

MINUTES

NORTH WEST REGIONAL ROAD SUB GROUP (NWRRSG)

**City of Wanneroo
Spinifex Room, Civic Centre
Monday 13 October 2008
Commencing at 4:00pm**

1. ATTENDANCES AND APOLOGIES

Cr Brett Treby	City of Wanneroo
Cr Geoff Amphlett	City of Joondalup
Martyn Glover	City of Joondalup
Terence Paling	City of Stirling
Rainer Wolker	City of Stirling
Dennis Blair	City of Wanneroo
Benny Chang	City of Wanneroo

2. ELECTION OF CHAIRPERSON

Geoff Amphlett was elected Chairperson of the NWRRSG and assumed the chair

Moved Cr Brett Treby **Seconded** Martyn Glover

CARRIED

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 27 AUGUST 2007

The minutes of the meeting held on 27 August 2007 were confirmed as a true and correct record

Moved Cr Brett Treby **Seconded** Rainer Wolker

CARRIED

4. ELECTION OF COUNCILLOR REPRESENTATIVE

Cr Brett Treby was elected as the Councillor Representative for the NWRRSG to attend the Metropolitan Regional Road Group (MRRG) meetings as the elected regional representative

Moved Cr Geoff Amphlett **Seconded** Dennis Blair

CARRIED

5. ELECTION OF OFFICER REPRESENTATIVE

Martyn Glover was elected as the Officer Representative of the NWRRSG to attend the MRRG Technical Officer meetings. Note that a meeting is to be held on Thursday 16 October 2008

Moved Terence Paling **Seconded** Dennis Blair

CARRIED

6. 2009/2010 IMPROVEMENT PROJECT SUBMISSIONS

It was noted that the City of Stirling does not have an Improvement Project.

The Sub Group endorsed:

- the City of Joondalup Priority 1 project - Connolly Drive and Moore Drive west – construct and seal second carriageway
- the City of Wanneroo – Joondalup Drive Project – upgrade to a four lane dual carriageway

Moved Cr Brett Treby **Seconded** Rainer Wolker

CARRIED

7. 2009/2010 REHABILITATION PROJECT SUBMISSIONS

- 7.1 Endorsed the audited submissions by the Cities of Joondalup, Wanneroo and Stirling
- 7.2 Agreed in principle to the City of Stirling proposal to prefund the resurfacing of District Distributor Roads that score highly in grants submissions, subject to the MRRG approving the maximum funds to the City under the guidelines in subsequent years. A detailed submission will be presented to the Technical Working Group meeting on 16 October 2008
- 7.3 Agreed in principle to the City of Wanneroo proposal to seek prepayment of \$80,000 in 2008/2009 to fund the trials of a number of treatment options for Alexander Drive and enable implementation of the preferred treatment for the rehabilitation of Alexander Drive in 2009/2010. It was noted that the City of Stirling will be funding similar treatment options on Mirrabooka Avenue and the results of both trials will be of benefit to local governments in WA. A detailed submission will be presented to the Technical Working Group meeting on 16 October 2008.

Moved Rainer Wolker **Seconded** Martyn Glover

CARRIED

8. 2009/2010 Black Spot Program

The Sub Group

- 8.1 Endorsed the audited submissions of the Cities of Joondalup, Wanneroo and Stirling
- 8.2 Supports the funding from other sources the City of Wanneroo Project – Marmion Avenue/Hester Avenue/Anchorage Drive roundabout – install ramp metering traffic control signals as this is considered an innovative project to address traffic safety issues at a two lane roundabout on a District Distributor Road

9. GENERAL BUSINESS

Nil

10. The Chair thanked every one for attending and closed the meeting at 5.10pm



MINUTES

ORDINARY COUNCIL MEETING

TIME: 5.30PM

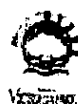
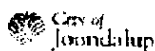
THURSDAY 23 OCTOBER 2008

VENUE – CITY OF PERTH

City of Joondalup DOCUMENT REGISTRATION
Reference # : 03149 41196
Letter # : 845270
Action Officer : CWMES CC: CEO DIS
Date Received : 03/11/2008
Action Required: NOTE
Note : ORIGINALS SENT TO CWMES - CEO - DIS

Managing waste and recovering resources responsibly

*Constituent Members: Cities of Perth, Joondalup, Stirling, and Wanneroo.
Towns of Cambridge, Victoria Park and Vincent*



MINDARIE REGIONAL COUNCIL

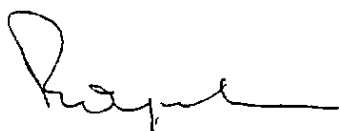
NOTICE OF MEETING

17 October 2008

Councillors of the Mindarie Regional Local Government are respectfully advised that an Ordinary Meeting of the Council will be held in the Council Chambers of the City of Perth, Council House, 27 St George's Terrace, Perth,, at 5.30pm on Thursday 23 October 2008.

The business papers pertaining to the meeting follow.

Your attendance is requested.



KEVIN POYNTON
Chief Executive Officer

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr R M Willox AM JP (Rod)	City of Stirling
Cr J Bissett (John)	Town of Victoria Park
Cr R Butler (Rob)	City of Perth
Cr S Farrell (Steed)	Town of Vincent
Cr R Fishwick (Russ)	City of Joondalup
Cr L Gray JP (Laura)	City of Wanneroo
Cr K Hollywood (Kerry)	City of Joondalup
Cr C MacRae (Corinne)	Town of Cambridge
Cr R Sebrechts (Ron)	City of Stirling
Cr P Rose JP (Peter)	City of Stirling
Cr K Thomas (Kathryn)	City of Stirling

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE MINDARIE REGIONAL COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE CITY OF PERTH, 27 ST GEORGE'S TERRACE, PERTH, WESTERN AUSTRALIA ON THURSDAY 23 OCTOBER 2008 COMMENCING AT 5.30PM.

PRESENT: Chairman

Cr R Willox AM JP
Cr J Bissett
Cr R Butler
Cr S Farrell
Cr R Fishwick
Cr K Hollywood
Cr C MacRae
Cr D Newton JP
Cr P Rose JP
Cr R Sebrechts
Cr K Thomas

APOLOGIES:

Cr L Gray JP

ABSENT:

Nil

IN ATTENDANCE:

Mindarie Regional Council Officers

K F Poynton
K Dhillon
L Nyssen
M Tolson
I Watkins

Chief Executive Officer

Member Council Officers

C Colyer
G Dunne
R Elliott
G Eves
J Giorgi
M Glover
A Vuleta

Consultants

Nil

VISITORS:

Nil

MEDIA:

J Bryant

Confirmed by resolution of the Council on

.....Chairman

PUBLIC:

Nil

MINUTES
TABLE OF CONTENTS

ITEM	SUBJECT	FILE NO	PAGE NO
1	OATHS/AFFIRMATIONS OF ALLEGIANCE AND DECLARATIONS OF OFFICE	N/A	P7
2	QUESTION TIME	N/A	P7
3	ATTENDANCE AND APOLOGIES	N/A	P7
4	MINUTES	N/A	P7
4.1	ORDINARY COUNCIL MEETING – 21 AUGUST 2008	N/A	P7
5	ANNOUNCEMENTS	N/A	P7
6	DEPUTATIONS	N/A	P7
7	BUSINESS ARISING FROM A PREVIOUS MEETING TREATED AS AN ORDER OF THE DAY	N/A	P7

8	REPORTS <i>(Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item)</i>	N/A	P8
8.1	TECHNICAL WORKING GROUP MEETING – 10 OCTOBER 2008	N/A	P8
8.1.1	BUSINESS REPORT – OCTOBER 2008	COR/8	P8 P21-44
8.1.2	RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT	WST/13-02	P8-9 P45-58
8.1.3	HAZARDOUS HOUSEHOLD WASTE – BALCATTa RECYCLING CENTRE LEASE AREA	WST/107	P9 P59-63
8.1.4	STRATEGIC WASTE MINIMISATION PLAN	WST/104	P10 P64-210
8.1.5	STAGE 1 – 2 TIE-IN LINER WORKS – PROPOSED WORKS & TENDER RECOMMENDATION	WST/111	P11 P211-228
8.1.6	RRF CIVIL INFRASTRUCTURE WORKS – TENDER RECOMMENDATION	WST/93	P11 P229-239
8.1.7	A REVISED STRATEGIC PLAN FOR MINDARIE REGIONAL COUNCIL	COR/2	P12 P240-255
8.2	CHIEF EXECUTIVE OFFICER	N/A	P12
8.2.1	FINANCIAL STATEMENTS FOR THE PERIODS ENDED 31 JULY 2008 AND 31 AUGUST 2008	FIN/5-02	P12 P256-273

8.2.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2008 AND 31 AUGUST 2008	FIN/5-02	P12 P274-288
8.2.3	COUNCIL MEMBERS FEES, ALLOWANCES AND EXPENSES	GOV/4	P13 P289-296
8.2.4	REGIONAL COUNCILS/WALGA RELATIONSHIPS – PARTNERSHIP AGREEMENT	GVR/10	P14 P297-310
8.2.5	DELEGATED AUTHORITY – CHIEF EXECUTIVE OFFICER	COR/1	P14 P311-324
8.2.6	MEETING DATES – 2009	COR/10	P14-15 P325-326
8.2.6	SUPPLEMENTARY BRIEF – MEETING DATES – 2009	COR/10	P327-328
8.2.7	MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION – REVIEW	COR/23	P15 P329-341
9	NOTICE OF MOTION	N/A	P15
10	GENERAL BUSINESS	N/A	P16
11	NEXT MEETING	N/A	P16
12	CLOSURE	N/A	P16

1 OATHS/AFFIRMATIONS OF ALLEGIANCE AND DECLARATIONS OF OFFICE

Cr Newton completed Declaration of Officer perfroma.

2 QUESTION TIME

Nil.

3 ATTENDANCE AND APOLOGIES

Refer Page 3.

4 MINUTES

4.1 ORDINARY COUNCIL MEETING – 21 AUGUST 2008

Motion: (Moved: Cr Rose Seconded: Cr Bissett)

The Minutes of the Ordinary Council Meeting held on 21 August 2008 have been printed and circulated to members of the Council.

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 21 August 2008 be taken as read, confirmed and the Chairman invited to sign same as a true record of the proceedings.

(Carried: 11/0)

5 ANNOUNCEMENTS

The Chairman welcomed Cr Newton, from City of Wanneroo, to the Council. He also acknowledged the contribution of former Councillor Paul Miles.

6 DEPUTATIONS

Nil.

7 BUSINESS FROM A PREVIOUS MEETING TREATED AS AN ORDER OF THE DAY

Nil.

8 REPORTS

Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item.

Disclosure of Financial and Proximity Interests

- (a) *Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.6B and 5.65 of the Local Government Act 1995).*
- (b) *Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).*

Disclosure of Interest Affecting Impartiality

- (a) *Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.*

8.1 TECHNICAL WORKING GROUP – 10 OCTOBER 2008

Motion: (Moved: Cr Farrell Seconded: Cr Butler)

8.1.1 Tech Com. Item 1

SUBJECT: BUSINESS REPORT (OCTOBER 2008)

Nil discussion.

RECOMMENDATION

That Council receives this progress report against Annual Business Plan for information.

(Carried: 11/0)

8.1.2 Tech Com. Item 2

SUBJECT: RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT

Motion: (Moved: Cr Sebrechts Seconded: Cr Rose)

RECOMMENDATION

That Council receive this Progress Report dated 23 October 2008 on the project to establish a Resource Recovery Facility in the Mindarie region.

(Moved: Cr Sebrechts Seconded: Cr Thomas)

Council appointed Cr Newton as deputy member to Project Advisory Group. The Mover and Seconder agreed an amendment to the recommendation to include this decision.

(Carried: 11/0)

The administration provided the following supplementary information in response to questions.

- Works Approval (WA)
 - WA amended by Department Environment & Conservation (DEC) to enable 'ramp up' processing at planned production rate, to a tonnage of 50k, prior to issue of licence
- Payment for Water
 - Payment made to Trandos et al of \$75,000 for water usage, as per contract
- Building Licences
 - All licences issued
- Stage Two Options
 - Forum of Regional Councils (FORC) exercise in progress to establish agreed parameters for subsequent stages

The CEO advised Council of proposed function 19 November 2008 to enable 'progress inspection' of the Resource Recovery Facility.

RECOMMENDATION

That Council:

- (i) receive this Progress Report dated 23 October 2008 on the project to establish a Resource Recovery Facility in the Mindarie region
- (ii) appoint Cr Newton as deputy member to Project Advisory Group

(Carried: 11/0)

8.1.3 Tech Com. Item 3

**SUBJECT: HAZARDOUS HOUSEHOLD WASTE – BALCATTa RECYCLING
CENTRE LEASE AREA**

Motion: (Moved: Cr Sebrechts Seconded: Cr Thomas)

Nil discussion.

RECOMMENDATION

That Council approve the concept of leasing a portion of the City of Stirling Recycling Centre of Balcatta facility for the development of a Household Hazardous Waste drop-off centre as a regional facility and authorise the Administration to formally request the City of Stirling to consider the leasing option.

(Carried: 11/0)

8.1.4 Tech Com. Item 4

SUBJECT: STRATEGIC WASTE MINIMISATION PLAN

Motion: (Moved: Cr Farrell Seconded: Cr Rose)

RECOMMENDATION

That Council:

- (i) note the draft Mindarie Regional Council Strategic Waste Minimisation Plan (Revision 1)
- (ii) receive the Operations/Tamala Park (Revision 1) Strategic Waste Minimisation Plan and authorise the Administration to obtain public comment on the Plan
- (iii) authorises the Administration to request Member Councils to review and obtain public comment on the individual Member Council Strategic Waste Minimisation Plans preferably by the end of March 2009
- (iv) Incorporate relevant public comment into the final Strategic Waste Minimisation Plan documentation and present to Council for adoption

The Mover and Seconder agreed a minor amendment to (iv), the Recommendation as follows:

Insert after 'comment', words 'arising out of (iii)'.

The administration noted editorial suggestions as follows:

- Reduce repetition in text
- Use consistent language e.g. Waste Smart WA
- Categorise Actions e.g. MWAC, MRC, Member Councils

RECOMMENDATION

That Council:

- (i) note the draft Mindarie Regional Council Strategic Waste Minimisation Plan (Revision 1)
- (ii) receive the Operations/Tamala Park (Revision 1) Strategic Waste Minimisation Plan and authorise the Administration to obtain public comment on the Plan
- (iii) authorises the Administration to request Member Councils to review and obtain public comment on the individual Member Council Strategic Waste Minimisation Plans preferably by the end of March 2009
- (iv) Incorporate relevant public comment arising out of (iii) into the final Strategic Waste Minimisation Plan documentation and present to Council for adoption

(Carried: 11/0)

8.1.5 Tech Com. Item 5

SUBJECT: STAGE 1 – 2 TIE-IN LINER WORKS – PROPOSED WORKS & TENDER RECOMMENDATION

Motion: (Moved: Cr Butler Seconded: Cr Rose)

Mr Dhillon described the process to confirm the financial viability of the preferred tenderer, in response to a question.

RECOMMENDATION

That Council:

- (i) approve the proposed final cap profile associated with the completion of Stage 2 landfilling at Tamala Park
- (ii) authorises the MRC Administration to discuss with the Tamala Park Regional Council the proposed final cap profile
- (iii) accept the tenders from JMS Civil and Mining Pty Ltd submitted in response to Tender No. 13/93 for the Stage 1 – 2 Tie-In Liner Works to the value of \$1,386,500.75 (excluding GST)
- (iv) approve a contingency value of \$100,000 (excluding GST) to be managed by the MRC Administration to cover variations to the tendered scope of work

(Carried: 11/0)

8.1.6 Tech Com. Item 6

SUBJECT: RRF CIVIL INFRASTRUCTURE WORKS – TENDER RECOMMENDATION

Motion: (Moved: Cr Sebrechts Seconded: Cr Butler)

Nil discussion.

RECOMMENDATION

That Council:

- (i) accept the tenders from Griffin Civil Pty Ltd submitted in response to Tender No. 13/92 for the MRC RRF Civil Infrastructure Works to the value of \$859,912.30 (excluding GST)
- (ii) approve a contingency value of \$130,000 (excluding GST) to be managed by the MRC Administration to cover variations to the tendered scope of work

(Carried: 11/0)

8.1.7 Tech Com. Item 7

SUBJECT: A REVISED STRATEGIC PLAN FOR MINDARIE REGIONAL COUNCIL

Motion: (Moved: Cr Farrell Seconded: Cr Thomas)

The CEO described the process to derive a revised Strategic Plan.

RECOMMENDATION

That Council approve the draft Strategic Plan (2009 – 2029) at Attachment Two to this Item.

(Carried: 11/0)

8.2 CHIEF EXECUTIVE OFFICER

8.2.1

File No: FIN/5-02

SUBJECT: FINANCIAL STATEMENTS FOR THE PERIODS ENDED 31 JULY 2008 AND 31 AUGUST 2008

Motion: (Moved: Cr Hollywood Seconded: Cr Sebrechts)

Nil discussion.

RECOMMENDATION

That the Financial Statements as attached at Attachment One and Two for the months ended 31 July 2008 and 31 August 2008 be noted.

(Carried: 11/0)

8.2.2

File No: FIN/5-02

SUBJECT: LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2008 AND 31 AUGUST 2008

Motion: (Moved: Cr Rose Seconded: Cr Sebrechts)

Nil discussion.

RECOMMENDATION

That Council endorse the list of payments made, as per the delegation made to the Chief Executive Officer, for the months ended 31 July 2008 and 31 August 2008.

(Carried: 11/0)

8.2.3

File No: GOV/4

SUBJECT: COUNCIL MEMBERS FEES, ALLOWANCES AND EXPENSES

Motion: (Moved: Cr Butler Seconded: Cr Sebrechts)

Nil discussion.

RECOMMENDATION

That Council:

- (i) approve that the Local Government Allowance for Chairman of the Council be 50% of the permitted maximum (current maximum is \$12,000 per annum) i.e. a current payment of \$6,000 per annum for 2008/09
- (ii) approve that the Local Government Allowance for Deputy Chairman be 25% of the amount paid to the Chairman (maximum is 25% of Chair allowance) for 2008/09
- (iii) approve that the annual attendance fee for Chairman of the Council be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government Legislation (current maximum is \$14,000 per annum) and be the amount of \$13,000 per annum for 2008/09
- (iv) approve the attendance fees for Council members be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government Legislation (current maximum is \$7,000 per annum) and be the amount of \$6,000 per annum for 2008/09
- (v) approve that the amounts calculated in (iii) and (iv) be increased by \$1,000 for each regular Council member to cover telecommunications, IT allowances or travelling and other allowances to meetings
- (vi) approve payments in addition to the annual allowance to individual councillors upon provision of supporting documentation
- (vii) note that while Local Government Act, in its present form does not provide for the appointment of a Deputy or Alternate Member. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act
- (viii) approve an additional allocation of \$50,300 for Members Cost out of the projected surplus of \$2.7m for 2008/09
- (ix) approve a review of fees following the next Ordinary Council elections (next scheduled for October 2009) for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments
- (x) approve payment of elected member allowances half yearly in arrears

*Noting requirement Absolute Majority
(Carried: 11/0)*

8.2.4

File No: GVR/10

SUBJECT: REGIONAL COUNCILS/WALGA RELATIONSHIPS – PARTNERSHIP AGREEMENT

Motion: (Moved: Cr Butler Seconded: Cr MacRae)

The CEO undertook to provide an estimate of MWAC expenditure FY 2009/2010 for next meeting.

RECOMMENDATION

That Council approve the proposed Partnership Agreement between WALGA and Regional Councils, described at Attachment One to this Item.

(Carried: 11/0)

8.2.5

File No: COR/1

SUBJECT: DELEGATED AUTHORITY – CHIEF EXECUTIVE OFFICER

Motion: (Moved: Cr Sebrechts Seconded: Cr Newton)

The Mover and Seconder agreed an amendment at Delegation 2.1 (delete \$50,000, insert \$100,000) to ensure consistency with Council's approved purchasing policy.

RECOMMENDATION

That Council ADOPT the Instrument of Delegation to the Chief Executive Officer (Attachment One of this Item).

*Noting requirement Absolute Majority
(Carried: 11/0)*

8.2.6

File No: COR/10

SUBJECT: MEETING DATES – 2009

Motion: (Moved: Cr Rose Seconded: Cr Hollywood)

That Council adopt the following schedule for Ordinary Council Meetings for Year 2009:

- 5 March 2009 (City of Joondalup)
 - 23 April 2009 (City of Wanneroo)
 - 2 July 2009 (City of Stirling)
 - 27 August 2009 (Town of Vincent)
 - 22 October 2009 (City of Perth)
 - 10 December 2009 (Town of Victoria Park)
-

The Mover and Seconder agreed an amendment to the October meeting date to 8 October 2009, to enable conduct of the meeting prior to Local Government elections (17 October 2009).

RECOMMENDATION

That Council adopt the following schedule for Ordinary Council Meetings for Year 2009:

- 5 March 2009 (City of Joondalup)
- 23 April 2009 (City of Wanneroo)
- 2 July 2009 (City of Stirling)
- 27 August 2009 (Town of Vincent)
- 8 October 2009 (City of Perth)
- 10 December 2009 (Town of Victoria Park)

(Carried: 11/0)

8.2.7

File No: COR/23

**SUBJECT: MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION –
REVIEW**

Motion: (Moved: Cr Thomas Seconded: Cr Sebrechts)

Nil discussion.

RECOMMENDATION

That Council approve revised policies as follows:

- 1B – Distribution of Documents
- 2B – Revision of Documents
- 5B – Management Responsibility
- 6B – Quality Management

(Carried: 11/0)

9 NOTICE OF MOTION FOR CONSIDERATION AT THE FOLLOWING MEETING

Nil.

10	GENERAL BUSINESS - SEE NOTE (1)

- Earthcarers
 - CEO advised Council that fourteen (14) volunteers were attending the second Earthcarers Course.
- Tender Process – Confidentiality
 - CEO undertook to investigate the rules associated with disclosure of tendered information

11	NEXT MEETING

11.1 Ordinary Council Meeting

- 11 December 2008
- 5.30pm
- Town of Victoria Park

12	CLOSURE - MEETING DECLARED CLOSED AT 6.40 PM

Notes

- (1) Under this item, members have the opportunity to:
- (a) make a statement providing information related to the Council's business;
 - (b) to ask a question relevant to the Council's business.

Under this item a member shall not raise any matter directly related to any other item on the agenda and shall not foreshadow any motion for consideration at another meeting.



MINUTES

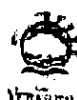
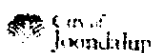
TECHNICAL WORKING GROUP

10 OCTOBER 2008

TIME: 8.30AM

VENUE – TOWN OF CAMBRIDGE

Managing waste and recovering resources responsibly
Constituent Members: Cities of Perth, Joondalup, Stirling, and Wanneroo.
Towns of Cambridge, Victoria Park and Vincent



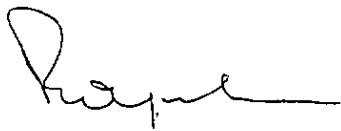
MINDARIE REGIONAL COUNCIL
TECHNICAL WORKING GROUP
NOTICE OF MEETING

3 October 2008

Members are advised that a meeting of the Technical Working Group of the Mindarie Regional Council will be held in the Committee Room of the Town of Cambridge, 1 Bold Park Drive, Floreat, Friday 10 October 2008 commencing at 8.30am.

Items for consideration are attached.

Yours faithfully



KEVIN POYNTON
Chief Executive Officer

MEMBERS:	K Poynton	Chief Executive Officer	Mindarie
	E Albrecht	Manager Waste Fleet	Stirling
	D Blair	Director Infrastructure	Wanneroo
	C Colyer	Director Infrastructure	Cambridge
	K Dhillon	Finance & Business Services Manager	Mindarie
	G Dunne	Director of Service Units	Perth
	R Elliott	Manager Waste Services	Wanneroo
	G Eves	Director Infrastructure Management	Stirling
	M Glover	Director Infrastructure Services	Joondalup
	E Heme	Director Corp Resource Management	Stirling
	R Lotznicker	Director Technical Services	Vincent
	M Ralph	Mgr Infrastructure Mgt Services	Joondalup
	A Vuleta	Director Technical Services	Vic Park
	M Tolson	Operations Manager	Mindarie
	I Watkins	Projects Manager	Mindarie

**MINUTES OF A MEETING OF THE TECHNICAL WORKING GROUP OF THE
MINDARIE REGIONAL COUNCIL HELD IN THE COMMITTEE ROOM OF THE
TOWN OF CAMBRIDGE, 1 BOLD PARK DRIVE, FLOREAT, ON FRIDAY 10
OCTOBER 2008 AT 8.30AM.**

PRESENT: K Poynton Chairman

Members Messrs	Ed Albrecht	Operations Manager	Stirling
	Chris Colyer	Director Infrastructure	Cambridge
	Kalwant Dhillon	Finance & Business Sves Mgr	Mindarie
	Garry Dunne	Director of Service Units	Perth
	Chris Hoskisson	Waste Operations Co-ordinator	Joondalup
	Rick Lotznicker	Director Technical Services	Vincent
	Mike Tolson	Operations Manager	Mindarie
	Ian Watkins	Project Manager	Mindarie

VISITORS Nil.

APOLOGIES Nil.

CONFIRMATION OF MINUTES

Not applicable

MINUTES
TABLE OF CONTENTS

ITEM	SUBJECT	FILE NO	PAGE NO
1	BUSINESS REPORT	COR/8	5-28
2	RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT	WST/13-02	29-42
3	HAZARDOUS HOUSEHOLD WASTE – BALCATT A RECYCLING CENTRE LEASE AREA	WST/107	43-47
4	STRATEGIC WASTE MINIMISATION PLAN	WST/104	48-194
5	STAGE 1 – 2 TIE-IN LINER WORKS – PROPOSED WORKS & TENDER RECOMMENDATION	WST/111	195-212
6	RRF CIVIL INFRASTRUCTURE WORKS – TENDER RECOMMENDATION	WST/93	213-223
7	A REVISED STRATEGIC PLAN FOR MINDARIE REGIONAL COUNCIL	COR/2	224-239

ITEM 1. BUSINESS REPORT (OCTOBER 2008)

File No: COR/8

Attachment(s): 1. Earthcarers Report

Author: Kevin Poynton

SUMMARY

The purpose of this report is to provide Council with current information on all business activities.

BACKGROUND

The Council at its meeting held in April 2009, resolved, inter alia, to approve the Annual Business Plan 2008/2009. This Business Plan has been derived from the Strategic Plan for the Mindarie Regional Council. The timeframe for that Strategic Plan was 2004/2009. This business report is now presented in a format consistent with the structure of the approved Annual Business Plan. *This report contains both historical information and current update with the current updates in 'bold italics'.*

DETAIL

OBJECTIVE ONE – RESOURCE MANAGEMENT

This objective contains a number of discrete strategies, and information is provided on each of these strategies.

Development and Implementation of Resource Management Programs

The progress of landfill operations is presented in quantitative format in the table below.

Information related to landfill activity to end August 2008:

	Tonnage			Revenue		
Members	Actual	Budget	Percentage	Actual G/L	Budget	Percentage
Cambridge	1,548	13,165	11.76%	\$83,579	\$710,900	11.76%
Joondalup	10,366	66,300	15.64%	\$560,029	\$3,580,200	15.64%
Perth	2,318	18,219	12.72%	\$125,183	\$983,800	12.72%
Stirling	15,649	82,700	18.92%	\$845,238	\$4,465,800	18.93%
COS-Bales	4,153	22,000	18.88%	\$89,965	\$476,500	18.88%
Victoria Park	2,112	14,485	14.58%	\$114,060	\$782,200	14.58%
Vincent	2,355	14,062	16.74%	\$127,145	\$759,300	16.75%
Wanneroo	10,658	75,125	14.19%	\$576,374	\$4,056,800	14.21%
Wanneroo MRF	2,380	3,700	64.31%	\$51,541	\$80,100	64.35%
Sub total Members	51,539	309,756	16.64%	\$2,573,114	\$15,895,600	16.19%
Casuals						
South Perth	1,190	3,075	38.69%	\$108,166	\$279,500	38.70%
Casual	7,450	40,000	18.62%	\$700,776	\$3,636,400	19.27%
Sub Total Casuals	8,639	43,075	20.06%	\$808,942	\$3,915,900	20.66%
TOTAL	60,178	352,831	17.06%	\$3,382,056	\$19,811,500	17.07%
Other not incl above						
Recycling Centre				\$53,708	\$350,000	15.35%
Cover	0					
% Year to Date	17%					

Current information in relation to landfill activities is as follows:

- JJ MacDonald have completed lining of this area of landfill and Department of Environment & Conservation (DEC) has approved it in line with the conditions of the licence. Mindarie Regional Council has commenced filling this landfill.
- JJ MacDonald have advised the Council's landfill consultant, Cardno BSD, of an intention to continue dispute resolution action re a dispute over quantities of liner material.
- The situation with regard to this dispute with JJ MacDonald is that a significant difference of position exists between JJ MacDonald and Cardno BSD Meinhardt (JV) on the validity of a claim for additional payments
- The matter has progressed to the point where the administration has now received advice from JJ MacDonald that mediation is now to be initiated
- ***The administration has enlisted the legal support of Mr John Woodhouse to develop options for the mediation activity. This is work in progress and a recommended 'way ahead' will be provided to December Ordinary Council Meeting. This matter has been delayed because of a delay in the receipt of legal advice***

Limestone Disposal Update

Excavation of the Phase 3 footprint is progressing well. There have been significant quantities of limestone removed off the future cell development area during the first part of this financial year. An estimated 550,000 tonnes (as at 30 September 2008) since excavation commenced has been removed, with part of the material being trucked off site, some being used on the landfill as daily cover, some being stockpiled for future use on the landfill and all sand being encountered is stored on site for future capping activities.

In addition to the removal of limestone from the Phase 3 footprint, Stoneridge and BGC continue to manufacture limestone blocks from material in the southern stockpile.

Recycling

All paints are now moved off site with funding provided by the Department of Environment (DOE). The current Paintback program has ceased because of the inability of Dulux to process the material. Negotiations are continuing with other potential paint processors.

A partnership-oriented contract with Amcor has been commenced, and this involves the collection and packaging at Tamala Park, of paper and cardboard, and the further processing of material by Amcor. In summary, Amcor has provided a compactor to Tamala Park, and will collect baled material. Advantages to Mindarie Regional Council include reduced costs (elimination of transport requirements) and increased revenue (increased volume of product). This contract is now in place.

The Council continues to conduct successful asbestos 'drop off days' each month. These activities are resulting in collection of significant amounts of asbestos from householders, thereby eliminating this material from the domestic waste stream.

A project to provide a suite of regional 'drop off days' for Household Hazardous Waste is 'in planning' with implementation scheduled to commence later in 2008. Funding to be provided by State Government.

Master Plan for Tamala Park

The finalisation of the revised lease for Tamala Park will enable the progress of a Master Plan for the site. This activity will be initiated in 2008/09, following a revision to the Mindarie Regional Council Strategic Plan.

Gas Management

The current situation with regard to activities with Landfill Gas and Power (LFG) is as follows:

- operations are producing 4.7 mega watts
- drilling of wells in Stage Two Phase Two was completed in April 2007 and is now producing gas
- LFG have not progressed discussions on contract issues

A project to establish 'way ahead' with respect to a review, and potential revision, of the management of landfill gas is 'in planning'. This work is with due respect to climate change/carbon management issues.

Groundwater Management

The current situation as at 1 June 2008 with regard to Groundwater Management activities is as follows:

- Annual Report 2007 has been received and forwarded to Department Environment & Conservation
- Final report following groundwater modelling exercise has been received. Resources required to support recommendations will be included in Budget 2008/2009
- Groundwater data collection plan for 2008 is in progress

The key task for execution within context of CSIRO report associated with groundwater modelling exercise is a Desktop Study to investigate drop in 'up-gradient' water table level (\$10k).

Other groundwater – related tasks for 2008/2009 are:

- Leachate plume irrigation response plan (\$10k)
- Completion of ECOMAX upgrade (\$7k)
- ECOMAX monitoring program (\$3k)

Resource Recovery Facility

Progress against a project to establish a Resource Recovery Facility is contained in a separate report within this agenda.

Regional Waste Management Plan

The development of a revised Regional Waste Management Plan has been completed and implementation has commenced.

Further work on the program of tasks as part of this Plan is scheduled for 2008/2009.

Community Communication Activities

The administration has commenced a project to promote the completion of the 'Conditions Satisfaction' exercise, in relation to the Resource Recovery Facility. This has involved the distribution of a 'Resource Recovery Facility Focussed' Mindarie Regional Council News to all householders in the region. An audio CD has been produced and distributed. Corporate Function 2008 has been conducted.

Following Council approval to a revised branding model at its October meeting, the administration has continued work with Linc Communications on the development of a plan for transition to this new model. This has been a progressive exercise over the period December 2007 – April 2008.

The 2007 Annual Report has been issued. A new corporate video program is currently being produced, at a cost of approximately \$10k.

Additional communications activities progressed during the reporting period are as follows:

- Stakeholder Survey
A project to determine views of stakeholders re the Mindarie Regional Council business.
- Marketing Plan
A project to combine all communication, education, branding and sponsorship activities.

Education

The Waste Education Strategy Steering Group (WESSG) continues to conduct excellent work. Recent initiatives have been as follows:

- The development and publishment (early June 2008) of the first of regular community advertisements on RRF progress
- The commencement of the Earthcarers programme
- The provision of educational information at Garden Week
- The program of a 'region-wide' fridge magnet project
- The progress of dissemination of the revised Mindarie Regional Council branding
- The expansion of the Tamala Park/Balcatta tours program
- The development of the education centre at Tamala Park

The Earthcarers programme has progressed as follows:

- Completion of the initial training course, with 40 graduates
- Commencement of activities by these 40 Earthcarers, in two cells of twenty, to promote appropriate waste management messages

A report on this program is at Attachment One to this Item.

OBJECTIVE TWO – RESOURCE BUSINESS CREATION

This activity includes strategies to investigate the business opportunities associated with new products, expanded resource recovery capabilities and landfill beyond Tamala.

Some work has occurred within the Forum of Regional Councils (FORC) on disposal of RRF residue options.

MWAC is progressing a suggestion from Mindarie Regional Council for the establishment of a local government wide contract for e-waste disposal.

OBJECTIVE THREE – INDUSTRY LEADERSHIP

Strategies related to this objective include the following:

- Participation in defined external industry related forms
- Research of contemporary practice for future waste and resource industry development
- Develop integrated initiatives to capitalise on these future options
- Strengthen partnerships with government industry and academic institutions

Work undertaken during the reporting period against this objective has been as follows:

- Continued participation by elected members and Chief Executive Officer in MWAC
- Continued participation by Chief Executive Officer in the Waste Management Association of Australia

Key points from the MWAC meeting in August 2008 were as follows:

- **MWAC is commencing a review of its Strategic Plan**
- **MWAC has made submission on the Federal Government's Green Paper on Climate Change particularly addressing**
 - **Monitoring and reporting issues**
 - **Resource recovery**
 - **Landfill gas**
 - **Reusable energy certificates**
 - **Measurement of emissions in landfills**
- **MWAC have been closely involved in a Waste Smart WA exercise to review the landfill levy plan for inert waste**
- **MWAC are progressing an exercise to investigate the characteristics of contemporary alternative waste treatment systems**
- **MWAC hosted a visit by Waste Smart WA members Messrs Carbon and Giesler**

The Forum of Regional Councils (FORC) continues to gain momentum, with a meeting of the CEO group held on 26 May 2008, and a meeting of the Chair Group held on 23 June 2008.

Key points from this meeting were as follows:

- Progress of an agreement between WALGA and Regional Councils re MWAC business risks
- Support for an investigation, potentially jointly with MWAC, on the relative merits of contemporary AWT options

OBJECTIVE FOUR – ORGANISATIONAL MANAGEMENT

Strategies associated with this objective are as follows:

- Finalise Establishment Agreement
- Maintain and improve existing contemporary Business Systems
- Strengthen Member Council partnerships and relations
- Review and, where appropriate, revise funding strategies for the business
- Develop the Information Management Systems for the business eg. Records, website

Establishment Agreement

The matter of the Establishment Agreement will be the subject of a separate report in December 2008.

Business Systems

The following work to improve the following Business Systems associated with the Councils activities has occurred during the reporting period:

- Financial Management
 - continued upgrade for the Navision Financials, Human Resources and Payroll Systems is currently in progress
- Records Management
 - continued usage and improvement of Electronic Records Management System
- Policy Development
 - a review of existing policies is continuing

Review of Mindarie Regional Council Strategic Plan

The administration has progressed a plan with external consultant, Helen Hardcastle, for review of the Strategic Plan, in the period March – June 2008. The final draft Strategic Plan is the subject of a separate report in this agenda.

Compliance Issues

DLGRD (Stuart Fraser) has verbally confirmed that the DLGRD Compliance Audit Document 2007 for Regional Councils contains reference to all relevant Audit Regulation 13 clauses.

Further clarification has now been sought, and Departmental Officer, Ms Jenni Law, has undertaken to provide a definitive position on this matter, in writing, prior to Audit 2009.

CONSULTATION

Not applicable

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

This progress report reflects progress against approved activities associated with the Council's annual Business Plan.

FINANCIAL IMPLICATIONS

These activities are conducted within the context of the approved Council budget for any particular financial year.

COMMENT

Council business is currently being conducted within the framework of the Annual Business Plan.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group noted the plan to submit a report to the December Ordinary Council Meeting on Climate Change issues.

RECOMMENDATION

That Council receives this progress report against Annual Business Plan for information

ATTACHMENT ONE
TO ITEM 1
TECHNICAL WORKING GROUP
10 OCTOBER 2008
EARTHCARERS REPORT

MINDARIE REGIONAL COUNCIL

REPORT TO:	TECHNICAL WORKING GROUP

Report: Report on the Earth Carers trial in the region, and recommendations for its continuation and expansion to other Member Councils.

Report Purpose: To outline the results achieved with the Earth Carers trial in the region, and the resourcing implications to continue the program and expand it to other Member Councils. Endorsement for the program has already come from the Mindarie Regional Council.

Background

Earth Carers is a community education outreach program which works through trained volunteers to provide community members with knowledge and skills in waste minimisation practices. The program has a focus on reduction of general and organic waste.

The Mindarie Regional Council's (MRC) objectives with waste education are to awaken the community's awareness of sustainable waste management, and increase the community's active involvement in diverting waste from landfill. Four strategic components have been identified in the Regional Waste Education Plan:

- A strong regional approach
- A foundation of good generic knowledge
- Targeting individual behavioural change
- A focus on the next generation

The Earth Carers program fits with the strategic components of targeting individual behavioural change and a focus on the next generation. WESSG is supportive of the Earth Carers concept in the Mindarie Region, and through WESSG four member councils indicated initial interest in being involved in running a trial. These Councils are Cambridge, Perth, Victoria Park and Vincent.

The Mindarie Regional Council submitted an application for SWIS funding in Round 2, 2007 to enable the launch and trial of the Earth Carers community outreach program in the region. SWIS funding of \$36,100 plus GST was provided which covered the launch of the program, development and completion of the first training course, and the transition into the outreach component of the program which will be ongoing.

This document outlines the steps to be taken to introduce Earth Carers into the region and presents a case for continuation of the program and expansion into other councils within the region.

The process followed

The project has been managed by Gae Synnott and Peg Davies on behalf of the MRC. The process has involved good levels of interaction with three “panels of review” who have had a number of opportunities to contribute ideas and review content as the project has progressed:

- the MRC’s Waste Education Strategy Steering Group (comprising waste education officers from each of the 7 member councils, and the DEC)
- the MRC’s Community Engagement Advisory Group (comprising 8 community members, originally formed in relation to the Resource Recovery Facility); and
- a planning team involving Gae Synnott, Peg Davies (the MRC’s Waste Education Officer) and Council officers from Perth, Cambridge, Vincent and Victoria Park. This planning team planned, participated in and evaluated the program.

The information sessions

The program was launched with two information sessions on Tuesday evening April 29th and Saturday morning May 3rd. The aim of the Information Sessions was to promote the training program, leading to registrations. Both Information Sessions were advertised extensively across the region through newspaper advertisements and through distribution of flyers and posters. We were able to start promoting the training program at Garden Week in mid April, and had a number of potential registrations from that event.

The Tuesday evening Information Session also featured Josh Byrne from Gardening Australia as a special guest. Approximately 60 people attended that session, and approximately 40 attended the Saturday morning session. A follow-up letter to attendees resulted in 40 registrations for the training program which commenced on Tuesday May 13th.

The training program

The Earth Carers training programme was developed in the eastern states under the Earth Works banner. It was brought to Western Australia several years ago and following a successful trial in Cottesloe, has been running in the WMRC area with a number of very active volunteers. With assistance from the Department of Environment and Conservation we were able to access the Earth Works training materials from the Department of Environment in New South Wales.

Peg Davies, the MRC’s Waste Education Officer, co-ordinated the training program. While Peg ran the discussion component of each training session, a number of “expert” presenters also participated to ensure that the information was up-to-date and practical. Ruth Levett who has run the Town of Cottesloe Earth Carers program almost since inception attended the two Information Sessions and ran components within the training program also.

The 5-session training programme ran over three weeks during May. Practical demonstrations of worm farming, composting and bokashi techniques were interspersed with trips to the landfill at Tamala Park, the Recycling Centre Balcatta, and presentations from community environmental organisations including City Farm, Environmental House, and Junkbusters. Discussions covered the concept of “what is waste”, the need to “reduce, reuse, recycle” and the services available through local government and other organisations to help people to keep useful material out of landfill and to recognise its value as a resource.

We held every session at a different venue in the region, with the aim of linking people to community resources and also to the participating member councils. A copy of the program is attached.

At the first training session it became clear that City of Stirling also needed to be involved because approximately one quarter of participants in the training program were Stirling residents and they did not understand the one-bin collection system. The Member Council officers played a very important and visible role throughout the training.

The graduation

The training program finished on Wednesday May 28th, and we brought the group back together on Monday July 7th for a graduation. This event was hosted by the Town of Vincent, and was attended by Cr Rod Willox, Chair of Mindarie Regional Council, Kevin Poynton, CEO of Mindarie Regional Council, and several elected members, in addition to the Earth Carers volunteers and Council staff.

In his address to the Earth Carers, Cr Willox acknowledged the importance to the region of minimising waste, and maximising the value of recycled and recovered waste, and congratulated the Earth Carers on the contribution they are making to building a less wasteful and more aware community.

The Earth Carers were presented with a certificate of participation in the program, plus an Earth Carers t-shirt (which they can wear at Earth Carers events) and a copy of The Useful Book – a resource of useful information about all aspects of waste management and practical tips.

At the graduation we ‘premiered’ a promotional DVD all about the training program – filmed during the training and to be used as a promotional tool into the future.

The Outreach program

The final session in the training dealt with communication and how to spread the message to others. The participants have opted to work in two smaller groups on more localised issues in addition to meeting regularly with the larger group. Overall, the 40 volunteers will focus on what they can do to model waste-wise behaviour, and to spread the message

and useful tips to others in the community. This will be an ongoing partnership between the Earth Carers, local councils and the MRC.

Some of the activities Earth Carers are already involved in, on an individual level, include:

- initiating recycling programs in their workplace
- collecting batteries
- starting worm farms and composting

Earth Carers participated in the National Tree Day event at Karrinyup Shopping Centre where children from Karrinyup Primary School participated in a worm farm demonstration. They were also part of the “meet and greet” team at the Household Hazardous Waste Collection day at City of Stirling on Saturday August 16th, and will participate in the Perth Royal Show where they will work alongside Earth Carers from the Western Metropolitan Regional Council.

The Earth Carers program is co-ordinated by Peg Davies. Peg’s role involves:

- Liaison with EC volunteers and Member Council officers
- Communication through newsletter, email and by phone
- Co-ordination of the main EC group and the two sub-groups
- Identification of opportunities for involvement in MRC and member council events
- Support of EC-generated initiatives in the area of waste
- Co-ordination of EC training
- Liaison with WMRC to identify and collaborate on projects

A regular newsletter will be produced to keep Earth Carers informed about forthcoming events, and for them to share ideas about waste minimisation. The first issue was circulated in August. A set of operating guidelines has been developed for the Earth Carers.

With the assistance of the SWIS grant we have been able to develop a kit of resource material which will be used by the Earth Carers at events. These include:

- 2 x 3m banner (with ties)
- 2 small and 2 large corflute EC event signs
- 60 cups and teaspoons in plastic carry bin
- 1 x EC display panel (approx 3 m long) – Peg needed to help set up
- EC DVD
- Generic EC brochures (supply to be available for hand-out at events)

In addition, “The Roaming Recycler” waste education trailer, also developed with SWIS funding, is available to be used at Earth Carers events. Likewise, Earth Carers are likely to be involved at events where the waste education trailer is used, to help man the displays and run the interactive components.

Evaluation of the trial

The 40 participants came from the following areas:

Stirling	12
Cambridge	6
Vincent	4
Perth	4
Joondalup	2
Wanneroo	1
Outside region	11

We have developed process and outcome objectives for the training and outreach components. The only evaluation that can be undertaken at this point relates to the training program, as shown below.

	Evaluating the process	Evaluating the outcome
The training program	Process objectives: - To attract sufficient numbers for the training program - To achieve high levels of satisfaction with the training program - To continue to improve the training program - To make effective use of community/Council resources in running the training program	Outcome objectives: - To achieve attitudinal, awareness and behavioural changes in domestic waste practices among EC volunteers - To demonstrate that EC volunteers have learnt something by doing the training program
	Evaluation methods: - Set and monitor enrolment targets - Use training evaluation forms: seek higher levels of satisfaction with each program - Continually assess what community/Council resources are available for inclusion.	Evaluation methods: - Before and after surveys of participants in training program - Follow up survey 6 months later to see what ongoing effects exist.
	Results: 40 participants – successful result 100% satisfaction including 24% fully satisfied and 65% very satisfied - Every Member council contributed a venue to the	Results: Before and after surveys done on first and last sessions of training program identified what people would be doing differently as a result of the training (see attachments)

	program, and community organisations across the region were able to be included. This worked well.	
The outreach	Process objectives: • To build the number of active volunteers doing outreach • To increase the number of outreach hours spent • To increase the number of people reached through outreach activities	Outcome objectives: • To achieve attitudinal, awareness and behavioural changes in domestic waste practices among the wider community. • To demonstrate that the EC program is having an impact on the waste stream.
	Evaluation methods: • Keep a record of outreach activities undertaken using "Statement of Outreach Activities" form.	Evaluation methods: • Council random waste audits of household bins • Monitor changes to compost brought in to City Farm • Monitor number of compost bins and worm farm kits purchased through councils. • Annual survey re waste attitudes and behaviour.

We were particularly interested in whether the model used for the training was well received and whether changes should be made to the model for the next training program. Minor suggestions were given, but overall the format was seen to be useful.

Our conclusions about the success of the trial strongly support continuation of the program. It has already demonstrated that it can be a useful resource to the work of the Member Councils in terms of waste management. Further to this, the environmental impact of achieving a more aware and supportive constituency is improved results through the various collection and disposal services, reduced contamination of waste, improved quality of compost produced through the resource recovery facility, and greater diversion of waste from landfill.

Continuation of the program

This document outlines our plans for continuation of the program and we seek the support of the Technical Working Group for this proposal, specifically the following aspects:

- Continued support for the outreach program with existing volunteers. This will be driven by the MRC's Waste Education Officer and team, with input from Member Council staff.

- Running a second training program in October this year. We already have a database of approximately 100 interested people who we will promote the program to.
- Expansion of the program to other Member Councils. While Stirling was not officially one of the four Councils in the trial it was drawn into the trial because of the number of Stirling residents in the training program, and their desire to understand the 1-bin system. We understand also that Joondalup is interested in participating. The Earth Carers program will dovetail with the Living Smart initiative currently being trialled by the City of Joondalup.

Cost and resourcing implications

The SWIS grant of \$36,100 plus GST enabled us to fund the development of training materials and resources which are one-off costs. Continuation of the program will incur:

- Costs of promoting the training program;
- Costs of running the training program including venue hire, catering, photocopying of training materials, bus hire and payment of guest presenters;
- Costs of Earth Carer graduation materials including Earth Carers t-shirt (to be worn when doing EC activities), and printing of The Useful Book;
- Costs of outreach including venue hire, production of hand-out material, and ancillary costs.

In the continuation of the program, the MRC will provide the organisational and administrative leadership for EC through its waste education team (Peg Davies, Gae Synnott and a new full-time waste education co-ordinator) and will work closely with the appropriate person in each Member Council to support EC in that area. The MRC has budgeted \$21,500 for Earth Carers support for the 08/09 year (\$13,500 for Earth Carers support and \$9,000 for behavioural change programs in general). In relation to costs, the proposal is that:

- The MRC will cover the promotion and training costs, with in-kind support provided by the relevant Member Council through provision of venue and refreshments;
- The MRC will provide outreach support and will develop and maintain communication with volunteers (eg. a regular newsletter), with in-kind support provided by the relevant Member Council through provision of venue for meetings, and storage of outreach material, and some transport support.
- Through WESSG we understand that a number of Member Councils have budgeted a nominal amount of \$2000 to assist with the outreach activities for the 80/09 financial year.

Our overall aim is to run a minimum of two training programs per year so that we can keep a continual flow-through of people into the program and through into outreach activities. Component costs are:

- Regional advertising – approx \$11,200/program
- Training costs – approx \$5,600/program
- Graduation costs – approx \$2,300/program (covers provision of t-shirts and The Useful Book)
- Outreach costs – approximately \$2,400/year

Essentially the budget allocated by the MRC will cover the training program in October and additional funds will be found within the Waste Education program to mount another training program in March next year.

Approvals sought

We seek the support of the Technical Working Group for this proposal, specifically for the continued participation of those Councils involved in the trial, and the involvement of Joondalup and Stirling. We understand that Wanneroo is not ready to participate at this stage.

Kevin F. Poynton

August 25th 2008

ATTACHMENTS

Training program
Evaluation comments from training participants
Operating guidelines for Earth Carers
The case for Earth Carers

MINDARIE REGIONAL COUNCIL EARTH CARERS TRAINING PROGRAM MAY 2008

DATE	VENUE	TOPIC	PRESENTERS
Tues. 13 th May 6.30 - 9 pm	Loftus Recreation and Community Centre, 99 Loftus St, Leederville	• Introduction to course and history of waste and disposal with current practice in Perth. • What is Earth Carer role in waste management and how the community can be involved?	Ruth Levett (founding coordinator of EC in Cottesloe), Peg Davies (Waste Edn Officer MRC)
Sat. 17 th May 10am - 2pm	Tamala Park Landfill site, 1700 Marmion Ave, Mindarie and Balcatta Recycling Centre, Balcatta Rd, Balcatta (bus to be arranged from central location)	• Site visits to show landfill process and recycling option. • Includes discussion on household hazardous waste.	Peg Davies
Tues. 20 th May 6.30 - 9pm	City Farm, cnr Line St. off Royal St. East Perth	• Recycling options and gaps, what is/is not available in local areas. • Local Council recycling services. • Household hazardous waste, local options.	Rosanne/Thom Scott (City Farm), Local Council reps.
Sat. 24 th May 10am - 1.30pm	West Leederville Community Garden	• Options for domestic organic waste solutions and community response via creation of a community garden.	Rob and Brenda from Environment House, Peg Davies on visit to garden
Wed. 28 th May 6.30pm - 9pm	Administration building, Town of Victoria Park, 99 Shepperton Rd., Victoria Park	• How to use the knowledge at home, work, schools, neighbourhoods, events. Hints & tips, ideas. • Where to now.	Dora Deluca (Permaculture teacher, Manager Wilderness Soc.) and Ruth Levett

All sessions will include a meal. Resources will be provided at each session and at the end of the course.

Contact Peg Davies for more information 0422 941 492 or email pegd@westnet.com.au

EVALUATION COMMENTS FROM TRAINING

As this is a behavioural change program we were interested in what people would do differently as a result of the program, and the sort of responses received included:

Improve composting
Try to get my mum back into wormfarming
Try to get my dad composting effectively
Get a bokashi bucket and use it
Garden compost bin system done correctly
Start composting and worm farming
<i>Recycling</i>
Be more aware of recycling; more emphasis on 3 R's; recycle more material
Recycle as much as possible, encourage others to do the same, discuss with friends and work colleagues
<i>Spreading the message</i>
Talk, talk, talk and I am having a party showing "the story of stuff" and showing off my rainwater tank, composter
Inform others
More information/motivation given to friends and workmates
More careful to practice the idea and give the message to people around and beyond, and continue the work together
<i>Waste minimisation</i>
Reduce waste
Try to find different products to buy to reduce waste packaging.
Take big/small paper bags for bulk buying at food stores
Look at ways to reduce waste/amount of things that are bought
Discourage my students from buying drink in bottles
<i>Disposing of waste properly</i>
Use Brockway for batteries, paints etc.
Taking verge waste to Balcatta rather than having it all crushed and sent to landfill
<i>At work</i>
Try to find out how my workplace manages waste
Approach managers at work about providing bins for milk cartons and cans for people to recycle -- I could collect contents at end of week and put into my recycling crates
Try to introduce more recycling options at work
<i>Get involved</i>
Get involved in the West Leederville Community garden
Ask questions of businesses and those in positions of power
<i>Contact Council</i>
Contact council to see what/how they recycle
<i>Reducing use of toxic products</i>
Buy honey and apple cider vinegar

DRAFT EARTH CARERS GUIDELINES AND TERMS OF REFERENCE

Proposed terms of reference for Earth Carers:

Earth Carers are facilitators of change in our local communities to reduce waste generation and maximize the value of waste as a resource, leading to more sustainable community behaviours.

The Earth Carers role is to educate, influence and support the community to minimize waste and to consider ways of reusing and recycling waste to maximise its value as a resource.

Earth Carers co-ordination

The Earth Carers program is co-ordinated by Peg Davies. Peg's role involves:

- Liaison with EC volunteers and Member Council officers
- Communication through newsletter, email and by phone
- Co-ordination of the main EC group and any sub-groups
- Identification of opportunities for involvement in MRC and member council events
- Support of EC-generated initiatives in the area of waste
- Co-ordination of EC training
- Liaison with WMRC to identify and collaborate on projects
- Maintenance of the Earth Carers database

Peg, or an MRC or Member Council representative must be present at all EC activities to demonstrate that the activity is supported and endorsed by the MRC and/or member Councils. If our EC volunteers are participating in a WMRC-sponsored event, and the WMRC takes responsibility for management of the volunteers at that event, then an MRC representative may not need to attend. An endorsed event is one where volunteers can wear their Earth Carers t-shirt, and we ask that volunteers not wear their official t-shirt at any other time.

Earth Carers' involvement in waste education activities

Many opportunities and ideas will emerge for EC involvement. As Peg (or an MRC or Member Council rep) needs to be present at each organized activity, this may limit the number of events that can be supported and may mean that we can't do everything.

A decision-making framework to apply to potential opportunities is suggested as follows:

Will it impact the outcome of "living with less waste"?	Not at all	Not the main focus	Reasonable relevant	Yes, totally
Do we have the people available to support it on the day • MRC/Member Councils • Earth Carers volunteers	No	Some	Enough for a roster	Yes, totally
Does this need a lot of preparation, and do we have the people available for this? • MRC/Member Councils • Earth Carers volunteers	A lot	It would stretch our resources	Some, but do-able	None
Does this require additional expenditure?	A lot	Quite a bit	Small amount, covered in budgets	None
Does it provide opportunities to work jointly with WMRC?	No	Some	Quite a bit	Yes, totally
Is this an opportunity to use the mobile display? And is the mobile display available?	No	Could be used	There is room and it would be relevant	Yes and yes
Will this be an effective way of reaching a large number of people?	No	Big audience, but not overly effective	Big audience, and good potential for messages	Yes

We would support an event if ticks are mostly in the two right-hand columns.

EC volunteers may develop their own projects on an individualized level. For example:

- Introduction of a recycling system at work
- Sharing composting ideas with neighbours

We encourage these activities, and encourage all EC volunteers to liaise with Peg so that we can keep track of the activities to add to our evaluation logs.

EC Resource Material available

The following resource material is available from Peg:

2 x 3m banner (with ties)
2 small and 2 large corflute EC event signs
60 cups and teaspoons in plastic carry bin
1 x EC display panel (approx 3 m long) – Peg needed to help set up
EC DVD
Generic EC brochures (supply to be available for hand-out at events)

In addition we have access to two other sets of display material. Peg is needed to help in the set up of both of these:

- o “The Roaming Recycler” waste education trailer
- o A 6 m long display panel about the MRC (the one developed for Garden Week)

Evaluation

To assist with evaluation please record the following details for every EC event, and email to Peg:

Event
Date
Participating Council
Nos. of people attending event
Nos. of EC involved
Duration of event
Comments: difficulties, good points, recommended changes

Insurance

Earth Carers volunteers are covered under MRC volunteer insurance on events which have been approved by the MRC. For more information on the insurance cover please contact Wil Higo at the MRC on 9306 6303.

For further information

Peg Davies – 9306 6303 or 0422 941 492
Gae Synnott – 0419 198 547 (as back-up for Peg)

DISCUSSION PAPER: THE CASE FOR EARTH CARERS

The concept

Environmental education is one of the principal factors that affect environmental concerns and behaviours. It is one of a number of tools used for environmental protection including regulation and enforcement, policy and research, and economic mechanisms.

Successfully developed by the NSW Environmental Protection Authority, Earth Carers (known as Earthworks in NSW) is a proven community-based education program which aims to change people's behaviour to minimise waste generation and disposal. Since its launch in 1996 in NSW it has been adopted by 70 local government areas in NSW, involving 7000 volunteers, and has successfully expanded into South Australia and the Australian Capital Territory.

Earth Carers has two components. The first is a 25-hour face to face course for community volunteers. After completing the course volunteers move into the second component, Education Outreach, to spread the knowledge, skills and values of reducing waste into the community. The major benefits of the program come from the outreach activities undertaken by volunteers, establishing it as a social change mechanism.

Potential for waste reduction and reducing the impact of waste on the environment

Earth Carers is principally aimed at domestic waste produced in households. Local government initiatives focussed on domestic recycling services address approximately one-third of the domestic waste stream. By focussing on the re-use of garden and food waste, an additional 55% of the domestic waste stream can be targeted.

Earth Carers focuses on behavioural change in domestic waste minimisation by giving householders the skills to reduce production of domestic waste. In addition to enhanced skills, changed attitudes and increased knowledge, Earth Carers provides a support network for individuals as they implement the outreach activities, providing the opportunity for enthusiasts to spread the message.

Earth Carers can be used to develop and support community involvement in existing local government waste minimisation and management initiatives such as recycling and green waste collections, and household hazardous waste programs.

Benefits of the program to local councils

The Earth Carers program provides:

- A locally-based "green force" who protect the environment through personal waste minimising behaviours and assist others throughout the community in doing so.
- A significant community service to households in the area.
- Focussed community involvement in waste reduction.

- Expansion of Council workforce through the involvement of Earth Carers volunteers at community festivals and events.
- A valuable 'feedback mechanism' between local governments and their community on waste management issues.
- The mechanism to build better understanding in the community about the costs involved in waste management, and the impact their changed waste management behaviour can have on the total waste picture.
- The mechanism to build a regional context for waste collection and disposal while communicating the local messages of "what goes into what bin".

Earth Carers is a valid component of a suite of programs at local, regional, state and federal level programs to improve waste management and reduce the environmental impact of waste.

Benefits of the program to the MRC

Any reduction in the amount of waste sent to landfill is a good thing. The RRF will reduce the amount of waste to landfill by 70%. Efforts by residents to reduce what goes in to the household bin, and to ensure that contaminants are removed from the waste stream and disposed of appropriately will contribute to the effort of sustainable waste management. Specific benefits include:

- Earth Carers is consistent with actions being taken at the regional level with the introduction of Resource Recovery. The focus on organics at householder level helps us to promote the RRF and benefits of resource recovery. Therefore it supports the MRC's work plan.
- It provides a grassroots vehicle to facilitate community education about sustainable waste management, and specifically about the use and benefits of compost.
- It helps to create a market for compost, whether produced commercially or at home.
- The messages communicated through Earth Carers can be tailored to our region and what is available within the region.
- It is a well-documented program where the commitments and resources are able to be clearly identified.
- It is a pro-active program.
- It will lead to specified tangible and measurable outcomes.
- It gives us something to promote as an integrated focus for the region.
- It gives us a tangible reason and purpose for developing a volunteer base.
- Under the Earth Carers umbrella, we can expand into other areas once the organics activities are well-established.

Benefits of the program to the community

The benefit for individuals is the opportunity and support provided to enthusiasts to become actively involved in waste minimisation activities. The enthusiasts get access to good information which they can use and share immediately.

MRC resourcing of Earth Carers

The MRC's Waste Education Officer would have responsibility to oversee the program across the region which would involve:

- Co-ordination and facilitation of the training
- Promotion of the program
- Monitoring and evaluation
- Working jointly with the Member Council officer to provide support to volunteers for outreach activities

Local Council resourcing needed

Councils have a central role in waste management and are integral to the conduct of Earth Carers. The local Council's role is to:

- Identify a local demonstration site which can be used during the training. The Earth Carers can assist in its maintenance;
- Provide suggestions as to environmental and other community groups who can be approached to become involved in the Earth Carers program;
- Work jointly with the MRC's Waste Education Officer to provide support to volunteers for outreach activities;
- Provide volunteer (public liability) insurance.

Councils have varying capacities to manage Earth Carers. A key success factor is to have a nominated Earth Carer Coordinator at local Council to implement and support volunteer activities. Another key success factor is the support of elected councillors and the practical commitment of senior Council staff.

For discussion.

November 13th 2007

**ITEM 2. RESOURCE RECOVERY FACILITY – PROJECT PROGRESS
REPORT**

File No: **WST/13-02**

Attachment(s): **1. Project Development Cost Summary**

Author: **Ian Watkins**

SUMMARY

The purpose of this report is to provide Council with current information on progress with respect to the project to establish a Resource Recovery Facility (RRF) within the region. New information since the last report is represented in '***bold italics***'.

BACKGROUND

The Mindarie Regional Council has previously identified a need to develop business programmes other than landfill in order to minimise waste to landfill. The Council's Strategic Plan, at Objective One, describes this approach as follows:

To operate resource management programmes, both existing and "in planning", in accordance with best appropriate practice.

The Council has made a considerable number of decisions in regard to the Resource Recovery Facility project, and these have been documented in previous reports. More recent decisions have been as follows:

- the decision to contract with BioVision2020 for a Resource Recovery Facility (3 August 2006)
- resolved to enter into the Deed of Amendment and Restatement with BioVision2020 (October 2006) to amend and restate the Resource Recovery Facility Agreement as entered into on 11 August 2006
- that BioVision2020 not be required to pay rent until the commencement of the Operating Period
- increase the Gate Fee payable to BioVision2020
- reduce the Performance Guarantee from \$1.5M to \$1.0M
- accepts SITA Environmental Solutions as the replacement for WorleyParsons
- agreement in principle to ANZIS holding 70% of the shareholding in BioVision2020 and SITA the remaining 30%
- increase the Gate Fee payable to BioVision2020 as a result of SITA replacing WorleyParsons
- agreement in principle to Westscheme holding 70% of the shareholding in BioVision2020 and SITA the remaining 30%
- resolved to enter into the Deed of Guarantee and requesting all 7 Member Councils to do the same (all 7 Member Councils have subsequently signed the Deed of Guarantee)
- resolved to enter into the Deed of Amendment and Restatement (October 2007) with BioVision2020 to amend and restate the Resource Recovery Facility Agreement as entered into on 11 August 2006

- resolved to sign the Lease and Certifier Agreement
- approved delegated authority for the CEO to sign relevant project agreements
- approved the ongoing use of project consultants (February 2008)

DETAIL

Project Programme

The proposed project programme noting in particular the Actual/Revised Enclosed Dates is as follows:

Table 1 – Key milestones for the SWTF project for the Mindarie Regional Council

	Task	Estimated	Actual/ Revised	
			Start	End
1	Community Consultation	February 03	July 02	February 03
2	Site Selection	February 03		February 03
3	Environmental Approvals	September 03	August 02	August 04
4	Prepare tender documents	November 03	October 03	October 05
5	Contractors prepare tenders	January 04	October 05	February 06
6	Evaluate tenders	February 04	February 06	June 06
7	Negotiate with successful tenderer	March 04	June 06	December 06
8	Complete land transaction	April 04	March 04	August 05
9	Development Application/ Works Approval	April 04	August 06	December 06
10	Design and Construction of Facility	June 05	January 07	May 09
11	Facility Commissioned	September 05	May 09	July 09

Progress Report

Key activities recently completed have been as follows:

- continued development of the Community Engagement Strategy
- finalisation of contract details
- completed the transfer of environmental responsibility to BioVision2020
- receipt of payment for the sale of Bush Forever land
- WorleyParsons withdrawal from BioVision2020 and subsequent replacement by SITA
- approved BioVision2020 fee variation request as a result of SITA replacing WorleyParsons
- extension of the Conditions Precedents Satisfaction date to 30 November 2007
- Mindarie Regional Council and all 7 Member Councils signing the Deed of Guarantee
- Mindarie Regional Council completing all Conditions Precedents

-
- Mindarie Regional Council accepting all relevant BioVision2020 project agreements
 - BioVision2020 completing all Conditions Precedents
 - Financial Close (23 November 2007)
 - satisfaction of Conditions Precedents and the project progressing to the design and construction phase
 - ongoing project co-ordination between Mindarie Regional Council and BioVision2020
 - introduction of BioVision2020 to CEAG
 - finalisation of site levels and road design
 - concept design for Mindarie Regional Council infrastructure
 - finalisation of the water supply to Lot 505 Neerabup
 - public announcement of contract finalisation
 - commencement of construction works on-site
 - held a public meeting (19 March 2008) to provide information on the RRF and to introduce the contractor to the local community
 - final subdivision of the original Lot 501, Bush Forever portion finally transferred to WAPC. Mindarie Regional Council property now Lot 801
 - appointment of URS to carry out the detailed design of the Mindarie Regional Council infrastructure works
 - ***tendering the Mindarie Regional Council civil infrastructure works***

Contract Finalisation Process

Following the Council decision to award the contract to BioVision2020 (WorleyParsons) on 9 August 2006 and the subsequent signing of the contract on 11 August 2006, the project development moved into the contract negotiation and contract finalisation process.

The following activities have been undertaken since 11 August 2006.

- Legal documentation finalised based on agreed contractual positions
- Progress Deed of Guarantee
- Detailed assessments of the BioVision2020 fee variations has been undertaken
- Sale of the Bush Forever land
- Transfer of environmental licence to BioVision2020
- Replacement of WorleyParsons by SITA
- Finalise legal documentation based on SITA's involvement in the project
- Accept Westscheme as the majority (70%) shareholder in BioVision2020
- Completion of all Mindarie Regional Council Conditions Precedent requirements
- Review of all relevant BioVision2020 project documents
- Completion of all BioVision2020 Conditions Precedent requirements

-
- Financial Close
 - Satisfaction of all Conditions Precedents occurred on 23 November 2007
 - Revision of the Lease to incorporate a minor change to the Lease area
 - Obtaining final signed project documentation from BioVision2020

Community Engagement

The Council's plan for community education and engagement has been developed by the Secondary Waste Treatment Facility Working Group. The strategies associated with this plan have been translated into Action Plans by a working group comprising members of the Council administration, and external consultants.

Key activities conducted recently were as follows:

- The Community Engagement Advisory Group (CEAG) has been continually informed of the Resource Recovery Facility development process including the award and signing of the contract
- The community education strategy has been developed in conjunction with the Regional Waste Management Plan
- Broader community engagement relating to the status of the Resource Recovery Facility development has been commenced
- CEAG working on developing the concept for a community education facility at Neerabup in conjunction with a mobile display
- Public announcement of contract finalisation
- Public meeting held (19 March 2008) to provide information on the RRF and introduce the contractor to the local community
- Monthly Community updates in local press

Doug Lambert, the Chairperson of the CEAG has resigned from the group (moved to the UK for a year). Following an extensive process to find a suitable replacement, the CEAG has elected Russell Sewell as the replacement chairperson. Russell has a good track record with regards to community involvement in the City of Wanneroo area and hence is a most capable replacement.

Secondary Waste Treatment Facility Working Group Meetings

The Secondary Waste Treatment Facility Working Group met on 6 August 2008 and 17 September 2008.

The notes from the meetings have previously been distributed to all Council Members and relevant Officers.

Land Issues

The City of Wanneroo and Landcorp are actively progressing with the development of the Neerabup Industrial Estate. The Mindarie Regional Council and Cardno BSD Town Planners have been involved in meetings and discussions with various parties over the proposed Structure Plan. The main outstanding issues to be resolved are:

- the removal of the planned North/South road access across Lot 505
- the finalisation of the location of the Pederick Road road reserve

-
- final site levels for the revised Structure Plan
 - MRC contribution to N/A infrastructure costs

Site Development

Development Application

The Development Application has been issued by the City of Wanneroo.

Works Approval

Works Approval from Department of Environment & Conservation has been received by BioVision on 23 June 2008. The Works Approval has indicated that a staged Operating Licence will be issued for 50,000 tonnes per year, increasing to 100,000 tonnes once the facility has demonstrated that it is working properly.

Following discussions with the DEC, the operating licence will now be issued for 50,000t/yr, but the facility will be able to operate at an equivalent daily throughput of 100,000t/yr. That is, the facility will be able to operate at full capacity to be commissioned in accordance with the RRFA. BioVision has approximately 8 months (including the commissioning period) to demonstrate to the DEC that the facility is able to be operated at full capacity in accordance with agreed standards before the 50,000t licence runs out.

Mindarie Regional Council and BioVision are comfortable with this agreed licensing approach.

Building Licence

It has been agreed with the City of Wanneroo that staged building licences will be issued covering various aspects of the works. This will allow construction of the earthworks and underground services to commence prior to the issue of the complete Building Licence.

Updated Building Licence Status

- Stage 1 – submitted 10 January; approved 20 February
- Stage 2 – submitted 22 January; approved 26 May
- **Stage 3 – submitted 29 February; approval August**

Water Supply

In accordance with the Resource Recovery Facility Agreement, Mindarie Regional Council is to provide the water supply to the Resource Recovery Facility. This is to be achieved via onsite groundwater bores. URS has undertaken the necessary design of the water supply infrastructure.

The installation of one water supply bore was completed in March 2007. The pumping equipment and related infrastructure was installed onsite on 29 February 2008.

Now that Financial Close has occurred, work to finalise the water supply infrastructure has commenced. This work will include the following:

- installation of the second groundwater bore (currently underway)
- pump testing of bores

-
- sampling and testing water quality of 2nd bore (1st bore previously tested)
 - power supply
 - installation of bore equipment (Bore No 2) and associates pipework

Sampling of the groundwater has been undertaken from bore number 1 and test results indicate that the quality of water is suitable for the BioVision2020 requirements.

The Mindarie Regional Council has recently exercised its option to purchase an additional 50,000kl/yr water allocation from Trandos Farms. This was part of the original land purchase arrangements. The Department of Water are in the process of transferring the allocation to the Mindarie Regional Council.

Electrical Supply

Within the Resource Recovery Facility Agreement, the Mindarie Regional Council is responsible to ensure that power is available in the street. It was confirmed by Western Power in October 2006 that there was sufficient capacity in Pederick Road, hence no headworks expenses were included in the Mindarie Regional Council development cost estimates.

In June 2007 when BioVision2020 requested a quote for the electrical headworks connection from Western Power, the pre-quote estimate came out as \$1.067M. This is a cost to which the Mindarie Regional Council would be liable.

Following discussions with LandCorp, Mindarie Regional Council has been advised that future Neerabup Industrial Area headworks contributions will not include any power supply infrastructure costs. All landowners are expected to make their own arrangements with regards to power supply. Hence there will be no off-set of the RRF power supply costs against future NIA infrastructure contributions.

Mindarie Regional Council has paid the \$50,000 (incl. GST) fee to Western Power to obtain a detailed quotation for the supply of the necessary power to site.

The detailed quote was received on 5 May 2008 for a total cost (including the deposit) of \$221,938.19. On 8 May 2008 Mindarie Regional Council paid the remaining \$176,483.64.

Western Power has gone out to tender for the necessary works and are confident that the requested power supply will be available by the 1 November 2008, which is in accordance with the RRFA requirements.

The difference between pre-quote estimate (\$1.067M) and the final quote value (\$221,938.19) is that Western Power has covered a larger portion of the infrastructure upgrade costs. Western Power is currently assessing the requirement for the Mindarie Regional Council to provide a guarantee to ensure that the requested power will be consumed for a minimum of 15 years.

Work is well progressed with regards to the power supply installation. Advice from Western Power is that the power is scheduled for "switch on" on 28 October 2008. This will then complete the Mindarie Regional Council responsibility for site power supply.

The SWTF-WG is currently assessing the need for the installation of a permanent backup power supply. This assessment involves the following:

- Development of a Backup Power Plan
 - Identify activities and costs associated with the provision of backup power in the case of power outages (short term and long term)
 - Determine the necessary backup power supply needed (full or partial supply)
 - Identify which party (Mindarie Regional Council or BioVision) covers which costs
- Have the Backup Power Plan agreed and signed off by the Project Advisory Group
- Depending on cost allocations, SWTF-WG to make a recommendation to Council with regards to the provision of a permanent backup power supply

Site Levels

BioVision2020 has requested to undertake general earthworks across site to alleviate the need for them to install retaining structures along the southern lease boundary. This request has been agreed to.

BioVision2020 has completed the design of the earthworks across both the lease area and the Mindarie Regional Council infrastructure area. The design balances the required cut volume and fill volume to prevent having to import material onto site. The benefit to BioVision2020 is that there is the cost saving in not having to import fill material. The benefit to Mindarie Regional Council is that all the bulk Earthworks are designed and constructed by BioVision2020, at no cost to the Mindarie Regional Council.

Roadworks

Mindarie Regional Council has completed the design of all access road infrastructure using the same consultant as BioVision2020. This has lead to significant synergies, time saving and cost savings for both Mindarie Regional Council and BioVision2020.

As part of the City of Wanneroo Building Licence approval process, concern was raised about the position of the site entrance in relation to the proposed north/south road. Consequently, the site entrance alignment was modified to enable the north/south road to be constructed and achieve a safe entrance into the Mindarie Regional Council site. The road modifications resulted in a marginal increase in entrance road length and the need to include a portion of concrete pavement to accommodate turning of heavy vehicles.

Mindarie Regional Council Infrastructure

Mindarie Regional Council has developed a concept layout for all Mindarie Regional Council infrastructure required on site:

- space has been allowed for in and out bound weighbridges. Only the inbound weighbridge will be constructed for Stage 1
- car and bus parking areas have been located
- the Mindarie Regional Council office and education centre has been conceptualised.

The layout of the Mindarie Regional Council infrastructure has been developed in conjunction with Mindarie Regional Council Operations staff and CEAG.

URS (Panel consultant) has been appointed to undertake the detailed design, tendering and superintendence of the Mindarie Regional Council infrastructure works.

The Mindarie Regional Council civil infrastructure works have been tendered with construction due to commence in November.

Timing of Mindarie Regional Council Site Infrastructure Works

BioVision2020 commenced construction on site on 28 February 2008. Mindarie Regional Council are closely monitoring the program of works to ensure that the Mindarie Regional Council infrastructure is completed in time.

It is anticipated that the majority of the Mindarie Regional Council infrastructure will be constructed during the 2008/2009 financial year.

Revised Lease Plan

At the Ordinary Council Meeting 11 October 2007, the Mindarie Regional Council resolved inter alia:

"agrees to amend the Lease to BioVision 2020 for Resource Recovery Facility, after Western Australian Planning Commission (WAPC) approval to the amendment to an add on area of 282 m² in north west corner."

At the Ordinary Council Meeting 28 February 2008, the Mindarie Regional Council resolved inter alia:

"authorises the Administration to advertise a Public Notice in accordance with S3.58 of the Local Government Act in order to amend the RRF Lease".

Accordingly, the lease amendment was advertised via a public notice for a period of two weeks. No public submissions were received. It is now appropriate that Council approve the Lease amendments.

At the Ordinary Council Meeting 24 April 2008, the Mindarie Regional Council resolved inter alia:

"approve the amendments to the Lease to an add on area of 282m² in the North West Corner and authorise the Administration to finalise the Lease with BioVision and note that the Neerabup site land description will change from the current Lot 505 as a result of the sub-division of the Bush Forever portion of the property"

Accordingly, the lease amendment documentation has been finalised and forwarded to BioVision for signing.

Future Activities Planned

Future activities associated with this project are as follows:

- continuation of community engagement including CEAG

-
- progress site construction:
 - complete installation of water supply infrastructure
 - finalise power supply issues for the site
 - site levels
 - road reserve requirements with City of Wanneroo and LandCorp
 - Mindarie Regional Council infrastructure construction

Ongoing Project Management

Project Advisory Group

Within the RRFA, the Project Advisory Group (PAG) is the primary group to administer the various Mindarie Regional Council project agreements. This PAG consists of 3 Mindarie Regional Council members, 3 BioVision2020 members and an independent Chairperson.

The members of the PAG are as follows:

Mindarie Regional Council

- Cr Laura Gray JP (City of Wanneroo)
- Kevin Poynton (CEO)
- Eddy Albrecht (City of Stirling)
- Dennis Blair (Alternate Representative – City of Wanneroo)

BioVision2020

- Emmanuel Vivant (BioVision, Director)
- Marco Fontana Giusti (Sita, Project Manager)
- Peter Zoethout (Sita, State Admin Manager)

Chairman

- Mike Wadsworth
Mutually agreed between Mindarie Regional Council and BioVision and finalised by the CEO in accordance with delegated authority from Ordinary Council Meeting 13 December 2007.

The PAG met on 20 August 2008. Items from the meeting include:

- Assessment of minor contractual amendments
- Determination of variations
- ***Current operational issues***
- ***Conporec financial situation***

As part of the RRFA, there was a Construction Contingency Account (CCA) to the value of \$475,000 set up to cover the cost of design changes or additions that were not foreseen by SITA at the time of finalising the contract and that implementing the changes or additions would improve the likelihood of BioVision meeting the KPIs. The CCA was set up primarily because SITA did not have sufficient time during contract negotiations to undertake a comprehensive design review.

SITA has recently completed the detailed review of the design of the Resource Recovery Facility. Consequently there have been some minor changes to the design and some additional components added.

As a result of the design review, BioVision has submitted 9 variations to the Project Advisory Group (PAG) for expenditure of the CCA. Cardno Meinhardt JV has assessed the variation requests and submitted recommendations to the PAG. The PAG has accepted 7 variations. Table 2 provides details of the variations requested.

Table 2.

Item	Value	Accepted/Rejected
1. Variable speed drives on fan motors	\$182,149	Accepted
2. Jacking cradles	\$86,643	Rejected
3. Stainless steel bolts	\$75,000	Rejected
4. Changes to humidifier system	\$73,500	Accepted
5. Automatic rapid closing doors	\$36,500	Accepted
6. Building pressure measurement gauges	\$23,288	Accepted
7. Water flow meters	\$9,475	Accepted
8. Plenum & air chamber	\$159,011	Accepted
9. Leachate flow meters	\$18,330	Accepted
The remaining value in the CCA = \$2,539 (incl. interest)		

The PAG has delegated authority from the Mindarie Regional Council to approve expenditure of the CCA up to the maximum value of the CCA (\$475,000 plus accrued interest). Any variations beyond this value can only be approved by the Mindarie Regional Council.

Mindarie Regional Council has received legal advice that the total value of the CCA able to be authorised by the PAG includes accrued interest as intended by the RRFA.

Way Forward

It is envisaged that the SWTF WG would provide strategic direction to the Mindarie Regional Council with regards to resource recovery activities.

The PAG would be the primary mechanism for managing the Resource Recovery Facility (Stage I) in accordance with the direction set out by the SWTF WG.

CEAG would continue to be the primary link into the community for mainly Resource Recovery Facility (Stage I) matters, but also a reference group for other Mindarie Regional Council community related activities such as community education and Strategic Waste Management Plans (Zero Waste Plans).

The Mindarie Regional Council would be the final decision making body for major issues and issues of a financial nature.

Various consultants would provide input into the process on an as required basis.

RRF Stage 2 Development

The SWTF-WG are commencing work with regards to the development of RRF Stage 2. Work is programmed to occur in accordance with the following tasks:

- July 2008 to December 2008 – Review available technologies
- January 2009 to June 2009 – Develop program of work activities
- July 2009 to December 2009 – Appoint Consultants
- January 2010 to December 2010 – Prepare Tender documents
- January 2011 to June 2012 – Tender/Contract/Award Process
- July 2012 to July 2013 – Construction
- July 2013 – Stage 2 operational

CONSULTATION

Consultation has occurred with the following groups:

- Cardno BSD/Meinhardt Joint Venture
- Woodhouse Legal
- BioVision2020
- SITA
- Kerman Contracting
- Various Design Consultants
- Western Power
- City of Wanneroo / LandCorp
- **Trandos Farms**
- **Department of Water**

STATUTORY ENVIRONMENT

- Local Government Act S.3.58 and S3.59
- Local Government (Functions and General) Regulations 7-10

POLICY IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

This project is consistent with Objective One of the Council's Strategic Plan 2004 – 2009.

FINANCIAL IMPLICATIONS

A comprehensive Project Development Cost Summary has been developed and is at Attachment One to this Item.

This latest summary reflects the work conducted by the administration, in conjunction with appointed consultants, in order to comply with a Mindarie Regional Council resolutions regarding project expenditure, and associated approvals.

This work has been as follows:

- quantification of payments post **1 August 2008** and up to **24 September 2008**
- quantification of Work in Progress i.e. work completed but yet to be invoiced **up to 30 September 2008**
- review of funds required for further work **30 September 2008** – end of project

Project expenses to date **for this financial year (\$189,636)** are within the approved Budget of \$1,600,000.00. Expenses are in accordance with Revised Estimates and hence no budget over-run is anticipated.

Loan 10 Summary

- original value (July 2004) \$2M
 - increased (OCM 22 February 2007) by \$2.6M to \$4.6M
 - increased (OCM August 2007) by \$1.5M to \$6.1M
 - increased (OCM Feb 2008) by \$2.5M to \$8.6M
- This increase includes a \$500k contingency

The utilisation of loan funds eliminates any potential cash flow problems to the business.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group discussed the impact of the DEC operating licence of only 50,000 t/yr.

Nil changes to the report.

RECOMMENDATION

That Council receive this Progress Report dated 23 October 2008 on the project to establish a Resource Recovery Facility in the Mindarie region.

ATTACHMENT ONE
TO ITEM 1
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
PROJECT DEVELOPMENT COST SUMMARY

Project Development Costs Summary

Item	2000 - 2004 (Pre-2004/5)	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009				Total Estimated Costs
						Approved Budget	Spend to 24/9/8 (a)	#Work In Progress (b)	Total Costs (a) + (b)	
Community Consultation (Bryant Media, CEAG)	\$ 37,817	\$ 65,796	\$ 39,024	\$ 43,663	\$ 40,796	\$ 28,000	\$ 5,809	\$ 3,000	\$ 8,809	\$ 255,095
Project/Construction Management (JV)	\$ 562,183	\$ 188,523	\$ 132,178	\$ 501,804	\$ 277,965	\$ 120,000	\$ 1,510	\$ 41,000	\$ 42,510	\$ 1,782,653
Legal (Freehills, Woodhouse Legal)	\$ -	\$ 366,124	\$ 1,019,638	\$ 1,292,349	\$ 630,929	\$ 50,000	\$ 6,404	\$ 5,000	\$ 11,404	\$ 3,359,040
Financial (PKF, Deloitte)	\$ -	\$ 5,620	\$ 113,798	\$ 27,964	\$ 62,498	\$ 20,000	\$ -	\$ -	\$ -	\$ 229,879
Probity (Braxfords)	\$ -	\$ 3,840	\$ 37,958	\$ 3,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,645
MRC Project Management	\$ 10,000	\$ 20,411	\$ 54,923	\$ 45,179	\$ 65,155	\$ 42,000	\$ 10,379	\$ 7,000	\$ 17,379	\$ 237,666
Insurance Advisors (AON)	\$ -	\$ -	\$ 4,750	\$ 15,000	\$ 10,175	\$ 10,000	\$ -	\$ -	\$ -	\$ 39,925
Site Infrastructure	\$ -	\$ -	\$ 1,800	\$ 20,916	\$ 292,047	\$ 1,330,000	\$ 165,534	\$ 15,000	\$ 180,534	\$ 1,644,764
Over Seas Inspection Tour	\$ -	\$ -	\$ 215,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,506
Other	\$ 50,000	\$ -	\$ 9,570	\$ 38,798	\$ 8,378	\$ -	\$ -	\$ -	\$ -	\$ 106,746
Total Costs Incurred	\$ 660,000*	\$ 650,313	\$ 1,829,143	\$ 1,989,520	\$ 1,387,942	\$ 1,600,000	\$ 189,636	\$ 71,000	\$ 260,636	\$ 7,916,919
Total Costs Incurred to 30/6/7										
Balance of Loan Funds (Loan 10)										
Original Value \$2.0M	Not Applicable**	\$ 1,349,687								
Increased by \$2.6M to \$4.6M			\$ 2,320,544	\$ 331,024						
Increased by \$4.0M to \$8.6M (incl. \$0.5M Contingency)##					\$ 443,081				\$ 182,445	
Land Purchase (Asset)			\$ 3,500,000							

* Pre-2004/5 breakdown estimated based on available information

** Pre-2004/5 costs expensed through Tamala Park operations

Work in Progress is work that has been carried out, but no invoice has been received or is in the process of being paid

Contribution of two loans (\$1.5M + \$2.5M)

**ITEM 3. HAZARDOUS HOUSEHOLD WASTE – BALCATTa RECYCLING
CENTRE LEASE AREA**

File No: WST/107

Attachment(s): Nil.

Author: Ian Watkins

SUMMARY

The purpose of this report is to provide Council with information relating to the proposal for the Mindarie Regional Council (MRC) to lease a portion of the Recycling Centre of Balcatta from the City of Stirling in order to establish an additional Household Hazardous Waste (HHW) collection point for the Region.

BACKGROUND

The removal of HHW from the domestic waste stream (green wheelie bin) has been identified by the Mindarie Regional Council as a key element to the success of the production of quality compost from the organic fraction of household waste through the Recourse Recovery Facility at Neerabup.

To date the methods of recovering HHW in the region have been disjointed and not been delivered on a regional basis. The current disposal options for residents of the Mindarie Regional Council include:

Facility	Owned and Operated By	Accessible By
Tamala Park - permanent drop off facility	Mindarie Regional Council	All residents in the Mindarie Regional Council catchment
Recycling Centre of Balcatta - permanent drop off facility	City of Stirling	City of Stirling residents and residents from surrounding districts
Town of Victoria Park - temporary drop off days	Town of Victoria Park	Residents from the Town of Victoria Park

The convenient location of the City of Stirling drop-off facility at the Recycling Centre of Balcatta means that it is currently utilised by residents from adjoining Local Governments, often on the recommendation of staff from adjoining Member Councils, consequently, this facility is the ideal location for the development of a regional HHW drop-off point.

DETAIL

State Funded Program

The recovery of HHW in Western Australia is entering a new phase through a three year funding program from the Waste Management and Recycling Fund administered by Waste Smart WA (the new name for the Waste Authority, previously the Waste Board). Key features of the new funding program include:

- Administration of the program has been contracted to the Western Australian Local Government Association (WALGA). WALGA has established a working group to administer the program.
- Temporary drop-off days are to be a permanent feature of this program and are anticipated to be held approximately every two weeks (based on four collections per Metropolitan Regional Council per year).
- Permanent drop-off centres will be upgraded to a new standard (under development, but based on the standard of the drop-off facility at Tamala Park).
- There will be extensive promotions of the temporary and permanent drop off options.

Thus householders throughout the Perth metropolitan area will have access to both scheduled temporary collection days and permanent drop-off facilities.

Mindarie Regional Council Regional Facility

The City of Stirling Recycling Centre of Balcatta, due to its central location, has been identified as a possible regional facility within the Mindarie Regional Council area. This facility will provide a convenient location for the disposal of HHW for all residents located in the southern and central portion of the region. Tamala Park currently provides a regional facility for the northern residents within the region.

Facility Upgrade

The facility was never designed or managed to cater for large quantities of HHW; hence, being a regional facility will put pressure on the existing infrastructure and limited manpower the City has to operate the facility. In order that the facility may operate to the appropriate standards of safety the facility is required to be upgraded. The State HHW program has funding allocated for the upgrading of regional drop off facilities. An application has been submitted by the City of Stirling for funding to upgrade the existing facility to the appropriate standard suitable for a regional facility. All indications are that the funding application will be successful.

Proposed Leasing Arrangements

The City of Stirling facility is currently managed by Stirling council staff and contractors. As a result of it becoming a regional facility, it is anticipated that there would be a significant increase in the quantity of HHW being delivered to the facility. In order to manage this increase volume of material, the City of Stirling has requested that the Mindarie Regional Council provide assistance to manage the facility.

It is proposed that the Mindarie Regional Council lease a portion of the Recycling Centre of Balcatta property incorporating the existing HHW shed. The proposed leasing arrangements would be as follows:

- City of Stirling would lease the area to the Mindarie Regional Council at no charge.
- Funding requested by the City of Stirling for the upgrade of the facility would be utilised by the Mindarie Regional Council to improve the safety and functionality of the lease area for the receipt and storage of HHW.
- Mindarie Regional Council would advertise the availability of the HHW drop-off centre to the region as a whole.

- Mindarie Regional Council would staff the facility to the appropriate levels based on the quantity of HHW delivered to the facility.
- The facility would be operated in accordance with the appropriate safe working standards as adopted by the City of Stirling.
- The facility would be included in the City of Stirling annual safety audit to ensure that the facility complies with the necessary standards and procedures.
- The operation of the HHW facility would be reviewed after 12 months to determine if there has been a negative impact to the City of Stirling on the overall operation of the Recycling Centre of Balcatta.

Facility Staffing

The Mindarie Regional Council currently operates the regional HHW facility at Tamala Park and has suitably qualified staff to undertake the necessary activities in managing the Tamala Park facility. These staff would be available to assist with the management of the Balcatta HHW facility.

Initially, there would be no intention to employ additional staff as the staffing requirements at the new regional facility are anticipated to be minimal until the facility utilisation increases significantly. Depending on the utilisation of the HHW facility there may be a requirement in future to employ a dedicated staff member to operate the Balcatta HHW facility. It is anticipated that this would only occur in the next financial year. The need for additional staffing would be identified prior to the establishment of the 2009/2010 budget and included accordingly.

It is estimated that the initial staffing requirements will be approximately two days per week. This would cost in the order of \$30,000/yr. The facility would only be operating for approximately six months (January 2009 to June 2009) within this current financial year; hence, the impact on the 2008/2009 Budget would be approximately \$15,000. This expenditure is unbudgeted, but will be funded from other operational activities.

Permanent part-time casual personnel would be used at Tamala Park to backfill the onsite operational requirements whilst the HHW staff member was sent to Balcatta to manage the new regional HHW facility.

Benefit to the Region

The development of an additional regional HHW collection facility will significantly improve the ability of the Mindarie Regional Council to extract hazardous materials from the waste stream and hence preventing the materials been disposed of in the green wheelie bin and hence ending up at the Neerabup RRF. Once mixed in with the general waste stream these materials have a high probability of negatively impacting the RRF compost production process resulting in an inferior compost product.

The Mindarie Regional Council is liable for significant annual costs (approximately \$500,000/yr) associated with the marketing and transport of the compost produced from the RRF. Reducing the contamination levels within the compost increases the saleability of the product and hence reduces the Mindarie Regional Council liability for marketing and transport costs.

Reducing the amount of HHW in the waste stream is an important recommendation of the regions Strategic Waste minimisation Plan and consistent with striving "towards zero waste".

CONSULTATION

Consultation has occurred with the following parties:

- City of Stirling
- MRC Operational Staff
- WALGA
- DEC

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This project is consistent with Objective One of the Council's Strategic Plan 2004 – 2009.

FINANCIAL IMPLICATIONS

State Government funding is available for:

- Upgrade of the Balcatta HHW facility through the City of Stirling
- Full cost of disposal of materials collected

The cost (estimated \$50,000) associated with the upgrade of the existing Balcatta facility is anticipated to be covered by the Waste Management and Recycling Fund as part of the HHW program. Should this funding not become available, there are excess funds remaining (approximately \$130,000) from the Strategic Waste Minimisation Plan program funding which is able to be used for the implementation of the Strategic Waste Minimisation Plans. The development of regional HHW collection points is a recommendation of the MRC Strategic Waste Minimisation Plan; hence expenditure on this project would be justified.

The staffing of the facility will initially be covered by existing MRC staff; however, in future, depending on the utilisation of the HHW facility, there may be a need to employ an additional staff member. This cost will need to be covered by the Mindarie Regional Council. As mentioned above the anticipated cost for this financial year is in the order of \$15,000. This is an unbudgeted amount, but will be funded from other operational activities. Future costs of operating the facility will be included in future budgets. It is anticipated that the ongoing cost of operating the facility will be in the order of one Full Time Equivalent at a cost of approximately \$100,000/yr.

Mindarie Regional Council to investigate possible State Government funding to cover the operational costs associated with the Balcatta HHW facility.

There is potential for significant cost reductions in the Mindarie Regional Council liability for the marketing and transport of compost from the RRF facility if the quality of the compost produced can be improved by the removal of Household Hazardous Waste from the general waste stream.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group discussed the following issues and amended the report:

- Available State Government funding for HHW facilities and operations.

RECOMMENDATION

That Council approve the concept of leasing a portion of the City of Stirling Recycling Centre of Balcatta facility for the development of a Household Hazardous Waste drop-off centre as a regional facility and authorise the Administration to formally request the City of Stirling to consider the leasing option.

ITEM 4 STRATEGIC WASTE MINIMISATION PLAN

File No: **WST/104**

Attachment(s): **1. Mindarie Regional Council Strategic Waste Minimisation Plan**
 2. Operations/Tamala Park Strategic Waste Minimisation Plan

Author: **Ian Watkins**

SUMMARY

The purpose of this report is to provide Council with information relating to the development of the regions Strategic Waste Minimisation Plan in order for Council to review the proposed Plan and be aware of the way forward.

BACKGROUND

As part of the Waste Authority (previously the Waste Management Board) and Department of Environment and Conservation (DEC) programme for the development of Zero Waste Plans, all Local Governments within Western Australia were requested to develop Strategic Waste Management Plans, ideally as groups of Local Government as opposed to individual councils. As an incentive to Local Government, funding was provided to cover the cost of the development of the plans.

The programme consisted of Phase 1, the completion of an online baseline data survey which the DEC assessed and then provided some recommendations for waste management improvements in the Local Government region. This Phase of the programme was completed by August 2007.

Phase 2 of the programme involved the development of a Strategic Waste Management Plan in response to the data collected in Phase 1 and the recommendations made by the DEC. The program involved the submission of the Phase 2 plans to the DEC by 30 September 2008, with the DEC anticipating to take four months to assess the plans before providing feedback to the Local Governments.

The status of the finalised Strategic Waste Management Plans is that the plans form the basis on which the groups of Local Government are able to apply for Waste Authority funding for various waste minimisation projects. Should a Local Government opted not to develop a Strategic Waste Management Plan, then that Local Government is unable to apply for funding available under the Zero Waste Plans program.

The Strategic Waste Management Plans, associated recommendations and funding requirements are not binding on the Local Governments, but rather act as a guideline for future waste minimisation activities. The plans are intended to be reviewed and updated on a regular basis in order to maintain relevance in an ever-changing waste management environment.

The plans being developed as part of this current programme have a five-year lifespan 2008 to 2013, beyond that the intention is that the plans would be totally rewritten for a further five-year horizon.

The Mindarie Regional Council (MRC) has adopted the name Strategic Waste "Minimisation" Plan (SWMP) as an emphasis on waste minimisation as opposed to purely waste management.

DETAIL

Plan Development

In 2005 the Mindarie Regional Council developed a Regional Waste Management Plan (RMWP) covering aspects of joint waste management activities amongst the member councils and the regional Council. The RWMP included an extensive Regional Waste Education Plan.

The Mindarie Regional Council business operates under the auspices of its Strategic Plan; which is updated and reviewed on a regular basis. This plan provides strategic direction for the business over a five-year period and more recently over a 20 year period.

The Strategic Waste Minimisation Plan has been developed in accordance with the requirements set out by the DEC as part of the Zero Waste Plan programme as well as direction established by the MRC Strategic Plan, Regional Waste Management Plan and the Regional Waste Education Plan.

Project Timetable

Project Initiation	10 April 2007
Phase 1 Submission	15 August 2007
Phase 2 Commencement	31 December 2007
DEC Phase 1 Recommendations	June 2008
Draft Phase 2 Submission	30 September 2008
Draft SWMP to Mindarie Regional Council	23 October 2008
Round 1 Funding Applications	31 October 2008
Member Council Draft SWMP Review	31 October 2008
Public Comment Period	28 February 2009
DEC Phase 2 Recommendations	28 February 2009
Final SWMP's Received by Mindarie Regional Council and Member Councils	31 March 2009
Round 2 Funding Applications	31 March 2009

Note:

- (i) Timetable consistent with DEC guidelines
- (ii) Timetable subject to change due to new State Government

Plan Structure

The SWMP was developed as a regional collaboration with all Member Councils of the Mindarie Regional Council.

The region's SWMP consists of the following documents:

- (1) The Mindarie Regional Council SWMP (the regions summary plan)
- (2) City of Stirling SWMP (individual plan)
- (3) City of Wanneroo SWMP (individual plan)
- (4) City of Joondalup SWMP (individual plan)
- (5) City of Perth SWMP (individual plan)

-
- (6) Town of Cambridge SWMP (individual plan)
 - (7) Town of Vincent SWMP (individual plan)
 - (8) Town of Victoria Park SWMP (individual plan)
 - (9) Operations/Tamala Park SWMP (MRC operational plan)

The Mindarie Regional Council SWMP consists of a summary of all relevant information and recommendations from all of the individual plans and the MRC operational plan.

The Member Council individual plans consist primarily of information specific to the particular Council.

The Mindarie Regional Council Operations plan deals with waste management/minimisation activities at Tamala Park.

Plan Content

The Member Council individual plans and the Mindarie Regional Council Operations plan include the following information:

- Purpose and objectives.
- Regional/District profile.
- Corporate/Community profile.
- Key activities.
- Waste infrastructure.
- Summary of waste collection and recycling data.
- Key issues.
- Recommended actions.
- Action planning.
- Monitoring and review.

The Mindarie Regional Council Plan includes the following information:

- Purpose and objectives for the region.
- Regional/District profile.
- MRC history.
- Corporate/Community profile for the region.
- Key activities.
- Regional waste infrastructure.
- Summary of waste regional collection and recycling data.
- Key issues.
- Summary of recommended actions.
- Summary of regional action planning.
- Monitoring and review.

These plans "draw a line in the sand" setting out where the Member Councils and MRC are positioned with regards to waste management and waste minimisation activities as at mid-2008. This information forms the baseline data from which future successes can be measured. These plans also provide a useful summary document for each organisation on current waste management activities.

Custodianship of the Plans

The Mindarie Regional Council has custodianship of the Mindarie Regional Council SWMP and the Operations/Tamala Park SWMP.

The individual Member Councils have custodianship of the individual SWMP's.

Summary of Report Recommendations

Recommendations from all of the 7 member council individual plans and the Tamala Park Operations Plan have been rolled into the Mindarie Regional Council SWMP.

The following table provides a summary of recommendations and proposed timelines for all Plans as set out in the Regional Plan:

Item	Recommendation	Date
1	Modify the draft Mindarie Regional Council Establishment Agreement – Designated Function - to allow: - The Mindarie Regional Council to overtly develop programs that reduce the amount of waste going to landfill, in addition to "The orderly and efficient treatment and/or disposal of waste delivered etc". - Encourage the Mindarie Regional Council to place waste minimisation/recycling objectives ahead of any associated with land filling.	2008/2009
2	Commit to closer co-operation in the development and delivery of "Best Practice" waste services in the Mindarie Regional Council catchment.	2008/2009
3	Establish a new forum where member Local Governments can investigate the standardisation of waste minimisation service delivery with a view to optimising those services to deliver the best outcomes in pursuit of "Towards Zero Waste by 2020".	2008/2009
4	Advise the new Waste Authority that while Local Government is an effective and efficient collector and manager of waste materials, it is not in Local Government's charter, within its risk profile or skills base to carry the cost by default for the collection, processing and recycling of the myriad manufactured materials in the municipal waste stream.	2008/2009
5	Maintain pressure on the Minister for the Environment to make brand owners and manufacturers responsible for the recovery, recycling and reuse of all the manufactured products that they put in to the market.	Ongoing
6	Lobby the Federal Government through State and Federal Local Government Associations to level the playing field to increase the competitiveness of recycled products for use in manufacturing with virgin materials.	Ongoing

7	Actively lobby the State and Federal Government: - o Members of parliament representing the Mindarie Regional Council electorates. - o The Ministers for the Environment. - o The Western Australian Local Government Association and the Australian Local Government Association. To introduce Extended Producer Responsibility as the principal means for the recycling of branded and manufactured materials in the waste stream.	Ongoing
8	Investigate the provision of a comprehensive Materials Recovery Facility suitable for use by the members as part of any commitment by the member Local Governments to collaborate more closely in the delivery of waste minimisation services.	2009/2010
9	Actively lobby the State Members of parliament representing the Mindarie Regional Council electorates and the Minister for the Environment to: • Reduce the financial burden on the Region's ratepayers for the provision of expensive recycling infrastructure by providing financial support for major items of recycling infrastructure used by local governments to recycle organic and non manufactured waste. • Taking appropriate action to transfer the cost of recycling branded/manufactured materials to the manufacturer and consumer.	Ongoing
10	Introduce EPR schemes to recycle all manufactured products.	Ongoing
11	Recognise that Local Government collection systems can be used by brand owners at the brand owner's expense.	Ongoing
12	Not allow hazardous or manufactured materials in to the market place without a comprehensive recovery and recycling program for the product that is funded by the manufacturer/brand owner.	Ongoing
13	Make Local Government collection systems available to brand owners at the brand owner's expense.	Ongoing
14	Waste Smart WA (the new Waste Authority) be empowered to run promotions separate from the State's general sustainability promotion campaigns.	2008/2009
15	The State promotions should: • Include a focus on adults (the largest demographic group) in the community as opposed to focussing only school children. • Outline the state and national goals and 'raison d'être' for the "Towards Zero" Waste Campaign being conducted in Western Australia. • Acknowledge the role that Local Government is making to the campaign through the substantial investments being made in new recovery programs and processing facilities. • Treat the public as mature adults and be realistic about recycling waste e.g. - o Publish and publicise the problems that exist with current recycling schemes. - o Publish and promote the cost and effort that taxpayers and	2008/2009

	ratepayers are expected to make by recycling and contrast this with industry's role and responsibilities. Tell the public about alternative methods of reducing waste to landfill by schemes such as Extended Producer Responsibility.	
16	Lobby the State Government to amend the Rates and Charges (Rebate Deferment) Act 1992 to make waste fees eligible for a rebate.	Ongoing
17	Recognise that both household waste streams are now recycling streams and that these services be re-branded as such.	2009/2010
18	Conduct an investigation into the nature of the materials to be placed in to each of the two recycling waste streams presently being collected in most member Council areas.	2009/2010
19	Work collectively to identify and adopt a best practice for household waste recycling service(s) delivery.	2008/2009
20	Recognise that the commercial waste collection is a recycling stream and that this service be re-branded as such.	2010/2011
21	The makeup of the commercial waste stream from member Local Governments and contractors that is sent to Tamala park for disposal be analysed for its recycling potential.	2010/2011
22	Commercial waste from Local Government collections and commercial collections be described as Non Processable.	2010/2011
23	The separate collection of organic rich food wastes from commercial premises be the subject of a detailed cost benefit analysis.	2010/2011
24	Work collectively to identify and adopt a best practice for commercial waste recycling service delivery.	2010/2011
25	Recognise that the bulky waste verge collections are recycling collections and that these services be re-branded as such.	2009/2010
26	Conducting an analysis of a significant portion of the hardwaste placed on the verge and that delivered to the Recycling Centre of Balcatta and to the Tamala Park landfill and transfer station.	2009/2010
27	Introduce the co-ordinated collection of serviceable household goods by charity prior to each hardwaste collection as a minimum feature of the Regions hardwaste collections.	2009/2010
28	Work collectively to identify and adopt a best practice for Verge Bulky waste recycling service delivery.	2009/2010
29	Require public place event organisers to provide a waste management and minimisation plan for all major events.	2009/2010
30	Work collectively to identify and adopt a best practice waste management and minimisation plan for all major events.	2009/2010
31	Work collectively and with KABC (WA) to identify, develop and adopt best practice public place recycling and litter management.	2011/2012
32	Support the introduction of container deposit legislation in to Western Australia.	2011/2012
33	Develop (or engage a suitable service provider) to audit the waste produced from all of premises under their direct control.	2009/2010
34	Work collectively to identify and adopt best practice for the delivery of corporate waste recycling.	2009/2010

35	Convene a working group of construction and parks department staff to be formed to collectively identify and adopt best practice for the delivery of infrastructure waste minimisation and recycling practice.	2009/2010
36	Audit their respective infrastructure waste stream for its recycling potential.	2009/2010
37	Develop and let contracts for the recycling of this waste stream	2009/2010
38	Sort waste at source so that the maximum amount of waste can be recycled or disposed of at a class 1 landfill site and the minimum amount of waste is sent to the Tamala Park landfill site.	2009/2010
39	Seek the appointment of a full time officer to: • Co-ordinate the implementation of Local Government focussed recommendations from this SWMP. • Work with Local Governments on areas of training and co-ordinating some form of officer/employee exchanges among the Member Councils. • The gathering, analysis and reporting on waste collected, recycled and disposed of for and on behalf of the member Local Governments.	2009/2010
40	Develop a reporting hierarchy on key elements of the Strategic Waste Minimisation Plan.	2009/2010
41	Publish in the annual reports the progress made towards a Zero Waste Environment.	2009/2010
42	Maintain the waste generation, recycling and disposal records that were developed as part of the Strategic Waste Minimisation Plan.	2009/2010
43	Reduce greenhouse gas emissions associated with the collection, recycling and disposal of waste.	2010/2011
44	Investigate how to optimise the collection and transport of collected waste from the source to the final point of processing.	2010/2011
45	Minimise Transport distances: • Advocate and support the choice of new AWT technology and its devolution close to the points of collection throughout the Mindarie Regional Council catchment. • Investigate the benefits of using transfer technology to get future waste to remote AWTs and landfill sites.	2010/2011
46	Work collectively to identify and introduce best practice for the design and operation of waste transfer, waste minimisation and recycling functions conducted at the Recycling Centre of Balcatta and the Transfer Station at Tamala Park.	2010/2011
47	Recognise that the waste received from casual tipping at the Recycling Centre of Balcatta is waste generated from throughout the region and should be described as Mindarie Regional Council casual waste not as City of Stirling casual waste.	2009/2010
48	Investigate the introduction of excavators to "pick" through bulky waste delivered by member local governments and casual tippers with the objective of removing recyclable materials to slow the consumption of landfill airspace.	2008/2009

49	Collaborate with the City of Stirling to investigate the use of mechanised means (such as moving floors) to: • Improve the safety of client tipping waste. • Reduce the amount of waste sent to landfill by recovering recyclable materials from the bulky waste stream.	2010/2011
50	Commence the redesign of the Tamala Park Transfer Station and amend the tipping policy and fees structure to increase the amount of waste recycled.	2010/2011
51	Household Hazardous Waste be managed by way of EPR and that the application of EPR to the management of Hazardous Household Waste be the first (a flagship) program to introduce the concept and benefits of EPR to the Western Australian community.	2008/2009
52	The State Government of Western Australia is asked to direct the Water Authority of WA and the Health Dept of WA to become actively involved with promoting the correct disposal of Household Hazardous Waste and the purchase by the public of less hazardous products.	2008/2009
53	The Mindarie Regional Council support the high profile "Act Now" campaign to recover as much toxic material from the community prior to the commencement of processing household waste in Stage 1 of the regional AWT.	2008/2009
54	A Household Hazardous Waste recovery and management plan be incorporated in the Strategic Waste Minimisation Plan for the Mindarie Regional Council.	2008/2009
55	The MRC Hazardous Household waste cleanup program promote the safe disposal of old medicines through local chemist shops through the OPAL program	2008/2009
56	The Mindarie Regional Council continues to support the subsidised disposal of asbestos cement products delivered by householders to Tamala Park and it will call upon the State Government to reimburse Local Governments expenses associated with the safe disposal of asbestos cement.	2008/2009

All recommendations need to be read in conjunction with the Regional or Individual SWMP's

It is noted that the recommendations simply provide guidance as to future waste minimisation direction within the Region. There is no obligation on the Regional Council or any individual Member Councils to undertake some or all of the above recommendations.

DEC Approval Process

In accordance with the program timetable established for the development of SWMP's, the DRAFT Mindarie Regional Council SWMP (the regions summary plan) and the Operations/Tamala Park SWMP (MRC operational plan) were submitted to the DEC for approval by 30 September. At the time of submission of the plans, it was clearly indicated to the DEC that the plans were in draft format and were yet to be adopted by the Regional Council and the respective Member Councils.

Way Forward

Following the development of the SWMP for the Region, it is appropriate that Council review the Mindarie Regional Council SWMP (the regions summary plan) and receive the Operations/Tamala Park SWMP (MRC operational plan).

That Member Councils be requested to review the individual SWMP's.

Following the review of all the SWMP's by the respective councils, all plans will be advertised for public comment.

Should there be any material changes to the various SWMP's, the DEC will be advised accordingly.

On completion of the public comment period and subsequent incorporation of any relevant comments into the respective SWMP's, the plans shall be presented to the Mindarie Regional Council and respective Member Councils.

The TWG recognised the need to establish an implementation model and will determine the way forward after the plans have been adopted.

Funding

The first round of funding for the implementation of actions identified in the SWMP's commences in October 2008. To date there has been no indication of the exact quantity of funding available (the announcement has been delayed due to recent State elections). There has been an indication from the DEC that funding will typically be allocated on a population basis; hence, the Mindarie Regional Council should receive a significant portion of available funding to implement the actions identified in the regions SWMP's.

The Mindarie Regional Council will be submitting an application for the first round of funding. The degree of funding requested will be a function of the quantity of funds available and the priorities established by the DEC.

CONSULTATION

Consultation has occurred with the following groups:

- Tamala Park operations staff
- MWAC
- DEC
- Member Councils

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Costs associated with the development of the SWMP's have been covered by funding provided by the DEC, with remaining funds being available for the implementation of actions emanating from the plans.

The DEC provided \$217,000 for the development of the Mindarie Regional Councils Phase 1 and Phase 2 SWMP's. To the end of September 2008 approximately \$85,000 had been spent on the development of the plans. The remaining approximately \$132,000 is thus available for the implementation of some of the identified actions.

Regional funding is available from the DEC, for further implementation of identified actions. The available funding only covers part of the costs associated with the various actions. It is anticipated that the Region will be required to cover additional costs above and beyond those provided for by regional funding initiatives.

There is no specific allocation of funds in the Budget 2008/2009 for the implementation of actions from the SWMP's. The suite of actions implemented during this financial year will be highly dependent on available funding.

Future budgets will incorporate funding for specific activities emanating from the SWMP's.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group discussed the following issues and the report was amended accordingly:

- Project timetable
- Summary of recommendations
- Process for public comment and Council adoption
- Implementation Model

RECOMMENDATION

That Council:

- (i) **note the draft Mindarie Regional Council Strategic Waste Minimisation Plan (Revision 1)**
- (ii) **receive the Operations/Tamala Park (Revision 1) Strategic Waste Minimisation Plan and authorise the Administration to obtain public comment on the Plan**
- (iii) **authorises the Administration to request Member Councils to review and obtain public comment on the individual Member Council Strategic Waste Minimisation Plans preferably by the end of March 2009**
- (iv) **Incorporate relevant public comment into the final Strategic Waste Minimisation Plan documentation and present to Council for adoption**

ATTACHMENT ONE
TO ITEM 4
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
MINDARIE REGIONAL COUNCIL STRATEGIC WASTE MINIMISATION PLAN



Strategic Waste Minimisation Plan 2008-2013

Mindarie Regional Council

Year 1: 2008
(Revision 1)



Glossary

Commercial Waste	Waste originating from commercial premises.
Hardwaste	The junk and household goods placed on street verges for annual (or more frequent) collection.
Household Waste	Waste found in either of the two wheelie bins.
Infrastructure Waste	Produced from Parks and Road construction programs.
Processable Waste	A term used by the Mindarie Regional Council to describe household (wheelie bin) waste that is suitable for processing by Alternative Waste Technology.
Residential Waste	Includes wheelie bin waste (both bins), bulk hardwaste and green waste.
Residual Waste	Residential waste not recycled.
WARR Act 2007	Waste Avoidance and Resource Recovery Act 2007- An Act promulgated in 20 June 2008(GG #96) and proclaimed on 1/7/2008 (GG #98) that consolidates all legislation to do with waste management and recycling. It replaces the provisions of the Health Act 1911 (as amended) relating to waste management as of 1 July 2008.
Waste Authority (Waste Smart WA)	A statutory body created from the provisions of the WARR Act 2007 to provide advice to the Minister for the Environment on strategic direction and priorities for waste in Western Australia, and the administration of the Waste Management and Recycling Fund.

Acronyms used:

AWT	Alternative Waste Technology (a factory based process designed to recover and recycle household waste - predominantly the organic fraction).
MGB	Mobile Garbage Bin, also known as "wheelie bin".
MRC	Mindarie Regional Council.
MRF	Materials Recovery Facility (a sorting factory normally associated with dry waste e.g. packaging and paper.
MWAC	the Municipal Waste Advisory Council – a division of WALGA dealing specifically with waste matters on behalf of Regional and Local Governments in Western Australia.
SMRC	Southern Metropolitan Regional Council.
SWIS	The Strategic Waste Initiatives Scheme is administered by Waste Smart WA and aimed at providing support and encouragement to business, industry, local government, community groups and individuals in tackling priority waste issues.
WALGA	The Western Australian Local Government Association.
WEEE	Waste Electrical and Electronic Equipment

Executive Summary

This report is a summary of the findings of the individual Strategic Waste Minimisation Plans (SWMP) of the seven member Local Governments that have joined together to form the Mindarie Regional Council. The report also incorporates findings from the SWMP developed for the waste stream delivered direct to the Tamala Park landfill site by "Casuals".

The Mindarie Regional Council was born out of a waste disposal crisis in the 1980's. The Mindarie Regional Council is a vehicle created by the founding Local Governments at the time to facilitate the disposal of waste at the shared Regional landfill known today as Tamala Park.

In 2008 the members are again confronted with the fact that the landfill space they secured in Tamala Park will be full by approximately 2022. In order to reduce the dependence on land filling for the disposal of solid waste the Mindarie Regional Council has committed itself to introducing Alternative Waste Technology to treat the household waste collected from residential premises by way of the ubiquitous wheelie bin. This process promises to reduce the amount of waste going to landfill by 70% which means that future landfill sites will be needed to receive the 30% residue and the waste from all the other sources that Local Governments service.

It is the waste going to landfill that is the focus of this report. While the Alternative Waste Technology will remove the bulk of the organic fraction the balance of the waste stream is composed predominantly of branded and manufactured materials. This waste contains embedded energy from production, exotic and toxic materials made from non renewable resources and in many instances are complex to salvage for recycling. These products comprise packaging, paper, household goods and Household Hazardous Waste. The single use nature of these articles found in the waste stream represents the consumption excesses of the "00's". The methods used to collect and recycle this type of waste are all based on conventional practice developed when the waste stream was made-up predominantly of food waste and collected and disposed of to meet a public health ethos.

The current constitution of the Mindarie Regional Council clearly defines its role as that of waste disposal with recycling limited to some of the waste delivered by casuals. This report finds that while the Regional Council that the member Local Governments created is delivering best practice waste disposal, the member Local Governments have failed to explore any other form of collaboration and standardisation of waste and recycling service delivery!

By way of example, most member Local Governments have or are in the process of standardising the collection of paper and packaging by way of a fortnightly 240L wheelie bin - all done without any discussion amongst their fellow member Local Governments nor any consultation with the Mindarie Regional Council on how collections could be optimised for the success of the operation of the multimillion dollar Alternative Waste Technology!

Actions that need to be taken in pursuit of towards "Zero Waste by 2020" are based around recognition that:

- The recycling of the branded and manufactured products cannot be done without the brand owners taking responsibility for taking back their products through the use of the Extended Producer Responsibility legislation contained in the WARR Act 2007.
- The Local Government members of the MRC need to create a new forum with resources for the development of best practice collections, promotions and data management.

After eighteen years of working together to develop best practice Waste Disposal this report calls for the member Local Governments to work together to produce best practice Waste Minimisation in the Region.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 3

Contents

VISION	7
GOALS	7
PURPOSE AND OBJECTIVES	7
Part 1-An Overview of the Mindarie Regional Council	8
District Profile.....	8
Region Map	9
Mindarie Regional Council -History	10
Corporate Profile	11
Corporate Structure and Governance.....	12
External Agencies and Structures.....	12
Community Profile.....	13
Our People.....	13
Where We Live	14
Tenancy	15
Household Composition-By the Number of Persons Usually Resident.....	16
Infrastructure – (Located In the) Mindarie Regional Council.....	18
Our Waste	19
Total Members Residential (Collected) Waste Production –Delivered to Tamala Park and Recycled	19
Total Members Waste Production –Delivered to Tamala Park.....	20
Household (Wheelie Bin) Waste	21
Verge (Bulk) Hard Waste and Green Waste	24
Infrastructure (Works) Waste	26
Tamala Park -Casual Waste	27
About Resource Recovery (Recycling) – in the Mindarie Regional Council	28
Services and products	28
Analysis of phase 1 data by the Department of Environment and Conservation – Issues and Recommendations	29
Part 2-The Way Ahead	30
Constraints to increasing the amount of waste recycled:	31
Constitutional Constraints.....	31
The High Cost Of Recovering Materials.....	34
Suggested improvements to Mindarie Regional Council and Member Local Government Waste Minimisation services:	39
Public Place and Events Recycling	46
Corporate Recycling	47
Infrastructure Waste Reuse	48
Minimising Direct and Indirect (adverse) Environmental Impacts	51
Indirect Environmental Impact	54
ACTION PLANNING.....	57
Table 42 Issues, Actions and Outcomes 2008-2013 for the Member Local Governments of the Mindarie Regional Council Region.....	57
Table 43 Issues, Actions and Outcomes 2008-2013 for the Mindarie Regional Council.....	72
Appendix No.1	76
The Department Of Environment And Conservation Assessment Of Phase 1 Data	76
Appendix No.2 Mindarie Regional Council Strategic Plan	77
Appendix No.3 Mindarie Regional Council Business Plan 2006/2007	81
Contamination-A discussion about what waste to put in which bin.....	83

Foreword

This Document represents Phase Two of the development of a Strategic Waste Management Plan for the Mindarie Regional Council.

This plan has been developed in response to an initiative of the Western Australian Waste Management Board in 2007. The content of this document represents a summary of the findings made in the development of Strategic Waste Minimisation Plans for each of the member Councils and the Tamala Park business unit of the MRC.

The findings of this report and the recommendations should form the basis for future waste minimisation activities in the region by Local Government members of the Mindarie Regional Council working independently, collectively or as part of the Mindarie Regional Council.

The findings will also form the basis for applying for funding from the Regional Development Fund.

It will assume a legal status in accordance with the provisions of Division 3, Section 40-44 of the Waste Avoidance and Resource Recovery Act 2007, proclaimed 1 July 2008.

While this version represents the first version of a plan for the 5 year period 2008-2013, *readers and custodians of this plan are reminded that the management of waste is an essential feature of life in our (local and global) community and will transcend the life of:*

- *The period of any elected member's tenure.*
- *The period of any employee's career.*
- *The life of any person living in the Mindarie Regional Council.*

Therefore the development and delivery of Zero Waste projects must reflect the needs and aspirations of future generations and not short term goals.

The thrust of this plan is influenced by consideration of the issues identified by:

- The Mindarie Regional Council's Regional Waste Management Strategy, 2006-2011.
- The Green Paper on the Carbon Pollution Reduction Scheme, July 2008.
- The Extended Producer Responsibility Policy Statement, Department of Environment and Conservation, June 2005.
- Robin Murray, Zero Waste, Feb 2002, Greenpeace Environmental Trust.
- Helen Spiegelman, Bill Sheehan, The Future of Waste p 59-62, Biocycle January 2004.
- The introduction of Alternative Waste Technology in the Mindarie Regional Council region for the recycling of household waste.
- The potential for new emerging Waste to Energy technologies to consume mixed plastics for conversion to liquid fuel and the combustion of post consumer wood waste in to electrical energy.

To reflect the vision, the Mindarie Regional Council has re named this plan the "Strategic Waste Minimisation Plan", 2008 (as amended).

NB. Any reference to the term "Recycling" in this document can be interpreted to include the concepts of Reduce and Reuse as and when appropriate.

VISION

Towards Zero Waste

*To recognise that in a climate of "Towards Zero waste" **all** waste is a target for reduction and recycling.*

GOALS

With the financial and statutory support of Federal and State Governments and through its membership of the Mindarie Regional Council, the Mindarie Regional Council will engage with its community to:

- Minimise the direct and indirect environmental impacts of waste and promote its minimisation over the next five years.
- Minimise waste in a sustainable manner.
- Increase community awareness of the impact of waste issues on the environment.

PURPOSE AND OBJECTIVES

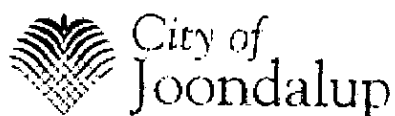
- To confirm current waste infrastructure and levels of service.
- To identify, through the development of a Strategic Waste Minimisation Plan priority actions and associated costs and timelines to incrementally improve waste minimisation within the Mindarie Regional Council member Local Governments covered by the plan.
- To form partnerships with other local governments, business and industry to achieve economies of scale where feasible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.

Part 1 - An Overview of the Mindarie Regional Council

District Profile

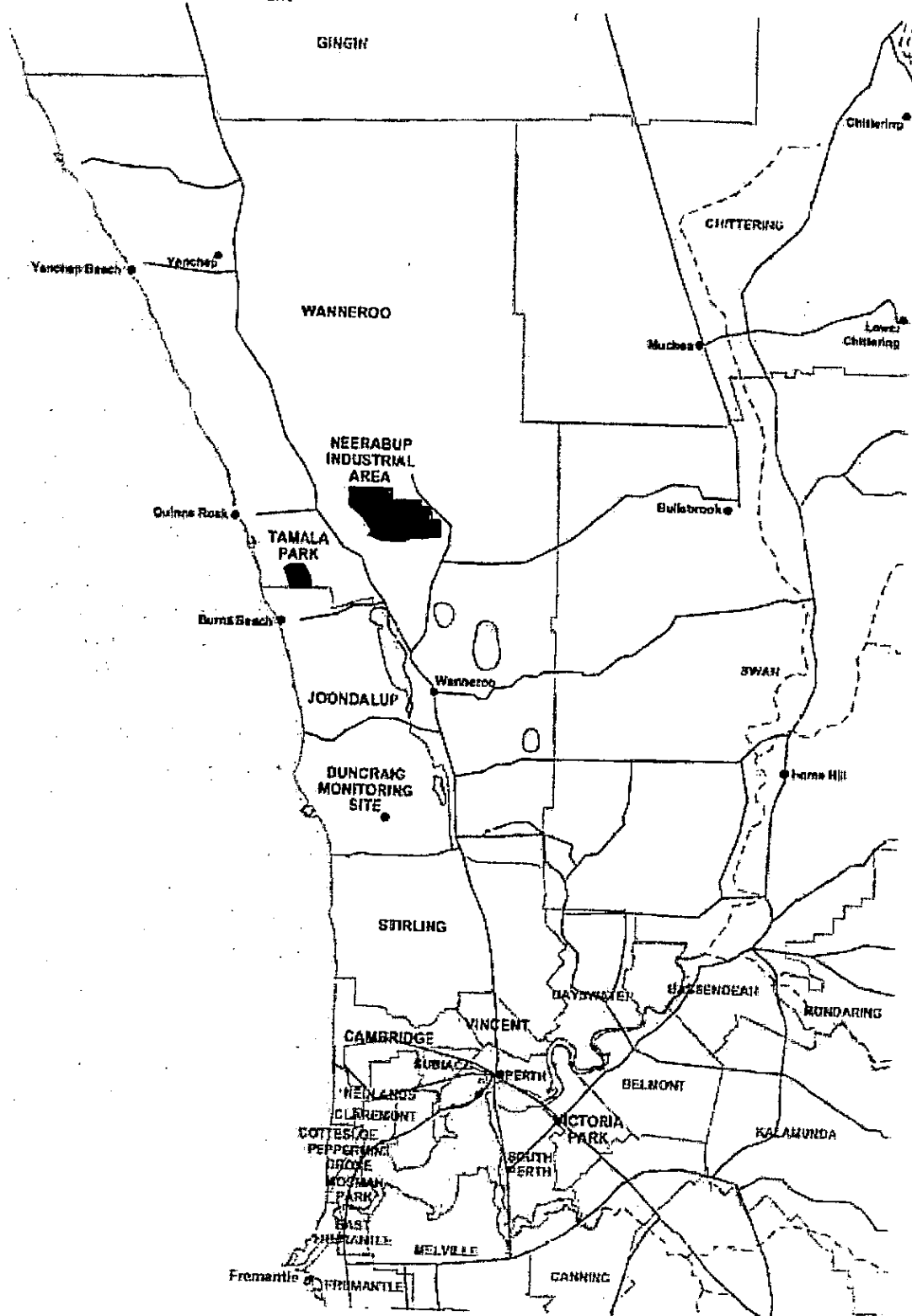
The Mindarie Regional Council is the largest Regional Council in Western Australia.

The Mindarie Regional Council Covers the bulk of the "North of the River" Local Governments including (in order of joining):



Region Map

Figure 1 Map of the MRC Catchment



Mindarie Regional Council - History

"The Mindarie Regional Council (MRC) was constituted under the Local Government Act 1960 (as amended) which provided that two or more Municipalities may enter into and submit for Ministerial approval an agreement proposing constitution of a Regional District.

The Constitution Agreement of the Mindarie Regional Council has been drawn pursuant to the provisions of section 697 of the Local Government Act 1960 (as amended) having been formally approved by the Minister for Local Government and recommended to the Governor in Executive Council on 22 December 1987.

The Mindarie Regional Council currently comprises delegates from each of the member Local Governments on the basis of the acknowledged equity within the enterprise.

The membership of the Council, with effect 1 July 1999, comprised City of Joondalup, City of Perth, City of Stirling, City of Wanneroo, Town of Cambridge, Town of Victoria Park and Town of Vincent. The population served by the Mindarie Regional Council is approximately 500,000 persons.

The Chairman of the Council is elected from the Council each year at the first meeting after 30 June.

The Council ordinarily meets bi-monthly, beginning in February each year generally on the third Thursday of the month. The venue of the meeting is rotated between the Chambers of the member Local Governments and advertised in accordance with the provisions of the Local Government Act 1995.

The Council has appointed a Technical Working Group comprising the Chief Executive Officer (CEO) as Chairman and Senior Technical Officers from each of the member Local Governments. This Group meets on a regular basis to consider matters referred by the Council and the CEO (MRC) and cause recommendations to be made to the Council.

Also, the administration conducted financial management workshops, on a regular basis, with member Council Officers.

The Council now also has a Secondary Waste Treatment Facility (SWTF) Working Group, with a Councillor as Chairperson, which is overseeing the introduction of secondary waste treatment capability to the region.

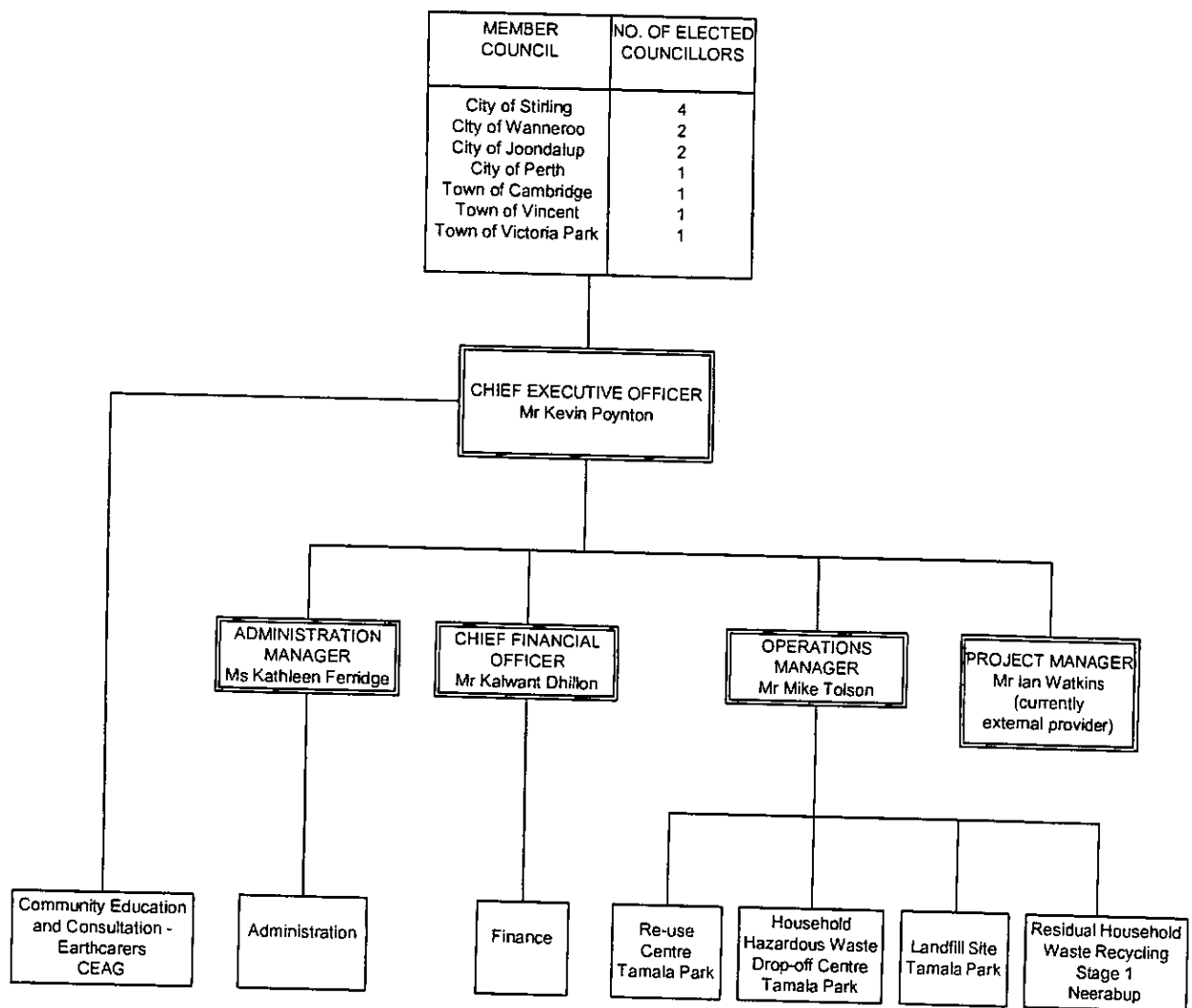
More recently, the Council has established an Audit Committee, in conformance with Department of Local Government and Regional Development guidelines.

It is intended that pursuant to the Local Government Act 1995 the Constitution will be re-written to be more closely aligned to the terms of that legislation and consolidated into an Establishment Agreement during 2007/2008 ¹.

The designated function accorded to the MRC is "The orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council".

¹ Extract from Mindarie Regional Council Annual Report 2006/2007.

Corporate Profile



Corporate Structure and Governance

Mindarie Regional Council

- The Mindarie Regional Council was Constituted on 22 Dec 1987 (GG 31/12/1987)
- The Regional Council conducts its business through dedicated and ad hoc committees including:
 - The Regional Council - meets every 2 months
 - Technical Working Group (TWG) – Made up of technical Officers from each member Local Government. The TWG meets a minimum of every two months
 - Waste Education Strategy Steering Group (WESSG) - Environmental Officers from the Planning and Development Directorate represent the Region on WESSG. WESSG meets every month.
 - Secondary Waste Treatment Facility Working Group.
 - The Community Engagement Advisory Group (CEAG)
 - Audit Committee.

External Agencies and Structures

- **Western Australian Local Government Association (WALGA)**

WALGA represents the Waste Management interests of Local Government and Regional Councils through the Municipal Waste Advisory Council (MWAC). MWAC is jointly funded by Regional Councils and WALGA. Representation on MWAC includes elected members and officers. These come from Regional Councils and local Governments at large.

 - MWAC meets every two months.
 - An Officers Advisory Group (OAG) meets every month.
- **Western Australian Government**
 - The administration of Waste legislation is through the offices of the Department of the Environment and Conservation.
 - The key piece of legislation for all waste minimisation and management matters is the Waste Avoidance and Resource Recovery Act 2007.
 - Sections of the Act allow for the development of local laws, regulations and for the DEC to direct local Governments to deliver a range of services.
 - The WARR Act 2007 created a Waste Authority - "Waste Smart WA". Its role includes advising the Minister for the Environment on matters to do with waste minimisation and management.
 - Local Government waste services and operations are also subject to scrutiny through the Environmental (pollution) Act and the Contaminated Sites legislation.
 - Waste disposal/sorting/storage facilities need to be licensed by the Department of Environment and Conservation.
- **Federal Government**
 - Responsibility for waste related matters is vested in the Department of the Environment, Water, Heritage and the Arts.
 - Details of policy affecting waste management can be found under the heading of "settlements". See <http://www.environment.gov.au/settlements/waste/index.html>

Community Profile

Our People

Table 1 Population - Numbers Distributed by Age

Population	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Age Distribution 0-4	1,557	8,639	241	10,146	1,424	1,487	8,972
5-17	4,288	29,970	540	25,596	2,857	2,629	23,804
18-64	14,189	97,765	9,637	114,237	19,313	19,400	68,276
65-84	3,012	11,894	1,045	23,472	3,403	2,815	9,027
85+	705	1,407	109	3,417	960	546	862

Table 2 Population - Distributed by Age as a Percentage

Population	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Age Distribution 0-4	6.6%	5.8%	2.1%	5.7%	5.1%	5.5%	8.1%
5-17	18.1%	20.0%	4.7%	14.5%	10.2%	9.8%	21.5%
18-64	59.7%	65.3%	83.3%	64.6%	69.1%	72.2%	61.5%
65-84	12.7%	7.9%	9.0%	13.3%	12.2%	10.5%	8.1%
85+	3.0%	0.9%	0.9%	1.9%	3.4%	2.0%	0.8%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Figure 2 Population - Graph of Distribution by Percentage

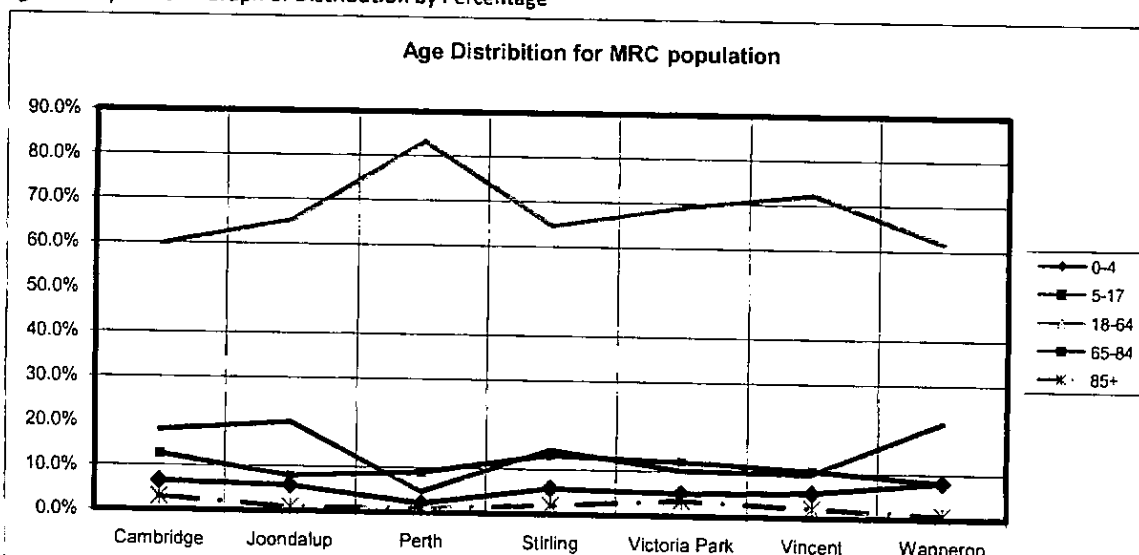


Table 3 Population - Regional View

Population	Total for MRC	% for MRC
Age Distribution 0-4	32,466	6%
5-17	89,685	17%
18-64	342,822	65%
65-84	54,669	10%
85+	8,006	2%
	527,648	100%

Comment:

The data from the 2006 Census illustrates the diversity of the population in the Mindarie Regional Council catchment. The variations in age groups need to be taken into account when designing education campaigns on a Regional basis.

Where We Live

Table 4 Housing - Numbers and Type for Each Local Government Member

Housing	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Separate Dwellings	6,953	46,974	199	44,480	6,734	6,692	33,135
Semi Detached	859	2,814	444	18,286	2,681	2,126	2,301
Flats/Apartments	717	1,264	3,718	8,957	2,419	2,319	761
	8,529	51,052	4,361	71,723	11,834	11,137	36,197

Table 5 Housing - Expressed as a Percentage

Housing	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Separate Dwellings	81.5%	92.0%	4.6%	62.0%	56.9%	60.1%	91.5%
Semi Detached	10.1%	5.5%	10.2%	39.7%	40.9%	30.7%	6.4%
Flats/Apartments	8.4%	2.5%	85.3%	34.9%	45.9%	55.1%	2.1%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Figure 3 Housing -Graph Expressed as a Percentage

Housing (Types as a %) for MRC population (by member Councils)

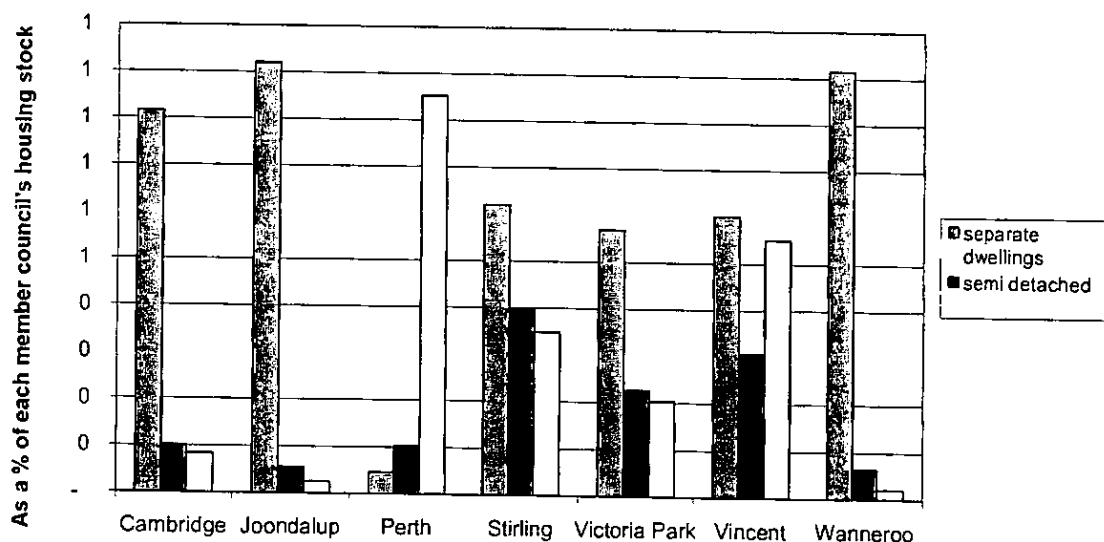


Table 6 Housing - Regional View

Housing	Total for MRC	as a %
Separate Dwellings	145,171	75%
Semi Detached	29,512	15%
Flats/Apartments	20,157	10%
	194,840	100%

Comment:

Tables 4, 5 and Figure 3 shows the diversity of the housing types in the region. Yet the information in Table 6 illustrates how misleading the big picture view can be. In terms of housing types, the predominant form of housing is still the separate dwelling but four member Councils have a high proportion of higher density housing - Perth, Vincent, Victoria Park and Stirling. Each member Council with higher density housing has had to modify their household waste collection systems to suit.

Tenancy

Table 7 Tenancy - Numbers for Each Local Government Member

Tenancy	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Owner Occupied	6,365	41,362	1,761	46,024	6,562	6,925	27,828
Renting	2,164	9,690	2,487	25,699	5,272	4,212	8,369
	8,529	51,052	4,248	71,723	11,834	11,137	36,197

Table 8 Tenancy - Expressed as a Percentage

Tenancy	Cambridge	Joondalup	Perth	Stirling	Victoria Park	Vincent	Wanneroo
Owner Occupied	74.6%	81.0%	41.5%	64.2%	55.5%	62.2%	76.9%
Renting	25.4%	19.0%	58.5%	35.8%	44.5%	37.8%	23.1%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Figure 4 Tenancy - Graph Expressed as a Percentage

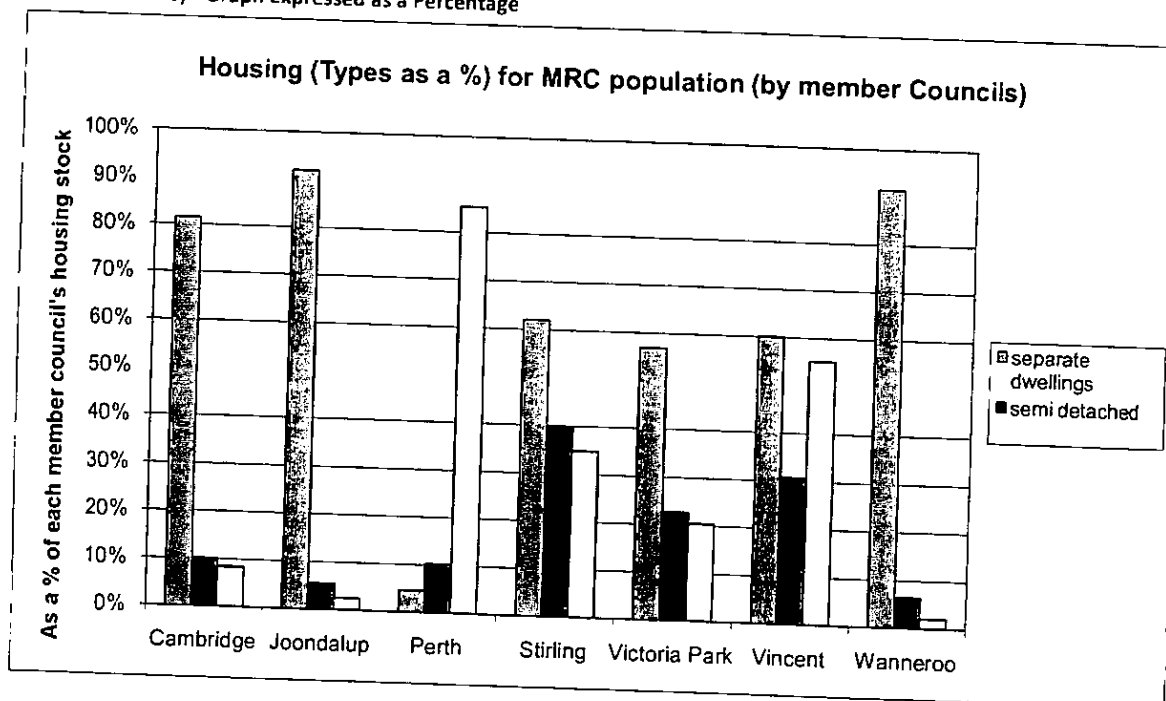


Table 9 Tenancy - Regional Council View

Tenancy	Total for MRC	as a %
Owner Occupied	136,832	70%
Renting	57,895	30%
	194,727	100%

Comment:

Tables 7 and 8 mimic to some degree the amount of higher density housing illustrated in Tables 4 and 5. The increased amount of absentee landlords has major implications for how promotions should be delivered. This data illustrates how messages sent to property owners can miss the end user. The high level of rentals could also suggest a regular turnover of occupants and therefore it is important that all waste services delivered by member Councils are consistent in their approach and that all are simple to understand and use. The high level of turnover of occupants also has implications for the frequency of delivering messages about waste services delivered by member Councils.

Household Composition-By the Number of Persons Usually Resident

Table 10 Household Composition - By the Number of Persons Usually Resident

Occupants	Perth	Victoria Park	Vincent	Stirling	Cambridge	Joondalup	Wanneroo
One	47%	39%	35%	33%	26%	16%	17%
Two	39%	35%	37%	35%	32%	33%	32%
Three	9%	13%	14%	13%	14%	18%	17%
Four	4%	8%	10%	12%	18%	22%	20%
Five	1%	3%	3%	5%	8%	8%	9%
Six or more	0%	1%	1%	2%	2%	2%	4%

Figure 5 Household Composition -Graph of Occupants Expressed as a Percentage

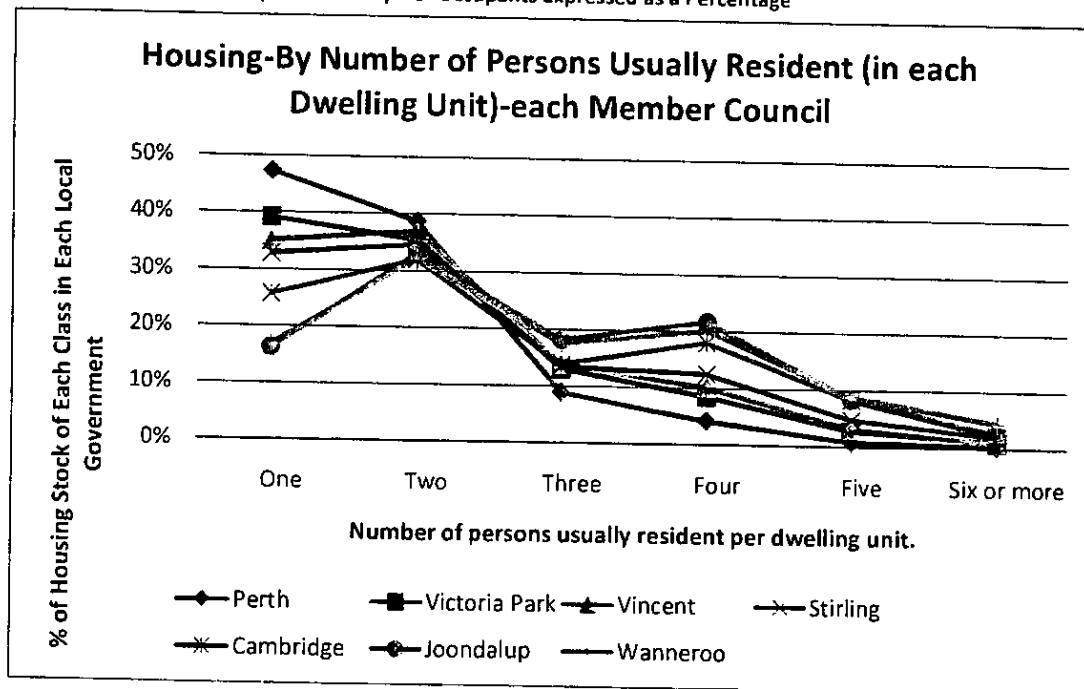
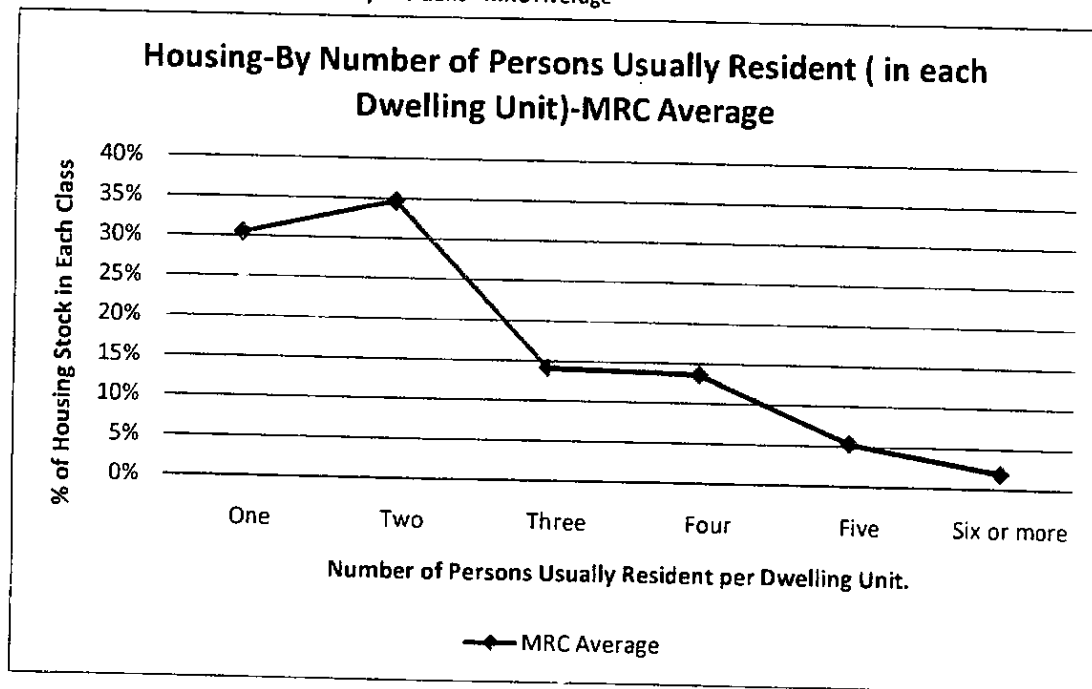


Table 11 Number of Persons Usually Resident - MRC Average

Number of Persons Usually Resident:	MRC average
One	30%
Two	35%
Three	14%
Four	14%
Five	5%
Six or more	2%
	100%

Figure 6 Graph of Persons Usually Resident - MRC Average



Comment:

The order of Local Governments in Table 10 and Figure 5 are configured in order of those with the highest number of single person households. The Australian Bureau of Statistics Year book 2003 reported that single person households will make up over 30% of all households in major urban areas by 2020 and furthermore, that single person households are the poorest recyclers of all residential groups.

The same tables illustrate that the household structure by the number of persons normally resident is predominated by the single to three person households. The "traditional" two adult and two children households appear to be highest in number in the member Councils that have the highest number of free standing dwellings.

These statistics serve again to illustrate that consideration needs to be given to the greater diversity of household groups and the increase in single person households in the design and delivery of waste services as well as the promotion of various programs.

Infrastructure – (Located in the) Mindarie Regional Council

- **Waste Infrastructure**

- Licensed and Registered landfill Tamala Park.
- Transfer stations:
 - Incorporated in the Tamala Park lease area.
 - The City of Stirling also operates a transfer facility as part of its Recycling Centre of Balcatta.
- Recycling /Reuse drop-off facilities:
 - A free facility located in the Tamala Park lease area.
 - The City of Stirling also operates a free drop off facility as part of its Recycling Centre of Balcatta.
 - The City of Wanneroo operates a green waste drop off and reprocessing facility at Badgerup for Wanneroo and Joondalup ratepayers.
- Household Hazardous Waste:
 - A free facility located in the Tamala Park lease area.
 - The City of Stirling also operates a free drop off facility as part of its Recycling Centre of Balcatta.
- MRF - The City of Wanneroo operates a Materials Recovery Facility in Badgerup in conjunction with the City of Joondalup and City of Swan.
- AWT - The Mindarie Regional Council has let a Build, Own and Operate contract for an Alternative Waste Technology to BioVision 2020. The facility is expected to be operational by July 2009. Planning has commenced for the development of a Stage 2 Alternative Waste Technology due to be operational in 2013.

- **Shared Infrastructure/Resources**

Outside of the waste disposal facility, infrastructure and service provided by the Mindarie Regional Council at Tamala Park and shortly at Neerabup, the only resources shared by the members of the Mindarie Regional Council is the operation of the City of Wanneroo's Materials Recovery Facility which is shared with Joondalup and the City of Swan and the weekend Green Waste drop off facility at Badgerup which the City of Wanneroo shares with the City of Joondalup.

The design and delivery of all waste minimisation and recycling services is the province of each Local Government member of the Mindarie Regional Council.

Our Waste

Total Members Residential (Collected) Waste Production –Delivered to Tamala Park and Recycled

Table 12 Collected Residential Waste - All Sources

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	13,544	13,399	13,810	13,843
Joondalup	67,298	74,798	77,583	77,756
Perth	2,846	3,069	6,678	6,456
Stirling	81,688	82,163	83,608	84,710
Victoria Park	15,817	12,837	15,690	16,066
Vincent	14,979	14,801	14,728	15,604
Wanneroo	49,890	48,307	52,941	53,488
Total (T)	246,063	249,373	265,038	267,923
Growth	-	1%	6%	1%

Table 13 Collected Residential Waste per Household - All Sources

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	1.398	1.375	1.400	1.249
Joondalup	1.251	1.379	1.421	1.417
Perth	0.726	0.479	0.949	0.781
Stirling	1.000	1.000	1.000	1.000
Victoria Park	1.224	0.976	1.183	1.195
Vincent	1.088	1.074	1.063	1.121
Wanneroo	1.512	1.334	1.347	1.232
Average (T/hh)	1.171	1.088	1.195	1.142
Growth	-	-7%	10%	-4%

Table 14 Collected Residential Waste per Household 2006/2007 in Ascending Order

Member	2006/2007
Joondalup	1.417
Cambridge	1.249
Wanneroo	1.232
Victoria Park	1.195
Average	1.273
Vincent	1.121
Stirling	1.000
Perth	0.781

Comment:

The Data in the above tables illustrates the amount of waste that each member Local Government is collecting from their householders by way of structured collections made up of:

- Household wheelie bin waste – landfilled and recycled.
- Bulky waste – landfilled and recycled.

The above tables do not include waste that householders assign to be collected by charities or contractors (garden bags and skip bins) or that waste that they may take direct to a drop off point such as the Brockway Road Transfer Station (Western Metropolitan Regional Council), the Recycling Centre of Balcatta or the Tamala Park landfill site transfer station.

The above data represents the baseline data each member of the Mindarie Regional Council should monitor as it represents output from the waste streams the members deliver and can manipulate in pursuit of "Towards Zero Waste by 2020".

Total Members' Waste Production - Delivered to Tamala Park

Table 15 Sources of Members' Waste – Landfilled in 2007/2008

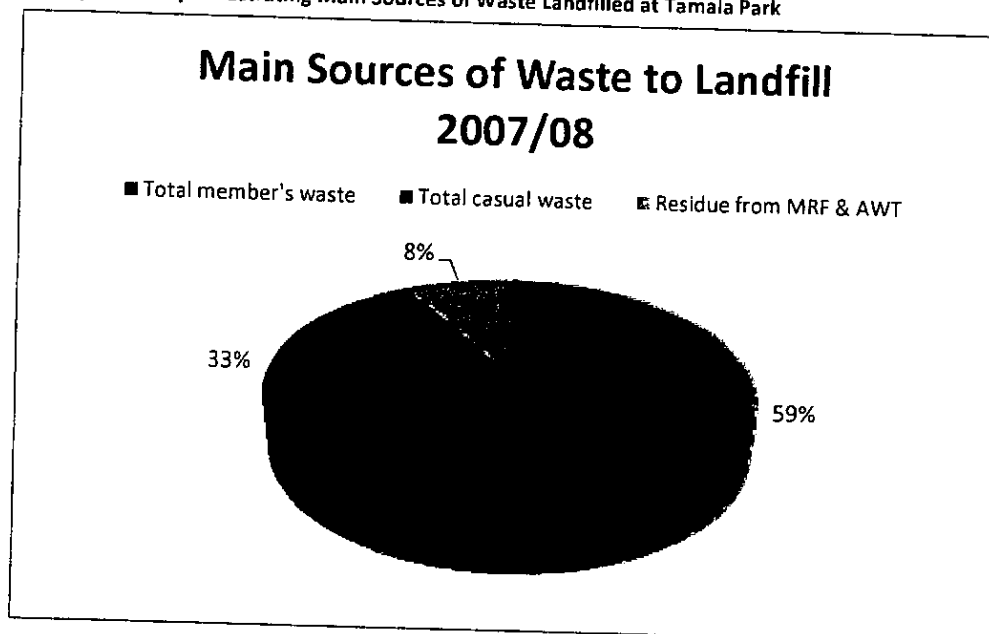
Members	Tonnes	Household	Commercial	Hardwaste	Infrastructure	Other	Self Haul
Cambridge	11,639	9,463		1,293	883		
Joondalup	65,267	51,879		11,190	2,197		
Perth	15,251	5,490	8,236	34		1	
Stirling	86,979	16,981	7,320	6,409	1,023	1,525	
Victoria Park	13,613	10,390	2,544	888		1,023	54,223
Vincent	13,824	12,808		1,016			
Wanneroo	70,259	46,615	16,300	4,022	3,321	1	
Total member's waste	276,832	153,626	34,400	24,852	7,425	2,549	54,223
Casual	70,971						
Total unprocessed waste	347,803						
Residue from MRF & AWT	32,213						
Total Landfilled	380,016						

Comment:

Table 15 above illustrates the amount and sources of waste each member Local Government is sending to the Mindarie Regional Council for disposal in the Tamala Park landfill site. The above waste values do not reflect those wastes that are being recycled by the members.

Of the waste that is delivered to Tamala Park by the member Councils, only the Household Waste, Hardwaste and Self Haul waste is deemed as truly "Total Members' Waste" as the Commercial Waste, Infrastructure Waste and Other Waste is not the responsibility of Local Government and hence is considered as included in "Total Casual Waste".

Figure 7 Graph Illustrating Main Sources of Waste Landfilled at Tamala Park



Comment:

A detailed discussion of "Casual Waste" and its importance to the Mindarie Regional Council is included in the Tamala Park Strategic Waste Minimisation Plan.

The next part of this Overview will summarise the data from each member Council according to the class of waste delivered to the Mindarie Regional Council and sent elsewhere for recycling. Data in the following section is limited to 2006/2007 due to delays in receiving 2007/2008 recycling data from some member Local Governments.

Household (Wheelie Bin) Waste

Table 16 Households Serviced by Member Local Governments

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	9,690	9,746	9,862	11,079
Joondalup	53,790	54,232	54,616	54,887
Perth	3,918	6,410	7,039	8,266
Stirling	81,688	82,163	83,608	84,710
Victoria Park	12,920	13,150	13,265	13,446
Vincent	13,773	13,775	13,850	13,920
Wanneroo	33,000	36,200	39,300	43,404
Total (T)	208,779	215,676	221,540	229,712
Growth	-	3%	3%	4%

Table 17 Total Household Waste Produced (Landfilled and Recycled)

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	11,204	11,200	11,741	11,977
Joondalup	55,308	64,744	63,490	65,044
Perth	2,827	3,053	6,642	6,418
Stirling	75,067	79,688	79,063	80,006
Victoria Park	14,261	11,216	14,096	14,444
Vincent	13,722	13,841	13,677	14,565
Wanneroo	42,722	42,369	46,497	48,154
Total (T)	215,112	226,111	235,206	240,608
Growth	-	5%	4%	2%

Table 18 Total Household Waste per Household

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	1.156	1.149	1.191	1.192
Joondalup	1.028	1.194	1.162	1.185
Perth	0.841	0.779	1.036	0.912
Stirling	0.919	0.970	0.946	0.944
Victoria Park	1.104	0.853	1.063	1.074
Vincent	0.996	1.005	0.993	1.057
Wanneroo	1.180	1.078	1.071	1.050
Average (T/hh)	1.032	1.004	1.066	1.059
Growth	-	-3%	6%	-1%

Table 19 Household Waste Tonnes per Household - Ranked Highest to Lowest

Member	2006/2007
Cambridge	1.192
Joondalup	1.185
Average	1.189
Victoria Park	1.074
Vincent	1.057
Wanneroo	1.050
Stirling	0.944
Perth	0.912

Collection Systems, Allowances and Delivery

Table 20 Service Delivery Features - Mixed Waste

Mixed	Bin Allowance	Service Del	Disposal
Cambridge	240L	Contract	Tamala Park
Joondalup	240L	Contract	Tamala Park
Perth	240L	Day Labour	Tamala Park
Stirling	120L, 240L, 480L	Day Labour	AWT & Tamala Park
Victoria Park	240L	Contract	Tamala Park
Vincent	240L	Day Labour	Tamala Park
Wanneroo	240L	Day Labour	Tamala Park

Table 21 Service Delivery Features - Paper and Packaging Recycling

Paper and Packaging	Bin allowance	Service Del	Processor
Cambridge	120L/240L	Contract	Perth Waste
Joondalup	240L	Contract	Cleanaway
Perth	240L	Day Labour	SMRC
Stirling	AWT	Contract	Atlas
Victoria Park	Crate-240L in 2009	Contract	Cleanaway
Vincent	240L	Contract	Perth Waste
Wanneroo	240L	Day Labour	Wanneroo

Comment:

The results exhibited in Table 19 suggest that there is a correlation between the amount of waste produced in Local Government districts which have the higher number of free standing homes vs the Local Government districts with a higher density of housing.

The City of Stirling with its single bin and pay by volume allowance is below the average for both housing density scenarios.

Data from the Regional Waste Management Plan 2006 gave Perth the distinction of having the highest waste production per capita at 2.09 tonnes per person. With a review of the way that the City's waste collections are recorded the data in Table 18 and 19 seems to be a better representation.

Table 18 suggests that the average amount of waste produced per residential property is relatively steady for the period 2004/05 - 2006/07.

Commercial Waste

Table 22 Commercial Waste from Member Local Governments for 2007/2008

Members	Tonnes p.a.
Cambridge	n/a
Joondalup	(see wanneroo)
Perth	8,236
Stirling	7,320
Victoria Park	2,544
Vincent	n/a
Wanneroo	16,300
Total	34,400

The above waste made up 12% of all member waste deliveries in 2007/2008.

Collection Systems, Allowances and Delivery

Table 23 Commercial Waste Services by Members

Member	Bin Allowance	Service Delivery	Method of Payment
Cambridge	240L MGB	Contractor	Fee for service
Joondalup	240L, 1.5m ³ , 3m ³ Bins	Contractor	Fee for service
Perth	240L MGB	Day Labour	Fee for service
Stirling	240L, 1.5m ³ , 3m ³ Bins	Day Labour	Fee for service
Victoria Park	240L MGB	Contractor	Incl in annual rates
Vincent	240L MGB	Contractor	Incl in annual rates
Wanneroo	240L, 1.5m ³ , 3m ³ Bins	Day Labour	Fee for service

For the Towns of Vincent and Victoria Park the provision of waste collections to the commercial sector comes as a service obligation in return for the rates paid by the commercial premises.

The other members charge for such services. Where members charge for services the client can obtain extra services to suit a need and pay extra for the extra services. In all instances commercial premises in the Mindarie Regional Council catchment are free to use independent contractors. Waste from independent contractors makes up a part of the casual waste stream delivered to the Recycling Centre of Balcatta and the Tamala Park landfill site.

Commercial Recycling

Table 24 Commercial Packaging, Paper and Cardboard Recycling Collections by Members

Member	Allowance	Materials	Service Delivery	Method of Payment
Cambridge	240L MGB	P&P, cardboard	Contractor	Fee for service
Perth	240L MGB	P&P, cardboard	Day Labour	Fee for service
Victoria Park	240L MGB	P&P, cardboard	Contractor	Incl in annual rates
Vincent	240L MGB	P&P, cardboard	Contractor	Incl in annual rates

The similarity in the scope and style of recycling collections for commercial premises is a legacy of the breakup of the City of Perth. Cardboard collections are generally free and unlimited in volume. Cardboard collections are done by hand as the material will not fit in 240L wheelie bins.

All recycling collections delivered by member local Governments compete openly with the private sector collections which are all done on a fee for service.

Verge (Bulk) Hard Waste and Green Waste

Hard Waste

Table 25 Hardwaste Collected from Member Verge Collections

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	1,110	841	1,033	1,145
Joondalup	11,005	9,308	11,039	11,478
Perth	16	36	38	38
Stirling	2,962	3,642	4,040	5,955
Victoria Park	597	695	794	810
Vincent	434	431	518	450
Wanneroo	5,234	3,248	3,820	3,842
Total (T)	21,357	18,200	21,282	23,719
Growth	-	-15%	17%	11%

Table 26 Hardwaste Collected per Household

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	0.114	0.086	0.105	0.103
Joondalup	0.205	0.172	0.202	0.209
Perth	0.004	0.006	0.005	0.005
Stirling	0.036	0.044	0.048	0.070
Victoria Park	0.046	0.053	0.060	0.060
Vincent	0.032	0.031	0.037	0.032
Wanneroo	0.159	0.090	0.097	0.089
Average (T/hh)	0.085	0.069	0.079	0.081
Growth	-	-19%	15%	2%

Table 27 Hardwaste per Household Ranked in Ascending Order

Member	2006/2007
Joondalup	0.209
Cambridge	0.103
Wanneroo	0.085
Average	0.081
Stirling	0.070
Victoria Park	0.060
Vincent	0.032
Perth	0.005

Comment:

The tables show how the amount of hardwaste produced in total and per household is increasing.

Garden Waste

Table 28 Garden Waste Collected by Members from Verge Collections

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	1,246	1,084	926	685
Joondalup	3,049	2,875	5,142	3,275
Perth	-	-	-	-
Stirling	10,995	9,956	10,007	7,304
Victoria Park	967	939	816	822
Vincent	864	571	561	589
Wanneroo	1,525	1,438	2,571	1,638
Total (T)	18,646	16,862	20,023	14,313
Growth	-	-10%	19%	-29%

Table 29 Garden Waste Collected - per Household

Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	0.129	0.111	0.094	0.062
Joondalup	0.057	0.053	0.094	0.060
Perth	-	-	-	-
Stirling	0.135	0.121	0.120	0.086
Victoria Park	0.075	0.071	0.061	0.061
Vincent	0.063	0.041	0.041	0.042
Wanneroo	0.046	0.040	0.065	0.038
Average (T/hh)	0.072	0.063	0.068	0.050
Growth	-	-13%	8%	-27%

Table 30 Garden Waste Collected - Tonnes per Household Arranged in Ascending Order

Member	2006/2007
Stirling	0.086
Cambridge	0.062
Victoria Park	0.061
Joondalup	0.060
Average	0.050
Vincent	0.042
Wanneroo	0.038
Perth	-

Comment:

The above tables all illustrate a downward trend in the amount of garden waste being collected as part of the series of verge collections provided each year. This may in part be explained due to the unseasonably dry years and the impact of infill subdivisions where housing developments now feature very high site coverage by houses at the expense of gardens. All garden waste is recycled in to mulches by contractors appointed by the individual member Local Governments.

Other sources of household garden waste from 2006/07 that can be identified through local drop off facilities include:

Badgerup Weekend Drop off Centre	
Joondalup	2,039T
Wanneroo	1,050T
Recycling Centre of Balcatta	9,536T
	12,625T

Observations at the Recycling Centre of Balcatta and the Tamala Park Transfer Station confirms that there is garden waste in parts of the self haul and contractor "Casual" waste streams received at these centres.

The amount of separated garden waste received at Badgerup and Balcatta plus the amount in the mixed waste stream at Balcatta and Tamala Park suggests that in 2006/2007 member Local Government verge collections only picked up half of the green waste produced.

Collection Systems, Allowances and Delivery

Table 31 Hardwaste Only Collections

Hardwaste	Frequency	Service Del	Landfilling
Stirling	2 x p.a	Day labour	Tamala Park
Victoria Park	2 x p.a	Contractor	Tamala Park
Vincent	1 x p.a	Contractor	Tamala Park

Table 32 Garden Waste Only Collections

Garden Waste	Frequency	Service Del	Processing
Stirling	2 x p.a	Day labour	Soiland
Victoria Park	4 x p.a	Contractor	SMRC
Vincent	2 x p.a	Contractor	WMRC

Table 33 Combined Garden Waste and Hardwaste

Combined Garden & Hardwaste	Frequency	Service Del	Processing	Landfilling
Cambridge	2 x p.a	Contract	WMRC	Tamala Park
Joondalup	1 / 9 months	Contract	Wanneroo	Tamala Park
Perth	1 x p.a	Day labour	Nil	Tamala Park
Wanneroo	1 / 9 months	Day labour	Wanneroo	Tamala Park

Comment:

All member Local Governments have chosen different means and different intervals of providing bulky waste verge collections.

The main common factor is the choice of landfill site being Tamala Park.

Infrastructure (Works) Waste

Table 34 Infrastructure Disposal to Other Sites

Member	Landfilled (T)
Perth	6,620
Stirling	11,003

Table 35 Infrastructure Waste to Landfill Trends for Members

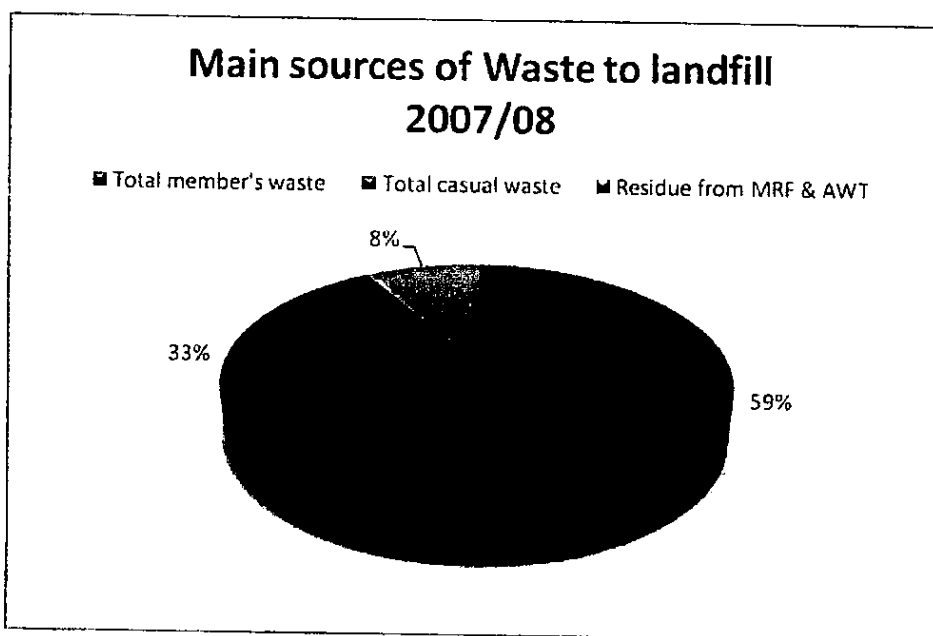
Member	2003/2004	2004/2005	2005/2006	2006/2007
Cambridge	217	855	832	1,569
Joondalup	2,001	1,501	2,333	4,136
Perth				
Stirling	1,025	3,684	1,271	3,412
Victoria Park				
Vincent				
Wanneroo	6,295	3,514	1,346	2,011
Total (T)	9,538	9,553	5,782	11,128

Comment:

All waste is treated as mixed waste at the Mindarie Regional Council's landfill site at Tamala Park. Therefore many member Councils of the Mindarie Regional Council do not dispose of their construction waste at Tamala Park due to the increased disposal cost in comparison with other available options (recycling and inert landfills).

The size and disposition of infrastructure works waste is covered in each member's individual Strategic Waste Minimisation Plan, wherever data is available.

Tamala Park - Casual Waste



Comment:

Previous sections of Part 1 of the Strategic Waste Minimisation Plan have detailed the sources of waste that go to make up the "Total Members' Waste" going to landfill at Tamala Park.

The Strategic Waste Minimisation Plan for the Mindarie Regional Council "Operations/Tamala Park" identifies the casual waste stream as one that warrants special consideration. The SWMP for Tamala Park identifies the "small vehicle and contractor" delivered waste taken to the Recycling Centre of Balcatta and the Transfer Station at Tamala Park as both being from the same source – householders and commercial premises predominantly from within the Mindarie Regional Council catchment and as such both should be treated the same way. In 2007/2008 this waste stream came from the following sources:

Table 36 Casual Waste at Tamala Park Breakdown of Sources for 2007/2008

Sources of Waste From Casual Clients	Tonnes	as a %	# of Vehicles
Tamala Park Transfer Station	14,926	12%	67,229
Direct to Landfill	55,607	45%	16,227
Recycling Centre of Balcatta	54,223	43%	62,000
Totals	124,756	100%	145,456

About Resource Recovery (Recycling) – In the Mindarie Regional Council

Services and Products

Table 37 Resource Recovery/Recycling Services Supplied by Member Local Governments

Member Council	Paper and Packaging	Garden Waste (Verge)	Hardwaste	Drop Off Centre	AWT (Commissioned)
Cambridge	240L/120L MGB	✓	Charity Collection/Scrap Metal	Tamala Park/Balcatta	BioVision 2020 (2009)
Joondalup	240L MGB	✓	Scrap Metal	Tamala Park/Badgerup Rd	BioVision 2020 (2009)
Perth	240L MGB	✓	Scrap Metal	Tamala Park/Balcatta	BioVision 2020 (2009)
Stirling	Pre sort by AWT	✓	Charity Collection/Mixed Plastics/Scrap Metal	Tamala Park/Balcatta	Atlas Anaeco (2009)
Victoria Park	240L MGB (2009)	✓	Scrap Metal	Tamala Park/Balcatta	BioVision 2020 (2009)
Vincent	240L MGB	✓	Scrap Metal	Tamala Park/Balcatta	BioVision 2020 (2009)
Wanneroo	240L MGB (2009)	✓	Scrap Metal	Tamala Park/Badgerup Rd	BioVision 2020 (2009)

Figure 8 Recycling of Residential Waste by MRC Member Local Governments

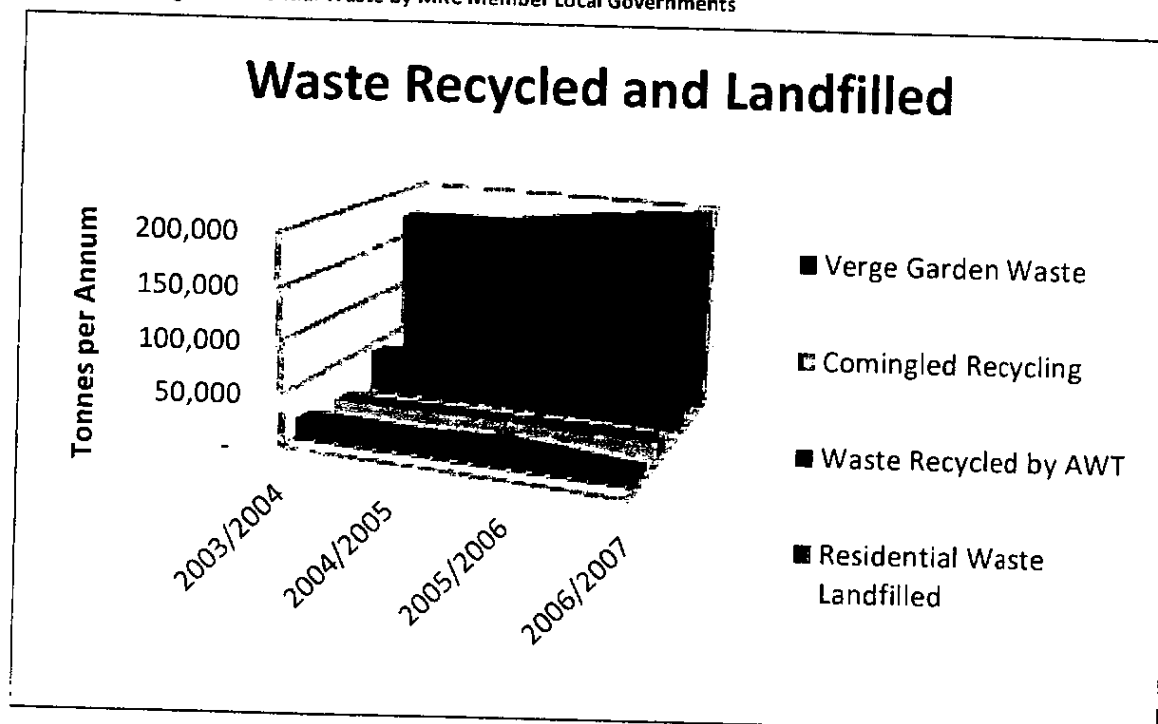


Table 38 Recycling of Residential Waste by MRC Member Councils

Financial Year	2003/2004	2004/2005	2005/2006	2006/2007
Residential Waste Landfilled	172,256	174,673	188,977	199,916
Waste Recycled by AWT	41,455	42,928	40,716	37,521
Comingled Recycling	13,707	14,910	15,322	16,173
Verge Garden Waste	18,646	16,862	20,023	14,313
Total Residential Waste Collected	246,063	249,373	265,038	267,923

▪ **Household (Wheelie Bin) Waste**

The limited impact that the recycling of packaging and paper has on the total municipal waste stream is illustrated in Table 38 and the limited effect was recognised by the Mindarie Regional Council early on which led to an earnest investigation in to the role that Alternative Waste Technology could play in converting mixed waste into a resource.

As discussed before, member Councils in the Mindarie Regional Council are making changes to the way they manage their waste with a view to increasing the amount diverted from landfill. This is discussed in detail in "Part 2 - The Way Ahead".

Analysis of Phase 1 Data by the Department of Environment and Conservation – Issues and Recommendations

Issues Identified by the Department of Environment and Conservation from the Analysis of the Data Supplied in Phase 1

DEC Recommendations

Rationalisation of waste management services and infrastructure within a regional grouping might include consideration of the following examples:

- Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and could lead to greater efficiencies in purchasing, resourcing and better waste management practices.
- Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire.
- Consider sharing infrastructure and plant between local governments, for example:
 - mulchers/chippers
 - crushers for glass and construction and demolition waste
 - compactors/balers
 - MRF
 - AWT facilities
- Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc.
- Consider working with other local governments and DEC to promote and invigorate recycling. Contact your DEC Regional Coordinator who can assist in the development and delivery of consistent waste education and promotion material for Western Australia.

Where a kerbside recycling service is provided, consider opportunities to improve recycling volumes. This might include consideration of more frequent collections.

Mindarie Regional Council's response to the Department of Environment and Conservation's Recommendations is outlined in Part 2 - The way ahead.

Part 2 - The Way Ahead

"Waste has moved from the margins to the political mainstream.

The prime mover has been a new awareness of the pollution caused by the disposal of waste. This has been, and still is, the entry point for communities and governments becoming involved in what has hitherto been an untouchable issue.

But there is now also recognition of the significance of waste for two other major environmental issues-climate change and resource depletion.

For policy makers the question of what to do about the targets reached at the Kyoto summit on climate change is also a question of what to do about waste.

Similarly, issues of the world's forest cover, of mining degradation and soil loss cast a new perspective on old newspapers and discarded tin cans.

From the perspective of pollution, the problem is a question of what waste is.

From the perspective of resource productivity, it is a question of what waste could become.

As a pollutant, waste demands controls.

As an embodiment of accumulated energy and materials it invites an alternative.

The one is a constraint to an old way of doing things.

The other opens up a path to the new.

Any discussion of waste policy, of local waste plans and of their economic consequences must start from these three issues: pollution, climate change and resource depletion".

From Zero Waste by Robin Murray. Published in 2002 by Greenpeace Environmental Trust.

"The Federal Government has indicated that waste disposed to landfill will be subjected to the application of Carbon Pollution Permits through the Carbon Pollution Reduction Scheme. The Government proposes that emissions from stationary energy, transport, industrial processes, waste, and fugitive emissions from oil and gas production could be covered from scheme commencement (2010).

With Regards to Waste, the Government's preferred position is:

"Emissions from the waste sector would be covered from scheme commencement, with the precise scope of coverage, thresholds and other detailed design issues to be determined".

From the Carbon Pollution Reduction Scheme Green Paper July 2008, Published by the Department of Climate Change.

To identify new ways of dealing with waste is difficult. If it was easy it would already have been done.

There are a number of issues that need to be addressed in order to move "Towards Zero Waste to Landfill by 2020".

This section therefore gives consideration to:

- Constraints (Structural/Logistical) to increasing the amount of waste recycled.
- Suggested improvements to Mindarie Regional Council and member Local Government waste minimisation services.

All the following matters are a synopsis of the detailed discussions in the Individual Strategic Waste Minimisation Plans for each of the member Local Governments and the Tamala Park operations.

Constraints to Increasing the Amount of Waste Recycled

Constitutional Constraints

This item is covered in detail in the "Operations/Tamala Park" Strategic Waste Minimisation Plan.

A Waste Disposal Imperative

The Mindarie Regional Council was born out of a waste disposal crisis. The focus of waste disposal needs shaped the development of the Regional Council's constitution, its roles and responsibilities - all of which have a focus on waste disposal.

The designated function accorded to the MRC is "The orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council".

Since its inception, the key piece of infrastructure that the Mindarie Regional Council has is its Tamala Park landfill site. Reports received by the Mindarie Regional Council during 2008 confirmed that the airspace available for land filling at Tamala Park will be consumed by approximately 2022. This is based on current rates of waste receipts and after allowing for the introduction of Stages 1, 2 and 3 of Alternative Waste Technology.

No role for Mindarie Regional Council in recycling.

In pursuit of the development of a corporate approach to waste management in the region, the constitution was amended as follows:

Amendment No.1 approved on 25 November 1996 which has the effect of:

- (i) Exempting from the definition of waste, material which is retained by a member Local Government for the purposes of recycling.

While this clause has put the pressure to reduce waste through recycling at a local level it has also had the indirect effect of making recycling the province of member Councils to the exclusion of the Mindarie Regional Council.

The current structure of the Mindarie Regional Council and the terms of the designated function in the existing constitution have constrained the role the MRC can play in the development of waste minimisation and recycling services by member Local Governments in the Regional Council's catchment.

In a climate of "Towards Zero Waste by 2020" and a rapidly filling landfill site, it is not efficient or effective to limit the role of the Mindarie Regional Council to waste disposal. There is a need for the Mindarie Regional Council to be focussed on best practice in waste minimisation as well as best practice in waste to landfill.

Recommended Action

That the Members of the Mindarie Regional Council:

1. Modify the draft Mindarie Regional Council Establishment Agreement – Designated Function - to allow:
 - The Mindarie Regional Council to overtly develop programs that reduce the amount of waste going to landfill, in addition to “the orderly and efficient treatment and/or disposal of waste delivered etc”.
 - Encourage the Mindarie Regional Council to place waste minimisation/recycling objectives ahead of any associated with land filling.

Lack of Collaboration amongst Member Local Governments

As an outcome of the information supplied in Phase 1 of the Strategic Waste Minimisation Plan process the Department of Environment and Conservation made the following comments:

- *Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and could lead to greater efficiencies in purchasing, resourcing and better waste management practices.*
- *Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire.*
- *Consider sharing infrastructure and plant between local governments, for example:*
 - mulchers/chippers
 - crushers for glass and construction and demolition waste
 - compactors/balers
 - MRF
 - AWT facilities
- *Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc.*

In a period of 18 months all of the member Local Governments (except Stirling) have taken steps and let contracts for the conversion of the packaging and paper recycling services to the standard 240L wheelie bin. In this conversion phase there is no reference in the minutes of the Mindarie Regional Council of any form of consultation between the members with a view to sharing or calling for joint contracts, consultation between the members and the administration of the MRC with regards to developing specifications for the choice of materials to be collected so as to enhance the performance of the regional Alternative Waste Technology or further reduce the amount of waste going to landfill.

As a consequence there are different types of waste being collected as recyclables, no member Local Government has investigated the use of the model “Recycling” contract which recommends the separation of the collection and processing contracts and the City of Perth only has a short term arrangement to a Materials Recovery Facility due to the shortage of processing capacity in Western Australia.

There is no established forum or mechanism where the member Local Government technical officers responsible for waste management can meet to discuss service delivery issues. The current Technical (Officers) Working Group operates as a committee to consider items that affect the operation of the Mindarie Regional Council’s range of activities.

Given the large number of member Local Governments, their different sizes and the different levels of expertise there is a case for the introduction of a new forum with resources to bring a new focus to the optimisation of all waste related services delivered by the member Local Governments.

Recommended Action

That the Members of the Mindarie Regional Council:

1. Commit to closer co-operation in the development and delivery of "Best Practice" waste services in the Mindarie Regional Council catchment.
2. Establish a new forum where member Local Governments can investigate the standardisation of waste minimisation service delivery with a view to optimising those services to deliver the best outcomes in pursuit of "Towards Zero Waste by 2020".

Limited Market Demand

The conservation of resources in today's consumer oriented society is very much dependent on reduced consumption, reuse and recycling. The expansion of recycling can only succeed with strong market demand for the materials recovered. The most effective body to create a demand and recycle a waste material is the original manufacturer. The more toxic and technologically complex the manufactured product, the more relevant this concept becomes.

Western Australia's own experience with the recycling of bottle glass serves as an example of how even entrenched recycling networks and processes are at risk from business decisions made in the best interest of shareholders as opposed to the public interest.

The success of the limited recycling schemes that operate in Western Australia at present are very much dependent on overseas and interstate markets. The cost of collecting, processing and then transporting materials to these remote markets renders the recovery of many materials unviable in an economic sense and very marginal in terms of a Whole of Life assessment.

Where markets exist, the fact that MRF operators (locally, nationally and internationally) work independently means that they must compete to get their products to market. This introduces the possibility of downward pressure on market prices.

Getting recycled products to market also means meeting very demanding quality control standards. This requires the introduction of expensive sorting equipment by the MRF operator or the downstream processor. Either by rejection of non complying product or the increased expense of processing, the costs of high quality standards are inevitably passed on to ratepayer funded collection processes.

The lack of demand for materials in the waste stream is in part also a result of government actions such as:

- o The continued financial support given to mining and extraction industries.
- o The lack of tax incentives to encourage the use of recycled materials.

Recommended Action:

That the Members of the Mindarie Regional Council:

1. Advise the new Waste Authority that while Local Government is an effective and efficient collector and manager of waste materials, it is not in Local Government's charter, within its risk profile or skills base to carry the cost by default for the collection, processing and recycling of the myriad manufactured materials in the municipal waste stream.
2. Maintain pressure on the Minister for the Environment to make brand owners and manufacturers responsible for the recovery, recycling and reuse of all the manufactured products that they put in to the market.
3. Lobby the Federal Government through State and Federal Local Government Associations to level the playing field to increase the competitiveness of recycled products for use in manufacturing with virgin materials.

The High Cost of Recovering Materials

- Every dollar spent by the Region on collecting and sorting waste for recycling is a direct subsidy to the packaging and paper industry.
- The increased toxicity and complexity involved in recycling manufactured and branded materials in the hardwaste stream, especially Waste Electronic and Electrical Equipment (WEEE) increases the cost of recycling these products. This is illustrated by the high cost and limited operatives in this field of recycling. The current cost to recycle computer equipment is about \$850/T. WEEE need to be dismantled in order to be successfully recycled. Various components can only be recycled overseas e.g. the glass from Cathode Ray Tube monitors/screens and motherboards.
The Basel Convention controls the international trade in hazardous materials such as spent batteries and WEEE. It is the Basel Convention that prevents intact WEEE from being exported to low labour cost countries for dismantling.
The cost of recycling (excluding collections) fluorescent tubes and compact long life globes is \$4,600/T.

Recommended Action

That the Members of the Mindarie Regional Council:

1. Actively lobby the State and Federal:

- Members of Parliament representing the Mindarie Regional Council electorates.
- The Ministers for the Environment.
- The Western Australian Local Government Association and the Australian Local Government Association.

to introduce Extended Producer Responsibility as the principal means for the recycling of branded and manufactured materials in the waste stream.

Shortage of Materials Recovery Infrastructure

The limited Materials Recovery facilities in the Perth metropolitan area are already at capacity. The conversion from crates to wheelie bins by other members of the Mindarie Regional Council will further exacerbate this problem.

The recent sale of the Roads and Robinson Materials Recovery Facility to Transpacific Industries has further reduced the scope for competition. Perth Recycling utilises a Materials Recovery Facility in Bunbury which incurs extra transport costs.

The City of Perth has included extra plastic polymers in its schedule of materials that can be placed in the paper and packaging recycling bin. This has limited their choice of Materials Recovery Facility operators to the Southern Metropolitan Regional Council.

The City of Wanneroo Materials Recovery Facility has just been upgraded and the amount of extra paper and packaging recovered through the conversion of recycling bags to 240L bins has put extreme pressure on the processing capacity of the premises.

Should the member Councils increase the mix of materials in the yellow lidded recycling bin there will be a need for increased sorting capacity with a modified design.

There is a lack of financial incentive to invest in waste recovery and recycling infrastructure. Unlike extractive and other secondary industries, there are no direct financial incentives available to support the construction and operation of Resource Recovery Infrastructure. The cost of establishing MRFs and

AWTs is a multimillion dollar consideration. In the case of the Mindarie Regional Council, the AWT at Neerabup has cost the member Council ratepayers:

Figure 9. Capital Costs of Introducing AWT to the MRC.

Component	Actual or Estimated Costs
Land Purchase	\$3.5 m
Infrastructure Costs (power, roads etc)	\$2.5m
Tendering/Legal/Contract Costs	\$6.2m
Total of MRC Direct Costs	\$12.2m

The tendered price for the construction and commissioning of the AWT is an investment in the order of \$80,000,000 by the successful tenderer.

When confronted with a similar need to invest in recycling infrastructure, Owen Illinois, one of the world's largest glass packaging manufacturers chose to close Western Australia's only glass manufacturing facility, forcing Western Australian glass packaging to be sent interstate, jeopardising the environmental benefits of recycling glass packaging.

While the government of Western Australia does operate a Strategic Waste Initiatives Scheme to fund a range of projects designed to reduce waste to landfill, the program has limited application to projects of this scope as the total annual funds committed is in the order of \$1m and the funds are to be distributed to the public and private sector, on a one off basis for projects that meet the Authority's published strategic plan.

Recommended Action:

That the Members of the Mindarie Regional Council:
(Short Term)

1. Investigate the development of a comprehensive Materials Recovery Facility suitable for use by the members as part of any commitment by the member Local Governments to collaborate more closely in the delivery of waste minimisation services.

(Long Term)

2. Actively lobby the State Members of Parliament representing the Mindarie Regional Council electorates and the Minister for the Environment to:
 - o Reduce the financial burden on the Region's ratepayers for the provision of expensive recycling infrastructure by providing financial support for major items of recycling infrastructure used by local governments to recycle organic and non manufactured waste.
 - o Taking appropriate action to transfer the cost of recycling branded/manufactured materials to the manufacturer and consumer.

Reduce Cost Shifting Through Extended Producer Responsibility

▪ **Cost Shifting.**

- o The cost of using AWT for the recycling of household waste will cost residents in the order of \$300m over 20 years in addition to the establishment costs as listed in Figure 9. The above figures go to show the disparity between government expenditure, industry expenditure and the expenditure that Local Government ratepayers contribute to reducing the environmental impact of waste.
- o State and federal governments continue to prevaricate on the matter of transferring the responsibility and cost of conserving resources and recycling from ratepayers and taxpayers to the brand owners and consumers through Extended Producer Responsibility.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 35

- The cost of recycling each tonne of paper and packaging can be viewed as a direct subsidy to the paper and packaging industry.
- The distribution of public funds (e.g. SWIS grants) to the private sector for the establishment of recycling infrastructure for branded/manufactured materials etc. can be viewed as a subsidy to the manufacturing industry/brand owners.
- **Cost Cutting.**
 - The State Government has in the past eliminated support for a number of waste minimisation measures including:
 - The operation of the Waste Exchange web site, which is a web based tool that allows producers of waste to list their discarded materials and consumers of such discarded materials to enter in to private arrangements to reuse or recycle such materials.
 - The operation of the Resource Recovery Rebate Scheme which provided a performance based payment to Local Governments to offset the high costs of kerbside recycling systems.

Local Government (ratepayer funded) programs to recover and recycle waste continue to be the default means by which recycling programs are expected to function. This is confirmed in part by the recently assented Waste Avoidance and Resource Recovery Act 2007 (Div 3, sect 40) which prescribes that Local Governments should incorporate waste plans in any plan for the future made under section 5.56 of the Local Government Act 1995.

Yet the State Government has made the following declaration: *"The State Government also considers that it is no longer acceptable that the responsibility for post consumer wastes is largely left to Local Government authorities to manage"*²

While household waste is not the largest proportion of the waste to landfill (by weight) it has received the lion's share of attention from governments at all levels. Government policies have encouraged local Governments to expand services aimed at recycling waste.

Given the well documented change to the makeup of collected waste over the last 100 years, from primarily food scraps and ash to packaging, paper and manufactured goods - there is a compelling case for a review of the need for Local Government ratepayers to finance the collection and recycling (by default) for everything that is discarded.

Not all ratepayers are consumers and not all consumers are ratepayers.

In order to stop further cost shifting to Local Government ratepayers, the State Government must take the initiative and give effect to introducing whole of life responsibility for manufactured materials to the manufacturer and consumer of the product.

Both the "Green dot" program (used in Austria, Belgium, France, Germany, Ireland, Luxembourg, Portugal, Spain, Norway and soon to be Sweden, and Latvia) and the South Australian deposit scheme are examples of how transferring the cost of recycling back to the consumer (through the manufacturer) has made both schemes role models for the high level of recovery in their respective regions.

² Extended Producer Responsibility Policy Statement, p6, Department of Environment and Conservation June 2005
Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 36

The "Green Dot" program features collections and drop off facilities provided by Local Governments but paid for by the brand owners. It is the brand owners that pay for the sorting and marketing of the materials recovered. The cost of operating such a program is transferred to the consumer by building the system costs in to the purchase price of the branded product. Products that have the cost of recycling built in to them are identified by a "green dot" on the label.

It is important that the Western Australian Government does not follow the lead shown by the State Government of New South Wales which has had the power to introduce EPR for selected products for a period of five years but has limited its action to listing products that *may* be targeted for recovery by EPR.

It is also important that the State Government be very cautious about using Product Stewardship Schemes in lieu of EPR. Successful recycling requires markets for the recovered materials. The recent failure of the Product Stewardship Scheme for oil illustrates the point. While the oil producers collected fees to set up collection points, they were not required to find uses or markets for the collected materials and in Western Australia Local Government ratepayers are now paying to have the waste oil reprocessed for recycling!

Another classic example of cost shifting and irresponsible management is the recent declaration by the Federal Government that it would outlaw the manufacture and marketing of incandescent light bulbs. That edict meant that the more toxic (mercury) long life globes would become the standard lamp used for lighting. Yet, there was no thought given to safe disposal of these lamps and in order to reduce the environmental impact that the disposal of these lamps through the household waste stream would have on the operation of AWT. State Governments (Taxpayers) are now confronted with having to pay contractors to safely recycle these lamps.

Recommended Action:

That the member Local Governments of the Mindarie Regional Council requests the Waste Authority and the Minister to:

1. Introduce EPR schemes to recycle all manufactured products.
2. Recognise that Local Government collection systems can be used by brand owners at the brand owner's expense.
3. Not allow hazardous or manufactured materials in to the market place without a comprehensive recovery and recycling program for the product that is funded by the manufacturer/brand owner.

Lack of State Government Promotions

Research conducted by *synovate™* for the Department of Environment and Conservation (WA) titled "A Profile of Recycling Behaviour, released in March 2007 revealed the following:

- "Most Important Environmental Issues" – waste came seventh out of eight issues. "The water supply" was identified by 72% of respondents as the most important.

- "How much have you heard recently about recycling?" –

Table 39 Results for Question - Overall WA

How Much?	% Response (n=854)
A lot	10
Reasonable Amount	27
Not Much	47
Nothing at All	16

Local Governments are making multimillion dollar investments in AWT technology in addition to the already extensive and expensive collection and recycling programs put in place for the recovery of paper, packaging, organics and hardwaste. Yet there has been a negligible amount of publicity given to waste minimisation and the work being done by Local Governments. Thus members of the public are not being fully engaged and the matter of waste minimisation remains a local area issue.

Any increases in waste recycling expenses imposed on ratepayers is then resolved on an individual Local Government level where the lack of accurate information about the waste streams means that the focus continues to be on packaging and paper recycling. New waste minimisation programs are capital intensive and any new initiative has to compete with other programs for limited funding. One criteria used to evaluate the worthiness of programs is the level of electoral support at the local level. Therefore a lack of community promotions leads to a lack of awareness which can lead to a loss of electoral support.

The success of the promotions campaign used by the Water Corporation to create an awareness of water consumption illustrates what can be done when the community is properly informed. It stands in stark contrast to the promotions campaign run by the Waste Smart (Waste Authority) of WA and the Department of Environment and Conservation which continues to promote recycling by guilt and generally focus on paper and packaging and targeting school children. Based on the demographics of the Cities of Perth and Stirling and the Towns of Victoria Park and Vincent where there are not a lot of children it illustrates how important it is that future campaigns be targeted at the adult population.

Recommended Action:

The Mindarie Regional Council and the Member Local Governments recommends that:

- Waste Smart WA (the new Waste Authority) be empowered to run promotions separate from the State's general sustainability promotion campaigns.
- The State promotions should:
 - Include a focus on adults (the largest demographic group) in the community as opposed to focussing only school children.
 - Outline the state and national goals and 'raison d'être' for the "Towards Zero Waste" Campaign being conducted in Western Australia.
 - Acknowledge the role that Local Government is making to the campaign through the substantial investments being made in new recovery programs and processing facilities.
 - Treat the public as mature adults and be realistic about recycling waste e.g.
 - Publish and publicise the problems that exist with current recycling schemes.
 - Publish and promote the cost and effort that taxpayers and ratepayers are expected to make by recycling and contrast this with industry's role and responsibilities.
 - Tell the public about alternative methods of reducing waste to landfill by schemes such as Extended Producer Responsibility.

Perverse Incentives That Stop Local Governments from Adopting Separate Waste Management Fees

To show waste management charges separately on the rates bill has long been promoted by the Western Australian State Government as a means to inform householders and businesses the real cost of waste and recycling processes and thereby encourage the service recipient to modify their wasteful behaviour where possible.

There are still a number of Local Governments in the Metropolitan area that do not use a separate waste management fee. In the Mindarie Regional Council catchment the Towns of Vincent and Victoria Park incorporate waste management fees in the general rate.

The reason behind not adopting the use of a separate fee lies in the detail of the *Rates and Charges (Rebate and Deferment) Act 1992*. Under this Act, eligible ratepayers of pensionable age can apply to have a proportion of their annual rates deferred or the State Government undertakes to offset Local Government's expenses in giving pensioners a discount if they chose to pay their rates. The Act excludes rebates for service charges made by Local Government in their annual rates.

Thus, where the cost of providing waste management services is not identified as a charge and recovered as a rate based on the value of the property, the Local Government (pensioner) is rewarded with the full entitlement of the Act.

Recommended Action:

The Members of the Mindarie Regional Council recommend that:

1. The State Government amend the *Rates and Charges (Rebate and Deferment) Act 1992* to include discounts/rebates for Local Government service charges similar to that available for rates, taxes and energy charges.

Suggested Improvements to Mindarie Regional Council and Member Local Government Waste Minimisation Services:

In a climate of "Towards Zero Waste" all waste collection services should be viewed as recycling collection services.

Household Waste Stream (Wheelie Bins)

As identified earlier, in a climate of "Towards Zero Waste by 2020" all waste must be viewed as potentially recyclable. Therefore it follows that all bins must be viewed as recycling bins. All member Councils currently collect two streams of household waste.

Stream 1 - Paper and packaging only

Stream 2 - Everything else

This section of the Strategic Waste Minimisation Plan will describe what initiatives are either under way or planned for both these waste streams.

Stream 1- Paper and Packaging

The collection of paper and packaging is well established throughout the Mindarie Regional Council Local Governments.

As at the 30 June 2008 each of the member Councils with a separate collection system for paper and packaging has either completed or is planning to change their existing receptacle for the recommended standard of a 240L MGB collected on a fortnightly cycle.

Work done by Cardno BSD for the Department of Environment and Conservation in a report "*Review Of Kerbside Collection Systems And Drop Off Facilities For Recyclables And Development Of Preferred Service Models*" (June 2008), recommended that a minimum preferred performance standard for the recovery of paper and packaging, based on a fortnightly collection of a 240L MGB should yield 4kg per household per week and an optimum collection service should aim for 6.5kg per household per week. The analysis of

systems in the report make no special allowance for the impact of the density of housing, the occupancy rate of housing and the percentage of persons renting vs home ownership.

Table 40 Comparison of Results for Paper and Packaging Recycling

2006/2007 Results		DEC Preferred Model	
Member	T/hh	T/hh	T/hh
Stirling	0.443	0.208	0.338
Cambridge	0.213	0.208	0.338
Average	0.328	0.208	0.338
Victoria Park	0.145	0.208	0.338
Wanneroo	0.123	0.208	0.338
Vincent	0.108	0.208	0.338
Perth	0.104	0.208	0.338
Joondalup	0.069	0.208	0.338

The analysis of the amount of paper and packaging collected by each member Council in Table 40 illustrates that only the Town of Cambridge kerbside collection of paper and packaging meets the minimum preferred performance standard of 4 kg per household per week.

Based on the expected results for the DEC's preferred collection model, the recycling of paper and packaging will divert between 17% and 28% of the average household waste stream of 1.189T/hh.

As discussed earlier there is no collaboration between the member Local Governments with regards to the delivery of waste recycling collection services. Member Local Governments that use contractors to collect paper and packaging have also included the sorting and sales of recovered materials in the same contract.

Work done by Sustainability Victoria developed model contracts for the collection and sorting of paper and packaging recycling. This research suggested that separate contracts for the collections and sorting provided benefits over contracts where the two functions were combined in the one contract.

Not all the member Councils deal with the same sorting contractor.

Figure 10 Member Local Governments - Comingled Service Providers

Member Local Government	Paper and Packaging Sorting Contractor
Joondalup	Wanneroo joint venture
Wanneroo	Wanneroo joint venture
Vincent	Perth Waste
Victoria Park	Cleanaway
Cambridge	Cleanaway
Perth	Southern Metropolitan Regional Council

In order for the full benefits of the conversion to 240l wheelie bins for paper and packaging to increase the amount of waste that is recycled many of the structural issues outlined at the beginning of Part 2 need to be addressed.

Stream 2 - Everything Else

This waste stream is made up predominantly of organics, garden waste and other inert materials including some packaging, paper and other discarded small household goods.

The Mindarie Regional Council has committed to the staged introduction of Alternative Waste Technology as the means with which to divert the organic fraction and metallic materials from landfill. Stage 1, a 100,000tp.a plant is currently under construction at Neerabup and scheduled to open in July 2009.

Planning by the Mindarie Regional Council for subsequent stages has been approved.

Projections made by the Mindarie Regional Council suggest that by processing the household waste through an Alternate Waste Treatment (AWT) process 70% of the contents of the household wheelie bin could be recovered and recycled. The cost of processing waste through this facility and land filling the balance as well as the residue will cost member Councils a projected \$127/T (from July 2009).

The size of the household waste produced by the Mindarie Regional Council (allowing for Stirling's exemption) will range from 136,000 - 153,000tp.a. which exceeds the design capacity of Stage 1.

By 2013 The City of Stirling's contracts with Atlas and Anaeco will expire as will the exemption the City has for taking its household waste to pre existing Alternative Waste Technology process.

The following table illustrates what could happen with the Mindarie Regional Council household waste stream based on the current commitments and expectations to build a new stage every 4 years.

Figure 11. Household Waste Processing by use of AWT

Household Waste in MRC (excl Stirling)	2008	2009	2012	2013
(Annual @ 5,000tpa Growth)	146,000	151,000	66,000	146,000
Processed by RR (Stages 1-3)		100,000		- 100,000
Waste Available for Processing by RR	146,000	51,000	66,000	46,000

City of Stirling provides 75,000tpa from 2013

- NB The increase in the size of the processable waste stream is estimated at 5,000tpa.
- The City of Stirling is shown as taking part in Stage 2.

The new Mindarie Regional Council AWT process (Stage 1) will also produce about 30% non recyclable residue.

The residues from AWT and MRF sorting processes are made up of materials that were not targeted for collection and processing in the respective facilities. Anecdotal evidence suggests that some of the inert residuals could be recycled if they had been placed in the paper and packaging bin (yellow lid bin) and conversely any organics could have been recycled had they been placed in the green lid bin.

Based on current technology there will always be a residue of around 30%. Depending on the nature of future AWT employed by the Mindarie Regional Council much of the materials making up the residue could be recovered for recycling. The lack of a front end sort on the AWT chosen for Stage 1 means that very little of the residue will avoid being damaged or contaminated to the point that it will be hard to sell on the recycling market.

However, a review of what household waste materials are placed in either the recycling bin or the standard bin could identify a new mix which could reduce the amount of residue produced by the AWT and the packaging and paper bin.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 41

The Need to Review the Type of Materials to be Collected in Recycling Containers

- The current range of packaging and paper materials considered recyclable and being collected by way of the kerbside recycling system has not changed markedly over the past 20 years.
- In that time Local Governments have constantly educated their community about what materials can go in to the recycling bin and what cannot.
- After 20 years of such education, 80% of residents wrongly believe what can be placed in their recycling bins at home.³ This results in a national contamination average level of 30% in wheelie bin based collection systems. *It begs the question.. is the current limited range of materials selected as suitable for collection in the "recycling bin" too limited and does it make the current method of collections too complicated?*
- Over the years that packaging and paper has been collected for recycling, products have lost their market demand e.g. liquid paper board while other products such as pot plant containers, printer ink cartridges, mobile phones and other plastic and non ferrous products are not collected by way of the kerbside collection system and have to rely on the householders delivering products to specified collection points.
- In a climate of "Towards Zero Waste" to Landfill everything must ultimately be viewed as recyclable. *Thus all "bins" should be viewed as recycling bins.* Therefore planning for the type of collection systems to be conducted need consideration for products beyond the two streams of packaging and paper in addition to a residual stream (organics mixed with everything else).
- The introduction of AWT for the recycling of the balance of the wheelie bin waste stream brings with it a need to review what products should go in to which collection stream. Given that AWT processes that recycle organics also suffer from contamination there is a case to review what materials go in to which recycling stream e.g. compostable organics into one recycling bin and non organics in to the other recycling bin. By planning now for how the various products in the waste stream will be recycled in the future council could simplify future collections and avoid costly education campaigns to change "recycling patterns". When the various other materials in the household waste stream are recycled will be an outcome of market demand or as a consequence of legislative action.
- Making the right choice of which materials go in to which bin could
 - reduce the amount of contamination in both streams.
 - A cleaner organic rich waste stream could reduce future AWT processing costs by allowing for different types of organic processing to be considered.
 - Save processing costs eg sorting dry waste by MRF costs \$52-\$80/T. Add a further cost for tipping 40% as residue at Tamala Park @ \$61/T and the final price may reach \$76-\$104/T.
 - This compares favourably with the forecast cost of processing household "residual" waste @ \$127/T.
- A detailed discussion paper is attached as Appendix No.4.

Recommended Action:

The Members of the Mindarie Regional Council:

1. Recognise that both household waste streams are now recycling streams and that these services be rebranded as such.
2. Conduct an investigation in to the nature of the materials to be placed in to each of the two recycling waste streams presently being collected in most member council areas.
3. Work collectively to identify and adopt a best practice for household waste recycling service(s) delivery.

Commercial Waste

All member Local Governments conduct discretionary commercial waste collections and some conduct collections of paper and packaging. Details are included in Part 1. Commercial collections conducted by members are supplemented by collections provided by the private sector in direct competition to Local Government collections. The market share that Local Governments and the private sector have of this waste stream varies annually due to competition. As long as Local Governments are prepared to collect commercial waste there is an implied responsibility for Local Governments to work to recycle commercial waste.

Commercial collections produce waste materials that are different to household waste and thus the method of disposal and the recycling potential of this waste will vary and needs to be the subject of a review. Generally the commercial waste collected by member Local Governments and the private sector is regarded as non processable for the Stage 1 RRF.

While not a lot is known about the size of the commercial waste stream and its makeup it does have a presence in the casual waste stream received at both the Recycling Centre of Balcatta and Tamala Park. Strategies to increase the amount of waste recovered for recycling from this waste stream are canvassed in detail in the Strategic Waste Minimisation Plan for Tamala Park.

Each member Local Government is subject to an increase in the amount of food premises in their districts, these include restaurants, cafes, food processing premises and supermarkets. Up to the mid-seventies most Local Governments used to collect source separated food wastes from commercial premises as did local piggeries. With the ban on the feeding of unpasteurised food wastes to pigs this form of waste collection and recycling ceased. With the introduction of Alternative Waste Technology and other composting technologies there is a case for a review of the benefits of reintroducing this form of waste separation at source with collections provided by Local Governments. This is one of the few ways that Local

Recommended Action:

The Members of the Mindarie Regional Council recommend that members:

1. Recognise that the commercial waste collection is a recycling stream and that this service be rebranded as such.
2. The makeup of the commercial waste stream from member Local Governments and contractors that is sent to Tamala park for disposal be analysed for its recycling potential.
3. Commercial waste from Local Government collections and commercial collections be described as Non Processable (based on Stage 1 RRF requirements).
4. The separate collection of organic rich food wastes from commercial premises be the subject of a detailed cost benefit analysis.
5. Work collectively to identify and adopt a best practice for commercial waste recycling service delivery.

Governments could exploit a unique market opportunity over the private sector commercial contractors.

The Bulk Hardwaste Stream

There are a number of sources of bulky hardwaste.

- Member Local Government verge collections.
- Casuals:
 - Self haul small vehicles.
 - Contractors - servicing households and commercial premises.

³ Pollinate Green Research Report, Planet Ark National Recycling Week 2007

Very little work has been done to analyse this waste stream. This part of the waste stream makes up 9% of the members waste delivered during 2007/2008. The Mindarie Regional Council has received reports that indicate that there seems to be an ever increasing amount of hard waste delivered to Tamala Park and it is harder to maintain high compaction rates on the landfill site. It is reasonable to suggest that there is a cause effect relationship between the two. With the diversion of household waste to Alternative Waste Technology this problem will only increase in magnitude.

Another issue that needs attention is the low level of recycling from this waste stream. Much of this waste represents the results of the boom in consumerism expressed as the amount of durable goods discarded due to changes in technology and fashion.

Council Verge Collections

It is the hardwaste collection that represents the most visual aspect of the effect of "consumerism". Many of the household goods discarded for disposal are still serviceable. These goods can be reused but are lost when compacted as part of the collection process.

The recycling of bulk waste is normally based around shredding garden waste and picking out some scrap metal (depending on the corporate objectives). However the high value of scrap metals in the current economic climate means that there has been very little scrap metal left for formal collections by councils due to the efforts of scavengers.

Both opportunist householders looking for a bargain or spare parts for an appliance and semi professional scroungers looking for scrap metals are actively engaged in removing materials from the waste stream placed on the verge for collection in the suburbs.

The City of Stirling conducts a collection of mixed plastics as part of its hardwaste verge collections.

Re using goods is one of the three Rs of waste minimisation but along with Reduce, does not receive the same amount of publicity as Recycling.

Rather than leave the reuse of hardwaste to scavengers, Western Australian charities have a need for serviceable household goods as part of their charity work in the community. In pursuit of increasing their stocks of serviceable household goods, most charities have some form of home collections.

Some charities, such as Anglicare have pioneered an enhanced form of collections in co-operation with the City of Stirling and Town of Cambridge. They structure the distribution of their own pamphlets announcing the availability of a home collection and collect materials from householders that respond. This is done in the weeks immediately prior to the commencement of the Local Government's hardwaste collection.

Another collection option some of the member Councils of the MRC could consider might be to appoint charities to conduct a member Local Government's hardwaste collections.

Recommended Action:

The Members of the Mindarie Regional Council recommend that members:

1. Recognise that the bulky waste verge collections are recycling collections and that these services be rebranded as such.
2. Conducting an analysis of a significant portion of the hard waste placed on the verge and that delivered to the Recycling Centre of Balcatta and to the Tamala Park landfill and transfer station.
3. Introduce the co-ordinated collection of serviceable household goods by charity prior to each hardwaste collection as a minimum feature of the City's hardwaste collections.
4. Work collectively to identify and adopt a best practice for Verge Bulky waste recycling service delivery.

Casuals

This topic is covered in more detail in the Strategic Waste Minimisation Plan for Tamala Park.

The casual waste stream includes material from the Recycling Centre of Balcatta. In the three waste streams referred to, all of the waste is delivered by householders and businesses in small vehicles and commercial contractors.

Where the waste is generated is not known. As this is a major component it warrants close examination of the recycling potential of this waste stream.

Both the City of Stirling and staff at Tamala Park have been giving consideration to their options.

Staff at the Mindarie Regional Council investigated shredding the material with an objective of reducing its volume so as to increase the density of the compacted waste. The City of Stirling is looking to remove the recyclable fraction before the waste is sent to landfill.

The City of Cockburn has enjoyed a great deal of success in winning recyclable materials from waste delivered to the Henderson landfill. The City of Cockburn has introduced an excavator which is used to "pick" out recyclable materials. This has proved so successful that the recovery of scrap metals alone has paid for the cost of hiring and operating the first and a second excavator.

The City of Stirling has been investigating the use of "moving floors" with mechanical grabs as a means of recovering recyclable components from this waste stream delivered to the Recycling Centre of Balcatta.

The Strategic Waste Minimisation Plan for Tamala Park identified a range of operational and design features that discourage the recovery of recyclables from the Transfer Station at Tamala Park. The use of a moving floor concept should also be investigated for the Tamala Park Transfer Station.

Given that the landfill space at Tamala Park will be consumed by approximately 2022 due to expanding urbanisation, the replacement landfill site will be more remote from the source of collections. It is important that all forms of sorting and segregating waste are considered to reduce the amount of waste that needs to be transported from the metropolitan area to a future landfill site. In order to reduce emissions and the impact of future carbon taxes there is a future need to investigate the design and use of the transfer facilities at the Recycling Centre of Balcatta and those at Tamala Park.

Other materials such as plastics are present in this waste stream. The lack of reliable data about the makeup of the whole bulk hardwaste stream and the proportion of various polymers of plastics makes it difficult to estimate the amount that could be recovered. While highly visible due to the volume of plastics present, the low density of the material would mean that any recovery (regardless of what

volume) may not make a significant difference to the weight of materials recovered. However all polymers of plastics can now be recycled

Wood presented as furniture, cabinets and other manufactured goods as well as mattresses represent a visible proportion of the hardwaste stream going to landfill. While not present in large numbers yet, the region can expect to see more of these materials enter the waste stream as housing stock ages and is subjected to "makeovers".

Recommended Action:

The Mindarie Regional Council recommends that members:

1. Recognise that the waste received from casual tipping at the Recycling Centre of Balcatta is waste generated from throughout the region and should be described as Mindarie Regional Council casual waste not as City of Stirling casual waste.

The members of the Mindarie Regional Council recommend that the Regional Council:

2. Investigate the introduction of excavators to "pick" through bulky waste delivered by member local governments and casual tippers with the objective of removing recyclable materials to slow the consumption of landfill airspace.
3. Collaborate with the City of Stirling to investigate the use of mechanised means (such as moving floors) to:
 - a. Improve the safety of client tipping waste.
 - b. Reduce the amount of waste sent to landfill by recovering recyclable materials from the bulky waste stream.
4. Commence the redesign of the Tamala Park Transfer Station and amend the tipping policy and fees structure to increase the amount of waste recycled.

Public Place and Events Recycling

Events Recycling

All the member Local Governments host and initiate public events and festivals. Community groups, charities and the corporate sector also obtain licences from the respective Local Governments to hold festivals.

The management of waste and recycling at all of these events is visible to who attend including the press, organisers, sponsors, overseas visitors as well as local visitors.

This places a great deal of responsibility on the member Local Governments to show leadership in the management of waste and recycling programs at such events.

However, given the scale of these events and that they are generally sponsored by the organising body, the matter of how the organisers meet their community obligations regarding recycling waste should be left to the organising group to develop and present in a management plan.

Recommended Action:

The Members of the Mindarie Regional Council recommend that members:

1. Require public place event organisers to provide a waste management and minimisation plan for all major events.
2. Work collectively to identify and adopt a best practice waste management and minimisation plan for all major events.

Public Place Recycling

Traditional forms of public place recycling have involved the placement of up to four bins (for different types of recyclables and one for non recyclable materials). The success of such systems to collect and recycle waste has been very much dependent on the ability and motivation of the public to sort the waste correctly.

Recent survey information suggests that getting litter off the ground and in to a bin is still a major problem in Western Australia. To focus on having the "litterbug" not only put the waste in a bin but sort it in to various categories for recycling will require the development of a unique community education program which is beyond the resources of just any one Local Government.

Based on well publicised data, the most successful tool for reducing litter and delivering a recycling outcome at the same time is the use of deposit legislation for packaging. South Australia stands alone in having utilised this tool and this has helped South Australia to have the lowest level of littering in Australia.

In order for public place recycling to be a success, member Local Governments should investigate different collection systems including consideration of the two bin system as featured in Appendix No.4 of this report.

Another consideration is the use of "Reverse Vending Machines" for the recovery of packaging for recycling. The Waste Education Strategic Steering Group has been examining this product and have identified that it could be used by all member Councils for all fairs, events and public celebrations.

Recommended Action:

The Members of the Mindarie Regional Council recommend that members:

1. Work collectively and with KABC (WA) to identify, develop and adopt best practice public place recycling and litter management.
2. Support the introduction of container deposit legislation in to Western Australia.
3. Investigate the acquisition of "Reverse Vending machines".

Corporate Recycling

All members Councils conduct a range of waste minimisation activities throughout their administrative and operational facilities and programs.

These include:

Administration Centres: Office paper, cardboard, newsprint and toner cartridges.

Works Depot: Office paper, cardboard, newsprint and toner cartridges, motor oil, scrap metal, disused wheelie bins.

Car parks: Office paper and used parking tickets.

Libraries: Office paper, cardboard, newsprint, toner cartridges and mobile phones as part of the mobile muster program.

The bulk of these services are provided by private contractors.

None of the member Councils get records of the weight of materials removed for recycling or removed for land filling. No contractor's recycling collection vehicles are equipped with weighing devices to measure the weight of waste in each bin.

As with most other business and local government premises the Mindarie Regional Council has not conducted a detailed evaluation of the makeup and weight of the corporate waste that is not being recycled. With the goal of "Towards Zero Waste by 2020" there is a need and opportunity for each member Council to conduct such an evaluation.

Recommended Action:

The Members of the Mindarie Regional Council recommend that members:

1. Develop (or engage a suitable service provider) to audit the waste produced from all of premises under their direct control.
2. Purchase truck mounted scales to facilitate the weighing of corporate waste recycling bins used by Local Government and business premises within the region.
3. Work collectively to identify and adopt best practice for the delivery of corporate waste recycling.

Infrastructure Waste Reuse

Part 1 of this Strategic Waste Minimisation Plan contains the details of the amount of construction and parks waste produced by the various Works and Services/infrastructure business units. There are now a substantial number of recycling processes for asphalt, unreinforced concrete, clay bricks and pavers, scrap metals and most types of soil and road base as well as all forms of garden waste.

Given the leadership that the member Councils are expected to show in this field it is imperative that contracts for the disposal of all of the Region's Works and Services waste have a focus on recycling first and disposal second. There is also a need to enhance the management of records to illustrate the type and amount of waste that is produced, recycled and disposed of to landfill.

Recommended Action:

The Members of the Mindarie Regional Council Collaborate to:

1. Convene a working group of construction and parks department staff to be formed to collectively identify and adopt best practice for the delivery of infrastructure waste minimisation and recycling practice.
2. Audit their respective infrastructure waste stream for its recycling potential.
3. Develop and let contracts for the recycling of this waste stream and only landfill material for which there is no reliable recycling outlet.
4. Sort waste at source so that the maximum amount of waste can be recycled or disposed of at a Class I landfill site and the minimum amount of waste is sent to the Tamala Park landfill site.

Human Resources, Skills, Training and Professional Development

The management of waste minimisation and recycling service delivery by the members of the Mindarie Regional Council is facilitated by officers from different professions and different levels of seniority. Regardless of profession or seniority none of the senior executives have the luxury of focussing on waste issues full time. Those that are involved in waste management full time are generally committed to work on the delivery of services. As a consequence, none of the member Local Governments has collaborated on the

delivery of waste minimisation and recycling services with a view to optimising them for the needs of the new Alternative Waste Technology, disposal to landfill or for obtaining economies of scale.

Unlike the Southern Metropolitan Regional Council (SMRC) and the Eastern Metropolitan Regional Council (EMRC), the Mindarie Regional Council does not retain a staff member dedicated to investigate, evaluate and optimise collection and waste minimisation services operated by member Local Governments that can impact on the success of new technology used by the regional Council.

Local Governments in Western Australia are facing difficulties in retaining experienced staff. Staff at all levels are being attracted to other industries as a result of Western Australia's economic boom and the opportunity to replace these lost skills is further hampered due to the impact of the general ageing of the workforce. This puts more pressure on member Local Governments finding, training and retaining suitable management, supervisory and operations staff.

The recent changes in senior staff involved in waste management at member Councils could signal an appropriate time to investigate how the Mindarie Regional Council and its member Local Governments can collaborate and share the burden of training and retaining staff.

Such a project could include the Member Local Governments recruiting a senior officer to:

- Co-ordinate the implementation of Local Government focussed recommendations from this SWMP.
- Work with Local Governments on areas of training and co-ordinating some form of officer/employee exchanges among the member Councils.
- The gathering, analysis and reporting on waste collected, recycled and disposed of for and on behalf of the member Local Governments.

The appointment of such a position will require the member Local Governments to underwrite the cost of such a new position or fund the position through the Regional Funding Model being developed by the State Government in conjunction with the Western Australian Local Government Association. The position could be housed and managed either by a member Local Government or through the Mindarie Regional Council at Tamala Park.

Recommended Action:

The Members of the Mindarie Regional Council collaborate to:

1. Seek the appointment of a full time officer to:
 - Co-ordinate the implementation of Local Government focussed recommendations from this SWMP.
 - Work with Local Governments on areas of training and co-ordinating some form of officer/employee exchanges among the member councils.
 - The gathering, analysis and reporting on waste collected, recycled and disposed of for and on behalf of the member Local Governments.

Communication with the Community

In the section headed "Lack of State Government Promotions" reference was made to the lack of any form of universal promotions to maintain some form of momentum in State wide recycling initiatives. With the realisation that there was no public policy nor understanding by the public of the role that Alternative Waste Technology would play in Regional Council waste reduction the Mindarie Regional Council commenced its own local and Regional promotions.

The member Council's environmental and technical officers meet monthly through the Waste Education Strategic Steering Group where they plan various community engagement initiatives. The group activities are reported on to the Technical Working Group. The Waste Education Strategic Steering Group is not responsible for the coordination of member Local Government promotions and as such each member may design and conducts their own promotions. Direct collaboration between the technical officers and the officers attending the Waste Education Strategic Steering Group is conducted at each Local Government.

For 2007/2008 WESSG collaborated and developed a "Recycling Calender" for distribution among households throughout the Region. Other matters that influence the work of the Waste Education Strategic Steering Group include:

- Mindarie Regional Council (MRC) has prepared a Regional Waste Education Plan (RWEPlan). The RWEPlan outlines the factors influencing waste management in the region, including the State Government's push "Towards Zero Waste by 2020", and the changes to waste management in the future as Alternative Waste Technology joins landfill to become a key component of the MRC's regional waste management strategy. The Regional Waste Education Plan is designed to support the achievement of MRC's regional waste management strategy through communication and community engagement.

- The RWEPlan has been influenced by community research undertaken in November 2005 which shows clear community segments with different attitudes to the urgency of addressing waste, and some strong messages about how Councils should be doing things differently to increase community participation in waste management.

- The Mindarie Regional Council has also developed a Community Partnership Agreement with the community in the neighbourhood of the new Alternative Waste Technology at Neerabup. The *Community Partnership Agreement* represents a commitment by Mindarie Regional Council (MRC) to work with the community to ensure that its issues and concerns are understood and acted upon. The Community Partnership Agreement is a summary document that identifies the agreed outcomes and impacts of the project relative to the social issues.

- To help deliver the terms of the Community Partnership Agreement the MRC has established a Community Engagement Advisory Group (CEAG), comprising community members. The CEAG provides a monitoring and community feedback role in relation to the community engagement process used throughout the AWT project in Neerabup. The CEAG is an independent group that provides a forum for issues to be brought forward by the community for discussion.

- The Waste Education Strategic Steering Group have fostered the development of a new volunteer corps called "Earthcarers" who are trained in waste management and recycling skills. They attend various events where the public gather to spread information about waste minimisation initiatives in the Mindarie Regional Council.

The Waste Education Strategic Steering Group have as an objective is to develop a DVD to illustrate how householders can optimise the waste services available in the Region and supplied by the member Local Governments. The lack of coordination on the standards and types of services delivered makes this task somewhat more difficult than it would be if there was more cooperation between the members.

Statistics

The development of a Strategic Waste Minimisation Plan is mandated in the WARR Act 2007 and section 44(1, 2) gives the CEO of the Department of Environment and Conservation the power to require Local Governments to "submit a report to the CEO on the implementation of its waste plan". This includes reporting on the waste collected, recycled, stored and landfilled and how the amounts vary from the lodgement of the plan with the Department of Environment and Conservation.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 50

Thus, in order to avoid having the CEO of the DEC intervene in the way the member Councils implement their Strategic Waste Minimisation Plan it will be important for the member Councils to develop a credible system of data management and reporting on the progress made in its plans "Towards Zero Waste to Landfill by 2020".

Thus, should the member Local Governments support the concept of employing an officer dedicated to support the development of the Local Government tasks recommended in this plan, the development of a uniform system of measuring, recording and reporting on data would be one of the key tasks to be

Recommended Action:

That the Member Local Governments collaborate to:

1. Develop a reporting hierarchy on key elements of its Strategic Waste Minimisation Plan.
2. Publish in its annual reports the progress it is making towards a Zero Waste Environment.
3. Maintain the waste generation, recycling and disposal records that were developed as part of the Strategic Waste Minimisation Plan.

undertaken.

Minimising Direct and Indirect (adverse) Environmental Impacts

Issues Identified

In terms of Environmental impacts arising from the recycling and disposal of the Mindarie Regional Council's waste, some are direct and others indirect.

Direct Environmental Impact:

The Consumption and Disposal of Household Hazardous Waste (HHW)

The presence of toxic chemicals including pesticides, herbicides, pool chemicals, cleaning chemicals, motor oil, paints, asbestos cement products, LP gas bottles, radioactive smoke alarms and long life fluorescent lamps in the domestic wheelie bin all have the potential to cause environmental harm. This harm can affect the operators and infrastructure, such as collection vehicles MRF's, AWT's and the end products they produce and to landfills regardless of whether they are lined or unlined.

These materials also have the ability to poison and harm children, adults, animals and the environment in general if they are incorrectly used or disposed of.

The health risks associated with asbestos cement products is well documented and poses a significant risk to public health through direct exposure to the fibres. However, the task to manage the responsible disposal of asbestos cement sheeting appears to have defaulted to Local Government. E.g., the Mindarie Regional Council offers a free drop off for asbestos cement building materials from all Mindarie Regional Council householders one day per month. The City of Stirling also offers a similar service to its householders at the Recycling Centre of Balcatta.

To date the State Government and Local Government have co-operated to recover, recycle, destroy or store the chemical component of Hazardous Household Waste stream. The State Government body most at risk from the incorrect disposal of chemicals e.g. down the drain, the Water Corporation, is not a participant in this program. The Health Dept of WA, the body most to gain from a reduction in poisoning of children and adults in our community is also not an active participant in the campaign.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 51

Without suitable State wide promotions, the recovery of hazardous household chemicals is very much limited to a local issue.

In the absence of EPR programs for hazardous materials, the State Government's action in supporting the recovery and destruction of the Hazardous Household Chemical waste and the radioactive smoke alarms is welcomed. However, the funding arrangements from the Waste Authority for the collection and destruction of this class of waste are limited to a three year trial program. As a consequence the Mindarie Regional Council is not confident that the current arrangement for this class of waste, where the State accepts custodianship for branded and orphaned Hazardous Household chemical wastes, is sustainable.

Until the recovery and disposal of this waste stream is managed through an Extended Producer Responsibility scheme the Mindarie Regional Council has committed itself to participating in the Waste Authority sponsored scheme administered by the Western Australian Local Government Association and it is also working to come to some form of arrangement with the City of Stirling to formally allow the Household Hazardous Waste drop off facility at the Recycling Centre of Balcatta to be utilised by householders from throughout the Mindarie Regional Council catchment.

The Mindarie Regional Council is in the process of developing a strategic plan with procedures for the conduct of up to seven collection days through the region. The plan will be based on the standards developed through the Western Australian Local Government Association managed Waste Authority plan for the recovery of Household Hazardous Waste. The plan is being developed through the Waste Education Strategic Steering Group of member Council officers and will be appended to all Strategic Waste Minimisation Plans.

The Management of Leachate and Greenhouse Gasses from the Tamala Park Landfill Site

Stage 1 of Tamala Park landfill site was not lined and leachate production is closely monitored by a series of bores and "Lysometers" placed below the waste. Monitoring and analysing the results is done under arrangement with CSIRO.

Stage 2 of the landfill site is fully lined with a leachate collection drainage system.

The Environmental Management and Monitoring Plan requires the finished part of the landfill to be capped and at Tamala Park this is done with synthetic liners. The capping liner prevents rain from entering the waste and contains the methane emitted as a product of the decomposition of waste. The methane is collected and burned to produce electricity at a power station on site.

The choice of a composting based Alternative Waste Technology for Stage 1 to process the Region's organic rich household waste stream and the proposal to introduce the source separation of garden waste from mixed waste delivered to the Tamala Park Transfer Station will go a long way to minimising the production of methane within the landfilled waste mass.

Recommended Action:

The Mindarie Regional Council recommends that:

Responsibility for Household Hazardous Waste management.

1. Household Hazardous Waste be managed by way of EPR and that the application of EPR to the management of Hazardous Household Waste be the first (a flagship) program to introduce the concept and benefits of EPR to the Western Australian community.
2. The State Government of Western Australia is asked to direct the Water Authority of WA and the Health Dept of WA to become actively involved with promoting the correct disposal of Household Hazardous Waste and the purchase by the public of less hazardous products.
3. the Mindarie Regional Council support the high profile "Act Now" campaign to recover as much toxic material from the community prior to the commencement of processing household waste in Stage 1 of the regional AWT.
4. A Household Hazardous Waste recovery and management plan be incorporated in the Strategic Waste Minimisation Plan for the Mindarie Regional Council.

Old and Unused Medicines.

1. The MRC Hazardous Household waste cleanup program promote the safe disposal of old medicines through local chemist shops through the OPAL program and the correct disposal of sharps.

Asbestos Cement.

1. The Mindarie Regional Council continues to support the subsidised disposal of asbestos cement products delivered by householders to Tamala Park and it will call upon the State Government to reimburse Local Governments expenses associated with the safe disposal of asbestos cement.

Indirect Environmental Impact

The location of the new AWT at Neerabup and the foreshadowed closure of the Tamala Park landfill site by 2022 will increase the distance that all waste will have to be transported from the point of collection. This will add to collection costs through lost collection times and increased fuel consumption leading to an increase in the indirect environmental costs.

The Federal Government proposes to include the transport sector in the Carbon Pollution Reduction Scheme to ensure ongoing incentives for carbon reduction over time. The Government does not believe that excluding transport from the Carbon Pollution Reduction Scheme is, over the long term, economically responsible⁴.

There are two different transport systems that contribute to emissions.

- Small vehicles that form part of the casual waste stream.
- Local Government and Commercial collection and transport vehicles

Table 41 Number of Vehicle Movements Delivering Waste to Tamala Park 2007/2008

Vehicle Movements from the Delivery of Waste	Tonnes	as a %	# of vehicles
Tamala Park Transfer Station	14,926	12%	67,229
Direct to Landfill	55,607	45%	16,227
Recycling Centre of Balcatta	54,223	43%	62,000
Totals	124,756	100%	145,456

⁴ Carbon Pollution Reduction Scheme Green Paper July 2008, Published by the Department of Climate Change.

Small Vehicles That Form Part of the Casual Waste Stream

Table 41 illustrates the number of trips taken with small vehicles to deliver waste to the two Transfer facilities in the Region. What is significant about the above data is:

- The small amount of waste delivered by each small vehicle trip to Tamala Park.
The average weight is 0.222T. In a Council sponsored collection, weights can reach over eight tonnes per vehicle trip which represents fewer vehicles on the road and fewer emissions.
- Given the location of the Tamala Park Transfer Station, it can be presumed that the largest portion of the vehicles would emanate from either the Cities of Wanneroo or Joondalup. Both of these member Local Governments provide verge collections at nine monthly cycles. The City of Stirling has evidence that illustrates a connection between the frequency of verge collections and the amount of trips made by small vehicles to the Recycling Centre of Balcatta. This suggests that if the Cities of Wanneroo and Joondalup were to increase the frequency of verge collections, the number of small vehicle trips to Tamala Park should reduce.

Transporting Waste and Recovered Resources

- The aerosol and noise emissions associated with the collection and disposal of solid waste and recycling of materials contributes to the net environmental cost of "conducting business".
- All member Local Governments have adopted some form of greenhouse gas emission reduction targets. E.g. The City of Perth's Environment Plan 2005-2008 adopted an Emissions Reduction Strategy where the goal is to reduce greenhouse gas emissions by 20% by 2010, based on 1996 levels. In order to achieve the 20% reduction in greenhouse gas emissions, the City has suggested reductions in the following areas: City of Perth operations; community; commercial and industrial sector; transport and access; and waste management and recycling.
- The application of Carbon Pollution Permits to the transport sector is slated to be cost neutral for the first three years after the scheme commences in 2010. After three years a new strategy will be introduced. The details of the new scheme are not yet developed however the member Local Governments should anticipate that the cost of transport will increase through the need for fuel suppliers to purchase Carbon Pollution permits through a bidding process where the unit price will reflect the quantum of carbon pollution permits released in to the market place.
- While the distance to transport household waste from the southern part of the Region for treatment by AWT at Neerabup will be significant, the development of a new generation of AWTs with small footprints (e.g. Anaeco and Atlas) will allow these to be located closer to the source of waste generation with a consequent reduction in travelling costs.
- If future AWTs cannot be built closer to the source of the waste, the use of transfer facilities must be examined. This will also benefit the bulk waste collection vehicles as landfill sites are built in areas more remote from the point of collection.

Waste collection trucks are specially designed for local stop start collections and are expensive to purchase and maintain. These collection trucks are inefficient at transporting waste over long distances. Every moment the collection truck is transporting waste it is not doing what it is designed to do i.e. collect waste from houses. Vehicles used to transport bulk materials e.g. waste are simple to construct, cheap to operate and easily available on contract. Facilities for transferring waste from collection vehicles to transport vehicles can vary from simple to complex structures and are in use in most major metropolitan areas.

The City of Stirling has already developed design concepts for the redevelopment of transfer facilities at Balcatta based on the use of road trains to haul waste.

Recommended Action:

The Members of the Mindarie Regional Council Collaborate to:

1. Reduce greenhouse gas emissions associated with the collection, recycling and disposal of waste.
2. Investigate how to optimise the collection and transport of collected waste from the source to the final point of processing.
3. Minimise Transport distances.
 - Advocate and support the choice of new AWT technology and its devolution close to the points of collection throughout the Mindarie Regional Council catchment.
 - Investigate the benefits of using transfer technology to get future waste to remote AWTs and landfill sites.

The Mindarie Regional Council Collaborate with the City of Stirling to:

2. Work collectively to identify and introduce best practice for the design and operation of waste transfer, waste minimisation and recycling functions conducted at the Recycling Centre of Balcatta and the Transfer Station at Tamala Park.

ACTION PLANNING

Table 42 Issues, Actions and Outcomes 2008 - 2013 for the Member Local Governments of the Mindarie Regional Council Region

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
Constitutional Constraints on Recycling	Recommended Action That the Members of the Mindarie Regional Council: 1. Modify the draft Mindarie Regional Council Establishment Agreement – Designated Function - to allow: • The Mindarie Regional Council to overtly develop programs that reduce the amount of waste going to landfill, in addition to "The orderly and efficient treatment and/or disposal of waste delivered etc". • Encourage the Mindarie Regional Council to place waste minimisation/recycling objectives ahead of any associated with land filling.	Amend the designated functions in the draft Establishment Agreement that will replace the constitution.	2008/2009	Local Government members	\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Lack of Collaboration among Local Governments in the Mindarie Regional Council	1. Commit to closer co-operation in the development and delivery of "Best Practice" waste services in the Mindarie Regional Council catchment. 2. Establish a new forum where member Local Governments can investigate the standardisation of waste minimisation service delivery with a view to optimising those services to deliver the best outcomes in pursuit of "Towards Zero Waste by 2020".	Canvass the matter at a meeting to be called to review the Strategic Waste Minimisation Plan.	Local Government members	\$0	\$0
Limited market demand for materials recovered for recycling	1. Advise the new Waste Authority that while Local Government is an effective and efficient collector and manager of waste materials, it is not in Local Government's charter, within its risk profile or skills base to carry the cost by default for the collection, processing and recycling of the myriad manufactured materials in the municipal waste stream.	Letter send to the Waste Authority	Local Government members	\$0	\$0

Part 2 - The Way Ahead

The high cost of recovering materials	2. Maintain pressure on the Minister for the Environment to make brand owners and manufacturers responsible for the recovery, recycling and reuse of all the manufactured products that they put in to the market. 3. Lobby the Federal Government through State and Federal Local Government Associations to level the playing field to increase the competitiveness of recycled products for use in manufacturing with virgin materials.	Ongoing	Ongoing	Ongoing	Local Government members	\$0	\$0
	1. Actively lobby the State and Federal: o Members of parliament representing the Mindarie Regional Council electorates. o The Ministers for the Environment. o The Western Australian Local Government Association and the Australian Local Government Association. To introduce Extended Producer Responsibility as the principal means for the recycling of branded and manufactured materials in the waste stream.	Collect materials for Brand owners with EPR responsibilities on a full cost recovery basis.	Ongoing				

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Overcome shortage of MRF capacity	(Short Term) - Investigate the provision of a comprehensive Materials Recovery Facility suitable for use by the members as part of any commitment by the member Local Governments to collaborate more closely in the delivery of waste minimisation services. (Long Term) - Actively lobby the State Members of parliament representing the Mindarie Regional Council electorates and The Minister for the Environment to: - Reduce the financial burden on the Region's ratepayers for the provision of expensive recycling infrastructure by providing financial support for major items of Recycling infrastructure used by local governments to recycle organic and non manufactured waste.	Workshop of all member Councils to determine how members can share and collaborate on service delivery. Investigate the suitability of a Materials Recovery Facility suitable for the MRC mix of materials. Present report to Council Ongoing	Local Government members	\$0	\$0

Part 2 - The Way Ahead

Reduce cost shifting through Extended Producer Responsibility	o Taking appropriate action to transfer the cost of recycling branded/manufactured materials to the manufacturer and consumer. 1. Introduce EPR schemes to recycle all manufactured products. 2. Recognise that Local Government collection systems can be used by brand owners at the brand owner's expense. 3. Not allow hazardous or manufactured materials in to the market place without a comprehensive recovery and recycling program for the product that is funded by the manufacturer/brand owner. 4. Make Local Government collection systems available to brand owners at the brand owner's expense.	Lobby to utilise the EPR provisions of the WARR Act 2007	Ongoing	Local Government members	\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Lack of State Government promotions	1. Waste Smart WA (the new Waste Authority) be empowered to run promotions separate from the State's general sustainability promotion campaigns. 2. The State promotions should: • Include a focus on adults (the largest demographic group) in the community as opposed to focussing only school children. • Outline the state and national goals and 'raison d'être' for the "Towards Zero" Waste Campaign being conducted in Western Australia. • Acknowledge the role that Local Government is making to the campaign through the substantial investments being made in new recovery programs and processing facilities. • Treat the public as mature adults and be realistic	Letter to the Waste Authority 2008/2009	MRC	\$0	\$0

Part 2 - The Way Ahead

Introduce separate waste fee	about recycling waste e.g. ○ Publish and publicise the problems that exist with current recycling schemes. ○ Publish and promote the cost and effort that taxpayers and ratepayers are expected to make by recycling and contrast this with industry's role and responsibilities. ○ Tell the public about alternative methods of reducing waste to landfill by schemes such as Extended Producer Responsibility. Lobby the State Government to amend the Rates and Charges (Rebate Deferment) Act 1992 to make waste fees eligible for a rebate.	Identification of waste management component on all Rates Notices	Ongoing	Local Government members	\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Improvements to Household waste stream recycling	1. Recognise that both household waste streams are now recycling streams and that these services be rebranded as such. 2. Conduct an investigation in to the nature of the materials to be placed in to each of the two recycling waste streams presently being collected in most member Council areas. 3. Work collectively to identify and adopt a best practice for household waste recycling service(s) delivery.	Workshop of all member Councils.	Local Government members	\$0	\$0
		Investigate and conduct extended trial collection based on new concept		\$50,000	\$50,000
		Appoint one member Local Government to take the lead role for this project.	City/Town of...	\$30,000	\$30,000

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Commercial Waste	1. Recognise that the commercial waste collection is a recycling stream and that this service be rebranded as such.	Workshop of all member Councils. Adopt a Policy	Local Government members	\$0	\$0
	2. The makeup of the commercial waste stream from member Local Governments and contractors that is sent to Tamala park for disposal be analysed for its recycling potential.	Waste Characterisation of waste delivered to the Recycling Centre of Balcatta and the Tamala Park landfill site.		\$50,000	\$50,000
	3. Commercial waste from Local Government collections and commercial collections be described as Non Processable.	Workshop of all member Councils. Adopt a Policy	City/Town of....	\$0	\$0
	4. The separate collection of organic rich food wastes from commercial premises be the subject of a detailed cost benefit analysis.	Conduct a desktop review, survey food based commercial premises and conduct extended trial.		\$100,000	\$100,000
	5. Work collectively to identify and adopt a best practice for commercial waste recycling service delivery.	Appoint one member Local Government to take the lead role for this project.		\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Re use and recycling of bulk hardwaste streams	1. Recognise that the bulky waste verge collections are recycling collections and that these services be rebranded as such.	Workshop of all member Councils. Adopt a Policy	Local Government members	\$0	\$0
	2. Conducting an analysis of a significant portion of the hardwaste placed on the verge and that delivered to the Recycling Centre of Balcatta and to the Tamala Park landfill and transfer station.	Waste Characterisation of waste placed on verge for hardwaste collections and delivered to the Recycling Centre of Balcatta and the Tamala Park landfill site.		\$50,000	\$50,000
	3. Introduce the co-ordinated collection of serviceable household goods by charity prior to each hardwaste collection as a minimum feature of the Regions hardwaste collections.	Workshop of all member Councils. Adopt a Policy		TBA	TBA
	4. Work collectively to identify and adopt a best practice for Verge Bulky waste recycling service delivery.	Appoint one member Local Government to take the lead role for this project.	City/Town of....	\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Public Place and Events Recycling	1. Require public place event organisers to provide a waste management and minimisation plan for all major events. 2. Work collectively to identify and adopt a best practice waste management and minimisation plan for all major events.	Adopt a policy 2009/2010 Appoint one member Local Government to take the lead role for this project.	Local Government members City/Town of....	\$0	\$0
Public Place Recycling	1. Work collectively and with KABC (WA) to identify, develop and adopt best practice public place recycling and litter management. 2. Support the introduction of container deposit legislation in to Western Australia. 3. Investigate the acquisition of "Reverse Vending machines".	Appoint one member Local Government to take the lead role for this project. 2011/2012	City/Town of.... Local Government members Waste Education Strategic Steering Group	\$10,000 \$0 \$10,000	\$10,000 \$0 \$10,000

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Corporate Recycling	1. Develop (or engage a suitable service provider) to audit the waste produced from all of premises under their direct control.	Completion of an audit	Local Government members	\$35,000	\$35,000
	2. Purchase truck mounted scales to facilitate the weighing of corporate waste recycling bins used by Local Government and business premises within the region.	Installation of scales	TBA	TBA	TBA
	3. Work collectively to identify and adopt best practice for the delivery of corporate waste recycling.	Appoint one member Local Government to take the lead role for this project.	City/Town of....	\$0	\$0
Infrastructure Waste	1. Convene a working group of construction and parks department staff to be formed to collectively identify and adopt best practice for the delivery of infrastructure waste minimisation and recycling practice.	Appoint one member Local Government to take the lead role for this project.	City/Town of....	\$0	\$0
	2. Audit their respective infrastructure waste stream for its recycling potential.		Local Government members	\$30,000	\$30,000

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 68

Part 2 - The Way Ahead

	3. Develop and let contracts for the recycling of this waste stream 4. Sort waste at source so that the maximum amount of waste can be recycled or disposed of at a class 1 landfill site and the minimum amount of waste is sent to the Tamala Park landfill site.	Contract(s) let	Adopt a policy		Local Government members. Local Government members.	\$10,000 TBA	\$10,000 \$0
Human Resources Skills and Training	1. Seek the appointment of a full time officer to: - Co-ordinate the implementation of Local Government focussed recommendations from this SWMP. - Work with Local Governments on areas of training and co-ordinating some form of officer/employee exchanges among the member Councils. - The gathering, analysis and reporting on waste collected, recycled and disposed of for and on behalf of the member Local Governments.	Recruit, appoint and find the support for the position.	Ongoing activity	Ongoing from 2009/2010	Local Government members/MRC.	\$150,000p.a	\$0
		Ongoing activity		Ongoing	Local Government members/MRC.	\$0	\$0
		Ongoing activity		Ongoing	Local Government members/MRC.	\$0	\$0

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Statistics	- Develop a reporting hierarchy on key elements of its Strategic Waste Minimisation Plan. - Publish in its annual reports the progress it is making towards a Zero Waste Environment. - Maintain the waste generation, recycling and disposal records that were developed as part of the Strategic Waste Minimisation Plan.	Develop new policy and procedures for the management and reporting of data. Ongoing activity Ongoing activity	Local Government members/MRC Local Government members/MRC Local Government members/MRC	\$0 \$15,000 \$0	\$0 \$0
Reduce Indirect Environmental Impact of Transporting waste	- Reduce greenhouse gas emissions associated with the collection, recycling and disposal of waste. - Investigate how to optimise the collection and transport of collected waste from the source to the final point of processing. - Minimise Transport distances.	Conduct a desktop review, survey all members and appoint a specialist in transport logistics.	Local Government members	\$0 \$10,000	\$0 \$10,000

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 70

Part 2 - The Way Ahead

	- Advocate and support the choice of new AWT technology and its devolution close to the points of collection throughout the Mindarie Regional Council catchment. - Investigate the benefits of using transfer technology to get future waste to remote AWTs and landfill sites.	Appoint one member Local Government to take the lead role for this project.	2010/2011	Local Government members/MRC	\$0	\$0
			2010/2011	Local Government members/MRC	\$20,000	\$20,000

Part 2 - The Way Ahead

Table 43 Issues, Actions and Outcomes 2008-2013 for the Mindarie Regional Council

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Reduce Indirect Environmental Impact of Transporting waste	1. Work collectively to identify and introduce best practice for the design and operation of waste transfer, waste minimisation and recycling functions conducted at the Recycling Centre of Balcatta and the Transfer Station at Tamala Park.	Completion of report 2010/2011	MRC and the City of Stirling	\$15,000	\$15,000
Casual Waste Stream	1. Recognise that the waste received from casual tipping at the Recycling centre of Balcatta is waste generated from throughout the region and should be described as Mindarie Regional Council casual waste not as City of Stirling casual waste. 2. Investigate the introduction of excavators to "pick" through bulky waste delivered by member local governments and casual tippers	Policy statement 2009/2010 Finalisation of a review 2008/2009	MRC MRC	\$0 \$0	\$0 \$0

Part 2 - The Way Ahead

	with the objective of removing recyclable materials to slow the consumption of landfill airspace. 3. Collaborate with the City of Stirling to investigate the use of mechanised means (such as moving floors) to:	Finalisation of a review	2009/2010	MRC/City of Stirling	\$10,000	\$10,000
	- Improve the safety of client tipping waste. - Reduce the amount of waste sent to landfill by recovering recyclable materials from the bulky waste stream. - Commence the redesign of the Tamala Park Transfer Station and amend the tipping policy and fees structure to increase the amount of waste recycled.	Development of the final solution	2010/2011	MRC/City of Stirling	TBA	\$0
		Development of the final solution	2010/2011	MRC/City of Stirling	TBA	\$0
		Development of the final solution	2010/2011	MRC	TBA	\$0
Consumption and Disposal of Household Hazardous Waste	1. Household Hazardous Waste be managed by way of EPR and that the application of EPR to the management of Hazardous Household Waste be the first (a flagship) program to introduce the concept and benefits of EPR to the Western Australian community.	Dependent of State Government	TBA	Waste Authority	\$0	\$0
		Letter to State Government	2008/2009	MRC	\$0	\$0

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 73

Part 2 - The Way Ahead

Old and unused medicines	2. The State Government of Western Australia is asked to direct the Water Authority of WA and the Health Dept of WA to become actively involved with promoting the correct disposal of Household Hazardous Waste and the purchase by the public of less hazardous products. 3. The Mindarie Regional Council support the high profile "Act Now" campaign to recover as much toxic material from the community prior to the commencement of processing household waste in Stage 1 of the regional AWT. 4. A Household Hazardous Waste recovery and management plan be incorporated in the Strategic Waste Minimisation Plan for the Mindarie Regional Council.	Participation in the DEC HHW trial	2008/2009	MRC	\$20,000	\$20,000
		Adoption of a HHW plan	2008/2009	MRC	\$10,000	\$10,000
	1. The MRC Hazardous Household waste cleanup program promote the safe disposal of old medicines through local chemist shops through the OPAL program	Distribution of promotional documents	2008/2009	MRC	\$10,000	\$0

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 74

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Asbestos Cement	1. The Mindarie Regional Council continues to support the subsidised disposal of asbestos cement products delivered by householders to Tamala Park and it will call upon the State Government to reimburse Local Governments expenses associated with the safe disposal of asbestos cement.	Continuation of the free asbestos cement collection days 2008/2009	MRC	\$20,000	\$20,000

Part 2 - The Way Ahead

ISSUE	ACTION/RESPONSE	OUTCOMES Event & date	RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
Asbestos Cement	1. The Mindarie Regional Council continues to support the subsidised disposal of asbestos cement products delivered by householders to Tamala Park and it will call upon the State Government to reimburse Local Governments expenses associated with the safe disposal of asbestos cement.	Continuation of the free asbestos cement collection days 2008/2009	MRC	\$20,000	\$20,000

Part 3 – Supporting Information

Appendix No.1

The Department Of Environment and Conservation Assessment of Phase 1 Data

1: Recommendations for consideration by all members of the MRC grouping of LGs working collaboratively

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Collaboration with other local governments and groupings of local governments	1	(i) Service provision, infrastructure and plant. (ii) Unmanaged or marginally managed landfills that fall short of good environmental practice. (iii) Human resource, staff skills, training and development. (iv) Communications, awareness and learning.	Rationalisation of waste management services and infrastructure within a regional grouping might include consideration of the following examples: - Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and could lead to greater efficiencies in purchasing, resourcing and better waste management practices. - Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire. - Consider sharing infrastructure and plant between local governments, for example: - mulchers/chippers - crushers for glass and construction and demolition waste - compactors/balers - MRF - AWT facilities - Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc. - Consider working with other local governments and DEC to promote and invigorate recycling. Contact your DEC Regional Coordinator who can assist in the development and delivery of consistent waste education and promotion material for Western Australia.
Kerbside Services	2	(ii) Increasing domestic recycling frequency and volumes	(b) Where a kerbside recycling service is provided, consider opportunities to improve recycling volumes. This might include consideration of more frequent collections.

Appendix No.2 Mindarie Regional Council Strategic Plan



THE STRATEGIC PLAN & THE PROCESS

The key elements of the Strategic Plan, comprising Objectives, Outcomes and Strategies, provide the basis for the preparation of related initiatives, such as principal activities, business plans, budgets, operational plans and action plans which translate strategies into results. The relationship between the various plans is demonstrated thus:

What is the Strategic Plan?

This document is a working Plan for the Mindarie Regional Council and is intended to provide a blueprint for the implementation of a range of planned and focussed activities falling within the constitutionally designated function of the MRC over the next five years.

The Plan is not intended to be an absolute instrument of direction, but to be capable of review from time to time and, if appropriate, enable the Regional Council to be designated additional functions for the benefit of the constituent Local Governments by performance on a regional basis.

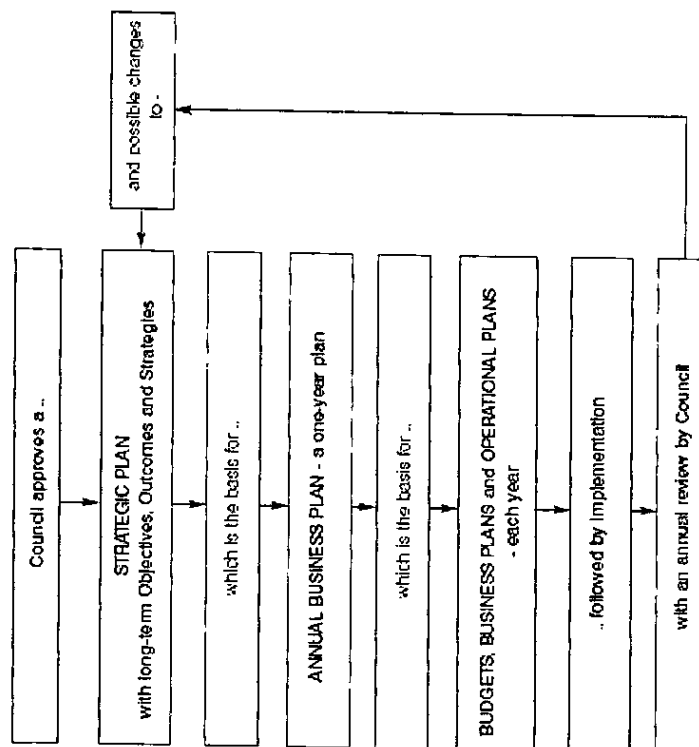
Why has it been produced?

The Plan identifies the individual issues related to the Council's designated function and any potential functions in the future.

How has it been produced?

The development of the Plan emanates from workshops conducted between Councillors and senior officers of the Regional Council and constituent Councils. This Plan is a revised version of an earlier Strategic Plan.

The output from the workshops resulted in the identification of a number of Objectives, desired Outcomes, and a suite of related Strategies for the revised Strategic Plan. These strategies were considered by the Council's Strategic Planning Committee and refined, where necessary, prior to endorsement by Council.



VISION

To be foremost in the provision and development of waste and other resource management services.

MISSION

The Mission of the Mindarie Regional Council is to provide effective, cost-efficient and environmentally sound waste and other resource management services for the benefit of the Region.

GUIDING PRINCIPLES

The Council's planning framework should appropriately include a suite of Guiding Principles as follows:

<i>Innovation</i>	We will engage and adapt to future trends ensuring contemporary practice
<i>Community Engagement</i>	We will engage with local communities to ensure a sustainable future and build mutual understanding
<i>Partnerships</i>	We will develop partnerships and alliances to maximise our leadership impact
<i>Excellence</i>	We will endeavour to increase efficiency and effectiveness to build a Centre of excellence
<i>Viability</i>	We will capitalise on our assets, both financial and physical, ensuring long-term viability



Objective One

RESOURCE MANAGEMENT

Objective

To operate resource management programmes, both existing and "in planning," in accordance with best appropriate practice.

Outcomes

- ✓ Centre of Excellence for resource management.
- ✓ Appropriate disposal of waste in accordance with needs.
- ✓ Generation of income for expansion.
- ✓ Aligned regional processes.
- ✓ Informed and engaged community.

Strategies

- ✓ Develop and implement resource management programmes (landfill, recycling, reuse, resource recovery).
- ✓ Progress the alignment and standardisation of Regional Council services in accordance with best practice research and contemporary practice.
- ✓ Develop and facilitate community engagement programmes, including education, for local communities in alignment with 'best practice' research and contemporary practice.
- ✓ Develop best practice business principles for application to the organisation's activities eg. application of waste hierarchy, compliance with State Strategic Direction, resource management.

Objective Two

RESOURCE BUSINESS CREATION

Objective

To identify and create new opportunities for the development and growth of improved resource utilisation.

Outcomes

- ✓ Sustainability.
- ✓ Improved utilisation of existing resources for increased capital.

Strategies

- ✓ Exploit identified business opportunities associated with improved resource recovery, for example, Resource Recovery Park, wind farms.
- ✓ Develop options and business case on related resource business opportunities eg. knowledge and asset management.
- ✓ Develop community engagement programmes as appropriate, and in conjunction with, business optimisation.



Objective Three

INDUSTRY LEADERSHIP

Objective

To provide leadership in the waste and related resource industry.

Outcomes

- ✓ Integrated State and Local Government approach.
- ✓ Informed and engaged community.
- ✓ Innovative Industry.

Strategies

- ✓ Develop Industry Integrated Initiatives and exploit synergies for example, co-location of resource related facilities in Region.
- ✓ Develop appropriate partnerships to facilitate the education of the wider community in contemporary resource management practice (education centre, make waste 'visible', consistent information).
- ✓ Conduct ongoing research on contemporary practice to improve service delivery and community education.
- ✓ Conduct ongoing research on future trends and technologies to ensure future innovative practice eg. waste stream separation.

Objective Four

ORGANISATIONAL MANAGEMENT

Objective

To ensure excellent organisational management through improvement of the Council's business and management systems.

Outcomes

- ✓ Sustainability.
- ✓ Improved utilisation of existing resources for increased capital.

Strategies

- ✓ Review and improve existing systems for the governance of the Council, including the preparation of an Established Agreement.
- ✓ Improve collaboration between participating Councils on matters associated with waste management.
- ✓ Develop an annual Business Improvement Plan based on the Australian Business Excellence Framework (ABEF).
- ✓ Identify and establish long and short-term land assets, for example, future landfill for the Council.
- ✓ Fund operations and capital programmes Independent of participant Councils.

Part 3 – Supporting Information

Appendix No.1

The Department Of Environment and Conservation Assessment of Phase 1 Data

1: Recommendations for consideration by all members of the MRC grouping of LGs working collaboratively

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Collaboration with other local governments and groupings of local governments	1	(i) Service provision, infrastructure and plant. (ii) Unmanaged or marginally managed landfills that fall short of good environmental practice. (iii) Human resource, staff skills, training and development. (iv) Communications, awareness and learning.	Rationalisation of waste management services and infrastructure within a regional grouping might include consideration of the following examples: - Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and could lead to greater efficiencies in purchasing, resourcing and better waste management practices. - Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire. - Consider sharing infrastructure and plant between local governments, for example: - mulchers/chippers - crushers for glass and construction and demolition waste - compactors/balers - MRF - AWT facilities - Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc. - Consider working with other local governments and DEC to promote and invigorate recycling. - Contact your DEC Regional Coordinator who can assist in the development and delivery of consistent waste education and promotion material for Western Australia.
Kerbside Services	2	(ii) Increasing domestic recycling frequency and volumes	(b) Where a kerbside recycling service is provided, consider opportunities to improve recycling volumes. This might include consideration of more frequent collections.

Appendix No.2 Mindarie Regional Council Strategic Plan



THE STRATEGIC PLAN & THE PROCESS

The key elements of the Strategic Plan, comprising Objectives, Outcomes and Strategies, provide the basis for the preparation of related initiatives, such as principal activities, business plans, budgets, operational plans and action plans which translate strategies into results. The relationship between the various plans is demonstrated thus:

What is the Strategic Plan?

This document is a working Plan for the Mindarie Regional Council and is intended to provide a blueprint for the implementation of a range of planned and focussed activities falling within the constitutionally designated function of the MRC over the next five years.

The Plan is not intended to be an absolute instrument of direction, but to be capable of review from time to time and, if appropriate, enable the Regional Council to be designated additional functions for the benefit of the constituent Local Governments by performance on a regional basis.

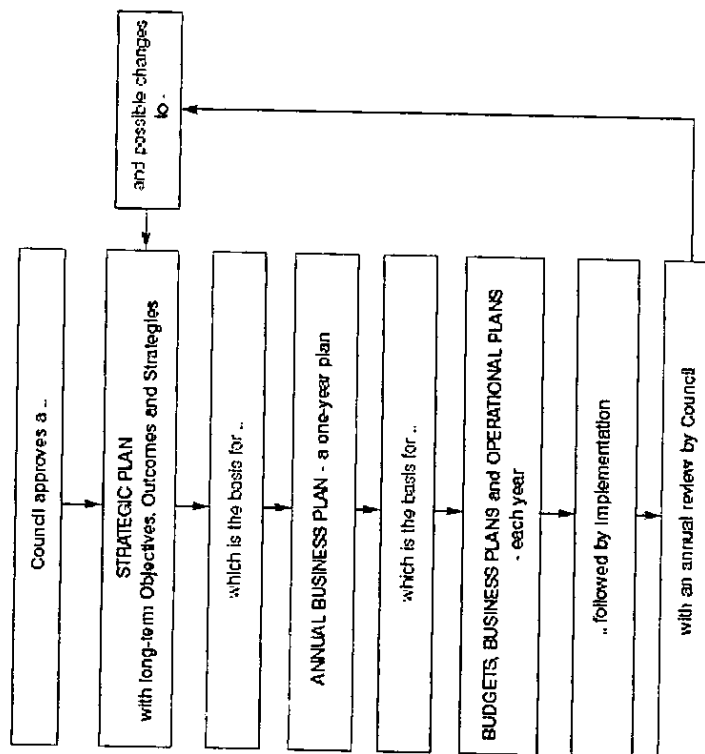
Why has it been produced?

The Plan identifies the individual issues related to the Council's designated function and any potential functions in the future.

How has it been produced?

The development of the Plan emanates from workshops conducted between Councillors and senior officers of the Regional Council and constituent Councils. This Plan is a revised version of an earlier Strategic Plan.

The output from the workshops resulted in the identification of a number of Objectives, desired Outcomes, and a suite of related Strategies for the revised Strategic Plan. These strategies were considered by the Council's Strategic Planning Committee and refined, where necessary, prior to endorsement by Council.





VISION

To be foremost in the provision and development of waste and other resource management services.

MISSION

The Mission of the Mindarie Regional Council is to provide effective, cost-efficient and environmentally sound waste and other resource management services for the benefit of the Region.

GUIDING PRINCIPLES

The Council's planning framework should appropriately include a suite of Guiding Principles as follows:

<i>Innovation</i>	We will engage and adapt to future trends ensuring contemporary practice
<i>Community Engagement</i>	We will engage with local communities to ensure a sustainable future and build mutual understanding
<i>Partnerships</i>	We will develop partnerships and alliances to maximise our leadership impact
<i>Excellence</i>	We will endeavour to increase efficiency and effectiveness to build a Centre of excellence
<i>Viability</i>	We will capitalise on our assets, both financial and physical, ensuring long-term viability





Objective One RESOURCE MANAGEMENT		
Objective	Outcomes	Strategies
To operate resource management programmes, both existing and "in planning," in accordance with best appropriate practice.	✓ Centre of Excellence for resource management.	✓ Develop and implement resource management programmes (landfill, recycling, reuse, resource recovery).
	✓ Appropriate disposal of waste in accordance with needs.	✓ Progress the alignment and standardisation of Regional Council services in accordance with best practice research and contemporary practice.
	✓ Generation of income for expansion.	✓ Develop and facilitate community engagement programmes, including education, for local communities in alignment with 'best practice' research and contemporary practice.
	✓ Aligned regional processes.	✓ Develop best practice business principles for application to the organisation's activities eg. application of waste hierarchy, compliance with State Strategic Direction, resource management
	✓ Informed and engaged community.	

Objective Two RESOURCE BUSINESS CREATION		
Objective	Outcomes	Strategies
To identify and create new opportunities for the development and growth of improved resource utilisation.	✓ Sustainability.	✓ Exploit identified business opportunities associated with improved resource recovery, for example, Resource Recovery Park, wind farms.
	✓ Improved utilisation of existing resources for increased capital.	✓ Develop options and business case on related resource business opportunities eg. knowledge and asset management.
		✓ Develop community engagement programmes as appropriate, and in conjunction with, business optimisation.



Objective Three

INDUSTRY LEADERSHIP

Objective	Outcomes	Strategies
<i>To provide leadership in the waste and related resource industry.</i>	✓ Integrated State and Local Government approach. ✓ Informed and engaged community ✓ Innovative industry.	✓ Develop industry integrated initiatives and exploit synergies, for example, co-location of resource related facilities in Region. ✓ Develop appropriate partnerships to facilitate the education of the wider community in contemporary resource management practice (education centre, make waste visible, consistent information). ✓ Conduct ongoing research on contemporary practice to improve service delivery and community education. ✓ Conduct ongoing research on future trends and technologies to ensure future innovative practice eg. waste stream separation.

Objective Four

ORGANISATIONAL MANAGEMENT

Objective	Outcomes	Strategies
<i>To ensure excellent organisational management through improvement of the Council's business and management systems.</i>	✓ Sustainability. ✓ Improved utilisation of existing resources for increased capital.	✓ Review and improve existing systems for the governance of the Council including the preparation of an Established Agreement. ✓ Improve collaboration between participating Councils on matters associated with waste management. ✓ Develop an annual Business Improvement Plan based on the Australian Business Excellence Framework (ABEF). ✓ Identify and establish long and short-term land assets, for example, future landfill for the Council. ✓ Fund operations and capital programmes independent of participant Councils.

Appendix No.3 Mindarie Regional Council Business Plan 2006/2007

Annual Business Plan 2006/2007

Performance Summary

The Council's Annual Business Plan for the Year 2006/2007, together with associated performance outcomes, is described here

Objective One: Resource Management

Approved Action: ♦ *Develop and implement resource management programs, particularly for landfill, recycling and reuse in accordance with State Government requirements. Eg. Site licence*

Progress: ✓ Programmes conducted in accordance with regulatory requirements

Approved Action: ♦ *Develop revised Master Plan for Tamala Park*

Progress: ✓ Project commenced, for continuation 2007/2008

Approved Action: ♦ *Execute bush management activities as follows:*

- *implement limited bush management on completed landfill area, and other areas*

Progress: ✓ On-going

- *finalise Bush Management Plan*

Progress: ✓ This will be progressed in 2008 on completion of Master Plan

Approved Action: ♦ *Implement gas management plan, including collection of revenue*

Progress: ✓ Plan progressing according to contractual arrangements. Revenue collection progressing satisfactorily

Approved Action: ♦ *Execute groundwater management activities as follows:*

- *Maintain existing groundwater monitoring via CSIRO*

- *Implement plan for groundwater monitoring, West of Marmion Avenue*

Progress: ✓ Annual ground water report completed. Nil issues

- *Implement plan for modelling of potential groundwater impact on coastal environment*

Progress: ✓ Modelling project for completion December 2007

Approved Action: ♦ *Progress Resource Recovery Facility by actions as follows:*

- *Complete tender activity and appoint contractor*

- *Develop Mindarie Regional Council community liaison programme for Resource Recovery Facility*

Progress: ✓ Contractor appointed and contract signed and Financial Close (completed in November 2007)

Approved Action: ♦ *Develop revised Regional Concept for Waste Management, including community engagement and education, in accordance with best practice*

Progress: ✓ Regional Concept developed and strategies being translated into action plans, particularly in relation to Waste Education Strategy

Approved Action: ♦ *Plan and implement Community Engagement Plan 2006/2007 including newsletters, publicity, Annual Report and Corporate Function and educational activities*

Progress: ✓ Communication Plan activities completed in accordance with plan

Approved Action: ♦ *Progress the alignment of waste management services within the region, particularly in regard to collection and disposal of hazardous waste*

Progress: ✓ For action

Objective Two: Resource Business Creation

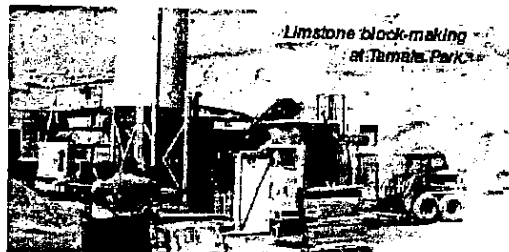
Approved Action: ♦ Investigate business opportunities associated with

- Expanded resource recovery capabilities, including Resource Recovery Park

Business opportunities progressed for Financial Year 2006/2007 as follows:

Progress: ✓ Programmes developed and implemented for:

- Asbestos
- Batteries
- Paint
- Cooking oil
- Oil
- Reusable material
- Limestone usage
- Metal
- Cardboard/paper
- E-waste



Approved Action: ♦ Landfill "beyond Tamala"

Progress: ✓ A project to define options for landfill post Tamala Park and recommendations is scheduled for completion February 2008

Objective Three: Industry Leadership

Approved Action: ♦ Participate in defined external industry-related forums eg. MWAC, WMAA, WALGA

Progress: ✓ Continued consistent participation by elected members and officers in MWAC events

Approved Action: ♦ Research contemporary practice for future waste and resource industry development, service delivery and waste education

Approved Action: ♦ Develop integrated initiatives to capitalise on these future options

Approved Action: ♦ Strengthen partnerships with Government, industry and academic institutions in order to promote improvement in waste management sector

Progress: ✓ CEO Leadership Project to identify State Government opportunities completed.

Progress: ✓ Plan for sponsor of Masters Student at ECU completed.

Objective Four: Organisational Management

Approved Action: ♦ Finalise Establishment Agreement

Progress: ✓ For completion 2007/2008.

Approved Action: ♦ Maintain and improve existing contemporary business systems, eg finance, procurement, project management, customer service and marketing

Progress: ✓ Navision upgrade completed.

Approved Action: ♦ Strengthen Member Council partnerships and relations

Progress: ✓ FORC activities completed.

Approved Action: ♦ Review and, where appropriate, revise funding strategies for the business

Progress: ✓ Strategic Financial Plan for completion February 2008

Approved Action: ♦ Develop the information management system eg. Records, website, knowledge, for the business

Progress: ✓ Strategic IT Plan for completion February 2008

Appendix No.4 Contamination - A Discussion about What Waste to Put in Which Bin

This is a discussion paper prepared to stimulate discussion on the management of contamination of waste to be processed by the Mindarie Regional Council's AWT. With the bulk of members all committed to or operating with 240L yellow lidded bins for the recovery of packaging and paper there is a degree of urgency to review the materials that are placed in the two wheelie bins that

Executive Summary.

This paper discusses some very simple and timely ways to reduce contamination of the household waste streams designed to go to:-

- Material Recovery Facilities (MRF) for the recovery of paper and packaging and;
- Alternate Waste Technology (AWT) for the recovery of organics.

The discussion was initiated in response to a request to investigate how to reduce contamination of the compost to be produced by the Mindarie Regional Council's Neerabup AWT.

The campaign "Towards Zero Waste by 2020" will result in more household goods being recycled in the future and there is a need to investigate which bins they will be collected in.

The paper suggests that as long as there is a two stream collection system for household waste in wheelie bins based on a bin exclusively for recycling paper and packaging which consigns all other materials to a "Rubbish" bin, contamination will always produce more than 30% residue from the AWT.

Historic records from the RRRS indicate that 30% of the contents of "recycling" bin is discarded as contamination (i.e. not recyclable due to a lack of markets).

Co-incidentally, what is regarded as contamination in the rubbish bin stream is quite often recyclable in the "recycling" bin and vice versa.

In a climate of Zero waste to landfill by 2020 all waste must be considered recyclable. The present mix of wastes in each bin does not lend itself to recovering new materials as new recycling markets develop.

This paper suggests that in order to meet the need to reduce contamination in each wheelie bin and to address how to recover extra products from the household waste stream for recycling to the future that the following should happen: -

1. *That all waste collection bins be recognised as recycling bins.*
2. *That the members of the Mindarie Regional Council adopt a waste separation regime (similar as used for verge collections of bulky waste) based on*
 - *A stream for all branded and manufactured dry household materials e.g. (all) plastics, glass, metals, small appliances, newsprint, cardboard etc*
 - *A stream for all fresh, non manufactured materials e.g. - food scraps, garden waste, dirt, dust, soiled paper products, vegetable oils.*
 - *A Household Hazardous Waste stream.*
3. *That the waste separation regime be applied to all waste sources including: household wheelie bins, bulk waste collections, trailer waste and commercial waste.*
4. *That member Local Governments encourage ratepayers to minimise waste through the use of a volume based charging system for the removal and recycling of both household wheelie bin waste streams.*

each household has access to.

Background.

The simplest definition suggests that contamination is “Any unwanted substance”.

In the field of waste management examples include: -

- Toxic materials disposed of in landfill;
- The placement of some non recyclable materials in the “Yellow lidded” recycling bin;
- And with the introduction of AWT to the Mindarie Regional Council in 2009 it will include the placement of the wrong materials in the “Green lidded” recycling bin.

Opportunities to minimise contamination are many and varied as is the success of these programs. A visit to the Planet Ark web site confirms that yet another survey commissioned by Planet Ark ahead of Recycling Week found that:

“Over 90% of research respondents stated that they currently recycle paper, glass, metal and tin cans and plastics in their home recycling. There are however a range of contaminants that up to 80% of people wrongly believe can be placed in their recycling bins at home, including plastic bags, ceramics and broken wine glasses. This supports the need for specific education to reduce contamination.”⁵

The call for more education is not new and has been a core recommendation of all surveys since the collection of packaging and paper in yellow lidded bins began.

It begs the question, is the separation of dry packaging materials and paper products in to recyclable and non recyclable too difficult for the community to grasp?

In consideration of that question, readers just need to consider the high level of compliance with the separation of the bulky verge waste in to two streams, garden waste and hardwaste! It seems the simplicity and logic of a two stream system for bulky household waste succeeds where a complex schedule for the separation for smaller hardwaste that goes in to the packaging and paper (yellow lidded) bin fails and requires expensive education programmes.

It needs to be remembered that the collection of paper and packaging by local governments was commenced because the paper and packaging industries abandoned their own recovery processes in the seventies. This effectively transferred the cost and ownership of the collection processes to Local Government. The introduction of the yellow lidded bin and the limited growth in recycling markets has created a perception that the yellow lidded bin is exclusively reserved for paper and packaging materials. Any material that is not on the limited list of packaging and paper products specified by the MRF or that doesn't meet the paper and packaging industry's standards is treated as contamination.

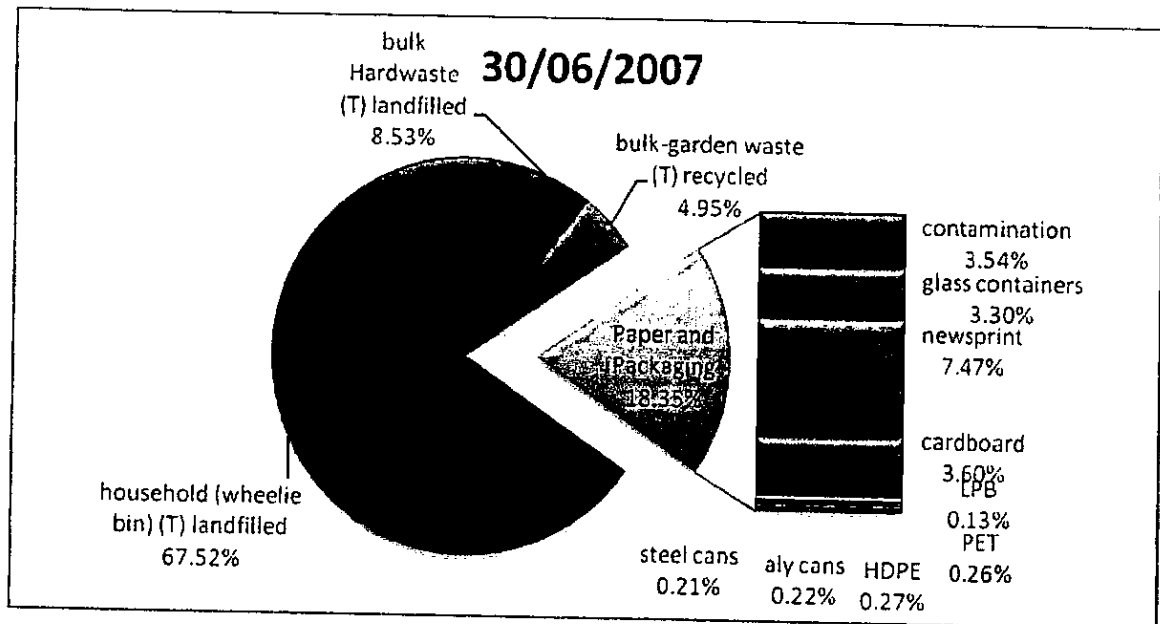
As can be seen in figure 1, the paper and packaging stream with its own dedicated wheelie bin only represents a smaller portion of the waste stream. The contamination in the “yellow lidded” wheelie bin represents about 20% of the bin's contents. The contamination is made up of materials

⁵ Pollinate Green Research Report
Conducted for Planet Ark National Recycling Week 2007

that are not recyclable due to the lack of markets or the inability of the processing plant to recover these materials. Sooner or later there will be markets for these materials and then they will no longer be contaminants.

The following waste stream break up as shown in figure 1 is typical of most Mindarie Regional Council member Councils.

Figure 12 Typical MRC household waste stream (all data represents a % of the whole waste stream).



Up until today the solution to contamination in the "Yellow lidded" bin was to ask householders to put the offending materials in the "rubbish" bin, the contents of which went to landfill. Commencing late 2009, the contents of the "rubbish" bin will no longer automatically go to landfill but will be delivered to the Mindarie Regional Council's new AWT at Neerabup for recycling.

The materials targeted for recycling in the "Green lidded" recycling bin (food, garden waste and other organic materials) make up to 50% of the contents of the household waste stream and the processing of the organic materials in to a quality composted material for application to the land is subject to intense scrutiny through various standards.

Materials that can contaminate compost include household hazardous wastes, glass, plastics, appliances and other manufactured materials that can break in to smaller pieces or leach chemicals when subjected to composting temperatures.

Many contaminants found in the "yellow lidded" bin will also contaminate the "green lidded" bin. The impact of contaminants in the "green lidded" recycling bin is far more critical than in the "yellow lidded" recycling bin.

The current products accepted in the yellow lidded bin only make up 15-20% of the household waste stream and the question remains how will the balance of the household waste, now regarded as contaminants/rubbish be collected when recycling markets develop. (see appendix 1)

In a climate of Zero waste to landfill, ***all waste must be viewed as recyclable.***

Discussion.

What is Recyclable?

The Mindarie Regional Council and its member Councils are working towards a goal of zero waste by 2020. This will require all materials in the waste stream to be viewed as recyclable. The time when paper and packaging is solely recognised as “recyclable” and everything else in the waste stream is viewed as rubbish or residual waste ceased when the Mindarie Regional Council signed the contract to introduce AWT.

As all materials in the waste stream (including some in the HHW stream) will at some point of time be recycled and with most member Councils using or committed to using a two bin collection system it is incumbent and opportune for member Councils to review the mix of materials that go in to either wheelie bin.

Recommendation:

That the member Local Governments of the Mindarie Regional Council:

1. *Recognise that all waste collection bins are recycling bins.*

How to collect recyclable waste?

The answer to this is dependent on the size and nature of the waste, its potential to contaminate and the ability of the downstream sorting systems and the features of the AWT process chosen.

In the case of larger items, most member Councils offer a separate collection of garden waste and hardwaste (manufactured household goods). These streams have developed through the demands of the recycling processes.

In the case of smaller household waste items members have chosen combinations of wheelie bins designed to facilitate recycling and to suit the recycling processes.

E.g. The City of Stirling utilises an AWT process that has a pre sorting (dirty MRF) capable of recovering most packaging in addition to the organic fraction. This has allowed them to adopt a single bin collection system.

All other members of the Mindarie Regional Council have chosen to adopt a two bin collection regime where one stream is set aside exclusively for the recycling of paper and packaging and the other stream has yet to be optimised for the introduction of composting by AWT.

However, each member has elected to draw up its own list of what packaging and paper materials they will accept in their yellow lidded bins. There are now inconsistencies in service delivery which will translate in to difficulties with future promotions. E.g Most members have a ban on the presence of plastic bags and any other polymer of plastic except for HDPE and PET bottles.

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 86

However, due to a change in the plastics recycling market, the City of Perth accepts all seven polymers of plastic in their new yellow lidded wheelie bin.

The limited range of packaging and paper materials being collected by most yellow lidded recycling bins means that it has become the exclusive province of the few packaging and paper materials most MRFs have found markets for. New markets have developed for household products e.g. Plastic plant pots and other plastic polymers. Yet, given that confusion exists in householder's minds about what to put in the yellow lidded bin when they have a choice of seven products (glass, HDPE, PET and aluminium beverage containers, steel cans, paper and cardboard), how confused will householders be when a limited number of extra products become recyclable and get added to the list?

How many member Local Governments have given consideration to how they will add extra materials to the list of what is recyclable? Every time a new product is added to the list of materials to be recycled by way of the yellow lidded bin, it will require expenditure to:

- Reprint brochures;
- Run advertisements in local newspapers;
- Change the web site;
- Change the stickers on the inside of bin lids/or outside the bin.

To avoid the above workload, expenses and associated community confusion, a review of which materials go in to either bin could simplify recycling and reduce contamination levels in both household bins. In fact the contamination in the "Yellow lidded" recycling bin can be seen as an outcome of a community that has already made up its mind that all materials are recyclable!

The right choice of materials in the two recycling bins will also help make the recycling of the largest part of the household waste stream (organic waste) a success. It is important that the needs of the packaging and paper industry not be put before the needs of the organics recycling process.

The recycling of organics in to quality compost is increasing in importance as rainfall becomes more unpredictable and the price of fertilisers increases at monthly intervals. The AWT organics recycling process promises to reduce the emission of greenhouse gasses and improve the quality of soils and thereby allow horticultural and agricultural industries to maintain production and reduce the use of water and chemical fertilisers at the same time.

The right choice of materials in the two bins will also help to avoid calls for the introduction of three bins.

Extra bins mean more: -

- Sorting choices for householders which mean more mistakes;
- Capital expenses in wheelie bins, collection trucks and a sorting process for each stream;
- Operating expenses. Good operators are already hard to get and cheap uninterrupted fuel supplies are now a thing of the past.

The more fuel that is used to collect waste, the less viable the environmental benefits of recycling!

Historian Christopher Hamlin from Indiana's University of Notre Dame says that through much of Western History, waters varied enormously in terms of origin-"rainfall, snow melt, dew and pond, spring and river water were believed to be different"-and geography.

He says this has been replaced with the modern division of water in to two categories: pure and impure. Perhaps we need a new set of words for water: words that reflect our pride in our resourcefulness in obtaining and purifying it; words that reflect our determination to live within the limits of our resource.

As quoted in A nation's Liquidity at Stake, by Asa Wahlquist, The Weekend Australian, June 14-15, 2008.

Just as the modern water industry has rationalised water in to two categories, pure and impure (see box above), the simplest breakup of the household waste stream would be: -

- All branded and manufactured dry household materials e.g. (all) plastics, glass, metals, small appliances, newsprint, cardboard etc
- All fresh, non manufactured materials e.g.- food scraps, garden waste, dirt, dust, soiled paper products, vegetable oils.
- Household Hazardous Waste.

A sample schedule of such a waste stream breakup is included in table 3, appendix 1.

The use of a "hard/dry" stream and "garden/organic" stream compliments the separate collection system used for the bulk waste verge collection i.e. hard waste and garden waste. See table 4 in appendix 1

The use of a "hard/dry" and "garden/organic" stream scenario lends itself to use in non residential premises such as businesses, hotels, restaurants etc.

Given all the education invested in the community through separating wastes for the verge collections, the choice of disposal systems may just come down to the size of the dry (hard) waste or green waste?

A change to the waste streams will have an impact on the operation of the MRFs and AWT. In the case of the MRFs it will mean more non recyclable residue initially but the proportion of products deemed non recyclable should reduce as various manufacturers are required to recover their products for recycling by reason of legislation or public pressure.

In the case of the Neerabup AWT it will mean less non organic waste to contaminate compost. The quality of the bulk garden waste collected from verges and delivered by trailers to various mulching facilities is an example of what could be achieved.

Recommendation.

That the member Local Governments of the Mindarie Regional Council: -

2. *Adopt a waste separation regime based on*
 - 2.1. *A stream for all branded and manufactured dry household materials e.g. (all) plastics, glass, metals, small appliances, newsprint, cardboard etc*
 - 2.2. *A stream for all fresh, non manufactured materials e.g. - food scraps, garden waste, dirt, dust, soiled paper products, vegetable oils.*
 - 2.3. *A Household Hazardous Waste stream.*

How to Optimise the “Two stream” System.

With all the talk of recycling it is easy to overlook the need to encourage and reward residents and ratepayers that reduce the overall amount of waste that is put out for treatment by member Councils.

Member Councils all invest in the supply of subsidised worm farms and composting bins which are designed to reduce the amount of waste that needs to be collected and recycled by more expensive means.

However, few member local governments have tackled the more difficult task of rewarding householders that made such an investment and reduced the size of their waste stream.

The use of pay by weight charging for waste collections is complex and its introduction continues to be beset by accuracy problems with weighing equipment and such a system runs the risk of creating another area of conflict between the council and ratepayers should there be a discrepancy between what the ratepayer reckons he put out for collection and what the Council actually collected.

The fact that there are a number of different sizes for wheelie bins offers an opportunity to at least consider introducing a volume based charging system.

E.g Member Councils could set a set fee for a standard level of service. For most member Councils collecting 240L once/pw and a second 240L every second week equates to a basic allowance of 360L per week. If 360L becomes the basis for the annual charge (or the allowance included in the annual rate) then by allowing householders to use 120L wheelie bins to reduce the amount of waste in either or both streams it could form the basis of a reduction in the Waste management fee payable. For households that cannot cope with 360L per week, they could be allowed to have additional capacity through 240L wheelie bin combinations to place out for either or both streams.

Collections remain on the same day/cycle. Given that there is likely to be a buffering effect between the waste lost through the use of smaller bins and the increased waste arising from the use of extra bins, there will not be a need to introduce a completely new bin collection cycle and trucks etc.

To maintain consistency and to prevent cross contamination, it is important that the cost of servicing both the dry and organic bins be the same and that each home should have at least a minimum of 1x 120L dry and 1x120L organic stream wheelie bins. With that principle in mind, the following tables illustrate what could happen. Table 1 illustrates the different combinations of yellow lidded or green lidded bins any household could utilise and the resultant weekly disposal capacity.

Figure 13 Weekly Waste Allowance Calculator

Dry Bin		Green Bin	
per fortnight (L)			Per week (L)
120	120	240	480
240	180	300	540
480	240	360	600
		420	660
		480	720

Table Two illustrates how the various volumes could be used to develop a charging scenario. A variable method of charging should be well within the capacity of the rates billing systems used by most member Local Governments. Key features of this sample model include: -

- All collection scenarios are still based on three pickups per fortnight (no change);
- All other services such as promotions, verge collections, supervision and administration essentially stay the same (no change);
- The cost of supplying and delivering the bins is an extra cost not included in this model;
- The only variable- the volume of waste capable of being disposed of in wheelie bins.
- The model lends itself to use by Local Governments that do not have a separate waste management fee as they can levy extra costs to those premises that take any option greater than the basic 360L per week allowance.

Figure 14 Sample Fee calculator for rating purposes.

Weekly allowance (L)	all general cost recovery expense	adj to processing cost
180	same	basic value*0.5
240	same	basic value*0.66
300	same	basic value *0.83
360	same	basic value
420	same	basic value*1.33
540	same	basic value*1.5
600	same	basic value*1.66
720	same	basic value *2

NB Each change of wheelie bin greater than the standard 360L (2x240L) combination should incur a bin fee and administrative fee. Downsizing should be encouraged and rewarded by no delivery fee being charged.

Recommendation

- That member Local Governments of the Mindarie Regional Council: -
3. Encourage ratepayers to minimise waste through the adoption of a volume based charging system for the removal and recycling of household waste.

Conclusion

Now that the Mindarie Regional Council is totally committed to using AWT for the recovery and recycling of organic household waste and with six member Councils all committed to the use of a two bin system, there has never been a better opportunity for the members of the Mindarie

Draft Strategic Waste Minimisation Plan for the Mindarie Regional Council-2008 ed. Page 90

Regional Council to set themselves up through the choice of collection systems and the training of the community to meet the challenges of working "Towards Zero Waste by 2020".

The costs involved in making the changes to the collection systems outlined in this report are minor but promise to deliver financial and environmental benefits for decades to come.

Viet Nysen
Consultant
iwProjects
0447 6461 6061

Figure 15 Illustrations of recycling potential and bin collection option.

1999 Murdoch University City of Stirling Domestic Waste Components- by weight		Currently accepted in most recycling bins	Potentially recyclable in today's market (if placed in correct bin)	Proposed contents for Yellow Lidded MGB Hard/inert	
food waste	26.7%		✓		
garden waste	20.9%		✓		
non recyclable paper	8.9%		✓		
newspaper	7.4%	✓	✓		
cardboard	3.8%	✓	✓	✓	
other recyclable paper	2.6%		✓	✓	
other putrescibles	2.0%		✓		
liquid paper containers	0.5%	✓	✓	✓	
Compostable Organics	72.6%				
recyclable glass	5.9%	✓	✓	✓	
recyclable ferrous	1.5%	✓	✓	✓	
recyclable aluminium	0.7%	✓	✓	✓	
PET containers	0.7%	✓	✓	✓	
HDPE containers	0.7%	✓	✓	✓	
Recyclable Packaging	9.4%				
non recyclable plastic	6.4%		✓	✓	
ceramics, dirt & dust	4.5%		✓		
contaminated plastics	2.5%		✓	✓	
textiles wood & rubber	2.3%		part	✓	
other metals	1.4%		✓	✓	
hazardous waste	0.6%				
non recyclable glass	0.5%			✓	
Non Recyclable- Waste	18%				
Total	100%	21%	99%	36.6%	62.9%

Figure 16 Potential Application of Dry/Organic Waste Stream separation to the whole waste stream.

Collection system/Stream	Dry Waste Stream	Organic Waste Stream
Wheelie Bin collection	✓	
Bulk Waste Verge collection	✓	
Drop Off Centre	✓	

Landfill classes	✓	
Commercial Collections	✓	
Works operations	✓	

ATTACHMENT TWO
TO ITEM 4
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
OPERATIONS/TAMALA PARK STRATEGIC WASTE MINIMISATION PLAN



Strategic Waste Minimisation Plan 2008-2013

Mindarie Regional Council
“Operations/Tamala Park”.

Year 1-2008

(Revision 1)



Glossary

Hardwaste	The junk and household goods placed on street verges for annual (or more frequent) collection or delivered to disposal facilities.
Household Waste	Waste found in either of the two wheelie bins.
Infrastructure Waste	Produced from Local Government works construction programs.
Processable Waste	A term used by the Mindarie Regional Council to describe household (wheelie bin) waste that is suitable for processing by Alternative Waste Technology.
Residential Waste	Includes wheelie bin waste (both bins), bulk hardwaste and green waste.
Residual Waste	Residential waste not recycled.
WARR Act 2007	Waste Avoidance and Resource Recovery Act 2007 - An Act promulgated in 20 June 2008 (GG #96) and proclaimed on 1/7/2008 (GG #98) that consolidates all legislation to do with waste management and recycling. It replaces the provisions of the Health Act 1911 (as amended) relating to waste management as of 1 July 2008.
Waste Authority (Waste Smart WA)	A statutory body created from the provisions of the WARR Act 2007 to provide advice to the Minister for the Environment on strategic direction and priorities for waste in Western Australia, and the administration of the Waste Management and Recycling Fund.

Acronyms used

AWT	Alternative Waste Technology (a factory based process designed to recover and recycle household waste- predominantly the organic fraction).
MGB	Mobile Garbage Bin, also known as "wheelie bin".
MRC	Mindarie Regional Council
MRF	Materials Recovery Facility (a sorting factory normally associated with dry waste e.g. packaging and paper.
MWAC	the Municipal Waste Advisory Council – a division of WALGA dealing specifically with waste matters on behalf of Regional and Local Governments in Western Australia.
SMRC	Southern Metropolitan Regional Council.
SWIS	The Strategic Waste Initiatives Scheme is administered by Waste Smart WA and aimed at providing support and encouragement to business, industry, local government, community groups and individuals in tackling priority waste issues.
WALGA	The Western Australian Local Government Association.
WEEE	Waste Electrical and Electronic Equipment

Executive Summary

This section of the *Mindarie Regional Council's Strategic Waste Minimisation Plan* has been developed to improve waste minimisation practices, at the key pieces of infrastructure that are managed by the Mindarie Regional Council on behalf of its member councils, consistent with the State's vision of *Towards Zero Waste*.

The Mindarie Regional Council was born out of a waste disposal crisis. The focus of waste disposal needs shaped the development of the Regional Council's constitution, its roles and responsibilities, all of which have a focus on waste management.

Since its inception, the key piece of infrastructure that the Mindarie Regional Council has is its Tamala Park landfill site. Reports received by the Mindarie Regional Council during 2008 confirmed that the airspace available for land filling at Tamala Park will be consumed by approximately 2022. This is based on current rates of waste receipts and after allowing for the introduction of stages 1 to 3 of Alternative Waste Technology to process household (wheelie bin) waste.

This Strategic Waste Minimisation Plan focuses exclusively on waste minimisation features that can be implemented at the Tamala Park landfill site and the support infrastructure. The report finds that the amount of waste going to landfill at Tamala Park continues to increase and one of the major causes is the increase in hard/bulky waste coming from commercial sources and householders hauling their own waste with trailers.

This report finds that changes need to take place in the way waste is managed at the site and the way that the organisation presents itself to its peers and community.

The organisation needs to change from a waste disposal mentality to a waste reduction and recycling mentality. There is a need to change the primary goal from best practice landfill management and make that secondary to best waste avoidance and recycling practice.

The recently adopted Mindarie Regional Council Strategic Financial Plan 2008/09-2027/28 recommends that income from the casual tipping be used to finance a large part of the initiatives identified in the plan. Yet it is the casual waste stream in the region that consumes about 33% of the annual landfill capacity!

However, by introducing innovative waste minimisation/recycling practices the amount of waste that goes to landfill from all sources can be reduced thus allowing the Mindarie Regional Council to continue to receive "casual" waste with some confidence.

The plan recommends changes to transfer station design, for the short term and long benefits of the member councils. It suggests that new physical and financial tools need to be adopted to increase the rate of recycling.

The recommendations included in this Strategic Waste Minimisation Plan will be included with the other member Local Government plans to form the overall Mindarie Regional Council Strategic Waste Minimisation Plan.

Contents

Glossary	2
Acronyms used	2
Executive Summary.....	3
Foreword	5
VISION	6
GOALS	6
PURPOSE AND OBJECTIVES	6
Part 1 Overview of the Mindarie Regional Council.....	7
Regional Profile.....	7
Regional Map	8
Corporate Profile	9
Key Activities.....	10
Matrices of Waste Infrastructure in the Mindarie Regional Council District.....	11
Resource Recovery/Recycling – by Mindarie Regional Council	14
Key Issues Affecting the Life of the Tamala Park Landfill Site	15
Landfill Airspace Decreasing at a Faster Rate	15
Part 2-The Way Ahead	16
Constraints to Increasing the Amount of Waste Recycled	17
Constitutional Constraints.....	17
Sources of Waste at Tamala Park	19
Waste to Landfill Reduction for Members Waste.....	19
Waste to Landfill Reduction for Casuals	20
Minimising Direct and Indirect Environmental Impacts	28
Direct Environmental Impact	28
Indirect Environmental Impact	28
ACTION PLANNING	29
BUDGET	35
A summary of the projected total budget for the implementation of the plan over 5 years, including proposed funding sources for the various activities.....	35
Operational	35
Capital.....	35
MONITORING AND REVIEW	36
Periodic Performance Monitoring.....	36
Waste Minimisation Plan Review Processes	36
Appendix 1 - Graph of Landfill Life Expectancy as at July 2008.....	37

Foreword

This document forms part of the suite of Strategic Waste Minimisation Plans that goes to make up the Strategic Waste Minimisation Plan for the Mindarie Regional Council Group of member councils.

This Strategic Waste Minimisation Plan deals exclusively with the existing items of waste management infrastructure operated by the Mindarie Regional Council on behalf of its member Local Governments.

The structure and constitution of the Mindarie Regional Council recognises that the Local Government members have responsibility for recycling "at source" and that the non recycled fraction is sent to landfill for disposal by the operations division of the Mindarie Regional Council.

The constant reduction in sites for the disposal of mixed waste means that the Mindarie Regional Council's landfill site at Tamala Park also receives non Local Government collected waste, identified as "Casual". This report is primarily focussed on how the operations division of the Mindarie Regional Council can increase the amount of waste recycled and reduce the amount of waste delivered by "Casuals" from getting in to the landfill site.

While this version represents the first version of a plan for the 5 year period 2008-2013, *readers and custodians of this plan are reminded that the management of waste is an essential feature of life in our (local and global) community and will transcend the life of:*

- *The period of any elected member's tenure.*
- *The period of any employee's career.*
- *The life of any person living in the Mindarie Regional Council member Local Government districts.*

Therefore the development and delivery of Zero Waste projects must reflect the needs and aspirations of future generations and not short term goals.

The thrust of this plan is influenced by consideration of the issues identified by:

- The Mindarie Regional Council's Regional Waste Management Strategy, 2006-2011.
- The Green Paper on the Carbon Pollution Reduction Scheme, July 2008.
- The Extended Producer Responsibility Policy Statement, Department of Environment and Conservation, June 2005.
- Robin Murray, Zero Waste, Feb 2002, Greenpeace Environmental Trust.
- Helen Spiegelman, Bill Sheehan, The Future of Waste p 59-62, Biocycle January 2004.
- The introduction of Alternative Waste Technology in the Mindarie Regional Council region for the recycling of household waste.
- The potential for new emerging Waste to Energy technologies to consume mixed plastics for conversion to liquid fuel and the combustion of post consumer wood waste in to electrical energy.

To reflect the vision, the this plan is referred to as a "Strategic Waste Minimisation Plan", 2008 (as amended).

NB. Any reference to the term "Recycling" in this document can be interpreted to include the concepts of Reduce and Reuse as and when appropriate.

VISION

Towards Zero Waste

*To recognise that in a climate of "Towards Zero waste" **all** waste is a target for reduction and recycling.*

GOALS

With the financial and statutory support of Federal and State Governments and through its membership of the Mindarie Regional Council, the Mindarie Regional Council will engage with its member councils and customers to: -

- Minimise the direct and indirect environmental impacts of waste and promote its minimisation over the next five years.
- Minimise waste in a sustainable manner.
- Increase community awareness of the impact of waste issues on the environment.

PURPOSE AND OBJECTIVES

- To confirm current waste infrastructure and levels of service.
- To identify, through the development of a Strategic Waste Minimisation Plan priority actions and associated costs and timelines to incrementally improve waste minimisation within the Mindarie Regional Council infrastructure covered by the plan.
- To form partnerships with other local governments, business and industry to achieve economies of scale where feasible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.

Part 1 Overview of the Mindarie Regional Council

Regional Profile

The Mindarie Regional Council (MRC) was constituted under the Local Government Act 1960 (as amended) which provided that two or more Municipalities may enter into and submit for Ministerial approval an agreement proposing constitution of a Regional District.

The Constitution Agreement of the Mindarie Regional Council has been drawn pursuant to the provisions of section 697 of the Local Government Act 1960 (as amended) having been formally approved by the Minister for Local Government and recommended to the Governor in Executive Council on 22 December 1987.

The Mindarie Regional Council currently comprises delegates from each of the member Local Governments on the basis of the acknowledged equity within the enterprise.

The membership of the Council, with effect 1 July 1999, comprised City of Joondalup, City of Perth, City of Stirling, City of Wanneroo, Town of Cambridge, Town of Victoria Park and Town of Vincent. The population served by the Mindarie Regional Council is approximately 500,000 persons.

The Chairman of the Council is elected from the Council each year at the first meeting after 30 June.

The Council ordinarily meets bi-monthly, beginning in February each year generally on the third Thursday of the month. The venue of the meeting is rotated between the Chambers of the member Local Governments and advertised in accordance with the provisions of the Local Government Act 1995.

The Council has appointed a Technical Working Group comprising the Chief Executive Officer (CEO) as Chairman and Senior Technical Officers from each of the member Local Governments. This Group meets on a regular basis to consider matters referred by the Council and the CEO (MRC) and cause recommendations to be made to the Council.

Also, the administration conducted financial management workshops, on a regular basis, with Member Council Officers.

The Council now also has a Secondary Waste Treatment Facility (SWTF) Working Group, with a Councillor as Chairperson, which is overseeing the introduction of secondary waste treatment capability to the region.

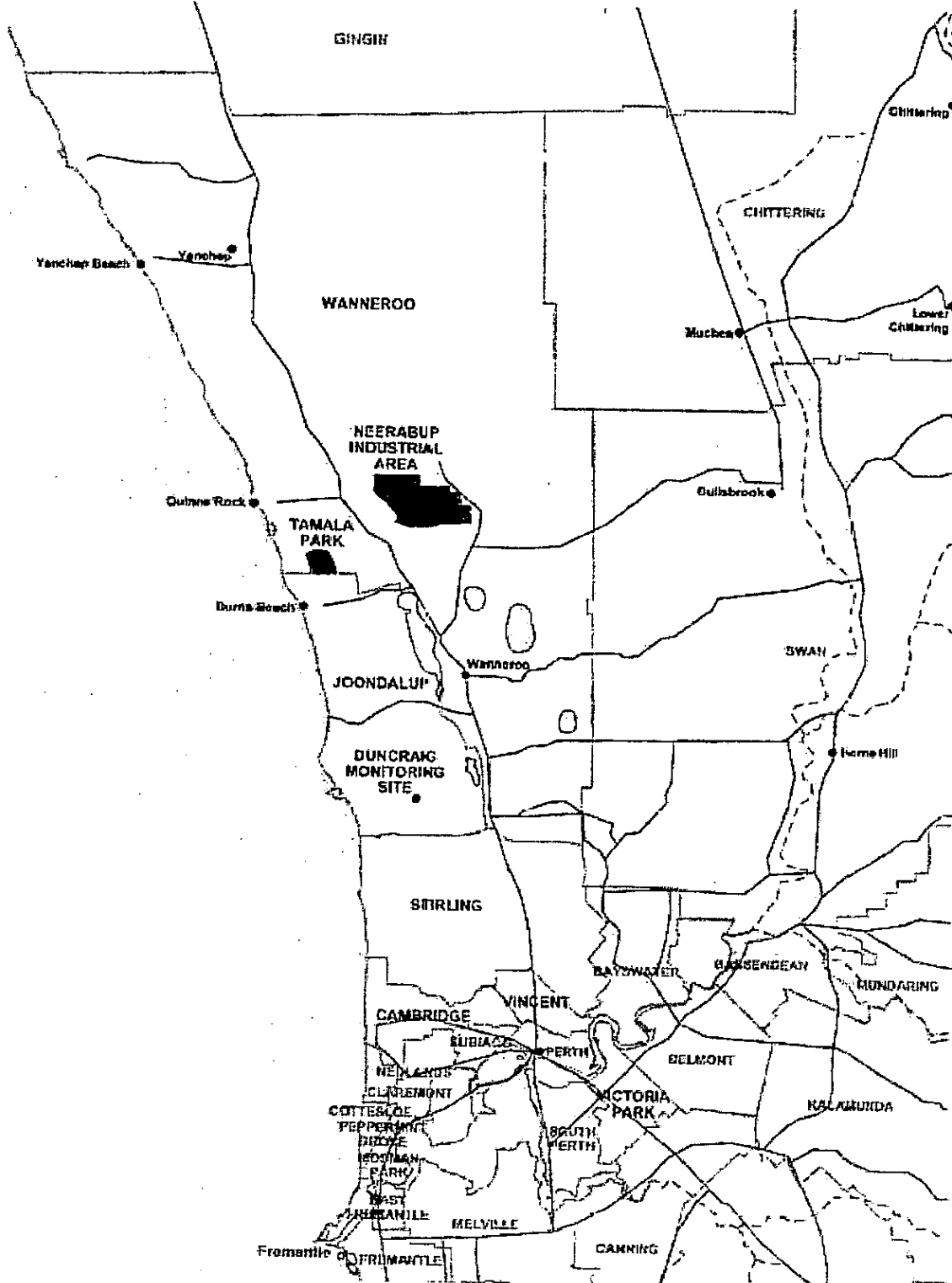
More recently, the Council has established an Audit Committee, in conformance with Department of Local Government and Regional Development guidelines.

It is intended that pursuant to the Local Government Act 1995 the Constitution will be re-written to be more closely aligned to the terms of that legislation and consolidated into an Establishment Agreement during 2007/2008.

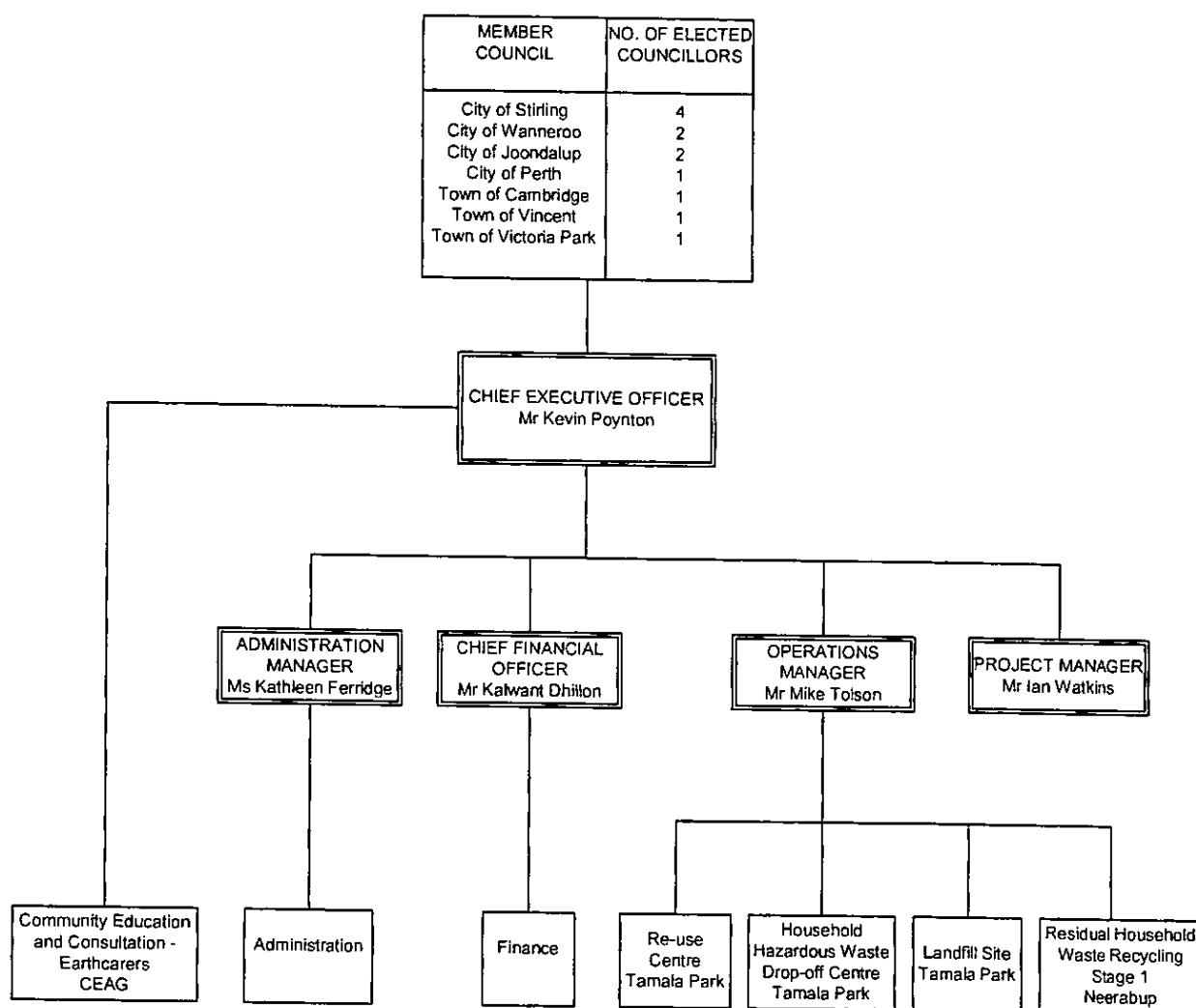
The designated function accorded to the MRC is "The orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council".

Regional Map

Figure 1 Map Of MRC Catchment.



Corporate Profile



Key Activities

The designated function accorded to the MRC is "the orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council".

Other powers and authorities are awarded in order to give effect to the designated function. Three amendments to the Agreement have been approved by the Minister for Local Government as below:

Amendment No.1 approved on 25 November 1996 which has the effect of: -

(i) Exempting from the definition of waste, material which is retained by a member Local Government for the purposes of recycling.

(ii) Requiring all member Local Governments to be bound to dispose of waste as required by the Regional Council and to such sites and places as nominated by the Regional Council.

(iii) Permitting the Regional Council in writing to exempt a member Local Government from the requirement of delivery under such conditions as the Regional Council deems fit.

(iv) Where a member Local Government fails to meet the requirements of delivery a penalty equivalent to the fees and charges which may have otherwise been due, shall apply.

Amendment No.2 approved on 25 November 1996 which has the effect of admitting to membership of MRC the Towns of Cambridge, Victoria Park and Vincent to reflect the split of the City of Perth into the Towns of Cambridge, Victoria Park and Vincent and the City of Perth.

Amendment No.3 approved on 20 October 1999 which has the effect of admitting to membership of MRC the City of Joondalup to reflect the split of the City of Wanneroo into the Cities of Wanneroo and Joondalup.

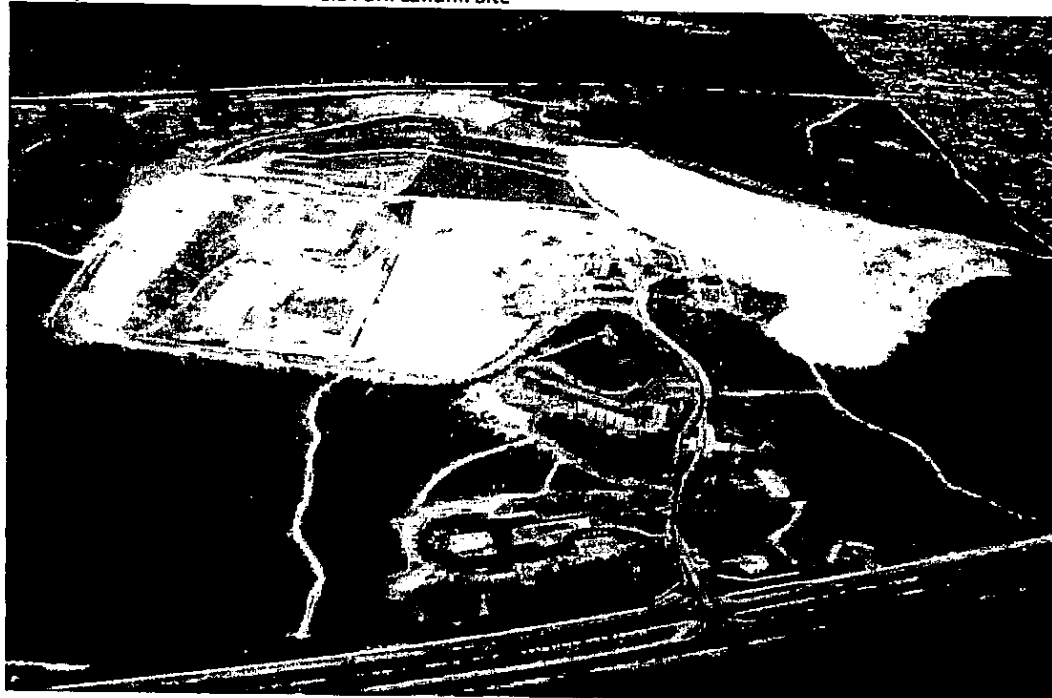
To deliver on the above designated functions the member Councils of the Mindarie Regional Council have delegated the following tasks to the Mindarie Regional Council:

- The disposal of members waste and casual visitors waste in the Tamala Park landfill site which includes the following services:
 - Household Hazardous Waste drop off facility.
 - Recycling drop off area and "tip" shop.
 - Transfer station.
 - Landfill gas, waste to energy generating plant.
- The processing of household waste by use of Alternative Waste Technology to process the household waste instead of land filling.

All waste movements are measured by weighbridge. All fees are charged according to the weight of waste plus loadings for special burials.

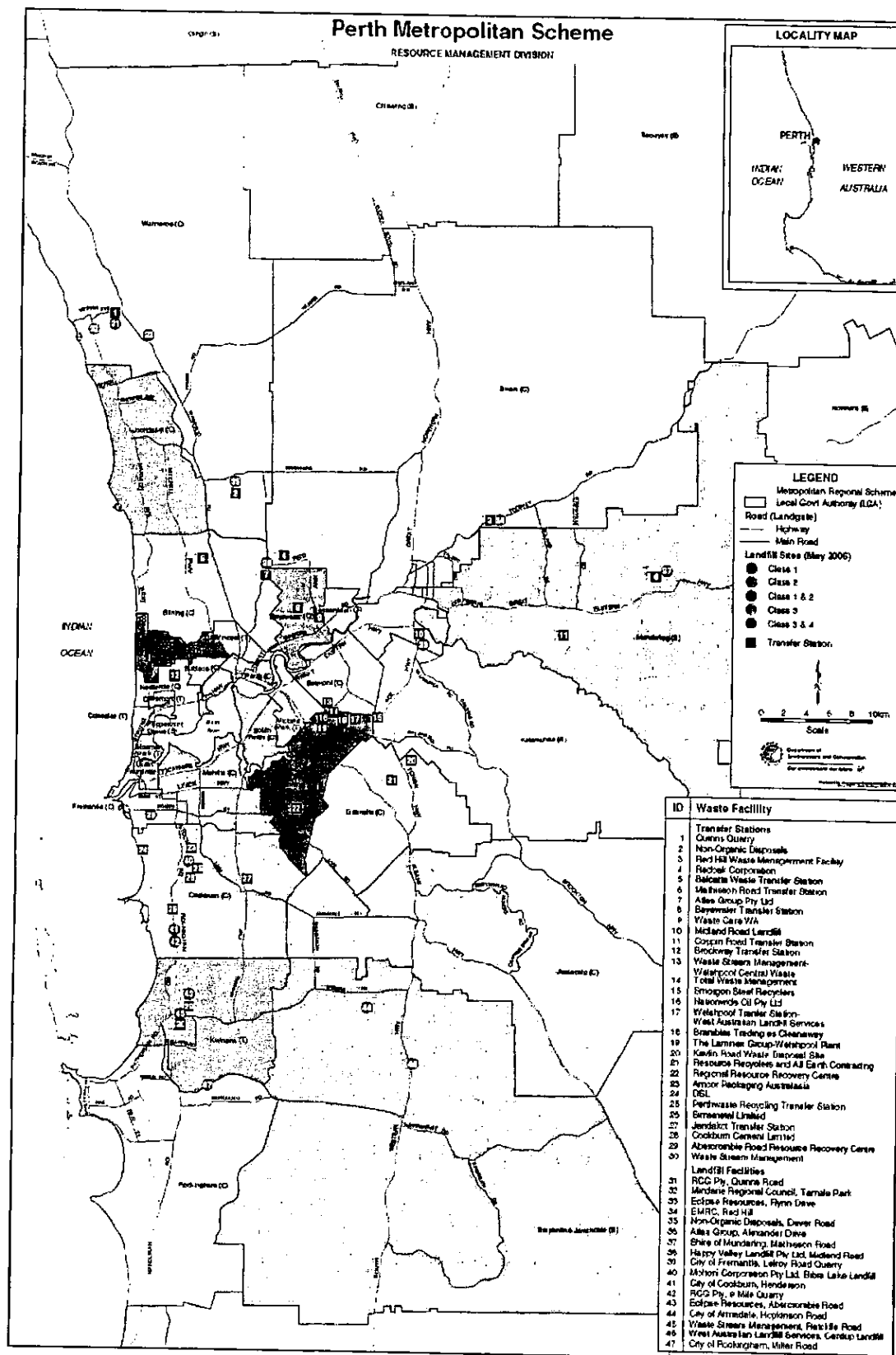
Matrices of Waste Infrastructure in the Mindarie Regional Council District

Figure 2 Aerial View of Tamala Park Landfill Site



- **Waste Infrastructure:**
 - Licensed and Registered landfill Tamala Park.
 - Transfer stations:
 - Incorporated in the Tamala Park lease area.
 - The City of Stirling also operates a transfer facility as part of its Recycling Centre of Balcatta.
 - Recycling /Reuse drop-off facilities:
 - A free facility located in the Tamala Park lease area.
 - The City of Stirling also operates a free drop off facility as part of its Recycling Centre of Balcatta.
 - The City of Wanneroo operates a green waste drop off and reprocessing facility at Badgerup for Wanneroo and Joondalup ratepayers.
 - Household Hazardous Waste:
 - A free facility located in the Tamala Park lease area.
 - The City of Stirling also operates a free drop off facility as part of its Recycling Centre of Balcatta.
 - MRF - The City of Wanneroo operates a Materials Recovery Facility in Badgerup in conjunction with the City of Joondalup and City of Swan.
 - AWT - The Mindarie Regional Council has let a Build, Own and Operate contract for an Alternative Waste Technology to BioVision 2020. The facility is expected to be operational by July 2009. Planning has commenced for the design of a Stage 2 Alternative Waste Technology due to be operational in 2013.

Figure 3 Map of Waste Infrastructure in The Perth Metropolitan Area



Municipal Waste Generation – delivered to the Mindarie Regional Council
Historical Data of waste landfilled in the Tamala Park landfill site:

Table 1 Annual Waste Delivery to Tamala Park

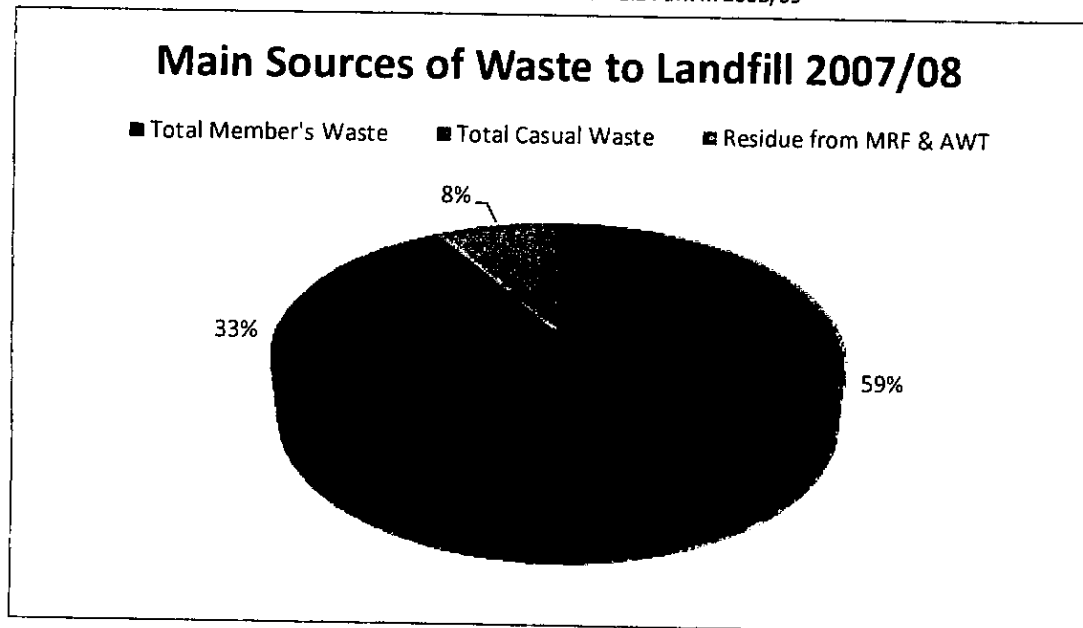
Period/Year Ended	Tonnes
30 June 1991	32,991
28 June 1992	150,487
27 June 1993	156,024
26 June 1994	151,945
30 June 1995	163,818
30 June 1996	179,006
30 June 1997	186,875
30 June 1998	225,620
30 June 1999	249,114
30 June 2000	336,502
30 June 2001	339,285
30 June 2002	331,576
30 June 2003	319,756
30 June 2004	328,655
30 June 2005	333,437
30 June 2006	349,156
30 June 2007	352,544
30 June 2008	380,015

Current Data of waste landfilled and its sources illustrates the task ahead of the members of the Mindarie Regional Council:

Table 2 Sources of Waste Delivered to Tamala Park 2007/08

Members	Tonnes	%
Cambridge	11,639	3.1%
Joondalup	65,267	17.2%
Perth	15,251	4.0%
Stirling	32,756	8.6%
Victoria Park	13,613	3.6%
Vincent	13,824	3.6%
Wanneroo	70,259	18.5%
Total Member's Waste	222,608	58.6%
Casual		
Tamala Park transfer station and direct	70,971	18.7%
Recycling Centre of Balcatta	54,223	14.3%
Total Casual Waste	125,194	32.9%
Total Unprocessed Waste	347,803	91.5%
Residue from MRF & AWT	32,213	8.5%
Total Landfilled	380,015	100.0%

Figure 4 Graphical Presentation of Waste Landfilled at Tamala Park In 2008/09



Resource Recovery/Recycling – by Mindarie Regional Council

Table 3 Recycling of Waste Delivered to Tamala Park 2007/08

Recycling	Tonnes	%
Recycling drop off area	2,505	
Recycling as a % of all unprocessed waste received		0.9%

To date recycling at the Tamala Park landfill site has been a voluntary option for customers delivering waste in small vehicles. They are afforded the opportunity to avoid tipping costs of \$100/t if they choose to drive through the free drop off area.

The above result illustrates that many clients bypass the voluntary drop off area and the current procedure is having a negligible impact on the diversion of waste from landfill.

Key Issues Affecting the Life of the Tamala Park Landfill Site

Landfill Airspace Decreasing at a Faster Rate

At its meeting held on 3 July 2008 the Mindarie Regional Council received reports from its Technical Working Group (Item 8.1.3 refers) that the amount of air fill space available for land filling waste was decreasing at a faster rate than anticipated. This is due to a number of reasons as reported:

1. Increase in casual customers

"In the last year there has been a noticeable increase in casual customers. This has predominantly come from commercial customers where the waste was previously sent to inert landfills. In recent times the DEC has been more vigilant in applying the waste acceptance criteria applicable to the inert landfill industry (Class I landfills) resulting in increased tonnage being received at Tamala Park (Class II landfill). It is anticipated that this situation will remain and the increased tonnage will continue.

The impact of the increased tonnage will be that the landfill will reach maximum capacity earlier than previously anticipated. Should the current trend continue the impact of the additional 11.8% of waste being received at Tamala Park will be that the landfill reaches maximum capacity by December 2021 which is 24 months ahead of previous estimates (based on 3 RRF's). Appendix One to this Item provides graphs demonstrating the airspace consumption over time".¹

2. Reduced density of waste landfilled

"The most recent waste density has been calculated at 0.73t/m³. This is less than the previous 0.78t/m³. The reason for the decrease in waste density is primarily due to the use of additional cover material to cover waste batters to reduce the risk of fire".

3. Changing nature of the waste received

During the last two years the composition of the waste received has changed from consisting of predominately putrescibles to consisting of predominately bulk waste which consists of industrial and building waste which requires greater compaction effort than the Council is currently achieving.²

4. Increased traffic at transfer Station

The Mindarie Regional Council has recorded vehicle movements through the Transfer Station since 2001. This data indicates that number of vehicles using this facility has increased by 15% per year averaged over seven years.

5. Reduced use of (recycling) drop off area

The increased traffic volume has presented problems for Council management; firstly, there are queuing issues particularly during weekends and public holidays. Secondly, during normal weekday operations the Transfer Station staff have been recovering on average 50% of recyclables from the waste deposited however on weekends is not able to recover recyclables with the exception of steel, lead acid batteries and hazardous materials.

¹ ITEM 8.1.3 MINDARIE REGIONAL COUNCIL TECHNICAL WORKING GROUP MINUTES - 20 JUNE 2008.

² ITEM 8.1.4 MINDARIE REGIONAL COUNCIL TECHNICAL WORKING GROUP MINUTES - 20 JUNE 2008

Part 2-The Way Ahead

"Waste has moved from the margins to the political mainstream.

The prime mover has been a new awareness of the pollution caused by the disposal of waste. This has been, and still is, the entry point for communities and governments becoming involved in what has hitherto been an untouchable issue.

But there is now also recognition of the significance of waste for two other major environmental issues-climate change and resource depletion. For policy makers the question of what to do about the targets reached at the Kyoto summit on climate change is also a question of what to do about waste.

Similarly, issues of the world's forest cover, of mining degradation and soil loss cast a new perspective on old newspapers and discarded tin cans.

From the perspective of pollution, the problem is a question of what waste is.

From the perspective of resource productivity, it is a question of what waste could become. As a pollutant, waste demands controls. As an embodiment of accumulated energy and materials it invites an alternative.

The one is a constraint to an old way of doing things.

The other opens up a path to the new.

Any discussion of waste policy, of local waste plans and of their economic consequences must start from these three issues: pollution, climate change and resource depletion".

From Zero Waste by Robin Murray, Published in 2002 by Greenpeace Environmental Trust.

"The Federal Government has indicated that waste disposed to landfill will be subjected to the application of Carbon Pollution Permits through the Carbon Pollution Reduction Scheme. The Government proposes that emissions from stationary energy, transport, industrial processes, waste, and fugitive emissions from oil and gas production could be covered from scheme commencement (2010).

With Regards to Waste, the Government's preferred position is:

"Emissions from the waste sector would be covered from scheme commencement, with the precise scope of coverage, thresholds and other detailed design issues to be determined".

From the Carbon Pollution Reduction Scheme Green Paper July 2008, Published by the Department of Climate Change.

Constraints to Increasing the Amount of Waste Recycled

Constitutional Constraints

A Waste Disposal Imperative

The designated function accorded to the MRC is "the orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council".

Background

"In 1981 the Cities of Perth, Stirling and Wanneroo, appreciating the likely future need of a site for waste disposal in landfill, jointly acquired Lot 17 Mindarie; having assessed that it possessed a number of characteristics which suggested suitability for this purpose. The site had an area of 432 hectares.

In due time the need was realised and management arrangements were prepared. It was decided that the formation of a Regional Council was the advantageous vehicle of management and the order of His Excellency the Governor in Executive Council was granted for the creation of the Mindarie Regional Council on 22 December 1987.

Commencing in 1988, studies were undertaken and reports prepared for environmental assessment of the site. Approval was secured and the subsequent preparation of an Environmental Monitoring and Management Programme (EMMP) undertaken. The Environmental Protection Authority granted approval to the programme on 24 January 1990.

An area of 251 hectares within Lot 17 and fronting Marmion Avenue became the subject of lease to the Mindarie Regional Council with the city owners retaining possession of the balance of Lot 17. The area was entitled "Tamala Park".

Development of a well-engineered facility followed and the site was opened to receive waste from depositing Cities of Perth and Wanneroo on 25 February 1991. Community utilisation began on 1 June 1991.

Since that time, the Towns of Cambridge, Victoria Park and Vincent (formed from the City of Perth restructure) commenced disposal. The City of Stirling commenced utilisation of the facility in April 1999. The City of Joondalup (formed from the City of Wanneroo restructure) commenced disposal from 1 July 1999 as a separate entity to that of the City of Wanneroo".³

A key driver for the development of a landfill site was that the City of Perth had no access to a landfill site and was limited to a role as a casual tipper at many landfill sites in existence at the time.

The City of Wanneroo's landfill site at Badgerup was also reaching the end of its life.

The City of Stirling had consumed its own landfill space in 1979 and entered in to a twenty year contract with the Atlas Group for the processing of mixed waste at its landfill site in Mirrabooka.

³ Extract from Mindarie Regional Council annual report 2006/2007.

Thus a secure landfill site was paramount in everyone's thinking which may go some way to explaining the preeminent reference to "disposal" and no reference to "recycling" in the designated function as mentioned in the Regional Council's constitution.

Modelling done by the Mindarie Regional Council indicates that the landfill airspace at Tamala Park will be consumed by about 2022. See detail at Appendix No.1.

The Members of the Mindarie Regional Council still include the original foundation members and with the passage of approximately 30 years (or less) the members are again confronted with a shortage of secure landfill airspace unless action is taken to:

- Reduce the amount of waste sent to landfill.
- A new landfill site is found and secured to cater for the non recyclable fraction of the waste stream from the current sources.

No Role for Mindarie Regional Council in Recycling

In pursuit of the development of a corporate approach to waste management in the region, the constitution was amended as follows:

Amendment No.1 approved on 25 November 1996 which has the effect of:

- (i) Exempting from the definition of waste, material which is retained by a member Local Government for the purposes of recycling.

While this clause has put the pressure to reduce waste through recycling at a local level it has also had the indirect effect of making recycling the province of member councils to the exclusion of the Mindarie Regional Council.

- (ii) Requiring all member Local Governments to be bound to dispose of waste as required by the Regional Council and to such sites and places as nominated by the Regional Council.

This clause creates the certainty for planning needs.

- (iii) Permitting the Regional Council in writing to exempt a member Local Government from the requirement of delivery under such conditions as the Regional Council deems fit.

This clause has been applied to household waste collected in the City of Stirling who was committed to recycling household waste through Alternative Waste Technology by way of a separate contract with Atlas. This exemption is current until the Atlas contract expires.

- (iv) Where a member Local Government fails to meet the requirements of delivery a penalty equivalent to the fees and charges which may have otherwise been due, shall apply.

Recommended Action

That the new Mindarie Regional Council Establishment Agreement –Designated Function - is amended to allow: -

1. the Mindarie Regional Council to overtly develop programs that reduce the amount of waste going to landfill, in addition to "the orderly and efficient treatment and/or disposal of waste delivered etc".
2. The Mindarie Regional Council place waste minimisation/recycling objectives ahead of any associated with land filling.

Sources of Waste at Tamala Park

There are three main sources of waste received at the Tamala Park landfill site:

1. Members waste.
2. Members Residue from existing recycling facilities.
3. Casual clients.

The size of the streams is illustrated in Table 2 and Figure 4.

The following sections will describe each waste stream in more detail and illustrate what action exists to divert the casual waste streams from landfill and what other initiatives should be investigated to further reduce the amount of waste going to landfill.

Waste to Landfill Reduction for Members Waste

Members waste is made up of a number of sources which all have different characteristics and will require different waste minimisation solutions. The recycling of waste generated by each member Local Government is the responsibility of each member Local Government.

The data in Table 4 illustrates the sources of waste each member Local Government delivered for landfilling in 2007/08 and illustrates the task ahead of each member. The waste received from members is all landfilled in accordance with the terms of the Mindarie Regional Council constitution.

Details on existing and future programs that will allow the members of the Mindarie Regional Council to reduce waste to landfill is treated in each member's individual Strategic Waste Minimisation Plan and summarised in the regional plan.

Table 4 Breakdown of Members Waste Delivered to Tamala Park 2007/2008

Members	Tonnes	Household	Commercial	Hardwaste	Infrastructure	Other	Casuals
Cambridge	11,639	9,463		1,293	883		
Joondalup	65,267	51,879		11,190	2,197	1	
Perth	15,251	5,490	8,236	34		1,525	
Stirling	86,979	16,981	7,320	6,409	1,023	1,023	54,223
Victoria Park	13,613	10,390	2,544	888			
Vincent	13,824	12,808		1,016			
Wanneroo	70,259	46,615	16,300	4,022	3,321	1	
Total Member's Waste	276,832	153,626	34,400	24,852	7,425	2,549	54,223

Household Waste Reduction

In order to conserve landfill space the Mindarie Regional Council has committed to introducing Alternative Waste Technology to process the household waste, not recycled by the member councils at source, instead of continuing to landfill that waste. The Alternative Waste Technology process adopted to date in Stage 1 removes the organic fraction and returns the non organic fraction to landfill at Tamala Park. The amount of non organic waste to be landfilled will be in the order of 30%-35% of the waste processed. As Stage 1 has a design capacity of 100,000T this will leave 30-35,000T of non organic material to be landfilled. With a designated function focussed on waste disposal the introduction of Alternative Waste Technology to process household waste was not promoted as a recycling process but as Resource Recovery.

The balance of the household waste collected by the member Local Governments will be landfilled until 2013 when Stage 2 of the Alternative Waste Technology process will be commissioned.

Commercial, Hardwaste, Infrastructure and Other Waste Stream Reduction

The Mindarie Regional Council has no programs in place or plan to reduce the amount of waste the members send to landfill. This is still the province of the member Local Governments to reduce through their own individual programs.

Waste to Landfill Reduction for Casuals

Overview

At 33% of all the waste landfilled at Tamala Park is not delivered by the member councils but by individuals and commercial clients. This waste source is identified as the "Casuals". It is the second largest waste stream presented at Tamala Park.

The casual waste stream is made up of small vehicles, small vehicles with trailers, and contractors with compactors, skip bins and other trucks.

There are three outlets for casual waste disposal in the Mindarie Regional Council region:

- Tamala Park - all general waste.
- Recycling Centre of Balcatta - all waste.
- Badgerup - Green waste only. Not open during week.

The small vehicle (casual) waste for householders from the Cities of Joondalup and Wanneroo processing at the Badgerup drop off facility will not be a key feature in this section of the report.

The total amount of waste delivered by casuals in the region is as per Table 4 below.

Table 5 Sources and Amounts of Casual Waste Landfilled in Tamala Park 2007/2008

Casual Waste Landfilled at Tamala Park 2007/2008	Tonnes	as a %	# of Vehicles
Tamala Park Transfer Station	14,926	12%	67,229
Direct to Landfill	55,607	45%	16,227
Recycling Centre of Balcatta	54,223	43%	62,000
Totals	124,756	100%	145,456

Casual (Transfer Station) Waste Issues

"The Mindarie Regional Council has recorded vehicle movements through the Transfer Station since 2001. This data indicates that number of vehicles using this facility has increased by 15% per year averaged over seven years".

"The increased traffic volume has presented problems for Council management; firstly, there are queuing issues particularly during weekends and public holidays. Secondly, during normal weekday operations the Transfer Station staff have been recovering on average 50% of recyclables from the waste deposited however on weekends is not able to recover recyclables with the exception of steel, lead acid batteries and hazardous materials".

There are three issues to resolve for this sector.

1. Where does the waste come from?

Anecdotal evidence suggests that the householders come from either of the two neighbouring Local Government - Wanneroo and Joondalup.

2. Why is there such a growth in the amount of waste delivered by small vehicles?

Evidence collected by the City of Stirling after they introduced extra garden waste and junk waste verge collections showed a marked drop off in the number of tipping passes utilised by the City's householders. The Cities of Joondalup and Wanneroo offer only one bulky waste collection per nine months whereas all other members offer a minimum of two bulky waste collections per twelve months. The significant increase in the population in the Northern Suburbs has also attributed to the increase in waste delivery by small vehicles.

3. What can be done to increase the amount of waste dropped off for recycling?

The solution to this covers a number of issues including:

- *Matters of policy on separation of waste.*
- *The use of incentives and penalties to encourage separation of waste.*
- *The redesign of the recycling drop off and transfer station drop off areas.*

Separation of Waste

Waste from all casual sources is made up of a range of materials, some of which can be toxic, recyclable, inert or organic. When mixed together the simple solution is to landfill such materials. Issues with mixed waste going to landfill include the production of leachate and the risk of spontaneous combustion from chemical reactions. Yet there is such a shortage of landfill space and the replacement cost of new landfill space will be so much larger than the present, that the practice of sorting through waste deliveries is now being practised at an ever increasing number of waste transfer/disposal facilities. E.g.

Table 6 Local Examples of Waste Separation

Facility	Products Removed	Technique
Henderson landfill	Scrap metal	Mechanical picking
All Earth Resources T/F Stn.	Soil, building materials, concrete	Manual and mechanical picking
Eclipse Resources	Soil, building materials, Organics	Manual and mechanical picking
Recycling Centre of Balcatta	Soil and other Class 1 materials	Mechanised picking, zoned tipping space. Use of pricing incentives

A significant savings in airspace is available by separating garden waste from general waste. All member councils have policies and programs in place to encourage the separation of garden waste from general waste to facilitate recycling. Wanneroo/Joondalup and Stirling all have programs designed to encourage residents to keep garden waste separate from hardwaste at their drop off facilities. All members encourage the separate placement of garden waste for recycling as part of the bulky waste verge collections.

While Tamala Park is committed to the recovery of Household Hazardous Waste it is one of the few "Best Practice" waste facilities that do not encourage the separation of waste including garden waste.

While garden waste recycling in the past was based around shredding at Tamala Park by way of tub grinders which required a large amount of space for stockpiling sufficient quantities and required a large space to provide a buffer under OH&S standards, space constraints prevented the Mindarie Regional Council from continuing this recycling service. Hence individual member Councils were encouraged to make their own arrangements with regards to green waste management.

Options to allow the separation of green waste for recycling include:

1. Shred on site. The technology of shredding has changed and the use of horizontal bed shredders has now become an industry standard. These come in electrical and diesel powered versions and do not require the large operating footprint for OH&S reasons.
2. The Mindarie Regional Council could also consider transporting any collected garden waste material to the Badgerup site for shredding by Wanneroo or prohibit the dumping of green waste at Tamala Park and redirect small vehicles with green waste to the City of Wanneroo's green waste recycling centre at Badgerup.

Any recovery of garden waste will require changes to be made to find a suitable drop off area remote from the general waste drop off area to avoid contamination. With a similar number of vehicle visits, the City of Stirling recovers about 10,000T of green waste.

Soils, sand and building materials could also be recovered. These can be recycled, disposed of elsewhere or utilised for other purposes.

Options to allow the separation of inert Class 1 waste for recycling include:

1. Develop a separate drop off zone.
2. Process on site or transport to the nearest Class 1 site.
3. Enter in to an arrangement with the Class 1 waste recycling industry.

The simplest and cheapest means of separating waste is to have it sorted at source and delivered separately, rather than mixed. To encourage separation at source the Mindarie Regional Council will need to consider the use of strong incentives.

Incentives and Penalties to Encourage Separation and Recycling.

The Mindarie Regional Council has pioneered the use of pay by weight for the disposal of waste by small vehicles. However the recycling results for 2007/2008 as shown in Part 1 of this report suggests that with a waste charge of \$100/T there is still little incentive to encourage the use of the free recycling area.

Subject to a detailed analysis of the weights delivered and fees paid by small vehicles there may be a case to review the practice of pay by weight at Tamala Park and use pay by volume and introduce a variable charge according to the nature of the waste.

A compelling case for charging by volume is how the advance notice of the fees being charged sends a signal about the cost of disposal. If the fee for disposal is set correctly and publicised in all media, there is every reason to believe that householders and other casual clients will respond. This is evidenced by the use of variable fees and volume based charging at some of the larger facilities in our region as shown on Table 7.

Most of the fees shown in Table 7 have been rounded off and therefore overcome major issues to do with keeping small coins for change. Should the Mindarie Regional Council not wish to revert to charging small vehicles by volume it could consider increasing the minimum fee and introduce some form of discount for separated waste streams.

Table 7 Comparison of Fee Structures at Waste Drop Off Facilities

Vehicle Type	EMRC	WMRC		Balcatta			Tamala Park
Sm Vehicles > 1T (Min fee)	Mixed	Mixed	Clean Green	Mixed	Clean Green	Inert	Mixed
Cars	\$ 14	\$ 35	\$ 22	\$ 23	\$ 13	\$ 14	\$ 8
Utes	\$ 23	\$ 35	\$ 22	\$ 40	\$ 30	\$ 38	\$ 8
6x4 Trailers	\$ 23	\$ 35	\$ 22	\$ 40	\$ 30	\$ 38	\$ 8
Tandem Axle Trailers	\$ 46	\$ 35	\$ 22	\$ 109	\$ 60	\$ 72	\$ 8

Redesign of Recycling Area and Drop Off Area

The current designs of the free recycling drop off area and the transfer station drop off area at Tamala Park have continued to change to meet environmental and occupational health and safety needs.

However they have not been reviewed with a view to optimising the amount of waste recycled and minimising the amount of waste sent to landfill. As indicated previously in this section, 50% of the waste recovered for recycling at the Transfer Station drop off point is now collected by Mindarie Regional Council staff picking the recyclable waste off the vehicles before they tip and from the ground after they tip and then placing it in the bulk bins.

On site investigations suggests that:

- Small vehicles are not compelled to drive through the free drop off area either by the physical design or by the pricing policy.
- Once at the transfer station drop off area they travel in a clockwise direction and stop at the general waste tipping area first and then (once emptied) proceed past the garden waste drop off area, the white goods drop off area and then drive past the special drop off points for batteries, scrap metals, gas bottles and other recyclable materials.
- Any client unfamiliar with the facility will have unloaded their trailer before they realise that there are opportunities to recycle. Any regular client will find the process of recycling will involve a fair amount of walking around the whole tipping site which would discourage separation of waste and placing it at the recycling points.
- Encouraging clients to walk to various recycling stations from the tipping point under the existing arrangements introduces another hazard from a conflict between persons and motor vehicles.

Recommended Action

The Mindarie Regional Council reviews the operation of the recycling and transfer station giving consideration (but not limited to) the following issues:

1. *The traffic flow for small vehicles going to the Transfer Station needs to be separated from the larger vehicles and made to drive through the recycling area.*
2. *The recycling area should be redesigned to optimise the capture of recyclable materials and "hold" the small vehicle operator whilst waiting to get on to the weighbridge. The more time spent in the recycling area waiting to get on to the weighbridge, the better the chance some recycling will occur.*
3. *Signs that illustrate clearly where recyclable materials can be dropped off must be large and distinctive.*
4. *Once the client has cleared the entry weighbridge, the flow of vehicles should be in an anticlockwise direction so that each vehicle again passes the entire special drop off bays prior to unloading.*
5. *Review the method of charging to encourage the separation of waste delivered and to encourage the use of the recycling drop off area.*
6. *The cost of tipping must be clearly shown i.e. \$100/T and the minimum fee should be increased to further enhance the value of using the recycling area first.*
7. *Establish a new place, equipment or contractor for the purpose of recycling garden waste and inert waste.*
8. *The layout of the recycling area and a description of recycling opportunities, expectations and tipping fees needs to be published in brochures (available at the entrance), newspaper advertisements and on the web site.*

Recycling Centre of Balcatta Waste Issues

The numbers of vehicles delivering waste and the amount of waste recovered at the Recycling Centre of Balcatta is similar to the data collected at Tamala Park. The Recycling Centre of Balcatta is the only item of infrastructure in the Southern portion of the Mindarie Regional Council and as such is capable of attracting vehicles from residential and commercial contractors operating in: The City of Perth, The Town of Vincent, The City of Stirling, Southern portions of the Cities of Joondalup and Wanneroo and western portions of the City of Swan.

While the waste is collected at Balcatta, it should by its origin not automatically be viewed as City of Stirling waste and any solution to increasing the diversion of this waste stream from land filling at the Tamala Park transfer Station should also be applied at Balcatta in order to achieve some consistency and to discourage smaller and larger clients from shopping around based on tipping fees or on the degree of compliance applied to sorting waste prior to acceptance at the sites.

Recommended Action

That the Mindarie Regional Council:

Recognise that the waste received from casual tipping at the Recycling Centre of Balcatta is waste generated from throughout the region and should be described as Mindarie Regional Council casual waste not as City of Stirling casual waste.

Commercial Waste (all) and Members Verge Collection Hardwaste (direct to landfill) Issues

As referenced before, "In the last year there has been a noticeable increase in casual customers. This has predominantly come from commercial customers where the waste was previously sent to inert landfills. In recent times the DEC has been more vigilant in applying the waste acceptance criteria applicable to the inert landfill industry (Class I landfills) resulting in increased tonnage being received at Tamala Park (Class II landfill). It is anticipated that this situation will remain and the increased tonnage will continue"⁴.

During the last two years the composition of the waste received has changed from consisting of predominately putrescibles to consisting of predominately bulk waste which consists of industrial and building waste which requires greater compaction effort than the Council is currently achieving.⁵

The changed nature of the waste would contribute to the reduced density of waste landfilled.

"The most recent waste density has been calculated at 0.73t/m³. This is less than the previous 0.78t/m³. The reason for the decrease in waste density is primarily due to the use of additional cover material to cover waste batters to reduce the risk of fire".

In order to accommodate more waste within the remaining landfill capacity the Operations Manager has been investigating a procedure of shredding all waste delivered to the tipping face in to smaller pieces so as to reduce the voids and the amount of effort required by the landfill compactors to compress the waste.

In a climate of waste to "Towards Zero waste to landfill" all waste must be viewed as potentially recyclable. Therefore it is important that any action plan should maintain the integrity of waste materials so that they are easy to recover for recycling prior to land filling.

Given that the household waste stream will be directed to stages 1-3 of Alternative Waste Technology processes and the proportion of putrescibles waste in the other waste streams is reducing, the remaining hardwaste must contain an ever increasing amount of bulky materials. These bulky materials are difficult to compact but have the potential to be recycled if not in the landfill. Therefore, before any waste is sent to landfill, provision should be made for some form of separation to recover recyclable materials.

Resource Recovery Options

Moving Floor Transfer Station

When confronted with similar challenge, the Maroochy Shire Council in Queensland turned their filled landfill site at Buderim into a transfer station and adopted an aggressive policy of recovering and recycling the waste prior to sending the balance to a new landfill site at Nambour. A key piece of infrastructure that helped them to divert 60% of the waste received at the Transfer Station was a "leak proof shallow pit moving floor". All waste is deposited on this floor where it can be sorted and items recovered for recycling before the non recyclable fraction goes to landfill elsewhere via a waste compactor. The moving floor is flush with the adjoining ground level which eliminates any physical risks from falling.

Figure 5 View Of Walking Floor Drop Off Point at the Buderim Transfer Station

⁴ ITEM 8.1.3 MINDARIE REGIONAL COUNCIL TECHNICAL WORKING GROUP MINUTES - 20 JUNE 2008

⁵ ITEM 8.1.4 MINDARIE REGIONAL COUNCIL TECHNICAL WORKING GROUP MINUTES - 20 JUNE 2008



The moving floor can be sized to suit large and small vehicles. The main variable is which technique to use (manual or mechanical) to pick out the recyclable fraction.

The City of Stirling has commenced investigations on the application of this technology for recycling waste delivered to its Recycling Centre of Balcatta drop off facility.

Picking Waste on Site

The City of Cockburn has introduced a picking program for waste delivered to its Henderson Road landfill site. The City has hired an excavator and use it to recover scrap metal and other products of value or capable of being recycled from the landfill tipping face. The income from the scrap steel recovered from the commercial/bulky waste stream has paid for the excavator hire, and allowed the City to hire a second unit without incurring any extra expense. The income from picking is further enhanced by the avoided expense in creating new lined airspace for tipping.⁶

Recommended Action

The Mindarie Regional Council

- Investigate the introduction of excavators to "pick" through bulky waste delivered by member local governments and casual tippers with the objective of removing recyclable materials to reduce waste to landfill and to slow the consumption of landfill airspace.
- Collaborate with the City of Stirling to investigate the use of mechanised means (such as moving floors) to:
 - Improve the safety of client tipping waste.
 - Reduce the amount of waste sent to landfill by recovering recyclable materials from the bulky waste stream.

⁶ Personal communication with Mr Mike Haynes, landfill site manager, City of Cockburn.

The Future Role of the Transfer Station - Post Tamala Park Closure

- The Mindarie Regional Council expects the Tamala Park landfill site to be closed by 2022 and a new landfill site operational by 2020/22.
- The Mindarie Regional Council expects to pay lease fees for the Tamala Park landfill site until 2032.
- The new landfill site will be substantially more remote and increase the distances waste will have to be hauled from the point of generation.

Rubbish collection trucks are designed for the stop start work of collecting wheelie bins. Any increase in the distance the trucks are required to empty their collected waste decreases the efficiency and effectiveness of the collection process.

Therefore there is a case to argue for the retention of transfer capacity in the Mindarie Regional Council catchment.

Due to the size of the region consideration should be given to rationalising the use of both the Tamala Park transfer station and the transfer facility at the Recycling Centre of Balcatta as a way of optimising the means for getting collected waste to landfill, waste to Alternative Waste Technology facilities and other resource recovery facilities.

To further improve the economics of waste reduction through recycling in the future, the design of both transfer facilities should be reviewed with a view to facilitating the recovery of as much recyclable material and non putrescibles waste from all waste streams (other than household – wheelie bin waste) so as to minimise the amount of waste to be transferred and to maximise the amount of waste that can be disposed in the cheaper Class 1 landfill sites.

Recommended Action:

The Mindarie Regional Council

- Commence investigations in to the role of both the Tamala Park Transfer Station and the Recycling Centre of Balcatta and other possibly other locations in future transport scenarios for getting collected waste:
 - Sorted - to remove recyclables.
 - Transferred in to more cost effective transport trucks.

Minimising Direct and Indirect Environmental Impacts

Direct Environmental Impact

Stage 1 of Tamala Park landfill site was not lined and leachate production is closely monitored by a series of bores and "Lysometers" placed below the waste. Monitoring and analysing the results is done under arrangement with CSIRO.

Stage 2 of the landfill site is fully lined with a leachate capturing drainage system.

The Environmental Management and Monitoring Plan requires the finished part of the landfill to be capped and at Tamala Park this is done with synthetic liners. The capping liner prevents rain from entering the waste and captures the methane emitted as a product of the decomposition of waste. The methane is captured and burned to produce electricity at a power station on site.

Indirect Environmental Impact

The Mindarie Regional Council has taken a strong position on the recovery of Household Hazardous Waste and provides for the free disposal of asbestos cement products from households throughout the Mindarie Regional Council catchment. Any other potential environmental impacts have been addressed in the Environmental Management and Monitoring Plan which is reviewed and renewed every five years.

Part 2-The Way Ahead.

ACTION PLANNING

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
Designated Function of the MRC	That the new Mindarie Regional Council Establishment Agreement – Designated Function - be amended to allow: 1. The Mindarie Regional Council to overtly develop programs that reduce the amount of waste going to landfill, in addition to “The orderly and efficient treatment and/or disposal of waste delivered etc” 2. The Mindarie Regional Council place waste minimisation/recycling objectives ahead of any associated with land filling.	Amend new Establishment Agreement.		Member Local Governments as signatories to the Establishment Agreement.		
		The development of programs to recover waste for recycling from all waste streams.	2009	MRC elected members and staff.	Nil	Nil
		Completely change the way that waste is viewed and managed by the Mindarie Regional Council and its staff.	2009	MRC elected members and staff.	Nil	Nil

Part 2-The Way Ahead.

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
Increased diversion of waste from "Casual" waste stream	The Mindarie Regional Council reviews the operation of the recycling and transfer station giving consideration (but not limited to) the following issues: <i>The traffic flow for small vehicles going to the Transfer Station needs to be separated from the larger vehicles and made to drive through the recycling area.</i> <i>The recycling area should be designed to optimise the capture of recyclable materials and "hold" the small vehicle operator whilst waiting to get on to the weighbridge. The more time spent in the recycling area waiting to get on to the weighbridge, the better the chance some recycling will occur.</i>	Redesign of the recycling area	2009	MRC staff	\$20,000	Nil
		Redesign of the recycling area	2009	MRC staff	Included above	Nil

Part 2-The Way Ahead.

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
	3. Signs that illustrate clearly where recyclable materials can be dropped off must be large and distinctive.	Redesign of the recycling area	2009	MRC staff	Included above	Nil
	4. Once the client has cleared the entry weighbridge, the flow of vehicles should be in an anticlockwise direction so that each vehicle again passes the entire special drop off bays prior to unloading.	Redesign of the recycling area	2009	MRC staff	Included above	
	5. Review the method of charging to encourage the separation of waste delivered and to encourage the use of the recycling drop off area.	Review fees and charges	2009	MRC staff	Nil	
	6. The cost of tipping must be clearly shown i.e. \$100/T and the minimum fee should be increased to further enhance the value of using the recycling area first.	Review fees and charges	2009	MRC staff	Nil	

Part 2-The Way Ahead.

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
	7. Establish a new place, equipment or contractor for the purpose of recycling garden waste and inert waste. 8. The layout of the recycling area and a description of recycling opportunities, expectations and tipping fees needs to be published in brochures (available at the entrance), newspaper advertisements and on the web site.	Develop a green waste processing area Advertise new fees, enhance website and print brochures.	2009	MRC staff	\$10,000 \$2,000	Nil Nil
Increase diversion of waste from casual stream	1. Implement items 1-8 above	Redevelopment of the Recycling and Transfer Station areas	2010	MRC staff	\$1,000,000	Nil
Recycling Centre of Balcatta "Casual" waste	Recognise that the waste received from casual tipping at the Recycling Centre of Balcatta is waste generated	1. The development of a shared interest and responsibility for this waste		Member Local Governments as signatories to the	Nil	Nil

Part 2-The Way Ahead.

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
	from throughout the region and should be described as Mindarie Regional Council casual waste not as City of Stirling casual waste.	stream by all Local Government members. 2. Increased collaboration between Mindarie Regional Council and City of Stirling on policies and procedures to minimise this waste stream		Establishment Agreement.	Nil	Nil
Increased diversion of waste from Commercial and member verge hardwaste stream.	1. Investigate the introduction of excavators to "pick" through bulky waste delivered by member local governments and casual tippers with the objective of removing recyclable materials to slow the consumption of landfill airspace. 2. Collaborate with the City of Stirling to investigate the use of mechanised means (such as moving floors) to: o Improve the safety of client tipping waste and; o Reduce the amount of	Increased air space through: • Removal of material for recycling. • Removal of material that reduces the level of compaction. • Possible financial benefits. • Increased safety for MRC operations staff and clients tipping waste. • Increased access to bulky waste and simplicity	2009 2009/10	MRC and member council technical officers. MRC and City of Stirling elected members and technical officers.	Cost neutral Included in redevelopment of transfer station	Nil \$20,000

Part 2-The Way Ahead.

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
	waste sent to landfill by recovering recyclable materials from the bulky waste stream.	for removal and recycling.				
Future role of Tamala Park transfer Station and the Recycling Centre of Balcatta post closure of Tamala Park	1. Commence investigations in to the role of both the Tamala Park Transfer Station and the Recycling Centre of Balcatta in future transport scenarios for getting collected waste: - o Sorted - to remove recyclables; - o Transferred in to more cost effective transport trucks.	Improvements in efficiency of waste collection vehicles. More waste recycled and less waste to be transported to new landfill site. Reduced pollution, carbon taxes and savings in fuel consumed to transport waste by using road trains to move collected waste to the final destination.	2012	MRC and member council technical officers.	\$20,000	\$10,000
Develop further RRF stages	Progress the development of additional stages of RRF's	Ongoing development of Stage 2	2008-2013	Mindarie Regional Council and Council technical officers	Included in MRC Financial Plan	As available

Part 3-Corporate data.

BUDGET

A summary of the projected total budget for the implementation of the plan over 5 years, including proposed funding sources for the various activities.

Operational

Operational Costs	30/6/2009	30/6/2010	30/6/2011	30/6/2012	30/6/2013
Increase Diversion of Casual Waste Stream	\$ 32,000.00			\$ 30,000	
Investigate Transfer Station Options					
Total	\$ 32,000	\$ -	\$ -	\$ 30,000	\$ -

Capital

Capital costs	30/6/2009	30/6/2010	30/6/2011	30/6/2012	30/6/2013
Redevelop Transfer Station and Recycling Area		\$ 3,020,000.00			
Total	\$ -	\$ 3,020,000	\$ -	\$ -	\$ -

Part 3-Corporate data.

MONITORING AND REVIEW

Periodic Performance Monitoring

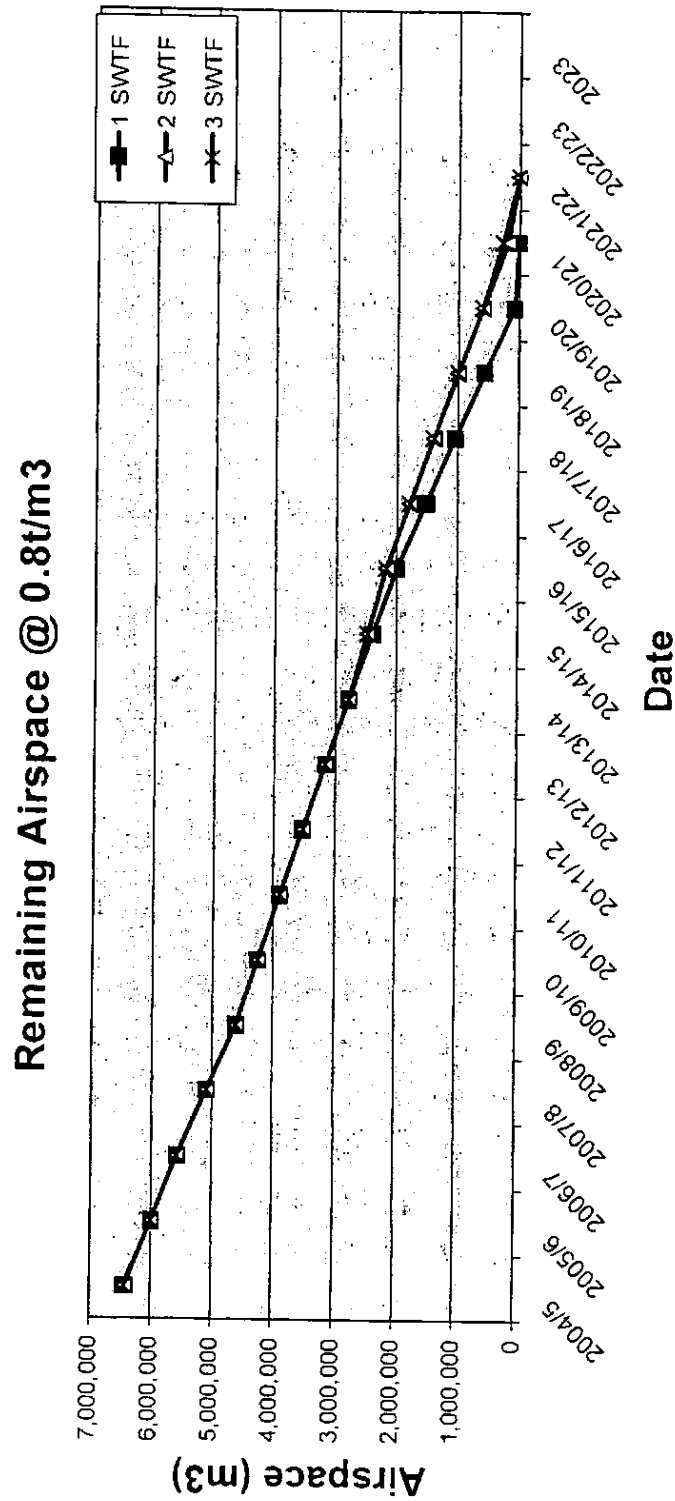
The Mindarie Regional Council maintains a comprehensive set of waste received records and these are reported to and reviewed by the Technical Officers of the member Local Governments every two months and subsequently reported to Council and published in the minutes.

Waste Minimisation Plan Review Processes

The actions from the Strategic Waste Minimisation Plan adopted by the Mindarie Regional Council will be incorporated in the regional Council's Strategic plan and reviewed through that process as a minimum.

Part 3-Corporate data.

Appendix 1 - Graph of Landfill Life Expectancy as at July 2008



**ITEM 5 STAGE 1 – 2 TIE-IN LINER WORKS - PROPOSED WORKS & TENDER
RECOMMENDATION**

Tender No: 13/93

File No: WST/111

Attachment(s): 1. Final Landfill Design Profile
 2. Tender 13/93 Golder Associates Tender Report and
 Recommendation

Author: Ian Watkins

SUMMARY

The purpose of this report is to provide Council with information associated with the final landfill design profile and the tender process and recommendation for the construction of the liner works to tie-in the existing Stage 2 landfill with the previously capped Stage 1 landfill.

BACKGROUND

Final Landfill Profile

As part of the development of Stage 2 landfill at Tamala Park it has always been intended that ultimately the waste mass would eventually extend over the western portion of the previously landfilled areas of Stage 1 to form a single domed shape up to an approved height of RL55m.

Following the significant development of Stage 2 landfill it has now been possible to accurately determine the proposed final landfill capped profile for the site. **Attachment One** to this report provides details of this proposed final landfill profile. The final landfill profile is consistent with the existing Stage 2 development approval.

The Tamala Park Regional Council (TPRC), as part of its development of the adjoining property to the north, has expressed interest in being advised of the proposed final landfill capped profile. The MRC is now in a position to provide this information. Discussion will now occur with TPRC on this proposal.

Landfill Liner Extension

Golder Associates was engaged by Council to provide engineering consultancy services for the design, tendering and construction superintendents for the expansion of the landfill liner over the western portion of Stage 1 landfill. As part of this appointment, tenders were called for the northern portion of the works.

The southern portion of the works can only be completed once the Stage 2 Phase 3 landfill area has been filled to approximately natural ground level. This is anticipated to occur by approximately 2014/2015.

DETAIL

Tender 13/93

The tendered scope of works included:

- Profiling previously capped areas.
- Exposure of existing landfill liner edges.
- Construction of a perimeter bund.
- Landfill gas collection system.
- Construction of a structural bridging layer.
- Liner installation.
- Leachate collection pipe installation.
- Leachate drainage layer installation.

Tender Process and Prices Received

Golder Associates has compiled a tender evaluation report and recommendation providing the details of the tender process and a summary of the prices received. The Golder Associates report is at **Attachment Two** to this report.

The Tender was advertised on Saturday 6 September 2008 and closed on Tuesday 23 September 2008. Five companies submitted tenders for the proposed works. **Table No. 1** provides a summary of the prices received.

Table No. 1 - Summary of Tender Prices

Item	Company	Tendered Price (Excl. GST)
1.	CECK Civil Construction Pty Ltd	\$923,390.29
2.	Industrial Road Pavers Pty Ltd	\$1,167,555.90
3.	JMS Civil and Mining Pty Ltd	\$1,386,501.00
4.	Thiess Services Pty Ltd	\$1,461,864.00
5.	Brierty Limited	\$1,725,148.21

Following the checking of the submitted tender prices there were a number of arithmetic errors identified. **Table No. 2** provides a summary of the corrected tender prices.

Table No. 2 - Summary of Corrected Prices

Item	Company	Corrected Tendered Price (Excl. GST)	Variance (Excl. GST)
1.	CECK Civil Construction Pty Ltd	\$923,390.29	\$0.00
2.	Industrial Road Pavers Pty Ltd	\$1,167,366.90	-\$189.00
3.	JMS Civil and Mining Pty Ltd	\$1,386,500.75	-\$0.25
4.	Thiess Services Pty Ltd	\$1,461,864.79	\$0.79
5.	Brierty Limited	\$1,725,088.72	-\$59.49

Selection Criteria

The following criteria were used to assess the tenders and determined the most advantageous offer presented:

- Previous Experience (25%).
- Key Personnel (20%).
- Subcontractors (10%).
- Plant and Equipment (10%).
- Construction Methodology (25%).
- Management Plans (10%).

Tender Assessment

Tenders received were assessed by Ian Watkins (MRC) and Liza du Preez (Golder Associates).

The tenders were checked for completeness, specifically in relation to the documents requested in the tender document. All the contractors, except Industrial Road Pavers provided sufficient documentation as requested.

Table No. 3 provides detail of the tender scoring against selection criteria.

Table No. 3 Tendered Scoring

Criteria	Weighting	Contractor				
		CECK Civil Const.	Indust. Road Pavers	JMS Civil & Mining	Thiess Services	Brierty Limited
Previous Experience	25%	1	0	5	5	0
Key Personnel	20%	2	2	5	5	2
Subcontractors	10%	5	5	5	5	0
Plant & Equipment	10%	5	5	5	5	5
Construction Methodology	25%	3	1	2	2	0
Management Plans	10%	0	2	5	5	0
Weighted Score		2.4	1.9	4.25	4.25	0.9

Of the five tenders received only two tenderers, JMS Civil and Mining Pty Ltd and Thiess Services Pty Ltd, had previous relevant experience to undertake the works (both companies have previously undertaken landfill lining works at Tamala Park). Hence, the determining factor between these two companies was based purely on a comparison of tendered prices. The offer from JMS Civil and Mining Pty Ltd was marginally less (\$75,364.04 or 5.1%) than that from Thiess Services Pty Ltd.

Although CECK Pty Ltd (\$823,390.29) and Industrial Road Pavers (\$1,167,366.90) tendered the two lowest prices, due to the lack of relevant experience with regards to landfill lining projects it was deemed that these two offers not be accepted.

Tender Award Recommendation

That the works be awarded to JMS Civil and Mining Pty Ltd as the tender provided appropriate previous relevant experience at a competitive price.

Contract Contingency

To cater for unforeseen minor changes in the scope of work during construction it is proposed that a 5% contingency allowance (\$70,000) be added to the awarded contract sum. This contingency allowance will not be part of the contract award value to the successful contractor, but be maintained and managed by the MRC Administration to cover necessary variations to the scope of work during the project.

CONSULTATION

Consultation has occurred with the following groups:

- Tamala Park operations staff
- Landfill Gas and Power
- DEC
- Golder Associates
- Dun & Bradstreet

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Current policy for contract variations is 10% of the contract value or \$50,000, whichever is the lower. It is requested at Recommendation (iv) that a greater value (\$100,000) be applied to this contract to cover unknown items that may eventuate as part of the contract works.

STRATEGIC IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Provision exists within the context of the Budget 2008/2009 for the proposed construction works. The Budget allocation is \$1.85m; hence, the contract award value of \$1,386,500.75 plus a contingency of \$70,000 (total value of \$1,456,500.75 excl. GST) is \$393,499.25 below budget.

MRC Administration has also undertaken an assessment of the JMS Civil and Mining Pty Ltd financial position and financial ability to undertake the works. The outcome of this assessment is that JMS Civil and Mining Pty Ltd is in a suitable financial position to undertake the works.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group discussed the following issues and the report was amended accordingly:

- Contract contingency/variation policy

RECOMMENDATION

That Council:

- (i) approve the proposed final cap profile associated with the completion of Stage 2 landfilling at Tamala Park
- (ii) authorises the MRC Administration to discuss with the Tamala Park Regional Council the proposed final cap profile
- (iii) accept the tenders from JMS Civil and Mining Pty Ltd submitted in response to Tender No. 13/93 for the Stage 1 – 2 Tie-In Liner Works to the value of \$1,386,500.75 (excluding GST)
- (iv) approve a contingency value of \$100,000 (excluding GST) to be managed by the MRC Administration to cover variations to the tendered scope of work

ATTACHMENT ONE
TO ITEM 5
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
TENDER 13/93
FINAL LANDFILL DESIGN PROFILE



ATTACHMENT TWO
TO ITEM 5
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
TENDER 13/93
GOLDER ASSOCIATES TENDER REPORT AND RECOMMENDATION



24 September 2008

Project No. 087643413 002 L Rev0

Mr Ian Watkins
Mindarie Regional Council
PO Box 538
JOONDALUP WA 6919

TAMALA PARK TENDER NO. 13/93 STAGE 1 – 2 TIE-IN LINER TENDER ASSESSMENT

Dear Ian

Mindarie Regional Council (MRC) called for tenders for the tie-in of the liners between stage 1 and 2 at the Tamala Park landfill. Golder Associates Pty Ltd (Golder) was appointed by the MRC to carry out the tender assessment on 10 September 2008. This letter describes the tender assessment.

1.0 INTRODUCTION

A tender meeting was held on 15 September 2008 at 9:00 am at the Tamala Park landfill for the construction of the tie-in liner between stage 1 and 2 of the landfill. The tenders closed at 10:00 am on 23 September 2008 at the landfill. The tenders were opened and signed by Ian Watkins (MRC) and Liza du Preez (Golder).

2.0 TENDERS RECEIVED AND TENDER PRICES

The tenders that were received and the tender prices are summarised in Table 1. The tenders are listed from lowest to highest based on the corrected values.

Table 1: Tenders received and tender prices

Tender Received From	Received Price (\$, excl GST)	Corrected Price (\$, excl GST)
CECK Pty Ltd	923,390.29	923,390.29
Industrial Road Pavers Pty Ltd	1,167,555.90	1,167,366.90
JMS Civil and Mining Pty Ltd	1,386,501.00	1,386,500.75
Thiess Services Pty Ltd	1,461,864.00	1,461,864.79
Brierty Limited	1,725,148.21	1,725,088.72

3.0 TENDER EVALUATION

The tenders were assessed on a number of different aspects, including the assessment criteria provided in the tender document, tender price and previous experience.

3.1 Tender Assessment based on Tender Criteria

The tenders were assessed based on the criteria provided in the tender document. The scores allocated to the contractors are presented in Table 2.



Golder Associates Pty Ltd
Level 2, 1 Havelock Street, West Perth, Western Australia 6005, Australia (PO Box 1914, West Perth WA 6872)
Tel +61 8 9213 7600 Fax: +61 8 9213 7611 www.golder.com
Golder Associates: Operations in Africa, Asia, Australasia, Europe, North America and South America
A.B.N. 64 006 107 857



Table 2: Tender Scoring

Criteria	Weighting	Contractor				
		CECK Pty Ltd	Industrial Road Pavers Pty Ltd	JMS Civil and Mining Pty Ltd	Thiess Services Pty Ltd	Brierty Limited
Previous Experience	25%	1	0	5	5	0
Key Personnel	20%	2	2	5	5	2
Subcontractors	10%	5	5	5	5	0
Plant & Equipment	10%	5	5	5	5	5
Construction Methodology	25%	3	1	2	2	0
Management Plans	10%	0	2	5	5	0
Weighted Score		2.4	1.9	4.25	4.25	0.9

The minimum score that can be achieved is 0 and the maximum score 5. The highest scores comply best with the requirements. Thiess and JMS scored the highest.

3.2 Completeness of Tender

The tenders were checked for completeness, specifically in relation to the documents requested in the tender document. All the contractors, except Industrial Road Pavers provided all the documentation requested.

3.3 Tender Price and Rates

The price calculations were checked. Differences were noted (Refer Table 1), however, it did not change the ranking of the tenders. The differences are due to rounding errors or calculation errors in the instance of Industrial Road Pavers.

3.4 Tender Conditions

Only Thiess and JMS had conditions attached to their tender. The conditions are discussed in Table 3.

Table 3: Tender Conditions

Condition	Response
JMS Civil and Mining Pty Ltd	
Unlimited liquidated damages are an unacceptable risk to the Board and they request the opportunity to agree on a limit to the level of liquidated damages. Upon requested JMS proposed a limit of 5% of the Contract Sum.	5% of the Contract Sum would be \$69,325.04
An additional 2 weeks construction period is requested if the project is to be constructed over the Christmas period	Acceptable
The geomembrane liner is imported and based on an exchange rate of AUD 1.00 = USD 0.855. Movement of the exchange rate value prior to contract award may require an adjustment of the cost. Upon request JMS indicated that 75% of the rate for item 7.1 is for supply. As an alternative, they propose accepting the risk for an additional \$10,100.	The percentage breakdown provided is acceptable. The addition of \$10,100 to the tender price will not affect the ranking.
Thiess Services Pty Ltd	
Thiess requested several amendments to the conditions of contract.	Comment on the requested amendments are provided in Attachment A

3.5 Construction Period

The construction periods offered by the contractors are presented in Table 4. The construction periods proposed by the contractors are acceptable.

Table 4: Construction Period

CECK Pty Ltd	Industrial Road Pavers Pty Ltd	JMS Civil and Mining Pty Ltd	Thiess Services Pty Ltd	Brierly Limited
14 weeks	14 weeks	16 weeks	16.5 weeks	16.5 weeks

3.6 Previous Experience and Subcontractors

The contractors were assessed for relevant previous experience based on the information they provided in their tenders and previous experience of Golder with these contractors.

Table 5: Relevant Experience

CECK Pty Ltd	Industrial Road Pavers Pty Ltd	JMS Civil and Mining Pty Ltd	Thiess Services Pty Ltd	Brierly Limited
Limited experience on similar projects	No relevant experience	Extensive experience on similar projects and at Tamala Park	Extensive experience on similar projects and at Tamala Park	Civil earthworks experience, no indication of landfill or liner experience
ALTA	Not provided	West Coast Lining Systems or Jaylon	West Coast Lining Systems	Not provided

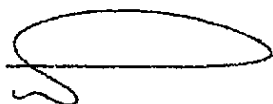
4.0 RECOMMENDATION

Based on the above assessment and the price offered by the Contractors for the Phase 1 – 2 tie-in liner, Golder recommend that JMS Civil and Mining Pty Ltd be appointed for the construction work.

5.0 CLOSURE

We trust the above meets with your requirements. Please contact the undersigned should you require any further details or clarification.

GOLDER ASSOCIATES PTY LTD



Liza du Preez
Senior Landfill Engineer

LDP/KF/ldp

Attachments: A – Thiess Services' Proposed Amendments to Contract Conditions

j:\jobs\408\envron\087643413 - mrc tamala park\correspondence\087643413 002 l rev0.doc

ATTACHMENT A

Thiess Services' Proposed Amendments to Contract Conditions



THIESS PRE-TENDER CONTRACT CONDITIONS REVIEW
MINDARIE REGIONAL COUNCIL – TAMALA PARK LANDFILL – TENDER NUMBER 13/93

STAGE 1 – 2 TIE-IN LINER WORKS

THIESS SERVICES' OFFER IS CONDITIONAL UPON ACCEPTANCE OF THESE DEPARTURES

Clause Number	Issue	Proposed Amendment
Conditions of Tendering		
Clause 3.11.3	Some of the policies required are established by legislation and cannot comply. The words need to be added for clarity. Our insurance adviser has requested deletion of the words "guests, consultants" and queried why Thiess Services' insurances should extend to protect "guests" or "consultants" and advised that such parties should procure their own coverage.	Last paragraph: At the start insert "Where permitted by law,". Acceptable Last paragraph, line 1: Delete "guests, consultants". If they are guests or consultants of Thiess they must be covered by their insurance.
Clause 3.20	Thiess Services does agree to accept responsibility or liability/costs associated with industrial action beyond its control, eg. industry-wide strike action.	Insert as a new last paragraph: "Notwithstanding the obligations imposed on the Contractor by this clause, the Contractor shall not bear responsibility for, or be required to meet any costs or liabilities associated with, industrial action or disputes over which it has no control, including disputes of an industry-wide, state-wide or nation-wide nature." Acceptable



Clause Number	Issue	Proposed Amendment
Existing Special Conditions of Contract – Amendments to AS2124-1992		
Clause 15	Thiess Services does not object to the liability to indemnify Mindarie Regional Council ("MRC") introduced by this new wording but requests the principle of proportional reduction of liability applying to the remainder of the General Conditions also apply to this new wording.	In the 4th line of the new 4th paragraph insert the word "Contractor's" before the words "execution of". Acceptable Insert as a new 5th paragraph: "The Contractor's liability under the indemnities in this clause 5 (and any other indemnities in this Contract) shall be reduced proportionally to the extent that an act or omission of the Principal or the employees, agents, or other contractors of the Principal may have contributed to the relevant liability, cost, loss, expense, action, suit or demand." Acceptable
Clause 49	Thiess Services does not object to the concept of a force majeure provision but seeks to clarify the extent to which it applies to industrial action.	In the new 2 nd paragraph, after "strikes" insert "(including disputes of an industry-wide, state-wide or nation-wide nature)". Acceptable



Clause Number	Issue	Proposed Amendment
Clause 50	Thiess Services does not object to the concept of the limit of its liability under the Contract being capped at 20% of the contract value but wishes to clarify the wording used. Whilst the new wording proposed may appear long-winded, it does serve to remove uncertainties created by the brief sentence put forward by MRC. Subclause c) is requested by Thiess Services in line with its corporate limits of liability policy requiring that it not accept responsibility for consequential loss incurred by MRC.	Delete the current wording and insert: Limitation of Liability a) Subject to subclause c), the Contractor shall indemnify the Principal for any liability the Principal incurs due to any act or omission of the Contractor in its performance of the Works under this Contract except to the extent that an act or omission of the Principal or the employees, agents, or other contractors of the Principal may have contributed to such liability. Acceptable b) Notwithstanding any other clause of this Contract, the total extent of the Contractor's aggregate liability to the Principal (including, for the avoidance of doubt, liability to pay liquidated damages) whether arising under or in connection with this Contract or the performance or non-performance thereof or anything incidental thereto, and whether by way of indemnity, by statute (to the extent it is possible to limit such liability), in tort (for negligence or otherwise) or on any other basis in law or in equity, is limited to an amount equivalent to 20% of the Contract Sum payable by the Principal to the Contractor. Acceptable c) Notwithstanding any other provision in this Contract, the Contractor shall not be liable to the Principal for any loss of use, production, sales, opportunity, revenue, profit or anticipated profit or economic loss or for any kind of special, incidental or indirect or loss or damage whatsoever."



Clause Number	Issue	Proposed Amendment
		Not Acceptable – We suggest the following: Notwithstanding any other provision in this contract, neither party shall be liable to the other for any direct, consequential, incidental or special loss or damage (including, but not limited to loss of use, production, sales, opportunity, revenue, profit, anticipated profit, or payment of liquidated sums or damages under any other agreement)
New Special Conditions of Contract – Amendments to AS2124-1992		
Clause 16.3	Thiess Services' insurance adviser has requested this amendment to clause 16.3 – Excepted Risks. This uninsured risk is similar to war and other excepted risks that are borne by the Principal.	Clause 16.3: Insert the following sub-clause after sub-clause (f); “(g) terrorism (if and only to the extent coverage for a terrorist act is not made available to the Contractor under the Terrorism Insurance Act 2003 (Cth))” Acceptable
Clause 18	Thiess Services requests this amendment to Clause 18 - Insurance of the Works.	Clause 18, line 9: Amend to read: “The insurance cover may (in addition to other industry standard exclusions) exclude:”; Not acceptable, other industry standard exclusions to be defined Clause 18, lines 29 and 30: Amend to read “The insurance policy shall note the interests of the Principal to the extent that the Principal has an insurable interest and all subcontractors employed.....” Acceptable
Clause 18(v)	Thiess Services' insurance adviser has requested deletion of this clause.	Delete clause 18(v). Do not delete



Clause Number	Issue	Proposed Amendment
Clause 19	Thiess Services requests this amendment to Clause 19 - Public Liability Insurance.	Clause 19, line 46: Amend to read "Policy of insurance which shall note the interests of the Principal which covers the Contractor....."; Acceptable Clause 19, line 48: Amend to read: "time to time in relation to the Contractor's performance of the work under the Contract for their respective rights and obligations". Acceptable
Clause 20	Thiess Services requests this amendment to Clause 20 - Insurance of Employees.	Delete paragraph 2. Acceptable, or can be left in
Clause 21.3	Thiess Services' insurance adviser has requested this amendment to Clause 21.3 - Notices from or to the Insurer.	Clause 21.3: Delete and insert the following wording: "The party effecting insurance under Clause 18 or Clause 19 shall ensure that each policy of insurance contains a provision acceptable to the other party that will provide that a notice of claim given to the insurer by the Principal, the Superintendent, the Contractor or a subcontractor shall be accepted by the insurer as a notice of claim given by the Principal, the Superintendent, the Contractor and the subcontractor. The party effecting insurance under Clause 18 or Clause 19 shall ensure that whenever the insurer gives to that party: (a) a notice of cancellation of the policy or other notice concerning the policy that may, in respect of this Contract, affect the insurance cover or the terms of the policy; or (b) a notice of that party's failure to renew the policy or to pay a



Clause Number	Issue	Proposed Amendment
		premium concerning the policy, that party shall as soon as practicable provide the other party with a copy of the notice received from the insurer." Acceptable
General Conditions of Contract – Annexure Part A		
	The item that applies to clause 18(ii) relating to "the assessment for insurance purposes of the costs of demolition and removal of debris" needs to be amended to reflect the wording of Thiess Services' insurance policy.	Delete "\$10,000.00" and insert "20% of loss (subject to a maximum amount each and every loss of \$15,000,000 any one occurrence". Not acceptable
	The item that applies to clause 18(v) relating to "additional amount or percentage" should be marked as not applicable in light of the requested amendment by Thiess Services' insurer to that clause.	Delete "10% of Contract Sum" and insert "Not applicable". Not acceptable
General Conditions of Contract - Annexure Part B – Will be changed as applicable depending on changes made		
Part 2	Add further clauses now amended (if request approved).	Insert, where applicable, the following additional amended clauses to those already listed: "16, 18, 19, 20, 21".
Part 3	Add new clause 50 to list of additional clauses.	At the end, add "Clause 50 – Limitation of Liability".

ITEM 6 RRF CIVIL INFRASTRUCTURE WORKS - TENDER RECOMMENDATION

Tender No: 13/92

File No: WST/93

Attachment(s): 1. Tender 13/92 URS Tender Report and Recommendation

Author: Ian Watkins

SUMMARY

The purpose of this report is to provide Council with information associated with the tender process and recommendation for the construction of the Mindarie Regional Council (MRC) RRF Civil Infrastructure Works.

BACKGROUND

As part of the development of the Resource Recovery Facility in Neerabup, the MRC is required to provide the site entrance, internal access roads and weighbridge facility for BioVision. The MRC also needs to construct a site administration office and education centre for its own needs.

URS was engaged by Council to provide engineering consultancy services for the design, tendering and construction superintendents for the MRC Resource Recovery Facility infrastructure works. As part of this appointment, tenders were called for the civil (roadworks, services and weighbridge) component of the works.

Works associated with the weighbridge office, site administration office and education centre will be the subject of a separate tender exercise.

DETAIL

Tender 13/92

The tendered scope of works included:

- Site entrance.
- Internal access roads.
- Aboveground weighbridge.
- Car parking.
- Double bus parking bay.
- Water supply from on-site bores to MRC and BioVision infrastructure.
- Power supply and communications from the BioVision Lease area.
- Water supply pipeline for future mains connection.
- Sewer pipeline for future mains connection.
- Conduits for future mains power supply and communications connections (Stage 2 and 3).
- Perimeter fencing.

- Installations to anticipate future Stage 2 and Stage 3 development.
- Space allowance for future outbound weighbridge.

Tender Process and Prices Received

URS has compiled a tender evaluation report and recommendation providing the details of the tender process and a summary of the prices received. The URS report is at **Attachment One** to this report.

The Tender was advertised on Saturday 6 September 2008 and closed on Tuesday 23 September 2008. Five companies submitted tenders for the proposed works. **Table No. 1** provides a summary of the prices received.

Table No. 1 - Summary of Tender Prices

Item	Company	Tendered Price (Excl. GST)
1.	Griffin Civil Pty Ltd	\$859,912.30
2.	CECK Civil Construction Pty Ltd	\$882,700.30
3.	Downer EDI Works Pty Ltd	\$924,671.00
4.	West Forced Construction Pty Ltd	\$1,125,498.00
5.	JMS Civil and Mining Pty Ltd	\$1,202,782.94

Following the checking of the submitted tender prices there was an arithmetic error identified in the Griffin Civil tender; however, this did not change the tender price. **Table No. 2** provides a summary of the corrected tender prices.

Table No. 2 - Summary of Corrected Prices

Item	Company	Corrected Tendered Price (Excl. GST)	Variance (Excl. GST)
1.	Griffin Civil Pty Ltd	\$859,912.30	+\$1,385.50
2.	CECK Civil Construction Pty Ltd	\$882,700.30	\$0.00
3.	Downer EDI Works Pty Ltd	\$924,671.00	\$0.00
4.	West Forced Construction Pty Ltd	\$1,125,498.00	\$0.00
5.	JMS Civil and Mining Pty Ltd	\$1,202,782.94	\$0.00

Selection Criteria

The following criteria were used to assess the tenders and determined the most advantageous offer presented:

- Compliance Criteria assessed on a Yes/No basis.
- Qualitative Criteria - price offered.
- Qualitative Criteria - ability and overall suitability.
- Qualitative Criteria - relevant experience.

Tender Assessment

Tenders received were assessed by Ian Watkins (MRC), Chris Jansen and James Stevens (URS).

All tenders received were deemed as conforming tenders, with all tenderers having the ability, experience and capacity to successfully undertake the works.

The differentiating factor between the various tenders received was based on price.

Table 3: Price Rank and Weighting

Company	Rank and Weighting (%)
Griffin Civil Pty Ltd	50
CECK Civil Construction Pty Ltd	40
Downer EDI Works Pty Ltd	30
West Force Construction Pty Ltd	20
JMS Civil and Mining (Aust) Pty Ltd	10

Tender Award Recommendation

That the works be awarded to Griffin Civil as the tender provided the best value for money.

Contract Contingency

The City of Wanneroo has recently advised that there is a requirement to undertake minor upgrades to the intersection off Pederick Road as well as making some minor design changes to the site access road. All these changes improve site access for large vehicles. These changes were only identified a few of days before tenders were due to close. The decision was made not to make late changes to the tender documentation but simply to add the minor works to the scope after award of the contract.

Consequently there will be a marginal increase in the cost of the works. To cater for this it is proposed that a 10% contingency allowance be added to the awarded contract sum. This contingency allowance will not be part of the contract award value to the successful contractor, but be maintained and managed by the MRC Administration to cover necessary variations to the scope of work during the project.

Due to the complexity of the works involving installation of a number of different services including pipework and conduits for future services there may also be a need to make slight on-site adjustments to the scope during the execution of the contract. The contingency allowance will also be used to cover these minor amendments.

CONSULTATION

Consultation has occurred with the following groups:

- Tamala Park operations staff
- BioVision
- Kerman Construction (BioVision contractor)
- City of Wanneroo
- URS
- Dun & Bradstreet

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Current policy for contract variations is 10% of the contract value or \$50,000, whichever is the lower. It is requested at Recommendation (ii) that a greater value (130,000) be applied to this contract to cover unknown items that may eventuate as part of the contract works.

STRATEGIC IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Provision exists within the context of the Budget 2008/2009 for the construction of the MRC infrastructure. The civil works component was originally estimated at approximately \$600,000. Following the assessment of the tenders received, the award value of \$859,912.30 is approximately \$260,000 above budget estimates. This is primarily due to the redesign of the site entrance road (City of Wanneroo planning requirements) and consequently the need to incorporate significant areas of concrete pavement within the roadworks. Although the concrete pavement solution is more expensive than traditional asphalt paving, it will provide a long-term solution without the need to reconstruct the site entrance at some time in the future (while the facility is operating).

With the inclusion of a 10% contingency of approximately \$86,000, the contract works will cost approximately \$350,000 more than originally anticipated at the time of setting the project budget. The budget does however, include a contingency of \$500,000 for unforeseen circumstances and there is also the savings of approximately \$800,000 in the power installation; hence, there are sufficient funds available to cover the necessary works.

It is noted that the scope of work also includes expenditure to install pipes, ducts and conduits to allow for future stages of development as well as tie into the mains infrastructure as and when it arrived in the street. All the provisions for future development(s) increased current costs; however, will save significant cost in the future.

Due to the technical nature of the design, tendering and superintendent activities associated with the project it has always been anticipated that this work would be outsourced to a consulting firm, with funds being allocated accordingly in the project budget.

MRC Administration has also undertaken an assessment of the Griffin Civil Pty Ltd financial position and financial ability to undertake the works. The outcome of this assessment is that Griffin Civil Pty Ltd is in a suitable financial position to undertake the works.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

The group discussed the following issues and the report was amended accordingly:

- Contract contingency/variation policy

RECOMMENDATION

That Council:

- (i) accept the tenders from Griffin Civil Pty Ltd submitted in response to Tender No. 13/92 for the MRC RRF Civil Infrastructure Works to the value of \$859,912.30 (excluding GST)
- (ii) approve a contingency value of \$130,000 (excluding GST) to be managed by the MRC Administration to cover variations to the tendered scope of work

ATTACHMENT ONE
TO ITEM 6
TECHNICAL WORKING GROUP MEETING
10 OCTOBER 2008
TENDER 13/92
URS TENDER REPORT AND RECOMMENDATION



1/10/2008

Mr Ian Watkins
Project Manager
Mindarie Regional Council
PO Box 538
Joondalup, WA
6919

Dear Ian,

RE: Tamala Park Tender 13/92 : Tender Report and Recommendation

Please find our tender adjudication and recommendation for Tender 13/92.

There were a total of five tenderer's received on Tuesday 23rd September 2008, as listed below.

- i. Griffin Civil Pty Ltd
- ii. CECK Civil Construction Pty Ltd
- iii. Downer EDI Works Pty Ltd
- iv. JMS Civil and Mining (Aust) Pty Ltd
- v. WestForce Construction Pty Ltd

1. Opened and Corrected Tender Amounts

The tender is a lump sum fixed price tender consisting of a priced tender schedule for the scope of works. The tender amounts, as opened, are shown in Table 1 below.

Table 1: Tender amounts as opened (Excluding GST)

1	Griffin Civil Pty Ltd	\$ 859,912.30
2	CECK Civil Construction Pty Ltd	\$ 882,700.30
3	Downer EDI Works Pty Ltd	\$ 924,671.00
4	JMS Civil and Mining (Aust) Pty Ltd	\$ 1,202,782.94
5	West Force Construction Pty Ltd	\$ 1,125,498.00

Tender amounts were checked for arithmetical errors. The tender content were evaluated and adjusted where required to ensure that a common base for comparison was established. The corrected tender amounts are shown in Table 2 below.

Table 2: Corrected tender amounts (Excluding GST)

1	Griffin Civil Pty Ltd	\$ 859,912.30 (+ \$1385.50)
2	CECK Civil Construction Pty Ltd	\$ 882,700.30
3	Downer EDI Works Pty Ltd	\$ 924,671.00
4	JMS Civil and Mining (Aust) Pty Ltd	\$ 1,202,782.94
5	West Force Construction Pty Ltd	\$ 1,125,498.00

There was only one tender that submitted an inconsistent bid, however the inconsistency did not affect the ranking of the tenderer's.



The inconsistencies were as follows:

.../2

Name of Tenderer: Griffin Civil

- Inconsistency One: The price submitted was \$1,385.50 under the opened tender amount. After contacting Griffin, it was a mistake on their behalf and the amount on opening of tender will be used. \$859,912.30

As part of the Qualification for the Tender, a selection criteria was used to assess each tender in accordance with the following breakdown (Table 3) (Item 1.8.2 in Tender document).

In determining the most advantageous Tender, the evaluation panel, consisting of two people from URS and one from the MRC, scored each Tenderer against the Qualitative Criteria.

In the tender it was stated that it was essential that tenderers address each qualitative criterion, Tender information would be used to select the chosen contractor, and failure to provide any of the specified information may result in the elimination from the Tender evaluation process. All tenderer's provided sufficient information to allow the tenders to be evaluated.

Table 3: Qualitative Criteria

Description of Qualitative Criteria	Weighting
(a) Price offered	50%
(b) Ability and overall suitability for Mindarie Regional Council requirements	20%
(c) Demonstrated and relevant experience in providing similar service(s).	30%

2. Comparison of Tender Prices (a) – 50%

The tender schedule was summarised per Item (set out in the Bill of Quantities) to identify major price difference between the tenders and to compare pricing structure. The summary of the tender schedules is shown in Table 4 below.



.../3

Table 4: Tender price summary (Excluding GST)

Description	Average	Griffin	CECK	Downer	JMS Civil and Mining (Aust) Pty Ltd	WestForce
Preliminaries and site establishment	143,680.54	110,770	54,041	46,360	306,885	200,436
Earthworks	40,000	40,000	40,000	40,000	40,000	40,000
Road Works	385,842	256,806	361,905	458,448	484,559	367,493
Drainage	41,811	47,436	41,127	38,479	35,103	46,908
Installation of services	87,782	111,913	122,066	62,667	70,579	71,685
Hatching / Painting	20,333	13,821	26,953	26,966	12,436	21,488
Footpath	9,043	6,699	6,781	9,876	9,108	12,755
Signage	7,003	5,850	5,272	5,508	9,240	9,147
Vehicle Crossing	6,949	5,670	5,992	6,593	5,371	11,120
Onsite Sewer System	16,266	14,017	15,277	19,411	13,949	18,676
Weighbridge	236,364	239,800	195,880	204,633	215,548	325,910
Additional (Not in BOQ)		5,500	-	5700	-	-
Total Tender Price (Excluding GST)	\$999,112.85	\$859,912.30	\$882,700.30	\$924,671.00	\$1,202,782.94	\$1,125,498.00

From the above data, the cost in constructing the current Tender 13/92 varies from a low of \$859,912.30 (Griffin Civil) to a high of \$1,202,782.94 (JMS Civil and Mining (Aust) Pty Ltd) resulting in a difference of \$342,870.64 or a variance of 39.9%.

From the above Table (4) it can be seen that the lowest Tender was from Griffin Civil with a fixed sum of \$859,912.30.

Table 5: Price Rank and Weighting

Company	Rank and Weighting (%)
Griffin Civil	50
CECK	40
Downer	30
WestForce	20
JMS Civil and Mining (Aust) Pty Ltd	10



3 Ability and Suitability (b) – 20%

.../4

All five tenderer's have demonstrated their technical ability to undertake the necessary works. Hence all five tenderers received the full score of **20%** for Ability and Suitability.

4. Relevant Experience (c) – 30%

All five tenderers within there tender showed experience in undertaking similar works. All five received a full score of **30%** for Relevant Experience.

5. Breakdown of Tender

a) CECK - \$882,700.30 (-GST)

- A very complete submission.
- Within the BOQ there were two entries under Earthworks. The Tender Earthworks was to be a provisional sum of \$40,000, CECK included an Earthworks value of \$7,401.11 and also the Provisional Sum of \$40,000. Hence, the CECK Tender price was overstated by \$7,401.11.
- CECK provided the second lowest price. \$22,788 more than Griffin (including the double earthworks) \$15,386.89 taking out the second earth works amount.

b) Downer – 924,671.00 (-GST)

- The best presented submission.
- Third lowest price.

c) Griffin – \$859,912.30 (-GST)

- The lowest price submission presented.
- Similar to others in that all five had undertaken Local Government works.

c) JMS Civil and Mining (Aust) Pty Ltd- \$1,202,782.94 (-GST)

- The most expensive of the five submissions.

d) WestForce - \$1,125,498.00 (-GST)

- Second most expensive submission.

6. Recommendation

All five tenderers have similar technical ability, therefore the tender should therefore be awarded on a financial basis. The tender submitted by **Griffin Civil** is the lowest and offers the best value to Mindarie Regional Council.

In view of the above, it is recommended that the tender be awarded to Griffin Civil Pty Ltd for the amount of \$859,912.30 (Excluding GST).



7. Contract Negotiation

.../5

The recommended contractor will be following the Australian Standard of Contracts - AS2124. Within the Tender submission Griffin Civil has not identified any clauses that will affect the scope or time of work.

The final construction drawings have not yet been approved by the relevant authorities and changes to the scope of work, if any, may affect the contract price.

We trust the above is satisfactory however please do not hesitate to call the undersigned should you require any further information or clarification.

Yours sincerely

A handwritten signature in black ink, appearing to read 'James Stevens'.

James Stevens
Civil / Mining Engineer
On behalf of
URS Australia Pty Ltd

ITEM 7 A REVISED STRATEGIC PLAN FOR MINDARIE REGIONAL COUNCIL

File No: **COR/2**

Attachment(s) **1. Workshop Notes**
 2. Revised Strategic Plan (2009 – 2029)

Author: **Kevin Poynton**

BACKGROUND

- Review of current Mindarie Regional Council Strategic Plan commenced March 2008 via series of workshops facilitated by Ms Helen Hardcastle.
- Revised Strategic Plan consisting of
 - Vision
 - Mission
 - Guiding Principles
 - Objectives
 - Strategies

DETAIL

Workshop Notes.

- See Attachment One.

Key Deductions

- Key deductions from workshops as follows:
 - That the Strategic OUTCOME to be encapsulated in the VISION for Mindarie Regional Council should be minimisation of impact of waste on the environment
 - That the MISSION for Mindarie Regional Council, described as the aim for the business, in clear terms, in order to achieve the VISION should reflect:
 - 1. delivery of waste processing services
 - 2. leadership of our community in waste management practice
 - That major operational thrust should be processing of waste/resources
 - That processing can be via variety of facilities i.e. landfill, Resource Recovery Facility, transfer station, etc, some of which are in DEFINED LOCATIONS e.g. Tamala Park, Neerabup
 - That 'community education' is a critical success factor in order to ensure 'optimal inputs' to processing facilities
 - That service delivery i.e. PROCESSING can be via direct means or indirect i.e. contract means

-
- That 'industry leadership' can be conducted via proactive 'scene setting and achieving' strategies
 - That the linkage between the Mindarie Regional Council business and climate change need to be identified

A Revised Strategic Plan (2009 - 2029)

The revised Strategic Plan (2009 – 2029) has key characteristics as follows:

- A time frame of twenty years to accord with the Council's approved Strategic Financial Plan
- A VISION which describes the OUTCOMES from our business
- A MISSION which describes how the Mindarie Regional Council business will deliver these OUTCOMES
- A set of PRINCIPLES to guide the Mindarie Regional Council
- A Business Process Model
- A Suite of Objectives and associated strategies, outcomes and performance indicators
- Plan to be reviewed every two years

The final draft revised Strategic Plan (2009 – 2029) is at Attachment Two.

Usage of the Revised Strategic Plan.

The Revised Strategic Plan will provide the basis for the formulation of the Mindarie Regional Council's annual Business Plan, which, in turn is resourced via the annual Budget. The first Business Plan to be derived from the revised Strategic Plan will be Business Plan 2009/2010.

In addition, the Strategic Plan will be the primary reference for any work undertaken with respect to the Council's Strategic Waste Minimisation Plan – a requirement stipulated by State Government.

STRATEGIC IMPLICATIONS

The revised Strategic Plan will provide an appropriate strategic framework for the Mindarie Regional Council business.

POLICY IMPLICATIONS

The Mindarie Regional Council administration is currently reviewing and revising its suite of policies. These revised draft policies will be presented to Council in batches, for approval, commencing in October 2008. It is proposed to also develop a policy titled 'Strategic Planning'.

FINANCIAL IMPLICATIONS

The activities associated with the Strategic Plan, and associated annual Business Plans, will be resourced in accordance with the Mindarie Regional Council's approved Strategic Financial Plan.

COMMENT

The Mindarie Regional Council team – Councillors, administration and officers from Member Councils – has developed, via a series of workshops, a revised Strategic Plan. Council consideration is now appropriate.

TECHNICAL WORKING GROUP – 10 OCTOBER 2008

Nil discussion.

RECOMMENDATION

That Council approve the draft Strategic Plan (2009 – 2029) at Attachment Two to this Item.

ATTACHMENT ONE
TO ITEM 7
TECHNICAL WORKING GROUP
10 OCTOBER 2008
WORKSHOP NOTES

MINDARIE REGIONAL COUNCIL

STRATEGIC PLANNING 2008 – 2028 HORIZON

SUMMARY: 17 MARCH 2008 AND 14 APRIL 2008

Vision for the Future

- Multiple locations.
- Multiple dimensions.
- Multiple technologies.
- Multiple funding models.

Risks, Assumptions and Constraints

- Establishment agreement.
- 7 members.
- Governance model.
- Little flexibility.
- Different collection models.
- No control of waste.
- Difficult to compete with commercial.

Benefits and Drivers

- Increased potential.
- Regionalisation trend.
- Government influence.
- FORC strength.
- Selling power.
- Buying power.
- Economy of scale.
- Community drivers.
- Sustainability
 - Community obligation
 - Environmental sustainability

Way Forward

- Guarantee ownership of waste (input/supply) establishment agreement (assumption of 7 members for domestic waste).
- Business model – project participation agreements for specific business cases (capacity:cost).

Principles (business rules)

- Leadership
- Innovative
- Integrated Waste Management

- Partnerships
- Technology Focused
- Efficient/Effective
- Sustainability

KEY FOCUS AREAS

1. Landfill Capability

Son of Tamala

- Need guaranteed land (future, may use other landfill)

Tamala

- Tenure?
- Long term use? (rehabilitation?)
- Demolition
- E-waste, hazardous

2. Resource Recovery Facility

- Increased focus, Stage 2
- Growth? Son of RRF?
- New technologies, locations (consider transport costs), different resources, other than organic

3. Processing Nodes

- Collection depots
 - Transfer stations
 - Sorting stations
 - Green processing
 - MRF's
 - Drop offs
- Business case criteria
 - Distance, output, TBL support, market analysis

4. Partnerships optimise waste processing

4.1 Recycle Reuse : Waste

Options

- Partnerships with industry (residual/recycle, eg. Midland Brick, roads)
- Government (CDL, legislation)

4.2 Community Partnership

Options

- Education (reduction, recycle, reuse)
- Public awareness

5. **Governance** efficiency and effectiveness

5.1 **Financial sustainability**

5.2 **Brokerage/Contract management**

Options

- Contract – 2011
- Project participation agreements

5.3 **Stakeholder Partnerships**

Options

- Member Councils
- Waste Authority
- FORC, MWAC
- Community

5.4 **Research**

Options

- Technology
- Carbon credits

5.5 **Standards**

Options

- TBL

ATTACHMENT TWO
TO ITEM 7
TECHNICAL WORKING GROUP
10 OCTOBER 2008
REVISED STRATEGIC PLAN

MINDARIE REGIONAL COUNCIL
2009 – 2029
AS AT OCTOBER 2008

VISION

We, at Mindarie Regional Council, are setting and achieving the standard for minimising the impact of waste on the environment, for the benefit of the Region's community.

MISSION

We, at Mindarie Regional Council, are

- Delivering effective, efficient and environmentally sound waste processing services.
- Leading our community in sustainable waste management practices via a 'reduce, reuse and recycle' philosophy.

PRINCIPLES

Guiding Principles:

Business Principles that guide our decisions and actions.

Community Focused:

We will understand, engage and support our communities to meet and manage their expectations.

Innovation:

We will engage and adapt to future trends and research, utilising contemporary practices and technology.

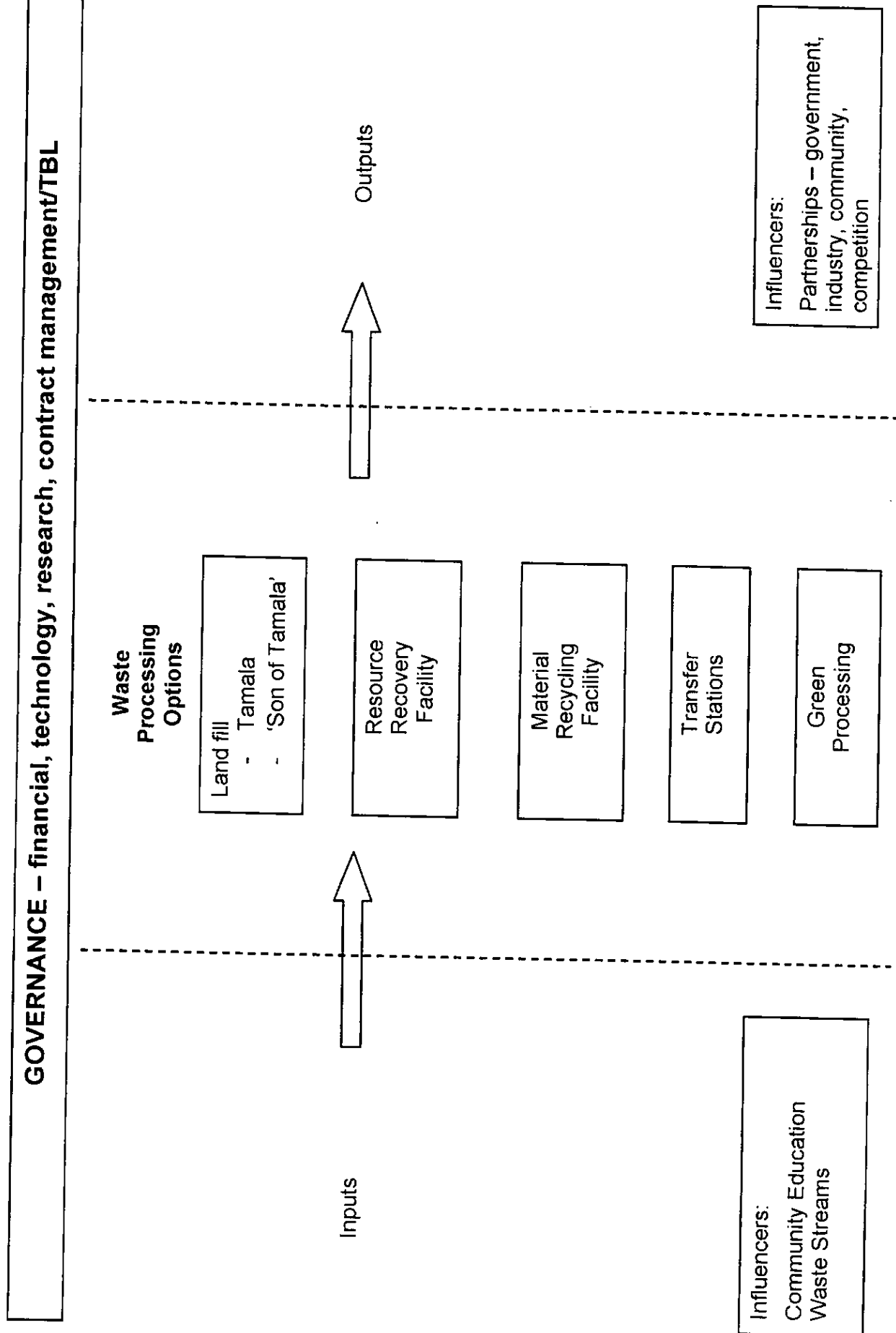
Partnerships:

We will seek partnerships and alliances, building strong relationships and networks to maximise our outcomes.

Leadership:

We will provide and contribute to community and industry leadership, through our focus on environmental, economic social and governance principles and practices.

BUSINESS PROCESS MODEL



Objective One

WASTE MANAGEMENT

Objective	Strategies	Outcomes	Performance Indicators
To manage waste in a way that <i>Maximises resource recovery</i> <i>Minimises waste to landfill</i> In order to minimise environmental impact.	✓ Operate existing waste/resource management processing projects conducted at least at the following locations - - Tamala Park (landfill, recycling, reuse) - Neerabup (recycling via Resource Recovery Facility Stage One and beyond) ✓ Generate income via processing projects at Tamala Park, specifically, via landfill activities, landfill gas management and recycling of material e.g. paper, steel.	✓ Satisfactory processing of all INPUT waste/resources to produce planned OUTPUTS. ✓ Satisfactory level of income to sustain planned activities.	✓ Satisfactory report card on economic, environmental and social grounds for all operations.

Objective Two

WASTE/RESOURCE PROCESSING

Objective	Strategies	Outcomes	Performance Indicators
To identify, evaluate and implement opportunities for expansion of the waste management business.	✓ Develop an integrated regional plan for the processing of at least Municipal Solid Waste (MSW).	✓ Viable plans for expansion of waste/resource processing capability.	✓ Number of opportunities identified and investigated.
	✓ Expand knowledge of existing processing methodologies with due respect to industry developments, Government policy and contemporary drivers such as "climate change".		✓ Number of business plans developed.
	✓ Identify opportunities for Mindarie Regional Council operation of additional processing facilities preferably within the region, with particular emphasis on a future landfill site potential ("Son of Tamala").		
	✓ Develop business opportunities, where viable, with due respect to best appropriate practice and competition, into plans for an expanded processing capability.		

Objective Three

INDUSTRY LEADERSHIP AND ADVOCACY

Objective	Strategies	Outcomes	Performance Indicators
To identify and promote industry-wide initiatives for improvements to waste/resource management, particularly in relation to waste minimisation and resource recovery.	✓ To identify and adopt contemporary approaches to waste minimisation, resource recovery, and the associated community engagement. ✓ To partner with complementary organisations in order to further develop improved approaches to waste minimisation and resource recovery.	✓ Utilisation of best appropriate practice waste management strategies ✓ Optimisation of - suitable INPUT streams and - utilisation of OUTPUT streams	✓ Demonstrated consideration of all relevant contemporary options, prior to decision making ✓ Demonstrated partnership arrangements

Objective Four

COMMUNITY ENGAGEMENT

Objective	Strategies	Outcomes	Performance Indicators
To engage with the community in the Mindarie region in order to promote behaviour consistent with the region's operational plans for waste/resource management.	✓ To conduct contemporary research programmes in order to fully understand the characteristics of our community.	✓ Understanding of community segmentation and motivators, which can be applied in the communication program.	✓ Continuously improved levels of awareness and participation as shown through survey results.
	✓ To operate an effective integrated communication strategy, to ensure that stakeholders, including community, receive clear and consistent information.	✓ Community understanding and support for waste management projects and initiatives.	✓ Increasing numbers of tours. Increasing levels of exposure for "The Roaming Recycler". Change in waste practices as shown through regional waste audits.
	✓ To maintain the CEAG forum for communication and discussion of issues related to the RRF.	✓ Continued strong and effective operation of CEAG.	✓ High levels of satisfaction from CEAG members at annual review. High levels of CEAG satisfaction with implementation of CPA. Low levels of community concern with operation of RRF.
	✓ To conduct behavioural change programs to promote behaviour consistent with operational plans.	✓ Solid expansion and consolidation of Earth Carers volunteer corps to support waste communication activities.	✓ High levels of satisfaction with Earth Carer training. Increasing levels of Earth Carer community outreach activity.
	✓ To build a strong and integrated regional approach to waste education.	✓ Continued strong and effective operation of WESSG.	✓ Successful implementation of integrated programs across the region.

Objective Five

ORGANISATIONAL MANAGEMENT

<i>Objective</i>	<i>Strategies</i>	<i>Outcomes</i>	<i>Performance Indicators</i>
<i>To maintain excellent management of the Mindarie Regional Council organisation.</i>	✓ Review and improve existing systems for the governance of the Council, including the preparation of an Established Agreement. ✓ Improve collaboration between participating Councils on matters associated with waste management. ✓ Fund operations and capital programmes independent of participant Councils. ✓ Establish suitable assets, particularly for future landfill and Resource Recovery Facilities. ✓ Develop and implement a comprehensive marketing plan, including state-wide communication and community engagement, for Mindarie Regional Council. ✓ Conduct a structural review of Mindarie Regional Council's organisation to ensure consistency with future needs.	✓ Approved Establishment Agreement. ✓ ✓ Sustainable financial operations. ✓ Adequate asset suite. ✓ Improved recognition of MRC by stakeholders. ✓ Existence of appropriate structure.	✓ ✓ ✓ Satisfactory financial report and via annual audit. ✓ ✓ ✓

**ITEM 8.2.1 FINANCIAL STATEMENTS FOR THE PERIODS ENDED
31 JULY 2008 AND 31 AUGUST 2008**

File No: **FIN/5-02**

Attachment(s): **1. Financial Statement for the period ended 31 July 2008**
 2. Financial Statement for the period ended 31 August 2008

Author: **Kalwant Dhillon**

SUMMARY

The purpose of this report is to provide financial reporting to meet statutory requirements and to provide useful information to stakeholders of the Council.

BACKGROUND

Financial Statements as at 31 July 2008 and 31 August 2008 are attached and show separate columns for Actual and Adopted Revised Budget figures.

Reporting requirements are defined by regulations 34 and 35 of the Local Government (Financial Management) Regulations 1996. There is scope in these regulations to provide other reporting that the Local Government considers appropriate.

The financial statements presented for each month consist of:

- Operating Statement by Nature
- Operating Statement by Function
- Statement of Financial Position
- Statement of Investing Activities

DETAIL

The reports attached are for the months ended 31 July 2008 and 31 August 2008 and are at Attachments One and Two to this Item.

- **Statement of Income and Expenditure.** Pages 2 to 3 of the Attachment. These statements have been adjusted to include a number of year-to-date estimates that are not finalised until the end of the financial year. These are as follows:
 - Deferred Excavation Consumed
 - Site Rehabilitation Provision
 - Site Monitoring Provision

These are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on a survey carried out to assess the "air space" remaining.

- **Operating Statements by Function and Type.** At page 4 of the Attachment. This shows a summary of operating income and expenditures. The Operating Statement by Function may be useful to the reader as a snapshot of the business operations

A complete suite of Financial Statements including Operating Statement and Statement of Financial Position are reported on a monthly basis and include accruals that may be based on estimates to provide meaningful reporting to stakeholders. These reports are at Attachment One and Two to this Item.

Impact of Global Crisis

The global crisis has impacted on a number of Councils (including some Regional Councils) in relation to the investments made by these Councils. The failed investments relates to the collapsed Lehman Bros. and investment in collateralised debt in the main. Mindarie Regional Council does not hold any investments in collateralised debts and it has no dealings with Lehman Bros.

The 'meltdown' is expected to slow the pace of the economy and there could be possible implications on Casual (and perhaps Member Council) Sales. However with the latest 'stimulant' package from the Federal Government, experts are of the view that it is likely to stabilise the Stock Market and the Financial Banking Sector.

In view of this, it is unlikely that the impact on Mindarie Regional Council Casual sales (and the Member Council sales) would be significant at this stage. However, the mid-year review would be with the passage of time an opportune time to assess any emergence in the slow down trend.

RECOMMENDATION

That the Financial Statements as attached at Attachment One and Two for the months ended 31 July 2008 and 31 August 2008 be noted.

ATTACHMENT ONE
TO ITEM 8.2.1
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
FINANCIAL STATEMENT FOR THE PERIOD ENDED
31 JULY 2008



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 JULY 08**

Mindarie Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 July 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities						
User Charges						
User Charges - City of Perth	983,800	81,983	60,894			
User Charges - City of Waneroo	4,136,900	344,742	320,097			
User Charges - City of Joondalup	3,580,200	298,350	282,886			
User Charges - City of Stirling	4,942,300	411,858	494,025			
User Charges - Town of Cambridge	710,900	59,242	43,360			
User Charges - Town of Vincent	759,300	63,275	67,901			
User Charges - Town of Victoria Park	782,200	65,183	59,210			
Total Member User Charges	15,895,600	1,324,633	1,328,373	3,740	0.28%	
User Charges - City of South Perth	279,500	23,292	48,925	25,633	110.05%	
User Charges - Casual Tipping Fees	3,636,400	303,033	360,713	57,680	19.03%	
Total User Charges	19,811,500	1,650,958	1,738,011	87,053	5.27%	
Service Charges						
Sale of Recyclable Materials	350,000	29,167	38,300	9,133	31.31%	
Gas Power Generation Sales	450,000	37,500	192,759	155,259	414.02%	
Grants & Subsidies	73,000	0	0	0		
Contributions, Reimbursements & Donations	220,400	8,150	9,001	851	10.44%	
Interest Earnings	544,100	45,341	76,900	31,559	69.60%	
Other Revenue	10,200	850	0	(850)	-100.00%	
	21,459,200	1,771,966	2,054,971	283,005	15.97%	
Expenses from Ordinary Activities						
Employee Costs	3,746,540	311,070	225,539	85,531	27.50%	
Materials and Contracts						
Consultants and Contract Labour	581,500	48,458	9,228	39,230	80.96%	
Communications and Public Consultation	663,600	99,342	63,770	35,572	35.81%	
Landfill Expenses	784,000	74,500	74,947	(447)	-0.60%	
Office Expenses	326,850	59,275	35,859	23,416	39.50%	
Information Systems	314,800	26,233	10,399	15,834	60.36%	
Building Maintenance	82,900	6,908	4,265	2,643	38.26%	
Plant and Equipment Operating and Hire	1,191,800	99,317	61,998	37,319	37.58%	
Utilities	101,600	8,467	7,418	1,049	12.39%	
Depreciation	1,196,777	99,731	77,267	22,464	22.52%	
Borrowing Cost Expenses	1,506,400	125,533	111,882	13,651	10.87%	
Insurance	127,900	10,658	9,476	1,182	11.09%	
DEP Landfill Levy	2,469,800	205,817	171,449	34,368	16.70%	
Land Lease/Rental	600,000	50,000	45,727	4,273	8.55%	
Other Expenditure						
Member Costs	101,200	8,433	1,366	7,067	83.80%	
Administration	151,000	12,583	10,687	1,896	15.07%	
Amortisation (LandFill)	4,837,500	403,125	403,125	0	0.00%	
	18,784,167	1,649,450	1,324,402	325,048	19.71%	
Profit on Sale of Assets	7,948	0	0	0	0.00%	
Loss on Sale of Assets	0	0	0	0	0.00%	
	7,948	0	0	0	0.00%	
Changes in Net Assets Resulting from Operations	2,682,981	115,863	730,569	614,706	530.55%	

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 July 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
Community Ammenties	21,459,200	1,771,967	2,054,972	283,005	15.97%
Total Operating Revenues	21,459,200	1,771,967	2,054,972	283,005	15.97%
Profit on Disposal of Assets					
Community Ammenties	7,948	0	0	0	
Total Profit (Loss) on Disposal of Assets	7,948	0	0	0	
Expenses from Ordinary Activities					
Operating Expenses					
Governance	101,200	8,433	1,366	7,067	83.80%
Community Ammenties	16,044,767	1,427,821	1,127,299	300,522	21.05%
Other Property and Seviles	1,191,800	99,317	83,856	15,461	15.57%
Total Operating Expenses	17,337,767	1,535,571	1,212,521	323,050	21.04%
Loss on Disposal of Assets					
Community Ammenties	0	0	0	0	
Total Profit (Loss) on Disposal of Assets	0	0	0	0	
Borrowing Costs Expense					
Community Ammenties	1,446,400	120,533	111,882	8,651	7.18%
Total Borrowing Costs Expense	1,446,400	120,533	111,882	8,651	7.18%
NET RESULT	2,682,981	115,863	730,569	614,706	530.55%

Mindarie Regional Council
Balance Sheet
For the month ended 31 July 2008

Description	ACTUAL 2008/2009	Movement	Un-audited ACTUAL 2007/2008
CURRENT ASSETS			
Cash	2,570,801	(410,524)	2,981,325
Investments	9,616,635	154,857	9,461,778
Debtors	2,518,527	169,644	2,348,883
Stock	32,017	16,146	15,871
Prepayments	29,782	(227,246)	257,028
Other Current Assets	252,254	123,761	128,493
TOTAL CURRENT ASSETS	15,020,016	(173,362)	15,193,378
NON-CURRENT ASSETS			
Land	2,658,127	0	2,658,127
Buildings & Improvements	1,163,779	(20,560)	1,184,339
Furniture & Equipment	190,750	(23,775)	214,525
Plant & Equipment	2,409,104	(43,879)	2,452,983
Infrastructure - Other	463,867	(8,440)	472,307
Infrastructure - Excavation	14,685,202	(403,124)	15,088,326
Infrastructure - Rehabilitation	2,378,719	0	2,378,719
Work In Progress - Excavation	3,323,580	(28,286)	3,351,866
Work In Progress - RRF	5,639,490	16,617	5,622,873
TOTAL NON-CURRENT ASSETS	32,912,618	(511,449)	33,424,067
TOTAL ASSETS	47,932,634	(684,811)	48,617,445
CURRENT LIABILITIES			
Creditors	755,744	(1,144,790)	1,900,534
Provisions	508,309	(9,890)	518,199
Loans Leases Overdrafts	2,290,489	(15,717)	2,306,206
Accruals	559,891	(244,984)	804,875
Other Current Liabilities	0	0	0
TOTAL CURRENT LIABILITIES	4,114,433	(1,415,381)	5,529,814
NON CURRENT LIABILITIES			
Loans Leases Overdrafts	18,872,976	0	18,872,976
Other Non Current Liabilities	3,496,334	0	3,496,334
TOTAL NON CURRENT LIABILITIES	22,369,310	0	22,369,309
TOTAL LIABILITIES	26,483,743	(1,415,381)	27,899,123
NET ASSETS	21,448,891	730,569	20,718,322
EQUITY			
Retained Surplus	19,343,087	730,569	18,612,518
Reserves	138,029	0	138,029
Council Contribution	1,967,775	0	1,967,775
TOTAL EQUITY	21,448,891	730,569	20,718,322

MINDARIE REGIONAL COUNCIL
STATEMENT OF INVESTING ACTIVITIES
For the period ending 31 July 2008

Description	Adopted Budget	YTD Actual	% to Revised Budget
PLANT AND VEHICLES			
Plant and Vehicles			
Land Compactor	1,500,000	0	
Forklift 2.5 Tonne	35,000	0	
Welder's Vehicle	28,000	0	
Hook Lift Bin Truck (second bin truck)	256,000	0	
	1,819,000	0	0.00%
Machinery and Equipment			
3x Fire Hose Reels to Recycling Centre	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	0	
3x Dust Monitoring Stations	73,000	0	
Radiation Monitoring Station	40,000	0	
Sheet Metal Bending Machine	36,000	0	
Bench Grinding Machine	1,800	0	
Plasma Cutter	7,300	0	
5x Handheld 2-way Radio	4,400	0	
6x UHF Radio	1,500	0	
3x Vehicle 2-way Radio	3,600	0	
Dangerous Goods Locker	2,500	0	
2x Portable Water Cannon	2,300	0	
PA System - Recycling Centre	1,000	0	
Generator Upgrade	100,000	0	
	287,100	0	0.00%
TOTAL PLANT AND VEHICLES	2,106,100	0	0.00%
FURNITURE AND EQUIPMENTS			
Computer Equipment			
Replacement of Sapphire - HR/Payroll	2,000	0	
Replacement of Tourmaline - Mgr Finance	6,000	0	
Replacement of Chrysoberyl - Records	2,000	0	
Replacement of Corundum - OHS	2,000	0	
Replacement of Kyanite - Governance	2,000	0	
Purchase of new PC - Finance	2,000	0	
Replace Printers and Computing Equipments	20,000	0	
2x Gate Control Units	25,000	0	
Surveillance and Boom Gate, Etc	15,000	0	
Mobile PDA and Touchscreen	10,000	0	
	86,000	0	0.00%
Office Furniture and Equipment			
New Furniture and Fittings - Admin Building	80,000	0	
TOTAL PLANT AND VEHICLES	166,000	0	0.00%

MINDARIE REGIONAL COUNCIL
STATEMENT OF INVESTING ACTIVITIES
For the period ending 31 July 2008

Description	Adopted Budget	YTD Actual	% to Revised Budget
LAND AND BUILDINGS			
Land			
Land	12,300,000	0	
	12,300,000	0	0.00%
BUILDING			
Building			
Toilet Facilities-House, Recycling & Transfer Stn	43,000	0	
Replacement of Pergola	11,200	0	
Education Centre Building	21,000	0	
Workshop Extension (Welding Bay)	120,000	0	
Workshop Floor Replacement (New concrete works)	12,000	0	
Administration Building Extension	405,000	0	
Recycling Centre and Transfer Station Upgrade	209,000	0	
	821,200	0	0.00%
TOTAL LAND AND BUILDINGS	13,121,200	0	0.00%
INFRASTRUCTURE			
Operations			
Boundary Fence	8,400	0	
Installation of Barrier Fencing	15,200	0	
	23,600	0	0.00%
Resource Recovery Facility			
Legal Fees	50,000	0	
Financial and Probity Fees	20,000	0	
Insurance Review	10,000	0	
Superintendent and Management Fees	120,000	0	
Community Consultation	28,000	0	
Project Manager	42,000	3,531	
Site Infrastructures	1,330,000	13,086	
	1,600,000	16,617	1.04%
LANDFILL EXCAVATIONS			
Excavation - Phase 3 Stage 2			
Superintendent Fees	90,000	0	
Design	90,000	0	
Excavation	7,000,000	0	
MRC Project Manager	50,000	1,712	
Siteworks, Survey Etc	20,000	0	
	7,250,000	1,712	0.02%
Stage1 to Stage2 Tie-in			
Construction and Lining	1,850,000	0	
Superintendent Fees	60,000	0	
Design	60,000	0	
MRC Project Manager	20,000	0	
Siteworks, Survey Etc	10,000	0	
	2,000,000	0	0.00%
TOTAL LANDFILL EXCAVATIONS	9,250,000	1,712	0.02%

INFORMATION ON BORROWINGS

(a) Loan Repayments

Actual

	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 31/07/2008	Principal Repayments Actual to 31/07/2008	Principal Outstanding Actual to 31/07/2008	Interest Repayments Actual to 31/07/2008
Community Amenities								
Tamala Park Landfill								
Loan 8 - Building Upgrade	650,000	May-14	6.45%	438,424	0	0	438,424	1,778
Loan 9 - Stage 2 Phase 2 Construction	2,000,000	Nov-08	5.78%	275,477	0	0	275,477	1,352
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-12	5.98%	12,916,827	0	0	12,916,827	64,639
Regional Resource Recovery Facility								
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,774	0	0	2,117,774	10,739
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	15,719	1,814,963	9,567
Loan 10 - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000	17,600
Loan 10 - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	6,208
TOTAL	29,750,000			21,779,184	0	15,719	21,163,465	111,882

Note: Loan 10 - \$2,600,000 has a variable rate of 7.88% for the month of July 2008
Loan 10 - \$1,000,000 has a variable rate of 7.60% for the month of July 2008

ATTACHMENT TWO
TO ITEM 8.2.1
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
FINANCIAL STATEMENT FOR THE PERIOD ENDED
31 AUGUST 2008



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 AUGUST 08**

Mindarie Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 August 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities						
User Charges						
User Charges - City of Perth	983,800	163,967	125,183			
User Charges - City of Wanneroo	4,136,900	689,483	627,915			
User Charges - City of Joondalup	3,580,200	596,700	560,029			
User Charges - City of Stirling	4,942,300	823,717	935,203			
User Charges - Town of Cambridge	710,900	118,483	83,579			
User Charges - Town of Vincent	759,300	126,550	127,145			
User Charges - Town of Victoria Park	782,200	130,367	114,060			
Total Member User Charges	15,895,600	2,649,267	2,573,114	(76,153)	-2.87%	
User Charges - City of South Perth	279,500	46,583	108,166	61,583	132.20%	
User Charges - Casual Tipping Fees	3,636,400	606,067	700,776	94,709	15.63%	
Total User Charges	19,811,500	3,301,917	3,382,056	80,139	2.43%	
Service Charges						
Sale of Recyclable Materials	350,000	58,333	53,708	(4,625)	-7.93%	
Gas Power Generation Sales	450,000	75,000	192,759	117,759	157.01%	
Grants & Subsidies	73,000	0	9,839	9,839		
Contributions, Reimbursements & Donations	220,400	16,300	27,968	11,668	71.58%	
Interest Earnings	544,100	90,683	149,927	59,244	65.33%	
Other Revenue	10,200	1,700	22	(1,678)	-98.71%	
	21,459,200	3,543,933	3,816,279	272,346	7.68%	
Expenses from Ordinary Activities						
Employee Costs	3,746,540	639,407	521,159	118,248	18.49%	
Materials and Contracts						
Consultants and Contract Labour	581,500	96,917	31,256	65,661	67.75%	
Communications and Public Consultation	663,600	141,783	116,235	25,548	18.02%	
Landfill Expenses	784,000	144,500	145,569	(1,069)	-0.74%	
Office Expenses	326,850	74,500	71,867	2,633	3.53%	
Information Systems	314,800	52,465	17,545	34,920	66.56%	
Building Maintenance	82,900	13,817	12,125	1,692	12.25%	
Plant and Equipment Operating and Hire	1,191,800	198,633	121,528	77,105	38.82%	
Utilities	101,600	16,933	17,976	(1,043)	-6.16%	
Depreciation	1,196,777	199,463	154,519	44,944	22.53%	
Borrowing Cost Expenses	1,506,400	251,067	223,618	27,449	10.93%	
Insurance	127,900	21,317	19,397	1,920	9.01%	
DEP Landfill Levy	2,469,800	411,632	333,152	78,480	19.07%	
Land Lease/Rental	600,000	100,000	91,455	8,545	8.55%	
Other Expenditure						
Member Costs	101,200	16,867	1,366	15,501	91.90%	
Administration	151,000	25,167	19,608	5,559	22.09%	
Amortisation (Landfill)	4,837,500	806,250	806,250	0	0.00%	
	18,784,167	3,210,718	2,704,625	506,093	15.76%	
Profit on Sale of Assets	7,948	0	0	0	0.00%	
Loss on Sale of Assets	0	0	0	0	0.00%	
	7,948	0	0	0	0.00%	
Changes in Net Assets Resulting from Operations	2,682,981	333,215	1,111,654	778,439	233.61%	

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 August 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
Community Ammenties	21,459,200	3,543,933	3,816,279	272,346	7.68%
Total Operating Revenues	21,459,200	3,543,933	3,816,279	272,346	7.68%
Profit on Disposal of Assets					
Community Ammenties	7,948	0	0	0	
Total Profit (Loss) on Disposal of Assets	7,948	0	0	0	
Expenses from Ordinary Activities					
Operating Expenses					
Governance	101,200	16,867	1,366	15,501	91.90%
Community Ammenties	16,044,767	2,754,151	2,312,837	441,314	16.02%
Other Property and Seviles	1,191,800	198,633	166,804	31,829	16.02%
Total Operating Expenses	17,337,767	2,969,651	2,481,007	488,644	16.45%
Loss on Disposal of Assets					
Community Ammenties	0	0	0	0	
Total Profit (Loss) on Disposal of Assets	0	0	0	0	
Borrowing Costs Expense					
Community Ammenties	1,446,400	241,067	223,618	17,449	7.24%
Total Borrowing Costs Expense	1,446,400	241,067	223,618	17,449	7.24%
NET RESULT	2,682,981	333,215	1,111,654	778,439	233.61%

Mindarie Regional Council
Balance Sheet
For the month ended 31 August 2008

Description	ACTUAL 2008/2009	Movement	Un-audited ACTUAL 2007/2008
CURRENT ASSETS			
Cash	2,783,204	(198,121)	2,981,325
Investments	9,616,764	154,986	9,461,778
Debtors	2,676,430	327,547	2,348,883
Stock	54,871	39,000	15,871
Prepayments	109,960	(147,068)	257,028
Other Current Assets	235,004	106,511	128,493
TOTAL CURRENT ASSETS	15,476,233	282,855	15,193,378
NON-CURRENT ASSETS			
Land	2,658,127	0	2,658,127
Buildings & Improvements	1,143,215	(41,124)	1,184,339
Furniture & Equipment	208,161	(6,364)	214,525
Plant & Equipment	2,393,987	(58,996)	2,452,983
Infrastructure - Other	455,427	(16,880)	472,307
Infrastructure - Excavation	14,282,077	(806,249)	15,088,326
Infrastructure - Rehabilitation	2,378,719	0	2,378,719
Work In Progress - Excavation	3,610,476	258,610	3,351,866
Work In Progress - RRF	5,765,758	142,885	5,622,873
TOTAL NON-CURRENT ASSETS	32,895,947	(528,120)	33,424,067
TOTAL ASSETS	48,372,180	(245,265)	48,617,445
CURRENT LIABILITIES			
Creditors	765,865	(1,134,669)	1,900,534
Provisions	500,885	(17,314)	518,199
Loans Leases Overdrafts	2,232,293	(73,913)	2,306,206
Accruals	673,851	(131,024)	804,875
Other Current Liabilities	0	0	0
TOTAL CURRENT LIABILITIES	4,172,894	(1,356,920)	5,529,814
NON CURRENT LIABILITIES			
Loans Leases Overdrafts	18,872,976	0	18,872,976
Other Non Current Liabilities	3,496,334	0	3,496,334
TOTAL NON CURRENT LIABILITIES	22,369,310	0	22,369,309
TOTAL LIABILITIES	26,542,204	(1,356,920)	27,899,123
NET ASSETS	21,829,976	1,111,654	20,718,322
EQUITY			
Retained Surplus	19,724,172	1,111,654	18,612,518
Reserves	138,029	0	138,029
Council Contribution	1,967,775	0	1,967,775
TOTAL EQUITY	21,829,976	1,111,654	20,718,322

MINDARIE REGIONAL COUNCIL
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 August 2008

Description	Adopted Budget	YTD Actual	% to Revised Budget
PLANT AND VEHICLES			
Plant and Vehicles			
Land Compactor	1,500,000	0	
Forklift 2.5 Tonne	35,000	22,500	64.29%
Welder's Vehicle	28,000	0	
Hook Lift Bin Truck (second bin truck)	256,000	0	
	1,819,000	22,500	1.24%
Machinery and Equipment			
3x Fire Hose Reels to Recycling Centre	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	0	
3x Dust Monitoring Stations	73,000	0	
Radiation Monitoring Station	40,000	0	
Sheet Metal Bending Machine	36,000	0	
Bench Grinding Machine	1,800	0	
Plasma Cutter	7,300	0	
5x Handheld 2-way Radio	4,400	3,050	69.32%
6x UHF Radio	1,500	2,250	150.00%
3x Vehicle 2-way Radio	3,600	0	
Dangerous Goods Locker	2,500	0	
2x Portable Water Cannon	2,300	0	
PA System - Recycling Centre	1,000	960	96.00%
Generator Upgrade	100,000	0	
	287,100	6,260	2.18%
TOTAL PLANT AND VEHICLES	2,106,100	28,760	1.37%
FURNITURE AND EQUIPMENTS			
Computer Equipment			
Replacement of Sapphire - HR/Payroll	2,000	0	
Replacement of Tourmaline - Mgr Finance	6,000	0	
Replacement of Chrysoberyl - Records	2,000	0	
Replacement of Corundum - OHS	2,000	0	
Replacement of Kyanite - Governance	2,000	0	
Purchase of new PC - Finance	2,000	0	
Replace Printers and Computing Equipments	20,000	2,395	11.98%
2x Gate Control Units	25,000	0	
Surveillance and Boom Gate, Etc	15,000	0	
Mobile PDA and Touchscreen	10,000	0	
	86,000	2,395	2.78%
Office Furniture and Equipment			
New Furniture and Fittings - Admin Building	80,000	0	
TOTAL PLANT AND VEHICLES	166,000	2,395	1.44%

MINDARIE REGIONAL COUNCIL
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 August 2008

Description	Adopted Budget	YTD Actual	% to Revised Budget
LAND AND BUILDINGS			
Land			
Land	12,300,000	0	
	12,300,000	0	0.00%
BUILDING			
Building			
Toilet Facilities-House, Recycling & Transfer Stn	43,000	0	
Replacement of Pergola	11,200	0	
Education Centre Building	21,000	0	
Workshop Extension (Welding Bay)	120,000	0	
Workshop Floor Replacement (New concrete works)	12,000	0	
Administration Building Extension	405,000	0	
Recycling Centre and Transfer Station Upgrade	209,000	0	
	821,200	0	0.00%
TOTAL LAND AND BUILDINGS	13,121,200	0	0.00%
INFRASTRUCTURE			
Operations			
Boundary Fence	8,400	0	
Installation of Barrier Fencing	15,200	0	
	23,600	0	0.00%
Resource Recovery Facility			
Legal Fees	50,000	6,404	
Financial and Probity Fees	20,000	0	
Insurance Review	10,000	0	
Superintendent and Management Fees	120,000	1,510	
Community Consultation	28,000	7,769	
Project Manager	42,000	10,379	
Site Infrastructures	1,330,000	116,822	
	1,600,000	142,884	8.93%
LANDFILL EXCAVATIONS			
Excavation - Phase 3 Stage 2			
Superintendent Fees	90,000	0	
Design	90,000	3,505	
Excavation	7,000,000	0	
MRC Project Manager	50,000	3,745	
Siteworks, Survey Etc	20,000	0	
	7,250,000	7,250	0.10%
Stage1 to Stage2 Tie-in			
Construction and Lining	1,850,000	0	
Superintendent Fees	60,000	0	
Design	60,000	0	
MRC Project Manager	20,000	0	
Siteworks, Survey Etc	10,000	0	
	2,000,000	0	0.00%
TOTAL LANDFILL EXCAVATIONS	9,250,000	7,250	0.08%

INFORMATION ON BORROWINGS

(a) Loan Repayments

Actual

	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 31/08/2008	Principal Repayments Actual to 31/08/2008	Principal Outstanding Actual to 31/08/2008	Interest Repayments Actual to 31/08/2008
Community Amenities								
Tamala Park Landfill								
Loan 8 - Building Upgrade	650,000	May-14	6.45%	438,424	0	15,128	423,296	4,795
Loan 9 - Stage 2 Phase 2 Construction	2,000,000	Nov-08	5.78%	275,477	0	0	275,477	2,705
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-12	5.98%	12,916,827	0	0	12,916,827	129,277
Regional Resource Recovery Facility								
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,774	0	43,068	2,074,706	21,316
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	15,719	1,814,963	19,063
Loan 10 - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000	33,878
Loan 10 - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	12,584
TOTAL	29,750,000			21,179,184	0	73,915	21,105,269	223,615

Note: Loan 10 - \$2,600,000 has a variable rate of 7.88% for the month of August 2008
Loan 10 - \$1,000,000 has a variable rate of 7.60% for the month of August 2008

**ITEM 8.2.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED
31 JULY 2008 AND 31 AUGUST 2008**

File No: FIN/5-02

Attachment(s): 1. List of payments made for the month ended 31 July 2008
2. List of payments made for the month ended 31 August 2008

Author: Kalwant Dhillon

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. It is also a requirement as part of the delegation given to the Chief Executive Officer, to make payments from the Municipal Fund, that a list of payments made since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 July 2008 and 31 August 2008 are at Attachment One and Two to this Item and are presented for endorsement. Payments have been made in accordance with delegations that allow payments between meetings and are subsequently required to be presented to the next Council meeting following such payments. Further, at the Ordinary Council Meeting held on 18 February 1999, the Council delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal Fund. This delegation has been renewed upon annual reviews. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and Mindarie Regional Council is able to claim this tax as an input credit when remittance of GST collected is made each month.

Months Ended	Account	Vouchers	Amount
31 July 2008	General Municipal	1838 – 1896 1898 - 2012 DP 125 – DP 134 EFT 141 – EFT 143	\$3,736,396.47
31 August 2008	General Municipal	2013 – 2181 2225 – 2235 2266, 2282, 2364 DP 136 – DP 137, 139 EFT 145 – EFT 148	\$1,521,547.69

RECOMMENDATION

That Council endorse the list of payments made, as per the delegation made to the Chief Executive Officer, for the months ended 31 July 2008 and 31 August 2008.

ATTACHMENT ONE
TO ITEM 8.2.2
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
LIST OF PAYMENTS MADE FOR THE MONTH ENDED
31 JULY 2008

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
2/07/2008	1838	CANCELLED	CANCELLED CHEQUE	\$0.00
2/07/2008	1839	Rob Butler	Member Meeting Fee	\$1,700.00
2/07/2008	1840	Corinne MacRae	Member Meeting Fee	\$2,075.00
2/07/2008	1841	Kathryn Thomas	Member Meeting Fee	\$1,700.00
2/07/2008	1842	Kerry Hollywood	Member Meeting Fee	\$1,700.00
2/07/2008	1843	Laura Gray	Member Meeting Fee	\$1,700.00
2/07/2008	1844	Leonie Getty	Member Meeting Fee	\$140.00
2/07/2008	1845	Paul Miles	Member Meeting Fee	\$1,700.00
2/07/2008	1846	Peter Rose	Member Meeting Fee	\$1,700.00
2/07/2008	1847	Ron Sebrechts	Member Meeting Fee	\$1,700.00
2/07/2008	1848	Russ Fishwick	Member Meeting Fee	\$1,700.00
2/07/2008	1849	Steed Farrell	Member Meeting Fee	\$1,700.00
2/07/2008	1850	Willcox R	Member Meeting Fee	\$5,000.00
3/07/2008	1851	CABCHARGE AUSTRALIA LTD	Cab Charges	\$713.25
3/07/2008	1852	Cardno BSD Meinhardt Joint Venture	Variation 7 - Project management, construction	\$28,617.78
3/07/2008	1853	EVANS RHONDA	Financial Computer Systems Support and Wasteman upgrade	\$12,826.00
3/07/2008	1854	GEODETIC SUPPLY & REPAIR	Site Operating -Repair Leser Receiver	\$385.55
3/07/2008	1855	Hays Specialist Recruitment (Australia) P/L	Temporary Staff	\$1,378.74
3/07/2008	1856	IW PROJECTS	Contract Labour	\$9,752.60
3/07/2008	1857	JUST SPECTACLES CLARKSON	Wellness Programs	\$539.00
3/07/2008	1858	Aithea L Malligan	CEAG - Reimbursement of Travel Expenses	\$394.04
3/07/2008	1859	Robert Stidwell	CEAG - Reimbursement of Travel Expenses	\$292.14
3/07/2008	1860	SJM Fencing	Infrastructure - Fencing	\$3,080.00
3/07/2008	1861	TRAVEL ASSOCIATES AUST P/L	Member Conference Expenses	\$3,181.00
3/07/2008	1862	Department of Planning & Infrastructure	MV Licence for Tana G360	\$113.85
3/07/2008	1863	Workout World	Purchase Various Equipment	\$16,248.00
4/07/2008	1864	Mindarie Regional Council	Additional Float for Recycling	\$150.00
7/07/2008	1865	AT Hydraulics	Repair and Maintenance for Hino Bin Truck	\$2,291.30
7/07/2008	1866	Bunnings Building Supplies	Site Operations -Fluorescent Lights & Paint	\$125.27
7/07/2008	1867	CASTLE SECURITY & ELECTRICAL P/L	Building Security	\$296.50
7/07/2008	1868	City of Wanneroo	Collection of Additional Carts	\$514.80
7/07/2008	1869	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$421.85
7/07/2008	1870	COATES HIRE	Hire Plate Compactor Pet Light	\$26.95
7/07/2008	1871	COVENTRYS	Hose - Biodiesel Unit	\$43.27
7/07/2008	1872	CSIRO ACCOUNTS RECEIVABLE	Ground Water Management	\$41,800.00
7/07/2008	1873	DANUBE RIVER PTY LTD	Strategic Planning	\$1,650.00
7/07/2008	1874	DRAGE SIGNS	Earth Carers & Changes to Weighbridge Sign	\$1,215.50

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
7/07/2008	1875	Environment House	Waste Management Education	\$660.00
7/07/2008	1876	GCM Enviro Pty Ltd	Repair and Maintenance for Tana 400 & G360	\$11,756.76
7/07/2008	1877	GOLDER ASSOCIATES PTY LTD	Sves associated with prep of Strategy Plan	\$13,834.36
7/07/2008	1878	GOLDFINCH ROB CONSULTING	Ground Water Consulting	\$17,208.77
7/07/2008	1879	GREENWORLD INDOOR GARDENS	Plant Services	\$79.82
7/07/2008	1880	HITACHI CONSTRUCTION MACHINERY	Repair and Maintenance for Dump Truck	\$362.63
7/07/2008	1881	IW PROJECTS	Contract Labour	\$15,877.95
7/07/2008	1882	JASNEAT	Cleaning Services	\$4,582.63
7/07/2008	1883	JOONDALUP RESORT	CEAG Meeting Expenses	\$942.50
7/07/2008	1884	Mobile Glass	Building Maintenance	\$544.50
7/07/2008	1885	MOBILE MASTERS	Two Way System for 2 Loaders	\$1,590.01
7/07/2008	1886	NATIONAL TYRES	Tyres and Tubes - Dump Truck	\$1,552.65
7/07/2008	1887	Neverfail Springwater Ltd	Spring Water Supply	\$92.90
7/07/2008	1888	NORTHERN DISTRICTS PEST MGMT	Rodent Baiting	\$154.00
7/07/2008	1889	SBS Sims Group	E-Recycling Contractor	\$4,505.33
7/07/2008	1890	Stone Civil	Supply & Install Limestone Retaining Walls	\$10,660.10
7/07/2008	1891	SYNNOTT MULHOLLAND MANAGEMENT	Professional Services for Waste Education	\$6,435.00
7/07/2008	1892	TOXFREE	Recycling Contractor	\$2,541.00
7/07/2008	1893	URS	Professional Services	\$702.85
7/07/2008	1894	WANNEROO PLUMBING SERVICE	Clear Blockage - Workshop	\$272.58
7/07/2008	1895	Wes Trac Pty Ltd	Repair and Maintenance for Skid Steer Loader	\$569.76
7/07/2008	1896	Wes Trac Pty Ltd	Purchase of 2 Loaders	\$748,792.00
11/07/2008	1898	Blackwoods & Atkins	Site Operating - Miscellaneous Supplies	\$475.50
11/07/2008	1899	DZOLV PRODUCTS	Staff Amenities	\$120.52
11/07/2008	1900	HITACHI CONSTRUCTION MACHINERY	Repair and Maintenance for Articulated Dump Truck	\$339.53
11/07/2008	1901	JOONDALUP OFFICE NATIONAL	Minor Equipment & Stationery	\$296.55
11/07/2008	1902	Kleenheat Gas	Gas Cylinders	\$335.54
11/07/2008	1903	L & T VENABLES	Site Operating - Miscellaneous Supplies	\$35.63
11/07/2008	1904	LAKE ANNE CONSULTANCY	Consultancy	\$4,114.00
11/07/2008	1905	MINDARIE BUS CHARTER	Waste Management Education - Bus Tour	\$230.00
11/07/2008	1906	MOBILE PHONE INSTALLATIONS AUSTRALIA	Minor Equipment	\$82.50
11/07/2008	1907	Print Acumen Pty Ltd	Stationery and Printing	\$1,280.00
11/07/2008	1908	RELIANCE PETROLEUM	Supply of Distillate Stocks	\$60,903.76
11/07/2008	1909	RENROW NEWSPAPER & MAGAZINE DELIVER	Periodicals / Publications	\$84.60
11/07/2008	1910	Ron Sebrechts	Reimbursement of Conference Expenses	\$177.40
11/07/2008	1911	SBS Sims Group	E-Recycling Contractor	\$4,521.00
11/07/2008	1912	SCOPE BUSINESS IMAGING	Photocopier Maintenance Expenses	\$311.56

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
11/07/2008	1913	TELSTRA	Perth Directory Advertisement	\$169.04
11/07/2008	1914	V Construction Rental Equipment	Excavation Phase 3 Stage 2	\$27,709.00
11/07/2008	1915	Department of Planning & Infrastructure	MV Licences for Box top Trailer	\$118.95
11/07/2008	1916	Wanneroo Business Association	Subscriptions	\$242.00
11/07/2008	1917	WesTrac Pty Ltd	Oil for Cat.257B2AC & Repair for Skid Steer Loader	\$482.54
11/07/2008	1918	WOODHOUSE LEGAL	Legal Fees	\$11,396.00
11/07/2008	1919	GOLDER ASSOCIATES PTY LTD	Professional Services	\$16,901.50
18/07/2008	1920	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
18/07/2008	1921	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
18/07/2008	1922	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
18/07/2008	1923	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
18/07/2008	1924	Grant O'Brien	Bushland Planting	\$1,470.00
18/07/2008	1925	Michael John Brennan	Bushland Planting	\$1,810.00
22/07/2008	1926	ALLMARK PROMOTIONS	Various Supplies for Waste Education	\$4,702.50
22/07/2008	1927	ARMAGUARD	Collection Fees Services	\$674.10
22/07/2008	1928	Ausrecord	Stationery	\$642.30
22/07/2008	1929	AUSTRALIA POST - JOONDALUP	Postage	\$200.00
22/07/2008	1930	BETTER DIGITAL COMMUNICATIONS	Replacement of Battery	\$59.00
22/07/2008	1931	Blackwoods & Atkins	Site Operating - Miscellaneous Supplies	\$205.70
22/07/2008	1932	BOULEVARD FLORIST	Flowers	\$130.00
22/07/2008	1933	CANCELLED	CANCELLED CHEQUE	\$0.00
22/07/2008	1934	BULLIVANTS PTY LTD	Vehicle Tow Strop 70T Kevlar	\$1,837.00
22/07/2008	1935	Bunnings Building Supplies	Site Operating & Expendable Tools	\$31.22
22/07/2008	1936	CALTEX AUSTRALIA PETROLEUM PTY	Fuel	\$763.21
22/07/2008	1937	Cardno BSD Meinhardt Joint Venture	Professional Services - RRF	\$6,513.43
22/07/2008	1938	CASTLE SECURITY & ELECTRICAL P	Mobile Guard Response	\$75.00
22/07/2008	1939	COMMAND A COM	Telephone Line Maintenance	\$203.50
22/07/2008	1940	CUMMINS ENGINE COMPANY PTY LTD	Repair and Maintenance for Tana G360	\$736.18
22/07/2008	1941	CUTTING EDGES	Repair and Maintenance for Tana 400 & G360	\$430.69
22/07/2008	1942	Devco Holdings Pty Ltd	Administration Building Extension - Progress Claim No. 2	\$41,085.00
22/07/2008	1943	DOMAIN CATERING	Catering - Earth Carers Graduation	\$582.50
22/07/2008	1944	Equilibrium Communication	Waste Management Education - Fridge Calendar	\$19,585.50
22/07/2008	1945	EVANS RHONDA	Financial Computer Systems Support	\$4,026.00
22/07/2008	1946	FORESTRY TOOLS	Bushland Management	\$275.00
22/07/2008	1947	FUJI XEROX AUST PTY LTD	Photocopier Lease Rental & Expensives	\$731.14
22/07/2008	1948	Hays Specialist Recruitment (Australia) P/L	Temporary Staff	\$1,723.43
22/07/2008	1949	HITACHI CONSTRUCTION MACHINERY	Repairs - Articulated Dump Truck	\$34,580.92

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
22/07/2008	1950	Ingat Civil Products	Litter Control Fence - Various Supplies	\$16,060.00
22/07/2008	1951	JOONDALUP OFFICE NATIONAL	Stationery & Photocopying Expenses	\$285.25
22/07/2008	1952	KINROSS SUPA IGA	Staff Business Meeting Expenses	\$230.93
22/07/2008	1953	Living Edge	Minor Equipment	\$913.00
22/07/2008	1954	Magicorp Pty Ltd	Telephone Expenses	\$186.45
22/07/2008	1955	MERCURY	Courier Expenses	\$405.77
22/07/2008	1956	Midalia Steel	Expendable Tools	\$1,897.13
22/07/2008	1957	Mobile Phone Installations Australia	Removal of Cellular Equipment	\$82.50
22/07/2008	1958	Muchea Tree Farm	Bushland Management	\$15,477.20
22/07/2008	1959	MULTIPROGRAMMING PTY LTD	Computer Systems Maintenance & Support	\$3,423.79
22/07/2008	1960	NATIONAL TYRES	Tyres and Tubes for Cat. 966G	\$390.50
22/07/2008	1961	NATIONWIDE OIL	Collection Charge - Waste Oil	\$563.75
22/07/2008	1962	Neverfall Springwater Ltd	Spring Water Supply	\$77.55
22/07/2008	1963	NORTHSIDE NISSAN	Repair and Maintenance for Nissan Fire Fighting Ute	\$178.65
22/07/2008	1964	OPTUS COMMUNICATIONS	Telephone Expenses	\$1,035.24
22/07/2008	1965	PURE AIR FILTERS	Repair and Maintenance for Various Vehicles	\$238.70
22/07/2008	1966	ST JOHN AMBULANCE	Site Operating - Sharp Safe Containers	\$1,659.80
22/07/2008	1967	TELSTRA	Telephone Expenses	\$620.13
22/07/2008	1968	TITAN FORD	Maintenance & Service of Motor Vehicle	\$260.90
22/07/2008	1969	WASTE MANAGEMENT ASSN OF AUST LTD	Contribution to the WMAA A-ACAP Project	\$10,840.67
22/07/2008	1970	WESTERN DIAGNOSTIC PATHOLOGY	Wellness Programs	\$1,795.53
22/07/2008	1971	WesTrac Pty Ltd	Grease for Cat 257B2AC Multi Terrain Loader	\$102.16
22/07/2008	1972	WILSON SECURITY	Building Security	\$1,218.89
22/07/2008	1973	WORK CLOBBER	Protective Clothing	\$408.15
25/07/2008	1974	City of Joondalup	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
25/07/2008	1975	City of Perth	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/07/2008	1976	City of Stirling	Lease Fee Lot 118 Marmion Avenue	\$16,766.73
25/07/2008	1977	Town of Cambridge	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/07/2008	1978	Town of Vincent	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/07/2008	1979	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/07/2008	1980	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/07/2008	1981	Mindarie Regional Council	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
29/07/2008	1982	Reece Pty Ltd	Petty Cash Reimbursements	\$908.65
30/07/2008	1983	Blackwoods & Atkins	Expendable Tools	\$865.50
30/07/2008	1984	BOBJANE TMART	Protective Clothing & Expendable Tools	\$2,549.52
30/07/2008	1985	Bunnings Building Supplies	Tyres & Tubes for Nissan Fire Fighting Ute	\$290.00
30/07/2008	1986	COMMAND A COM	Control Fencing Maintenance & Expendable Tools	\$423.71
			Attended Site Training for Voicemail Management	\$203.50

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
30/07/2008	1987	COUPLERS MALAGA	Repair & Maintenance for Tana G360	\$237.58
30/07/2008	1988	COVENTRYS	Expendable Tools	\$240.83
30/07/2008	1989	DIRECT NATIONAL	Service Labour for Dahle Shredder	\$104.50
30/07/2008	1990	DRIVE IN ELECTRICS	Maintenance & Repair for Tana	\$154.00
30/07/2008	1991	Excel Window Cleaning	Building Window Cleaning	\$210.00
30/07/2008	1992	Grant O'Brien	Bushland Management -Vetiver Grass Planting	\$3,480.00
30/07/2008	1993	GREENWORLD INDOOR GARDENS	Plant Services	\$79.82
30/07/2008	1994	HITACHI CONSTRUCTION MACHINERY	Repair and Maintenance for Articulated Dump Truck	\$869.88
30/07/2008	1995	Image Source	Waste Management Education - Useful Book	\$1,703.46
30/07/2008	1996	LANDFILL GAS & POWER PTY LTD	Electricity	\$2,360.71
30/07/2008	1997	Local Government Managers Australia	Subscriptions	\$175.00
30/07/2008	1998	MENAGLIO SECURITY & COMMUNICATIONS	Building Security	\$313.50
30/07/2008	1999	Michael John Brennan	Bushland Management	\$3,480.00
30/07/2008	2000	NORTHSIDE MOTOR TRIMMING	Repair and Maintenance for Hino Bin Truck	\$88.00
30/07/2008	2001	Precislon Badges	Staff Uniforms MRC Badges	\$283.80
30/07/2008	2002	Premlum Plastics	Bushland Management	\$992.77
30/07/2008	2003	Retravislon - Mindarie	Staff Amenities	\$40.95
30/07/2008	2004	SBS Sims Group	E-Recycling Contractor	\$4,173.40
30/07/2008	2005	SJM Fencing	Control Fencing Maintenance	\$1,760.00
30/07/2008	2006	STEVE'S MOBILE TYRE SERVICE	Tyres & Tubes for Hino Bin Truck	\$290.00
30/07/2008	2007	URS	Professional Services	\$13,201.30
30/07/2008	2008	Veticon Consulting Pty Ltd	Ground Water Management	\$5,593.48
30/07/2008	2009	Western Plant Hire (WA) Pty Ltd	Plant Hire Costs Fire Fighting Stage 2 Nth	\$6,446.00
30/07/2008	2010	Asteron Portfolio Services	Superannuation	\$254.78
30/07/2008	2011	HESTA SUPER FUND	Superannuation	\$337.50
30/07/2008	2012	WALGS PLAN PTY LTD	Superannuation	\$30,040.44
		Total Cheque Payments		\$1,436,596.34
18/07/2008	DP-00125	Australian Taxation Office	June 2008 BAS Payment	\$28,162.00
18/07/2008	DP-00126	linet Limited	iiNet Limited	\$9.95
7/07/2008	DP-00127	National Australia Bank	Transfer to Term Deposit	\$1,535,000.00
30/07/2008	DP-00128	Commonwealth Bank of Australia	Commercial Bill Loan 10 Interest	\$6,207.80
30/07/2008	DP-00129	Commonwealth Bank of Australia	Bill Drawdown Fee Loan 10	\$150.00
31/07/2008	DP-00130	National Australia Bank	Bank Account Fees	\$187.40
10/07/2008	DP-00131	Commonwealth Bank of Australia	Loan 10 Interest - June 08	\$17,356.60
31/07/2008	DP-00132	Commonwealth Bank of Australia	Loan 10 Interest - July 08	\$17,599.50
21/07/2008	DP-00133	National Australia Bank	Credit Card Payments	\$914.66

Schedule of Payment for July 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
28/07/2008	DP-00134	Commonwealth Bank of Australia	Loan 10 Repayments	\$43,832.53
		Total Direct Payments		<u>\$1,649,420.44</u>
7/07/2008	EFT-00141	Payroll Employee Wages	Payroll Employee Wages	\$69,942.44
9/07/2008	EFT-00142	Waste Management Branch	DEP Landfill Levy 1/4/08 to 30/6/08	\$498,128.66
18/07/2008	EFT-00143	Payroll Employee Wages	Payroll Employee Wages	\$82,308.59
		Total EFT Payments		<u>\$650,379.69</u>
		Grand Total		<u>\$3,736,396.47</u>

Note: Cheque No. 1897 was issued on 30 June 2008 and it was included in the June 2008 Schedule of Payments.

Summary Schedule of Payments

Cheque Payments	
Cheque No.1838 to 2012	\$1,436,596.34
Electronic Payments	
DP-00125 to DP-00134	\$1,649,420.44
EFT-00141 to EFT-00143	\$650,379.69
Grand Total	<u>\$3,736,396.47</u>

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 23 October 2008 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

CHIEF EXECUTIVE OFFICER

ATTACHMENT TWO
TO ITEM 8.2.2
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
LIST OF PAYMENTS MADE FOR THE MONTH ENDED
31 AUGUST 2008

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
1/08/2008	2013	ELDERS MERCHANDISE	Bushland Management	\$1,752.69
1/08/2008	2014	ABA FRIDGE & WASHER SERVICE	Recycling Contractor	\$4,198.70
1/08/2008	2015	Animal Pest Management Services	Site Operating - Pest Control	\$1,369.50
1/08/2008	2016	Australian Institute of Management	Staff Training	\$879.50
1/08/2008	2017	Blackwoods & Atkins	Expendable Tools	\$1,121.00
1/08/2008	2018	BRAVO HIRE	Plant Hire Costs	\$1,999.80
1/08/2008	2019	City of Stirling	Council Meeting Expenses	\$53.99
1/08/2008	2020	DRAKE SIGNS	Waste Management Education	\$1,342.00
1/08/2008	2021	EMRC	Reimbursement for Forum of Regional Council	\$5,054.60
1/08/2008	2022	FREEHILLS	Legal Services	\$2,090.00
1/08/2008	2023	Friends Of The Environment	Waste Management Education	\$500.00
1/08/2008	2024	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing - June/July	\$6,893.72
1/08/2008	2025	KITEC ELECTRICAL SERVICES	Building Maintenance - Workshop	\$936.60
1/08/2008	2026	L & T VENABLES	Expendable Tools	\$76.76
1/08/2008	2027	LOCAL GOVERNMENT SUPERVISORS A	Staff Conferences	\$1,308.50
1/08/2008	2028	MULTIPROGRAMMING PTY LTD	Equipment	\$4,363.52
1/08/2008	2029	Proton Promotional Advertising	Waste Management Education - Earth Carers	\$639.79
1/08/2008	2030	SITA Australia Pty Ltd	Washdown Bay Upgrade	\$717.75
1/08/2008	2031	Sure Gro	Recycle Fibre Weed Mat	\$3,898.40
1/08/2008	2032	SYNNOTT MULHOLLAND MANAGEMENT	Consultancy for Waste Education	\$14,536.50
1/08/2008	2033	The University Club of WA	TEC Conference	\$1,075.00
1/08/2008	2034	Town of Vincent	Reimbursement of Lease Expenses	\$25,783.17
1/08/2008	2035	WA Local Government Association	Advertising	\$4,675.66
1/08/2008	2036	WESTERN RESOURCE RECOVERY	Recycling Contractors	\$4,028.20
6/08/2008	2037	DEACONS	Staff Training	\$539.00
11/08/2008	2038	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$69.85
11/08/2008	2039	ARMAGUARD	Cash Collection Services	\$560.96
11/08/2008	2040	AUSTRALIA POST - JOONDALUP	Postage	\$405.20
11/08/2008	2041	B & T EARTHMOVING	Ground Water Management	\$825.00
11/08/2008	2042	Blackwoods & Atkins	Expendable Tools	\$825.00
11/08/2008	2043	City of Wanneroo	Sponsorship - Charity Golf Day	\$880.00
11/08/2008	2044	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$412.50
11/08/2008	2045	Creative Spaces	Corporate Communications Strategy - Mobile Display Trailer	\$15,321.17
11/08/2008	2046	GCM Enviro Pty Ltd	Repair and Maintenance for Tana 400	\$3,836.53
11/08/2008	2047	GOLDFINCH ROB CONSULTING	Ground Water Consulting	\$1,330.45
11/08/2008	2048	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,378.74
11/08/2008	2049	IW PROJECTS	Contract Labour	\$8,399.60

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
11/08/2008	2050	JASNEAT	Cleaning Services	\$2,170.07
11/08/2008	2051	Jonathan Aaron Cutt	Waste Management Education - Earth Carers	\$990.00
11/08/2008	2052	JOONDALUP OFFICE NATIONAL	Stationery	\$452.20
11/08/2008	2053	KINROSS SUPA IGA	Staff Amenities	\$216.83
11/08/2008	2054	Local Government Managers Australia	Subscriptions	\$706.00
11/08/2008	2055	Men of the Trees	Waste Management Education - Earth Carers	\$400.00
11/08/2008	2056	MOBILE MASTERS	Repair and Maintenance for Tana 400	\$282.15
11/08/2008	2057	NATIONWIDE OIL	Recycling Contractor	\$371.25
11/08/2008	2058	Northern Districts Pest Management	Building Maintenance - Pest Control	\$154.00
11/08/2008	2059	PINK HEALTHCARE	Cleaning Supplies	\$165.00
11/08/2008	2060	REPCO AUTO PARTS-Clarkson	Repair and Maintenance for Leachate Compressor	\$61.85
11/08/2008	2061	SBS Sims Group	Recycling Contractor	\$2,816.00
11/08/2008	2062	SCOPE BUSINESS IMAGING	Photocopier Expenses	\$158.27
11/08/2008	2063	Dept of Planning & Infrastructure Fremantle Of	Site Operating	\$48.60
11/08/2008	2064	ST JOHN AMBULANCE	First Aid Expenses	\$564.69
11/08/2008	2065	Statwest Civil Contracts	Excavation Phase 3 Stage 2	\$12,166.00
11/08/2008	2066	STEVE'S MOBILE TYRE SERVICE	Tyres for Hino Bin Truck	\$1,385.00
11/08/2008	2067	SYNERGY	Electricity	\$31.45
11/08/2008	2068	TELSTRA	Perth Directory Advertisement	\$730.41
11/08/2008	2069	THE FUNK FACTORY	Waste Management Education -Display Boards	\$2,887.50
11/08/2008	2070	The Hire Guys - Joondalup	Ground Water Management	\$64.00
11/08/2008	2071	TRAVEL ASSOCIATES AUST P/L	Staff Conferences	\$2,156.00
11/08/2008	2072	URS	RRF Infrastructure Design	\$8,320.97
11/08/2008	2073	WA Local Government Association	Staff Recruitment	\$880.00
11/08/2008	2074	Waste & Recycle 2008 Conference	Member Council & Staff Conferences	\$2,918.00
11/08/2008	2075	WEST COAST POLY	Plant - Water Tanks	\$5,501.00
11/08/2008	2076	WOODHOUSE LEGAL	Legal Expenses	\$2,543.20
11/08/2008	2077	Workout World	Wellness Program	\$119.85
11/08/2008	2078	YAKKA PTY LTD	Staff Uniform	\$1,491.16
11/08/2008	2079	ROADMARKING INDUSTRY ASSOCIATION OF	Staff Conference and Subscription	\$910.00
11/08/2008	2081	FUJI XEROX AUST PTY LTD	Photocopier Lease Expenses	\$356.40
11/08/2008	2082	WestTrac Pty Ltd	Repair and Maintenance for Skid Steer Loader	\$373.91
12/08/2008	2083	Grant O'Brien	Bushland Management - Contract Labour	\$3,820.00
12/08/2008	2084	Michael John Brennan	Bushland Management - Contract Labour	\$3,820.00
31/07/2008	2085	Portfoliofocus	Superannuation	\$4,536.78
15/08/2008	2086	Galby Pty Ltd	Refund to Debtor	\$337.68
18/08/2008	2087	AIR LIQUIDE WA PTY LTD	Oxygen, Acet & MIG Cylinders	\$343.98

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
18/08/2008	2088	BRYANT MEDIA	Various Corporate Communications Projects	\$62,293.00
18/08/2008	2089	Bunnings Building Supplies	Building Maintenance Expenses	\$326.87
18/08/2008	2090	Cabcharge Australia Ltd	Travelling Expenses	\$193.41
18/08/2008	2091	CALTEX AUSTRALIA PETROLEUM PTY	Fuel and Oil	\$658.78
18/08/2008	2092	CARDNO BSD PTY LTD	Professional Services for Lot 505 Pederick Rd	\$1,661.00
18/08/2008	2093	DELOITTE	Professional Svcs / Council's Revised Establishment Agreement	\$10,296.00
18/08/2008	2094	Devco Holdings Pty Ltd	Administration Building Extension - Progress Claim No. 3	\$69,547.50
18/08/2008	2095	DRIVE IN ELECTRICS	Repair and Maintenance for Tana G360	\$933.80
18/08/2008	2096	Rhonda Evans	Financial Computer Systems Support	\$4,422.00
18/08/2008	2097	FILTER SUPPLIES	Leachate System Management	\$283.60
18/08/2008	2098	Haulex	Excavation Phase 3 Stage 2	\$9,570.00
18/08/2008	2099	JOONDALUP RESORT	CEAG Meeting Expenses	\$1,653.00
18/08/2008	2100	JUST SPECTACLES CLARKSON	Wellness Program	\$813.00
18/08/2008	2101	KITEC ELECTRICAL SERVICES	Building Maintenance	\$209.61
18/08/2008	2102	Kleenheat Gas	Liquefied Petroleum Gas	\$367.71
18/08/2008	2103	L & T VENABLES	Expendable Tools	\$171.79
18/08/2008	2104	LAKE ANNE CONSULTANCY	Consultancy	\$2,772.00
18/08/2008	2105	MACHINE SECURITY COVERS	Security Shutters for Tana 400 & G360	\$8,349.00
18/08/2008	2106	MULTIPROGRAMMING PTY LTD	Support & Maint. Set-up/Installation of New Weighbridge Servers	\$46,616.34
18/08/2008	2107	RELANCE PETROLEUM	Supply of Distillate Stocks	\$57,056.29
18/08/2008	2108	Retravision - Joondalup	Site Operating - Miscellaneous Supplies	\$45.00
18/08/2008	2109	ST JOHN AMBULANCE	First Aid Expenses	\$15.58
18/08/2008	2110	Tint-a-Car - Clarkson	Building Maintenance - Transfer & Recycling	\$220.00
18/08/2008	2111	WA Local Government Association	Subscriptions & Legal Expenses	\$11,940.44
18/08/2008	2112	WOODHOUSE LEGAL	Legal Expenses	\$5,759.60
18/08/2008	2113	Bucking Bull Joondalup	Business Meeting	\$215.00
19/08/2008	2114	Mindarie Regional Council	Petty Cash Reimbursement	\$1,013.60
19/08/2008	2115	ALL EARTH GROUP PTY LTD	Excavation Phase 3 Stage	\$34,577.16
19/08/2008	2116	ALL EARTH GROUP PTY LTD	Excavation Phase 3 Stage	\$6,938.25
19/08/2008	2117	AIR LIQUIDE WA PTY LTD	Oxygen, Acet & MIG Cylinders	\$116.79
20/08/2008	2118	TRANDOS N, S & H	Additional Groundwater Extraction Allocation	\$82,500.00
21/08/2008	2119	CANCELLED	CANCELLED CHEQUE	\$0.00
21/08/2008	2120	John Bissett	Member Meeting Fees	\$1,700.00
22/08/2008	2121	ALL EARTH GROUP PTY LTD	Excavation Phase 3 Stage	\$23,008.46
22/08/2008	2122	AT Hydraulics	Repair and Maintenance for Tana G360	\$1,317.80
22/08/2008	2123	Australia Wide Taxation & Payroll Training	Staff Training	\$1,700.00
22/08/2008	2124	Australian Institute of Management	Staff Training	\$1,285.00

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
22/08/2008	2125	Blackwoods & Atkins	Expendable Tools	\$598.22
22/08/2008	2126	BOBJANE TMART	Tyres for Nissan Dual Cab	\$362.00
22/08/2008	2127	COUPLERS MALAGA	Expendable Tools	\$1,482.95
22/08/2008	2128	COVENTRYS	Expendable Tools	\$338.16
22/08/2008	2129	Creative Spaces	Corporate Communications Strategy - Mobile Display Trailer	\$6,502.28
22/08/2008	2130	DBS FENCING	Control Fencing Maintenance	\$4,262.50
22/08/2008	2131	EARTHWORKS TRAINING ASSESSMENT	Staff Training	\$600.00
22/08/2008	2132	FUJI XEROX AUST PTY LTD	Photocopy Expenses	\$339.08
22/08/2008	2133	GEOFABRICS AUST PTY LTD	Access Road Maintenance	\$5,889.40
22/08/2008	2134	GOLDER ASSOCIATES PTY LTD	Excavation Lining Stage 1 and 2	\$3,855.50
22/08/2008	2135	Haulex	Excavation Phase 3 Stage 2	\$24,296.25
22/08/2008	2136	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,378.74
22/08/2008	2137	Immersive Operator Training	Staff Training	\$375.00
22/08/2008	2138	JASNEAT	Clearing Consumables	\$257.40
22/08/2008	2139	JOONDALUP OFFICE NATIONAL	Stationery	\$907.65
22/08/2008	2140	LANDFILL GAS & POWER PTY LTD	Electricity	\$2,491.52
22/08/2008	2141	LINC STRATEGIC	Professional Services	\$7,700.00
22/08/2008	2142	MERCURY	Courier Expenses	\$691.98
22/08/2008	2143	MOBILE MASTERS	Plant 5 UHF Radios	\$5,830.00
22/08/2008	2144	MULTIPROGRAMMING PTY LTD	Computer Systems Maintenance	\$3,513.13
22/08/2008	2145	NATIONWIDE OIL	Recycling Contractor	\$209.00
22/08/2008	2146	Northern Districts Pest Management	Building Maintenance - Pest Control	\$120.00
22/08/2008	2147	ORS GROUP	Wellness Program	\$246.13
22/08/2008	2148	RECRUITMENT SOLUTIONS	Temporary Staffing	\$1,408.00
22/08/2008	2149	REPCO AUTO PARTS-Clarkson	Repair and Maintenance for Tana G360	\$181.61
22/08/2008	2150	SAI GLOBAL LTD	Subscriptions	\$616.00
22/08/2008	2151	SBS Sims Group	Recycling Contractor	\$1,974.50
22/08/2008	2152	STAFF LINK	Bushland Management - Contract Labour	\$2,037.83
22/08/2008	2153	TELSTRA	Telephone Expenses	\$589.25
22/08/2008	2154	The Executive Connection Pty Ltd	Subscription	\$4,537.50
22/08/2008	2155	TOOLMART - JOONDALUP	Expendable Tools - Tana 400	\$130.75
22/08/2008	2156	TOWER SOFTWARE	Trim Annual Maintenance	\$3,000.55
22/08/2008	2157	URS	Professional Services - RRF Infrastructure Design	\$14,394.60
22/08/2008	2158	Ventouras Advertising & Design	Waste Management Education - Earth Carers	\$55.00
22/08/2008	2159	WANNEROO PLUMBING SERVICE	Building Maintenance - Toilet Block	\$110.00
22/08/2008	2160	WEST CITY ENGINEERING	Repair and Maintenance for Fire Fighting Ute	\$283.80
22/08/2008	2161	WesTrac Pty Ltd	Repair and Maintenance for Skid Steer Loader	\$82.19

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
22/08/2008	2162	WILSON SECURITY	Building Security	\$1,279.83
22/08/2008	2163	WOODHOUSE LEGAL	Legal Expenses	\$7,320.50
22/08/2008	2164	YAKKA PTY LTD	Uniforms	\$130.24
22/08/2008	2165	6IX - Perth	Waste Management Education	\$770.00
22/08/2008	2166	CRISP AIR	Building Maintenance	\$2,198.50
22/08/2008	2167	Electek	Administration & Weighbridge - UPS System	\$9,641.50
22/08/2008	2168	Fairfax Media	Waste Management Education	\$2,860.00
22/08/2008	2169	Great Southern Sands	Plant Hire Costs / Excavation Phase 3 Stage 2	\$251,312.61
22/08/2008	2170	Neverfail Springwater Ltd	Spring Water Supply	\$66.65
22/08/2008	2171	Local Government Managers Australia	Staff Conferences	\$100.00
27/08/2008	2172	City of Joondalup	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
27/08/2008	2173	City of Perth	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
27/08/2008	2174	City of Stirling	Lease Fee Lot 118 Marmion Avenue	\$16,766.73
27/08/2008	2175	Town of Cambridge	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
27/08/2008	2176	Town of Vincent	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
27/08/2008	2177	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
27/08/2008	2178	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
29/08/2008	2179	OPTUS COMMUNICATIONS	Telephone Expenses	\$1,065.36
31/08/2008	2180	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2181	Mindarie Regional Council	Petty Cash Reimbursement	\$260.98
31/08/2008	2225	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2226	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2227	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2228	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2229	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2230	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2231	Asteron Portfolio Services	Superannuation	\$466.58
31/08/2008	2232	CANCELLED	CANCELLED CHEQUE - PRINTER PROBLEM	\$0.00
31/08/2008	2233	HESTA SUPER FUND	Superannuation	\$506.25
31/08/2008	2234	Portfoliofocus - Premium Retirement Services	Superannuation	\$3,320.55
31/08/2008	2235	WALGS PLAN PTY LTD	Superannuation	\$40,044.70
31/08/2008	2266	Mindarie Regional Council	Reimbursement Conference Expenses	\$761.70
31/08/2008	2282	Mindarie Regional Council	Reimbursement Conference Expenses	\$853.20
31/08/2008	2364	Mindarie Regional Council	Petty Cash Reimbursement	\$718.15
Total Cheque Payments				<u>\$1,115,502.87</u>
1/08/2008	DP-00136	National Australia Bank	Accounts Fees Business Management August 2008	\$48.11

Schedule of Payment for August 2008
Council Meeting - 23 October 2008

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
1/08/2008	DP-00137	National Australia Bank	Merchant Charges for August 2008	\$1,233.48
21/08/2008	DP-00139	Australlan Taxation Office	BAS July 2008	\$189,238.00
		Total Direct Payments		<u>\$190,519.59</u>
1/08/2008	EFT-00145	Payroll Employee Wages	Payroll Employee Wages	\$71,379.20
15/08/2008	EFT-00146	Payroll Employee Wages	Payroll Employee Wages	\$69,535.57
15/08/2008	EFT-00147	HSE Control Pty Ltd	Contract Labour	\$4,209.61
29/08/2008	EFT-00148	Payroll Employee Wages	Payroll Employee Wages	\$70,400.85
		Total EFT Payments		<u>\$215,525.23</u>
		Grand Total		<u>\$1,521,547.69</u>

Summary Schedule of Payments

Cheque Payments	
Cheque No.2013 to 2181, 2225 to 2235, 2266, 2282, 2364	\$1,115,502.87
Electronic Payments	
DP-00136 to DP-00137, DP-139	\$190,519.59
EFT-00145 to EFT-00148	\$215,525.23
Grand Total	<u>\$1,521,547.69</u>

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 23 October 2008 has been checked and is fully supported by vouchers and Invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

CHIEF EXECUTIVE OFFICER

ITEM 8.2.3 COUNCIL MEMBERS FEES, ALLOWANCES AND EXPENSES

File No: GOV/4

Attachment(s): 1. Councillors meeting fees and allowances review July08

Author: Kalwant Dhillon

SUMMARY

The Council Members Fees, Allowances and Expenses were last reviewed in 2006 and the revised fee structure which generally aligns with Tamala Park Regional Council (TPRC), was adopted at July 2006 Ordinary Council Meeting.

BACKGROUND

The Local Government Act and Regulations set out in considerable detail how and what fees and allowances are to be paid to elected members for attendance at Council Meetings. The key points are:

- (1) Local Govt Allowance for Chairman Minimum \$600 to a Maximum of \$12,000
(must be paid) [or 2% of total revenue with a maximum to 60,000]
- (2) Local Govt Allowance for Deputy Chairman 25% of Chairman
(may be paid)
- (3) Meeting Attendance Fee – Per Council Meeting

- Chairman	Min \$120	Max \$280
- Councillor	Min \$60	Max \$140
- Acting Member	Min \$60	Max \$140

Meeting Attendance Fee – Per Committee Meeting

- Chairman/Councillor/Acting Member	Min \$30	Max \$70
- (4) Annual Fee (payment for meeting attendance must be made under (3) or (4))

- Chairman	Min \$6,000	Max \$14,000
- Councillor	Min \$2,400	Max \$7,000
- Acting Member	Min \$ -	Max \$ -

A review was carried out in April 2006 and then again in July 2006 (Item 10.3.4) when the following was resolved.

That Council:

- (i) *Amend Part 1 of Policy 2A Member Allowances and Expenses to read as follows:*

1. Allowances

The Chairman is entitled to 25% of the maximum annual Local Government Allowance. (\$3000 - 2006/7)

The Deputy Chairman is paid 25% of the amount of the annual Local Government Allowance paid to the Chairman. (\$750 - 2006/7)

Members (including the Chairman) are entitled to the minimum annual meeting attendance fee as adopted each annual Budget, which is provided on the principle that each member regularly attends meetings of Council and Committees to which they are appointed and carry out other responsibilities of the office

Acting members are entitled to the maximum Meeting Attendance Fee

All members are paid an annual allowance of \$1000 to cover expenses related to travel, telecommunications and IT

The LG allowances, attendance fees and expense allowances are paid half yearly in arrears

- (ii) *Notes that the above policy and resulting fees will apply from 1 July 2006 and that the recommended budget for 2006/7 also includes provision to (back) pay the following fees relating to 2005/6:*

Chairman LG Allowance \$100

Chairman Annual Meeting Fee \$2900

Members (11) Annual Meeting Fee @ \$500 each \$5500

- (iii) *Approves payments in addition to the annual allowance to individual Councillors, upon provision of supporting documentation.*

(Carried:11/0)

DETAIL

Current Council policy, 2A Member Allowances and Expenses, is very detailed (5 pages). Point 1 as follows is noted:

1. Allowances

Councillors shall be entitled to an annual meeting allowance as adopted each annual Budget, which is provided on the principle that each member regularly attends meetings of Council and Committees to which they are appointed and carry out other responsibilities of the office.

The amount paid will be in accordance with the maximum allowed in the Local Government Act 1995 and Regulations (as above).

The allowance will be paid to each Councillor quarterly in arrears.

Tamala Park Regional Council

The Tamala Park Regional Council recently revised the fees paid to their members and Tamala Park Regional Council is now paying close to the maximum fees payable. This is on the basis that there will be high level project management type of work associated with

the release of land in the coming years and an expectation of an increase in the intensity of meetings.

In view of above, the Tamala Park Regional Council resolved on 8 June 2008 and approved the following:

- a) *That the Local Government allowance for Chairman of the Council be 50% of the permitted maximum (current maximum is \$12,000 per annum) i.e. a current payment of \$6,000 per annum.*
- b) *That the Local Government Allowance for Deputy Chairman be 25% of the amount paid to the Chairman (maximum is 25% of Chair allowance).*
- c) *That the annual attendance fee for Chairman of the Council be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government legislation (current maximum is \$14,000 per annum) and be the amount of \$13,000 per annum as at 19 June 2008.*
- d) *That attendance fees for Council members be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government legislation (current maximum is \$7,000 per annum) and be the amount of \$6,000 per annum as at 19 June 2008.*
- e) *That the amount calculated in (c and d) be increased by \$1,000 for each regular Council member while the Council does not authorise, regular Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.*
- f) *That while the Local Government Act, in its present form, does not provide for the appointment of a Deputy or Alternate Members. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act.*
- g) *Fees to be reviewed following the next ordinary Council elections (next scheduled for October 2009) for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments.*
- h) *Elected member allowances are to be made quarterly in arrears.*

Moved Cr B Smithson, Seconded Cr J Italiano that the Motion be amended in Part A to read as follows:

- a) *That the Local Government allowance for Chairman of the Council be 100% of the permitted maximum (current maximum is \$12,000 per annum) i.e. a current payment of \$[12,000] per annum.*

The Amendment and Amended Motion were put and LOST (2/9).

For: Cr J Italiano, Cr B Smithson

Against: Cr N Catania, Cr P Collins, Cr A Jacob, Cr T Pickard, Cr T Roberts, Cr B Stewart, Cr T Tyzack, Cr T Vaughan, Cr S Withers

The substantive motions (A to H) were then put and CARRIED unanimously (absolute majority vote requirement satisfied).

Criteria or Formulae for Calculating Payments

In the past, payments to Councillors were in 'parity' with Tamala Park Regional Council and were at the minimum amounts allowed in the Local Government Act with the exception of payment to Acting Members.

The Tamala Park Regional Council has, at their 8 June 2008 meeting, increased their payments close to the maximum amounts allowed in the Local Government Act (refer earlier paragraphs) in view of the anticipated high level project type of work associated with the release of land in the coming years and the expected increase in the intensity of meetings.

The administration has also reviewed the payments to Councillors for other Regional Councils (refer Attachment One) and this revealed that the payments made by Tamala Park Regional Council is similar to East Metropolitan Regional Council and marginally lower than South Metropolitan Regional Council.

Taking into view the above and the principle of 'parity' with Tamala Park Regional Council, it is recommended that the payments to Councillors be in line with Tamala Park Regional Council payments. This can be supported by the high level and complexity of work associated with planning, feasibility studies, tender process and finalisation of contracts associated with the future phases of Resource Recovery Facility and the expansion of the business of Mindarie Regional Council.

Payment to Acting Members

The matter of payment to deputy or alternate members of Regional Councils is subject of an amendment to the Local Government Act. The Department has advised that the amendment wording has been completed and is listed in a draft Bill that will come before Parliament in the next session.

The current Local Government Act does not make any provision for recognition of deputies to regular Council members nor does it provide any legal authority to make a payment to a person nominated to represent a local authority in the absence of a regular Council member.

Tamala Park Regional Council has taken the position that if a regular member is unable to attend a Council meeting the Council represented must pass a resolution in reference to Section 52 of the Interpretation Act appointing some other person to represent the Council. Representation may only be authorised when the regular member is not able to attend because of:

- illness; temporary absence from the state; or conflict of interest

Where a Council does appoint a person utilising section 52 of the Interpretation Act it is up to the sponsoring Council to remunerate the appointee in a way that will cover attendance and travelling expense.

In view of the above, it is recommended that Mindarie Regional Council adopt the same interim approach for payment to alternate members pending the amendment to the Local Government Act.

CONSULTATION

Officers from Tamala Park Regional Council and other Regional Councils

STATUTORY ENVIRONMENT

- Local Government Action S's 5.98 – 102
- Local Government (Administration) Regulations S's 30 – 34 AB

POLICY IMPLICATIONS

Policy 2A Members Allowance and Expenses has been applied in this report.

FINANCIAL IMPLICATIONS

Fee/Allowance	Existing Budget	Proposed Revised Budget	Increase in Budget
		(Based on Increased Fees)	
Chairman LG Allowance	3,000	6,000	3,000
Deputy Chairman LG Allowance	800	1,500	700
Annual Fees – Chairman	6,000	13,000	7,000
Annual Fees – Members (Note 1)	26,400	66,000	39,600
Members Allowance (Note 2)	15,000	15,000	-
	51,200	101,500	50,300

Note:

1. Payment per member to be increased from \$2,400 to \$6,000 p.a.
2. Members' Allowance will cover expenses related to telecommunications, IT allowance, travelling and other related costs.

The total budget for 2008/09 is \$51,200. In the event the recommendations are adopted, the revised cost would be \$101,500 which is an increase of \$50,300 for the year. It is proposed that the Council approves the additional budget allocation of \$50,300 from the existing projected surplus of \$2.7m for 2008/09.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil.

RECOMMENDATION

That Council:

- (i) approve that the Local Government Allowance for Chairman of the Council be 50% of the permitted maximum (current maximum is \$12,000 per annum) i.e. a current payment of \$6,000 per annum for 2008/09
- (ii) approve that the Local Government Allowance for Deputy Chairman be 25% of the amount paid to the Chairman (maximum is 25% of Chair allowance) for 2008/09
- (iii) approve that the annual attendance fee for Chairman of the Council be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government Legislation (current maximum is \$14,000 per annum) and be the amount of \$13,000 per annum for 2008/09
- (iv) approve the attendance fees for Council members be 100% less \$1,000 of the permitted maximum fee prescribed by Local Government Legislation (current maximum is \$7,000 per annum) and be the amount of \$6,000 per annum for 2008/09
- (v) approve that the amounts calculated in (iii) and (iv) be increased by \$1,000 for each regular Council member to cover telecommunications, IT allowances or travelling and other allowances to meetings
- (vi) approve payments in addition to the annual allowance to individual councillors upon provision of supporting documentation
- (vii) note that while Local Government Act, in its present form does not provide for the appointment of a Deputy or Alternate Member. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act
- (viii) approve an additional allocation of \$50,300 for Members Cost out of the projected surplus of \$2.7m for 2008/09
- (ix) approve a review of fees following the next Ordinary Council elections (next scheduled for October 2009) for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments
- (x) approve payment of elected member allowances half yearly in arrears

ATTACHMENT ONE
TO ITEM 8.2.3
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
COUNCILLORS MEETING FEES AND ALLOWANCES REVIEW JULY08

REVIEW OF COUNCIL MEETING FEES AND ALLOWANCES JULY 2008

	LG Act Allowance	MRC	SEMRC	TPRC	SMRC	WMRC	EMRC
	Annual	Annual	Annual	Annual	Annual	Per meeting	Annual
Annual Sitting Fees							
Chairman	14000	3000	8000	13000	14000	280	14000
Councillors	7000	2400	3500	6000	7000	140	7000
(or 2% of revenue to a maximum of \$60,000)							
Annual Meeting fees							
Chairman	3000						
Allowance (Travel IT ect)							
Chairman and Councillors	3400	1000	1200	1000	1000		
Local Government Allowance							
Chairman	12000	3000		6000	10000		6000
Dep Chairman	3000	750		1500			1500
Total Chairman	\$ 29,400	\$ 10,000	\$ 9,200	\$ 20,000	\$ 25,000	\$ 280	\$ 20,000
Total Deputy Chairman	\$ 13,400	\$ 4,150	\$ 4,700	\$ 8,500	\$ 8,000	\$ 140	\$ 8,500
Total Councillor	\$ 10,400	\$ 3,400	\$ 4,700	\$ 7,000	\$ 8,000	\$ 140	\$ 7,000

LG Guidelines	Minimum	Maximum
Per meeting		
Ordinary & Special		
Chairman/presidents/Mayors	120	280
Councillors	60	140
Committee		
Chairman/presidents/Mayors	70	
Councillors	30	

**ITEM 8.2.4 REGIONAL COUNCILS / WALGA RELATIONSHIPS –
PARTNERSHIP AGREEMENT**

File No: GVR/10

Attachment(s): 1. MWAC Partnership Agreement

Author: Kevin Poynton

SUMMARY

The purpose of this Item is to obtain Mindarie Regional Council (MRC) approval to a partnership agreement between WALGA and Regional Councils.

BACKGROUND

Municipal Waste Advisory Council (MWAC) had previously conducted a series of workshops in mid 2007 to review the business rules associated with arrangements between WALGA and Regional Councils, in relation to the business of MWAC.

These arrangements are particularly relevant to Regional Councils, given that these organisations contribute fifty per cent of the annual funding for MWAC. The Mindarie Regional Council contribution to MWAC for FY 2008/2009 is \$35,000.

These workshops led to a suite of general conclusions on particular aspects of MWAC.

Council, at its Ordinary Council Meeting held on 11 October 2007 resolved as follows:

That Council endorse the conclusions described in the Municipal Waste Advisory Council Structural Review specifically related to:

- *Officers Advisory Group Membership*
- *Municipal Waste Advisory Council Membership*
- *Funding Model*

Further work has been conducted on the development of a Partnership Agreement. This work has included utilisation of these conclusions.

The work has been conducted by WALGA and MWAC staff, representatives of Regional Councils, and representatives of the Forum of Regional Councils (FORC).

Council consideration of this work is now appropriate.

DETAIL

The Proposed Partnership Agreement.

The proposed Partnership Agreement is at Attachment One to this Item.

The Agreement contains business rules associated with the following key aspects of WALGA (specifically, MWAC) and Regional Council relationships:

- Clear description of MWAC role, responsibilities and functions (Section 3)
 - Structure of MWAC (Section 4)
-

-
- Funding model for MWAC (Section 6)
 - Amendments to the structure of MWAC (Section 7)

The content of the Agreement has, to date, been endorsed by WALGA State Council, MWAC and FORC.

The impact of the Agreement on Mindarie Regional Council is as follows:

- No major change to the financial contribution of Mindarie Regional Council to MWAC
- No change to the Mindarie Regional Council representation on MWAC
- Improved capability of MWAC to respond to tasking requirements, particularly where financial resources are required
- Improved ability of MWAC to attract and retain excellent staff, due to the improved stability of its organisational model

CONSULTATION

The Partnership Agreement has been developed through excellent co-operation between the following organisations:

- WALGA
- MWAC
- FORC
- Regional Councils

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The approval to the Agreement will not result in any significant amendment to the financial contribution by Mindarie Regional Council to MWAC.

STRATEGIC IMPLICATIONS

Both the current and proposed versions of the Mindarie Regional Council Strategic Plan highlight the importance of partnerships to the Mindarie Regional Council business. This Partnership is consistent with the approach described in the Strategic Plan.

COMMENT

The development of an improved relationship between WALGA and Regional Councils has been progressed via this Partnership Agreement. Council approval to this Agreement is recommended.

RECOMMENDATION

That Council approve the proposed Partnership Agreement between WALGA and Regional Councils, described at Attachment One to this Item.

ATTACHMENT ONE
TO ITEM 8.2.4
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
MWAC PARTNERSHIP AGREEMENT

Partnership Agreement

Municipal Waste Advisory Council

DATED the _____ day of _____ 2008

BETWEEN:

Western Australian Local Government Association;
AND
Eastern Metropolitan Regional Council;
AND
City of Geraldton-Greenough;
AND
Mindarie Regional Council;
AND
Rivers Regional Council;
AND
Southern Metropolitan Regional Council;
AND
Western Metropolitan Regional Council.

Background

- The Municipal Waste Advisory Council ("the MWAC") was established in December 1994 as a standing committee of the Association with delegated authority to represent the Association in respect of matters relating to municipal waste issues.
- The objective of the MWAC is to encourage and promote economically sound, environmentally safe and efficient waste management practices and to ensure that the shared interests of all Western Australian local governments, as they relate to waste management, are effectively managed. An Officers Advisory Group has been created as an advisory committee to the MWAC. Membership of the MWAC and the Officers Advisory Group currently consists of the major Regional Councils.
- The Municipal Waste Program has been established as a non-grant program of the Association, the governance of which is the responsibility of the MWAC.
- The Parties have entered into this Partnership Agreement to record and outline the broad objectives, responsibilities, principles and procedures that govern the operation of the MWAC and the Officers Advisory Group and the role of these bodies and their officers in governing and managing the Municipal Waste Program, including:
 - the legal status and funding arrangements for the MWAC;
 - the roles and responsibilities of the MWAC, the MWAC Chair and the Executive Officer; and
 - the relationship between the MWAC and the State Council.

Partnership Agreement

1. Definitions and Interpretation

Unless otherwise required by the context or subject matter, in this Partnership Agreement The following terms are defined:

Annual Budget means the annual operating budget of the MWAC for any given financial year determined in accordance with clause 6 and which funds the core activities of the MWAC;

Association means the Western Australian Local Government Association;

Consumer Price Index means the consumer price index compiled by the Australian Bureau of Statistics for the Perth (Capital City) Area (All Groups);

Contributing Parties means those Parties who elect to participate in and fund a Special Project pursuant to clause 3.1.2;

Contribution means the amount each Party is liable to contribute to the Annual Budget in accordance with clause 6.2;

Executive Officer means the Executive Officer to the MWAC appointed as the manager of the Municipal Waste Program under contract by the WALGA Chief Executive Officer;

Member means an Officer appointed by a Party to represent that Party on the MWAC, the Officers Advisory Group or a Working Group as the case may be;

MWAC means the Municipal Waste Advisory Council;

Municipal Waste Program means the waste management activities of the Association that is governed by the MWAC under the delegated authority;

Officer means an employee of a Party;

Parties or **Party** means the local government organisations that are signatories to this Partnership Agreement and any additional local government organisations added to this Partnership Agreement pursuant to clause 7.1;

Project Objectives means the basic objectives and intentions of the MWAC as specified in clause 2;

Regional Council for the purposes of this Partnership Agreement means a regional local government under the *Local Government Act 1995* (WA) and includes the City of Geraldton-Greenough as a non-metropolitan local government acting as a regional service provider;

Regional Council Member means a Regional Council that is Party to this Partnership Agreement;

Special Project means a project that is outside the core activities of the MWAC and which is established by the MWAC pursuant to clause 3.1.2;

State Council means the governing and decision making board of the Association;

2. Project Objectives

(a) The MWAC and the Municipal Waste Program shall be conducted and carried out in accordance with the Project Objectives and the Parties shall observe the spirit and intent of the Project Objectives whilst Parties to this Partnership Agreement.

(b) The Project Objectives of the MWAC are to:

- (i) encourage and promote economically sound, environmentally safe and efficient waste management practices;
- (ii) ensure that the shared interests of all Western Australian local governments, as they relate to waste management, are effectively represented;

- (iii) establish and maintain effective and open communication and cooperation across all Western Australian local governments on relevant waste management issues;
- (iv) foster and develop interaction between the MWAC and other portfolio areas within the Association and across State Government. For example, the areas planning, procurement, environment and waste;
- (v) be responsive and practical in exercising its functions and in governing the Municipal Waste Program.
- (vi) ensure elected member involvement (based on professional officer advice)

3. Role, Responsibilities and Powers of the MWAC and the Association

3.1 The MWAC

General Functions of the MWAC

- (a) The principal role of the MWAC in exercise of the delegated authority is to govern the Municipal Waste Program and to represent the interests of the Parties and local government generally, in all matters relating to local government waste management.
- (b) Without limiting the MWAC's principal role, the broad functions and responsibilities of the MWAC include:
 - (i) defining policy and providing the overall strategic direction of the Municipal Waste Program to achieve the interests of the Parties to this Partnership Agreement;
 - (ii) maintaining the MWAC as a credible, active and effective peak body in the area of waste management;
 - (iii) facilitating and encouraging cooperative linkages between Local, State and Federal Government, Regional Councils, industry and the community;
 - (iv) representing the interests of the Association in all matters relating to local government waste management in accordance with the Association's policy statements and formal positions on an issue, and without prior reference to the Association where a formal Association position on an issue is not current or has not yet been developed PROVIDED THAT any such position is subsequently put to the Association as soon as practicable for confirmation;
 - (v) acting as an interface between the Parties to this Partnership Agreement and other local governments;
 - (vi) promoting economically sound, environmentally safe and socially acceptable waste management and minimisation strategies;
 - (vii) coordinating and initiating research on waste management issues;
 - (viii) through the WALGA Chief Executive Officer and the MWAC Chair, monitoring and evaluating the performance of the Executive Officer against established key performance indicators;
 - (ix) approving major operating plans, including the strategic plan;
 - (x) approving the Annual Budget in accordance with the terms of this Partnership Agreement; and
 - (xi) ensuring the Municipal Waste Program complies with the law and the Association's operational policies and procedures.
- (c) Under the terms of the delegated authority, the MWAC may not make decisions:
 - (i) concerning the acquisition, holding and disposition of real property or the borrowing of money or setting Association subscription levels;
 - (ii) that are inconsistent with an existing formal policy statement of the Association without prior reference to and the prior approval of the State Council; and
 - (iii) relating to operational matters as such matters remain the responsibility of the Executive Officer, reporting to the WALGA Chief Executive Officer or to their delegate.

Special Projects

- (d) The MWAC may establish special projects over and above the core activities of the Municipal Waste Program ("Special Project").
- (e) Participation in a Special Project by the Parties will be voluntary and at the discretion of each Party.

- (f) Where not all of the Parties elect to be part of a Special Project the Parties that do elect to be part of the Special Project ("the Contributing Parties") will form a working group ("Working Group").
- (g) The Working Group shall:
 - (i) comprise of a representative from each Contributing Party selected by such Contributing Party in its absolute discretion to represent it in respect of the Special Project;
 - (ii) report regularly to the MWAC as to the status of the Special Project;
 - (iii) ensure that funding contributions are properly acquitted against project deliverables; and
 - (iv) comply with the Project Objectives and the law.
- (h) The MWAC or the Working Group may invite other stakeholders to participate in a Special Project. The stakeholder must make a financial contribution to the funding of the Special Project (as determined by the Working Group) and thereafter will be entitled to put forward a representative to the Working Group and participate fully in the operation of the Special Project.

3.2 The Association

- (a) The Association is responsible for the operation and governance of the Municipal Waste Program, including but not limited to all matters pertaining to financial administration, resource and asset management, information management, contracts, grant administration and the employment and management of staff associated with the Municipal Waste Program.
- (b) While functional control of the Municipal Waste Program is vested in the Association, the Association expressly acknowledges and agrees that the other Parties to this Partnership Agreement have a vested interest in the strategic direction of the Municipal Waste Program and the exercise of this interest is to be facilitated through membership to the MWAC and the Officers Advisory Group.

4. Structure of the MWAC and the Officers Advisory Group

4.1 MWAC

- (a) The MWAC shall consist of permanent members as follows:
 - (i) five (5) Association Delegates; and
 - (ii) one (1) Regional Council Delegate from each Regional Council Member,
- (b) One of the members of MWAC shall hold the office of MWAC Chair.
- (c) The Association Delegates will comprise:
 - (i) four (4) members of the State Council selected by the Association in its absolute discretion from each of the State Council policy teams ("the State Council Members");
 - (ii) one (1) local government elected member selected by the Association, who in the opinion of the Association has appropriate skills and experience to complement the skills of the State Council Members ("the Local Government Member"); and
 - (iii) if, for whatever reason, any of the four (4) State Council Member positions specified in clause 4.1(c)(i) are not filled, the Association may select additional Local Government Members to fill such position who, in the opinion of the Association, have knowledge of and experience in the policy area in deficit;
 - (iv) at least two (2) of the elected members (either State Council Members or Local Government Members) from non-metropolitan local governments.
- (d) Regional Council Delegates will comprise one representative of each Regional Council Member selected by the relevant Regional Council Member in its absolute discretion to represent its interests on the MWAC (this includes determination of voting rights).
- (e) Deputy members are also permitted to attend meetings in the even that a member cannot attend a meeting of the MWAC.

4.2 Officers Advisory Group

- (a) The Officers Advisory Group shall consist of:
 - (i) the Chief Executive Officer of each Regional Council Member (or their delegate); and
 - (ii) three (3) local government officers from local governments in the non-metropolitan area and three (3) local government officers from local governments in the metropolitan area ("the Officers at Large");
- (b) For the avoidance of doubt:
 - (i) the Officers at Large do not need to be Officers of a Party to this Partnership Agreement; and
 - (ii) it is not mandatory for all positions on the Officers Advisory Group to be filled for the Officers Advisory Group to operate.
- (c) The Association, in consultation with the MWAC, shall select the Officers at Large and must ensure where possible that the Officers at Large come from a diverse range of local governments to give a good coverage of the State.
- (d) The Officers at Large shall each hold their office on the Office Advisory Group for a two (2) year term PROVIDED THAT to ensure retention and transfer of knowledge such a term of office may be longer or shorter to ensure that in any one calendar year not more than three (3) Officers at Larges' term of office expires.
- (e) Members of the Officers Advisory Group are entitled to attend meetings of the MWAC.

5. Role of and Relationship between the MWAC Chair and the Executive Officer

5.1 The MWAC Chair

Appointment and Term of Office

- (a) The members of MWAC will appoint a member of MWAC as chairperson of MWAC ("MWAC Chair");
- (b) The term of office of the MWAC Chair is 2 years ("Term").
- (c) Prior to expiry of the Term the then current members of MWAC must, by simple majority, elect a new chairperson from the then current members of MWAC.
- (d) An existing MWAC Chair can be re-elected as the MWAC Chair.

Role of MWAC Chair

- (e) The MWAC Chair shall:
 - (i) preside at all meetings of the MWAC at which they are present;
 - (ii) represent and advocate the resolutions of the MWAC;
 - (iii) work with the Executive Officer in establishing the agenda for MWAC meetings;
 - (iv) subject to the protocol negotiated with the WALGA President and in consultation with the Executive Officer, act as principal spokesperson and media contact on such matters as are required;
 - (v) be the spokesperson for the MWAC at conferences and in the reporting of performance and financial information relating to the MWAC;
 - (vi) be the major point of contact between the MWAC and the Executive Officer;
 - (vii) regularly review with the Executive Officer the progress of important initiatives and significant issues;
 - (viii) provide mentoring to the Executive Officer;
 - (ix) support the WALGA Chief Executive Officer (or his/her delegate) in undertaking the performance evaluation process for the Executive Officer and setting annual key performance indicators, with deliberate input from the MWAC where appropriate; and
 - (x) oversee the annual processes of the MWAC and individual MWAC member performance evaluations.

5.2 Protocol between the WALGA President and the MWAC Chair

- (a) The WALGA President and the MWAC Chair are to establish, as soon as is practicable, a protocol between the two office holders which:
 - (i) confirms their respective roles as the public spokesperson and media contact for issues pertaining to the Municipal Waste Program; and
 - (ii) deals with which office holder will take the lead responsibility in representing the waste management portfolio at ministerial, departmental and other external stakeholder meetings,
- (b) The Protocol is to be re-negotiated as soon as is practicable upon the election of a new WALGA President or MWAC Chair.

5.3 The Executive Officer

- (a) The Executive Officer is responsible for the ongoing management of and operational matters concerning the Municipal Waste Program in accordance with the strategy, programs and key performance indicators approved by the MWAC, and the operational policies and procedures established by the Association.
- (b) The Executive Officer is jointly accountable to the WALGA Chief Executive Officer and the MWAC for the achievement of key performance indicators identified by the MWAC.

6. Funding and Financial Management of the MWAC

6.1 Annual Budget

Purpose of Annual Budget

- (a) The Annual Budget of the MWAC is to be used to fund the core activities of the Municipal Waste Program and to support the allocation of staff time and their support costs.

Determination of Annual Budget

- (b) Every financial year a new Annual Budget will be determined for the MWAC.
- (c) Subject to clause 6.1(d), the proposed Annual Budget for any given financial year will increase or decrease, as the case may be, by reference to the Consumer Price Index and will be calculated on the basis of the following formula:
Proposed Annual Budget = (Previous Years Annual Budget x Current Consumer Price Index)
- (d) The Annual Budget calculated in accordance with above formula is subject to the respective budgetary processes of the parties to the Partnership Agreement. A final determination on the Annual Budget will not be made until each Party has approved their respective annual operating budgets.
- (e) The Parties' Contribution must be paid to and will be held by the Association for the purposes of the Municipal Waste Program.
- (f) Additional funding may be sought on an ad hoc basis if there is insufficient funds to undertake core activities.

Note: Funding of core activities of MWAC was determined for the 2008/09 financial year as \$209,474, this represented the previous years funding with a Consumer Price Index increase. The budget for the coming financial years will be made on this basis.

6.2 Parties' Contribution to the Annual Budget

Parties' Proportions

- (a) Each Party is liable to make an annual contribution to the Annual Budget in the following proportions:
 - (i) The Association: 50% of the Annual Budget; and
 - (ii) All other Parties: 50% of the Annual Budget apportioned as follows:

The proportion each Party (other than the Association) is liable to contribute to the Annual Budget is calculated on a base rate of \$5,000 and the remaining funds calculated by reference to the proportion of the population of the region that particular Party represents (in relation to the other non-Association parties to the Partnership Agreement at the time of the calculation).

Additional Funding

- (b) If additional funding is required, the MWAC may request such additional sum from the Parties in such proportions as if this sum were treated as the Annual Budget for the purposes of clause 6.2(a).
- (c) If during any given financial year the MWAC has reason to suspect there will be a projected surplus or deficit in the Annual Budget, the MWAC must report this to the State Council as soon as is practicable. In consultation with the MWAC, the surplus or deficit will be dealt with through the Association's formal budget revision process.

6.3 Funding Special Projects

Special Project Budget

- (a) The amount of funding required to carry out a Special Project and the amount each Contributing Party is required to contribute is to be determined by the Contributing Parties to that Special Project, subject to ratification by the MWAC.
- (b) Each Contributing Party must pay their proportion of the Special Project budget determined in accordance with clause 6.3(a) to the Association to be held by the Association for the purposes of the Special Project.

Surpluses or Deficits

- (c) If the Contributing Parties suspect at any time during a Special Project that there may be a deficit in funding the Contributing Parties must immediately report this to the MWAC. Thereafter the Contributing Parties, in consultation with the MWAC will undertake a formal budget revision of the Special Project which may result in reducing expenditure on the Special Project or requesting additional contributions from the Contributing Parties.

Refund and Re-invoicing for Continuing Special Projects

- (d) If a Special Project continues for multiple financial years, the parties that have agreed to make financial contributions for each project must ensure that their funding commitments are honoured. Where this occurs, the Association will either:
 - (i) invoice the parties for instalment payments in line with the progress of actual expenditure on projects; or
 - (ii) where the Partnership Agreement funding retained by the Association for the special projects exceeds \$20,000 at the conclusion of a financial year, refund these funds to the Parties on the basis of their contributions and then re-invoice the Parties for the same Partnership Agreement funding in the new financial year. The refunding of monies held for special projects will prevent these funds being converted to retained earnings at the conclusion of the Association's financial year.

Completion of Special Project

- (e) Surplus funds that remain unexpended after the completion of a Special Project are to be refunded to the Contributing Parties in the proportions of each Contributing Party's total contribution to the Special Project as soon as is reasonably practicable.

Continuing Funding Obligation

- (f) For the avoidance of doubt, if a Party ceases being a Contributing Party or otherwise withdraws from the Special Project, such Party is still obligated to honour all of its funding obligations in respect of such Special Project.

6.4 Other Funding

The Association administers a range of State and Commonwealth grant programs which provide outcomes in line with the objectives of the Municipal Waste Program. Funding from these grants may support the employment of additional staff within the Municipal Waste Program for grant-funded projects and or the administration of devolved grant programs that can be accessed by local governments.

6.5 Funding Obligations of Additional Parties

If a new party is added to this Partnership Agreement in accordance with clause 7.1, such party shall as soon as possible make a contribution to the Annual Budget calculated in accordance with the method in clause 6.2(a) apportioned according to the length of the relevant financial year remaining.

7. Addition, Withdrawal and Removal of Parties and Winding-up of the MWAC

7.1 Addition of Parties

- (a) Additional parties may be added to this Partnership Agreement at any time by a simple majority resolution of the MWAC.
- (b) An additional Party will have full voting rights and be able to appoint a representative to represent it on the MWAC and Officers Advisory Group and fully participate in the Municipal Waste Program PROVIDED the additional Party has:
 - (i) duly executed and returned to the Association an Acknowledgement in the form prescribed in Schedule 1 of this Partnership Agreement agreeing to observe and perform all the terms and conditions of this Partnership Agreement; and
 - (ii) made its contribution to funding in accordance with clause 6.5.

7.2 Withdrawal of Parties

- (a) A Party can elect to withdraw from this Partnership Agreement by giving not less than one (1) full financial year's written notice to the MWAC, and which notice must specify the withdrawal will take effect on the last day of a financial year ("Withdrawal Date"). The withdrawal will take effect and the Party withdrawing will cease to be a Party on the Withdrawal Date.
- (b) If a withdrawing Party gives notice of its intention to withdraw from this Partnership Agreement pursuant to this clause this does not release the withdrawing Party from honouring any of its funding obligations under this Partnership Agreement, particularly:
 - (i) in respect of Annual Budget contributions the withdrawing Party must if it has not already done so, make full payment of its Contribution to the Annual Budget or any other contributions it is liable to make under clauses 6.2; and
 - (ii) in respect of contributions to Special Projects (if applicable), make all required contributions until completion of the Special Project. The Withdrawing Party would however be entitled to have access to the outcomes and results of the Special Project.

7.3 Removal of Parties

Parties may be removed from this Partnership Agreement at any time by an Absolute Majority of the MWAC, subject to ratification by the State Council. If a Party is removed pursuant to this clause such removal takes immediate effect but does not release the removed Party from their liability to make, for the balance of the financial year in which they were removed, funding contributions under this Partnering Arrangement, whether contributions to the Annual Budget or to Special Projects;

7.4 Winding-up of the MWAC

- (a) This Partnership Agreement may wound up at any time by an Absolute Majority of the State Council.
- (b) If this Partnership Agreement is wound up pursuant to this clause before the end of the relevant financial year any funds contributed by the Parties will be returned to such Parties in the same proportion as they were provided and apportioned according to the length of the financial year remaining.

8. Relationship Between the Parties

Notwithstanding any other provision of this Partnership Agreement:

- (a) nothing contained in this Partnership Agreement constitutes a relationship between the Parties as partners, quasi-partners or members of an association, each others agent or any other relationship in which a Party may be liable generally for the debts, acts or omissions of another Party; and
- (b) a Party shall not have any authority to act for, or to create or assume any responsibility, obligation or liability on behalf of, any other Party.

9. Review of the Partnership Agreement

- (a) The Partnership Agreement will be reviewed six (6) months from the date of the Partnership Agreement, then every three (3) years, to ascertain whether the Partnership Agreement continues to meet the Project Objectives and the needs of the Parties and to discuss possible improvements and amendments to the Partnership Agreement.
- (b) The Partnership Agreement review process shall be managed by a Working Group comprising a representative from each of the Parties, selected by each Party prior to the date of review.
- (c) The Working Group shall report to the MWAC on the review, including recommendations for amendment where necessary.

10. Intellectual Property and Confidential Information

10.1 Intellectual Property

- (a) In this clause "**Intellectual Property Rights**" means all current and future rights in any registered designs, know how, copyright, moral rights, designs, patents or trade marks, or any other kind of recognised right to intellectual property subsisting at law or capable of subsisting or being obtained under any legislation and whether in Australia or throughout the world and any application or right to apply for registration of any of those rights and interest, in and to all material, reports, products, inventions or information (including each and every stage of design and construction) created by the MWAC or created in the course of, or in relation to, the Municipal Waste Program or by any Party in the course of or in relation to the Municipal Waste Program.
- (b) Any Intellectual Property Rights vest jointly in and are the joint property of all the Parties existing at the time the matter the subject of the Intellectual Property Right was created.
- (c) To the extent that anything created through the Municipal Waste Program contains material the subject of pre-existing intellectual property rights of any Party or third parties, nothing in this Partnership Agreement will affect those rights but such Party hereby grants and shall use its best endeavours to procure the relevant third parties to grant to the other Parties of the Partnership Agreement a non-exclusive, non-transferable right:
 - (i) to use, reproduce and adapt for their own use; and
 - (ii) to perform any other act with respect to copyright and to commercialise,all those intellectual property rights but only as part of the material and of any future development of that material.
- (d) For the purposes of this clause, "commercialise" means to manufacture, sell, hire or otherwise exploit a product or process, or to provide a service, or to licence any third party to do any of those things.

10.2 Continuing Obligation

The provisions of this clause 10 shall continue to bind each Party to this Partnership Agreement notwithstanding that it may cease to be a Party.

11. Effect of Execution

This Partnership Agreement binds each party who executes it notwithstanding the failure by any other person to execute this Partnership Agreement.

EXECUTED BY THE PARTIES

EXECUTED by)
for and on behalf of the)
Western Australian)
Local Government Association)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the Eastern)
Metropolitan Regional Council)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the)
City of Geraldton-Greenough)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the)
Rivers Regional Council)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the)
Mindarie Regional Council)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the Western)
Metropolitan Regional Council)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

EXECUTED by)
for and on behalf of the)
Southern Metropolitan)
Regional Council)
in the presence of:)

Witness Signature:

Witness Name:

Witness Address:

Witness Occupation:

Schedule 1 *Form of Acknowledgement*

ACKNOWLEDGEMENT

The **[Name of Local Government]** HEREBY:

- (a) agrees to be added as a party to the Partnership Agreement ("the Partnership Agreement") annexed to this Acknowledgement and agrees to comply with and be bound by the terms and conditions of the Partnership Agreement; and
- (b) acknowledges that until it duly executes and returns this Acknowledgement to the Association and makes the required funding contribution, it will not be able to appoint an active, voting member to the Municipal Waste Advisory Council.

DATED: _____ day of _____, 200_

Signature of Chair

Name of Chair

ITEM 8.2.5 DELEGATED AUTHORITY – CHIEF EXECUTIVE OFFICER

File No: **COR/1**

Attachment(s): **1. Revised Instrument of Delegation**

Author: **Kevin Poynton**

SUMMARY

The Local Government Act 1995 provides for a Council to delegate some of its powers to the Chief Executive Officer (CEO) and once every financial year the Council must review these delegations. The last time the instrument of Delegation was considered was December 2007. A further review of the Instrument of Delegation has now been completed and the attached revised Instrument of Delegation is recommended to Council for adoption. (Attachment One)

BACKGROUND

Delegation by Council for the CEO previously some of its powers goes back to at least 1998. The Instrument of Delegation has been amended to incorporate changes to the legislation and to take into consideration legal advice and advice from operational guidelines prepared by the Department of Local Government & Regional Development.

DETAIL

Delegation by a Council to its CEO is a common practice which enables the operational business of local governments to proceed without undue delays between ordinary council meetings.

Council at its Ordinary Council Meeting in December 2007, resolved as follows:

That Council ADOPT the Instrument of Delegation to the Chief Executive Officer (Attachment One of this Item).

The one amendment to the Instrument adopted previously by Council relates to the Resource Recovery Facility (RRF) project.

Delegation 2.5 (Tenders) provides for authority to vary contracts up to \$50,000 or 10% of the contract value, whichever is lesser.

The recommended additional 'function delegated' is as follows:

- Authority to vary the RRF contract up to \$50,000 per annum, provided no additional risk or liability is incurred by the Council (for RRF contract only)

The rationale for this recommended amendment is on the basis of efficiency of project management, given the magnitude of the project. This approach is recommended to the Council by the RRF Project Advisory Group (PAG).

Attachment One has been amended to include this recommendation.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

The adoption of the Instrument of Delegation will enable a number of the operational matters relating to Council business to proceed smoothly between Council meetings.

COMMENT

Nil.

RECOMMENDATION

That Council **ADOPT** the Instrument of Delegation to the Chief Executive Officer (Attachment One of this Item)

Noting requirement Absolute Majority

**ATTACHMENT ONE
TO ITEM 8.2.5
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
REVISED INSTRUMENT OF DELEGATION**

TABLE OF CONTENTS

BACKGROUND TO DELEGATIONS	1
GOVERNANCE:.....	2
1.1 Appointment of Authorised Persons	2
1.2 Authority to Appoint an Acting Chief Executive Officer	3
FINANCE	4
2.1 Incurring costs and making payments	4
2.2 Managing Bank Accounts	5
2.3 Investment of Surplus Funds	6
2.4 Waiving of Fees and Writing Off of Debts	7
2.5 Tenders	8
2.6 Disposal of Property	9

BACKGROUND TO DELEGATIONS

The power of the Council to delegate authority is contained in Section 5.42 and 5.43 of the Act. The Council may only delegate to the Chief Executive Officer.

The power of the Chief Executive Officer to delegate authority to other employees is contained in Section 5.44 of the Act.

The purpose of delegating some specific authorities to the Chief Executive Officer is to facilitate the effective operation of the local government. This is particularly important in the case of the regional council as it does not meet as frequently as its member councils and the members have a wide range of additional responsibilities. Matters which require an absolute majority of council cannot be delegated.

Good practice is to delegate duties and powers which are operational in nature but where some discretion is needed. This enables the council to focus on higher level policy issues relevant to the regional council. Council may determine the conditions and limitations attached to each power delegated. These must be included in the instrument of delegation.

This Instrument of Delegation is prepared in accordance with Section 5.46 of the Local Government Act 1995.

It should be noted that the delegation of powers to the Chief Executive Officer under the provisions of Section 5.42 of the Act, are in addition to and not in abrogation of the general powers of the Chief Executive Officer as contained in Section 5.41 of the Act, the Interpretations Act, the Local Laws of the Mindarie Regional Council and the provisions of the contract of service between the Mindarie Regional Council and the Chief Executive Officer, including the position description.

Any powers delegated are to be reviewed at least once every financial year.

A Delegation of Authority should not be confused with an authorisation. For example, by policy and/or resolution of council, the Council may *authorise* the CEO and several other staff members to sign cheques on behalf of council. The delegation of authority is not the ability to sign cheques but the making of payments in accordance with Financial Management Regulation 12 (1) (a).

References used in the preparation of this Instrument of delegation are:

- Local Government Act 1995;
- Local Government (Functions & General) Regulations 1996;
- Local Government (Financial Management) Regulations 1996;
- Interpretations Act 1984;
- Local Government Operational Guidelines No. 17 – Delegations January 2007 (DLG & RD)

GOVERNANCE:

1.1 *Appointment of Authorised Persons*

Function Delegated

Authority to authorise persons in accordance with S 9.10, 9.17, 9.19 and 9.20 of the Local Government Act

Conditions

Nil

On-delegation

Nil

Reporting Requirements

Nil

Reference

The Local Government Act 1995 and any Local Laws made there under.

1

¹ Authorised persons in this section refers to persons authorised to administer local laws, including issuing infringement notices, reviewing objections to infringements and withdrawing infringements.

1.2 Authority to Appoint an Acting Chief Executive Officer

Function Delegated

Authority to appoint a person as the Acting Chief Executive Officer on occasions of planned and temporary absences.

Conditions

Temporary appointments to be for no longer than four consecutive weeks and the Chief Executive Officer to advise the Council of the term of appointment and the circumstances surrounding the need for the temporary appointment.

On-delegation

Nil

Reporting Requirements

Nil

Reference

The Local Government Act 1995 S 5.36 ²

² S 5.36 requires a local government to employ a person to be the CEO of the local government. The Act is silent on the issue of an acting CEO in the event of the appointed person's absence on authorised leave.

FINANCE

2.1 *Incurring costs and making payments*

Function Delegated

- The authority to approve requisitions and purchase orders for the supply of goods and services;
- The authority to approve and make payment for services where funds have been provided in the Annual Budget; and
- The authority to make budget variations within the operating programs

Conditions

1. All accounts to be totally acquitted prior to payment
- 2 All requisitions and accounts to be within the budget allocation for the year as reviewed from time to time except where they are variations approved by the CEO in accordance with this delegation; and

Delegation Limits

• Chief Executive Officer	no limit
• Chief Financial Officer	\$100,000
• Operations Manager	\$20,000
• Project Manager	\$20,000
• Administration Manager	\$5,000
• Assistant Manager Operations	\$2,000
• Senior Finance Officer	\$2,000
• Foreman	\$2,000

Reporting Requirements

Schedule of payments made and operational budget variations within program to be provided to council at each ordinary council meeting

Reference

³ Regulation 12 (1) (a) & 13 (1) & (3) Local Government (Financial Management) Regulations 1996

³ Regulation 12 (1) (a) provides that payments from the municipal fund or the trust fund may only be made by the CEO if the local government has delegated to the CEO this power. If it has not, then payments cannot be made until they have been approved for payment by council.

2.2 Managing Bank Accounts

Function Delegated

Authority to open and close bank accounts, access accounts electronically and transfer funds electronically;

Conditions

Nil

On-delegation

Nil

Reporting Requirements

Any changes to accounts to be reported in the quarterly financial report.

Reference

Regulation 8 Local Government (Financial Management) Regulations 1996⁴

⁴ Regulation 8 requires a local government to maintain a separate account with a bank or other financial institution for a range of purposes, including municipal funds, trust funds, reserve funds, major land transaction funds and major trading undertakings. While the funds are to be separate, they may be combined for investment purposes.

2.3 *Investment of Surplus Funds*

Function Delegated

- Authority to effect investment of surplus funds standing to the credit of the Council.
- Authority to establish and document internal control procedures over investments

Conditions

- 1 All investments to be trustee classified securities.
- 2 The Council's bankers to be firstly contacted for competitive quotation of interest rates.

On-delegation

Finance & Business Manager

Reporting Requirements

Information to be contained within Quarterly financial reports

Reference

The Local Government Act 6.14(1) & 19 (1) (Financial Management) Regulations 1996⁵

⁵ S 6.14 provides the power to invest surplus funds in accordance with part III of the Trustees Act. 1962. Reg 19 (1) requires that internal controls be established to manage investments.

2.4 *Waiving of Fees and Writing Off of Debts*

Function Delegated

Authority to write off moneys due to the Council which are considered to be non-recoverable;
Authority to waive fees or grant concessions in relation to any amount of money owed

Conditions

In the event of waiving fees or granting concessions, the decision is made in the interests of business planning or community benefit.

In the event of writing off unrecoverable debts, Individual amounts do not exceed \$10,000 and the best endeavour has been made to recover the funds.

On-Delegation

Nil

Reporting Requirements

Where debts are waived in accordance with this delegation, a report is to be incorporated in the next quarterly financial report.

Where fees have been waived or concessions granted, a report is to be incorporated in the next quarterly financial report.

Reference

Local Government Act 1995 S6.12 (1) (b), (c), & 6.12 (3)⁶

⁶S 6.12 of the Local Government Act describes the circumstances in which a local government may grant concessions, waive fees or write off debts.

2.5 Tenders

Function Delegated

- Authority to call for tenders where it is anticipated that expenditure will be greater than \$100,000;
- Authority to seek expressions of Interest before entering into the tender process
- Authority to determine the criteria for accepted tenders
- Authority to vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser (for non – RRF contracts)
- Authority to vary contract up to \$50,000 per annum provided no additional risk or liability is incurred by the Council (for RRF contract only).

Conditions

All expenditure and proposed expenditure is to be within the adopted budget allocation for the programme as may be reviewed from time to time. •

On-Delegation

Nil

Reporting Requirements

Report to be provided as part of quarterly financial statements

Reference

Local Government Act S 3.57 (1), Reg 14 (2a) & Reg 20 (2) The Local Government (Functions and General) Regulations 1996⁷

⁷ S 3.57 requires that a local government invite tenders before entering into a contract where the value is greater than \$100,000 (or anticipated to be greater than \$100,000.) As part of the tender process, prior to calling for tenders the local government must determine the criteria for deciding which tender should be accepted, and may also negotiate minor variations to the tender prior to acceptance.

2.6 Disposal of Property

Function Delegated

Authority to dispose of property to the highest bidder at public auction, public tender or private treaty in accordance with S 3.58 (2) & (3).

Authority to dispose of material arising from waste management activities.

Conditions

Where waste material is to be sold, this delegation is subject to all reasonable endeavours to secure market prices for the material to be sold or removed from the facility and must comply with tender requirements when applicable.

On-delegation

Nil

Reporting Requirements

Information provided with quarterly financial statements

Reference

Local Government Act 1995 S 3.58⁸

⁸ S 3.58 of the Local Government Act provides for the process to be used for disposing of property. (in this context, 'property' includes land as well as all other materials which are owned by the local government for example, plant and equipment.) In the case of material generated from waste management activities, this is construed as being property which is generated in the course of carrying on a trading undertaking and therefore is exempt from the requirements of public tender. (S 3.58 (5).

ITEM 8.2.6 MEETING DATES - 2009

File No: **COR/10**

Attachment(s): **Nil**

Author: **Kathleen Ferridge**

SUMMARY

The purpose of this report is to provide the proposed meeting dates for Ordinary Council Meetings and Technical Working Group Meetings for 2009.

BACKGROUND

The Mindarie Regional Council has previously considered, in December of each year, the Council meeting schedule for the forthcoming calendar year, and decided upon a schedule for these meetings.

DETAIL

The business rules used in the formulation of Council meetings scheduled for Year 2009 are as follows:

- That six Council meetings be held in the calendar year 2009
- That a meeting be scheduled in March and not February, to accommodate annual leave arrangements in January and February 2009
- That no meeting be held in June, but that this meeting be held in early July 2009 to accommodate the swearing in of Councillors, and the appointment of Chairman and Deputy Chairman
- That the meeting scheduled for December be held relatively early in the month to accommodate other commitments of the festive season
- That all other meetings of the Council i.e. April, August and October be held on the fourth Thursday of those months
- That meetings be scheduled at the Chambers of Member Councils
- That committee meetings be held at least two weeks prior to Council meetings, at Town of Cambridge on the appropriate Friday

Programme of Meetings

The proposed schedule of meetings for Year 2009 is as follows:

- 5 March 2009 (City of Joondalup)
- 23 April 2009 (City of Wanneroo)
- 2 July 2009 (City of Stirling)
- 27 August 2009 (Town of Vincent)
- 22 October 2009 (City of Perth)
- 10 December 2009 (Town of Victoria Park)

The proposed schedule for Working Group meetings for Year 2009 is as follows:

- 20 February 2009
- 10 April 2009
- 19 June 2009
- 14 August 2009
- 9 October 2009
- 27 November 2009

Arrangements for Special Meetings

Special Council Meetings will be held on a "as required" basis.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

COMMENT

The proposed schedule for Ordinary Council meetings and Working Group meetings for Year 2009 is in accord with previously agreed arrangements. This schedule is now submitted for approval.

RECOMMENDATION

That Council adopt the following schedule for Ordinary Council Meetings for Year 2009:

- 5 March 2009 (City of Joondalup)
- 23 April 2009 (City of Wanneroo)
- 2 July 2009 (City of Stirling)
- 27 August 2009 (Town of Vincent)
- 22 October 2009 (City of Perth)
- 10 December 2009 (Town of Victoria Park)

**SUPPLEMENTARY BRIEF
TO ITEM 8.2.6
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
MEETING DATES – 2009**

**MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING – 23 OCTOBER 2008
SUPPLEMENTARY BRIEF**

ITEM 8.2.6 MEETING DATES – 2009

Further information has been identified that the Local Government Elections for 2009 are to be held on 17 October 2009.

The suggested revised scheduled for Council meetings for Year 2009 is as follows:

5 March 2009
23 April 2009
2 July 2009
27 August 2009
8 October 2009
10 December 2009

The suggested revised schedule for Technical Working Group meetings for Year 2009 is as follows:

20 February 2009
10 April 2009
19 June 2009
14 August 2009
25 September 2009
27 November 2009

A suggested amended recommendation is as follows:

That Council adopt the following schedule for Ordinary Council Meetings for Year 2009:

- **5 March 2009 (City of Joondalup)**
- **23 April 2009 (City of Wanneroo)**
- **2 July 2009 (City of Stirling)**
- **27 August 2009 (Town of Vincent)**
- **8 October 2009 (City of Perth)**
- **10 December 2009 (Town of Victoria Park)**

**ITEM 8.2.7 MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION -
REVIEW**

File No: **COR/23**

Attachment(s): 1. 1B Distribution of Documents
 2. 2B Revision of Documents
 3. 5B Management Responsibility
 4. 6B Quality Management

Author: **Kathleen Ferridge**

SUMMARY

The purpose of this item is to commence the process of Council approval to revised Mindarie Regional Council policies.

BACKGROUND

Council had previously agreed that an exercise should be conducted to review MRC policies, and obtain Council approval to revised policy documents. This process has commenced, and Council consideration of the initial work is now appropriate.

DETAIL

Structure of Business Documentation

The Council utilises a business manual which comprises both policies and procedures. These documents are reviewed on a regular basis.

Review Progress

The exercise for the review of existing policies has been commenced, and has progressed to the point of a review of Part A – Governance and Part B – Business. Copies of these documents are now presented for Council approval and are described at Attachments One, Two, Three and Four to this Item.

CONSULTATION

Consultation has occurred with Local Government practitioner Rhonda Evans.

STATUTORY ENVIRONMENT

Not directly applicable.

POLICY IMPLICATIONS

Approved policies will form part of the Council's business manual.

STRATEGIC IMPLICATIONS

This review will have no direct strategic implications.

COMMENT

The administration has commenced the process of the review of business documentation, commencing with existing policies. The first batch of revised policies are now submitted for Council consideration and approval.

RECOMMENDATION

That Council approve revised policies as follows:

- 1B – Distribution of Documents**
- 2B – Revision of Documents**
- 5B – Management Responsibility**
- 6B – Quality Management**

ATTACHMENT ONE
TO ITEM 8.2.7
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
1B DISTRIBUTION OF DOCUMENTS

POLICY NO: 1B
POLICY: Distribution of Documents
ISSUED: September 1998
REVIEWED: September 2000
August 2005

REASON: Policy Review

The objective of this Policy is to ensure that those documents related to the business of the Mindarie Regional Council specifically, Policies and Procedures, are distributed appropriately within the organisation.

POLICY:

The Policies and Procedures associated with the Mindarie Regional Council are to be centralised within the organisation's Business Manual. This manual is to contain copies of the following documents.

1. Categories

- All policies related to the organisation, categorised as
Part A – Governance
Part B – Business

2. Distribution

- 2.1.** Copies of the Business Manual will be printed and hardcopy held as follows:
- 2.1.1.** Copy No.1 - Chief Executive Officer
 - 2.1.2.** Copy No.2 - Records
 - 2.1.3.** Copy No 3 – Operations Manager
- 2.2.** An electronic copy of the Business Manual will be available to all members of staff on the Council electronic document management system.

The Business Manual is to be available within the locations specified, or by the staff members specified, for reference and revision as required.

RESPONSIBILITY

The Chief Executive Officer is responsible for the overall implementation, monitoring and review of this policy.

The management team is responsible for the provision of feedback and proposed improvements regarding the systems related to this policy.

POLICY NO: 2B
POLICY: Revision of Documents
ISSUES: September 2005
REVIEWED: October 2008

REASON

The objective of this Policy is to ensure that those business documents related to the Mindarie Regional Council, namely, Policies & Procedures, are revised appropriately, and that the amended documents are made available to all staff accordingly.

POLICY

The Policies and Procedures, when documented, are to be made available to all staff in an electronic format on TRIM, the MRC's EDRMS, (electronic document records management system). One hard bound copy is to be made available to all staff and filed in the Administration area.

All documents are required to be reviewed at least every two years, and these documents should be re-issued following this review, regardless of whether amendments occur or not.

Any revisions to Policies or Procedures should only occur with the authority of the Chief Executive Officer. Revised documents should be issued under covering memorandum from the Chief Executive Officer to all Managers. The approved revisions are to be made available to the Administration Services Coordinator, who will amend the electronic version and amend the Administration copy of the Business Manual.

RESPONSIBILITY

The Chief Executive Officer is responsible for the implementation and monitoring of this policy.

ATTACHMENT THREE
TO ITEM 8.2.7
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
5B MANAGEMENT RESPONSIBILITY

POLICY NO: 5B
POLICY: Management Responsibility
ISSUED: September 1998
REVIEWED: September 2000
May 2005

REASON:

To ensure that the allocation of Management Responsibility to key staff within the Mindarie Regional Council is such that action associated with approved plans is executed in an efficient and effective manner.

POLICY:

The concept for delegation of management responsibility within the Mindarie Regional Council is for the Council to enact a resolution for the delegation of authority to the Chief Executive Officer, in accordance with the Local Government Act (1995), as amended.

1. It is the responsibility of the Chief Executive Officer to delegate appropriate responsibilities to the key staff being defined as the Management Team.
2. The Management Team for the Mindarie Regional Council consists of the Chief Executive Officer, Chief Financial Officer, the Operations Manager, the Administration Manager and the Project Manager.
3. The Chief Financial Officer and the Operations Manager will be responsible for acting in the place of the Chief Executive Officer during his absence.
4. The Management Team meets regularly, preferably weekly, to discuss business issues related to the Council's activities.
5. The respective areas of responsibility associated with the positions of key staff are:

5.1. Chief Executive Officer

- Management & Operations of the MRC
- Strategic Governance
- Human Resource Management
- Media Management
- Policy Development
- Strategic Management

5.2. Chief Financial Officer

- Financial Management
- Information Technology
- Business Management

5.3. Operations Manager

- Operations Management
- General Management
- Customer Service

5.4. Administration Manager

- Governance (MRC Member Councils)
- MRC Administration
- Customer Service
- Records Management

5.5. Project Manager

- Landfill Development
- RRF Project Management
- Miscellaneous Projects

6. The Chief Executive Officer and the Key Staff are responsible for the execution of tasks, within the appropriate areas of responsibility, with due respect to the following principles:

- 6.1. Quality of work associated with these responsibilities
- 6.2. Management of those staff, as designated in the approved organization for the Mindarie Regional Council, within respective areas of responsibility.
- 6.3. These staff are required to maintain regular communication with those employees for whom they are responsible through appropriate formal and informal meeting arrangements.

RESPONSIBILITY

The Chief Executive Officer is responsible for the implementation and monitoring of this policy.

ATTACHMENT FOUR
TO ITEM 8.2.7
ORDINARY COUNCIL MEETING
23 OCTOBER 2008
6B QUALITY MANAGEMENT

POLICY NO: 6B
POLICY: Quality Management
ISSUED: September 1998
REVIEWED: September 2000
August 2005

REASON:

This policy is to:

- Provide employees with quality management information and training to encourage continuous improvement in the workplace;
- Continuously improve all facets of the operations of Council utilizing the Australian Business Excellence Framework in the quality circle; and
- Ensure that appropriate quality checks and balances are included in all aspects of the business.

POLICY:

1. Concept:

Council strives for continuous improvement in all of its operations and the methods utilized in doing its work. Demonstrable performance improvements are to be measured against benchmarks to ensure that improvements are being achieved.

- 1.1. Systems exist at Mindarie Regional Council for the continuous evaluation and improvement of quality services.
- 1.2. Managers are to provide the initiative and instigate actions necessary to maintain this constant and continuous system of improvement. They must ensure that individual employees are improvement minded, take responsibility for their own work and inform their supervisor of any activity that they see can be improved.
- 1.3. Employees also have a responsibility to inform their supervisor and to make suggestions for improvements to work practices which they are aware of with regard to working conditions or methods.

- 1.4. The **Quality Circle** forms part of the Quality Management Strategy. The circle has key steps as follows :

1.4.1. Plan

- Step 1: *Identify* the problem or opportunity for improvement .
- Step 2: *Locate* possible factors influencing the problem / opportunity / causes for analysis.
- Step 3: *Analyse* these factors to identify options for improvement, including a preferred option.

1.4.2. Perform

- Step 4: *Implement* the preferred option for improvement. This requires a well established plan with clearly defined objectives.

1.4.3. Check

- Step 5: *Evaluate* the effect of the action and compare results to the objective. If results show an improvement, go to Step 6 otherwise go back to Step 2,

1.4.4. Act

- Step 6: *Standardise* on the proposed change to prevent the problem from recurring and plan the next improvement activity (go to step 1).

RESPONSIBILITY

The Chief Executive Officer is responsible for the implementation and monitoring of this policy. The Management team is responsible for leadership and the management of all aspects of its operations. It is responsible for the development of policies, programmes and procedures in consultation with staff representatives, and the provision of adequate resources to give effect to them.

Supervisors are responsible, within their area of management, for ensuring that the quality programme for each procedure is implemented.

All employees are required to undertake their responsibilities with regard to the identification and elimination of any impediments to the achievement of this policy objective.