



AN ROINN COMHSHAOIL, OIHRACHTA AGUS RIALTAIS ÁITIÚIL

DEPARTMENT OF THE ENVIRONMENT, HERITAGE  
AND LOCAL GOVERNMENT

# AN ASSESSMENT OF LOCAL AUTHORITY LITTER MANAGEMENT PLANS

November 2004

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## 1 INTRODUCTION

### 1.1 General

Under the Litter Pollution Act, 1997, local authorities are required to adopt Litter Management Plans. The legislation prescribes the specific minimum components of a Litter Management Plan, requiring information on litter prevention and control activities and the setting of appropriate objectives and targets for the three-year period covered by the Plan. These statutory elements (as reproduced in Appendix One) form the backbone of an effective Plan.

### 1.2 Litter Management Plan Assessment

One of the key tasks of the Litter Monitoring Body has been to assess the Litter Management Plans prepared to date by the local authorities. There are three main reasons for this assessment exercise:

- A. To assess Litter Management Plans with respect to the core functions prescribed for such Plans under the Litter Pollution Act, 1997, and to determine how local authorities have discharged those functions;
- B. To ascertain whether or not the current Litter Management Plans act as appropriate frameworks for the anti-litter activities to be undertaken by the local authorities over the succeeding three years; and
- C. To identify best practice as regards litter management planning in this country. This will ensure that future Plans benefit from the experience gained by all of the authorities across the country.

### 1.3 The Current Status of National Litter Management Planning

There are 90 local authorities, each of which is required to prepare a Litter Management Plan – either alone or in conjunction with another authority. Ten authorities have, to date, chosen to co-operate in the preparation of three joint Plans as follows:

1. Louth local authorities – Louth County Council, Drogheda Borough Council, Dundalk Town Council
2. Sligo local authorities – Sligo County Council, Sligo Borough Council
3. Monaghan local authorities – Monaghan County Council, Monaghan Town Council, Carrickmacross Town Council, Castleblayney Town Council, Clones Town Council

Thus, there are 83, rather than 90 Litter Management Plans required to cover all of the country's local authorities. Of these 24 have been received and assessed by the Litter Monitoring Body in the current assessment exercise. Five local authorities reported that they have not prepared a replacement Plan since the initial assessment of Litter Management Plans in 2000, and 4 Plans have not yet been updated. A further 51 have been requested but no response has been received, the LMB have therefore concluded that the local authorities concerned have not amended their Litter Management Plan since the original assessment in 2000. Appendix Two provides an overview of the National Litter Management Planning Status.

## 2 METHODOLOGY

### 2.1 The Assessment Procedure

In assessing the Litter Management Plans, the Litter Monitoring Body utilised the Assessment Protocol that was developed for the initial assessment in 2000. This Protocol, containing almost ninety questions, was devised by combining the most salient legislative requirements with the planning aspects of the Environmental Management System approach. It should be noted that the Protocol is structured in line with the elements of an Environment Management System, such as ISO 14001.

Specifically, the protocol combines elements of:

1. The Litter Pollution Act, 1997 – particularly Section 10 (*Litter Management Plan Required*), Section 11 (*Requirements of Litter Management Plan*) and Section 12 (*Procedure for Making, Amending or Replacing Litter Management Plans*);
2. The guidance produced by the Department of the Environment and Local Government – ‘Action Against Litter’; and
3. The Litter Monitoring Body’s interpretation of the intent/ spirit of the Litter Pollution Act, 1997 and the Department of the Environment and Local Government’s guidance document.

There are two separate parts to the protocol – one aimed at statutory compliance and one aimed at Best Practice (the full protocol is reproduced as Appendix Three of this report). The first, **Part A**, is a straight-forward checklist relating to the items prescribed in the Litter Pollution Act, 1997. For example, is the Plan dated? Are litter-related objectives set? The second part, **Part B**, on the other hand, relates to the non-statutory aspects of litter management planning. The questions contained therein deal with those characteristics of an effective planning document aimed at the public (as identified by best practice internationally and the Environmental Management Systems approach). For example, does the authority have a helpline or other mechanism for recording litter-based complaints? How does the authority plan to finance its proposed measures? Is training provided for Litter Wardens?

It is recommended that authorities whose Litter Management Plans are non-compliant in respect to any of the elements of Part A of the protocol should address those deficiencies in the next review of their Plan. This will ensure that their amended or new Plan is in full compliance with the requirements of the Litter Pollution Act, 1997. On the other hand, the elements of Part B of the protocol relate to non-statutory measures and items – the authorities may wish to include these items in future reviews of Plans.

**Part A** of the Assessment Protocol is comprised of 57 questions which are broken down into five sections as follows:

### Statutory Requirements

1. **Policy and Commitment** – This section assesses the overall policy direction of the authority as regards litter management, and in particular how seriously the authority views litter and intends to tackle its specific problems;
2. **Planning** – This assesses whether or not the authority has identified the specific litter problem areas which must be tackled, and the level of detail entered into. In particular, it is important that the Plan is open, honest, realistic and transparent. This reflects the fact that the public is more likely to find the document accessible if their personal observations are reflected in the Plan;
3. **Legislative Requirements** – This determines whether the Plan is compliant with the most salient points of the Litter Pollution Act, 1997;
4. **Objectives and Targets** – This section looks at how well the Plan's objectives match the problem areas identified elsewhere in the Plan. The objectives should reflect the needs of all sectors of society within the local area and identify their specific responsibilities in a detailed manner. This helps to include often-marginalised sectors; and
5. **Management Programme and Measures** – Any measures identified in the Plan should be directly related to one of the problem areas cited elsewhere in the document. In addition, the measures should be practical, achievable and realistic. In other words, they should comprise the exact action steps planned by the authority for the following three-year period.

**Part B** is comprised of 30 questions which are broken down into the following four sections:

### Best Practice

1. **Structure and Responsibilities** – Open communication with the public requires that the roles and responsibilities of the authorities and of stakeholders are clearly identified. In particular, it is important to highlight where those responsibilities end and who else is responsible for cleanliness in a given area. For example, contact details for Coillte, Dúchas and the Office of Public Works might be included in a Plan;
2. **Training and Awareness** – This section relates predominantly to the training given to personnel dealing directly with the public, such as Litter Wardens, anti-litter supervisors and cleansing staff;
3. **Communication and Documentation** – One of the key aims of Litter Management Plans is to inform and educate the public as to litter management practices in their area. Plans should also aim to elicit as much response from the public as possible. This requires that the latter are provided with the information which will allow them to get involved, as well as when to get involved and who to contact; and
4. **Emergency Preparedness and Response** – It is an accepted fact that many areas, particularly the larger urbans, experience their worst litter accumulations during non-working hours (e.g. after the pubs close and on the weekends). A Plan should acknowledge this, and describe the procedures which have been put in place for these times – in order to provide reassurance to the public.



### 3 RESULTS

#### 3.1 Introduction

The results of this Assessment exercise indicated that the Litter Management Plans prepared to-date scored well on Part A of the protocol (which assessed the requirements prescribed in the Litter Pollution Act, 1997). However the Plans were less successful in satisfying the requirements of Part B (Best Practice) of the assessment protocol. The results of the assessment procedure are presented in a series of nine bar charts, which correspond to the five sections in Part A and four sections in Part B as shown below.

	<b>Part A – Statutory Requirements</b>
1.	Policy and commitment;
2.	Planning;
3.	Legislative Requirements;
4.	Objectives and Targets; and
5.	Management Programme and Measures.
	<b>Part B – Best Practice</b>
1.	Structure and Responsibilities;
2.	Training and Awareness;
3.	Communication and Documentation; and
4.	Emergency Preparedness and Response.

It is important to note that the results described in the following sections relate to the evidence provided in the Litter Management Plan only – and do not necessarily reflect the situation on-the-ground. For example, a local authority may have introduced numerous educational events but did not include information on those initiatives in their Litter Management Plan. The results of the assessment will thus indicate a non-compliance score for that question, as the information is not contained in the documented Plan. Since the Litter Management Plan is a public document, and as such represents the local authorities blueprint for tackling litter in its area, local authorities are therefore requested to ensure that their anti litter activities are fully represented in the Litter Management Plan at the next review.

The Litter Monitoring Body is satisfied having regard to the current Litter Management Plan assessment that the assessment protocol is still relevant and appropriate to the purposes to which it was designed.

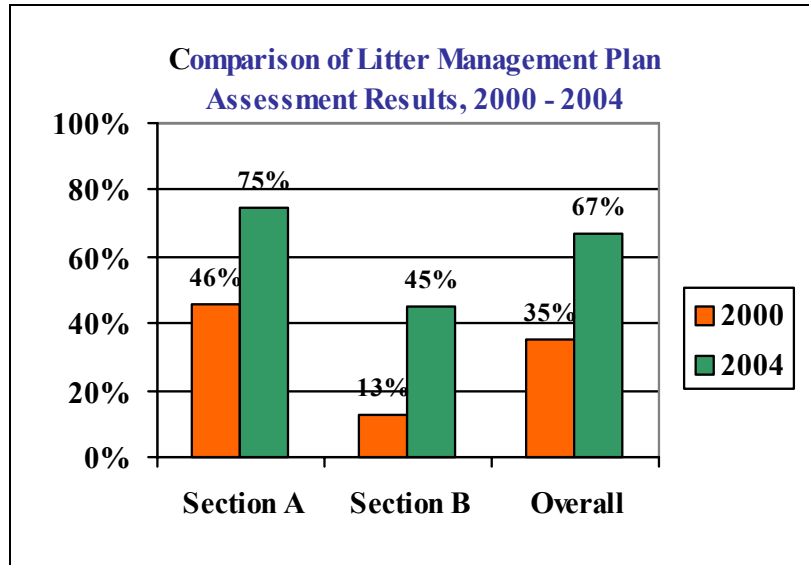
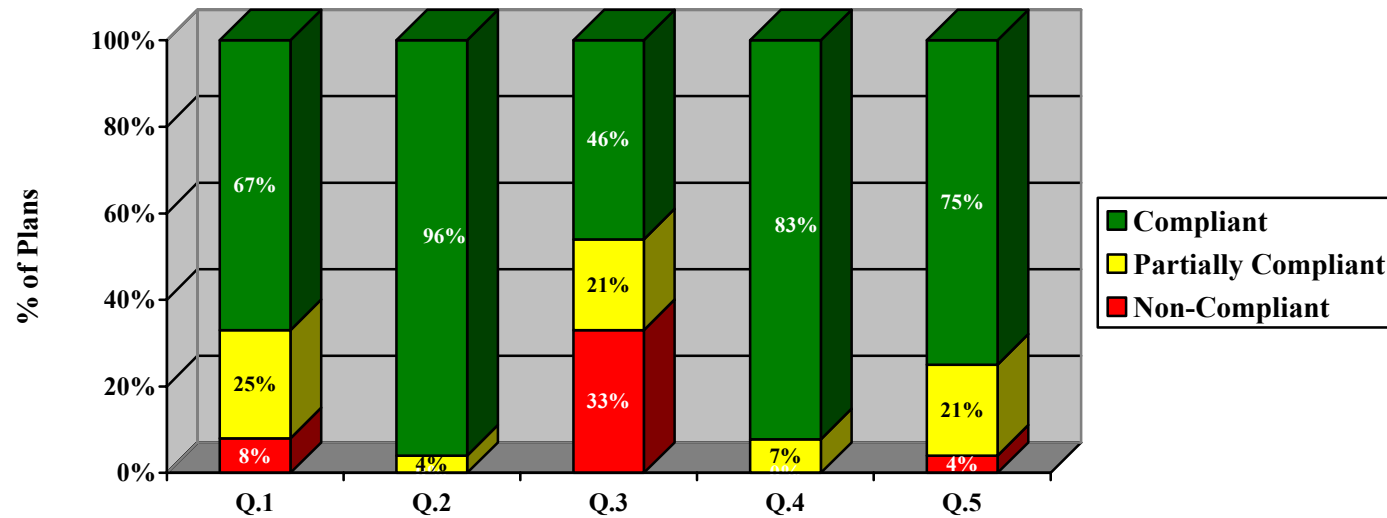


Figure 3-1 Comparison of Litter Management Plan Assessment Results, 2000 and 2004

A comparison of the overall results between the Litter Management Plan Assessment of 2000 and 2004 is given in figure 3.1 above. (2000 results are based on 74 plans.) The graph indicates that Litter Management Plans have improved greatly and are more compliant in 2004 with the requirements of the Litter Pollution Act, 1997; than in 2000; compliance in Section A has increased from 46% in 2000 to 75% in 2004. Improvements in litter management planning best practice are also indicated; compliance in Section B has increased from 13% in 2000 to 45% in 2004. It can therefore be assumed that local authorities are using the results of their Litter Management Plan Assessment when reviewing their Litter Management Plans.

### 3.1.1 Policy and Commitment

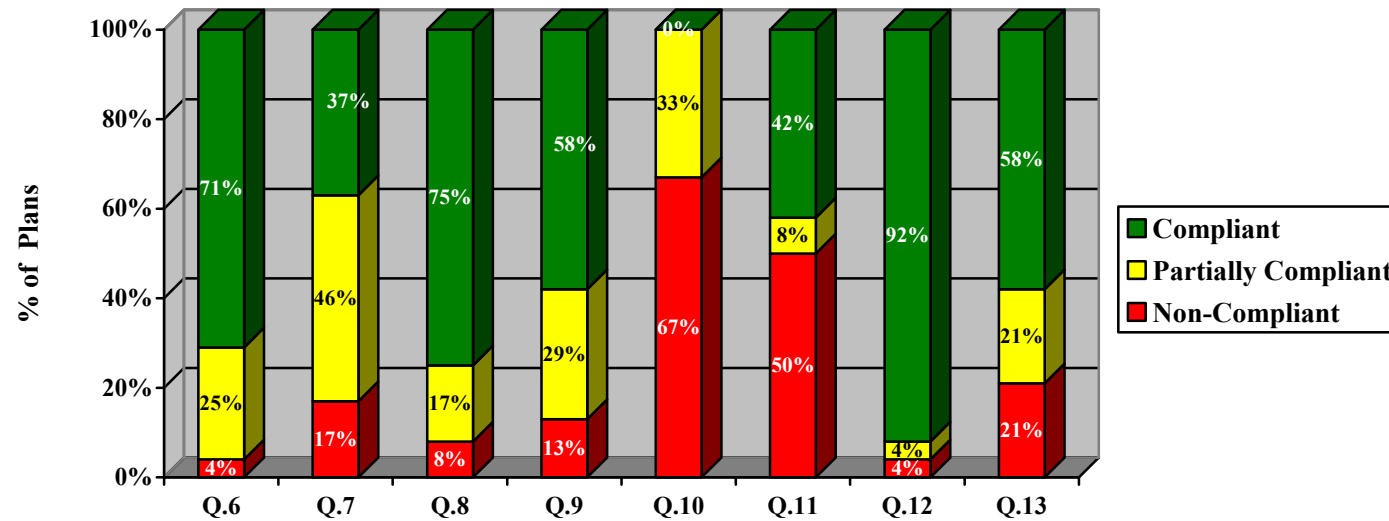


#### Part A: Questions 1-5

1. Is there a clear recognition of the existence and extent of the local litter problem?
2. Are overall improvement goals set?
3. Does the Litter Management Plan recognise the role of the local authority in preventing litter arising from its own activities?
4. Is there a commitment to continual improvement and the prevention of litter pollution?
5. Does the Litter Management Plan include a framework for setting and reviewing objectives and targets?

Figure 3-2 Policy and Commitment – Assessment Results for Questions 1 – 5 Inclusive

### 3.1.2 Planning

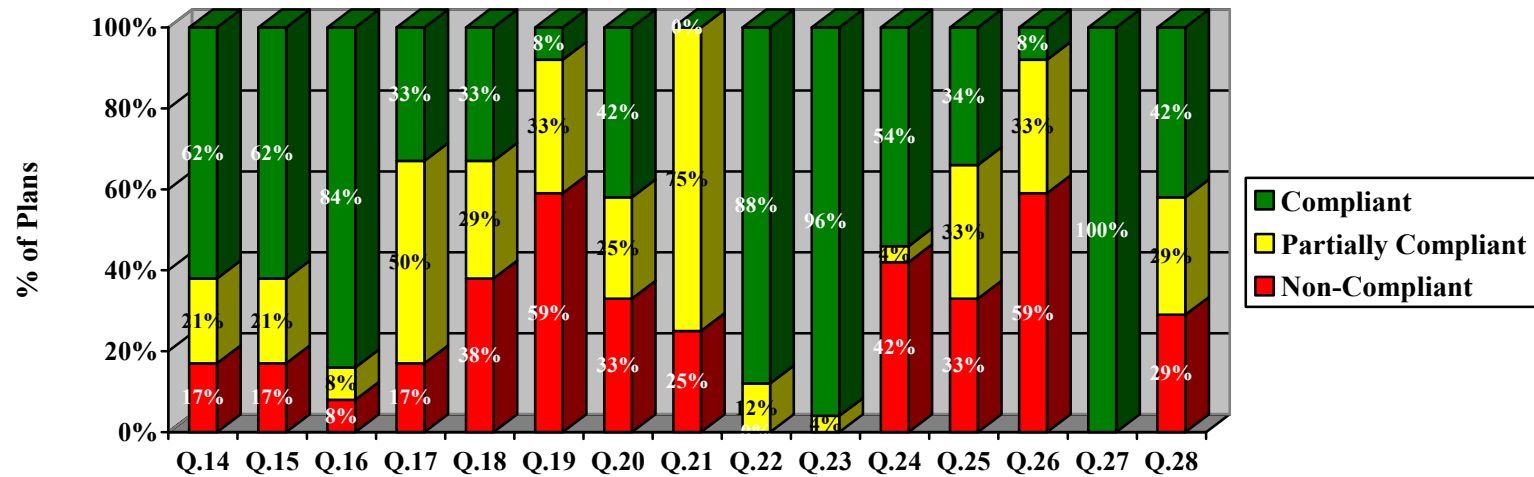


#### Part A: Questions 6-13

6. Is an understanding of the general litter problems being experienced evident (e.g. flytipping, graffiti, cigarette butts, household refuse in litter bins)?
7. Have any attempts been made to quantify the litter problem?
8. Have specific problem areas been identified (e.g. littering by school children, from mobile fast-food outlets or from sweet shops)?
9. Have the causes of the litter problems being experienced been postulated or identified?
10. Have the locations of major litter blackspots been specifically identified?
11. Has the potential for litter pollution arising as a result of local authority activities been cited (e.g. landfill-related litter, refuse collection-related litter, inadequate litter bin provision or litter bin emptying frequencies)?
12. Is the information provided up-to-date?
13. Is the significance of the environmental and other impacts of litter pollution identified and evaluated?

Figure 3-3 Planning – Assessment Results for Questions 6 – 13 Inclusive

### 3.1.3 Legislative Requirements

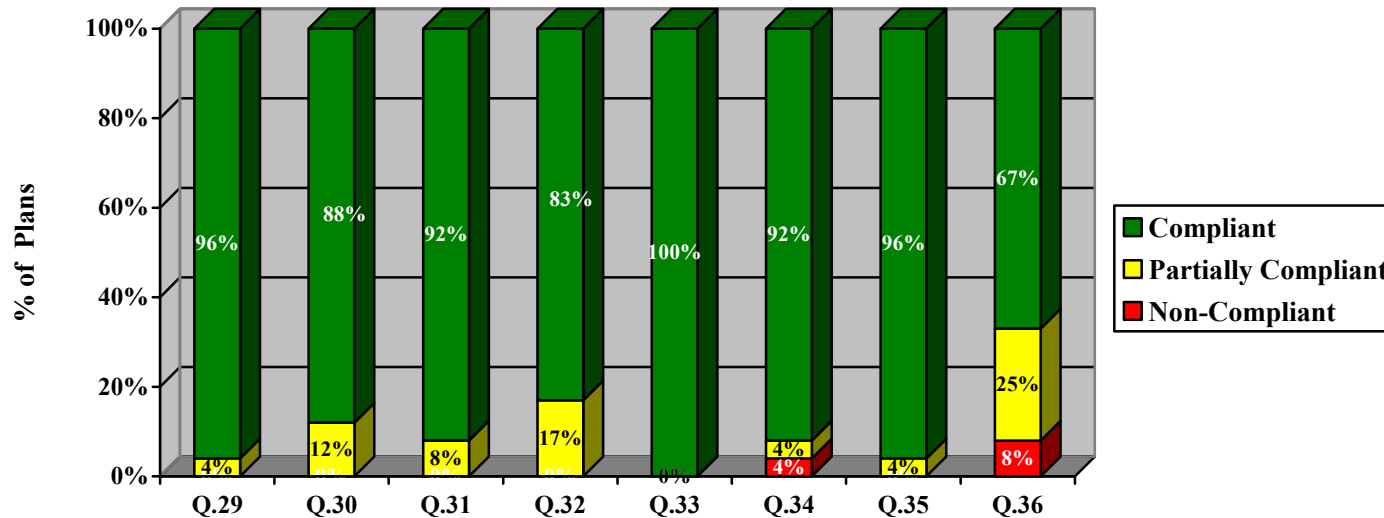


#### Part A: Questions 14-28

14. Does the Litter Management Plan highlight the responsibilities of the public with respect to litter prevention?
15. Does the Plan identify the specific responsibilities of businesses?
16. Does the Plan identify the responsibilities of the local authority itself?
17. Does the Plan identify the costs of the local authority's current litter abatement efforts, as well as the revenues arising from litter fines?
18. Is the number and nature of public submissions received mentioned, and are those submissions attached or synopsised?
19. Are measures to prepare and disseminate an outline/ summary of the Plan to all households and businesses mentioned?
20. Has a review date for the Plan been identified (and has it been adhered to)?
21. Is an assessment of current litter prevention, control and enforcement (e.g. number of on-the-spot fines, proceedings issued, convictions and notices served under Sections 9, 15, 16, 17 and 20) provided – including their objectives, success rates and implementation costs?
22. Is the co-operation and assistance of non-local authority persons mentioned and described?
23. Does the Plan identify measures likely to be taken over the period of the Litter Management Plan by persons other than the local authority?
24. Is there evidence of liaison with other local authorities with respect to the identification of Best Practice?
25. Are waste disposal and recovery facilities located in the local authority's administrative area identified, along with their location and hours of operation?
26. Is there evidence of consideration of relevant Local Development Plan(s) and any special amenity area orders in the preparation of the Litter Management Plan?
27. If the Plan has been prepared by more than one local authority, does it adequately reflect the needs of all of the authorities involved?
28. Is the Litter Management Plan linked to the local authority's Waste Management Plan?

Figure 3-4 Legislative Requirements – Assessment Results for Questions 14 – 28 Inclusive

### 3.1.4 Objectives and Targets

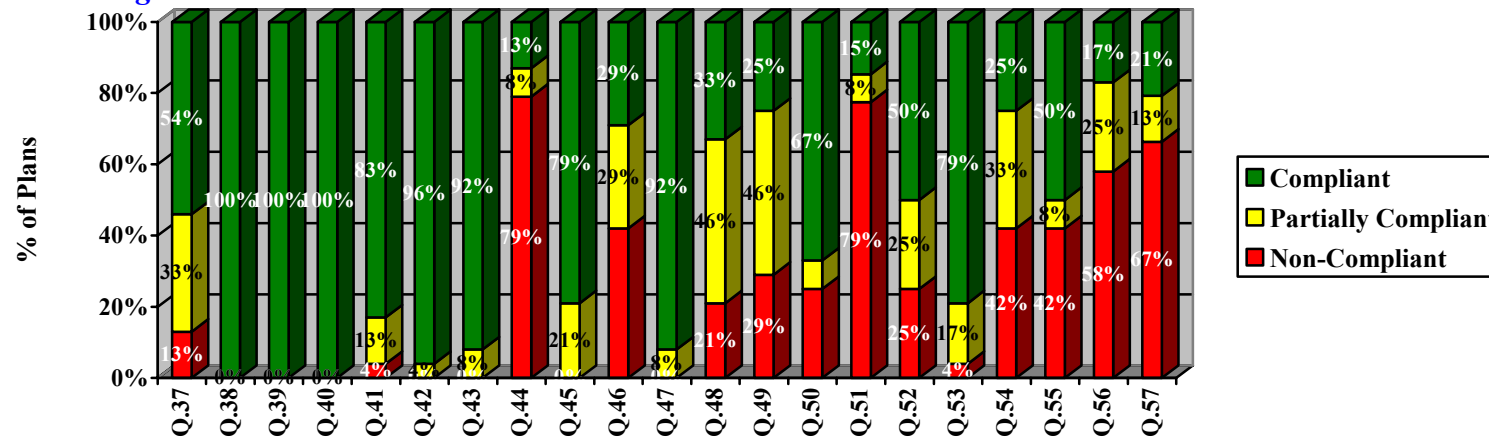


#### Part A: Questions 29-36

29. Have objectives been set with respect to the prevention and control of litter?
30. Are the stated objectives appropriate to the scale of the problem, as identified within the Litter Management Plan itself?
31. Do the stated objectives reflect a commitment to improvement and to litter prevention?
32. Are the stated objectives specific, tangible, measurable and realistic?
33. Are specific objectives identified with respect to public awareness, co-operation/ partnerships with stakeholders and education?
34. Are specific objectives identified with respect to the improvement of the local authority's own performance as regards litter prevention and control?
35. Are specific objectives identified with respect to the need to focus on young people?
36. Have different objectives been identified with respect to different problem areas (e.g. fly-tipping), and how appropriate are these objectives, as regards the extent of the litter problem identified in the Litter Management Plan itself?

Figure 3-5 Objectives and Targets – Assessment Results for Questions 29 – 36 Inclusive

### 3.1.5 Management Programmes and Measures

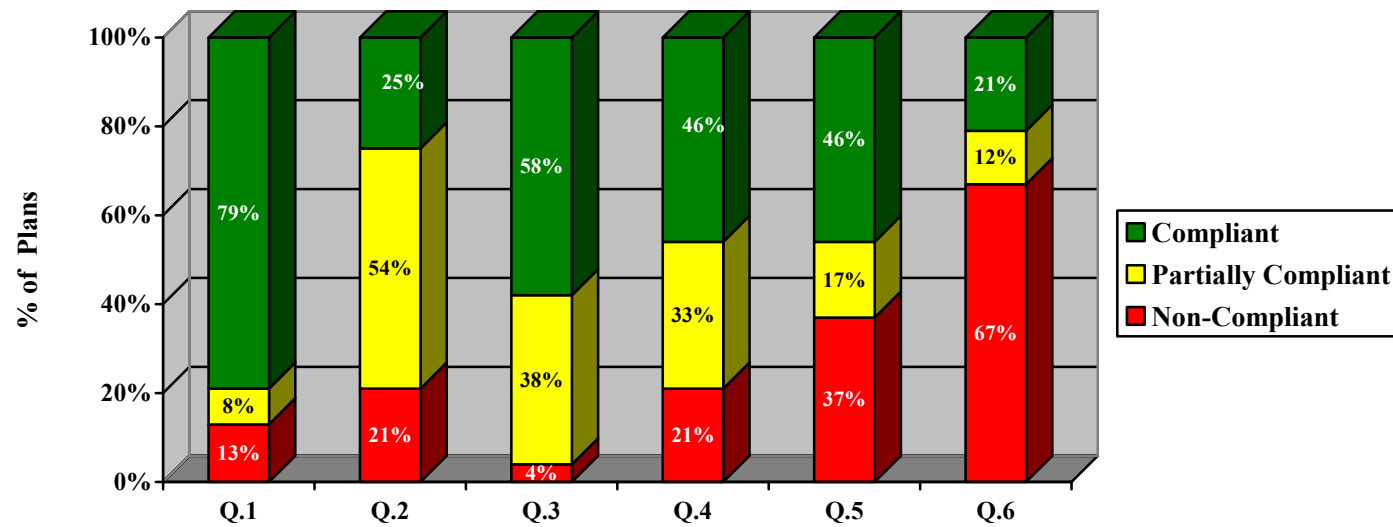


#### Part A: Questions 37-57

37. Does the Litter Management Plan identify the resources required to implement the measures identified in the Plan?
38. Are measures to encourage public awareness described?
39. Are measures to satisfy the specific objectives of the Litter Management Plan identified?
40. Are measures to prevent litter pollution described?
41. Are measures to improve the local authority's own performance described?
42. Are education (and especially youth education) measures described?
43. Are enforcement measures identified (particularly with respect to the provisions of the Litter Pollution Act, 1997)?
44. Have measures related to sensitive or protected habitats and wildlife been identified?
45. How appropriate are the measures to the scale of the problem identified in the Litter Management Plan?
46. Do the stated measures reflect an appropriate prioritisation – i.e. the biggest problem areas being tackled first?
47. Are the measures realistic, tangible and measurable?
48. Is information on litter-related costs included (i.e. costs of street cleansing, litter bin emptying, awareness measures, educational efforts and enforcement costs)?
49. Is information on how the local authority intends to fund the different measures identified in the Plan?
50. Does the local authority have plans to secure funding for their different measures and activities (e.g. business sponsorship)?
51. Is a clear timeframe for implementation of the different measures provided, and does it appear appropriate?
52. Are performance indicators identified (e.g. number of schools visited, number of Litter Wardens appointed and number of complaints responded to)?
53. Does the Litter Management Plan identify award schemes and other incentives to encourage stakeholders to get involved in litter prevention and control efforts?
54. Does the Plan state that there is a system in place for accepting, recording and responding to complaints received from the public (e.g. a hotline)?
55. Does the Litter Management Plan request comments and ideas from the public?
56. Does the Plan include details of any litter surveys completed to-date and their results?
57. Does the Litter Management Plan describe the quantities of public cleansing waste and litter being collected on a regular basis?

Figure 3-6 Management Programmes and Measures – Assessment Results for Questions 37 – 57 Inclusive

### 3.1.6 Structure and Responsibilities



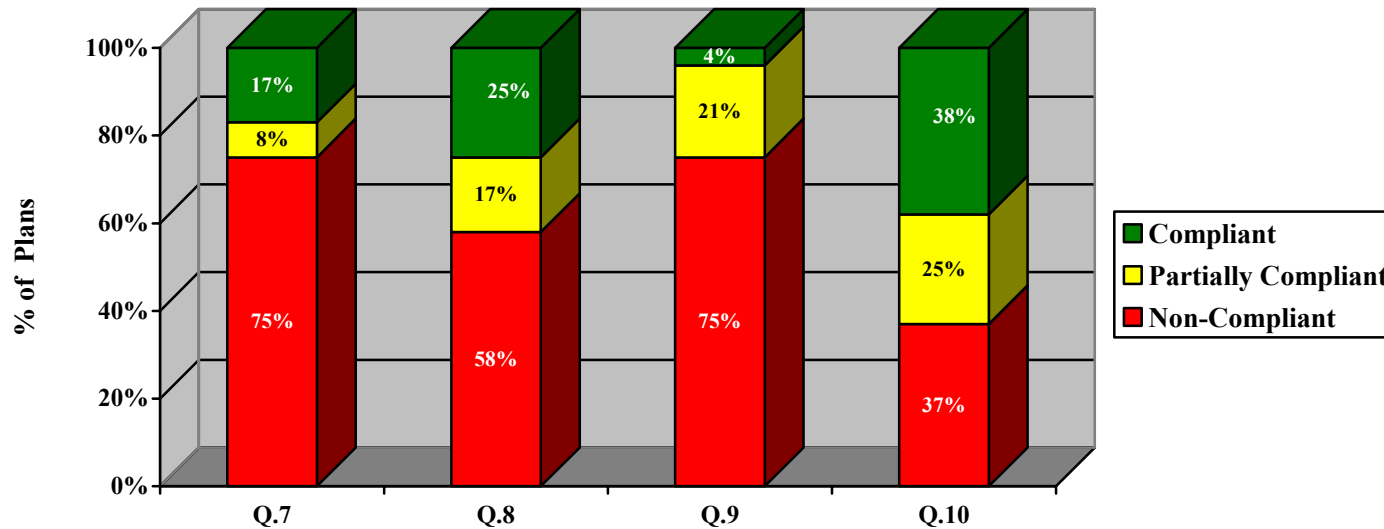
#### Part B: Questions 1-6

1. Is information on the number of Litter Wardens employed by the local authority included?
2. Is information on the number of street cleansing, litter prevention/ public awareness/ education personnel employed by the local authority cited in the Plan?
3. Do these resources seem sufficient for the implementation of the measures identified?
4. Are the roles of key personnel identified clearly?
5. Is information on cleansing rotas available?
6. Is there evidence of a system being in place for the dissemination of litter-related information to all levels of personnel within the local authority?

Figure 3-7 Structure and Responsibilities – Assessment Results for Questions 1 – 6 Inclusive



### 3.1.7 Training and Awareness

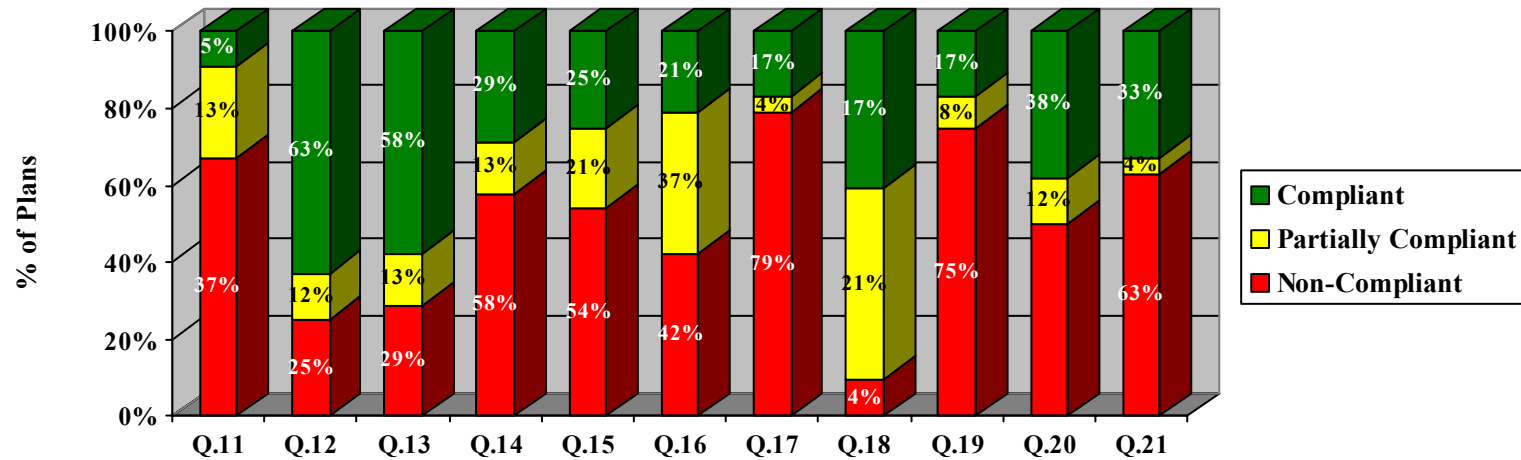


#### Part B: Questions 7-10

7. Has the Litter Management Plan (or an outline) been disseminated to all local authority personnel?
8. Does the Plan describe what local authority personnel (if any) have been trained as Litter Wardens?
9. Is there evidence that training related to dealing with the public has been given to Litter Wardens?
10. Does the Plan identify a public liaison/ information officer?

Figure 3-8 Training and Awareness – Assessment Results for Questions 7 – 9 Inclusive

### 3.1.8 Communication and Documentation

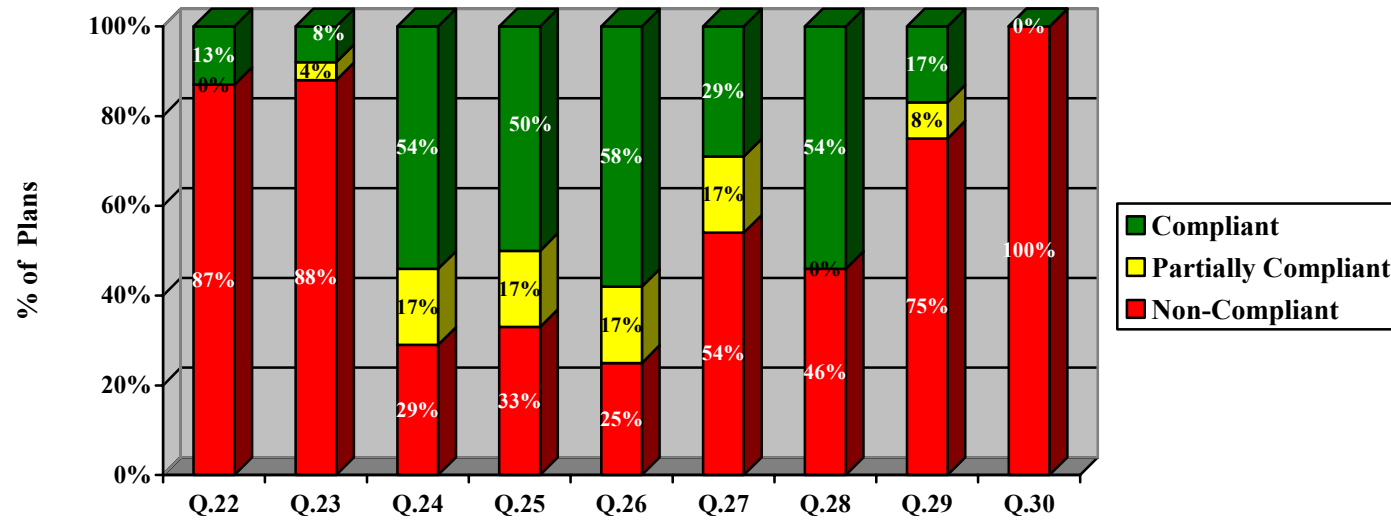


#### Part B: Questions 11-21

11. Is there a system in place for identifying when major public events will be taking place in the local authority's administrative area?
12. Does the Plan describe systems for involving the Gardai in the issuing of litter fines?
13. Does the Plan describe a regular environmental or waste-related newsletter or other publication which can be used to disseminate information related to litter?
14. Is there evidence that the local authority has issued an advice sheet to all householders regarding the correct procedures for the presentation of refuse?
15. Is there evidence that the local authority has developed and disseminated any other advice sheets (e.g. to skip-hire contractors and fast-food outlets)?
16. Has the local authority conducted surveys of public opinion and awareness in the past, and are the results of such surveys discussed in the Plan?
17. Does the Plan imply that surveys of public opinion and awareness are planned for the future?
18. Does the Plan describe a system for giving talks on waste and litter-related issues to schools and representative bodies?
19. Is information on the number of complaints received cited, as well as the manner in which those complaints were dealt with?
20. Is information on the equipment and machinery resources of the local authority with respect to litter control and abatement provided (e.g. number of suction sweepers and number, size and capacity of litter bins)?
21. Is there evidence that pilot schemes have been undertaken, or are planned, by the local authority with respect to litter prevention and

Figure 3-9 Communication and Documentation - Assessment Results for Questions 11 - 21 Inclusive

### 3.1.9 Emergency Preparedness and Response



#### Part B: Questions 22-30

22. Does the Plan identify the types of emergency situations that the local authority has had (or might have to) deal with?
23. Is provision made for extreme weather conditions?
24. Is provision made for major open-air events (such as street festivals and St Patrick's Day)?
25. Is provision made for major public events (such as All-Ireland sporting event finals and major concerts)?
26. Is provision made for dealing with litter blackspots?
27. Is information provided on the systems which have been put in place for non-standard working hours (e.g. weekends)?
28. Is information provided on how to let the local authority know about litter emergencies?
29. Does the Plan identify the response times which the local authority believes (or knows from experience) to be achievable?
30. Is there evidence that emergency response procedures are tested and reviewed periodically?

Figure 3-10 Emergency Preparedness and Response - Assessment Results for Questions 22 - 30 Inclusive

**APPENDIX ONE**  
**SECTIONS OF THE LITTER POLLUTION ACT, 1997 WHICH RELATE TO LITTER**  
**MANAGEMENT PLANNING**



[1997.] *Litter Pollution Act, 1997.* [No. 12.]

(6) A local authority may, upon such terms and conditions as may be agreed upon by it and the person concerned, in the case of any litter in respect of which this section applies— Pr.III S.9

(a) by its employees or agents remove the litter or, as may be appropriate, take other steps in relation to it, and

(b) for those purposes, by its employees or agents, enter into the place or on the land concerned.

(7) Any person who contravenes *subsection (4)* or obstructs or impedes a local authority or its employees or agents acting in the exercise of the functions conferred on a local authority by this section shall be guilty of an offence.

10.—(1) Where, on the date of the coming into operation of this section, no litter management plan within the meaning of *section 11* has been made and implemented in respect of the functional area of a local authority, the local authority shall, within 6 months after this section comes into operation— Litter management plan required.

(a) make and implement a litter management plan in respect of its functional area, or

(b) make and implement jointly with one or more other local authorities, a litter management plan a part of which relates to the functional area of each of the local authorities.

(2) A local authority shall review its litter management plan at least once in each period of 3 years after the plan is first implemented and, if the local authority deems it necessary after the review, shall amend or replace the plan.

(3) A local authority shall, not later than the thirty-first day of March, 1998, and that date in each year thereafter, prepare a report for consideration by the council or corporation, as the case may be, on the operation of this Act in the functional area of the local authority indicating the measures taken by the local authority in the previous calendar year in relation to the prevention and control of litter.

(4) Without prejudice to the generality of *subsection (3)*, a report under that subsection shall assess—

(a) all litter prevention and control programmes undertaken,

(b) the extent of enforcement action taken under this Act,

(c) the extent to which measures were taken to promote public awareness, including educational and information measures, and

(d) the co-operation and assistance given by persons other than the local authority for the purposes of preventing and controlling litter.

11.—(1) A litter management plan shall—

(a) specify such objectives as the local authority deems are appropriate to prevent and control litter in its functional area,

Requirements of litter management plan.

- [No. 12.] *Litter Pollution Act, 1997.* [1997.]
- Pr.III S.11
- (b) specify the measures to encourage public awareness with a view to eliminating litter pollution, including educational and information measures directed at young persons,
  - (c) specify the measures or arrangements that are to be undertaken by the local authority in order to attain the objectives of the plan, and
  - (d) include information on, or be formulated having regard to—
    - (i) an appraisal of all existing litter prevention and control programmes being operated by the local authority,
    - (ii) the policies and objectives of the local authority in relation to the prevention and control of litter,
    - (iii) the measures which, in so far as the local authority can determine, will or may be taken during the relevant period by persons other than the local authority for the purposes of preventing and controlling litter,
    - (iv) the facilities at which waste may be deposited by members of the public for recovery or disposal within the meaning of the Waste Management Act, 1996,
    - (v) the steps to be taken by the local authority to enforce the provisions of this Act in its functional area, and
    - (vi) any incidental and ancillary matters.
- (2) A litter management plan may specify objectives to be attained in litter prevention and cleanliness for designated areas within its functional area and different objectives may be specified for different areas or classes of area.
- (3) In making or reviewing a litter management plan, the local authority shall have regard to the proper planning and development of its functional area and shall, for that purpose, have regard to the provisions of the development plan and any special amenity area order made under the Local Government (Planning and Development) Act, 1963, for the time being in force in relation to the area and the provisions of any waste management plan made under the Waste Management Act, 1996.
- (4) Where objectives referred to in *subsection (2)* are specified in a litter management plan, the local authority shall take such steps as it deems appropriate and necessary to attain the objectives.

Procedure for making, amending or replacing litter management plan.

- 12.—(1) Where a local authority proposes to make, amend or replace its litter management plan under *section 10*, it shall—
- (a) publish in one or more newspapers circulating in its functional area a notice of the proposal and arrange for the broadcasting of an announcement in respect of the proposal at least once on 3 successive days on one or more local radio stations broadcasting in that area, and
  - (b) consult with such voluntary and representative bodies as the local authority deems appropriate concerning the steps

[1997.] *Litter Pollution Act, 1997.* [No. 12.]

which the local authority and the bodies that agree to participate in the consultations are to take in connection with the plan. Pr.III S.12

(2) A notice of proposal under *subsection (1)(a)* shall indicate—

- (a) whether the proposal is to make, amend or replace a litter management plan,
- (b) that a copy of a summary of the proposed plan, amendment or replacement plan, as the case may be, may be obtained from the local authority free of charge, and
- (c) that written submissions made to the local authority in relation to the proposed plan, amendment or replacement plan will be taken into consideration by the local authority before the plan is made, amended or implemented.

(3) A local authority, in its absolute discretion, may permit any person who has made submissions referred to in *subsection (2)(c)* to make oral presentation on the submissions to, or to discuss specific proposals with, the local authority.

(4) After considering the submissions referred to in *subsection (2)(c)* and any discussions referred to in *subsection (3)*, the local authority may, as the case requires, make and implement the litter management plan, make and implement such amendment to the plan or implement such replacement plan as the local authority deems appropriate in the circumstances.

(5) As soon as possible after the making, amendment to or replacement of a litter management plan under this section, the local authority concerned shall publish and distribute the plan, amended plan or replacement plan, or a suitable outline thereof, as widely as possible in its functional area to such extent as will, in its opinion, give adequate publicity to the plan.

(6) An outline referred to in *subsection (5)* shall indicate—

- (a) the extent and purpose of the plan,
- (b) the methods by which the plan is proposed to be implemented, and
- (c) the place where copies of the plan may be obtained.

13.—(1) The making, review, amendment or replacement of a litter management plan under *section 10* or *12* shall be a reserved function. Duties are a reserved function of local authority.

(2) For the purposes of *subsection (1)*, “reserved function” means—

- (a) in relation to the council of a county or an elective body, a reserved function for the purposes of the County Management Acts, 1940 to 1994,
- (b) in relation to the corporation of a county borough, a reserved function for the purposes of the Acts relating to the management of the county borough.





**APPENDIX TWO**  
**OVERVIEW OF NATIONAL LITTER MANAGEMENT PLANNING STATUS**



**A) PLANS RECEIVED AND ASSESSED IN 2004(24)**

1. Louth Local Authorities
2. Monaghan Local Authorities
3. Sligo Local Authorities
  
4. Fingal County Council
5. Kerry County Council
6. Kildare County Council
7. Laois County Council
8. Leitrim County Council
9. Limerick County Council
10. Meath County Council
11. Offaly County Council
12. Roscommon County Council
13. Westmeath County Council
  
14. Clonmel Borough Council
15. Wexford Borough Council
  
16. Cork City Council
17. Dublin City Council
18. Limerick City Council
19. Waterford City Council
  
20. Athy Town Council
21. Carrickmacross Town Council
22. Castlebar Town Council
23. Dungarvan Town Council
24. Ennis Town Council

**B) PLANS THAT HAVE NOT BEEN REVISED SINCE 2000 (56)**

The five local authorities outlined below have informed the Litter Monitoring Body that their Litter Management Plans were not revised. The remaining 51 local authorities did not respond to the request for their Litter Management Plans by the Litter Monitoring Body therefore it has been assumed that the remaining local authorities that have not responded have not updated their Litter Management Plans since the assessment in 2000.

25. Carlow County Council
26. Galway County Council
27. Waterford County Council
28. Wexford County Council
29. Fermoy Town Council

**C) PLANS IN PROCESS DRAFTED/REDRAFTED(4)**

- 30.** Donegal County Council
- 31.** Buncrana Town Council
- 32.** Bundoran Town Council
- 33.** Letterkenny Town Council

Donegal County Council has reported that a joint Litter Management Plan is currently being prepared by the local authorities of Donegal. A Draft Plan is not currently available.

**APPENDIX THREE**  
**LITTER MANAGEMENT PLAN ASSESSMENT PROTOCOL**



## **PART A – LITTER POLLUTION ACT, 1997 REQUIREMENTS**

### **Section One: Policy and Commitment**

1. Is there a clear recognition of the existence and extent of the local litter problem?
2. Are overall improvement goals set?
3. Does the Litter Management Plan recognise the role of the local authority in preventing litter arising from its own activities?
4. Is there a commitment to continual improvement and the prevention of litter pollution?
5. Does the Litter Management Plan include a framework for setting and reviewing objectives and targets?

### **Section Two: Planning**

6. Is an understanding of the general litter problems being experienced evident (e.g. flytipping, graffiti, cigarette butts, household refuse in litter bins)?
7. Have any attempts been made to quantify the litter problem?
8. Have specific problem areas been identified (e.g. littering by school children, from mobile fast-food outlets or from sweet shops)?
9. Have the causes of the litter problems being experienced been postulated or identified?
10. Have the locations of major litter blackspots been specifically identified?
11. Has the potential for litter pollution arising as a result of local authority activities been cited (e.g. landfill-related litter, refuse collection-related litter, inadequate litter bin provision or litter bin emptying frequencies)?
12. Is the information provided up-to-date?
13. Is the significance of the environmental and other impacts of litter pollution identified and evaluated?

### **Section Three: Legislative Requirements**

14. Does the Litter Management Plan highlight the responsibilities of the public with respect to litter prevention?
15. Does the Plan identify the specific responsibilities of businesses?
16. Does the Plan identify the responsibilities of the local authority itself?
17. Does the Plan identify the costs of the local authority's current litter abatement efforts, as well as the revenues arising from litter fines?
18. Is the number and nature of public submissions received mentioned, and are those submissions attached or synopsised?
19. Are measures to prepare and disseminate an outline/ summary of the Plan to all households and businesses mentioned?
20. Has a review date for the Plan been identified (and has it been adhered to)?
21. Is an assessment of current litter prevention, control and enforcement (e.g. number of on-the-spot fines, proceedings issued, convictions and notices served under Sections 9, 15, 16, 17 and 20) provided – including their objectives, success rates and implementation costs?
22. Is the co-operation and assistance of non-local authority persons mentioned and described?



23. Does the Plan identify measures likely to be taken over the period of the Litter Management Plan by persons other than the local authority?
24. Is there evidence of liaison with other local authorities with respect to the identification of Best Practice?
25. Are waste disposal and recovery facilities located in the local authority's administrative area identified, along with their location and hours of operation?
26. Is there evidence of consideration of relevant Local Development Plan(s) and any special amenity area orders in the preparation of the Litter Management Plan?
27. If the Plan has been prepared by more than one local authority, does it adequately reflect the needs of all of the authorities involved?
28. Is the Litter Management Plan linked to the local authority's Waste Management Plan?

#### **Section Four: Objectives and Targets**

29. Have objectives been set with respect to the prevention and control of litter?
30. Are the stated objectives appropriate to the scale of the problem, as identified within the Litter Management Plan itself?
31. Do the stated objectives reflect a commitment to improvement and to litter prevention?
32. Are the stated objectives specific, tangible, measurable and realistic?
33. Are specific objectives identified with respect to public awareness, co-operation/ partnerships with stakeholders and education?
34. Are specific objectives identified with respect to the improvement of the local authority's own performance as regards litter prevention and control?
35. Are specific objectives identified with respect to the need to focus on young people?
36. Have different objectives been identified with respect to different problem areas (e.g. fly-tipping), and how appropriate are these objectives, as regards the extent of the litter problem identified in the Litter Management Plan itself?

#### **Section Five: Management Programme and Measures**

37. Does the Litter Management Plan identify the resources required to implement the measures identified in the Plan?
38. Are measures to encourage public awareness described?
39. Are measures to satisfy the specific objectives of the Litter Management Plan identified?
40. Are measures to prevent litter pollution described?
41. Are measures to improve the local authority's own performance described?
42. Are education (and especially youth education) measures described?
43. Are enforcement measures identified (particularly with respect to the provisions of the Litter Pollution Act, 1997)?
44. Have measures related to sensitive or protected habitats and wildlife been identified?
45. How appropriate are the measures to the scale of the problem identified in the Litter Management Plan?
46. Do the stated measures reflect an appropriate prioritisation – i.e. the biggest problem areas being tackled first?
47. Are the measures realistic, tangible and measurable?
48. Is information on litter-related costs included (i.e. costs of street cleansing, litter bin emptying, awareness measures, educational efforts and enforcement costs)?

49. Is information on how the local authority intends to fund the different measures identified in the Plan?
50. Does the local authority have plans to secure funding for their different measures and activities (e.g. business sponsorship)?
51. Is a clear timeframe for implementation of the different measures provided, and does it appear appropriate?
52. Are performance indicators identified (e.g. number of schools visited, number of Litter Wardens and number of complaints responded to)?
53. Does the Litter Management Plan identify award schemes and other incentives to encourage stakeholders to get involved in litter prevention and control efforts?
54. Does the Plan state that there is a system in place for accepting, recording and responding to complaints received from the public (e.g. a hotline)?
55. Does the Litter Management Plan request comments and ideas from the public?
56. Does the Plan include details of any litter surveys completed to-date and their results?
57. Does the Litter Management Plan describe the quantities of public cleansing waste and litter being collected on a regular basis?

## PART B – BEST PRACTICE

### Section Six: Structure and Responsibilities

1. Is information on the number of Litter Wardens employed by the local authority included?
2. Is information on the number of street cleansing, litter prevention/ public awareness/ education personnel employed by the local authority cited in the Plan?
3. Do these resources seem sufficient for the implementation of the measures identified?
4. Are the roles of key personnel identified clearly?
5. Is information on cleansing rotas available?
6. Is there evidence of a system being in place for the dissemination of litter-related information to all levels of personnel within the local authority?

### Section Seven: Training and Awareness

7. Has the Litter Management Plan (or an outline) been disseminated to all local authority personnel?
8. Does the Plan describe what local authority personnel (if any) have been trained as Litter Wardens?
9. Is there evidence that training related to dealing with the public has been given to Litter Wardens?
10. Does the Plan identify a public liaison/ information officer?

### Section Eight: Communication and Documentation

11. Is there a system in place for identifying when major public events will be taking place in the local authority's administrative area?
12. Does the Plan describe systems for involving the Gardai in the issuing of litter fines?
13. Does the Plan describe a regular environmental, waste-related newsletter or other publication which can be used to disseminate information related to litter?
14. Is there evidence that the local authority has issued an advice sheet to all householders regarding the correct procedures for the presentation of refuse?
15. Is there evidence that the local authority has developed and disseminated any other advice sheets (e.g. to skip-hire contractors and fast-food outlets)?
16. Has the local authority conducted surveys of public opinion and awareness in the past, and are the results of such surveys discussed in the Plan?
17. Does the Plan imply that surveys of public opinion and awareness are planned for the future?
18. Does the Plan describe a system for giving talks on waste and litter-related issues to schools and representative bodies?
19. Is information on the number of complaints received cited, as well as the manner in which those complaints were dealt with?
20. Is information on the equipment and machinery resources of the local authority with respect to litter control and abatement provided (e.g. number of suction sweepers and number, size and capacity of litter bins)?
21. Is there evidence that pilot schemes have been undertaken, or are planned, by the local authority with respect to litter prevention and control?

## **Section Nine: Emergency Preparedness and Response**

22. Does the Plan identify the types of emergency situations that the local authority has had (or might have to) deal with?
23. Is provision made for extreme weather conditions?
24. Is provision made for major open-air events (such as street festivals and St Patrick's Day)?
25. Is provision made for major public events (such as All-Ireland sporting event finals and major concerts)?
26. Is provision made for dealing with litter blackspots?
27. Is information provided on the systems which have been put in place for non-standard
28. working hours (e.g. weekends)?
29. Is information provided on how to let the local authority know about litter emergencies?
30. Does the Plan identify the response times which the local authority believes (or knows from experience) to be achievable?
31. Is there evidence that emergency response procedures are tested and reviewed periodically?