Plan by the due date, a formal application may be made for extension to the submission date. This application, made



to the Manager, Waste Management Branch of the DEC, will be assessed on a case by case basis and will require suitable justification in order to be approved.

Where two or more local governments are working collaboratively on Phase 2 of the Scheme, only one Plan that caters for the whole region (combined districts of the local governments working collaboratively) is required. The development of a "regional" Plan **must** be undertaken as a collaborative effort involving input from representatives of all of the local governments for which the Plan is to apply.

Further, each regional Plan **must** include strategies and actions that clearly cater for the specific needs of each individual local government for which the regional Plan applies, as well as where possible, for the region as a whole.

Note: It is important that all of the local governments participating in the preparation of a "regional" Plan reach an agreement (independent to the DEC) on the devolution and/or use of the funding which is available for the preparation of the Plan.

4. Structure of the Plan

To ensure a rigorous and consistent approach to developing the Plans and to simplify the assessment process, local government should use a common structure, all with the same Vision and Goals.

The desired structure is outlined below.

Note: The Plans are intended to assist local government with strategically planning its waste management practices and processes for the future. The Plans do not commit local government to fulfilling all the things recommended by the DEC as a result of the analysis of Phase 1 data.

Vision

Towards Zero Waste

Goals

- Minimise the direct and indirect environmental impacts of waste and its management.
- Manage waste in a sustainable manner.
- Increase awareness of the impact of waste issues on the environment by the whole community.

Analysis of Phase One

Investigate and discuss the key points from the analysis and recommendations provided by the DEC (including data gaps, opportunities and suggested scenarios).

Issues and Recommendations

Headings to be used in this section are:

1. Data gaps
2. Minimising direct and indirect environmental impacts
3. Improve existing service efficiencies
4. Raising community awareness of waste management issues (and involve community in the planning process)

Under the headings 1 to 4 above, please provide a brief explanation of the following:

- Issues identified (a list outlining potential issues will be developed and provided by the DEC).
- Local Government recommendations for action to resolve the identified issues.

Note: this section requires a response to the DEC's suggested approach and an explanation of the alternative approach if the local government chooses another course of action.

Actions need to clearly cater for:

- (i) The region as a whole - in the case of regional plans; and
 - (ii) The specific needs of each individual local government involved in the regional Plan.
5. Improved Local Government Waste Management Practices
An improvement to the local government (or group of local governments) own internal waste management



practices. For example the improved management of waste produced through its operational and administrative activities and from local government-owned facilities (including but not limited to construction and demolition waste).

6. Cost for actions

When planning financially for the implementation of the Plan, please ensure the following priority list is considered:

- (i) Actions the local government will take regardless of external funding and the proposed time horizons for these.

Note: external funding for actions identified in the Plan is not guaranteed and therefore the local government needs to indicate what they can achieve without any additional funding.

- (ii) Actions the local government will take with assistance (in kind) from the DEC and the proposed time horizons for these.

- (iii) Actions the local government will take with funding assistance (jointly by local government and DEC) and the proposed time horizons for these.

- (iv) Actions the local government will take with funding assistance from DEC only and the proposed time horizons for these.

5. Completion of Zero Waste Plan Process

In order for a Plan to be completed, it must have endorsement from the Councils of each of the local governments and member Councils of the constituted regional local governments for which the Plan applies. This must be in the form of signed documentation.

The "Funding Application Form" for Phase 2 (available at www.zerowastewa.com.au/zerowasteplans) allows for participating CEOs to clearly state their intent to work collaboratively on the development of regional Plans. Based on this commitment, it may be necessary for a Plan to be submitted to the DEC prior to sign off by each individual Council, if this sign-off process is going to delay the submission of Plan by the due date of 14 March 2008. Local governments would have the option to change the Plan in response to its passage through the formal Council approval process.

Note: The absolute deadline for sign off by Councils needs to be before the plans are formally approved by the Waste Management Board (currently scheduled for April 2008).

Furthermore, each Plan must provide for measurable and sustainable initiatives and actions that will ensure:

- Improvements in existing waste management services (including community and internal waste management practices);
- The development of new initiatives that reduce the direct and/or indirect environmental impacts of waste and its management; and
- Improvements to the community awareness of environmental issues related to waste and of waste management and recycling services available to various sections of the community.

Completed Plans will be assessed for approval by the DEC in consultation, where necessary, with the "Zero Waste Plan Working Group" comprising representatives from local government, the Municipal Waste Advisory Council and DEC. The necessity of this consultation relates to when there is a need for additional information and experience regarding innovative solutions proposed by applicants and general oversight of the process.

The DEC will acknowledge the different starting points of different local governments when it assesses the pathways towards improvement.

If the Plan does not meet the above mentioned criteria, or issues are raised by the Working Group, then feedback will be provided to assist with revising the Plan so it can be resubmitted with amendments.

The final instalment of funding for the development of a Plan will be processed following the approval of the Plan by the DEC. For the full schedule of funding instalments see the Ministerial Conditions as published in the *Government Gazette*.

Completed Plans should be received by the DEC no later than 4pm on Friday 14th March 2008 and addressed to:

Zero Waste Plan Development Scheme - Phase 2, Manager, Waste Management Branch, Environmental Regulation Division, Department of Environment and Conservation, Locked Bag 104, Bentley Delivery Centre WA 6983

