

DEVELOPMENT AND MAINTENANCE OF REGIONAL WASTE MANAGEMENT PLANS

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1 PURPOSE

This document outlines the processes with which regional waste management groups (RWMGs) must comply in preparing regional waste management plans (RWMPs), and describes the information that plans must contain to meet the requirements of the *Environment Protection Act 1970* (the Act). It also provides a suggested template for RWMPs.

2 POLICY CONTEXT

RWMPs are key documents in the provision of waste management activities in Victoria, and are part of an integrated framework of policies, strategies and plans. This framework is set out in the Act and includes:

- State environment protection policies (SEPP), waste management policies (WMP) and regulations made under the Act
- The *Towards Zero Waste Strategy* (currently in draft form)
- Solid Industrial Waste Management Plan
- EcoRecycle's Business Plan
- RWMGs' business plans.

The Act also establishes the Environment Protection Authority (EPA Victoria), EcoRecycle Victoria and

RWMGs, and defines the powers, duties and functions of each statutory body.

EPA administers the Act and its instruments, including policies, works approvals, licences, environment improvement plans, sustainability covenants and enforcement tools.

EcoRecycle's role is to protect the environment by facilitating the achievement of Victoria's waste reduction objectives and best practices in waste management. Amendments to the Act in 2002 increased EcoRecycle's responsibilities to include planning for, as well as facilitating, the management of solid industrial waste.

Victoria's 16 RWMGs carry primary responsibility for planning for the management of municipal solid waste. This is done through developing and implementing RWMPs, through co-ordinating the waste management activities of its members, and through facilitating best practices in waste management. This includes a key role in planning for infrastructure needs for waste, including consideration of needs for industrial waste where facilities are used for both municipal and industrial waste.

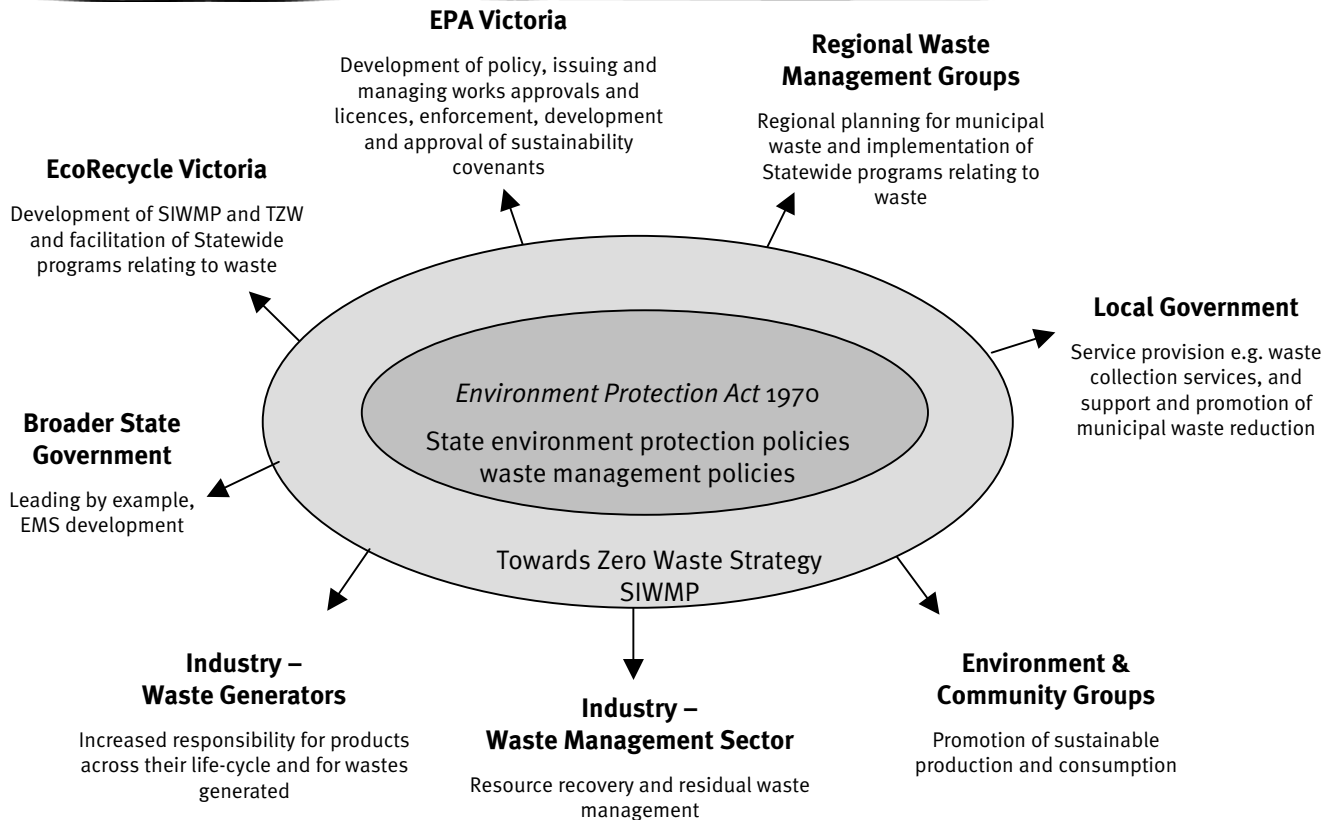
The figure below illustrates the roles and relationships of key agencies with responsibility for solid waste in Victoria. It highlights:

- the statutory framework that guides the development of RWMPs;

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- waste management responsibilities encompassing State and local government as well as the private sector;
- the key role of RWMGs in working with local government to plan and implement systems to manage municipal waste; and
- EcoRecycle's new responsibility in planning for solid industrial waste.

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3 DEVELOPING THE PLAN

3.1 Timing

A RWMG may review a RWMP at any time, but must complete a review and submit a revised RWMP to EPA five years after approval of an existing RWMP.

An amended RWMP only takes effect after it has been approved in writing by EPA. A RWMP remains in force until EPA approves a replacement or amendment.

RWMPs need to be written for at least a five year period, and must provide a landfill filling schedule for at least a 10 year period.

RWMPs may wish to update particular sections or schedules on a periodic or an as needs basis that is more frequent than the minimum of 5 years specified in the Act. This might be done to

accommodate changed circumstances, or to consider new information. Formatting the document in a way that allows easy insertion of updated sections is recommended.

When RWMPs are amended (and the changes are not of a declaratory, machinery or administrative nature) RWMGs must ensure that adequate consultation is undertaken in accordance with section 50RAA of the Act, and that approval of the amended RWMP is obtained from EPA.

3.2 Preparation of the plan

The preparation, review or amendment of a RWMP should occur through a systematic process which includes:

- review of the existing RWMP and its goals, objectives and systems;

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- consideration of Statewide policies, strategies and plans; and
- development of new goals, objectives, systems, and implementation strategies.

RWMGs should draw on the information and analysis used to develop Statewide policies, strategies and plans and apply them at the regional level. There is no need to duplicate assessments that have already been carried out in Statewide strategies or plans.

Section 4 further details what must be considered in the development of RWMPs.

While EPA can provide guidance and advice during the development of RWMPs, when the RWMP is submitted to EPA for approval it must be provided as a formal submission to ensure that the RWMP can be assessed against the requirements of Section 50R of the Act.

3.3 Consultation

Section 50RAA of the Act sets out minimum consultation requirements for the development or amendment of a RWMP. These requirements include direct consultation as well as advertising in a newspaper.

RWMGs must consider any comments that are made in response to a newspaper advertisement. RWMGs should prepare a 'Response to Comments' document, which summarises the comments received and explains how they have been taken into account. The 'Response to Comments'

document should be annexed to the RWMP as an Appendix¹.

3.4 Coordinating regional planning processes

RWMPs have their focus on municipal waste, but need to be co-ordinated with the Solid Industrial Waste Management Plan as there may be overlaps in programs and facilities. RWMPs must consider the scheduling of landfills for both municipal and industrial waste.

Planning for the management of wastes from municipal and industrial sources requires close co-ordination as it may be most efficient to manage both types of waste at the same facilities. There may also be efficiency opportunities in combining wastes from across regional boundaries.

These potential linkages mean that RWMPs need to be developed so that they are consistent with both the Solid Industrial Waste Management Plan, and with the RWMPs of adjacent RWMGs. "Adjacent" in this context means regions from which wastes may be economically transported to the relevant region, and are not limited to regions sharing a common boundary.

4 PLAN CONTENTS

Sections 50R(2) and (3) of the Act outline the minimum necessary content of a RWMP. Section 50R(2) states in part that RWMPs "must set out the objectives and priorities of the (regional waste management) group for the management of municipal waste generated or disposed of within the group's waste management region, and must

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provide a clear direction for future municipal waste management in the region”. RWMPs also need to incorporate systems for monitoring progress towards goals and targets, and should be used as a basis for RWMGs’ business plans and subsequent annual reports.

The Act does not specify a particular structure or template for RWMPs, however a suggested template for RWMPs is outlined below:

1. Executive summary
2. Introduction
3. Development of the RWMP
4. Assessment of existing waste management systems
5. Options for waste management
6. Preferred regional waste management strategy
7. Waste management facility sites
8. Landfill siting and operation
9. Compliance with State environment protection policies and waste management policies
10. Monitoring program
11. Schedules
12. Regional waste management compliance index

Commercially sensitive information from RWMGs, member councils and their contractors, and the private sector can be submitted to EPA as an appendix to the RWMP. This will not be made

¹ Privacy issues must be addressed for all comments included in the ‘Response to Comments’ document.

publicly available if it is clearly marked as confidential.

RWMPs must reference supporting documents. It is recommended that copies of such documents be made available with the RWMP document if not already broadly available.

4.1 Executive summary

Plans should contain an executive summary.

4.2 Introduction

This section should introduce the reader to the waste management region and the key issues that the RWMP seeks to address. As stated above, the Act requires that RWMPs set out the objectives and priorities of the RWMG for the management of municipal waste generated or disposed of in the region. These objectives must be consistent with the functions of RWMGs as outlined in section 50H(1) of the Act and will provide a clear direction for future municipal waste management within the region.

RWMPs need to consider non-municipal waste in terms of the effect this waste has on requirements for waste management facilities and landfilling in the region, but in general, non-municipal (industrial) waste is dealt with in the Solid Industrial Waste Management Plan. RWMPs do not need to consider prescribed industrial waste except to account for the relatively small volumes deposited at municipal landfills. Advice on volumes should be sought from EPA Victoria.

RWMPs must not be inconsistent with the Act, or any State policies, strategies and plans, In particular, RWMPs must not conflict with the waste hierarchy set out in the Act, the Solid Industrial Waste

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Management Plan or the *Towards Zero Waste Strategy*. Where appropriate, they should also support cross-regional and other industry initiatives to minimise and recycle wastes.

4.3 Development of the plan

As stated in section 3.3, the Act sets out minimum consultation requirements for the development or amendment of a RWMP.

RWMPs should document the consultation program used in the development of the RWMP, and include a summarised 'Response to Comments' as an appendix to the RWMP.

4.4 Assessment of existing waste management systems

RWMGs will need to analyse relevant waste generation and management information to outline and assess the current waste management situation in the region.

RWMGs may find it beneficial to structure the assessment as follows:

- i. Waste data and cross-regional planning
- ii. Municipal solid waste generation
- iii. Resource recovery systems
- iv. Residual waste disposal
- v. Landfill capacity

This structure provides for a logical progression in information and justification for conclusions regarding landfill capacity in the region. Residual waste projections are an essential foundation for determining future landfill capacity in the region.

These projections will need to be further considered when assessing future options in section 4.5.

RWMPs must consider available information on both municipal and industrial waste as information on industrial waste will be required for the development of landfill schedules in sections 4.8 and 4.11. Key sources of information will be landfill levy data, EcoRecycle Victoria's municipal survey as well as the Solid Industrial Waste Management Plan and the *Towards Zero Waste Strategy*.

As stated in section 3.4, a RWMG may need to analyse information regarding waste generation and management in adjacent regions. Metropolitan regions will need to consider waste flows within the entire metropolitan area including Geelong and the Mornington Peninsula. RWMGs may wish to use spreadsheet modelling to estimate flows of waste within the region and to consider the implications of different scenarios for future waste management.

4.5 Assessment of options for waste management

Options for waste management in the region must be identified and assessed against regional needs. This assessment must consider the Act (and in particular the waste hierarchy), SEPPs and WMPs and, EcoRecycle Victoria's strategies and plans.

RWMGs may find it useful to divide this section of the RWMP into the following areas for separate assessment:

- i. Waste projections and targets overview
- ii. Waste avoidance and minimisation
- iii. Resource recovery (materials)
- iv. Resource recovery (energy)

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- v. Waste disposal
- vi. Economic assessment

For each area, particular consideration needs to be given to options for implementing the *Towards Zero Waste Strategy* and the SEPP/WMP (Siting, Design and Management of Landfills)² at the regional level.

This section should not repeat information contained in Statewide documents but rather draw on this information and apply it to the regional level.

As with previous sections, opportunities for synergies in the management of municipal and industrial waste should also be considered.

This section must include an economic assessment. It is recommended that economic considerations be integrated into the overall assessment of options, however the economic considerations taken into account must be made explicit and must be clearly documented. Economic issues will need to be considered in other areas of the RWMP, but an overall assessment of waste management options should be provided in this section.

The economic assessment must consider the costs and benefits of existing waste management practices, as well as those of other options. In addition to assessing financial costs, the assessment should provide valuations (or best estimates) of social and environmental costs and benefits. RWMGs should use the triple bottom line assessments contained in Statewide strategies such as the *Towards Zero Waste Strategy* to guide such assessments, and it is not anticipated that detailed assessments would be required at the regional level.

In some instances, it will be difficult to attribute financial, 'dollars and cents', values to social and environmental costs and benefits. In these cases, qualitative assessments should be made of the relative benefits and costs of options.

The economic assessment will:

- detail financial costs of current waste minimisation and management operations including transport, landfills, materials recovery and transfer station facilities;
- consider projected costs of future waste management options, taking into account factors such as projected changes in waste generation, changes in collection and transport operations, and changes in distances to landfill and/or landfill gate fees. RWMGs may choose to provide details of different possible scenarios in order to consider proposed courses of action;
- consider risks associated with changes in management costs and/or prices received for recycled and processed materials;
- consider the broader economic, social and environmental costs and benefits of waste minimisation options.

4.6 Preferred regional waste management strategy

This is the central part of the RWMP as it describes the key outcomes that the RWMP seeks to bring about. Parts of the RWMP such as the detailed schedules of sites for landfills and other waste management facilities will flow from this section.

² A waste management policy is currently being developed to replace the existing State environment protection policy.

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The information contained in this part of the RWMP will be a key reference in developing the group's annual business plan.

The strategy must consider how the Solid Industrial Waste Management Plan, the *Towards Zero Waste Strategy*, the SEPP/WMP (Siting, Design and Management of Landfills) and other relevant documents will be applied at the regional level.

RWMGs may find it useful to divide this section of the RWMP into the following sections:

- i. Regional waste management plan objectives
- ii. Links to the *Towards Zero Waste Strategy* and Solid Industrial Waste Management Plan
- iii. Waste minimisation program
- iv. Resource recovery program
- v. Residual waste disposal program
- vi. Litter prevention and management program.

This structure fulfils the Act's requirement that a municipal waste management strategy covering municipal waste minimisation and resource recovery, municipal waste disposal, municipal waste collection and transport and the provision of future landfill capacity be included in a RWMP. This section also includes measures for litter control, another requirement of the Act. The preferred structure is discussed below.

4.6.1 Regional Waste Management Plan Objectives

This section of the RWMP should outline the objectives that the RWMP is intended to achieve.

These objectives should be consistent with the objectives of Statewide strategies and plans and should apply Statewide objectives at the regional level. The programs outlined in the remaining sections of this part of the RWMP will flow from these objectives.

4.6.2 Links to State Strategies and Plans

RWMGs should contain a section outlining the contribution that the RWMP makes to the achievement of the objectives of the *Towards Zero Waste Strategy*, the Solid Industrial Waste Management Plan, the SEPP/WMP (Siting, Design and Management of Landfills) as well as the waste hierarchy and other relevant provisions of the Act. While links to these documents must be referenced elsewhere in the RWMP where appropriate, this section will make clear the consistency of the RWMP with the State's overall waste management framework.

4.6.3 Waste Minimisation Program

This section of the RWMP should outline the programs and activities that will be undertaken to achieve the minimisation of municipal waste in the region. It should contain clearly stated specific and measurable targets and actions that will reduce the generation of municipal waste.

The waste minimisation program should:

- identify and give priority to opportunities for waste minimisation (including avoidance) and resource recovery of municipal waste stream components from all sources; and;

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- consider community education and capacity building programs about waste minimisation measures that they can undertake. Community education programs, while a key activity for RWMGs, will normally be documented in groups' annual business plans rather than RWMPs.

4.6.4 Resource Recovery Program

This section of the RWMP should outline the programs and activities that will be undertaken to maximise the recovery of resources from the municipal waste generated in the region. It should contain clearly stated specific and measurable targets and actions that will increase the recovery of resources from the municipal waste generated in the region.

The resource recovery program should:

- plan for adequate services and facilities for the community to recycle materials, for example collection services, drop-off centres etc;
- consider infrastructure needs for things such as green/food waste processing, composting and the recovery of energy from wastes prior to landfilling;
- consider the role of transfer stations (including those located at landfills) in the provision of recycling services;
- promote recycling and processing, including the purchase of recycled and processed materials by the community; and
- document community relations and capacity building strategies.

Detailed information relating to waste management facilities, including landfills, should be included in sections 4.7 and 4.8.

4.6.5 Residual Waste Disposal Program

This section of the RWMP should outline the programs and activities that will be undertaken to reduce the impact of municipal waste generated in the region that cannot be recycled or processed. It will consider issues such as:

- collection and transport operations, including collection systems used, frequency of collection, types of materials collected and collection costs;
- management pathways for collected materials;
- existing and prospective waste management facility sites including landfills (both licensed and unlicensed); and
- the provision of landfill capacity for at least the next ten years.

Detailed information relating to waste management facilities (including landfills) should be included in sections 4.7 and 4.8.

4.6.6 Litter Prevention and Management Program

Section 50R(3)(d) requires the inclusion of a litter control program. Regional education officers currently have a particularly strong role in terms of sharing litter program information between member councils and other stakeholders.

RWMPs must:

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- contain clear statements of regional actions that will be undertaken to minimise and manage litter;
- complement, through regional initiatives, the litter minimisation and management initiatives and strategies of the Victorian Litter Action Alliance, EPA, EcoRecycle, and local government;
- provide details of current litter management practices and costs;
- identify the types of sites within the region that tend to be litter hot spots, and major litter types and sources;
- consider specialised issues such as cigarette butt litter, plastic bags and fast food outlets and litter from landfills;
- review options available for litter minimisation such as community education, or promotion of redesigned take-away food packaging and cleanup initiatives;
- review options for litter management infrastructure such as the public place litter and recycling bins, and litter traps in drains and waterways;
- contain programs for monitoring litter through litter audits.

4.7 Municipal services, waste transfer and resource recovery facilities

The information in this section will flow from the preferred regional waste management strategy outlined above – in particular the resource recovery program. This section will outline the facilities

necessary to achieve the objectives of the preferred regional waste management strategy.

RWMPs may find it useful to divide this section of the RWMP into the following sections:

- i. Municipal waste services (including collection);
- ii. Existing waste management facilities;
- iii. Prospective waste management facilities.

RWMPs may wish to collaborate in their identification and provision of waste management facilities (this is particularly likely to occur with the metropolitan regions), in which case Section 4.7 (and the consequent schedules in Section 4.11) may be common to more than one RWMP.

“Waste management facility” is defined by the Act to include a “landfill, a transfer station, a composting facility, a facility to store or contain solid waste, and a material recovery facility”. Section 4.8 deals specifically with landfills, while this section should deal with all other facilities.

Other waste management facilities could include transfer stations or energy from waste plants. Consideration of these facilities must be in accordance with the waste hierarchy and appropriate environmental operating standards.

Because there is likely to be some overlap in the provision of facilities for both municipal and non-municipal waste, and some potential for synergies and resultant efficiency gains this part of the RWMP must consider the Solid Industrial Waste Management Plan as well as the resource recovery program in section 4.6.4.

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In developing this section, emphasis must be placed on siting, collection and transport efficiencies, as well as the need to minimise the development and use of landfills for the management of waste.

This section should include an evaluation of municipal services that considers the potential for greater efficiencies in the collection of municipal waste, higher recovery rates for recyclables and the facilities necessary to achieve these outcomes.

This section should also include a site evaluation for existing and prospective waste management facilities that includes consideration of:

- provision of buffers for waste management facilities that can create adverse amenity impacts (for example composting operations);
- transport costs (in environmental, social and economic terms) for existing and proposed waste management facilities;
- access to markets for materials that may be recycled or processed.

Section 4.11 describes the schedule that must be provided listing all existing and prospective waste management facility sites within the region.

4.8 Landfill siting and operation

The information in this section will flow from the preferred regional waste management strategy outlined above – in particular the Residual Waste Disposal Program and EcoRecycle Victoria's Solid Industrial Waste Management Plan.

In a similar way to Section 4.7, RWMGs may wish to collaborate in their identification and provision of landfills (this will be especially relevant to the

metropolitan regions). In this case this section may be common to more than one RWMP and a joint schedule for landfilling can be developed (but still included in each RWMP).

The Act assigns responsibility for Statewide planning for solid industrial waste to EcoRecycle Victoria. RWMGs, while focusing on municipal waste planning, have retained the responsibility for the scheduling of landfills (that may receive municipal and/or industrial waste) within their waste management region.

The SEPP/WMP (Siting, Design and Management of Landfills), the *Best Practice Environmental Management Guideline - Siting, Design, Operation and Rehabilitation of Landfills* (EPA publication 788), and the SIWMP are the key documents to consider when determining the proposed landfilling arrangements for a waste management region.

As stated in the waste hierarchy, landfills represent the least preferred waste management option, therefore as a general principle the disposal of waste to landfill must be minimised. However it is recognised that landfills will be required for the foreseeable future to manage wastes that cannot currently be recycled or reused.

Schedules for the filling of landfill sites must therefore be designed to minimise the development and use of landfills (both licensed and unlicensed) while still meeting the region's needs.

The Act's requirements are set out in Section 50R of the Act (clauses (3)(e) to (3)(j)) and in the compliance index.

The role of the RWMG is to develop a landfilling schedule for their region using a three-stage

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process: needs analysis, site evaluation, and determining the sequence of filling. Key considerations that may be used as a checklist are listed below.

4.8.1 Needs Analysis

The needs analysis must assess the estimated amount of waste that will need to be disposed to landfill on an annual basis (over the forecast period) for municipal and industrial waste both produced and disposed of within the region.

EcoRecycle's Solid Industrial Waste Management Plan will provide data and analysis of solid industrial waste generation and airspace availability.

The needs analysis will depend on consideration of:

- the likely impacts of waste avoidance, re-use and recycling programs; and
- the likely impacts of changes in population, economic activity, transport costs, and/or technology changes.

The result of the needs analysis will be combined with the outcomes of the site evaluation to produce the sequence of filling.

4.8.2 Site Evaluation

The site evaluation must:

- list existing (both licensed and unlicensed) and potential landfill sites within the region;
- assess these sites against the criteria described in the *Best Practice Environmental Management Guideline - Siting, Design, Operation and Rehabilitation of Landfills* (EPA publication 788) which are:

- community needs;
- landfill type;
- buffer distances;
- groundwater;
- surface waters;
- flora and fauna protection;
- infrastructure;
- geological setting;
- land ownership;

- use a scoring technique based using the considerations in the above guideline. RWMGs must make the methodology used transparent;
- incorporate feedback from consultation in the selection of prospective landfill sites;
- where appropriate, consider information from other RWMGs about landfills in their regions.

A preliminary assessment will allow elimination of many unsuitable sites, allowing more detailed assessment, such as the undertaking of geological and hydrological environmental engineering assessments, of the most suitable sites should a works approval application be contemplated. Such detailed information may not be available at the time that the RWMP is being prepared. In such instances, the RWMP must identify the most favoured sites and provide details of when it is anticipated that studies (or, when appropriate, EPA works approval applications) for particular sites are likely to be prepared.

A RWMG may conclude that there are no suitable sites within its region and will need to consider the existing and potential available landfill airspace in

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surrounding regions. Alternatively, there may be sufficient existing landfill airspace or potential suitable sites within the region to accommodate the region's requirement and that of other waste management regions, for the relevant period.

4.8.3 Sequence of Filling

Within this section the RWMG must develop a proposed sequence of filling of those landfill sites seen as most suitable for at least the next 10 years and must:

- be based upon the needs analysis and site evaluation described above;
- consider scenarios with different rates of waste minimisation and materials recovery (as developed in the needs analysis and EcoRecycle's Solid Industrial Waste Management Plan);
- aim to minimise the development and use of landfills;
- include reference to waste from other regions and waste to landfills in other regions where appropriate;
- consider what landfill filling sequence provides the best balance of environmental, economic and social considerations;
- consider protection of local amenity including by considering, among other things the use of fewer landfill sites at any one time, or rapid filling of problem landfill sites (that is, those with unsatisfactory buffer distance);
- consider and set out transport costs (in environmental, social and economic terms);

- consider landfill security issues (the effect of an unanticipated closure of a landfill in a region);
- consider and set out alternative uses of possible landfill sites and prospects for site rehabilitation.

The information in this section should be summarised and used to provide a schedule showing the proposed sequence for the filling of available landfill sites for at least the next 10 years (as per section 4.11). It should also be used to provide a program for replacing existing landfill sites (in accordance with Section 50R(3)(h) of the Act).

EPA must refuse to issue a works approval for a new landfill within a waste management region if the landfill is not provided for, or is inconsistent with, the relevant RWMP. In considering applications for works approvals for landfills included in RWMPs, EPA Victoria will consider the date for commencement of filling specified in the RWMP, and will not issue a works approval if early approval would result in the overprovision of landfill space.

It should be noted that inclusion in a RWMP does not guarantee that a works approval or licence for a particular site will be granted by EPA. EPA is required to refuse an application for a works approval if it would result in works that would be contrary to policy, cause pollution or an environmental hazard.

If for commercial and contractual reasons, groups are unable to nominate the actual sites that they intend to use in the future, RWMPs must contain an indication of the suitable landfill airspace available to the region. Once negotiations are completed, RWMPs must be amended to include the actual sites in the schedule showing the proposed sequence for the filling of available landfill sites. Until this occurs,

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and EPA approves the amendment, EPA is required to refuse to issue a works approval for sites not specifically included in the schedule, as described above.

4.9 Compliance with State environment protection policies and waste management policies

Section 50R (3)(i) and (j) of the Act requires that RWMPs contain information about the equipment and facilities required to meet the operating standards required by State environment protection policies and waste management policies and a program for upgrading landfill sites to meet these requirements.

An overview of works and management practices at waste management facilities (including landfills) should be provided identifying where they are being implemented across the region, where they are likely to involve State funding, or where they impact upon the landfill filling schedule. However, detailed information for individual sites would not generally be required.

Groups should seek EPA's views on the compliance of particular landfills, facilities and sites with policy rather than undertaking this assessment themselves. EPA can also advise on the appropriate level of detail for inclusion in the RWMP.

4.10 Monitoring program

RWMPs should have a formal program in place for monitoring the performance of initiatives in the preferred regional waste management strategy, and should use this as a basis for review and

amendment of the RWMP, and where necessary, to modify actions.

This process must be integrated with the RWMG's business planning cycle and transparently related to both the RWMG's business plan and annual report.

4.11 Schedules

RWMPs must contain four schedules to comply with Section 50R of the Act. These will flow directly from section 4.7 and 4.8 of the RWMP and:

- list all existing and prospective waste management facility sites within the region (the Act also requires an evaluation of the sites listed in the schedule – it is suggested that the schedule both list and evaluate sites);
- show a proposed sequence of filling of available landfill sites for at least the next 10 years;
- list all landfills in the region that are controlled by the group and that the group intends to close and the intended or likely date of each closure;
- list all landfills in the region that are not controlled by the group and that are likely to close within the likely life of the RWMP and the intended or likely date of each closure..

RWMPs may include other schedules as necessary (for example a list of known closed landfill sites within the region).

4.12 Regional waste management compliance index

This section will list the specific requirements of the Act in relation to RWMPs and outline where the RWMP meets the Act's requirements. A pro forma compliance index is included as Appendix 2.

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5 FURTHER INFORMATION

For further information about developing RWMPs, contact your regional EPA Victoria office.

Relevant State environment protection policies, waste management policies and other documents should be consulted when preparing RWMPs. The following documents are particularly relevant:

- State Environment Protection Policy (Siting and Management of Landfills Receiving Municipal Wastes). A waste management policy (WMP) to replace this SEPP is being developed.
- *Best Practice Environmental Management Guideline - Siting, Design, Operation and Rehabilitation of Landfills* (EPA publication 788);
- the Towards Zero Waste Strategy for Victoria (currently in draft form) (EcoRecycle Victoria);
- Solid Industrial Waste Management Plan

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APPENDIX₁ – GATHERING DATA FOR PLANS

Information required for the development of plans could include:

- community expectations regarding future waste management in the region;
- current and projected waste generation and management by different sectors;
- alternative management options for waste minimisation, reuse, recycling, recovery of energy and disposal;
- cost-effectiveness data for current and alternative waste minimisation and management practices;
- landfill airspace availability for the disposal of waste within the region.
- Compliance of current waste handling facilities with State environment protection policies and waste management policies.

Key stakeholders for consultation include:

- local community;
- local waste management industry;
- councils (both within the region and adjacent to it);
- EcoRecycle Victoria; and
- EPA Victoria

Data and information regarding the generation and management of waste within the region may be available from a number of sources including:

- municipal records. Information regarding materials handled by reuse, recycling, green

organic waste, and 'hard' waste collection services and litter cleaning should be readily available to member councils. Similarly, data from council operated/funded landfill, recycling, composting operations, and transfer station facilities should be available. EcoRecycle Victoria's municipal survey collects a range of data from municipalities relating to waste generation, recycling and disposal.

- Many municipalities and regional groups have previously conducted studies of waste generation and management, which may yield useful data. These studies may also contain useful information about alternative waste minimisation and management technologies and approaches.
- The Solid Industrial Waste Management Plan will provide information about waste stream compositions and generation rates for particular businesses and predicted landfill needs.
- EPA will provide aggregated annual data regarding the tonnage and volume of waste landfilled within regions. This data is derived from landfill levy data submitted by licensed landfill operators.
- Industry and community groups such as the Beverage Industry Environment Council and Keep Australia Beautiful conduct periodic audits of litter, waste and recycling. Such studies can provide useful trend data.
- Contractors and other sources of expert information. This may identify ways in which RWMGs and their member councils might improve the cost-effectiveness of operations as in most municipalities, waste and recycling

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collection and transport operations will be carried out under contract.

Groups may not always be able to obtain detailed primary data for all waste streams within their region. When this occurs, best available data from a range of sources such as previous reports should be used, and it is not expected that groups should undertake expensive detailed research in cases where gaps occur.

In this case, RWMGs should clearly:

- state where data gaps occur;
- explain what the group has done to find information to fill these gaps;
- assess and document any assumptions that have been made in using this data;
- if possible, provide details of what systems will be put in place to obtain this information in the future.

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6 APPENDIX 2 – PRO FORMA COMPLIANCE INDEX

(Section 50R of the Act)	Section of EPA Guideline	Disclosure	Page
(2)	4.6.1	Objectives and priorities of the group and a clear direction for future municipal waste management in the region.	
(3) (a)	4.5	Economic assessment of the possible municipal waste management options;	
(3) (b)	4.6	Municipal waste management strategy covering—	
(i)	4.6.3, 4.6.4	Municipal waste minimisation and resource recovery;	
(ii)	4.6.5	Municipal waste disposal;	
(iii)	4.7	Municipal waste collection and transport;	
(iv)	4.8	Provision of future landfill capacity;	
(3) (c)	4.6.3, 4.6.4	A municipal waste minimisation and resource recovery program	
(3) (d)	4.6.6	Measures for litter control;	
(3) (e)	4.7, 4.11	A schedule listing all existing and prospective waste management facility sites within the group's waste management region;	
(3) (f)	4.7, 4.11	An evaluation of the suitability of the waste management facility sites in that schedule;	
(3) (g)	4.8, 4.11	A schedule showing a proposed sequence for the filling of available landfill sites for at least the next 10 years;	
(3) (h)	4.8, 4.11	A program for replacing existing landfill sites;	
(3) (ha)	4.8, 4.11	A schedule listing—	
(i)	4.8, 4.11	All landfills in the region that are controlled by the group and that the group intends to close; and	
(ii)	4.8, 4.11	All landfills in the region that are not controlled by the group and that are likely to close within the likely life of the plan; and	
(iii)	4.8, 4.11	The intended or likely date of each closure;	
(3) (i)	4.9	A list of all the equipment and facilities which are, or will be, necessary for the maintenance of the operating standards required by any relevant State environment protection policy or waste management policy;	
(3) (j)	4.9	A program for upgrading existing landfill sites to meet the requirements of any relevant State environment protection policy or waste management policy.	