



WASTE MANAGEMENT DATA & INFORMATION MANAGEMENT POLICY STATEMENT

PREPARED BY THE



MUNICIPAL WASTE ADVISORY COUNCIL
"Getting the Environment Right"

April 2010

Status of this Policy Statement

This Policy Statement has been prepared by the Municipal Waste Advisory Council and adopted by the Western Australian Local Government Association. The Municipal Waste Advisory Council is a standing committee of the WA Local Government Association with delegated authority to represent the Association in all matters relating to solid waste management.

The Municipal Waste Advisory Council has been formed through collaboration with Regional Councils who are not ordinary members of the WA Local Government Association. The resulting body effectively represents the views of all Local Government bodies responsible for waste management in Western Australia.

Policy Statements adopted by the WA Local Government Association represent a consolidated viewpoint from local government and may differ from the positions adopted by individual member organisations. The Municipal Waste Advisory Council and the WA Local Government Association will strive to promote this Policy Statement and to act consistently with its contents. Individual Local Governments and Regional Councils are encouraged to support them in this but are not bound by the document.

Policy Statements adopted by the WA Local Government Association are reviewed and new Policy Statements are developed regularly. The latest WA Local Government Association Policy Statements can be obtained from the website:
www.wastenet.net.au

In-line with standard MWAC policy, this policy statement will be reviewed 6-months after its endorsement by the State Council. It will be reviewed again at least every 2-years subsequent to this; with any significant developments acting to instigate an earlier review.

The Municipal Waste Advisory Council's member organisations are:

City of Geraldton-Greenough
East Metropolitan Regional Council
Mandarie Regional Council
Rivers Regional Council
Southern Metropolitan Regional Council
Western Australian Local Government Association
Western Metropolitan Regional Council



MUNICIPAL WASTE ADVISORY COUNCIL

Policy Statement on WASTE MANAGEMENT DATA & INFORMATION MANAGEMENT

Title:	WA Local Government Association Draft Policy Statement on Waste Management Data & Information Management – April 2010
Scope of Policy:	<p>This Policy Statement is intended to outline the WA Local Government Association (the Association) position on waste management data & information management.</p> <p>This Policy Statement covers data collection, reporting, review and audit, usage and retention.</p> <p>It is intended that this Policy Statement should identify:</p> <ul style="list-style-type: none"> ▪ The importance of consistent waste management data; ▪ The constraints on Local Government in producing data; ▪ Sector responsibility in regards to waste management data; and ▪ Key issues to be pursued in order to ensure reliable data.
Background of Policy:	A background paper has been developed as a companion document to be read in conjunction with this policy statement. This paper is available online at http://www.wastenet.net.au/ .
Statement of Policy:	<p>Data Collection and Reporting</p> <p>1. Considerations for Data Collection</p> <p>a. Assessing when new data collection should be considered The following points should be considered before starting a new data collection process:</p> <ul style="list-style-type: none"> ▪ What base data is already available? ▪ What is the primary function for the data collected? ▪ Who is the target audience for the data collected? ▪ Will the data become historic (ongoing), or is it a one off collection? ▪ Is the data collected consistent with other jurisdictions and is it transferable between jurisdictions? ▪ Is there funding available from national, state and local levels to assist the collection process? ▪ Are there any barriers to obtaining consistent data? <p>b. Support for data provision Local Government supports the provision of data to aid in effective decision making. Industry looks to State Government as a reliable source of data and information in order to undertake research and feasibility studies into waste management infrastructure investment. Without good data collection decision making is hindered substantially.</p> <p>Local Government is generally a good source of waste management data especially in the arenas of recycling, waste management and Alternative Waste Treatment facilities. Consideration needs to be given to who else is collecting the same data and how readily available it is.</p> <p>c. Understanding the metadata Local Government supports investigation, understanding and use of metadata. Understanding metadata is valuable as it provides insight into the potential limitations and best uses of the data.</p>



d. Support for resourced data collection

Due to the demand on resources, and the inconsistent collection methods across the sector, Local Government recognises the need for funding to assist in setting up a scheme to aid the collection of reliable data.

Consideration should be given to the following prior to the commencement of a data scheme:

- What funding and resources are available to assist waste management data collection?
- Where should funding for data collection come from national, state and local levels?
- Will the funding be ongoing or one-off?

2. Appropriate data reporting entity

Local Government supports investigation into the identification of the best placed agency to report and collect Local Government waste management data. Local Government is impacted by multiple demands for waste management data, and recognises the need for an investigation into reporting times and whether or not legislative reporting requirements can be coordinated.

Data Review and Audit

Comprehensive data review and auditing to ensure accuracy

3. Data Accuracy

Local Government recognises the importance of having some knowledge of the data collection process and the audit process in order to verify whether the data is acceptable for the intended purpose. A certain degree of error is permissible in data collection however users of the data need to know that the data is sufficiently accurate for their purposes.

Data Usage

4. Support for information sharing

Local Government supports data sharing and has a commitment to publicising findings. However, the protection of an original data source and intellectual property need to be considered prior to the release of any data.

5. Support for evidence-based decision making

Accurate data is essential for monitoring the movements of waste through the many processes it undergoes. Local Government supports the use of waste management data to inform government decisions and policy. The consistency and reliability of this data will influence decisions made.

Data Retention

6. Support for long-term data management

Local Government supports the long-term accessibility of waste management data. The storage and maintenance of data should be able to be available by the public and industry, and maintained by a central agency not affected by funding limits and changes to government.

Once a record has been created the following should be considered:

- Duty of care – requirement of law;
- Evidentiary reason – record reliability;
- Disaster recovery – is there a disaster recovery program in existence;
- Historical value – what is the real or potential historic value of the record; and
- Responsibility – multi layered records retention framework.



Date of Adoption:	April 2010
Associated Policies and Documents:	
Definitions:	<p>Confidence intervals – is a particular kind of interval estimate of a population parameter. Instead of estimating the parameter by a single value, an interval likely to include the parameter is given. Thus, confidence intervals are used to indicate the reliability of an estimate.</p> <p>Data - A series of observations, measurements, information or facts from which conclusions may be drawn.</p> <p>Metadata – Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. Metadata is often called data about data or information about information. Metadata is used to facilitate the understanding, characteristics, and management of data (data about other data). A metadata record consists of a number of pre-defined elements representing specific attributes of a resource. Metadata is found in many formats, library cataloguing is possibly the most commonly know example of metadata. ¹</p>
Reference:	National Information Standards Organization 2004 <i>Understanding Metadata</i>
	End of Policy Statement

¹ National Information Standards Organization 2004 *Understanding Metadata*





Background Paper: Policy Statement on Waste Management Data & Information Management

1. Status of this paper

This paper has been prepared through the Municipal Waste Advisory Council (MWAC) for the Western Australian Local Government Association (the Association). The Municipal Waste Advisory Council is a standing committee of the WA Local Government Association with delegated authority to represent the Association in all matters relating to solid waste management.

2. Purpose of this paper

The purpose of this paper is to provide a short background to the issues that have resulted in the development of a Policy Statement on Waste Management Data & Information Management. It is intended as a companion document to be read in conjunction with the WALGA Policy Statement on Waste Management Data & Information Management. This Policy Statement is available online at <http://www.wastenet.net.au/>.

The Association has developed this Background Paper and the associated Policy Statement with reference to Local Government's twin role as a representative of the community and as a service provider. Local Government must represent community values, since these are the fundamental basis for undertaking new challenges and continuing past work. Local Government must also apply its service provider expertise when considering means by which to achieve community benefits especially when sharing data and information with other agencies.

3. Waste Management Data Collection

3.1 Waste Management in Western Australia

The quantity of total waste generated in WA (waste disposed to landfill and recycled) has risen in recent years, mainly to due a rapid increase in waste from the commercial and industrial sector and from construction and demolition activities. Around 75% (by weight) of total wastes are disposed of as landfill material.¹ Waste from households and Local Government sources represents between 20-25% of the waste going to landfill. The other 75-80% of waste to landfill is material from commercial and industrial sources and construction and demolition activities.

¹ Waste Authority of WA 2009 *Draft Waste Strategy for Western Australia*, Perth, p. 6

Waste Management is a significant activity for Local Government. The operating cost of Local Government waste management and related activities exceeds \$130 million per annum.² Additionally, tens of millions of dollars of new capital are invested each year to meet increasing demand and the adoption of new technologies.

In the metropolitan area, a collection service for waste and recycling is provided to the majority of households. In the non-metropolitan area, most regional centres have both kerbside waste and recycling services, although in regional areas waste and recycling services can vary depending on population. Local Government runs landfills, provides waste and recycling kerbside collection and processing services, transfer stations, community education programmes and recycling drop off facilities. Local Government also provides some services to the commercial sector.

3.2 Data Collection and Information Management

The collection, reporting, usage and retention of Local Government waste management data is important, whether that be for government evidence-based decision making, or for reaching internal targets. A comprehensive data collection process can potentially support policy development, investment in the waste industry, educational materials, provide comparative data to inform grant applications and State Government investment, and meet targets set by a State Waste Strategy.

Information collected from Local Governments as a requirement of legislative reporting include quantities of waste collected or recycled/reused, held in stockpiles and disposed to landfill. Local Governments are also required to report on the number of premises serviced, the amount of waste received at landfills and the amount of levy payable in respect of that waste. Local Governments also have their own reporting and data collection obligations which include annual, strategic and monthly reports. Data that should also be collected include tonnes to landfill and tonnes recycled across the State to ensure accuracy.

Local Government supports the provision of data to aid in effective decision making. Industry looks to State Government as a reliable source of data and information in order to undertake research and feasibility studies into waste management infrastructure investment. Without good data collection decision making is hindered substantially. Local Government is generally a good source of waste management data especially in the arenas of recycling, waste management and Alternative Waste Treatment facilities. Consideration needs to be given whether other parties are collecting the same data and how readily available the data is.

3.3 Collection Schemes

Up until 2007, Local Government recycling data has been collected via a number of schemes:

- Resource Recovery Rebate Scheme (RRRS) – provided a rebate to Local Governments based on the tonnes of materials recycled or reused. The RRRS was administered by the Association. In the approximately \$2.5 million was distributed to Local Government annually through the RRRS. The end of the RRRS was announced in 2004.
- Auditing Continuity/Data Compilation (AC/DC) Scheme was designed as an interim measure to collect data until a replacement for the RRRS was introduced. The AC/DC

² WA Local Government Grants Commission, personal communication 02/12/2009.

**Background Paper –
Policy Statement on Waste Management Data & Information Management
April 2010**

Scheme was based on a payment of \$500 per service reported, with Local Governments eligible for up to \$1,500. The net payment to Local Governments was substantially lower than under the RRRS. Participation by Local Government in the AC/DC Scheme was lower than for the RRRS. The AC/DC Scheme was administered by the Association.

- Zero Waste Plan Development Scheme included a comprehensive survey of Local Government waste and recycling services, collecting data for the 2006/07 period. This survey collected data on waste tonnages for the first time, allowing estimations of recovery rates for each Local Government to be made. Under this Scheme, each Local Government was paid a flat rate of \$5,000 for completing the survey. The response rate was very high, with 91% of Local Government participating in the survey. This Scheme was administered by the Department of Environment and Conservation.

Research has also been conducted into an Australian Waste Database (AWD), with the Waste Management Association of Australia (WMAA) producing a Preliminary Report in 2008 into the feasibility of developing a national database for waste management. Due to high resource intensity, expenses, and unreliable and outdated data, previous attempts have failed (for example the AWD initiated in 1990 by the Cooperative Research Centre in Waste Management and Pollution Control).³

National Packaging Covenant Council

The National Packaging Covenant Council (NPCC) is a collaborative agreement between Governments and Industry based on the principles of product stewardship. It is designed to minimise the environmental impacts arising from the disposal of used packaging, conserve resources through better design and production processes and facilitate the re-use and recycling of used packaging materials. The NPCC is required to report annually against progress towards Covenant targets. The overarching target is to recycle 65% of post-consumer packaging materials by 2010.

In 2008, an audit of the reported 2005 financial year recycling figures showed some inaccuracies in NPCC data. The data presented had overestimated the recycling rate, the baseline 2003 recycling rate was originally stated as 48%, the review of the data showed the rate was actually 40% (Channel 10, 08 April 2008). As a result, the report optimistically stated that the trends in data showed that it was likely that the NPCC target will be met well before 2010 (NPCC 2008).

The NPCC example highlights the importance of reviewing data and being aware of the potential error margin within the data. If the information is collected from a number of sources, consistency in these figures should not be a given. Following the review of the data, new data collection protocols were introduced.

4. Local Government Waste Management Data Collection

4.1 Local Government and Waste Management

Some sources of waste management related data include:

- Annual survey of Local Governments recycling (requirement under the National Environmental Protection Measure for Used Packaging Material);
- Landfill Levy data (metropolitan area);
- Annual report on recycling activities for Western Australia;

³ WMAA 2008, *Australian Waste Database Preliminary Report*, p. 2

**Background Paper –
Policy Statement on Waste Management Data & Information Management
April 2010**

- National Litter Index;
- State of the Environment Report;
- National Packaging Covenant Annual Report on national recovery rates;
- National Greenhouse and Energy Reporting Scheme (NGERS);
- Specific data studies commissioned by the Waste Authority on particular material types / waste streams and capacity; and
- Local Government surveys of residents regarding attitudes towards waste management.

Appendix 1 outlines the legislative requirements for Local Government reporting

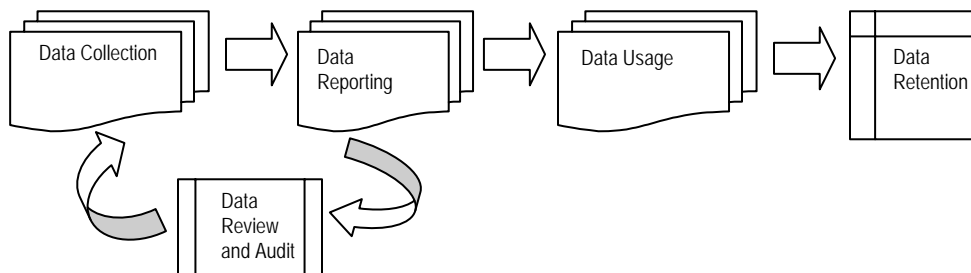
4.2. Issues

Generation of consistent and accurate waste management data will benefit Local Government and the waste management industry as a whole. Waste management data has the capacity to influence decisions, indicate patterns and trends, inform strategic planning, and present funding gaps. Issues affecting Local Government that can impact on the accuracy and comparability of collected data include:

- Inconsistent data collecting processes;
- Lack of staff and financial resources;
- Multiple, and often duplicated, demands on Local Government to report to external sources;
- Internal reporting requirements in addition to legislative requirements;
- Access to long-term data; and
- Inconsistent data collected from industry.

4.3 The Local Government Data Management Process

The process of waste management data collection and information management can be illustrated by the following flow chart:



4.3.1 Data Collection

Local Government is required by legislation to collect data and report on certain waste streams. Waste management data collection and information management varies according to the legislation it is covered by and what decision making processes will result from the data collected. Data collection is carried out for a variety of reasons, including legislative requirements to aid decision making and to manage/monitor performance.

In addition to these requirements, Local Government also has a number of other reporting requirements, including annual, strategic and monthly reports. Local Governments often find data collection difficult due to staffing constraints and financial outlays. Identifying what data currently exists and in what format can be problematic: data collection evolves over time and may be for a specific purpose. As a consequence there is limited consistent/comparable data between Local Governments, making data collection at a State level difficult.

4.3.2 Data Reporting

The establishment of standard reporting methodologies is necessary before data is collected. Effective compilation and reporting of data collected is essential to maintaining complete records. Consolidated data reporting allows progress to be tracked and an historic record to be developed. A consistent reporting system across the State will enable greater scope for more efficient future planning with a greater degree of confidence.

4.3.3 Data Review and Audit

Audits are conducted in order to ascertain the validity and reliability of information collected. Audits also provide an assessment of a system's internal control. An audit seeks to provide reasonable assurance that the data or information collected is accurate (statistical sampling is often adopted in audits). Review of data collection systems is also a key part to ensuring data accuracy.

Understanding the metadata is also of value. Metadata is used to facilitate the understanding, characteristics, and management of data (data about other data). The metadata record consists of a number of pre-defined elements representing specific attributes of a resource. Given the various ways of collecting data about waste management activities and varying definitions a clear understanding of the metadata is particularly important.

4.3.4 Data Usage

The demand for knowledge to inform government policy over ideology and personal conviction has grown over the past decade.⁴ Knowledge management and evidence-based decision making can lead to improved value for money and avoidance of wastage, transparency in policy making, innovation, reduced risk, and providing a basis for providing objective answers to policy questions. The demand for knowledge to inform policy, however, can be affected by time constraints, public sector requirements (ethical, financial and political dilemmas) and the possible manipulation of data. Differences in research methodologies and scientific interpretation of data can also lead to conflicting information being presented to decision makers.

Some practical steps⁵ that can be used in this evidence-based decision making process for waste management include:

- What is it you are deciding?
- Why have you focused on this decision?
- What do you know already about this situation?
- What do you want to achieve from this decision?
- What factors will assist you in achieving this decision?

⁴ Althaus, Bridgeman & Davis 2007 *The Australian Policy Handbook* (4th ed), Allen & Unwin, Crows Nest NSW, p. 67.

⁵ Voice an SRC Tool, Northern Carolina Division of Vocational Rehabilitation Services, Georgia State University, 2005.

**Background Paper –
Policy Statement on Waste Management Data & Information Management
April 2010**

- What constraints do you face?
- Do you need additional information and if so where will you find it?
- How will you best implement your findings?
- What performance measures will you use to evaluate the outcomes of your process?
- Are you satisfied with your results or do you need to make changes?

Local Government

Data is collected and used by Local Government for purposes such as education and communication. In addition to reporting for strategic planning and annual reports, the information collected is used to track progress to aid Local Government waste management processes in the future. For Local Government, data collection is important as it can show where investment in waste activities is needed, and which areas are underfunded. Inconsistent data reporting and collecting will only disadvantage Local Government in competitive grant processes and other funding allocations. Data is also used to educate the community and inform residents of the value of waste management activities.

State

Data is used by the Department of Environment and Conservation (DEC), the Environment Minister's Office and the Waste Authority to support policy development and to provide statistics for media statements. Data can also be used to show that targets are met under the State Waste Strategy. The DEC also fields requests for data on waste and recycling in WA from a wide range of external stakeholders. Public access to this information, whether collected and made available by a national or state body, is generally supported by Local Government.

Federal

CSIRO manages the Australian Waste Database project in collaboration with the Australian Government's Department of Environment and Heritage. Information on waste quantities and composition are collected in the database to monitor the achievement of waste reduction targets and objectives in Australia.⁶ The Federal Government have recently instigated discussion of a National Waste Policy with the aim of investigating which areas of waste management will benefit from national or coordinated approach. The direction of this policy will be informed by data collected from State and Local governments throughout Australia.

Southern Metropolitan Regional Council

The Southern Metropolitan Regional Council (SMRC) is a statutory local government authority established by Local Governments in the southern part of metropolitan Perth. It is responsible for developing environmentally sustainable waste management solutions and climate change abatement measures for these communities.

The SMRC use data collected from their Regional Resource Recovery Centre (RRC) to educate residents on the benefits of these activities, as well as inform them of the value of this investment. The SMRC use their website to promote their activities through the Climate Wise program which saw the SMRC preventing a total of 148,591 tonnes of carbon dioxide equivalents (TCO₂-e) from entering the atmosphere, for the period July 2007 to May 2008.

Public access to waste management data is an invaluable resource to share recycling and waste avoidance activities with the community.

⁶ CSIRO Website 'Waste Management Overview'
<http://www.csiro.au/org/WasteManagementOverview.html>, accessed 2 February 2010

4.3.5 Data Retention

The retention, protection and disposal of records produced by government bodies are dictated by legislation. In addition to these requirements, data should be made available to ensure the analysis of historical trends to inform future policy decisions. Public access to this data should not be affected by changes in policy or government, ensuring that data is protected and accessible in the future. This is also a valuable tool for any evidence-based decision, as historical data can aid in predictions of policy success or failure.

Advancement in technology, such as wide use of the internet, has dramatically improved public access to data and other information. The storing, maintenance and access to information is also potentially easier for the administrator. Maintenance is particularly important while ensuring public access, maintained by a stable central body not affected by funding or program completion dates, or changes in government.

5. Way Forward

Local Government waste management data is a valuable resource that can inform policy decisions, highlight funding gaps and educate the community about developments in the industry. There are challenges, however, in collecting, reporting and using this data. Local Government often find the internal and external demands for information difficult due to staffing and financial constraints. There is also concern regarding what data is being asked for: whether the information has already been gathered, and whether or not Local Government is the most appropriate industry to be providing these figures. The uses and consistency of this data is also of concern. Local Governments currently collect information for various purposes, using different collection and storage methods potentially having a major impact on the validity of data. Whether or not Local Governments are participating in waste management reporting, for what ever purpose, has not been covered in this paper.

Investment will need to be undertaken to develop consistent and reliable Local Government reporting methods, as well as to understand the accuracy and reliability of waste management data, which includes identifying what data needs to be collected and by whom. Consistent reporting on Local Government practices such as tonnes to landfill and tonnes recycled to inform local and state-wide data collection needs to be supported. The potential of long-term access to and maintenance of waste management data also needs investigation. The sector and industry look to the State Government as a reliable source of data and information in order to undertake research and feasibility studies into waste management infrastructure investment. The maintenance and accessibility of waste management data would, ideally, be suited to being administered by a state body that is not subject to changes in government or policy.

References

Althaus, Bridgeman & Davis 2007 *The Australian Policy Handbook* (4th ed), Allen & Unwin, Crows Nest NSW

Channel 10 News 2008, 'Spin Cycle', aired 08 April 2008.

CSIRO Website 'Waste Management Overview' <http://www.csiro.au/org/WasteManagementOverview.html>, accessed 2 February 2010

National Packaging Covenant Council 2008, 'Mid-Term Performance Data Review'.

Voice an SRC Tool, Northern Carolina Division of Vocational Rehabilitation Services, Georgia State University, 2005.

Waste Authority of WA 2009 *Draft Waste Strategy for Western Australia*, Perth

WA Local Government Grants Commission, personal communication 02/12/2009

WMAA 2008, *Australian Waste Database Preliminary Report*

**Background Paper –
Policy Statement on Waste Management Data & Information Management
April 2010**

Appendix 1

<p>WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 - SECTION 44 Report on waste plan Local Government may be required to submit a report on the implementation of its waste plan.</p>	<p>Applies to All Local Governments if they have been required under the Act to do a waste plan.</p> <p>Penalty No Penalty given in Act.</p>
<p>WASTE AVOIDANCE AND RESOURCE RECOVERY REGULATIONS 2008 – REGULATION 19 – Audit Audit to be conducted recording the amount of waste receive at the licensed landfill and the amount of levy payable in respect of that waste.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan if they operate licensed landfill sites.</p> <p>Penalty \$2,000</p>
<p>WASTE AVOIDANCE AND RESOURCE RECOVERY LEVY REGULATIONS 2008 – REGULATION 10 Volume of waste – Category 63 landfills Only applies to Category 63 licensed landfill for the purpose of establishing a base from which the volume of waste disposed can be measured</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan that operate licensed Category 63 landfill sites.</p> <p>Penalty \$10,000</p>
<p>ENVIRONMENTAL PROTECTION ACT 1986 - SECTION 40 Assessment of proposals referred Any information or report is to be made available for public review. Information relating to a manufacturing process or trade secret used in carrying on an operation which is contained in the report, is to be confidential information.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Act.</p>
<p>ENVIRONMENTAL PROTECTION (CONTROLLED WASTE) REGULATIONS 2004 – PART 3 – Transportation and disposal of a controlled waste Location of the premises and location on those premises, where the controlled waste is being held.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan that operate landfill sites licensed to received controlled wastes.</p> <p>Penalty \$5,000</p>
<p>ENVIRONMENTAL PROTECTION (RURAL LANDFILL) REGULATIONS 2002 – REGULATION 14 – Outbreak of fire A report needs to be completed on the fire containing, details of date, time and location of the fire, time the location was declared safe and the cause, or suspected cause, of the fire.</p>	<p>Applies to Non-Metropolitan Local Governments that operate licensed landfill sites.</p> <p>Penalty \$5,000</p>
<p>ENVIRONMENTAL PROTECTION (RURAL LANDFILL) REGULATIONS 2002 – REGULATION 16 – Disposal of clinical waste and material containing asbestos The occupier of a landfill site to ensure that grid references entered in the register are marked on the plan of the landfill site.</p>	<p>Applies to Non-Metropolitan Local Governments that operate licensed landfill sites.</p> <p>Penalty \$5,000</p>
<p>ENVIRONMENTAL PROTECTION (NEPM -NPI) REGULATIONS 1998 – Application Only applies to large landfills and Material Recycling Facilities (MRF) if the threshold for substances is tripped then this must be reported to the National Pollution Inventory, more information can be obtained from www.npi.gov.au</p>	<p>Applies to Metropolitan Local Governments that operate licensed landfill sites and MRF operators.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>Collection of data from reporting facilities If a reporting threshold for a substance is exceeded information must be provided to the Department of Environment & Conservation NPI Division.</p>	<p>Applies to Metropolitan Local Governments that operate licensed sites.</p> <p>Penalty \$5,000</p>

**Background Paper –
Policy Statement on Waste Management Data & Information Management
April 2010**

<p>Emission estimation techniques In estimating emission data, data may be required to verify the emission for 3 years from the date of a report.</p>	<p>Applies to Metropolitan Local Governments that operate licensed sites.</p> <p>Penalty \$5,000</p>
<p>National Environmental Protection (Used Packaging Materials) Measure 2005 – Part 4 National environment protection protocols – Collection and participation data Each Local Government in which a kerbside recycling collection service or other municipal materials recovery system is provided must report.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan that operate a kerbside collection system.</p> <p>Penalty No Penalty given in Act.</p>
<p>CONTAMINATED SITES ACT 2003 – PART 2 – Reporting, classifying and recording sites – Division 1 -- Reporting of sites known, or suspected, contaminated sites An owner/occupier must report a known or suspected contaminated site</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty \$250,000 and a daily penalty of \$50,000</p>
<p>Programme for reporting sites A programme for the identification and reporting of sites must include the sites identified, the methods used, the timetable for identification and reporting and the reasons why it is necessary for the sites to be identified and reported upon.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty \$250,000 and a daily penalty of \$50,000</p>
<p>CONTAMINATED SITES REGULATIONS 2006 – PART 2 Reporting of known, or suspected, contaminated sites – Form 1 A report of a site that a person knows, or suspects, is contaminated is to be made in the form of Form 1.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>PART 3 – Public access to information and documents Request for access to a summary of records – Form 2 All sites classified as ‘contaminated – remediation required’, ‘contaminated – restricted use’ or ‘remediated for restricted use’ can be accessed free of charge. Sites classified as ‘report not substantiated’ ‘possibly contaminated investigation required’, ‘decontaminated’ and ‘not contaminated’ will attract a fee.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>Basic summary of records A basic summary of records is the category of classification of any site, the nature and extent of the known contamination, and any restrictions on the use, of the site.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>Detailed summary of records A detailed summary of records is the category classification of a site, the nature and extent of the known contamination, and any restrictions on the use, of the site.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>Inspection of records referred to in detailed summary of records Inspection records at any time.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>
<p>Land not part of classified site A summary of records must be in writing.</p>	<p>Applies to All Local Governments – Metropolitan and Non-Metropolitan.</p> <p>Penalty No Penalty given in Regulations.</p>