



INFORMATION BULLETIN

**Issue No. 28
March 2016**



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RESOURCE RECOVERY FACILITY UPDATE REPORT	
File No:	WST/13-05
Attachment/s:	Nil
Date:	30 March 2016
Prepared by:	Director Corporate Services

This report presents a summary of activities that have taken place in the reporting period covering 31 January 2016 to 30 March 2016.

ONGOING MATTERS

Composter Replacement

The new composters have been successfully installed at the Resource Recovery Facility (RRF) and have been recommissioned into production. The RRF is now back at full production is achieving the scheduled waste throughput. Final inspections of the composters are to occur before 30 June 2016.

Based on year to date results and the forecast delivery schedule, it is anticipated that 75,800 tonnes will be processed by the RRF this financial year. This is expected to return to 100,000 tonnes for the 2016/17 financial year.

No Glass Campaign

During the last quarter of 2015, the Mindarie Regional Council (MRC) rolled out a 'No Glass in the green top bin' campaign, aimed specifically at reducing the amount of glass being diverted to the RRF.

The campaign was rolled out to four councils who are the primary suppliers of waste to the RRF. While the final results from the RRF regarding any reduction of glass in the final product and reduction of the glass fraction being returned to landfill are still pending, indicative tests are showing that the program has been successful in reducing the amount of glass in the RRF feedstock.

OPERATIONAL INFORMATION

Waste Delivery

Waste Delivery Summary for Reporting Period

MONTH	SCHEDULED TONNES	DELIVERED TONNES	DIFFERENCE TONNES
February 2016	8,000	8,532	532

For the 7th Contract Year, for the period to 29 January 2016, the RRF was 23,505 tonnes behind schedule as a result of the planned shutdown for the replacement of the composters in late 2015.

With the exception of the shutdown for the composter replacement, the RRF is operating as anticipated in the Resource Recovery Facility Agreement (RRFA), with average availability of 75% over the past 12 months.

On a monthly basis, Additional Tonnes (those tonnes greater than the monthly scheduled tonnes) only incur the Variable Operating Cost charge, but not the Capital Cost or Fixed Operating Cost charges.

Unavailable Tonnes (those tonnes less than the monthly scheduled tonnes) are not paid for unless:

- Within the Contract Year there is a positive balance of Additional Tonnes, these Additional Tonnes can be off-set against the Unavailable Tonnes. In this case, the off-set Additional Tonnes incur the full gate fee cost less the Variable Operating Cost (which has already been paid on the Additional Tonnes); or
- If the RRF Availability for a month is less than 92% of the monthly Scheduled Tonnes and there are no accumulated Additional Tonnes remaining to be off-set, then the MRC is required to pay the Capital Cost on all Unavailable Tonnes up to 92% of the monthly Scheduled Tonnes.

At the end of the Contract Year, if 100,000 tonnes of waste have been delivered to the RRF then the above “overs and unders” system should balance out.

The exception to the above is the tonnes not processed during the composter replacement. The MRC entered into a standstill deed with BioVision which deals with the operations of the plant during this period. The tonnes scheduled for processing but not processed during the shutdown have been recorded as Accrued Tonnes. The MRC has already paid the capital cost component of the RRF Gate Fee in relation to these tonnes and so the Accrued Tonnes will be processed for the MRC at the end of the RRFA contract with the MRC only have to pay the fixed and variable components of the RRF Gate Fee.

Waste Diversion

Waste Diversion for the past six months (September 2015 to February 2016) has improved steadily to 38.9% with a Waste Diversion Target of 51.3%. This below target performance will continue to reverse now that the plant is back in full operation.

Operational Activities

During February 2016, a drive fault occurred on the pulveriser at the plant resulting in Line 2 going down for an extended period while it was repaired.

Community Complaints

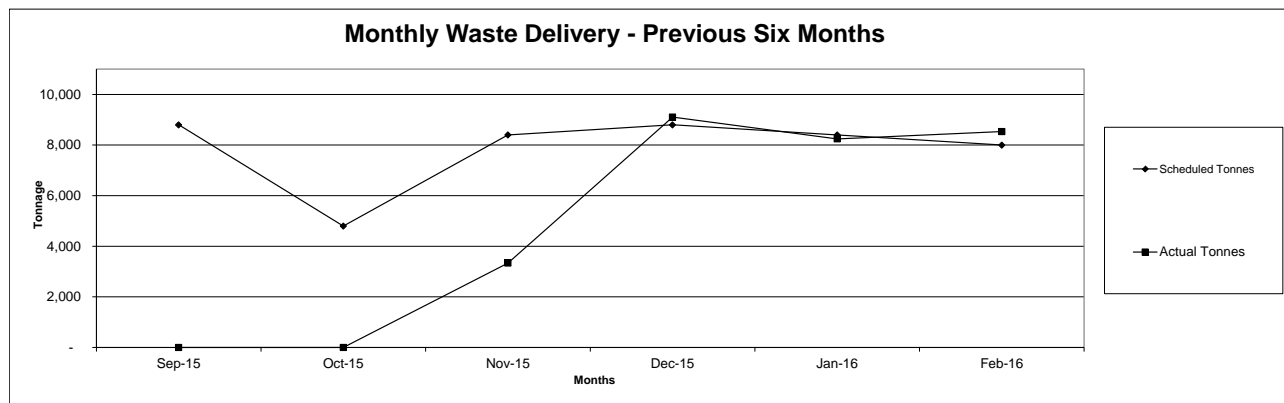
BioVision last met with its community stakeholder group on 30 November 2015 and no serious issues were raised.

COMMUNITY COMPLAINTS SUMMARY FOR THE REPORTING PERIOD

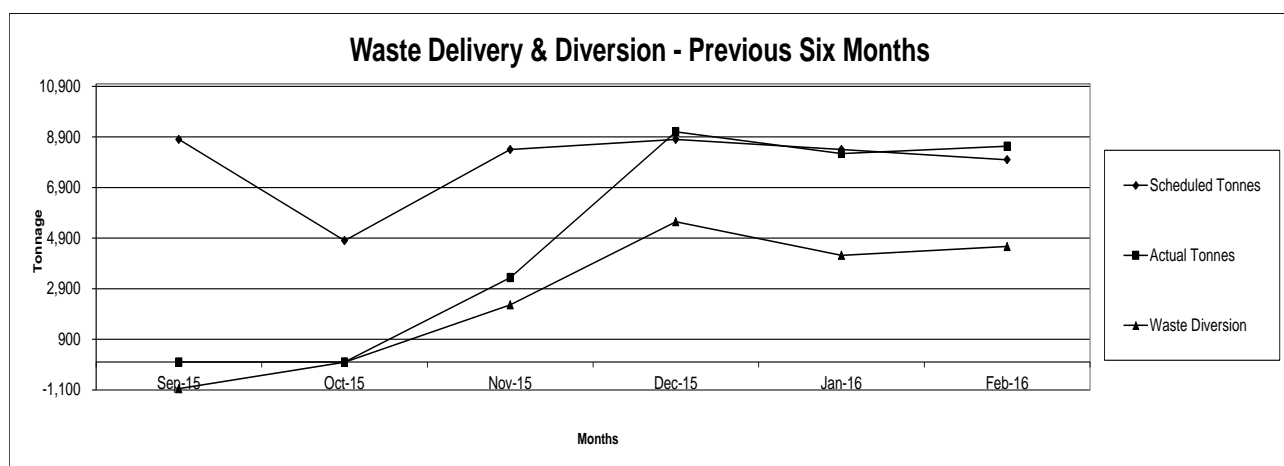
Date	Complaint	From	Outcome
Nil	No complaints have been received	Nil	Nil

The graphs below provide data up to **29 February 2016**.

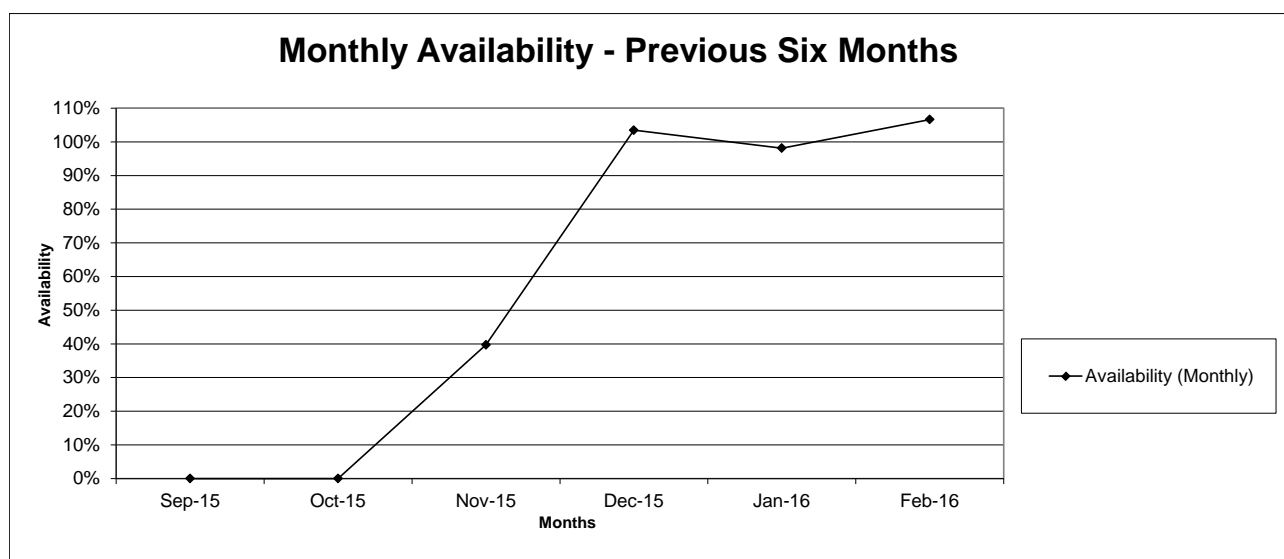
Graph No. 1 – Monthly Waste Delivery – Previous Six Months

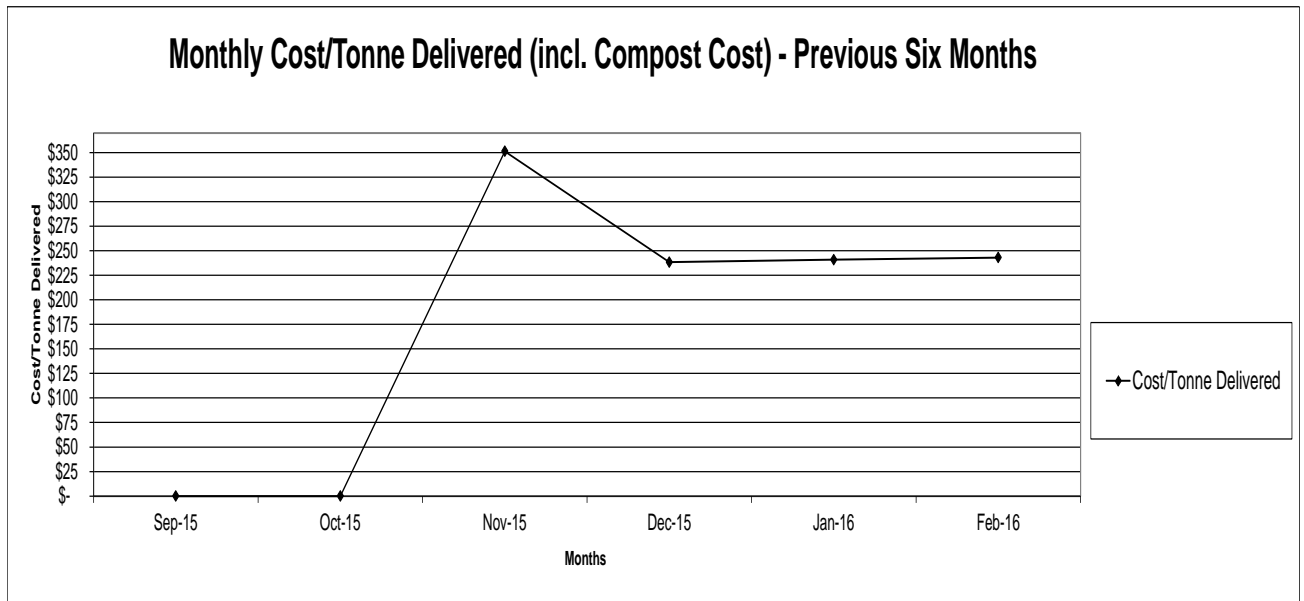
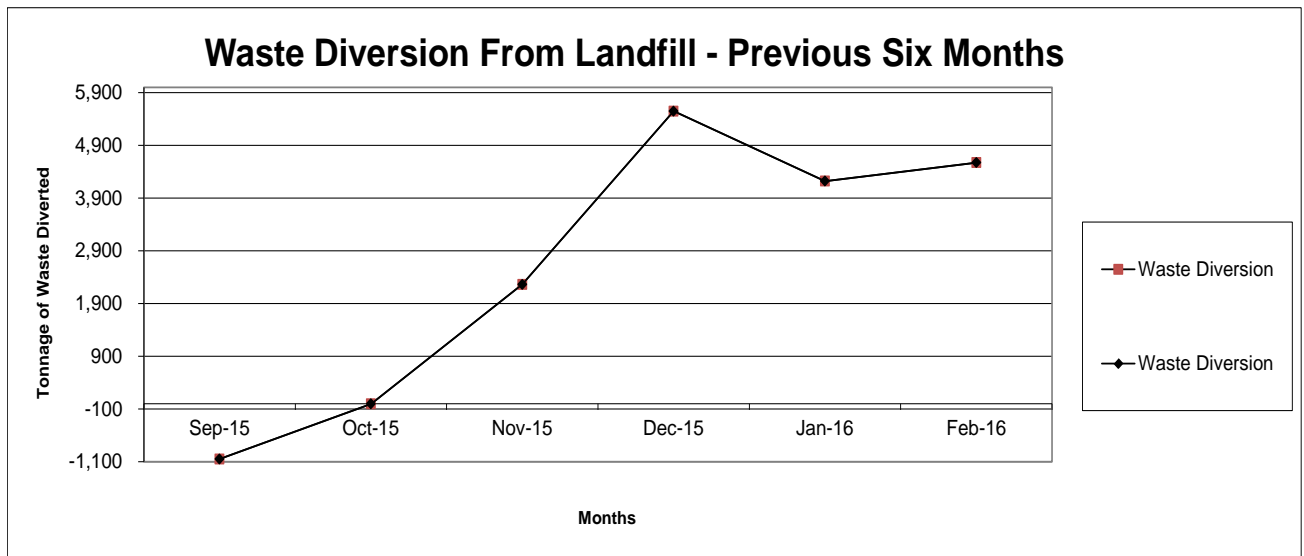


Graph No. 2 – Waste Delivery & Diversion – Previous Six Months



Graph No. 3 – Monthly Availability – Previous Six Months



Graph No. 4 – Monthly Cost/tonne Delivered (incl. Compost Cost) – Previous Six Months**Graph No. 5 – Waste Diversion from Landfill – Previous Six Months**

Performance Indicators

KPI's as per the RRFA are as follows:

Table No. 1 – KPI Summary (to 29 February 2016)

KPI	Target	Previous 6 Months	Feb		
Availability*	95%	58%	107%		
Environmental Standard - Number of Breaches	0	0	0		
Waste Diversion	51.3%	38.9%	53.6%		
Quality of Compost - Number of Breaches**	0	1 (Jan)	0		
Quantity of Recyclable Packaging ***	0.80%	n/a	1.30%		
Health and Safety - Number of LTI's	0	0	0		
Community Acceptance - Number of Complaints ****	0	0	0		
Project Culture - PAG Chairperson Score	100	100	100		

* The Target Availability during the Initial Operating Period is to achieve an Availability of greater than 95% over a six-month period.

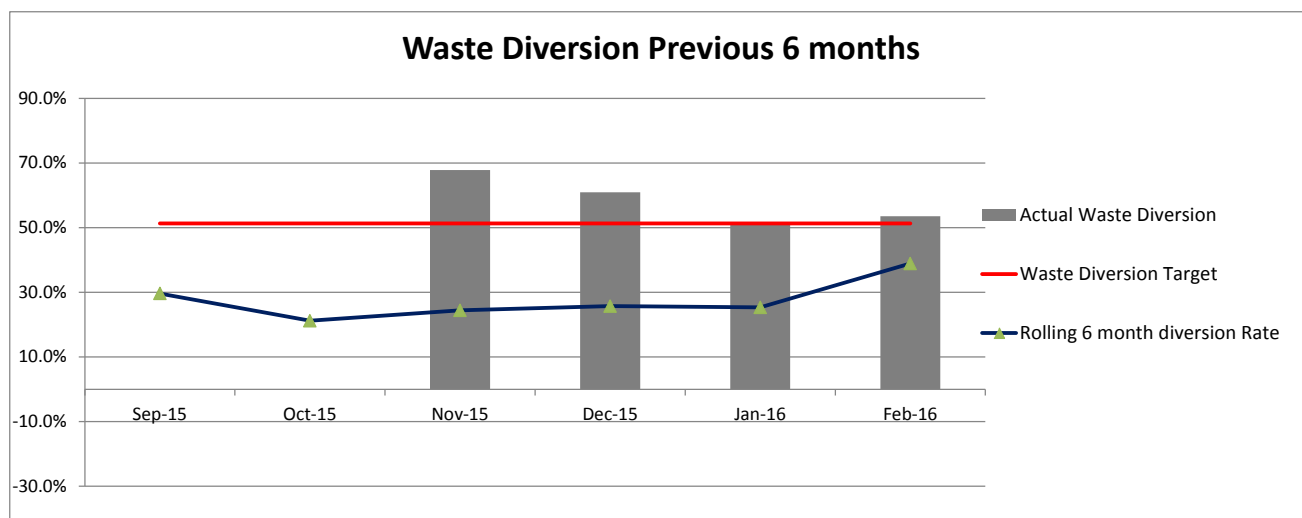
** The compost standard within the RRFA was amended by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013.

*** Financial impacts of the KPI were removed by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013. Ferrous diversion has recommenced.

**** Numerous complaints relating to a single event are treated as a single complaint. Biofilter odour is not registered as a complaint as this is seen as a normal operating odour condition.

Waste Diversion

The average waste diversion for the past six months (September 2015 to February 2016) has been 38.9%.



Project Advisory Group (PAG) as at 30 March 2016

MRC Representatives:

Cr Dot Newton JP
 Brian Callander (CEO)
 Gunther Hoppe
 Cr Samantha Jenkinson (Deputy)

BioVision Representatives:

Craig Barker
 Emmanuel Vivant
 Nial Stock
 Alan Turner (Alternate)

Chairperson:

Ian Watkins

The PAG last met on 17 February 2016.

Items dealt with by the group included:

- Contract Variations (including the maintenance cost discussions)
- Composter Structural Issues
- BioVision Monthly Report/Update
- Compost Marketing and Compost Quality
- Residue management
- Insurance

Copies of the meeting minutes are distributed to the Strategic Working Group members and all MRC Councillors following the meetings.

Community Engagement

The MRC community engagement program continues to be managed via the Community Engagement and Advisory Group (CEAG). At its last meeting held on 11 November 2015 CEAG passed a motion to wind up the group.

FINANCIAL IMPLICATIONS

Operational Expenditure

The Project Operational Summary below sets out the 2015/16 facility operating budget against which operational costs are tracked throughout the year. The variance over budget is as a result of the additional tonnes put through the facility during the year.

Project Operational Costs Summary for 2015/16 Financial Year – for the period ended 29 February 2016

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 29 February 2016

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Resource Recovery Facility						
Operating Expenditure						
Employee Costs						
Salaries	-	-	-	-	-	-
Allowances	-	-	-	-	-	-
Workers Compensation Premium	-	-	-	-	-	-
Consultants and Contract Labour						
Consultancy	35,000	35,000	8,000	7,766	(234)	(2.93%)
Contract Labour External	-	-	-	-	-	-
	35,000	35,000	8,000	7,766	(234)	(2.93%)
Office Expenses						
Cleaning of Buildings	18,000	11,000	7,336	3,930	(3,406)	(46.43%)
	18,000	11,000	7,336	3,930	(3,406)	(46.43%)
Information System Expenses						
Computer System Maintenance	28,000	20,000	13,339	9,590	(3,749)	(28.11%)
	28,000	20,000	13,339	9,590	(3,749)	(28.11%)
Building Maintenance						
Building Maintenance	21,500	30,999	2,667	-	(2,667)	(100.00%)
Building Security	7,000	7,000	4,667	803	(3,864)	(82.80%)
	28,500	37,999	7,333	803	(6,531)	(89.05%)
RRF Operation Expenses						
Fencing and Gate Maintenance	15,000	15,000	3,700	3,637	(63)	(1.70%)
Road Maintenance	-	-	-	-	-	-
Bores and Pipework	10,500	10,500	-	3,785	3,785	
Vehicle Wash Facility Operations	-	-	-	-	-	-
Landscaping and Gardens	29,000	20,000	750	7,033	6,283	837.70%
Compost Disposal	306,225	306,225	204,150	150,812	(53,338)	(26.13%)
Contractor's Fees	20,182,870	20,182,870	10,835,015	11,671,447	836,432	7.72%
	20,543,595	20,534,595	11,043,615	11,836,715	793,100	7.18%
Utilities						
Electricity	10,000	10,000	6,667	-	(6,667)	(100.00%)
Rates	34,000	34,000	22,667	54,790	32,123	141.72%
	44,000	44,000	29,333	54,790	25,456	86.78%
Insurance						
Municipal Property Insurance	3,100	3,100	2,067	-	(2,067)	(100.00%)
Public Liability Insurance	5,545	5,545	3,697	-	(3,697)	(100.00%)
	8,645	8,645	5,763	-	(5,763)	(100.00%)
Cost of Borrowings						
Interest on Loans	216,600	216,600	144,400	128,640	(15,760)	(10.91%)
Loan Expenses	8,000	8,000	5,333	5,200	(133)	(2.50%)
	224,600	224,600	149,733	133,840	(15,894)	(10.61%)
Amortisations						
Amortisation Pre-operating Costs	104,700	104,700	69,800	69,800	-	0.00%
Amortisation Costs	435,500	435,500	290,333	290,333	-	0.00%
	540,200	540,200	360,133	360,133	-	0.00%
Depreciation						
Depreciation on Building	-	23,603	15,736	15,801	65	0.41%
Depreciation on Infrastructure	4,100	26,697	17,797	18,066	269	1.51%
	4,100	50,300	33,533	33,867	333	0.99%
Total Operating Expenditure	21,474,640	21,506,339	11,658,120	12,441,432	783,043	6.72%
Net Total	(21,474,640)	(21,506,339)	(11,658,120)	(12,441,432)	(783,043)	6.72%

COMMUNICATIONS AND EDUCATION REPORT	
File No:	WST/178-02
Attachment(s):	Nil
Date:	30 March 2016
Responsible Officer:	Education Manager

Communication and Education Report – January/February 2016

The Mindarie Regional Council's (MRC) Communications and Education team's main focus is on community engagement within the region. The main objectives are to:

- improve community awareness and understanding of waste issues
- encourage a reduce, reuse, recycle and dispose wisely ethos and behaviours associated with this
- promote MRC's vision of Winning Back Waste and encourage engagement on many levels to divert waste from landfill.

This is largely done through the provision of facility tours, visits to schools and community groups to deliver workshops and talks, displays at community fairs and events and the Earth Carer community outreach program.

The Team works closely with:

- the Member Councils through the Waste Education Strategic Steering Group (WESSG) to support the councils and assist them in delivering their waste messages to the community
- the State Waste Educators Working Groups (WEWG/WENG) which include representatives from the other Regional Councils, Local Governments, WALGA, Waste Wise Schools, KABWA, Waste Authority and a variety of other members (government/community/business) interested in waste issues.

These groups assist in developing and delivering waste messages to the community and with providing support for various waste projects with the view to improve waste minimisation and diversion from landfill.

This report will look to summarise the education activity for the months of January and February 2016.

Community Engagement

Tours

The tours of the MRC facilities (Tamala Park and Resource Recovery Facility) are run on request Monday to Saturday and are popular with people of all age groups and from all walks of life. The duration of each tour ranges from one to three hours depending on the requirement of the group attending.

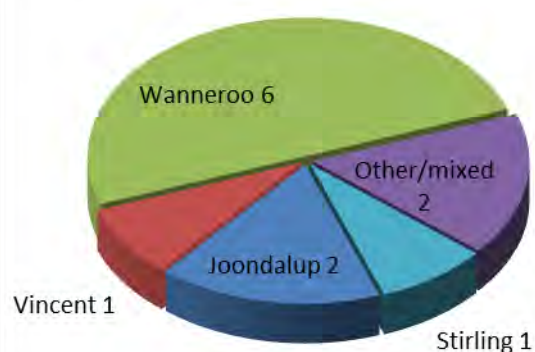
During the January/February period 11 tours took place with 116 people all visiting Tamala Park and with no groups visiting the Resource Recovery Facility (RRF).

Although the RRF was operational during this period, no advanced bookings were taken just in case there were delays with the facility reopening.

The feedback given about these tours continues to report a high level of participant satisfaction with them being described as very informative. The tours don't just point out

operational aspects of the sites but discuss the 'story of waste', engaging people in how the Waste Hierarchy works and discuss behaviours that create the best outcomes. People are continually amazed at how a 'trip to the tip' can be such an eye opener and be very enjoyable.

Tours by Council (January - February 2016)



These tours were represented by the following groups:

TOURS BY GROUP	
	Number
Schools	0
Businesses	2
Community	7
Out of School	3
Tertiary	0
TOTAL	11

With school tours not having resumed these groups were predominantly small groups of business and community people. These included aged care, WMRC Earth Carers and Catalina Community, The three Out of School Care tours came from Zig Zag OSHC - Duncraig and Goodstart Early Learning - Merriwa

The Roaming Recycler Waste Education Display

The early new year period tends to be quiet in terms of community events throughout the Region.

ROAMING RECYCLER EVENTS	
	No Days Out
Cambridge	1
Joondalup	1
Perth	1
Stirling	1
Victoria Park	1
Vincent	1
Wanneroo	0
Other	0
TOTAL	6

Events attended included:

- Music in the Park Concert
- Glo-Ride
- Vincent Summer Concert
- Sky works
- City Beach Foreshore
- Girl Guide thinking Day

Skyworks

Together with the City of Perth the MRC promoted improved waste and recycling opportunities at this year's Australia Day Skyworks.



Over 300,000 people flocked to the Perth foreshore to enjoy the Australia Day skyworks. While the patrons enjoyed the festivities the City of Perth, Keep Australia Beautiful and the MRC were working to encourage people to not only put their rubbish in the bin but into the right bin. This was done through the provision of recycling bags, messaging on the bins, Captain Recycle moving through the crowd, bin monitoring and the operation of recycling stations on the Perth foreshore. Over 20 tonnes of waste was collected and of this about 35% was recycled.



Visits, Talks and Workshops

Talks and visits to schools and community groups remains a focus of the MRC education team. The topics of these talks and visits vary according to the group but the sessions mainly focus on three main areas:

- Organics – composting and worm farming
- The bin system – what goes in what bin
- Waste Hierarchy – reduce, reuse, recycle and dispose wisely.

The duration of the sessions range from an hour through to a full day and, in the case of schools, may be for single classes or for the whole school.

During the January/February period 8 visits/talks were conducted with 6 of them being to schools and childcare centres

Visits to Child Care centres have increased in the last year with the Centres looking to enhance the environmental and sustainability education programs they do with the children.

VISITS/TALKS	
	Number
Cambridge	0
Joondalup	0
Perth	0
Stirling	3
Victoria Park	1
Vincent	0
Wanneroo	3
Other	1
TOTAL	8

TYPES OF TALKS	
	Number
Waste & recycling	3
Composting, worms & gardens	2
Nude Your Food	3
Battery assembly	0
Other	0
TOTAL	8

Talks:

- 3 Out of School Care talks (Mindarie Keys OSC in Mindarie, Good Start Day Care x 2 in Wanneroo) (2x W&R and 1x Worms)
- 1 talk to Curtin employees on Composting and Worms
- 1 Living Smart Course in Vic Park on Waste and Recycling
- 3 Nude Your Food talks – all Boyare Primary School in Stirling.

Schools

With the 2016 school year beginning all schools in the region where sent a flyer to inform them of the services the MRC offers to them. In consultation with MRC's education team schools can then use the services MRC provides to enhance their curriculum. Tours, talks, workshops and activities can be tailored to meet the individual requirements of the school.

We love talking rubbish!

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Reduce, Reuse,
Recycle and
Dispose Wisely



The Mindarie Regional Council (MRC) was established to assist the seven Local Government Councils of: Cambridge, Joondalup, Perth, Stirling, Victoria Park, Vincent and Wanneroo to deal with their waste.

The MRC has experienced waste education staff available to assist schools with their sustainability programs focussing on waste, in particular the '**reduce, reuse, recycle and dispose wisely**' message.

Just look what we can do for you.

You can visit us

We run tours of our facilities which include the **Tamala Park landfill site** and the **Resource Recovery Facility (composting)** at Neerabup. See where your waste goes and discuss what you can do to minimise your waste and its effects.

There is an **Education Centre** at Tamala Park with demonstrated projects for recycling. This includes worm farming, composting, sheet mulched garden beds, creative art work from junk and more.

The **Visitor's Centre** at the RRF shows the process of converting 'green or red lidded household bin' waste into compost at the facility and its subsequent use with interactive games and displays.



We can come to YOU

Members of our team can visit schools for talks, demonstrations and workshops on all aspects of waste, including: organics recycling, waste minimisation, 'what goes into what bin' activities, Nude Your Food (waste free lunches) and bin audits. These visits can be tailored to meet the needs of students (all year groups), the school staff or parent groups.

The Roaming Recycler

This waste education trailer adds an extra dimension at school and community events including fairs, fetes and environment/sustainability days. It includes displays and games designed to get people thinking about waste issues and includes tips and ideas on how we can all reduce, reuse, recycle and dispose wisely.



We can provide information and assistance

We can help with the setting up of waste minimisation and recycling programs within schools and community venues. Projects may include organics recycling, worm farms, composting and school garden projects. Fridge worm farms and garden beds are available by arrangement from Tamala Park.

Schools are invited to take part in the dry celled battery recycling program. Collect household batteries and do your bit to help the environment.



Earth Carers and Resource Rescuers

Teachers and parents may like to attend our community education Earth Carers courses. The courses give participants both broad and specific information and tools to address waste issues in a school, work and home situation. You will never look at a bin the same way again!

Students, who are keen and would like the challenge of taking on and completing a waste related project, may like to join our Resource Rescuers. These projects can be completed at home, school, or in a community group.



Best of all, these resources are

FREE of charge

and are tailored to the needs of the individual school and age group of the students. The MRC education staff work in conjunction with Waste Wise Schools and the local councils.

Need more information?

Please feel free to discuss with us your school's waste education needs.

Contact the MRC Education Team:

Phone: 9306 6348

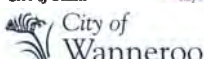
Email: wasteed@mrc.wa.gov.au

Website: www.mrc.wa.gov.au

WINNING BACKWASTE

Mindarie Regional Council (MRC) recognises that waste does have a value as a resource and is committed to managing waste in line with the waste hierarchy and in a way sensitive to the environment and future generations.

MRC Member Councils:



Earth Carers

MRC Earth Carers continue to meet and engage with the community. A number of Earth carers link in with Community Garden groups, Transition Towns and other groups of like minded people. These provide very fertile grounds for information exchange and promoting waste wise messages.

The Earth Carers are seen as long term valued people interested in waste and spreading a 'Waste Less' message. Since 2008 370 people have completed the MRC Earth Carer training courses and of them 315 are still active, a good retention rate.

The next Earth Carers training course being held in March 2016, with over 40 people already having expressed their interest.



An EC event was held in mid-February, a bike maintenance workshop. The focus of the workshop was on repairing and maintaining bikes to extend their lives and keep them from finding their way to landfill.

A tour of CLAW (plastics recycling) and Richgro (organics) sites was held in January for Advanced Earth Carers. Advanced Earth Carers are Earth Carers who have been with us for a few years, have shown a keen interest in waste issues and have done additional training including a waste related project.

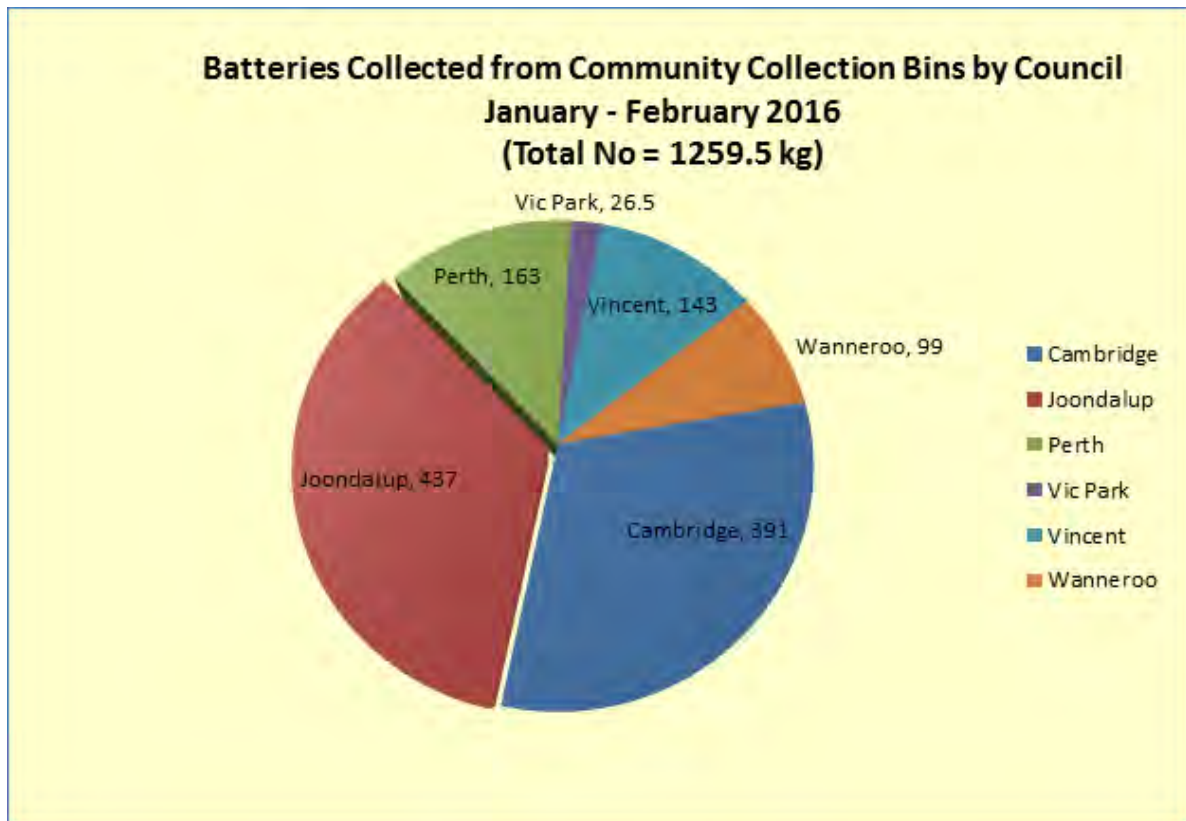


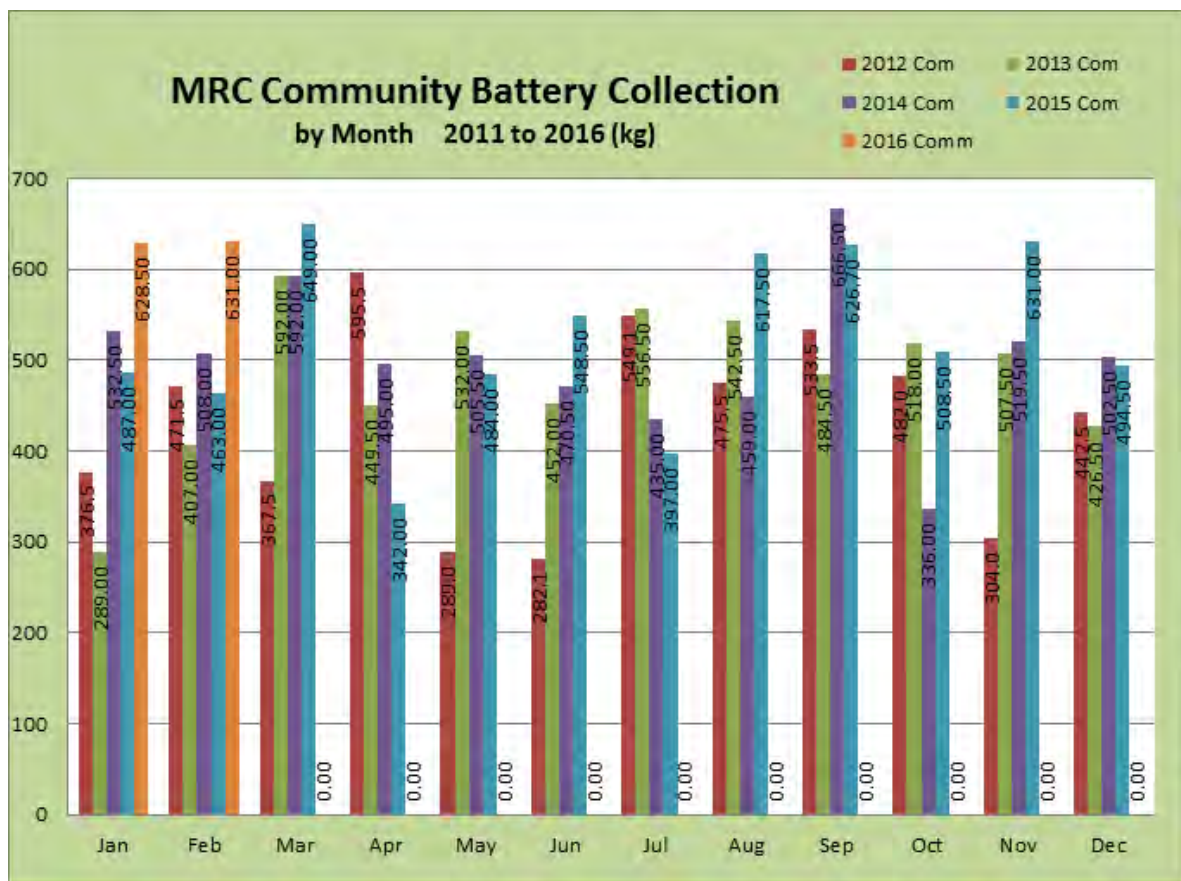
'Earth Carers North' Facebook page continues to grow, now with 430 likes, with a weekly reach of between 300 and 2,000 people and over 70 regular contributors/engaged. This has proved a great way to enable the Earth Carers to stay connected and discuss issues of interest.

Reduce, Reuse, Recycle and Dispose Wisely

Battery Program

Batteries from school and community bins continued to be collected in large numbers. Importantly most of these batteries previously would have gone into the household green top wheelie-bin then to the RRF and the chemicals contained within ultimately into the compost. However large quantities of batteries are bought and disposed of and although the MRC is collecting and recycling tonnes of batteries it is only the tip of the iceberg.





The schools battery program continues to grow. The schools find it is a good way to engage students in a meaningful recycling program. From an MRC point of view it offers collection sites throughout the community and unlike the public battery collection bins the school ones are generally free of contamination. The battery program is particularly important to MRC operations in that batteries have shown themselves to be the cause of many of the landfill fires at Tamala Park and they are still a significant problem at the RRF—providing a source of metals contamination. This photo shows some of the fire causing batteries collected off the tipface.

MRC School Battery Program - League Table						
Total Batteries collected by Schools (kgs), Terms 1 - 4, 2015						
Rank	Place	Term 1	Term 2	Term 3	Term 4	Grand Total
1	Sorrento Primary School	64	82	74	77	297
2	Duncraig Primary School	33	47	54	13	147
3	Halidon Primary School	16	37	22	62	137
4	Hillarys Primary School	32	11	44	32	119
5	Mullaloo Beach Primary School	31	32	34	13	110
6	Mercy College	4	0.5	66	34	104.5
7	Greenwood Primary School	20	32	17	35	104
8	Carramar Primary School	13	29	12	14	68
9	Highgate Primary School	8	2	38	17	65
10	St Marks Anglican Community School	22	11	18	10	61
11	Al-Hidayah Islamic School	-	-	44	15	59
12	Mount Hawthorn Primary School	7	14	14	15	50
13	Poynter Primary School	9	15	15	9	48
14	Ashdale Primary School	11	13	10	13	47
15	Pearsall Primary School	10	12	9	16	47
16	Goollellal Primary School	12	9	8	16	45
17	Madeley Primary School	11	4	18	12	45
18	North Wanneroo Primary School	7	5	16	17	45
19	Bold Park Community School	32	7	2	3	44
20	Marangaroo Primary School	-	-	37.5	2	39.5

Cfl Program

The MRC in conjunction with the member councils also collects cfls and fluoro tubes from a number of community drop off points.

Fluoros are also a household hazardous waste and as such should not be disposed of in household waste or recycling bins.

2015	37	33.5	43	41	46	53	55.5	68.5	51	70.5	112.5	53.5	665
Cambridge	12	10	8	10	10	16	9	30	15	41	33.5	27.5	222
Joondalup	10	11	19	19	16	20	22	19	22	16	29	18	221
Perth	0	1	0				0						1
Vic Park	2	0.5	1.5	0.5	1	2	0	6	2	0.5	2		18
Vincent	13	11	12	11	14	13	22	12	11	12	45	4	180
Wanneroo			2.5	0.5	5	2	2.5	1.5	1	1	3	4	23

Nearly 2,000kg of cfls have been collected through this program over the last 4 years.

The community has responded well to these local community drop off points for these problematic waste which have also expanded to include mobile phones and ink cartridges.

The Town of Cambridge has rolled out a number of collection stations throughout its community. The one shown below is located in their Admin Office foyer.



The MRC in response to the need for a multi-purpose recycling station are upgrading the CFL recycling stations (below) to enable them to now accept not only CFL's but batteries, ink cartridges and mobile phones.



E-Waste

The MRC has an e-waste contract that covers all of its member councils enabling free recycling of computers, TVs and other peripheral items that can be plugged into these devices. In addition to providing a permanent drop off site at Tamala Park this contract has enabled member councils to review the way they handle e-waste, for example, the City of Joondalup has banned e-waste from its verge collections through holding regular e-waste collection days throughout the year.

An e-waste collection event was held early February 2016 with collection sites in City of Joondalup and Town of Cambridge operating on the same weekend, providing drop off opportunities in both north and south of the region. Despite being held during a heatwave residents came out in large numbers to drop off e-waste items making this weekend very successful.

WESSG

Waste Education Strategic Steering Group (WESSG) meetings are held at the end of each month. These continue to be an important forum for exchanging ideas and keeping everyone updated on happenings associated with waste within the Member Councils. The group has been invaluable in providing networking opportunity for its participants. People aren't confined to council boundaries so being aware of what is happening elsewhere is important in delivering messages to the community.

The importance of **Regional messaging** remains on the agenda as does the groups role in dealing with regional waste issues. Many events and activities within the Region occur regularly with a Regional calendar being developed to help streamline communications, messaging and coordination between both the MRC and the Member Councils and the Member Councils themselves. This to share the load and get best value for the Region, including looking at ways to improve waste diversion figures for the Region.

The **Waste Diversion Report Card** continues to be produced with quarterly information on how the MRC as a Region is tracking with regard to overall waste diversion. The report includes waste and recycling figures from each of the member councils. Member Councils are encouraged to report on activities where waste is diverted from landfill i.e. verge mattress and steel collections to ensure the diversion figures are as accurate as possible.

Whilst some councils are performing well others for a variety of reasons are not. However as a region, the collective efforts, are seeing a gradual rise in the diversion figure. At the time of this report, the July – September 2015 and the Oct – December 2015 Waste Diversion Report had not yet been completed but they are expected to show an improvement on the 32% diversion early last year.

The **'No glass' campaign**, to create behavioural change by residents to reduce the glass component in the compost, was rolled out into the participating councils, these being Cities of Joondalup, Vincent and Wanneroo and the Town of Victoria Park. These being chosen as they currently deliver the majority of waste received by the RRF.

The project uses a sticker placed on all the green lid bins and a flyer to explain why glass in the green lid bin is an issue. The sticker campaign was supported by advertising in newspapers and online via council websites and social media networks. Removing the glass from the green top bin having many potential benefits.



No Glass displays and banners have been taken to all events held within the participating councils to promote the campaign and engage in discussion with the community. Surveys were also conducted to gauge resident awareness of the campaign and behaviour change as a result. Most of the feedback has been very positive.

NO GLASS (whole or broken)

NO GLASS in your **GREEN** top bin.
Put glass (whole or broken) in the **yellow top** recycling bin

The organic waste (kitchen scraps, paper, lawn clippings, leaves, prunings etc.) from your green top bin is used to make compost. It's really important to keep glass out of this bin.

If there's glass in this bin, it can contaminate the compost.

For more information contact Mindarie Regional Council. Call 9306 6303 or visit our website www.mrc.wa.gov.au

February 2016 Tamala Park turns 25

Twenty five years ago (February 1991) the Tamala Park landfill opened and received its first load of waste.

Tamala Park landfill was developed in the northern reaches of the Perth metro area to provide landfill space for the then Cities of Perth, Stirling and Wanneroo. It first received waste in 1991 receiving in that year just under 33,000 tonnes, a meagre total by today's standards (2015 saw over 266,000 tonnes delivered). Over 6 million tonnes have been deposited over the 25 years.

Tamala Park was developed and remains as an industry best practice landfill and at one time was the largest landfill in the State.

No Glass Campaign – February 2016	
File No:	WST/208
Attachment(s):	Nil
Date:	31 March 2016
Responsible Officer:	Education Manager

No Glass Campaign Update – February 2016

The “No Glass” campaign is a project designed to reduce the glass fraction found in the soil conditioner being produced by the Resource Recovery Facility (RRF) as a result of glass being placed in the green top general waste bins. By doing this it is thought that the soil conditioners value, potential uses and marketability would all improve..

The campaign’s main objective is to achieve behavioural change in the target population of four council areas; the Cities of Joondalup, Vincent and Wanneroo and the Town of Victoria Park those that get taken to the RRF for processing into compost. Bin stickers, pamphlets, advertising and displays were used to educate the target population and change their waste disposal patterns to such an extent that glass disposal into general ‘green-top’ waste bins is reduced or eliminated.

The campaign intended to deliver immediate impact behavioural change by informing residents not to place glass in the green top bin and educating them as to the reasons why.

The design brief was for the message to be big, bold and simple...an in your face message. A bin sticker with a clear single message was chosen as the lead tool in the campaign.



The campaign was timed to coincide with the closure of the RRF as it underwent repairs and its subsequent reopening.

MRC's Waste Education Strategic Steering Committee (WESSG) developed the campaign, provided input into the final design and messaging and assisted in the implementation of the campaign. The group also continues to play a role in monitoring the effectiveness of the campaign.

The MRC funded the campaign and was supported by the Waste Authority who provided grant funding for the development and production of the communication elements of the campaign.

The following is a summary of the campaign figures:

Households Targeted	155,000
Population Targeted	425,000
Councils Involved	4
Waste Audits Undertaken	20 (approx. 9000 households)
Stickers Distributed	149,680 (MRC) + 5,320 (Councils)
Flyers Distributed	609,500
Newspaper Advertising Coverage	197,700 letterboxes
Waste Tonnage Reduction	Up to 16.7%
RRF Residue Reduction	Up to 11.6%
Recycling Tonnage Increase*	Up to 29.1%
Visually Observed Glass Reduction*	Up to 54%

* Some figures excluded due to early measurements not taking into account campaign rollout in certain areas

Preliminary indications indicate the campaign has achieved behavioural change and an associated reduction in glass entering the RRF, however the final measures on glass contamination in RRF-produced compost, the ultimate measure of success, will be unavailable until April 2016.



Pre-campaign

PROJECT BACKGROUND

Each year 100,000 tonnes of general household waste from the MRC's member councils goes to the RRF in Neerabup where it is turned into a soil conditioner. A significant amount of glass is placed in the general waste stream (green top bin) which is taken to the RRF.

The bulk of this glass is screened out of the process by the RRF and returns to landfill as a residue. A smaller portion of this glass finds its way through to the soil enhancer produced by the RRF, reducing the value and marketability of the product.

There are likely to be a number of benefits to member councils if this glass can be shifted out of the green top bin into the yellow top recycling bin including:

- improved quality of soil conditioner, increasing its value, marketability and potential uses,
- reduced processing costs (green top bin waste is more expensive to process than yellow top bin waste), and
- increased RRF diversion rate (less glass to landfill as a residue).

Each of the above has the potential to translate into direct savings for member councils.

To date, the education to the community with regard to the green top bin has been largely centred around:

- placing organics in this bin,
- keeping Household Hazardous Waste (HHW) out of this bin,
- that a beneficial product, a soil conditioner, is being produced, and
- waste is being diverted from landfill.

Standard recycling campaigns as to what goes into the yellow top bin have also taken place with this bin being seen as the principal place of source separation.

Residents have never been specifically told not to put glass in the green top bin and have in fact even been told to put broken glass in it. This mixed messaging and lack of clear direction, as well as over flow glass 'contamination' from the yellow top bin, is resulting in the contamination we are experiencing in the green top bin.

The quality of the compost produced by the RRF is of a high standard, except that it has too high a fraction of glass, which is devaluing the product and limiting its use.

The current Australian Composting Standards require there to be <0.5% dry matter of particle contaminants of glass, metal and hard plastics. The RRF compost has tested at over 1.0% however it has been as low as 0.58%.

It is believed that the project being proposed, advising residents not to put glass in their general waste bin, would result in a fast and significant change in people's behaviour simply because they have never been told this before.

A drop in the glass fraction found in the compost from the RRF would see the compost produced being far more usable and marketable, making it even more of a good news story than it currently is. This in turn would enable us to promote the benefits of composting in a broader sense to the community from which other campaigns can be leveraged.

WASTE AUDITS

Originally it was proposed to do comprehensive bin audits however due to time and cost constraints the bin audits were replaced by truck audits. Due to the size of the campaign the cost of individual bin audits was prohibitive – around \$140 per bin, not including transport. Multiplied by a sample size of 200 would have equated to \$28,000 per council, this would have significantly eaten into the project budget. It was considered that a truck audit would provide sufficient high-level observations of glass content within the waste needed for this project.

Prior to the commencement of the campaign several waste audits were conducted, whereby two auditors undertook a visual inspection of multiple waste samples spread in a sectioned off area of Tamala Park, to determine makeup and nature of glass entering facility based on sample size of approx. 450-500 bins per truck (1 load). Two truck-loads from each of the City of Vincent and Town of Victoria Park and three from both the Cities of Joondalup and Wanneroo were audited.

This process served as a high-level, visual/auditory, quasi-quantitative comparison of glass levels, and a benchmark against which to conduct future waste audits. All loads showed a very high level of glass



Victoria Park load prior to audit.
Orange witches hats spaced 3m apart, load width is 4.5m. Auditors walked on both sides along length of waste and recorded observations



Campaign

NO GLASS STICKERS



The stickers were the pivotal element around which the whole campaign was built. Stickers were applied onto the lid of every available ‘green lid’ bin and included a highly visible, simple message. It was thought that the impact of the sticker would occur immediately as people first noticed them on their bins. The longer the sticker was on the bin the less effective its message would become. As a result the stickers were designed to have a relatively short life span of about 6 to 12 months.

Name	Population	Property Mix Targeted*		
		Residential	Commercial	Industrial
Victoria Park	38,000	Single, duplex and multi-unit blocks in streets and laneways	All	All
Wanneroo	187,000	Single, large blocks & some medium-density developments	Small businesses only	None
Joondalup	169,000	Single, large blocks & some medium/high-density developments	Small businesses only	None
Vincent	32,000	Single, duplex and multi-unit blocks in streets and laneways	All	All

* Only in context of green-top waste bins

NO GLASS FLYERS

NO GLASS in this bin

What you **CAN** place in your general waste bin

- Nappies and doggie bags
- General household waste
- Kitchen waste
- Garden waste (leaves, grass and tree clippings)

You **CAN** place **GLASS** in your recycling bin

- Plastic bottles and containers
- Paper and cardboard
- Glass bottles and jars (including broken ones)**
- Steel and aluminium cans
- Milk and juice cartons

NOT in either bin: batteries, light globes, fluoros, paint, pesticides, herbicides, combustible liquids or other dangerous chemicals. Contact your council for disposal details.




Keep glass out of the compost

Your green top bin waste is taken to the Resource Recovery Facility in Neerabup where we separate the organic waste (kitchen scraps, paper, lawn clippings, leaves, prunings etc.) to make compost.

NO GLASS IN THIS BIN

If there's glass in this bin, it can contaminate the compost. This is why it's really important to keep glass out of this bin.

What do you do with glass?

- Glass bottles and jars (including broken ones) - put in your recycling bin.
- Plates, cups, mugs - put ceramics in your recycling bin
- Light globes, CFLs and fluoro tubes - take to a Household Hazardous Waste collection site
- TVs and computer monitors - take to your e-waste recycler
- Broken sheet glass (window or doors) - take to your nearest landfill transfer station

And, please don't put glass out for bulk verge collection!

You can take all GLASS items to

Tamala Park Waste Facility
1700 Marmion Avenue,
TAMALA PARK

Balcatta Recycling and Transfer Station
Balcatta Rd, BALCATT

For more information contact us on 9306 6303 or see our website www.mrc.wa.gov.au

Participating councils:

- City of Joondalup
- TOWN OF VICTORIA PARK
- CITY OF VINCENT
- City of Wanneroo



Above: Example of 'No Glass' DL flyer distributed to residents. Note that the design was identical across all council areas.

The aim of distributing flyers before stickers was provide residents with details on why the campaign was being run, it's effects and objectives and as a tool to 'forewarn' residents that a campaign was being run (to minimize surprises when they observed sticker distributors applying stickers on bins).

The original plan was to place flyers into the letterboxes at the same time as the sticker was placed on the bin. Whilst this was thought to be achievable there were staffing, budgeting and timing issues that logistically made it difficult. It was decided to instead use a variety of commercial distribution outlets to get the flyers out.

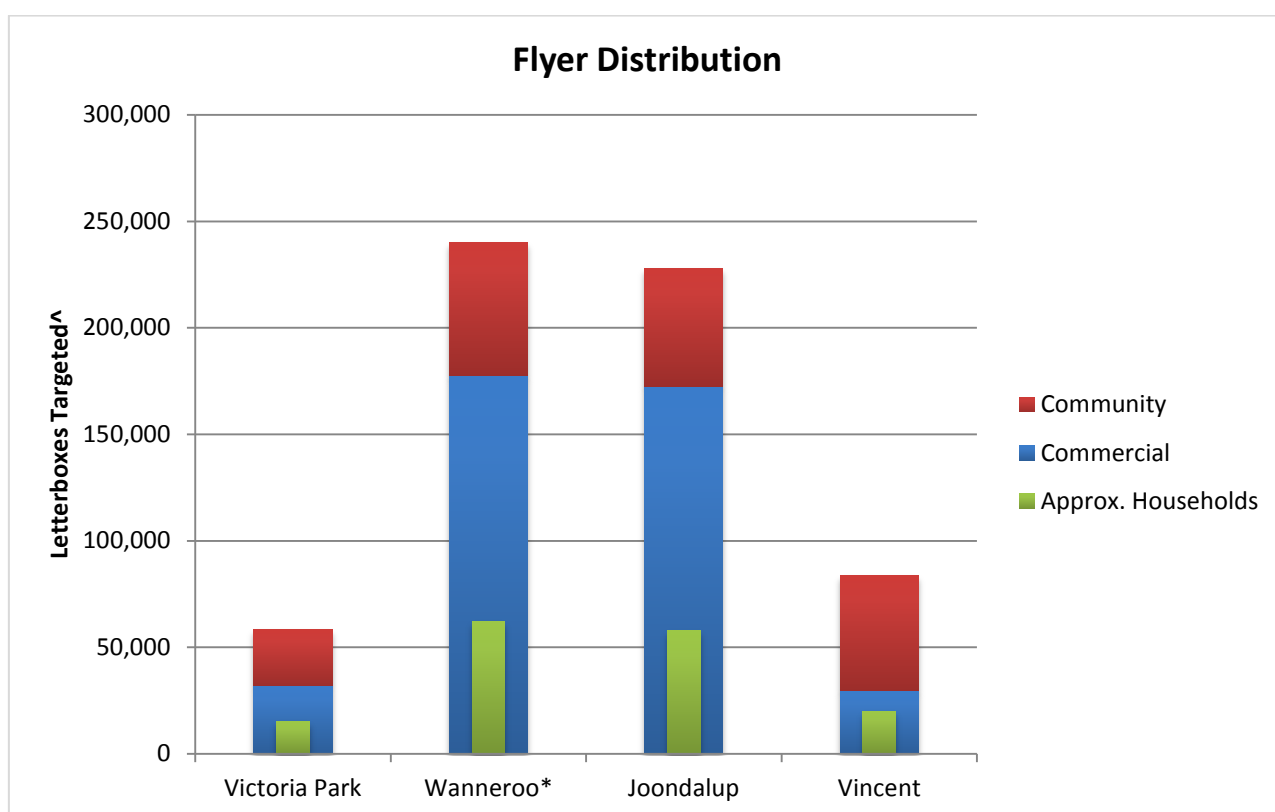
The timings of the flyer distribution were designed to coincide with the distribution of No Glass stickers. Specifically, the aim was to distribute flyers in three-to-four waves, using a range of

distribution providers to ensure maximum coverage of the target population area and distribute the fliers on different days of the week.

Two commercial providers were shortlisted due to the extensive distribution networks, pricing and timing capabilities – Salmat & PMP Distribution. In addition, flyers were inserted into various community newspapers across the target area to achieve added coverage.

Council	Approx. Households	Commercial Distribution	Community Distribution	Total Distribution [^]
Victoria Park	15,000	32,000	26,200	58,200
Wanneroo*	62,000	177,400	62,600	240,000
Joondalup	58,000	172,600	55,100	227,700
Vincent	20,000	29,800	53,800	83,600
Total	155,000	302,800	197,700	609,500

[^] Rounded to nearest 100 ; * Some Wanneroo rural areas were excluded ; Figures above include 2016 follow up campaign



Weekend COMMERCIAL 'Junk Mail' FLYers

Salmat undertook the weekend distribution in four waves whereupon fliers were delivered on the weekend before the sticker distribution commenced in that council area.

The aim of distributing flyers before stickers was provide residents with details on why the campaign was being run, it's effects and objectives and as a tool to 'forewarn' residents that a campaign was being run (to minimize surprises when they observed sticker distributors applying stickers on bins).

To keep costs low, Salmat bundled the 'No Glass' flyers with other commercial catalogues being delivered (Myer, JB-Hifi etc), however given that this was a government-related campaign, flyers were still inserted into 'No Junk Mail' signed letterboxes.

Council	Distribution Dates	Letterboxes Targeted [^]	
Victoria Park	31/10/15 - 01/11/15	16,900	
Wanneroo*	07/11/15 - 08/11/15	67,000	
Joondalup	21/11/15 - 22/11/15	56,700	
Vincent	28/11/15 - 29/11/15	14,400	
Total		155,000	

Mid-Week COMMERCIAL 'Junk Mail' flyers

PMP Distribution undertook the mid-week distribution in two waves whereupon fliers were delivered during or slightly after the sticker distribution was operating in that council area.

The aims of distributing flyers in this manner were to reinforce the 'No Glass' message to those that were already aware of it and provide new coverage to areas missed by the weekend distribution (in case residents didn't receive the weekend flyer or didn't sort through their weekend 'junk mail' pile).

As with Salmat, to keep costs low PMP Distribution bundled the 'No Glass' flyers with other commercial catalogues being delivered (Myer, JB-Hifi etc), however given that this was a government-related campaign, flyers were still inserted into 'No Junk Mail' signed letterboxes.

Council	Distribution Dates	Letterboxes Targeted [^]	
Victoria Park	24/11/15 – 25/11/15	15,100	
Wanneroo*	24/11/15 – 25/11/15	58,600	
Joondalup	01/12/15 – 02/12/15	58,700	
Vincent	01/12/15 – 02/12/15	15,400	
Total		147,800	

[^] Rounded to nearest 100 ; * Some Wanneroo rural areas were excluded

Community Newspaper Insert flyers

To achieve further and secondary coverage, 'No Glass' flyers were also inserted into community newspapers across the target area. These were distributed in the first week of the campaign in each council area.

Council	Newspaper Name	Distribution Dates	Letterboxes Targeted [^]	
Victoria Park	Southern Gazette	27/10/15	26,200	
Wanneroo	Wanneroo Times	03/11/15	20,300	
Joondalup	Joondalup Times		31,800	
Wanneroo	Wanneroo Weekender	12/11/15	29,500	
Joondalup	Joondalup Weekender		23,300	
Wanneroo	North Coast Times	17/11/15	12,800	
Vincent	Guardian Express	01/12/15	22,500	
Vincent	The Perth Voice	5/12/15	31,300	
Total			197,700	

^ Rounded to nearest 100

Follow-up flyers in 2016

Prior to the 2016 Australia Day holiday, MRC arranged for the distribution of remaining inventory of flyers to the majority of Wanneroo and Joondalup areas in order to reinforce the No Glass message to residents.

Council	Distribution Dates	Letterboxes Targeted [^]	
Wanneroo	23/01/16 – 24/01/16	51,800	
Joondalup	23/01/16 – 24/01/16	57,200	

OTHER MEDIA/MARKETING

Community newspaper advertising

Each community newspaper ran various 'No Glass' advertisements for four weeks, including:

- one wide banner advert to launch the campaign,
- followed the next week by a 1 long strip advert that had similar information to the flyer to explain the campaign
- and then finally for the next two weeks mid-sized adverts.



NO GLASS
(whole or broken)

IN THE GREEN TOP BIN

Put glass (whole or broken) in the **yellow top** recycling bin

The organic waste (kitchen scraps, paper, lawn clippings, leaves, prunings etc.) from your green top bin is used to make compost. It's really important to keep glass out of this bin.

If there's glass in this bin, it can contaminate the compost.

For more information contact Mindarie Regional Council. Call 9306 6303 or visit our website www.mrc.wa.gov.au

NO GLASS in your **GREEN** top bin.

Put glass (whole or broken) in the **yellow top** recycling bin



For more information contact Mindarie Regional Council. Call 9306 6303 or visit our website www.mrc.wa.gov.au

NO GLASS in your green top bin

Put glass (whole or broken) in the **yellow top** recycling bin



The organic waste (kitchen scraps, paper, lawn clippings, leaves, prunings etc.) from your green top bin is used to make fantastic compost. It's really important to keep glass out of this bin.

If there's glass in this bin, it can contaminate the compost.

For more information contact Mindarie Regional Council. Call 9306 6303 or see www.mrc.wa.gov.au

NO GLASS in your green top bin



Keep glass out of the compost

Your green top bin waste is taken to the Resource Recovery Facility in Nierubup where we separate the organic waste (kitchen scraps, paper, lawn clippings, leaves, prunings etc.) to make compost.

If there's glass in this bin, it can contaminate the compost. This is why it's really important to keep glass out of this bin.

What do you do with glass?

- Glass bottles and jars (including broken ones) - put in your recycling bin
- Plates, cups, mugs - put ceramics in your recycling bin
- Light globes, CFLs and fluoro tubes - take to a Household Hazardous Waste collection site
- TVs and computer monitors - take to your e-waste recycler
- Broken sheet glass (window or doors) - take to your nearest landfill transfer station

And, please don't put glass out for bulk verge collection!

You can take all GLASS items to Tarama Park Waste Facility 1700 Marmion Avenue, TAMARA PARK

Balcatta Recycling and Transfer Station Balcatta Rd, BALCATTA

For more information contact Mindarie Regional Council Ph 9306 6303 www.mrc.wa.gov.au

City of Wanneroo City of Joondalup

The Perth Voice ran a prominent front-page banner ad for the first week of the City of Vincent's campaign.

Council	Newspaper Name	Distribution Dates	Letterboxes Targeted [^]	
Victoria Park	Southern Gazette	27/10/15 →	26,200	
Wanneroo	Wanneroo Times	03/11/15 →	20,300	
Joondalup	Joondalup Times		31,800	
Wanneroo	Wanneroo Weekender	12/11/15 →	29,500	
Joondalup	Joondalup Weekender		23,300	
Wanneroo	North Coast Times	17/11/15 →	12,800	
Vincent	Guardian Express	01/12/15 →	22,500	
Vincent	The Perth Voice	5/12/15 →	31,300	
Total			197,700	

[^] Rounded to nearest 100

MRC Website

A dedicated No Glass webpage was created on the MRC website. Links on the MRC home page as well as social media posts fed traffic to the No Glass page. Google indexed the page within two weeks of setup allowing members of the community to obtain further information about the campaign.

Media Articles

Throughout the campaign a number of news stories appeared in various newspapers including:

- Community Newspapers (North Coast Times, Wanneroo Times, Joondalup Times, Weekender, Southern Gazette, Guardian Express), also included letters to the editor
- The Perth Voice
- Kids In Perth (free parents paper), article shown below

Glass doesn't make a very good compost!

Every year the Resource Recovery Facility in Neerabup processes over 100,000 tonnes of general household waste. They remove the organic part (food scraps, lawn clippings, garden pruning's, paper etc.) from the other waste and turn it into a composted soil conditioner.

Unfortunately, glass deposited into the green-top bins can't be used to make compost. It not only needs to be taken out and sent to landfill, but some of the glass still remains at the end of the process and contaminates the compost, limiting its use. This glass could more beneficially be utilised if residents placed it in the yellow-top recycling bin.

To reduce this glass contamination and to improve recycling outcomes, the Mindarie Regional Council and its member councils, supported by the Waste Authority, are rolling out a 'No Glass' campaign to encourage residents to make use of their yellow-top recycling bins to dispose of bottles and jars.

- The West Australian – National Recycling Week feature – 09/11/15

NO GLASS IN YOUR GREEN TOP BIN

The Mindarie Regional Council (MRC) and its member councils, supported by the Waste Authority, are calling for its residents to NOT dispose of glass items, particularly bottles and jars, into their general household 'green top' bin. By doing this it will help improve the performance of the Resource Recovery Facility (RRF), where the waste from many of these bins is processed into a compost.

WINNING BACK WASTE

This 'No Glass' initiative is expected to provide increases in:

- ✓ Recycling rate
- ✓ Households having their waste processed by the RRF
- ✓ Compost production
- ✓ Quality of compost
- ✓ Waste diverted from landfill
- ✓ Productivity by not having to process glass that is not compostable
- ✓ Financial benefits
- ✓ Environmental benefits

MINDARIE REGIONAL COUNCIL

Reduce, Reuse,
Recycle, and
Dispose Wisely

WASTE
AUTHORITY
WA...TOO GOOD TO WASTE

Social Media

Social media posts were managed by the MRC and participating member councils. Additional posts were made by the Earth Carers North Facebook group plus various 'Shares' by members of the community.

Social media posts especially received robust debates and responses by members of the community. Whilst not every piece of feedback was positive, it showed that the community was interested in the issue and is likely to have further spread word about the campaign objectives. As the old adage goes 'any publicity is good publicity'. A good example is below where the Project Manager is pictured with the Mayor of Joondalup.



Festivals & Events

The No Glass message was promoted by MRC staff, utilizing two bins with signage and stickers on the green bin, flyers, 3m banner (usually and where possible) and corflute signs in front of green bin.

The No Glass message was displayed at the following events:

Date	Event	Council
25/10/2015	Angove St Festival	Vincent
25/10/2015	Living and Leisure Expo	Wanneroo
25/10/2015	Moreton Bay Fig Festival	Victoria Park
25/10/2015	Little Feet Festival	Joondalup
1/11/2015	Spring in the Grove Festival	Wanneroo
7/11/2015	Mt Hawthorn Community Fair	Vincent
14/11/2015	Beaufort St Festival	Vincent

15/11/2015	Kinross Primary School Fair	Joondalup
15/11/2015	Mullaloo Beach PS Fair	Joondalup
21/11/2015	Poynter Markets	Joondalup
21/11/2015	Music in the Park	Joondalup
27-28/11/15	Wanneroo Show	Wanneroo
28/11/2015	Duncraig PS Fair	Joondalup
28/11/2015	Vic Park Festival	Victoria Park
6/12/2015	Light up Leederville	Vincent
12/12/2015	Music in the Park	Joondalup



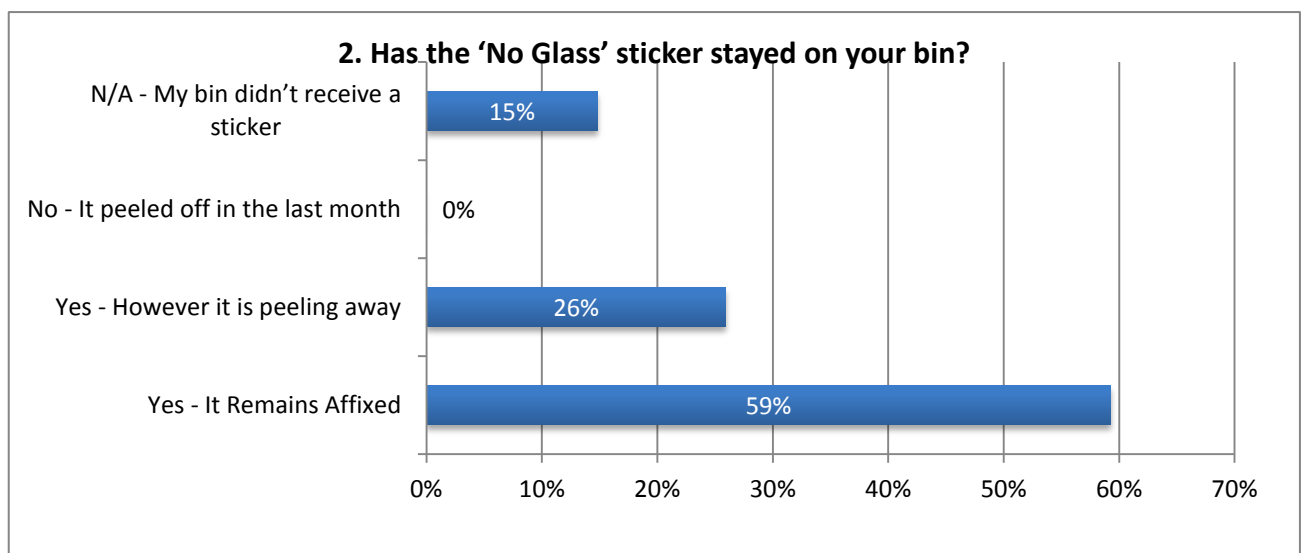
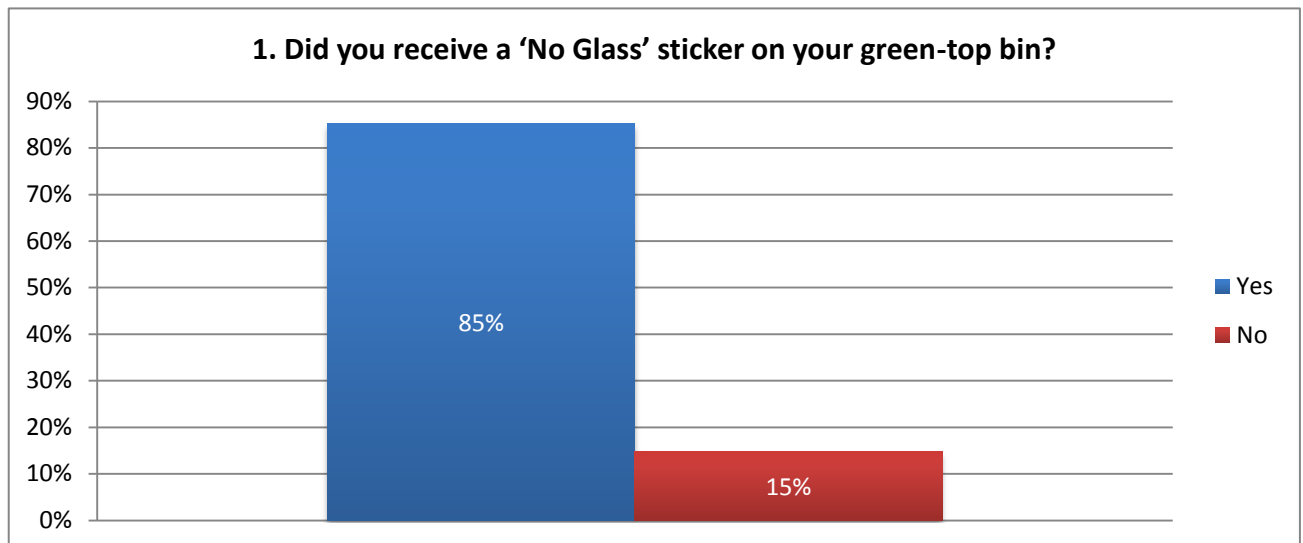
Results/Findings

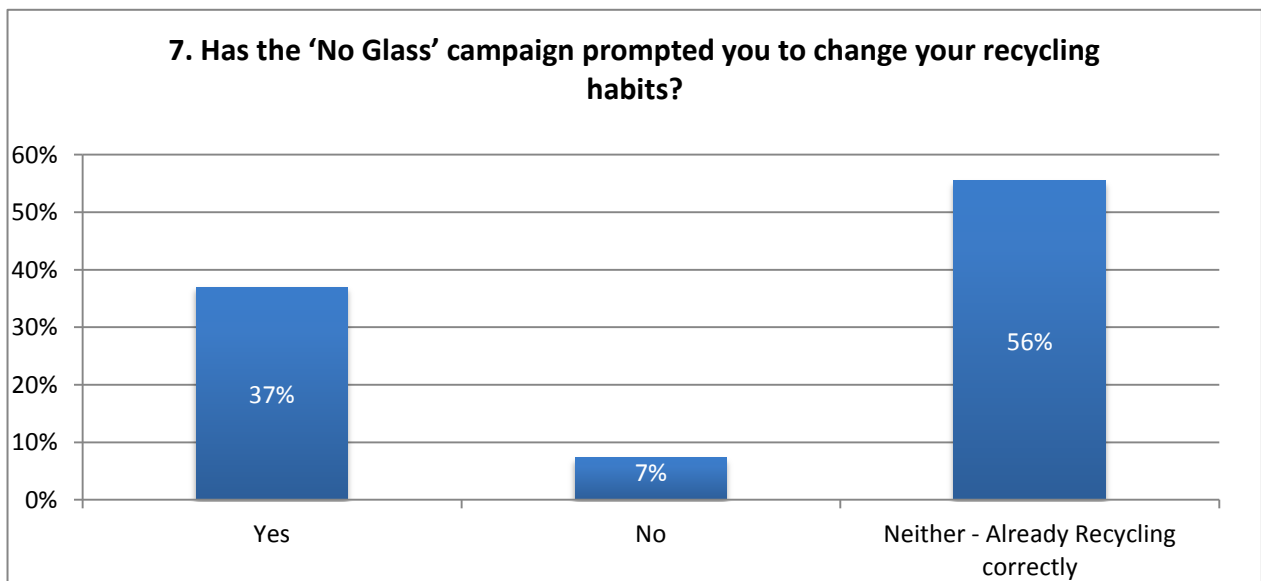
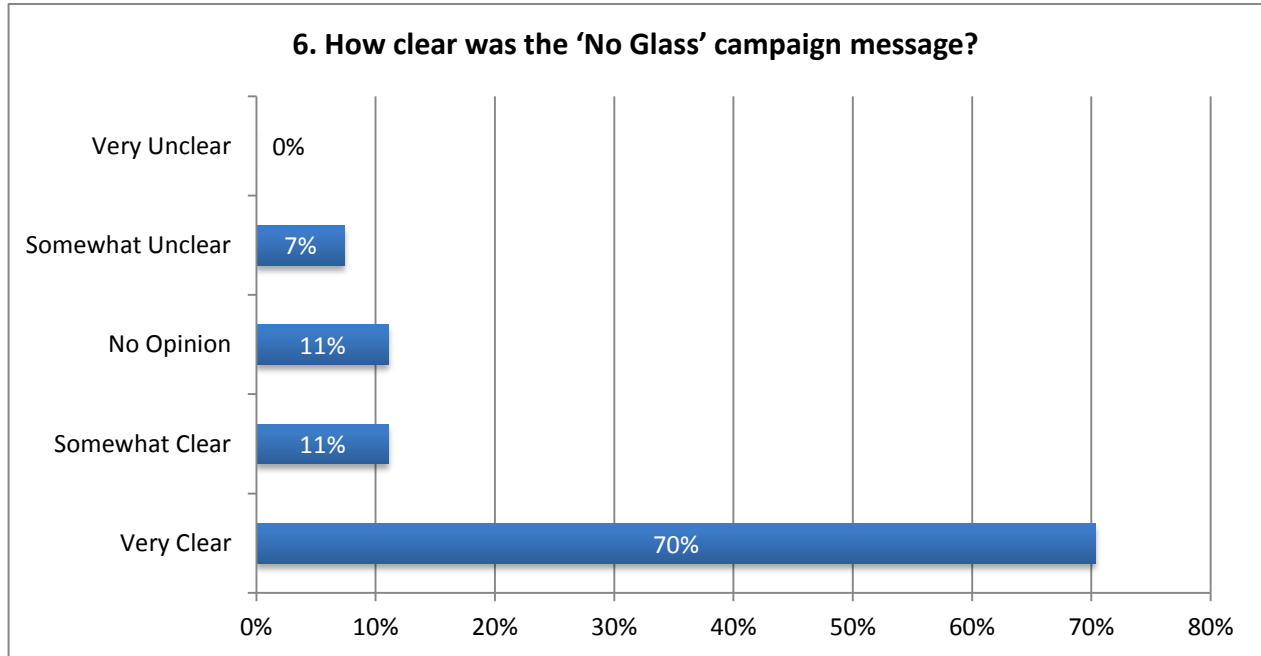
A range of quantitative and qualitative measures were used to measure the effectiveness of the No Glass campaign. Preliminary measures included analyzing changes in waste and recycling matter entering waste processing facilities, however ultimately the goal was for the RRF compost to meet Australian standards of 0.5% dry weight particle matter, which serves as the ultimate measure of campaign's success. Surveys have also been conducted to provide feedback on the communication and educational elements of the campaign.

SURVEYS

The No Glass campaign generated a substantial amount of feedback from members of the community that were spoken to during festivals and events. The prevailing opinion was extremely positive and supportive of the campaign's objectives. Some residents initially took the application of the No Glass sticker onto their bin as a personal offense, as if it was applied in response to poor recycling habits. Of course, this occurs if residents' bins are discovered to contain inappropriate content, and a warning sticker is affixed by the council. Once it was explained the residents that it was a community-wide educational (not punitive) campaign, the vast majority of residents were understanding. A small minority were still against the No Glass stickers where the resident was concerned about the appearance of the sticker on their bin. Others believed they were perfect recyclers and didn't need a reminder on their bin.

Surveys have been carried out at festivals and events to further gauge community opinion and feedback. Some of the key findings were:





INCOMING WASTE TONNAGES

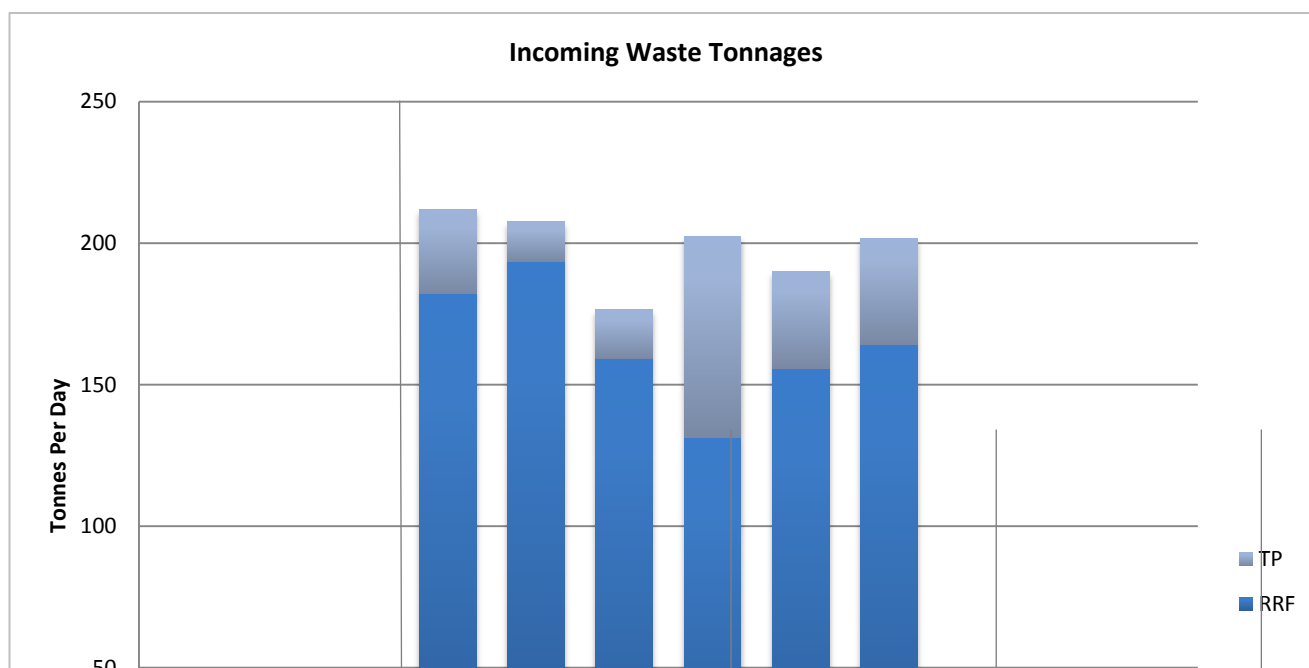
The project aimed to reduce waste tonnages entering the RRF and Tamala Park (TP); specifically glass, which, due to its heavier mass should yield measurable results. Based on the below findings net waste tonnages have **decreased between 0.34% and 16.74%**.

Council	Phase	RRF (Tonnes/Day)	TP (Tonnes/Day)	Total (Tonnes/Day)	Period on Period % Reduction	Net % Reduction
Vic Park	Pre-Campaign	18.8	28.8	47.6	-	-
	Post-Campaign (Dec)	30.5	16.5	47.0	1.13%	-
	Post-Campaign (Jan)	32.2	12.3	44.5	5.26%	6.33%
Wanneroo	Pre-Campaign	182.1	29.8	211.9	-	-
	Post-Campaign (Dec)	193.6	14.1	207.6	2.03%	-
	Post-Campaign (Jan)	159.2	17.2	176.4	15.01%	16.74%
Joondalup	Pre-Campaign	131.4	70.8	202.2	-	-
	Post-Campaign (Dec)	155.7	34.3	190.0	6.02%	-
	Post-Campaign (Jan)	164.2	37.3	201.5	-6.04%	0.34%
Vincent	Pre-Campaign	17.8	31.3	49.2	-	-
	Post-Campaign (Dec)	30.1	17.4	47.6	3.25%	-
	Post-Campaign (Jan)	29.4	17.2	46.6	2.05%	5.23%

Pre-Campaign data set: 20/07/15 – 09/08/15 (15 sample days)

Post-Campaign (Dec) data set: 23/11/15 – 13/12/15 (15 sample days)

Post-Campaign (Jan) data set: 14/12/15 – 27/01/2016 (34 sample days)



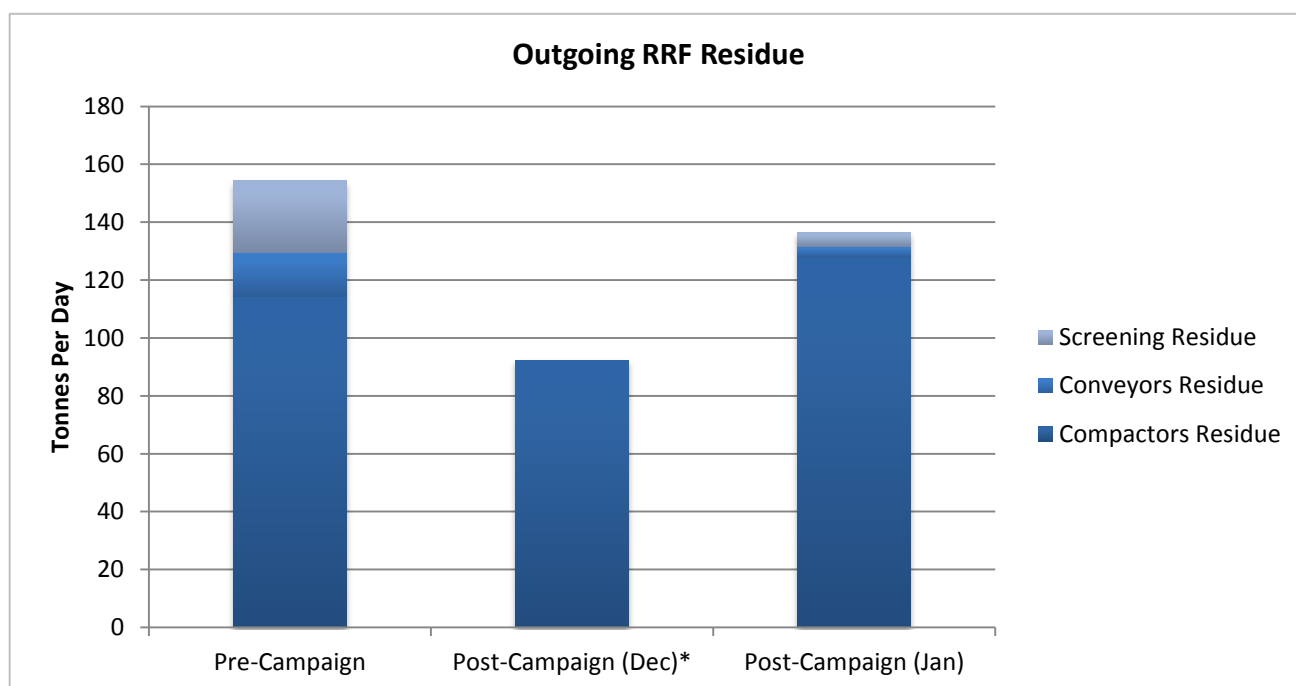
RESIDUE TONNAGES

The project aimed to reduce glass levels entering the RRF to begin with, with an associated decrease in residues being transported from the RRF to Tamala Park following sortation. RRF residues can be measured by:

- Compactors residue – first stage of RRF filtration, mostly larger chunks of glass
- Screening residue – final stage of RRF filtration, small chunks of glass & course heavies

Based on the below findings residues have **reduced by 12%**.

Phase	Compactors Residue	Conveyors Residue	Screening Residue	Total Residue
Pre-Campaign	114.5	15.0	24.8	154.3
Post-Campaign (Dec)	92.4	0.0	0.0	92.4
Post-Campaign (Jan)	127.9	3.8	4.7	136.4



RECYCLING TONNAGES

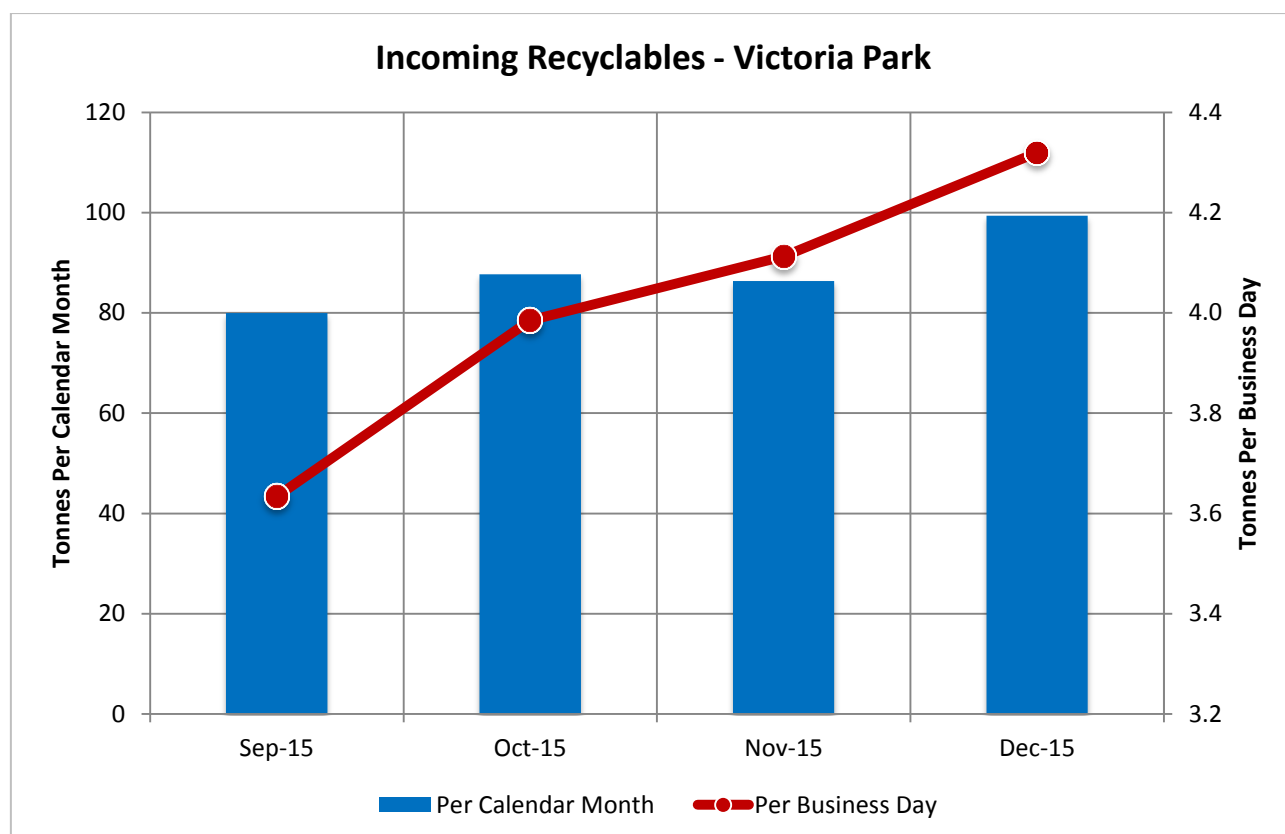
The project aimed to increase the levels of glass being recycled and therefore processed by the MRF plant.

Victoria Park

Based on the below data recycling tonnages have **increased by 8.3%** since October 2015.

Victoria Park campaign dates: 26/10/15 – 30/10/15 & 04/11/15

Victoria Park	Sep-15	Oct-15	Nov-15	Dec-15
Tonnes Per Calender Month - Glass	80	88	86	99
Tonnes Per Calender Month - Other	166	165	175	197
Tonnes Per Calender Month - Total	246	253	262	296
Business Days	22	22	21	23
Tonnes Per Business Day	3.6	4.0	4.1	4.3
% Change	-	9.7%	3.2%	5.0%

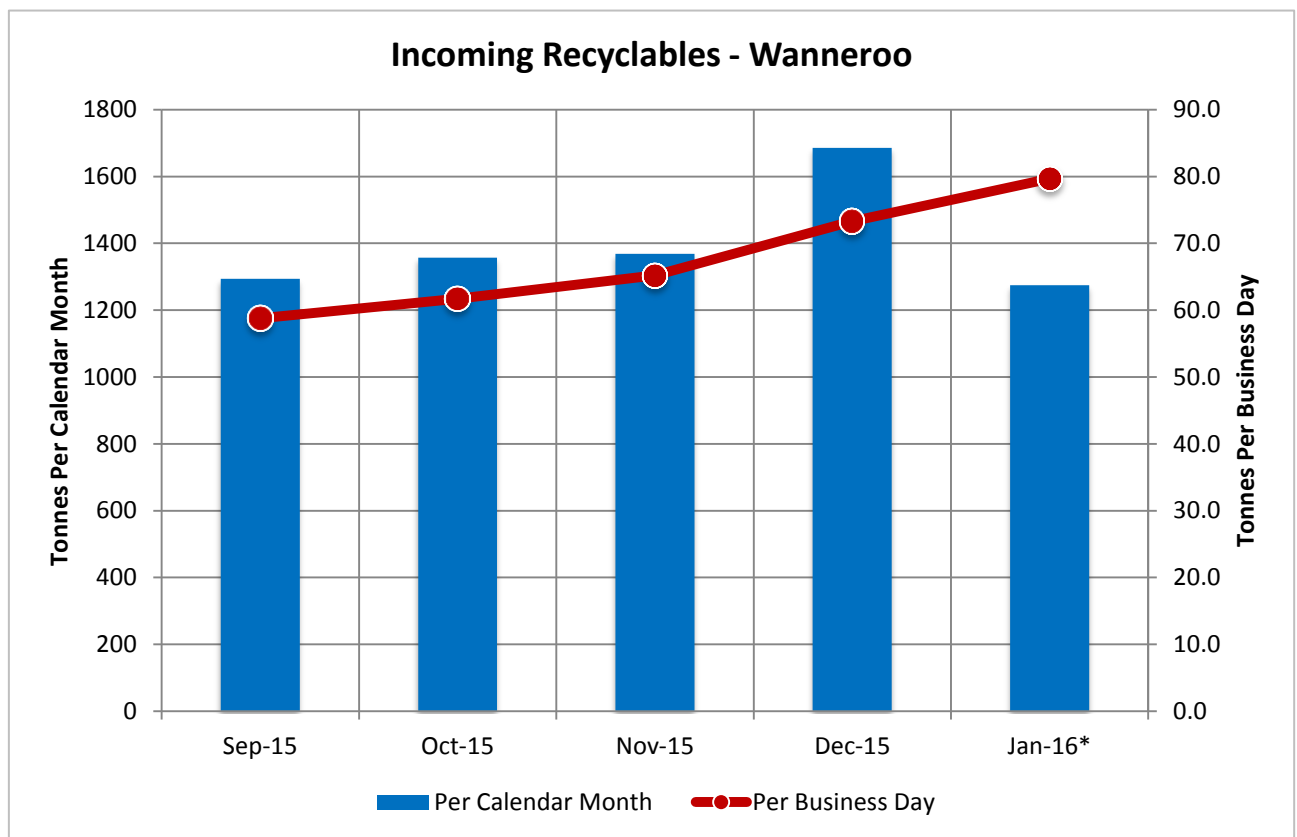


Wanneroo

Based on the below data recycling tonnages have **increased by 29.1%** since October 2015.
Wanneroo campaign dates: 03/11/15 – 16/11/15

Measure	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16*
Tonnes Per Calendar Month	1,294	1,357	1,369	1686	1275
Business Days	22	22	21	23	16
Tonnes Per Business Day	58.8	61.7	65.2	73.3	79.7
% Change On Previous Month	-	-	-	12.4%	8.7%

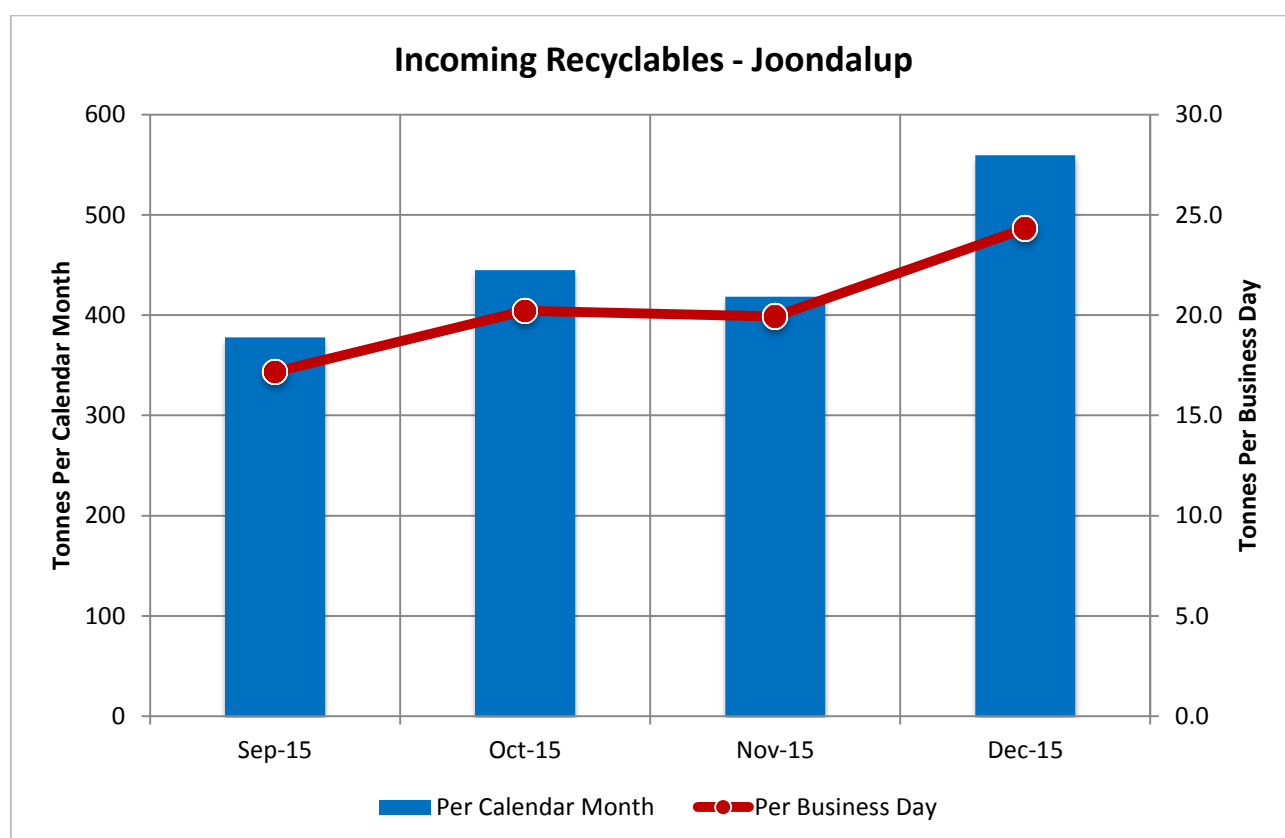
*January figures to 22/01/16



Joondalup

Based on the below data recycling tonnages have **decreased by 20.0%** since October 2015.
Joondalup campaign dates: 16/11/15 – 30/11/15

Joondalup	Sep-15	Oct-15	Nov-15	Dec-15
Tonnes Per Calender Month - Glass	378	445	418	559
Tonnes Per Calender Month - Other	694	686	713	842
Tonnes Per Calender Month - Total	1072	1131	1132	1401
Business Days	22.0	22.0	21.0	23
Tonnes Per Business Day	17.2	20.2	19.9	24.3
% Change	-	-	-1.5%	22.1%



Vincent

City of Vincent are not supplied with recycling statistics appropriate for this report and as such no data will be included.

WASTE AUDITS

In order to gauge glass levels entering the RRF, a number of sample trucks were diverted to the Tamala Park tipface, where a truckload of general waste was deposited, spread and inspected. Each truck yielded between 400 and 500 households' worth of waste, a substantial sample size.

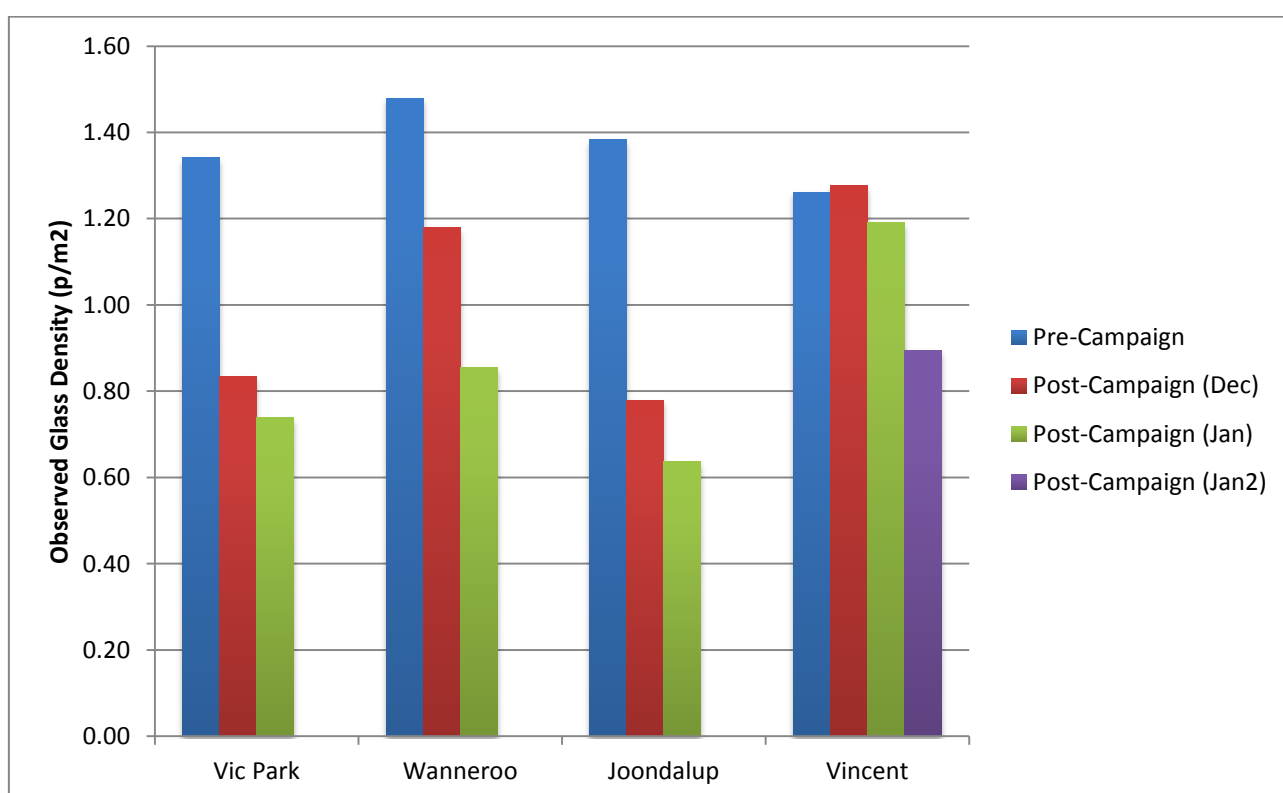
Both pre and post campaign figures were obtained from trucks servicing the same areas at the same time to ensure maximum standardization.

Post-Campaign (Dec)

- Wednesday 09/12/15 – 11am – 2x Vic Park loads
- Friday 11/12/15 – 11am – 2x Joondalup loads
- Monday 14/12/15 – 11am – 1x Joondalup load & 1x Wanneroo load
- Tuesday 15/12/15 – 11am – 2x Wanneroo loads
- Thursday 17/12/15 – 11am – 2x Vincent loads

Post-Campaign (JAN)

- Thursday 21/01/16 – 11am – 2x Vic Park loads
- Wednesday 20/01/16 – 11am – 3x Wanneroo loads
- Tuesday 19/12/15 – 11am – 3x Joondalup loads
- Friday 22/01/15 – 11am – 2x Vincent loads
- Monday 25/01/15 – 11am – 2x Vincent loads

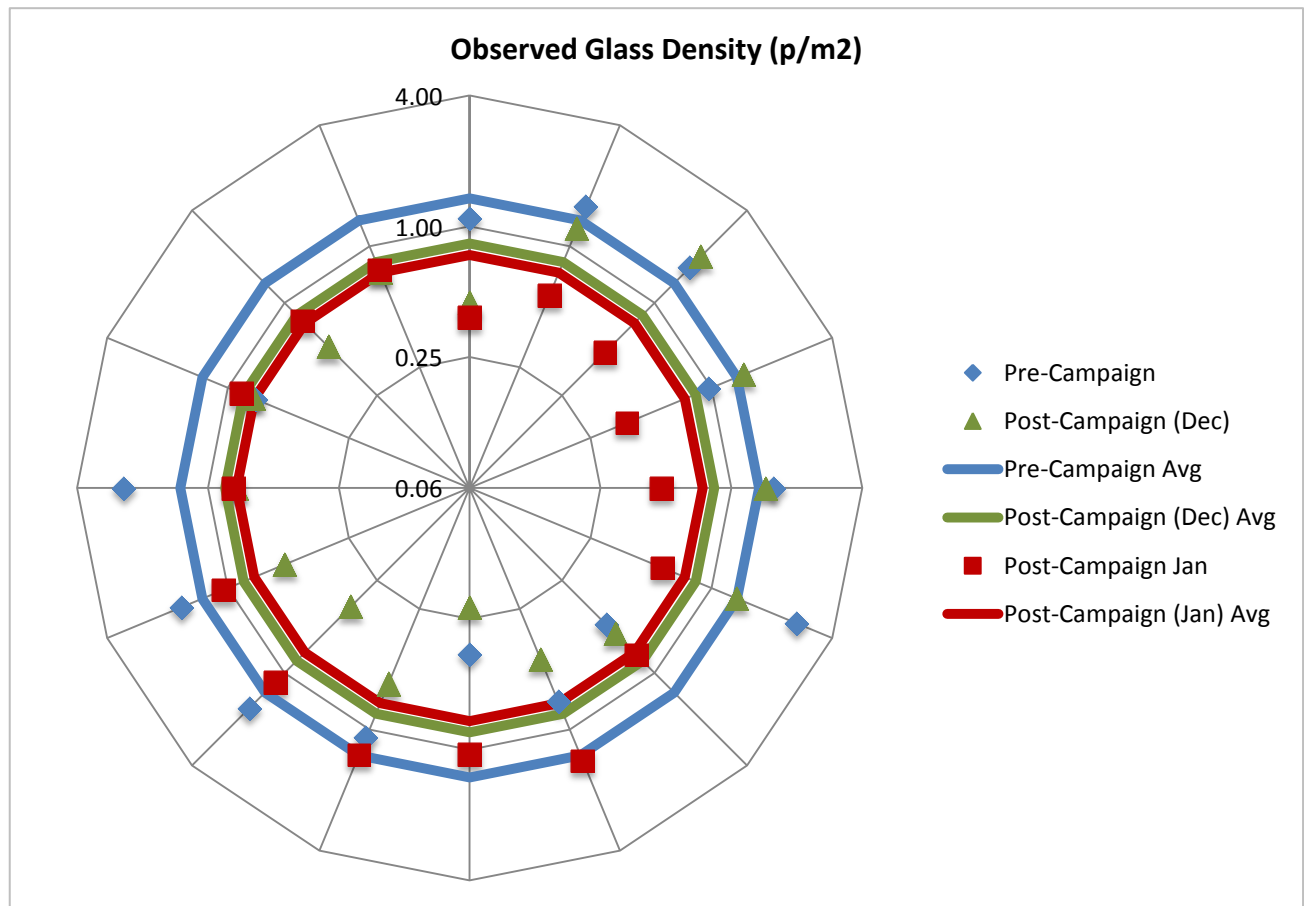
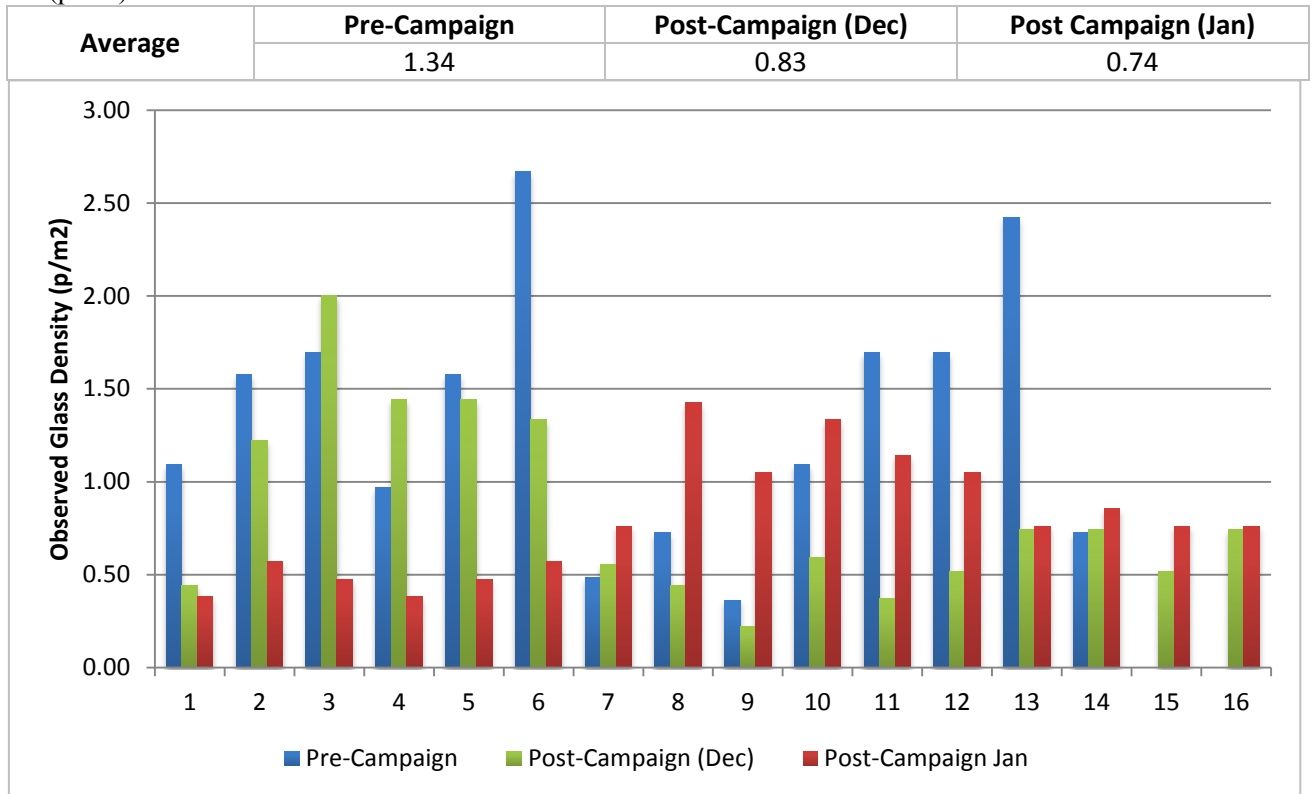


Detailed figures are in *Appendix 2 – Waste Audit Results*

Victoria Park

Average reduction in observed glass of 45% based on sample area of 501m²

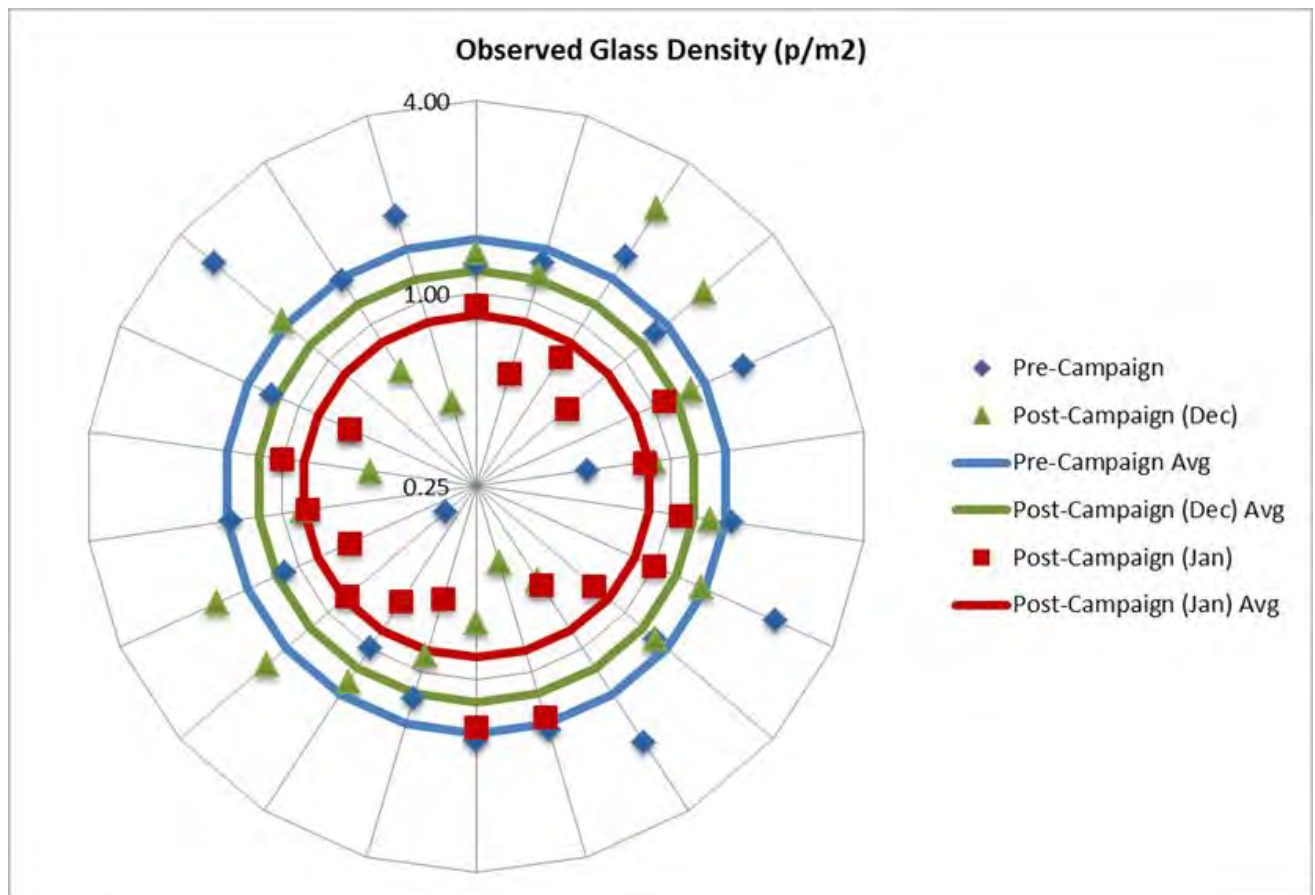
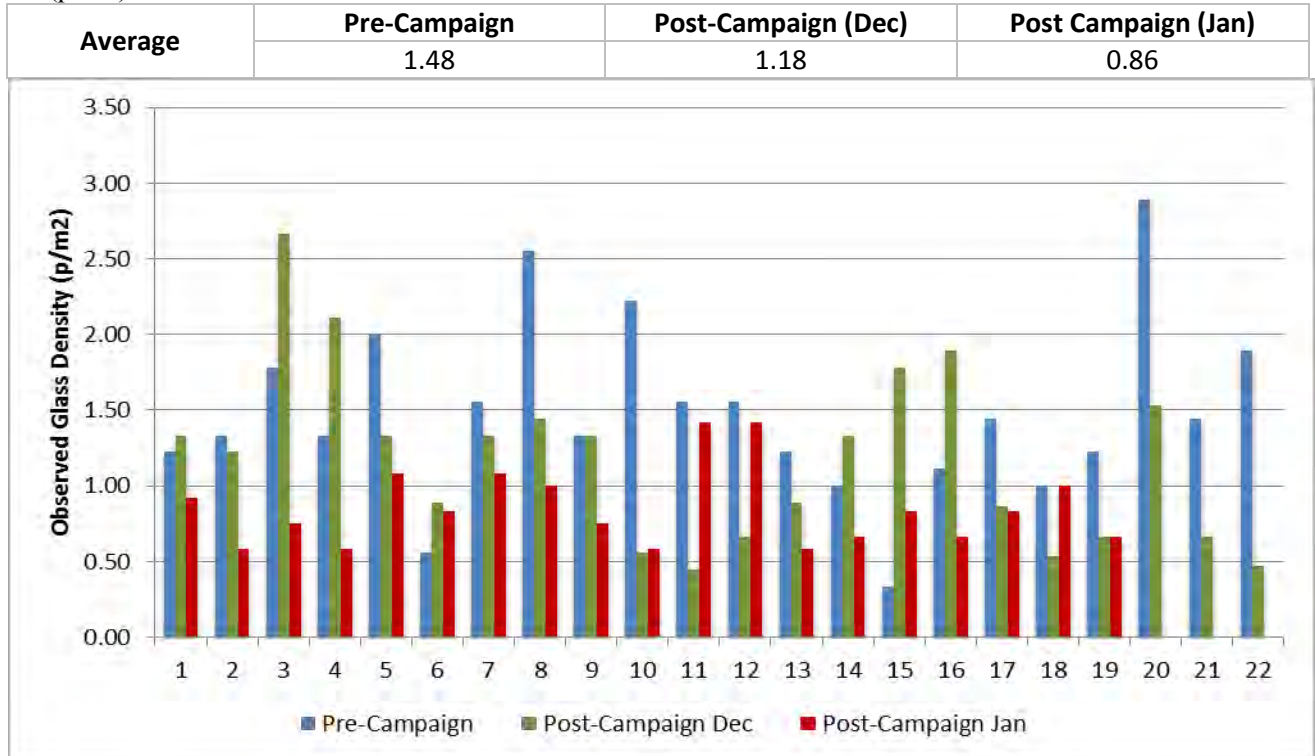
Difference in below figures is statistically significant. All measures are in observed glass parts per m² (p/m²).



Wanneroo

Average reduction in observed glass of 42% based on sample area of 660m²

Difference in below figures is statistically significant. All measures are in observed glass parts per m² (p/m²).

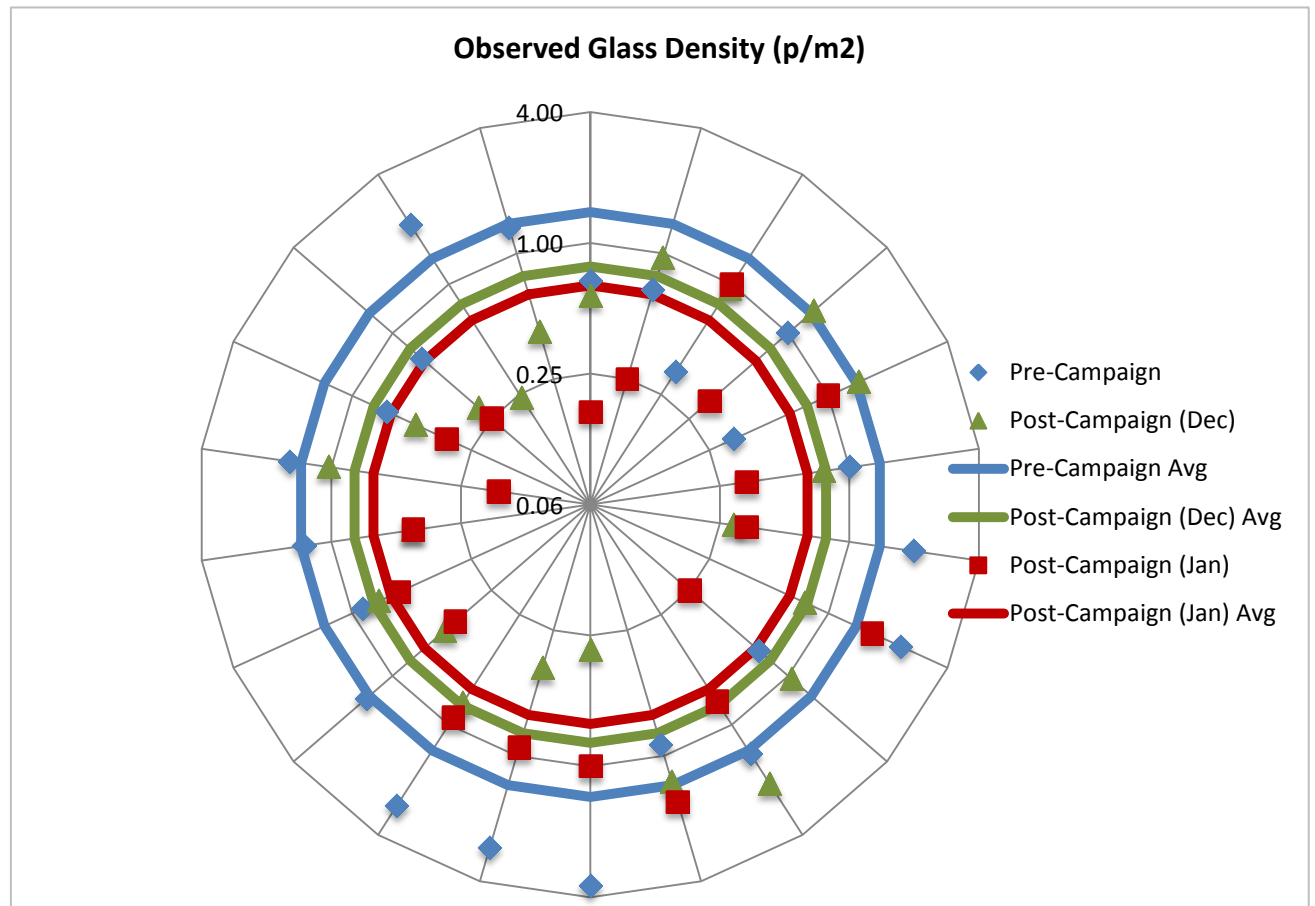
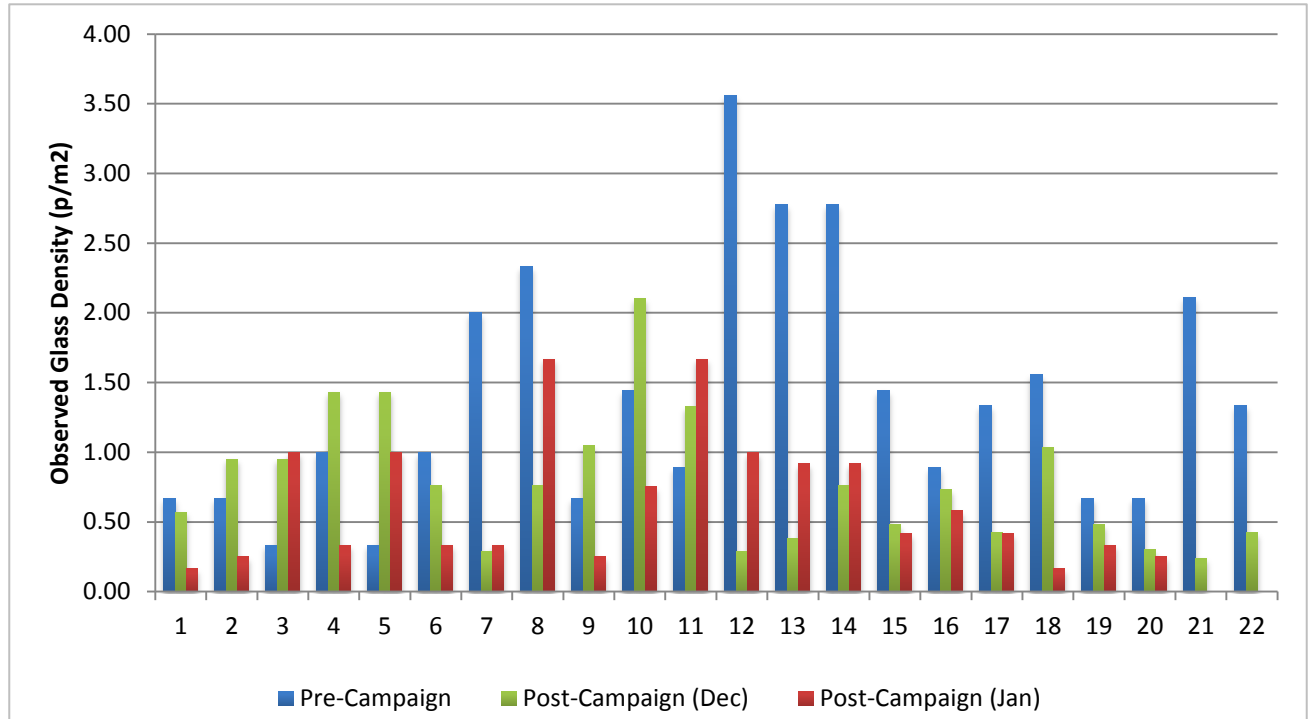


Joondalup

Average reduction in observed glass of 54% based on sample area of 717m².

Difference in below figures is statistically significant. All measures are in observed glass parts per m² (p/m²).

Average	Pre-Campaign	Post-Campaign (Dec)	Post Campaign (Jan)
	1.38	0.78	0.64



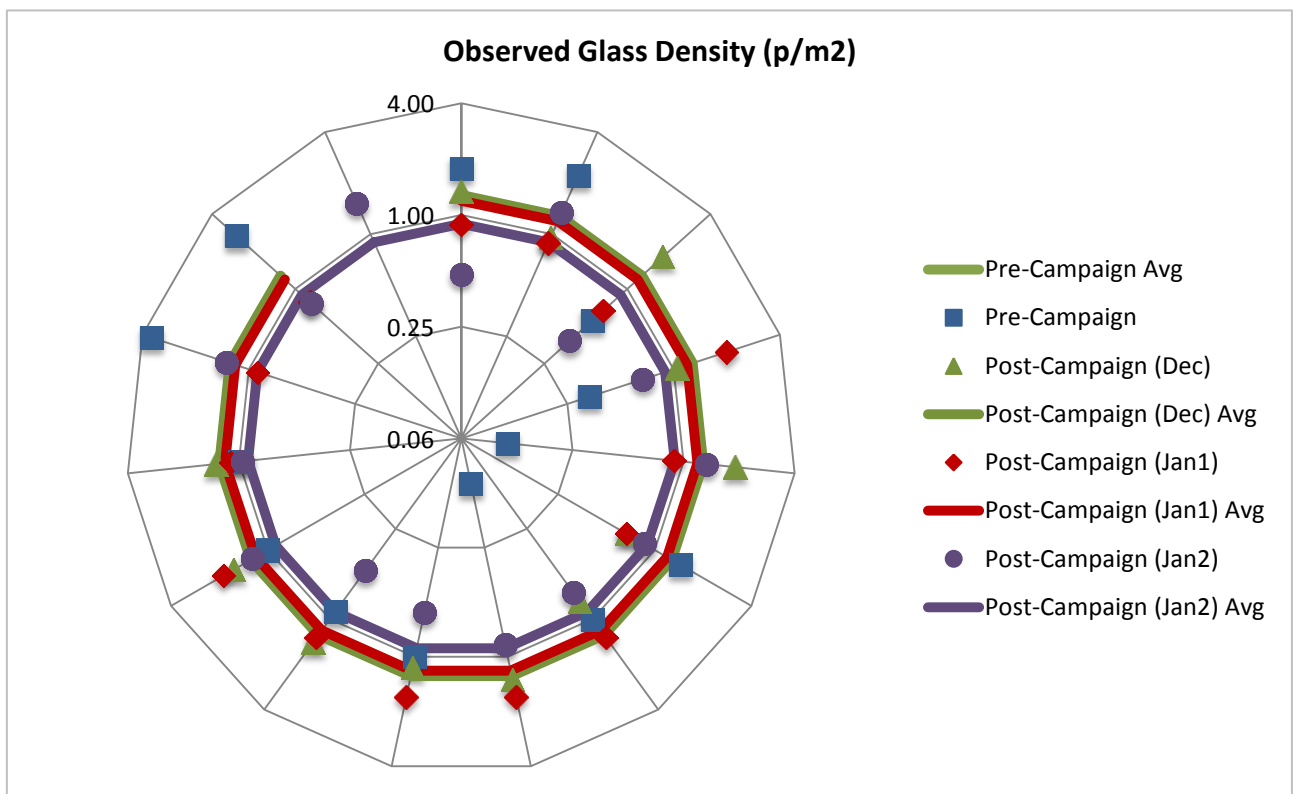
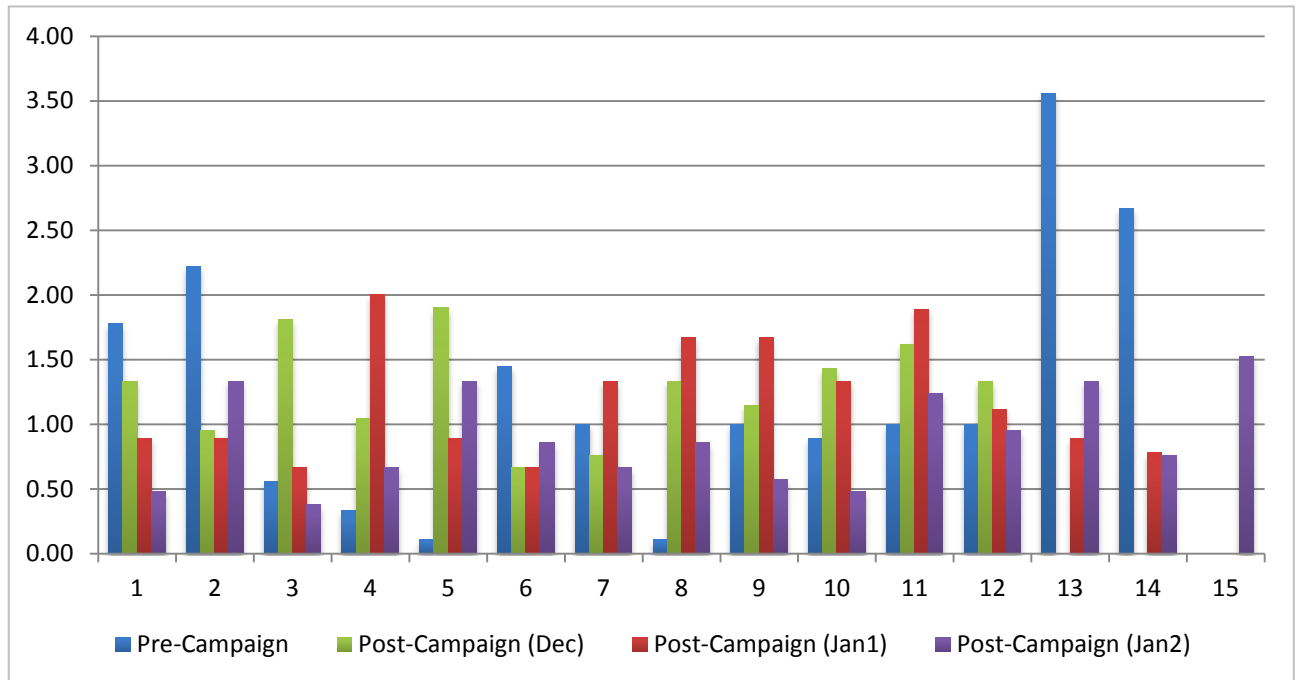
Vincent

Average reduction in observed glass of -2% based on sample area of 126m²

Difference in below figures is statistically significant. All measures are in observed glass parts per m² (p/m²).

Average	Pre-Campaign	Post-Campaign (Dec)	Post Campaign (Jan1)	Post Campaign (Jan2)
	1.26	1.28	1.19	0.90

Note: Post Campaign (Jan1) analysis included a significant portion of commercial and hospitality waste, which may skew the results. Historically it has been extremely challenging to change the waste pattern behavior of fast-paced, high-glass-content businesses such as cafes and restaurants. As such, Post-Campaign (Jan2) figures reflect only residential waste, significantly improving the results.



COUNCIL AND STAKEHOLDER FEEDBACK

Participating councils and their stakeholders were asked to independently assess and report on the post-sticker environment and provide commentary. The below text is mostly direct quotes with some paraphrasing to remove informal remarks and grammar.

Victoria Park

- **Estimated sticker adherence rate:**
 - o Approximately 60%
- **Sticker quality (adhesion, sightliness):**
 - o Good
- **Volume of complaints/compliments from call centre**
 - o Small amount of calls where residents assumed they were being specifically targeted for putting glass in their bins.
 - o Spike in resident enquiries for recycling bins to be delivered
- **General feedback about how campaign was run**
 - o Satisfied with performance

Wanneroo

- **Estimated sticker adherence rate:**
 - o 90.3% , 95.9% , 87.9% , 94.8% (those were the results from 4 different surveys on 4 different rounds, the percentage is based on bins that have no evidence of the sticker, ie not scratched or ripped off)
- **Sticker quality (adhesion, sightliness):**
 - o Some stickers are starting to curl, none have faded
- **Volume of complaints/compliments from call centre**
 - o Minimal; less than 5 complaints. No observed compliments
- **General feedback about how campaign was run**
 - o Satisfied with performance. Domestic crews have noticed that their loads are a bit lighter and Recycling crews have noticed that their loads are a bit heavier

Joondalup

- **Estimated sticker adherence rate:**
 - o No rate supplied. Sampling undertaken by City of Joondalup contractors on a road safety sticker campaign in January 2016 indicate 80-90% of bins have a 'No Glass' sticker adhered. This supports a recent survey of City of Joondalup residents where 85% responded that they still have a sticker adhered.
 - **Sticker quality (adhesion, sightliness):**
 - o There seems to be some lifting at the edges of a small percentage. Otherwise satisfactory.
 - **Volume of complaints/compliments from call centre**
 - o Over 200 phone calls, plus Facebook posts and a letter to the editor at Community News. Our CEO replied to Community News. The calls fell into two main camps: One complained, they always do the right thing and took offence at the sticker. The other camp wants to drill down to the other items, ceramic, mirrors, door glass etc. That we now say goes in the recycler.
 - **General feedback about how campaign was run**
 - o The operational side went very very smoothly. The crews knew where they were going, the Joondalup supervisor found the information he was supplied to be clear and easy to read when dropping off and picking up the team. The leaflets landed in the letterboxes as planned. We did have doubts as to the implementation time for Joondalup BUT I must say I have eaten my words. On time every day.
-

Vincent

- **Estimated sticker adherence rate:**
 - o Significant majority remain adhered
- **Sticker quality (adhesion, sightliness):**
 - o Overall very good adherence rate. Some issues on already-degraded bin lids
- **Volume of complaints/compliments from call centre**
 - o Small amount of calls where residents assumed they were being specifically targeted for putting glass in their bins.
 - o Significant amount (hundreds) of resident and particularly business enquiries for recycling bins to be delivered. One example was the Rosemount Hotel, which was putting all glass into waste bins. They have since been allocated 9 recycling bins.
- **General feedback about how campaign was run**
 - o Satisfied with performance

Collection and delivery

A variety of anecdotal information has been reported in support of the campaign from the general public, collection drivers and facility operators. This information includes:

- The pick up noise of the general waste bins is significantly quieter, less instances of the rattle of glass (associated with the recycling trucks)
- Truck emptying noise at the RRF, again less glass rattle
- Increased number of houses per truck load, bins less full
- Increased organics in the bin, even during the dry summer season when there is usually less organic matter
- Early compost tests have indicated a drop in % glass
- Glass bottles dropped off by residents at Recycling at Tamala Park has increased since campaign

These are to be investigated further as part of the next phase of the campaign.

Conclusions/Moving forward

The conclusions to be made of these results are:

- The public is very aware of the campaign
- Behavioural change has occurred
- Glass has shifted from the green top bin
- Full extent of the glass reduction and its effects are currently unknown (still awaiting compost analysis)

It is recommended that:

- Incoming waste data be re-analysed in May 2016 to determine campaign effectiveness
- A follow-up campaign be run in 2016 with the remaining campaign resources and to reinforce campaign message
- New campaign materials – flyers, adverts (originally planned for the Summer/Holiday season but now as an early year re-launch).
- Review stickers on bins and reapply those that have fallen off (especially in ToVP)
- Implement resident actions - councils to assist residents with enquiries such obtaining (extra) recycling bins, where to take excess glass if bin full etc.
- Discuss with members councils initiatives to continue with No Glass behavioural change ie waste truck or Transperth bus skins(WESSG)



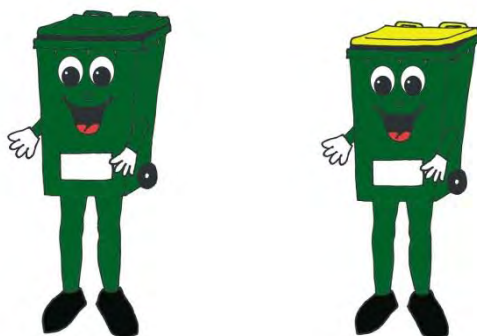
- Develop additional display material for shopping centres/libraries etc



- Conduct follow-up social media campaign in the form of posts by member councils and associated community groups
- Investigate television opportunities to promote broadly to general population. Release final campaign results to the media for added coverage



- Organise and procure a No Glass bin character costume for use in events, shopping centres and schools



- Carry out further analysis to determine if the behavioural change is permanent/long term and if all glass types are being relocated

DONATIONS – FINANCIAL ASSISTANCE/SUPPORT	
File No:	CMR/1-06
Appendix(s):	Nil
Date:	17 March 2016
Responsible Officer:	Chief Executive Officer

Council Policy No 10 Donations – Financial Assistance/Support provides the opportunity for incorporated community groups and schools to receive a donation of up to \$500 or a discount on MRC goods and services up to a value of \$500 and/or free tipping of up to 5 tonnes of waste in any financial year.

The Policy requires a report to be placed in the MIB annually providing details on the group and type of support provided.

The following table provides details of the organisations that received donations and/or financial assistance/support during the period January 2015 to December 2015:

Date	School/not-for-profit Community Group	Type of Request	Type of Support
01/01/2015	Ridgewood Men's Shed	Tipping and purchasing for ongoing toy making/ refurbishment endeavours.	Tipping of waste or purchases up at the Recycling Centre up to the value of \$500. Claimed \$37.59 Tipping of waste up to the value of 5 tonnes. Claimed 0.22 tonnes Valid until 30/06/2015
30/01/2015	Ocean Reef Senior High School	Request support for their Autism extension program by using up-cycled and recycled materials	Purchases at the Recycling Centre up to the value of \$500. Claimed \$30.01 Valid until 30/06/2015
30/01/2015	Gravity Discovery Centre	Request support to develop exhibits by using up-cycled and recycled materials for students that make use of the facilities	Purchases at the Recycling Centre up to the value of \$500. Claimed \$86.37 Valid until 30/06/2015

09/02/2015	Patricia Giles Centre Joondalup	Request support in disposing of unused donations given for the women and children that they support	Purchases at the Recycling Centre up to the value of \$500. Claimed \$401.60 Tipping of waste up to the value of 5 tonnes. Claimed 2.3 tonnes Valid until 30/06/2015
11/02/2015	Motor Trade Association WA	Request support for their school based training program through the reuse of old lawn mower motors for instructional purposes	Purchase lawn mowers at the Recycling Centre up to the value of \$500. Claimed \$0.00 Valid until 30/06/2015
17/02/2015	St James Anglican School	Request for up-cycled and recycled items for their play centre	Purchases at the Recycling Centre up to the value of \$500. Claimed \$104.55 Valid until 30/06/2015
23/03/2015	North Coastal Women's Shed	Request support on their recycling and sustainability projects	Purchases at the Recycling Centre up to the value of \$500. Claimed \$209.10 Valid until 30/06/2015
11/05/2016	Beldon Primary School	Request for up-cycled products for use in their sustainable school gardens	Purchases at the Recycling Centre up to the value of \$500. Claimed \$336.37 Valid until 30/09/2015
10/06/2015	Quinn's Beach Primary School	Request support – school sustainability project	Purchases at the Recycling Centre up to the value of \$375. Claimed \$0.00 Valid until 31/12/2015
10/06/2015	Kinross Primary School	Request recycled and up-cycled products to rejuvenate the junior school playground	Purchases at the Recycling Centre up to the value of \$500. Claimed \$0.00 Valid until 31/12/2015

10/06/2015	Department of Corrective Services	Request to purchase items to refurbish for donation to community groups	Purchases at the Recycling Centre up to the value of \$500. Claimed \$327.26 Valid until 31/12/2015
25/06/2015	Merriwa Primary School	Request support to develop a kitchen garden project	Purchases at the Recycling Centre up to the value of \$500. Claimed \$0.00 Valid until 31/12/2015
08/07/2015	Ridgewood Village Men's Shed Inc	Tipping and purchasing for ongoing toy making/ refurbishment endeavours.	Purchases at the Recycling Centre up to the value of \$500. Claimed \$9.09 Tipping of waste up to the value of 5 tonnes. Claimed 0 tonnes Valid until 31/12/2015
13/07/2015	Patricia Giles Centre Joondalup	Request support in disposing of unused donations given for the women and children that they support	Tipping of waste up to the value of 5 tonnes. Claimed \$229.73 Tipping of waste up to the value of 5 tonnes. Claimed 1.06 tonnes Valid until 31/12/2015
07/08/2015	St James Anglican School	Request up-cycled and recycled items for their garden	Purchases at the Recycling Centre up to the value of \$500. Claimed \$56.36 Valid until 31/12/2015
07/08/2016	Saint Simon Peter Catholic Primary School Ocean Reef	Request up-cycled and recycled items for the creation of a nature garden	Purchases at the Recycling Centre up to the value of \$500. Claimed \$45.45 Valid until 31/12/2015
17/08/2015	Liwara Catholic School Greenwood	Request up-cycled and recycled items for garden beds and worm farms	Purchases at the Recycling Centre up to the value of \$500. Claimed \$0.00 Valid until 31/12/2015 Extended to 30/06/2016

14/09/2015	Hocking Primary School	Request support for their school garden project	Purchases at the Recycling Centre up to the value of \$500. Claimed \$181.81 Valid until 31/12/2015
14/09/2015	North Coastal Women's Shed	Request support in their recycling and sustainability projects	Purchases at the Recycling Centre up to the value of \$500. Claimed \$229.10 Valid until 31/12/2015
14/09/2015	Nutrition Australia WA Division Inc	Request recycled and up-cycled materials to create a community garden	Purchases at the Recycling Centre up to the value of \$500. Claimed \$171.41 Tipping of waste up to the value of 5 tonnes. Claimed 0.89 tonnes Valid until 31/12/2015
19/10/2015	Hamersley Habitat Community Garden Inc	Request recycled and up-cycled materials to create a community garden	Purchases at the Recycling Centre up to the value of \$500. Claimed \$0.00 Valid until 31/12/2015
27/10/2015	Quinn's Baptist College Mindarie	Request support to construct garden sculptures using recycled materials	Purchases at the Recycling Centre up to the value of \$500. No purchases made yet. Valid until 31/03/2016
27/10/2015	Quinn's Rock Primary School	Request support in the community garden project	Purchases at the Recycling Centre up to the value of \$500. No purchases made yet. Valid until 31/03/2016
27/10/2015	Beaumaris Primary School Ocean Reef	Request support for the 'Loose parts in carts' initiative	Purchases at the Recycling Centre up to the value of \$500. To date \$45.45 has been claimed. Valid until 31/03/2016

01/12/2015	Mindarie Keys Learning Centre	Request support in teaching about waste, recycling and sustainability	Purchases at the Recycling Centre up to the value of \$500. To date \$86.37 has been claimed. Valid until 30/06/2016
08/12/2015	Junkadelic Arts Group	Request support in making percussion instruments and junk sculptures	Purchases at the Recycling Centre up to the value of \$500. No purchases made yet. Valid until 30/06/2016

If further information is required please contact the Director Corporate Services, Mr Gunther Hoppe on 9306 6319.



MINUTES

AUDIT COMMITTEE MEETING

11 FEBRUARY 2016

TIME: 7.30AM

CITY OF STIRLING

Winning Back Waste

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



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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 7.30am.

2 ATTENDANCE / APOLOGIES

MEMBERS

Cr Russ Fishwick (Chairperson)	City of Joondalup
Cr Stephanie Proud (Deputy Chairperson)	City of Stirling
Cr David Boothman	City of Stirling
Ms Gayle Rogers	External member

IN ATTENDANCE

Mr Brian Callander	CEO MRC
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APOLOGIES

Mr Gunther Hoppe	Director Corporate Services MRC
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3 TERMS OF REFERENCE

At an Ordinary Council Meeting held on 7 July 2005 the Audit Committee was established by Council under s7.1A of the Local Government Act 1995 and at an Ordinary Council Meeting held on 27 October 2005 Council adopted the Terms of Reference for the operation of the Audit Committee. These terms of reference were subsequently revised by Council at an Ordinary Council Meeting held on 24 April 2014.

At an Ordinary Council Meeting held on 27 October 2005 under s7.1B of the Local Government Act 1995, Council delegated to the Audit Committee the requirement under s.7.12A(2) of the Act for Council to meet with Council's auditor.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Council's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

The full Terms of Reference can be found on the MRC's website at:

<http://mrc.wa.gov.au/Documents/Agenda---2014/20140424---Members-Information-Bulletin-No-16.aspx>

4 DECLARATION OF INTERESTS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING – 12 NOVEMBER 2015

RESOLVED

Cr Boothman moved, Cr Proud seconded

That the Minutes of the Audit Committee Meeting held on 12 November 2015 be confirmed as a true record of the proceedings.

(Carried: 4/0)

6 REPORTS

6.1 REVIEW OF COMPLIANCE AUDIT - 2015

BACKGROUND

The Local Government (Audit) Regulations 1996 require a local government to carry out a compliance audit for the period 1 January to 31 December each year. The Compliance Audit Return is to be adopted by Council and certified by the Chairman and Chief Executive Officer. The certified Compliance Audit Return is to be forwarded to the Department of Local Government by 31 March 2016.

The draft Compliance Audit Return for 2015 has been completed online at the Department of Local Government and Communities' website and is at Attachment 1 for Council's consideration.

DETAIL

There were no areas of non-compliance noted in the current year compliance return.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7

Local Government (Audit) Regulations 1996 – Section 14 and 15

POLICY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

COMMENT

Nil.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee recommends that Council endorse the Compliance Audit return for the 2015 calendar year, as presented.

RESOLVED

Cr Boothman moved, Cr Proud seconded

That the Audit Committee recommends that Council endorse the Compliance Audit Return for the 2015 calendar year, as presented.

(Carried: 4/0)

6.2 RISK REGISTER SUMMARY

SUMMARY

The MRC's initial Risk Register summary was tabled at the Audit Committee meeting held on 24 November 2014.

At the meeting it was agreed that a summarised risk register would be tabled with the Audit Committee every six months for discussion.

A summarised risk register which outlines those risks rated as 'High' or 'Extreme' is included as Attachment 2 to this agenda.

Management have prepared management plans for each of the risks included in the summary.

Management conducted a full risk register review in December 2015 and the following risks have been changed or removed from/added to the register:

- STRAT 06 - State Government implements changes to Regional Councils existence
Removed - Downgraded to a rating of 5 due to the WARR Act review withdrawal.
- COR 09 - Failure to effectively manage existing MRC contracts
Removed - Downgraded to a rating of 8 due to improved ongoing contract management.
- COR 14 - Failure of Resource Recovery Facility (RRF)
Removed - Downgraded to a rating of 9 due to new contractual agreement, the successful replacement of composters and certainty towards future maintenance.
- OPS 21 - Inability to keep recyclable materials out of landfill
Increased – Increased Risk Rating from 10 to 15 due to the re-evaluation of waste to landfill verses diversion offsite.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee note the Risk Register Summary presented.

RESOLVED

Cr Boothman moved, Ms Rogers seconded

That the Audit Committee note the Risk Register Summary presented.

(Carried: 4/0)

7	NEW BUSINESS
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Nil

8	NEXT MEETING
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The next audit committee meeting is scheduled for Thursday 28th July 2016.

9	CLOSURE
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The Chairperson closed the meeting at 8.10am.

These Minutes were confirmed by the Audit Committee as a true and accurate record of the Audit Committee Meeting held on 11 February 2016.

SignedChairperson

Dated this day of2016

ATTACHMENT 1

TO ITEM 6.1

AUDIT COMMITTEE MEETING

11 FEBRUARY 2016

COMPLIANCE AUDIT RETURN - 2015



Mindarie Regional Council - Compliance Audit Return Regional Local Government 2015

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) Functions & General Regulation 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Gunther Hoppe
2	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Gunther Hoppe
3	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Gunther Hoppe
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Gunther Hoppe
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Gunther Hoppe



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Gunther Hoppe
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Gunther Hoppe
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Gunther Hoppe
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Gunther Hoppe
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	N/A		Gunther Hoppe
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gunther Hoppe
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gunther Hoppe
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Gunther Hoppe
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Gunther Hoppe
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Gunther Hoppe
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gunther Hoppe
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Gunther Hoppe
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Gunther Hoppe

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A		Gunther Hoppe
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Gunther Hoppe



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Gunther Hoppe
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Gunther Hoppe
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Gunther Hoppe
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Gunther Hoppe
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Gunther Hoppe
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Gunther Hoppe
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Gunther Hoppe
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Gunther Hoppe
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Gunther Hoppe
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Gunther Hoppe
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Gunther Hoppe
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Gunther Hoppe



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Gunther Hoppe
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Gunther Hoppe

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was any property that was not disposed of by public auction or tender, given local public notice prior to disposal (except where excluded by Section 3.58(5)).	N/A		Gunther Hoppe
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Gunther Hoppe

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Gunther Hoppe
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Gunther Hoppe
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Gunther Hoppe
4	S7.3, s7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Gunther Hoppe
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Gunther Hoppe
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Gunther Hoppe
7	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Gunther Hoppe



No	Reference	Question	Response	Comments	Respondent
8	s7.12A(4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Gunther Hoppe
9	s7.12A(4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Gunther Hoppe
10	A Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Gunther Hoppe
11	A Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Gunther Hoppe
12	A Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Gunther Hoppe
13	A Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Gunther Hoppe
14	A Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Gunther Hoppe

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position was advertised.	N/A		Gunther Hoppe
2	s5.36(4), 5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s5.36(4), s5.37(3) and Admin Reg 18A.	N/A		Gunther Hoppe
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Gunther Hoppe
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Gunther Hoppe
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Gunther Hoppe



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Gunther Hoppe
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Gunther Hoppe
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Gunther Hoppe
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Gunther Hoppe
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Gunther Hoppe
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Gunther Hoppe

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Gunther Hoppe
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Gunther Hoppe
3	F&G Reg 14(1)&(3)	Did the local government invite tenders via Statewide public notice.	Yes		Gunther Hoppe
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14 & 15.	Yes		Gunther Hoppe



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Gunther Hoppe
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Gunther Hoppe
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Gunther Hoppe
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Gunther Hoppe
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Gunther Hoppe
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Gunther Hoppe
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Gunther Hoppe
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Gunther Hoppe
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Gunther Hoppe
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Gunther Hoppe
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Gunther Hoppe
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Gunther Hoppe
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Gunther Hoppe



No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Gunther Hoppe
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Gunther Hoppe
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Gunther Hoppe
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Gunther Hoppe
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Gunther Hoppe
23	F&G Reg 24E	Where the local government gave regional price preference in relation to a tender process, did the local government comply with requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Gunther Hoppe
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Gunther Hoppe
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Gunther Hoppe



Government of **Western Australia**
Department of **Local Government and Communities**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Mindarie Regional
Council

Signed CEO, Mindarie Regional Council

ATTACHMENT 2

TO ITEM 6.2

AUDIT COMMITTEE MEETING

11 FEBRUARY 2016

RISK REGISTER SUMMARY

Risk Ref.	Risk description	Causal factors	Consequence	Existing Controls	Consequence	Likelihood	Risk	Previous rating
OPS-02	Inability to contain leachate from groundwater within landfill boundaries.	Stage 1 unlined Liner failure Environmental factors Water table rise Third party influence on ground water	Water plume Contaminated sites branch status Damaged reputation Urban extraction requirements	Lined landfill Remediation extraction Rediverting leachate BEMP CSM Leachate level testing DER Contaminated Site Branch	3	5	15	
OPS-01	Inability to contain landfill gas within Landfill boundaries	Stage 1 unlined Insufficient capture Natural migration of gas Power station failure Damage to liners Infrastructure failure	Environmental impacts Financial penalties Loss of license Poor public perception	Power station Monitoring License conditions Third party design of landfill BEPM Liners and membranes Stakeholder relationships CSM Contract arrangements with LP&G Engaged GHD consultancy services	5	3	15	
OPS-06	Inability to contain odours within site boundaries	Type of waste received/accepted Inadequate cover Poor gas capture Extreme weather events Poor leachate management Tying in to existing landfill Urban encroachment	Complaints Non compliance with license Investigations Financial penalties Reputation damage	Gas collection Daily cover Leachate management Alternate cover SOP Odorous load management Biological odour control	2	5	10	
OPS-21	Inability to keep recyclable materials out of landfill	Lack of recycling business Lack of education and awareness Lack of recycling options	Longevity of landfill Costs to landfill Reduces life cycle of landfill Poor public perception Increased global warming potential	Industry networking and consultation Grants for resource recovery Waste segregation Resell from shop Education program Recover Recycled material from landfill Recover Recycled material from transfer Manage Hazardous Waste	3	5	15	Increased Risk Rating due to the re-evaluation of waste to landfill verses diversion offsite.
STRAT-05	Federal/State Government changes to Environmental Law and or carbon pricing	Community pressure Government agenda	Increased operational costs Stakeholder frustration with increased costs Potential closure of landfill site	Stakeholder communication Industry network and consultation Monitoring of Environmental Law	4	3	12	
OPS-22	Major Fire or Explosions	Bush fire due to severe weather Major vehicle fire Criminal activity Methane Gas leak resulting in explosion or damage to gas bottle	Inability to deliver service Legal action Loss of revenue Personal injury Property damage Poor public perception	Business Continuity Plan Emergency Management Plan Emergency Exercises Fire Fighting Equipment Trained personnel - Wardens EMMP SOP's Emergency Equipment Review	5	2	10	
OPS-24	Chemical Spill	Chemical delivered to site in damaged containers Staff and customer inattentive Damage by plant Unidentified loads	Inability to deliver services Legal Action Personal injury Property Damage Temporary Closure of part or all of site Loss of Revenue Health and Safety Disgruntle customers Poor public perception	Emergency Equipment Review Business Continuity Plan SOP's Trained personnel - Wardens EMP DER license Emergency Equipment Dangerous goods license requirements and compliance EMMP	5	2	10	

OPS-30	Worksafe Shutdown	Fatality or reportable incident on site	Inability to deliver services Legal Action Temporary Closure of part or all of site Loss of revenue Staff Wellness Disgruntle customer Poor public perception Health & Safety	Qualified OHS Officer on site Safety Inductions / Tool box's Qualified Employees Safety culture Reportable incident procedure EMP EMMP SOP's Include OHS procedures in purchasing procedures	5	2	10	
STRAT-10	Fail to provide safe and suitable work environment at MRC in compliance with OSH legislation	Lack of understanding Complacency Lack of awareness of change Lack of staff training Changes to legislation Inherent nature of Regional Council operations Public interaction with staff and recycled goods Nature of recycled goods Loading and unloading of vehicles Plant and equipment operating in area People behaviours Household chemicals Third party vehicle damage Wildlife	Staff harm Public harms Non compliance Emergency/evacuation	SOP's Training OSH Committee/Reps Wardens OSH Procedure and Management system Incident reporting Emergency exercises Safety Management systems Environmental monitoring (dust, odours, air) Inspections Staff selection Inductions Pre employment medicals Waste acceptance criteria Traffic Management Plan Signage Informal alerts of dangerous materials Technical Officer Separation of operations Inspect and review Plant and Equipment	5	2	10	
STRAT-04	Failure of commercial partners to fulfil MRC expectations	Overcommitted Company liquidation RRF Breakdowns Poor quality of service	Increased stockpiles/quantities of product MRC not operating within licence conditions Increased costs of alternative arrangements Increased labour costs	Contracts and agreements Contract management Communication Relationship management	2	5	10	
OPS-033	Inability to contain landfill gas within leased site boundaries	Stage 1 unlined Insufficient capture Natural migration of gas Power station failure Infrastructure failure Liner failure	Environmental impacts Financial penalties Loss of license Poor public perception	Power station Monitoring DER License conditions Third party design of landfill BEPM Liners and membranes Stakeholder relationships CSM Contract arrangement with LG&P Engaged GHD consultancy services	5	3	15	
OPS-034	Inability to contain leachate from groundwater within leased site boundaries	Stage 1 unlined Liner failure Environmental factors Water table rise Third party influence on ground water	Water plume Contaminated sites branch status Damaged reputation Urban extraction requirements	Lined landfill Remediation extraction Rediverting leachate BEMP CSM Leachate level testing DER Contaminated sites branch	4	5	20	
STRAT-06	State Government implements changes to Regional Councils existence	Downgraded to a rating of 5 due to the WARR Act review withdrawal						15 (5/3)
COR-09	Failure to effectively manage existing MRC contracts	Downgraded to a rating of 8 due to improved ongoing contract management						12 (4/3)
COR-14	Failure of Resource Recovery Facility (RRF)	Downgraded to a rating of 9 due to new contractual agreement, the successful replacement of composters and certainty towards future maintenance.						12 (3/4)