

## APPENDIX 1

Part 1 outlines the Action Plan to support the delivery of Perth and Kinross Council's Waste Management Plan 2010 – 2025. The last two columns indicate respectively whether the action has been achieved (Yes or No) together with an update on progress. Part 2 comprises new actions which are a continuation of the original actions in Part 1 and which are in line with the Waste (Scotland) Regulations 2012 and other recent national strategy developments. The Action Plan is a list of key activities which excludes recurring work activities.

In the table below:

- **Short term** means within 1 year
- **Medium term** means within 3 years
- **Long term** means more than 3 years
- **Ongoing** means existing action set to continue

Priority was scored taking into account landfill diversion, resource implications and statutory requirements.

If an action was completed and reported last year and there is no further update, it has been removed from the table and reference should be made to earlier progress reports for more information.

No.	Action	Timescale	Priority	Achieved Y / N	Progress
<b>Waste Composition and Arisings</b>					
5	Perth and Kinross Council to carry out annual waste composition analysis of household waste arisings.	Ongoing	Low	Y	<p>The Waste Analysis programme in 2018/19 included:</p> <ul style="list-style-type: none"> <li>• Household residual waste analysis carried out in Sep 2018 and March 2019 from areas of the New Household Waste &amp; Recycling Service (Tulloch, Crieff &amp; Auchterarder).</li> <li>• The average percentage of material in the residual waste that could be recycled or composted through the kerbside collection was 44.33%</li> <li>• Kitchen/food waste is the biggest single component found in the bin (33.55%)</li> <li>• Nearly a quarter of the residual waste bin is avoidable food waste (24.74%)</li> <li>• The introduction of the garden waste permit has had a limited impact on the amount of garden waste collected in the residual</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>bin. Garden waste is slightly higher than in previous years, equating to 2.96% of the bin.</p> <ul style="list-style-type: none"> <li>Only 9.63% of the residual waste content could be recycled in the blue lidded bin.</li> <li>A communications campaign is being run focussing on promoting the food waste recycling service.</li> </ul>
<b>Recycling and Composting</b>					
26	Set a target of reusing, recycling/composting 80% of source segregated Recycling Centre waste by 2013.	Medium term	Low	Partial	<ul style="list-style-type: none"> <li>The Recycling rate at Recycling Centres for 2018/19 was 69.7%. This is an increase of 0.8% on the previous year. In order to work towards increasing the recycling rate we are undertaking the following proposals:</li> <li>Identifying further opportunities to increase the range of materials collected (Action 24)</li> <li>Developing a Communications Campaign to raise awareness of the range of materials that can be collected for recycling and reuse at Recycling Centres.</li> <li>Introducing Performance Officers at HWRCs in 2020 as agreed through the 2019 Revenue Budget setting process.</li> </ul>
<b>Residual Waste Management</b>					
31	Target promotion and enforcement of Council policies on presentation of waste and recycling bins in areas identified as requiring action.	Ongoing	Low	Partial	<ul style="list-style-type: none"> <li>To enforce the Waste &amp; Recycling Bin Policy spot checks have been carried out to help support and encourage householders with extra capacity to maximise recycling.</li> <li>Partnership working between community waste advisers and street sweeping operatives to identify and record mis-presented or fly-tipped waste, with those found responsible contacted to</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>advise of the correct disposal procedure and warned that non-compliance can result in fixed penalty notices.</p> <ul style="list-style-type: none"> <li>• The Waste team will carry out enforcement checks to ensure correct presentation and compliance with Regulations.</li> <li>• Application made to ZWS for funding support to help identify and tackle low performing areas. Work would look to establish baseline performance levels and evaluate intervention strategies to tackle contamination and participation.</li> </ul>
<b>Non-municipal Waste</b>					
54	Roll out of City Centre Containerisation	Long-Term	Low	Partial	<ul style="list-style-type: none"> <li>• Perth City Centre Waste Containerisation proposal was approved at Environment &amp; Infrastructure Committee on 5 September 2018</li> <li>• The project was delayed until confirmation was given for Smart Waste Phase 2 which will fund the containers with pre-installed sensors.</li> <li>• Work on procuring the required bins with preinstalled sensors is underway with a view to implement the project by the end of 2019 (subject to container delivery timescales).</li> </ul>

Part 2 comprises new actions which are a continuation of the original actions in Part 1 and which are in line with the Waste (Scotland) Regulations 2012. The Action Plan is a list of key activities which excludes recurring work activities.

In the table below:

- **Short term** means within 1 year
- **Medium term** means within 3 years
- **Long term** means more than 3 years
- **Ongoing** means existing action set to continue

Priority was scored taking into account landfill diversion, resource implications and statutory requirements.

If an action was completed and reported last year and there is no further update, it has been removed from the table and reference should be made to earlier progress reports for more information.

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
<b>Actions Added in 2014</b>					
<b>Recycling and Composting</b>					
62	Route Optimisation Project Implementation	Long-term	Medium	Partial	<ul style="list-style-type: none"> <li>• The Route Optimisation Project aims to utilise technology and software to improve the efficiencies of our waste &amp; recycling collections.</li> <li>• A route review of Perth city and surrounding area completed &amp; actioned in July 2019, with a secondary review completed in September 2019.</li> <li>• Review of Blairgowrie and Rattray area routes at the development stage.</li> <li>• Garden &amp; Food (brown bin) routes review in progress. Route changes, which incorporate existing and some planned new builds, planned to commence on 1<sup>st</sup> April 2020 when the 2020/21 Garden Permit starts. Future route planning will be undertaken for residual waste, recycling and garden &amp; food waste routes, taking into account planned future developments and new build properties.</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
<b>Actions Added in 2015</b>					
<b>Waste Prevention and Resource Efficiency</b>					
73	Inveralmond Reuse Shop	Medium-term	High	Partial	<ul style="list-style-type: none"> <li>A Phase 2 Application to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development of a Reuse Shop at Inveralmond Recycling Centre was submitted in November 2018, but the application was unsuccessful as it did not fully align with the funding criteria.</li> <li>PUSH had further meetings with Zero Waste Scotland to discuss the possibility of resubmitting the bid, but this has not been progressed.</li> <li>PUSH is considering the options to further develop their Reuse operations and it is preparing a plan to present to the Council with the intention to utilise the land in front of the Recycling Centre.</li> </ul>
<b>Actions Added in 2016</b>					
<b>General</b>					
78	Commence Planning for Household Waste and Recycling Charter and associated Code of Practice.	Long-term	High	Partial	<ul style="list-style-type: none"> <li>The Code of Practice is currently under review due to the Scottish Governments plans to implement a Deposit Return Scheme for beverage containers in Scotland.</li> <li>Waste services will continue to work closely with Zero Waste Scotland on the charter review and associated implementation planning.</li> </ul>
79	As part of the SMART Cities Project, pilot the use of sensors for Litter Bins and Recycling	Short-term	Low	Partial	<ul style="list-style-type: none"> <li>Smart Waste Phase 1 Complete – sensors installed on litter bins in Perth City Centre &amp; On-board weighing installed on commercial waste vehicles.</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
	Bells and radio frequency identification tagging of commercial bins				<ul style="list-style-type: none"> <li>• Work continues on how the returned data can be used to optimise collections.</li> <li>• The use of sensors will be expanded as part of Smart Waste Phase 2.</li> <li>• Options to use RFID tags in Commercial waste currently being explored; potential to link on-board weighing data to individual customers.</li> </ul>
<b>Waste Prevention &amp; Resource Efficiency</b>					
83	Install mini-glass recycling points as part of the new Household Waste & Recycling Service	Medium-term	High	Partial	<ul style="list-style-type: none"> <li>• A total of 60 additional mini-glass points were funded through Zero Waste Scotland funding support - project complete.</li> <li>• Installation of further glass points on hold until post DRS implementation.</li> <li>• Sensor technology installed to determine fill levels – data being used to optimise collections.</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
85	Review of current approaches to litter enforcement and identify any opportunities for trialling new approaches	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• This has been undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015).</li> <li>• Following a review within Parking Services consideration has been given to including litter enforcement within the remit of this role and this is being taken forward with Parking Services.</li> <li>• An Enforcement Strategy, which includes actions for litter enforcement, will be brought forward to Committee in 2020.</li> </ul>
86	Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>• A mobile phone application has been developed for use by all street sweeping crews to enable them to log fly-tipping in the field.</li> <li>• Application now being actively used by Street</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>sweeping crew's through-out PKC. Information returned is being used to tackle offenders i.e. issue warning letters, address commercial compliance.</p> <ul style="list-style-type: none"> <li>• Further roll-out to other relevant teams across the Council will be considered.</li> <li>• Work is ongoing with Zero Waste Scotland to integrate the information gathered locally with the national 'flymapper' system to enable sharing of the fly-tipping hotspots information and build a cross boundary picture of fly-tipping.</li> </ul>
<b>Non-Municipal Waste</b>					
88	Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the compliance with the Waste (Scotland) Regulations 2012	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• Perth and Kinross Council are working in partnership with the Scottish Environment Protection Agency (SEPA), which regulates the duty to segregate material for recycling across Scotland.</li> <li>• Waste Services will continue to work with SEPA on delivering an enforcement protocol within Perth &amp; Kinross.</li> <li>• Perth &amp; Kinross will also deliver specific recommended actions to improve compliance and reduce contamination of food waste collected from commercial customers. This will support the roll-out of City Centre Containerisation by ensuring there is no trade abuse of the new domestic bin hubs.</li> </ul>
<b>Actions Added in 2017</b>					
<b>General</b>					
89	Deposit Return Scheme – Extended Producer Responsibility	Medium Term	Medium	N	<ul style="list-style-type: none"> <li>• In May 2019 the Scottish Government published the Deposit Return Scheme for Scotland design proposal.</li> <li>• The industry lead scheme will see a 20p deposit placed on all single-use</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>beverage containers made of PET plastic, cans and glass. The return to retail model will see all retailers who sell drinks containers having to also accept returned containers either over the counter or through reverse-vend machines.</p> <ul style="list-style-type: none"> <li>• The Scottish Government is aiming to introduce legislation by the end of the year. Once passed there will be a minimum 12 month implementation period.</li> <li>• The behaviour change scheme aims to improve recycling rate and reduce litter.</li> <li>• A future update will be brought forward to Committee once more detail is available.</li> </ul>
<b>Waste Prevention &amp; Resource Efficiency</b>					
91	Work in conjunction with our consortium partners (Beautiful Perth and Perth College – Ecotechnic) to deliver Zero Waste Perth	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>• Following successful award of the £300K to the Zero Waste Perth consortium in 2017, the campaign was fully mobilised at a launch event in November 2017.</li> <li>• In November 2017, 2 coordinators were employed for the delivery of the campaign on behalf of the consortium.</li> <li>• The Council continues to facilitate the stakeholder working group for the approval and delivery of the outputs agreed upon during the application stage.</li> <li>• To date, the campaign has delivered a series of communications, engagements, events and workshops to promote behaviour change and waste minimisation within Wards 11 and 12</li> <li>• From February – July 2019 the campaign took on the lease of a unit within St Johns Shopping Centre.</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>The Zero Waste Walk-In acted as a community consultation hub for recycling promotion and reuse and upcycling workshops. Over 1000 people engaged with the campaign during this period</p> <ul style="list-style-type: none"> <li>• Construction of the Zero Waste Space, a community workshop and tool hub was delivered in partnership with The Bike Station, Perth. This will serve as a hub for reuse and repair opportunities and act as a major legacy for the project post March 2020.</li> <li>• A consultant has been appointed to scope out and develop a local food sharing network for Perth to be delivered in partnership with PKC and local enterprises.</li> <li>• Appendix 2 provides the key highlights for year 1 and year 2.</li> </ul>
<b>Recycling and Composting</b>					
93	Self-Catering Properties Recycling Project	Medium-term	Medium	N	<ul style="list-style-type: none"> <li>• The project will identify self-catering/holiday accommodation properties (non-domestic rates classification) and provide information on waste &amp; recycling services to ensure legal compliance.</li> <li>• Customisable materials and reusable recycling bags will be offered to accommodation providers with a Council collection contract to provide to their customers to support recycling.</li> <li>• To date 1 phase (of 9) has successfully been completed with 62% of properties choosing PKC to collect their waste. The remaining are fully compliant with waste contracts with alternative collectors.</li> <li>• Phase 2 has commenced; letters written and</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>customers making contact.</p> <ul style="list-style-type: none"> <li>2 further phases to be completed by April 2020 and the remaining by end of March 2021,</li> </ul>
94	Re-introduction of Charging for Garden Waste	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>58,289 out of 72,724 properties were eligible to participate in the brown-lidded bin service and they received a direct mailing in January 2019 inviting them to participate in the 2019/20 service.</li> <li>The 2019/20 annual garden waste charge is £30 per brown bin.</li> <li>Over 36,000 permits have been sold, generating over £1,090,000 of income to help off-set service costs.</li> <li>To date there has been 54% participation, with over 8% of eligible householders opting to have 2 permits. This is exactly the same uptake level as last year.</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
95	Code of Practice on Litter and Refuse (Scotland) 2018	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>The Code of Practice provides practical guidance on fulfilling duties under the Environmental Protection Act 1990 to keep land free of litter and refuse and to keep roads clean.</li> <li>The revised CoPLAR was passed by Parliament in July 2018 and explains what the duties are, who is responsible, what types of land are in scope and how to zone land and roads based on the likelihood of issues arising.</li> <li>Actions will be taken forward to ensure compliance with the new 2018 CoPLAR guidance including taking a focus on litter prevention, a new monitoring regime and re-zoning.</li> <li>ZWS have developed and tested a new Litter Monitoring System (LMS)-</li> <li>All PKC land has been</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>zoned as per the requirements of the new system.</p> <ul style="list-style-type: none"> <li>Discussion relating to the transition and roll out of the new system are ongoing.</li> </ul>
<b>Actions added in 2018</b>					
97	Smart Waste Project – Phase 2	Medium-term	Low	N	<p>Expanding on the success of the Phase 1, Phase 2 will continue to focus on using technology to design and optimise Waste &amp; Recycling Services.</p> <ul style="list-style-type: none"> <li>Fill level sensors will be installed on more litter bins, domestic communal containers and recycling points to enable expansion of reactive servicing and establish more efficient collection routes.</li> <li>Install 'in-cab' technology which refers to the use of IT hardware and software within waste collection vehicle.</li> <li>Use Automatic Number Plate Recognition to identify abuse of domestic recycling centres by commercial businesses.</li> </ul>
98	Single Use Purchasing Policy for Perth & Kinross Council	Short-term	Low	Partial	<ul style="list-style-type: none"> <li>A single use purchasing policy is being developed. It will scope out key single use items such as cups, and straws and other non-plastic items e.g. wooden coffee stirrers and individual coffee/sugar/milk sachets and cartons to be given further consideration.</li> <li>In June 2019, a survey was issued to all teams within PKC and associated partners who purchase single use items. The survey included questions on what the procured items are, quantities and if there were alternatives that could be purchased. On completion of the survey (September 2019) the findings were analysed and an action plan will be</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>devised. A Policy, written in conjunction with PKC employees and arm's length colleagues such as Tayside Contracts, will be developed.</p> <ul style="list-style-type: none"> <li>• Early discussions are to take place with representatives from Education and Children Services on the back of the survey to start dialogue about potential quick wins which can be taken forward and act as case studies.</li> <li>• A further plan to relook at internal recycling and food waste prevention will also be considered.</li> </ul>
<b>Actions added in 2019</b>					
99	Eating Well, Living Well	Medium-Term	Y	Partial	<ul style="list-style-type: none"> <li>• The project 'Eating well, Living Well' has been allocated £50,000 of recurring funding through the Council Revenue budget. The funding has been provided to scope out the establishment of a social enterprise model that will assist with the re-distribution of food waste around Perth &amp; Kinross. The funding will be allocated through the Community environment Challenge Fund.</li> <li>• As part of the Perth &amp; Kinross offer, the Council are working with Zero Waste Perth, communities and partners to develop the Network.</li> <li>• Research has been carried out to identify existing community groups and enterprises currently meeting demand for food provision across Perth &amp; Kinross including food banks, holiday clubs and community meals.</li> <li>• Focus groups have been carried out in Letham, Blairgowrie and Rattray, Crieff and North Muirton</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>with more scheduled to cover other ward areas. These focus groups looked potential mechanism for sharing food and establishing what the demand would be. These mechanisms include community cafes, community larders (fridges and freezers).</p> <ul style="list-style-type: none"> <li>• We are also working with Transform in Dundee (operate the Fareshare model), suppliers and business to identify what the supply potential is and this has included learning visits to relevant organisations.</li> <li>• A final report will be produced setting out the findings and next steps.</li> </ul>
100	Investigate procurement vehicle for Residual Waste Treatment	Short-term	Y	N	<ul style="list-style-type: none"> <li>• The Council requires a long-term solution for residual waste once the current contract expires in 2022.</li> <li>• Options for the correct procurement vehicle and for working in collaboration with other local authorities will be explored and a procurement strategy will be developed.</li> </ul>
101	Asset Management Review of Waste & Recycling Infrastructure	Short-term	Y	N	<ul style="list-style-type: none"> <li>• An asset management review is being carried out which will consider Household waste Recycling Centres, Transfer Station and Depots.</li> <li>• The aim of the review is to develop a long-term strategic plan for ensuring that the infrastructure is fit for purpose, maximises performance, meets statutory requirements and provides cost effective network management and provides the public with the best possible service.</li> <li>• A report will be brought to a future Committee with the findings and recommendations.</li> </ul>

