



Meeting attachments

Finance, Policy, Operations and Legislation Committee

Wednesday, 10 February 2021, 6.00pm

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FPOL2102-1 ADOPTION OF THE CIVIC COLLECTIONS POLICY

Attachments 1 - Civic collections policy

Civic Collections Policy

Policy scope

The City of Fremantle Civic Collections Policy establishes the criteria for the acquisition, storage, conservation and de-accessioning of items in the following City of Fremantle Collections:

1. Memorabilia collection

The memorabilia collection includes all items related to Fremantle's cultural history and current affairs.

Moveable items and memorabilia, including certificates and mementos, acquired through:

- International, national and community relations,
- Related to International Relationships Activities,
- Contact with visiting ships, (plaques, certificates etc.)
- Community and community organisations
- International relationship and Civic Gifts

2. Framed photographic and document collection

The framed photographic and document collection contains works of Fremantle's history dating back to the 19th century.

The photographs and documents in the collection include moveable items that are significant and relevant to interpretation of historical and contemporary social and civic history of the City of Fremantle (and North Fremantle), community, civic life and its people;

- Aboriginal Culture/History,
- Archaeology,
- Council operations and cultural history about place, work and society, including civic artworks not acquired by the City Art Collection,
- Aboriginal cultural items,
- Framed photographs, documents, plaques, Certificates, etc.
- Civic furniture,
- Heraldic items,
- Honour Rolls,
- Council paraphernalia.

3. Application

The City of Fremantle Civic Collections policy does not apply to the City of Fremantle Art Collection or Local History Collection.

Policy statement

1. Management principles

- 1.1 The Civic Collection will be managed by suitably qualified City of Fremantle employee(s).
- 1.2 The City of Fremantle will resource, preserve and manage the collection ethically and in accordance with legislation and the accepted standards relating to conservation, storage, display, loan, handling, movement, research, access, insurance and security.
- 1.3. Items in the collection may be included in the City's Asset Register, which ensures those items are covered under the City's insurance. Professional valuations of such items will be undertaken
- 1.4 The City will keep an accurate, up to date register of all items as required by the *States Record Act 2000* and the Local Government General Disposal Authority. The register will contain a photograph of the item and record acquisition, donor or seller, description, provenance, condition, status, loan status, location, appraisal-valuation and de-accession (if relevant) details.
- 1.5 Items not on display will be stored in a secure and safe location, and where possible, in climate-controlled storage.

2. Acquisition

- 2.1 Items registered to the collection may be items that have been purchased by the City, or gifted, bequeathed or donated to the City.
- 2.2 where possible immediate and future resource implications of the care and maintenance of an item must be taken into consideration before acquisition.
- 2.3 Items being considered for addition to the collection will be thoroughly assessed before an acquisition recommendation is made.
- 2.4 Items registered into the Civic Collection must meet one of the following criteria:
 - a. Historical significance which represents a clear link to Fremantle history, significant event, citizen or local government.
 - b. Social or cultural significance which aids to tell the story of Fremantle life, people and place.
 - c. Significant to the Sister Cities/International Relations program.
- 2.5 In addition to meeting one of the criteria, items must also:
 - a. Be accompanied by proof that donor and seller details are authentic, ethical and linked to the provenance of the item.
 - b. Be in good physical condition.
 - c. Enhance the collection and not duplicate items already registered.
 - d. Not breach moral, ethical or legal rights if acquired or put on display.

3. Access

3.1 Access to items may be made available in one of the following ways:

- a. Exhibition in a council building or facility.
- b. Loaned to museums/sites and other suitable organisations.
- c. Online access to civic collection register.
- d. Use of items at civic events.
- e. For research purposes.

4. Loans

- 4.1 All loans shall be for a fixed term. No permanent or indefinite loans will be agreed to.
- 4.2 The City may enter into a written agreement to loan collection items to organisations or institutions, who can display, handle, preserve, insure and store items to the same standard as the City.
- 4.3 The City may enter into a written agreement to borrow objects which enhance the current collection from other organisations or institutions. Borrowed objects will be subject to the management and care afforded to items as set out in this policy.

5. De-accessioning

- 5.1 De-accessioning and recommended disposal of items shall comply with all relevant legislation applicable to local government, museums and collecting organisations. An item may be de-accessioned if it:
 - a. does not meet any of the criteria for acquisition in part 2 of this policy.
 - b. has greater relevance to another organisation or collection.
 - c. is a duplicate.
 - d. lacks any provenance to enable proper identification or to establish its relevance to a collection.
 - e. is in such a condition that it is not cost-effective for the City to maintain or adequately care for its conservation or deteriorated beyond reasonable repair.
 - f. is discovered to be unlawfully in the collection.

6. Disposal

- 6.1 Items will be disposed of in line with legislation. Items may be:
 - a. Offered back to the donor; if the donor or their family cannot be located, the City must demonstrate reasonable steps were taken to locate them before looking at other disposal options.
 - b. Transferred to another organisation or collection.
 - c. Sold on the public market by auction or tender.
 - d. Dismantled or destroyed.
 - e. Disposed of by other appropriate method.
- 6.2 Items shall be disposed of in a responsible, ethical and environmentally sustainable manner.

7. Ethical and Legal Responsibilities

- 7.1 Employees and elected members will not personally profit from the disposal of any items, although nothing in this policy prevents an employee or elected member from purchasing an item at auction or by public tender. Other legislation restricting such purchases may apply.
- 7.2 Valuations of items are to be undertaken by accredited professionals.
- 7.3 Copyright laws where applicable to the item will be followed for display purposes or use in council promotional material. The City will ensure copyright is protected where relevant.

Definitions and abbreviations

Accessioning is the acceptance of an item into a collection.

De- accessioning is the removal and deregistration of items from a collection, in preparation for disposal of the item.

Disposal is the means by which items are removed from the collection and the City's ownership.

Employee refers to a City of Fremantle employee.

Elected member refers to a City of Fremantle elected member.

Item refers to an item registered into a collection.

Responsibility and review information	
Responsible officer:	Manager/Director/CEO
Document adoption/approval details	Approval/adoption date Proof of adoption/approval - meeting name or document no#
Document amendment details	Amendment approval/adoption date Proof of adoption/approval - meeting name or document no#

FPOL2102-3 CITY OF FREMANTLE WASTE PLAN

ATTACHMENT 1 - Draft Waste Plan (including DWER Template)

Waste Management Action Plan (draft) 2020–2025

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Introduction

The City of Fremantle seeks to provide best practice waste management services. These services include timely and appropriate residential and public waste collection, ranging from kerb side three-bin, bulk and green waste pick-ups to a comprehensive Recycling Centre, Reuse Shop and approved Containers for Change operations.

Waste management is a core service of the Council, and also a major environmental issue for the City. Under the focus area Environmental Responsibility, the Strategic Community Plan commits the City to *"working with the community, will reduce waste (ultimately to zero) and reuse wherever possible"* and had set a recycling target of 80%. The One Planet Fremantle Strategy reflects the Zero Waste targets and sets a series of similar targets for recycling, reuse and diversion.

This Action Plan seeks to provide the framework to advance towards these targets by stages, increasing waste recovery to 67% by 2025, and 70% by 2030. Ideally, the City would like to exceed the targets and achieve at least 70% material recovery by 2025.

As part of its approach to waste minimisation, the City will continue to educate the community about ways to produce less waste and expand behaviour change programs to support waste reduction.

Purpose

The purpose of the Waste Plan 2020-2025 is to set priorities for waste management within the City for the next five years.

It also establishes the city's waste profile and baseline information in relation to the objectives and targets set out in the Waste Avoidance and Resource Recovery Strategy 2030.

Background

Waste management is one of the staple services of local government. The sustainability (both environmental and economic) of historic practices has come under increasing scrutiny in recent years, with a range of new initiatives and approaches investigated to reduce dependence on landfill and divert waste back into a circular economy.

Local governments in Western Australia are now required to produce a Waste Plan that meets Department of Water and Environmental Regulation ('DWER') specifications, and utilises a template developed under the state government's *Waste Avoidance and Resource Recovery Strategy: 2030*. The template provides a consistent roadmap for local governments to pursue state targets for waste avoidance, diversion and recovery.

This Waste Management Action Plan 2020-25 incorporates the DWER-template Waste Plan as an attachment and illustrates how it integrates with the City's broader strategic objectives and framework.

Waste Avoidance and Resource Recovery Strategy: 2030¹

The state government's vision is that *"Western Australia will become a sustainable, low- waste, circular economy in which human health and the environment are protected from the impacts of waste."*

The key themes and targets in the *Waste Avoidance and Resource Recovery Strategy: 2030* are:

Theme	Description	2025 Target	2030 Target
Avoid	Western Australians generate less waste.	10% reduction in waste generation per capita	20% reduction in waste generation per capita

¹https://www.wasteauthority.wa.gov.au/images/resources/files/Strategic_Direction_Waste_Avoidance_and_Resource_Recovery_Strategy_2030.pdf

Recover	Western Australians recover more value and resources from waste.	Increase material recovery to 70%	Increase material recovery to 75%
		From 2020 – Recover energy only from residual waste	
Protect	Western Australians protect the environment by managing waste responsibly.		No more than 15% of waste generated in Perth and Peel regions is landfilled.
			All waste is managed and/or disposed to better practice facilities

Where are we now?

The City of Fremantle has been doing well at reducing municipal waste to landfill and improving recovery rate. In the financial year 2017/18, the City had a 52% recovery rate compared with an average of 41% across councils in the Perth metropolitan area. With the introduction of the Food Organics – Green Organics ('FOGO') scheme for single residential properties in 2019/20, that rate should improve significantly over the coming years. Further details of the City's waste processes and services are detailed in Attachment 1.

Community Engagement

Environmental Responsibility was identified as one of six key themes raised by participants in the Freo 2029 community visioning process in 2013/14. This process incorporated the participation of over 400 citizens and established "A green city that values its environment" as

one of the base aspiration in the formulation of the City's long-term Strategic Community Plan 2015-25.

The Strategic Community Plan formulated on the back of the visioning exercise incorporates a series of outcomes, objectives and performance measures, including that the City will "*develop environmentally sustainable solutions modelled on the principles of the One Planet Fremantle Strategy for the benefit of current and future generations*" and that "*the City, working with the community, will reduce waste (ultimately to zero) and reuse wherever possible.*"

Community utility of and feedback on waste services is received throughout the year, with specific community engagement exercises around initiatives such as the proposed ban on plastic bags, on the release of gas filled balloons and the introduction of FOGO all further informing the City's approach.

The Fremantle community demonstrates a high expectation for an efficient and reliable waste service with a growing understanding of the challenges and financial and environmental drivers involved. Sections of the community show a very strong commitment to more sustainable practices and waste reduction, with a challenge being how to normalise this, and to extend the capacity of the SMRC to improve the redirection across the region.

The activities of the Waste Education Officer confirm that the complexity of responsible waste management for individuals (compared, at least, with the historic 'bin it and forget it' model) continue to present a challenge, and that ongoing focus in this area will be necessary to achieve targets and progress to the ultimate goal of zero waste.

Actions

The Waste Management Plan includes a series of recommendations under the headings of:

1. Waste Services

2. Waste Infrastructure
3. Policies and Procurement
4. Data
5. Behaviour change programs and initiatives

The format corresponds with DWER template.

These include a timeline and resourcing, and provide the pathway for the City to pursue staged achievement of state government targets and ultimately its own higher aspirations for waste reduction, diversion and reuse.

Implementation of actions will be subject to the availability of budget, but remains a high priority for the City.

Monitoring, Reporting and Review

Monitoring and annual reporting on progress against key elements of the Waste Management Action Plan will occur through the corporate reporting and One Planet reporting processes.

The City is also required to comply with annual, mandatory reporting requirements to DWER, providing information on the City's progress in completing the listed Waste Plan actions.

The Plan is scheduled for review in 2025.

Action (Implementation) Plan (Part 2 DWER Template)

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing ?	Detailed actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achievable, Relevant, Timed)	Target (SMART)	Timeframe for delivery (completion date)	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsibility for implementation (branch, team or officer title, not the names of individual officers)	Identified risks (Impact/consequences and mitigation strategies)
								Avoid	Recover	Protect		
Waste services	Implement Phase 2 of the 3-bin FOGO roll-out to more MDDs within the City of Fremantle to further increase materials recovery after due consideration of service options, available space, on-site management controls.	Existing	1. Research and identify best practices for introducing FOGO bins to MDDs. 2. Determine which MDDs in the City should be issued FOGO bins. 3. Communicate with identified MDDs about the change in relation to use of FOGO bins. 4. Complete the roll-out of FOGO bins to identified MDDs. 5. Continue to issue FOGO bins to MDDs on request.	1. Research and best practice identification for MDDs by June 2021. 2. Applicable MDDs identified by September 2021. 3. Identified MDDs informed of the changes by March 2022. 4. Roll-out completed by June 2022. (Subject to funding)	100% of all appropriate households have access to FOGO by 2025.	Jun-22	Yes	✓	✓		Waste Management Team Leader	<i>Risk:</i> Lack of space, lack of knowledge, apathy, contamination issues. <i>Mitigation:</i> Research, technology, education, and case-by-case introduction of FOGO services to MDDs.
	Introduce specialised cardboard collection services for new and existing larger MDDs to improve recycling rates.	New	1. Develop a business case for introducing the specialised cardboard service. 2. Prepare a report if required for Council endorsement. 3. Commence introducing the new services to MDDs.	1. Business case completed by June 2023. 2. If applicable, Council endorsement received by September 2023. 3. Introduce the service to MDD from November 2023.	50% of qualified properties take up the cardboard collection service by 23/24.	Jun-24	No - This will need to be considered by Council after the business case is presented.	✓	✓		Waste Management Team Leader	<i>Risk:</i> Insufficient community participation and interest. <i>Mitigation:</i> Engage the community using champions and specialised engagement.
	Introduce Better Practice Bulk Verge Collection systems to reduce waste and increase material recovery; this could include properties currently not serviced (e.g. CBD), with options for seniors and residents with a disability.	New	1. Complete the review of verge bulk collection services. 2. Identify the preferred service model. 3. Seek Council endorsement. 4. Prepare required resources (dependant on in-house vs contracted service model).	1. Review completed by April 2021. 2. Preferred model approved by Council by June 2021. 3. Complete new service provisions and procurement by December 2021. 4 Service starts by January 2022	50% material recovery rates from bulk verge materials by 23/24. Reduce bulk waste annually by 5% starting from 2022/23.	Jan-22	No - This will need to be considered by Council after the business case is presented.	✓	✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Pushback from the community in relation to change from the bulk verge collections. <i>Mitigation:</i> Engage the community through the process and inform of the benefits of an improved system.
	Plan and operate a successful Container Deposit Scheme Refund Point	Existing	1. Complete the public works required to prepare the site. 2. Prepare documentation required by WARRRL. 3 . Advertise and employ staff to operate the refund point. 4. Develop partnerships with community stakeholders. 5. Continue to increase awareness of the scheme.	1. Site works completed 2 months prior to the Scheme Commencement Date (1/10/2020). 2 Documentation completed at least 1 month prior to the SCD. 3. Staff employed and trained at least 2 weeks prior to SCD.	1. Work towards 50% recovery of eligible containers in the catchment area by 2020/21 with a target of 10 million containers. 2. Work towards 65% recovery of eligible containers in the catchment area by 2022/23 with a target of 13.5	Jun-23	Yes		✓	✓	Manager Facilities and Environmental Management	<i>Risk:</i> Time and resources to be able to implement the program and operate the refund point. Health and Safety of the public. Reputational and financial losses. Mitigate the risks as per the City's business plan including but not limited to - adequate timeframes, communications planning,

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								Avoid	Recover	Protect		
					million containers.							appropriate training, maximise desirability of service (e.g. local employment, cash refunds, community engagement), utilise appropriate equipment, traffic flow management, PPE.
	Develop suitable arrangement for recycling of all uncontaminated soft plastics and other recyclables collected at the Recycling Centre (Subject to industry support)	New	1. Engagement with recycling industry to determine possible processing arrangement by June 2021. 2. Engagement with neighbouring Councils for possible regional solution by June 2021. 3. Market sounding exercise, potentially utilising Expression of Interest prior to tendering process, undertaken by December 2021. 4. Adoption of new service offering by June 2022.	1. Increase in recyclable streams by June 2022. 2. An additional stream recycled every subsequent year.	1. Two more new streams recycled by 2022. 2. Five tonnes per annum increase in amount of materials recovered.	Jun-22	Yes		√	√	Resource Recovery Team Leader	<i>Risk:</i> Lack of value in materials being recycled. No end markets for products. <i>Mitigation:</i> Develop strategies to use products made of recycled plastics.
	In partnership with the SMRC and member councils, introduce specialised food organics collections for commercials businesses, where practical.	New	1. Research and consider available options. 2. Seek Council endorsement, if viable and consider the option of introducing with the other member councils. 3. Prepare documentation and seek tenders. 4. Procure infrastructure required. 5. Commence the service.	1. Analyse options by September 2022. 2. Seek Council endorsement by December 2022. 3. Complete contract negotiations by April 2023.	Increase material recovery from commercial premises by 10%.	Jun-23	No - This will need to be considered by Council after the business case is presented.		√	√	Resource Recovery Team Leader	<i>Risk:</i> Cost of implementing the service versus the benefits of the service. <i>Mitigation:</i> Consider the options in line with Council strategies and plans.
	Commence operations as a Household Hazardous Waste (HHW) drop-off facility at the Recycling Centre	Existing	1. Complete the application to WALGA for a grant. 2. Complete the application to DWER for a Solid Waste Depot Licence. 3. Make amendments to the site to comply with the DWER licence conditions.	1. WALGA approval procured - Completed. 2. DWER draft licence conditions with preliminary tasks completed by May 2020. 3. Conditional licence received by June 2020.	100% of HHW materials accepted in the program from November 2020.	Completed	Yes		√	√	Manager Facilities and Environmental Management	<i>Risk:</i> Time, resources to be able to implement the program. <i>Mitigation:</i> Plan effectively
Waste infrastructure	Conceptualise and develop micro transfer stations and special collections around the City to encourage and increase recycling and circular economy solutions.	New	1. Develop a business case for introducing micro transfer stations. 2. Prepare a report for Council endorsement. 3. Commence introducing of the new service to MDDs.	1. Business case completed by December 2023. 2. Council endorsement by March 2024. 3. Service introduced by June 2024.	25% of qualified properties take up the service by June 2024	Jun-24	No - This will need to be considered by Council after the business case is presented.		√		Waste Management Team Leader	<i>Risk:</i> Cost and resource implications to introduce and maintain the service. <i>Mitigation:</i> Assess viability of the service and implement effectively.

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								Avoid	Recover	Protect		
	Investigate and where practical introduce bin compaction and sensor technology to reduce the number of public waste collections required, reducing CO2 emissions and operating costs.	New	1. Develop a business case for introducing the technology. 2. Prepare a report for Council endorsement. 3. Commence installation of the new technology.	1. Business case completed by December 2022. 2. Council endorsement by March 2023. 3. Service introduced by June 2023.	20% reduction in number of collections required to empty public waste and recycling bins starting in 2023/24.	Jun-23	No - This will need to be considered by Council after the business case is presented.			✓	Waste Management Team Leader	<i>Risk:</i> Cost and resource implications to introduce and maintain the service. <i>Mitigation:</i> Assess viability of the service and implement effectively.
	Establish donation points for Container Deposit Scheme containers in the CBD, beach and popular areas.	New	1. Identify potential locations for donation points. 2. Seek approvals to operate donation points in key locations. 3. Order and install infrastructure for donation points.	1. Donation point applications completed at least 3 months prior to scheme commencement. 2. Seek budget approval by June 2021. 3. Installation of donation point/s completed by June 2022.	1 donation point installed prior to scheme commencement.	Jun-22	Yes		✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Cost and resource implications to introduce and maintain the service. <i>Mitigation:</i> Assess viability of the service and implement effectively.
Policies and procurement	Introduce subsidies for worm farms, compost bins and Bokashi buckets, especially for MDDs with no FOGO bins.	New	1. Seek Council approval for subsidies to be introduced. 2. Communicate and introduce subsidies.	1. Council approval by July 2021. 2. New subsidies targeted to be introduced by FY 21/22.	10 more worm farms, compost bins or Bokashi buckets purchased every year.	Aug-21	No - This will need to be considered by Council after the business case is presented.	✓	✓		Waste Minimisation Officer	<i>Risk:</i> The provided infrastructure not being used. <i>Mitigation:</i> Ensure that the subsidy is around 50% of the product (worm farm, bokashi bin etc) value.
	Develop and introduce a Better Practice waste Policy and guidelines for new MDDs in Fremantle in consultation with relevant stakeholders to ensure effective design of waste and resource management solutions.	New	1. Research current better practice guidance. 2. Consult other internal stakeholders. 3. Develop the guidelines. 4. Seek Council endorsement. 5. Publish the guideline. 6. Make amendments to planning policy.	1. Stakeholders consulted by June 2021. 2. Guideline drafted by December 2021. 3. Guidelines published by June 2022. 4. Develop a policy approach for planning by June 2023.	Guidelines utilised by 95% of all commercial and MDD planning applications. Subject to planning approval of policy changes 100% MDDs applying the guidelines.	1/06/2022 30//06/2023	Yes	✓	✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Knowledge and time required to prepare an effective plan. <i>Mitigation:</i> If required, use the assistance of a consultant to prepare the guideline.
Data	Develop integrated systems to ensure that waste management data is effectively captured and collated to benchmark, report and measure improvements.	New	1. Assess available data and sources. 2. Develop a data management tool. 3. Test the system. 4. Develop working instructions.	1. Available data assessed by March 2020. 2. Engagement with internal teams (IT, GIS, Rates teams) to assist with tool development. 3. Data management tool tested by August 2020. 4. System implemented and operating by December 2020.	100% compliance with annual mandatory waste reporting requirements and response to internal data requests within 2 business days.	Completed	Yes	✓	✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Staff resources, time and expertise required to collate and present the data effectively. <i>Mitigation:</i> Plan and manage effectively.

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								Avoid	Recover	Protect		
	Continue to improved systems to calculate an accurate split between residential, commercial and public waste tonnages and costs.	Existing	1. Assess available data and sources. 2. Calculate the split between sources. 3. Test the accuracy.	1. Available data assessed by March 2020. 2. Engagement with internal teams (IT, GIS, Rates teams) to assist with tool development. 3. Data management tool tested by August 2020. 4. System implemented and operating by December 2020.	100% compliance with annual mandatory waste reporting requirements and response to internal data requests within 2 business days.	Mar-21	Yes	✓	✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Staff resources, time and expertise required to collate and present the data effectively. <i>Mitigation:</i> Plan and manage effectively.
	Publicise waste generation, material recovery, use of materials and illegal dumping rates to inform, educate and motivate residents to improve practices.	New	1. Develop a plan to publicise relevant data. 2. Prepare the framework and IT capability. 3. Commence publicising relevant information.	1. Plan developed by December 2020. 2. IT systems tested by March 2021. 3. Data made public by June 2021.	5% increase in unique visitors to the website annually starting from 2021/22.	Jun-21	Yes	✓	✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Ensuring that data is accurate and that the data can be easily updated as required. <i>Mitigation:</i> Plan and implement effectively.
Behaviour change programs and initiatives	Develop with the assistance of the SMRC (where possible), information signage for bin areas at multiple density developments (MDDs).	New	1. Develop the scope of the project. 2. Plan, design and source the required signs. 3. Communicate and make available signs for the community.	1. Project commencement by September 2021. 2. Signs designed and ordered by February 2022. 3. Signs available for use by June 2022	0.5% reduction in contamination levels in recycling and FOGO bins used by MDDs starting from 2023/24.	Jun-23	Yes		✓		Waste Minimisation Officer	<i>Risk:</i> Time and staffing resources required to plan and implement the program. <i>Mitigation:</i> Project manage having consideration for other priorities.
	Implement the planned Bin Tagging Program to learn about contamination levels and educate a randomly selected portion of residents on what can be placed in the bins.	Existing	1. Plan and organise all necessary materials for the Bin Tagging program. 2. Commence the Bin tagging program. 3 Record data.	1. Materials delivered by Feb 2021. 2. Program completed by April 2021. 3. Findings reported by June 2021.	1,000 households audited during the Bin Tagging program.	Jun-21	Yes		✓		Waste Minimisation Officer	<i>Risk:</i> Time and staffing resources required to plan and implement the program. <i>Mitigation:</i> Project manage having consideration for other priorities.
	Introduce education tools and supports for residents and businesses that regularly contaminate recycling and/or organics bins.	New	1. Prepare the business case. 2. Finalise the required tools and penalties.	1. Investigate the business case including risks of introducing the tools and penalties by June 2021.	Reduce contamination in the recycling stream by 1% and organics stream by 0.5% starting from FY 21/22.	Dec-21	Yes	✓	✓		Waste Minimisation Officer	<i>Risk:</i> Pushback from the community offended by letters, warnings and penalties. <i>Mitigation:</i> Aim to educate, use friendly letters and only penalise if nothing else has worked.
	Plan and operate a repair and re-use shop at the Recycling Centre to encourage re-use and waste avoidance.	New	1. Prepare a business case for operating/supporting a repair shop at the Recycling Centre. 2. Establish the repair services.	1. Business case completed by September 2021. 2. Service introduced by December 2021.	20 items repaired for re-use through the shop in 2021/22.	Jun-21	Yes	✓			Resource Recovery Team Leader	<i>Risk:</i> Time and staffing resources required to plan and implement the program. <i>Mitigation:</i> Project manage having consideration for other priorities.

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing ?	Detailed actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achievable, Relevant, Timed)	Target (SMART)	Timeframe for delivery (completion date)	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsibility for implementation (branch, team or officer title, not the names of individual officers)	Identified risks (Impact/consequences and mitigation strategies)
								Avoid	Recover	Protect		
	Develop program to work with champions at MDDs to reduce contamination.	New	1. Investigate best practice options and opportunities. 2. Develop a communications package. 3. Commence implementation of the initiative.	1. Options investigated by December 2022. 2. Communications prepared by June 2023.	0.5% reduction in contamination levels in recycling and FOGO bins used by MDDs from 2023/24.	Jun-23	Yes	✓	✓		Project Officer Waste and Recycling	<i>Risk:</i> Lack of interest from the community and time to implement the program. <i>Mitigation:</i> Research, plan and consider the best options to implement the program.
	Plan and introduce (with the assistance of SMRC) specialised organics only collections at Fremantle based events.	New	1. Investigate options to introduce an organics only collection service at City of Fremantle events. 2. Implement changes through the Sustainable Events Policy. 3. Introduce incentives for early adopters.	1. Options investigated by March 2023. 2. Early adopters incentives introduced by June 2023.	Starting in FY 23/24 introduce specialised organics collections for at least 5 events. Increasing each year by 3 events.	Jun-24	Yes	✓	✓		Waste Minimisation Officer	<i>Risk:</i> Resourcing required to educate and prevent contamination <i>Mitigation:</i> Plan, communicate and procure adequate resources and tools for events.
Other	Investigate options to assist residents with hazardous waste disposal such as asbestos and whitegoods.	New	1. Research and identify viable options. 2. If viable, prepare a business case. 3. Complete the introduction of the option.	1. Options investigated by December 2022. 2. Business case completed by March 2023. 3. Service introduced by June 2023.	Uptake of service introduced from July 2023.	Jul-23	Yes			✓	Resource Recovery Team Leader	<i>Risk:</i> Time and staffing resources required to plan and implement the program. <i>Mitigation:</i> Project manage having consideration for other priorities.
	Develop and introduce a method of measuring waste generated from the City's operational buildings to reduce the overall waste generated by the City.	New	1. Investigate best practice options and opportunities. 2. Identify and list waste sources and develop a baseline. 3. Develop a communications package. 4. Commence implementation of the initiative. 5. Measure progress and communicate learnings.	1. Options investigated by December 2021. 2. Baseline study completed by March 2022. 2. Communications prepared by June 2022.	20% reduction in waste generated by the City in 2022/23	Jun-22	Yes	✓	✓		Resource Recovery Team Leader	<i>Risk:</i> Lack of buy-in by staff. <i>Mitigation:</i> Engage staff through various mediums and educate.
	Investigate and if practical introduce a trailer hire option to encourage use of the recycling centre.	New	1. Prepare a business case. 2. Seek Council endorsement. 3. Procure trailers for the program.	1. Business case completed by September 2021. 2. Council endorsement by December 2021. 3. Program introduction by March 2022.	Trailer hired at least 20 times by June 2023.	Mar-22	Yes		✓	✓	Resource Recovery Team Leader	<i>Risk:</i> Lack of participation in the program. <i>Mitigation:</i> Promote the initiative.
	Work with the SMRC and other member councils to develop an agreement to send residual waste from red lid bins to a waste to energy plant for energy recovery.	Existing	1. Assist with tender specifications for processing of residual waste at a waste to energy facility. 2. Assist with the evaluation of tenders. 3. If viable to proceed, seek Council endorsement to enter into a supply agreement. 4. Ensure continued supply of	1. Tenders advertised by December 2020. 2. Council endorsement by June 2021. 3. Commence delivery of residual waste after January 2022.	No more than 15% of waste generated is landfilled'.	Dec-21	No - This will need to be considered by Council after the business case is presented.		✓	✓	Director Infrastructure	<i>Risk</i> - Pushback from Council and the community. <i>Mitigation</i> - Ensure effective communications with key stakeholders.

Waste Manage ment Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing ?	Detailed actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achievable, Relevant, Timed)	Target (SMART)	Timeframe for delivery (completion date)	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsibility for implementation (branch, team or officer title, not the names of individual officers)	Identified risks (Impact/consequences and mitigation strategies)
								Avoid	Recover	Protect		
			residual waste as per the agreement conditions.									

NOTE: Actions listed here will be assessed against other strategic priorities of the City through the corporate budgeting process. Inclusion of an action on this list does not commit the City to delivering it: however it identifies it as desirable and allows it to be scoped and fed into the corporate prioritization process.

Responsibility and review information	
Responsible officer:	Manager Facilities and Environmental Management
Document adoption/approval details	Approval/adoption date Proof of adoption/approval - meeting name or document no#
Document amendment details	Amendment approval/adoption date Proof of adoption/approval - meeting name or document no#

Appendix 1 – Baseline Profile, Services & Performance (Part 1 DWER TEMPLATE)

Part 1 - services and performance

1.0 Introduction

Part 1 of the City of Fremantle waste plan establishes the city's waste profile and baseline information in relation to the objectives and targets set out in the Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy):

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.

2.0 Integrated planning and reporting

Table 1: Links between plan for the future and waste management (Please complete the table, even if the answer is "waste isn't mentioned in our SCP or CBP")

Strategic Community Plan	
Title:	City of Fremantle Strategic Community Plan 2015-2025
Came into force:	Apr-16
Date of next review:	Last updated 2019
Waste-related priorities:	• Develop and implement a strategic waste management plan to reduce and reuse waste effectively that includes a waste transfer station and a three bin system
	• Support development of the circular economy.
Corporate Business Plan	
Title:	Corporate Business Plan 2019 - 2023
Came into force:	2019
Date of next review:	2020
Waste-related priorities:	Promotion and awareness- raising of sustainability initiatives in the community;
	Continued reduction in and reuse of waste in construction and maintenance activities
	Delivery of the Food Organics Green Organics (FOGO) waste management scheme to residential households represents a major initiative to reduce and more sustainably manage waste.
Strategic Waste Management Plan	
Title:	City of Fremantle Strategic Waste Management Plan Draft
Came into force:	NA
Date of next review:	NA
Key Principles:	Minimise Waste to landfill - Achieve a 70% material recovery by 2025.
	Be a strong leader and advocate for effective waste management: - Lead Education Programs across the community. - Embrace a partnership approach with industry and community.
	Pursue best practice and deliver sustainable waste solutions. - Deliver efficient and effective waste management services
	Extend the City's principles on waste management to suppliers and partners.
	Be open and transparent in our practices and build trust with the community.
	Remain open to innovation, new technology and developing opportunities.

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

3.0 Avoid

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 waste generation reduction targets - **2025**: Reduction in MSW generation per capita by 5%, **2030**: Reduction in MSW generation per capita by 10%.

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* (Table 21).

Table 2: City of Fremantle population, households and waste generation compared with state averages and targets for 2025 and 2030

(Local government to review prefilled data)

	Actual				Targets	
	2014-15 (baseline)	2015-16	2016-17	2017-18	2024-25	2029-30
Population ⁽¹⁾	30,778	30,680	30,716	30,752	32,020	33,438
Households ⁽¹⁾	13,990	13,945	13,962	13,978	14,555	15,199
Total domestic waste generated ⁽²⁾	16,671	16,010	15,098	14,827		
Waste generation per capita/year (kg) ⁽²⁾	542	522	492	482	515	487

(1) Source (except 2014-15): Western Australia Tomorrow Population Report No. 11 <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts>. Population for 2014-15 from Western Australia Tomorrow Population Report No. 10. Population for intercensal years extrapolated. Households estimated using 'Average people per households' from 2016 ABS Census Quickstats.

(2) Source: Local Government Census data - domestic waste

4.0 Recover

Where waste generation is unavoidable, efforts should be made to maintain the circulation of materials within the economy. Table 3 gives the overall recovery rate for your 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 *Guidance Document – Table 1*, for more information).

Table 3: City of Fremantle population, households and recovery rate compared with state averages and targets for 2020, 2025 and 2030

(LG to review the pre-filled data and amend/update if necessary. Add additional comments if necessary.)

	2014-15	2015-16	2016-17	2017-18	2020 target	2025 target	2030 target
Population ⁽¹⁾	30,778	30,680	30,716	30,752			
Households ⁽¹⁾	13,990	13,945	13,962	13,978			
Overall recovery (%) ⁽²⁾	52%	48%	51%	52%	65%	67%	70%
Materials recovery	52%	48%	51%	52%	>80%	>80%	>80%
Energy recovery	0%	0%	0%	0%	<20%	<20%	<20%
Perth metro average ⁽³⁾	36%	38%	40%	41%			

(1) Source (except 2014-15): Western Australia Tomorrow Population Report No. 11 <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts>. Population for 2014-15 from Western Australia Tomorrow Population Report No. 10. Population for intercensal years extrapolated. Households estimated using 'Average people per households' from 2016 ABS Census Quickstats.

(2) Source: Local Government Census data - domestic

(3) Source: Waste Authority data fact sheets <http://www.wasteauthority.wa.gov.au/programs/data/data-fact-sheets/>

5.0 Protect

5.1 Better practice

Adoption of better practice approaches to waste management is an important way in which local government can better protect the environment from the impacts of waste and contribute to achievement of the targets under objective 3 of the Waste Strategy. See *Guidance Document - 5.0 Better practice, Table 4* for a summary of the Waste Authority's current and planned better practice guidelines.

Table 4: Better practice approaches and programs adopted by the City of Fremantle

(LG to complete the table)

Waste management activity/service	Waste Authority better practice guideline or program	Date of adoption/ implementation	Comment
Kerbside Collection Service - 3-bin FOGO	Better Practice FOGO Kerbside Collection Guidelines	Sep-19	Phase 1 Roll-out completed. https://www.wasteauthority.wa.gov.au/images/resources/files/Better_practice_FOGO_kerbside_collection_guidelines.pdf
Bin Tagging - 2-bin system	WALGA Bin Tagging Guidelines	Feb-20	WALGA approved Bin Tagging Program for non-FOGO properties approved in February 2020. Program was suspended due to COVID. Currently planned to be undertaken toward the end of 2020.
Bin Tagging - 3-bin system	WALGA Bin Tagging Guidelines	Feb-20	SMRC Bin Tagging Program post FOGO roll out. Bin Tagging was put on hold due to COVID but is scheduled to recommence in August/Sept 2020

Waste management planning guidelines	WALGA Guidelines for Waste Management Plans	Jun-18	Beginning in June 2018, the City began requesting all developments requiring a Waste Management Plan to review WALGA WMP guidelines.
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5.2 Litter

The data in Table 5 was reported by the your local government in the 2017-18 local government census. Additional information to be provided by the local government in Table 6 if available.

Table 5: 2017-18 litter data (LG to review prefilled and complete the table)

	Response and comments
Litter hotspot used on a regular basis for littering in 17-18	CBD, Parks and garden areas, natural areas, around some public housing complexes.
What are the main items littered at these hotspots?	Cigarettes, picnic waste, sharps, beverage containers.
Current measures aimed at contributing towards the zero littering target	City has a permanent team dedicated to the collection of litter within the CBD.

5.3 Illegal dumping

The data in Table 7 was reported by your local government in the 2017-18 local government census. Additional information to be provided by the local government in Table 8 if available.

Table 7: 2017-18 Illegal dumping data *(LG to review prefilled data and complete the table)*

	Response and Comments	
Cost of cleaning up illegally dumped waste during 2017-18	\$ 8,022	Community Safety - \$8022
Sites used on a regular basis for illegal dumping in 2017-18. Where possible, please provide site address/es	24	Minimum estimate of approximately two dozen hotspots/areas, majority of which are within the O'Connor industrial area.
What are the main items dumped at these sites?	Household items such as bulky furniture and building materials.	
Current measures aimed at contributing towards the zero illegal dumping target	Fremantle Recycling Centre availability. Bulk verge materials collections twice a year. Covert cameras have also been utilised. Some signage has also been utilised in hotspots to deter illegal dumping.	

Source: Local government Census data 2017-18

Additional comments <i>(local government to insert any additional comments that may be applicable)</i>
17/18 - the City received a total of 191 illegal dumping customer requests. The outcomes for these requests are not available. It is estimated that each of these requests take two officers approximately 30 minutes to investigate. $191 \times \$42 = \8022 . The City's Rangers have not issued any fines/infringements for illegal dumping activities.

6.0 Waste management tools

6.1 Waste services

Local government data relating to the waste collected, recovered and landfilled is presented in Table 10. It is important to review this data when developing *Part 2 – Implementation Plan*, 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 local government should focus on the materials resources with the greatest potential to support the objectives and targets of the Waste Strategy.

NB: DWER is currently developing a range of better practice guidelines. Better practice rates will need to be updated as the guidelines are released.

Table 10: Significant sources and generators of waste in 2017-18 (LG to review pre-filled data and amend/update if necessary. Add additional comments if necessary)

Service/Sources		Tonnes collected	Tonnes recovered	Recovery rate	Better Practice rate	Target rate 2025	Target rate 2030						
Kerbside	mixed waste	8,829	3,726	54%	%	55% major regional centres	60% major regional centres						
	comingled recyclables	3,544	2,944										
	green waste	-	-										
	FOGO	-	-										
Vergeside	green waste	654	654	54%	%			55% major regional centres	60% major regional centres				
	hard waste	840	157										
Drop-off	mixed waste	-	-	100%	%					67% Perth and Peel	70% Perth and Peel		
	dry recyclables	124	124										
	green waste	146	146										
	hard waste	-	-										
	hazardous waste												
Public place	mixed waste	690	-	0%	%	67% Perth and Peel	70% Perth and Peel						
	comingled recyclables	-	-										
Special event	mixed waste	-	-	#DIV/0!	%							67% Perth and Peel	70% Perth and Peel
	comingled recyclables	-	-										
Commercial	mixed waste	2,081	-	2%	n/a			67% Perth and Peel	70% Perth and Peel				
	comingled recyclables	-	-										
	paper/cardboard	50	50										
Local government waste	Illegal dumping clean up			#DIV/0!	%					67% Perth and Peel	70% Perth and Peel		
	street sweepings												
	roadworks												
	other C&D activities												
	roadside pruning												
	other												
TOTAL		16,958	7,801	46%									

Source: Local Government Census Data 2017/18

6.2 Waste infrastructure

The number, type, capacity and location of key existing local government owned and/or operated waste and resource recovery infrastructure is required to understand the future need for different facility types. **This section is not relevant to local governments that do not own/operate waste facilities.**

Table 12: Current waste and resource recovery infrastructure operated by the local government (LG to complete the table)

Facility name (and licence number if applicable)	Facility Type	Location	Managed by	Licence category and approved production or design capacity	Material type	Service/activity	Remaining Capacity (if applicable)	Anticipated Closure (year)
The City of Fremantle Recycling Centre	Drop-off facility	81 Knutsford Street, Fremantle	City of Fremantle	Category 62 - Solid Waste Depot (Licence pending)	Batteries – Car	Drop-off for recycling	NA	NA
					Batteries - Household	Drop-off for recycling		
					Cardboard	Drop-off for recycling		
					Clothing Bins	Drop-off for recycling		
					C & D Materials	Domestic volumes		
					E-waste	Drop-off for recycling		
					Fire Extinguisher	Drop-off for recycling		
					Gas Bottles	Drop-off for recycling		
					Green waste	Drop-off for recycling		
					Light globes	Drop-off for recycling		
					Mattresses	Drop-off for recycling		
					Metals	Drop-off for recycling		
					Oil	Drop-off for recycling		
					Paint	Drop-off for recycling		
					Phones and chargers	Drop-off for recycling		
					Polystyrene	Drop-off for recycling		
					Recyclables (co-mingled)	Drop-off for recycling		
					Tyres	Drop-off for recycling		
					White goods	Drop-off for recycling		
					Household junk	Processing and Disposal		

Table 13 provides space for local governments to provide information about planned waste and resource recovery infrastructure, if relevant.

Table 13: Planned waste and resource recovery infrastructure (LG to complete the table)

Location	Managed by	Licence category and approved production or design capacity (if known)	Waste type	Service/activity	Estimated operation start date
81 Knutsford Street, Fremantle	City of Fremantle	NA	Eligible Container Deposit Scheme beverage containers	Over the counter, full-service aggregation point	1-Oct-20
81 Knutsford Street, Fremantle	City of Fremantle	Category 62 - Solid Waste Depot (Licence pending)	HHW Materials - In addition to the above materials also collect acids and alkalis, engine coolants and glycols, flammables, flares, household chemicals, pesticides, herbicides, poisons, pool chemicals, smoke detectors, unknown chemicals	Acceptance of all HHW material types	1-Nov-20

6.3 Policy and procurement

6.3.1 Contracts

Information on your local government's existing waste contracts should be detailed in Table 14. When reviewing services, it is a good opportunity to evaluate how they are performing, opportunities for regional collaboration and to identify any opportunities for improvement, review or renegotiation.

Table 14: Existing waste management contracts (LG to complete the table)

Contractor	Services		Notes/comments
Cleanaway	3 Bin Kerbside Collection Service - Collection only		
JJ Richards	1100L Commercial Cardboard - Collection and Processing		
Steann	Vergeside Bulk Waste Collections	Vergeside Greenwaste Collections	In the 20/21FY the City will only be offering one vergeside greenwaste collection service.
Eco Resources	Illegally Dumped Bulk Waste Processing	Recycling Yard Bulk Waste Processing	
Contractor TBD	Vergeside Bulk Waste processing		Previously utilised Suez and Eco Resources. RFQ to be put out to market prior to 20/21FY collections.
Netstar Australia	Fleet Management Services for all City owned waste and cleansing vehicles		
Mastec Australia	Supply of Mobile Garbage Bins (MGBs) for domestic and commercial waste services		
Savana Environmental	Collection of Illegally Dumped Asbestos		
Source Separation Systems	Supply of compostable liners and kitchen caddies.		
SMRC	Municipal Waste	Processing	FOGO, Comingled Recycling, General Waste, Vergeside Greenwaste

6.3.2 Waste local laws and policies

Information on your local government's existing local laws, strategies or policies that may complement/support this waste plan and contribute to the Waste Strategy objectives should be detailed in Table 15.

Table 15: Existing waste-related local laws, strategies and policies (LG to complete the table)

Type of local law, strategy or policy	Name of local law, strategy or policy	Came into force	Comments
Health	Health Local Law 1997	1997	Useful for establishing waste services for new properties and MDDs
Strategy	One Planet Fremantle Strategy	2014	The City achieved national recognition in September 2014 and was awarded international certification as a One Planet Council in October 2015 by Bioregional.
Strategy	Strategic Waste Management Plan	2008	Southern Metropolitan Regional Council Strategy for member councils
Policy	Sustainable Event Policy	2014	Applied to all City events and intended tool for organics collections at events.

6.3.3 Land use planning instruments

Information on your local government's existing local planning instruments which contribute to the management of waste should be detailed in Table 16.

Table 16: Existing waste-related land use planning instruments related to waste management (LG to complete the table)

Local Planning Strategy	TITLE:	Fremantle Planning Strategy	
	ENDORSED BY WAPC:	Uncertain. Approx. 2001	
	NEXT REVIEW DUE:	In train 2020	
	Is waste considered and reflected in the Local Planning Strategy?	YES	NO
		Please provide details below:	
	Does the Local Planning Strategy identify current and future waste facility sites?	References need to consider waste reduction and disposal methods to reduce environmental impact in assessing and conditioning development (A5.4.3f) Includes reduction of waste and pollution as an important assessment consideration in defining sustainable development (B6.1.1.1 b) and more generally on p 151 Includes two Strategies (f and p) and 5 actions to reduce waste and ensure provision for waste processing facilities under 2.1.3	
		Please provide details below:	
Does the Local Planning Strategy identify buffers around existing and/or future sites to avoid land use conflict?	YES	NO	
	Please provide details below: No significant waste disposal facilities in Fremantle. Buffers are provided around O'Connor Industrial area and Fremantle Ports.		
Local Planning Scheme	TITLE:	City of Fremantle Local Planning Scheme No. 4	
	GAZETTED:	8-Mar-07	
	NEXT REVIEW DUE:	On-going / in train	
	Are resource recovery facilities, waste disposal facility and waste storage facility defined as land uses (as per <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>) and included in the council Local Planning Scheme zoning table, with either a P/I/D/A/X permissibility?	YES	NO
		If NO please provide comments below: They are included in definition of 'Industry - General (Licenced)' A review of land use definitions is currently in train as part of Scheme maintenance program: based on Model Scheme Text.	
	If these land uses are not defined and not in the zoning table, how does the Scheme deal with such land uses (i.e. is an alternative definition used to that in the <i>Regulations 2015</i> ? Or are these land uses zoned as "Use not listed")?	Please provide details below: They are included in a broader definition so they are covered: just not individually.	
		Does the Local Planning Scheme identify statutory buffers as Special Control Areas for strategic waste infrastructure facilities to avoid encroachment by incompatible land uses?	YES
If NO please provide comments below: There are buffers applicable to O'Connor Industrial Area (where any licenced waste facilities are likely to operate) and Fremantle Port.			

Local planning policies	TITLE:	Local Planning Area 8 - O'Connor	
	ADOPTED BY COUNCIL:	2007	
	RELATIONSHIP TO WASTE STRATEGY OBJECTIVES:	Reiterates objective to maintain O'Connor as the Strategic Industrial Area for Fremantle and the immediate south-west. It also defines areas in close proximity to residential where licenced industry will not be supported (to maintain separation).	
	Does the local government have any local policies which relate to the objectives of the Waste Strategy (reduce generation, increase recovery, protect the environment)?	YES NO	If YES please provide comments:
Other	TITLE:	Strategic Community Plan and also One Planet Strategy	
	ADOPTED BY COUNCIL:	2015	
	RELATIONSHIP TO WASTE STRATEGY OBJECTIVES:	Both outline broad waste reduction and recycling objectives, targets and strategies.	

6.3.4 Sustainable procurement

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. Information on existing sustainable procurement policies or practices that may contribute to the Waste Strategy objectives should be detailed in Table 17.

Table 17: Existing sustainable procurement policies and practices (LG to complete the table)

Sustainable procurement policy or practice	Date adopted by council	Actions implemented e.g. switching to recycled printer paper	Alignment with Waste Strategy targets, objectives or focus materials
Purchasing Policy	Sep-16	Minimum 10% weighting for sustainable practices.	Alignment with the One Planet Fremantle Strategy.

6.0 Waste management tools

6.4 Behaviour change programs and initiatives

Communication and engagement with waste generators and managers underpins 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.

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 for *Part 2 – Implementation plan (Table 21)*.

Information on the local government's existing waste behaviour change programs or initiatives should be detailed in Table 18. This may include participation in Waste Authority funded programs, or programs/initiatives run by the local government.

Table 18: Behaviour change programs and initiatives, including Waste Authority programs and other local government initiatives (LG to complete the table)

Local government program/initiative	Description	Outcomes achieved as a result of the program (Qualitative/quantitative)	Evaluation method	What’s worked/not worked	Suggested improvements
Newsletters and social media	City and SMRC	Increased level or awareness	Engagement survey SMRC	Opportunity to address issues as they arise.	Implementation of structured social media plan.
Recycle Right, WREN, RRRC tours, waste reduction workshops	SMRC Education	Reduced contamination	Engagement survey SMRC	Good attendance and interest.	Protocols to ensure delivery of service required of SMRC.
Education Campaign FOGO	For FOGO roll-out, community information sessions, information provided to residents with bins and on-going education using Recycle Right and Waste Sorted Communications (where applicable).	Reduced contamination, knowledge of the system.	Customer feedback, no. of complaints, contamination levels	System well accepted by the community.	NA
On-going FOGO Education Campaign	Public events, newspaper articles, Fre-Oh magazine, E-newsletter, specialised social media and Waste Sorted Communications (where applicable).	On-going awareness	Customer feedback, no. of complaints, contamination levels	Not enough feedback available on details contamination levels.	More structure to delivery of the educational information.
Recycle Roadshow	Mobile recycling van to promote recycling education and the recycling centre.	Increased throughput of facility, material recovery and waste avoidance.	No. of visitors and tonnes recovered.	The centre has grown rapidly. Events with little foot traffic.	Need to re-plan site and improve efficiencies. Further promotion of service availability. Matching roadshow with events with high number of Fremantle residents.
Personalised education to householders on receipt of customer requests in relation to incorrect practices.	City staff visit the alleged offender and provide tailored information to improve recycling and waste management practices.	Improved material recovery, illegal dumping prevention	Customer feedback, no. of complaints, contamination levels	Most issues resolved effectively and promptly.	NA

6.5 Data

Table 19 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* of this document, as well as the individual experience of the officer/s responsible for collecting and using waste data.

Table 19: Assessment of waste data (LG to complete the table)

	Please ✓		Comment
	YES	NO	
Does the local government have access to adequate waste data to complete Part 1 of the waste plan?	✓		Data is available, however, not easily in some cases. The City is improving the method of recording data to ensure that datasets are more readily available as and when required. This has been identified as one of the actions of this Waste Plan.
Does the local government use waste data when undertaking planning activities for waste projects/programs?	✓		
Does the local government have access to adequate waste data for this purpose?	✓		
Does the local government use waste data when monitoring or assessing waste projects/programs?	✓		
Does the local government have access to adequate waste data for this purpose?	✓		
Does the local government use adequate waste data to measure progress toward the targets and objectives of the Waste Strategy?	✓		
Does the local government have access to adequate waste data for this purpose?	✓		
Does the local government have access to adequate waste data to fulfil annual data reporting obligations under the WARR Regulations? (previously undertaken through the Waste and Recycling Census)	✓		Data is available, however, it relies on underlying assumptions related to split of the division of various waste streams. (Eg, residential, public place and commercial sources). Data capture is improving in this respect in order to generate a higher degree of confidence.
Are there any types of waste data that the local government does not currently collect or have access to that would be helpful/useful?	✓		At this point the City has had mixed success at capturing C&D waste data from internal projects and construction and maintenance operations.
Are there any ways which local government waste data collection, storage or use could be improved?	✓		This is currently in progress.
Is the data collected by the local government accurate? Are any new strategies needed to improve accuracy?	✓	✓	Data is available, however, it relies on underlying assumptions related to split of the division of various waste streams. (Eg, residential, public place and commercial sources). Data capture is improving in this respect in order to generate a higher degree of confidence. Strategies - Breakdown of mixed vehicle runs. Quantitative waste audits where practical. Developing a more robust waste data model.
Does the pre-filled data provided in this template align with the data the local government has? i.e. is this pre-filled data accurate?	✓		
Any additional comments?			

7.0 Summary

The purpose of *Part 1* of the waste plan is to consolidate information about current waste management practices, to enable you 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.

Table 20 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 (Table 21)*.

Waste management achievements (for example, performance/achievement against Waste Strategy targets or objectives or where particular waste management objectives have already been met)	Roll-out of FOGO services. Tonnes diverted through the Recycling Centre drop-off facility and use by the community has increased. Asbestos drop-off day organised in 2018-19. Reduced illegal asbestos dumping experienced in 2019-20. Introduction of sustainable procurement measures. Engagement of a Waste Education Officer. Provisional approval as a HHW collection facility. Provisional approval as a Container Deposit Scheme Refund Point. Better data from waste vehicles through use of fleet management systems inclusive of City and kerbside collection contractor vehicles. Appointment of verge-side bulk waste recycling processor.
Opportunities for improvement (for examples, where performance against Waste Strategy targets or objectives could be improved or where waste management objectives have not been met)	Improving Data management (See table 19). Expansion of FOGO service to currently excluded MDDs. Broader reaching waste education and minimisation activities. Improved alignment the City's waste plans with the City's strategic direction.
Priority areas for action in Part 2 – Implementation plan	Ongoing (activities currently under way and/or continuously undertaken) - Waste education and minimisation activities. Improved data management. Maintain levels and standards of service provision. Improvements to the Recycling Centre.
	Short term (within the next 1-2 years) - Expansion of FOGO service to currently excluded MDDs. Improved alignment the City's waste plans with the City's strategic direction. Container Deposit Scheme refund point set-up and operation. Solid waste licence for Depot.
	Medium term (within the next 3-5 years) - Expansion of commercial waste services provision. Review of bulk waste collection methodology.
	Long term (more than five years) - Best practice drop-off facility. It is envisioned that such a site would be designed and engineerd to offer improved traffic flow, separation of front and back of house operations, increased space for on-site processing (crushing/screening/bailing), permanent space for onsite waste education and potentially space for waste related businesses that compliment the City's waste strategy.

**FPOL2101-4 DELEGATION TO APPOINT A COMPLAINTS OFFICER AND
ADOPTION OF A COMPLAINTS FORM**

**ATTACHMENT 1 - Delegation to appoint persons to receive and withdrawal of
complaints**

2.14A Appoint persons to receive and withdrawals of complaints			
Delegator:	Council		
Date adopted:	[insert adoption date]		
Delegation:	Council delegates to the Chief Executive Officer the authority to appoint 1 or more persons for the purpose of receiving and withdrawals of complaints in accordance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i>: <table> <tr> <td> Legislation <i>Local Government (Model Code of Conduct) Regulations 2021</i> </td><td> Section 11(3) </td></tr> </table> For the purpose of effective management of the City of Fremantle.	Legislation <i>Local Government (Model Code of Conduct) Regulations 2021</i>	Section 11(3)
Legislation <i>Local Government (Model Code of Conduct) Regulations 2021</i>	Section 11(3)		
Delegated to:	Chief Executive Officer		
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.		
Power to sub delegate:	<table> <tr> <td> Legislation <i>Local Government Act 1995</i> </td><td> Section 5.44 </td></tr> </table>	Legislation <i>Local Government Act 1995</i>	Section 5.44
Legislation <i>Local Government Act 1995</i>	Section 5.44		
Reporting Requirements			
Use of this delegation: Is to be recorded in the City's record keeping system, in accordance with legislative requirements.			

ATTACHMENT 2 - Complaint About Alleged Breach Form

Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —
(a) in writing in the form approved by the local government
(b) to an authorised person
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ _____ <u>Given Name(s)</u> <u>Family Name</u>

Contact details of person making the complaint:
Address: _____ Email: _____ Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:
/ / 20

SIGNED: Complainant's signature: Date of signing: / / 20

Received by Authorised Officer Authorised Officer's Name: Authorised Officer's Signature: Date received: / / 20

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

[name and position of complaints officer[s]]

[insert email address of complaints officer[s]]

or

PO Box 807
Fremantle WA 6959