

Audit Design Matrix

Is ensuring of separate collection of municipal waste in municipalities sufficient?

| Questions | Criteria | Type of information | Source | Acquired information analysis |
|---|--|--|---|---|
| 1. Does the municipality try to meet national targets and indicators? | | | | |
| 1.1 Are municipal targets based on the targets of the Slovak republic? (Adoption of national targets to Waste management program of municipality and Program budget) | key indicators and targets are included in particular strategy document | existence of document | Waste management program, Internal regulation about waste (its existence is mandatory by law) | comparison of compliance of these municipality documents with national targets |
| 1.2 Are municipal targets regularly assessed? | at least an annual assessment, defining of responsibilities and terms for fulfilling of measurable indicators | evaluation report | monitoring and evaluation report (obliged for Program budget) or other evaluation report | analysis of regularity of assessment and also its quality (not only formal assessment) |
| 1.3 Does the municipality take measures to improve the situation? if municipal targets are not fulfilled | if insufficient effectiveness is identified, necessary action is taken | measures taken | annexes, corresponding documentation about new measures | analysis of the new measures (whether the new measures respond to the identified shortcomings) |
| 2. Is infrastructure of separate collection adequate? | | | | |
| 2.1 Is the available volume of containers for 1 citizen per year sufficient? (accessibility for citizens) | meeting the collection standard (collection standard is exact formula defined by law – how many litres must be available per year for 1 citizen – for each waste component separately) | collection standard (quantity * frequency) | internal evidence about containers, transport of waste schedule, contracts with collectors | comparison of mandatory values and real values, collection standard re-calculation (correctness of the calculation by municipality) * the standard must be recalculated every year depending on the volume of separated waste in previous year |
| 2.2 Are containers available to everyone? (Allocation of containers and distance for citizens) | containers are within an acceptable distance for citizens | map of containers | information system or other evidence about allocation of containers | analysis of allocation, defining areas without containers or big distances for citizens |
| 2.3 Is infrastructure optimized when needed? | if necessary, there is an operative reaction to the requirements (adding | reports of implemented changes – adjustments | actions of the municipality or requests of municipality to | analysis of implemented measures and changes |

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| | collecting containers, change of collection frequency) | | private providers of waste management, corresponding documentation | |
| 3. Is municipality adequately active in sorting of waste? | | | | |
| 3.1 Does the municipality motivate citizens to sort the waste? | motivational activities are regularly organized and evaluated | existence of motivational tools in use | documents – depending on the chosen form of motivation (evidence) | activities analysis |
| 3.2 Does the municipality inform citizens about need to sort waste in a sufficient and timely manner? (and also about “the more municipality sort the less citizens pay” – because of extended producer responsibility) | citizens are regularly informed through all available information channels | web, specific informational campaigns, promotional materials | municipal web, newsletters, press, billboards... all forms used | sufficiency analysis |
| 3.3 Does the municipality organize activities to increase amount of separate waste? | activities to support the increase of sorted waste (for example school competitions), voluntary activities | evidence about the activities (records of the collected waste amount) | newsletters, invitations, reports of the activities, photo documentation | activities analysis |