

INFORMATION BULLETIN

Issue No. 22 March 2015



CONTENTS PAGE

| Item | Page No. |
|---|-------------|
| RRF Update Report | 3 |
| Communications and Education Update Report | 9 |
| Donations - Financial Assistance Support for period January 2014 to December 2014 | 19 |
| Review of Waste Avoidance and Resource Recovery Act 2007 | 21 |

| RESOURCE RECOVERY FACILITY UPDATE REPORT | | |
|--|-----------------------------|--|
| File No: | WST/13-05 | |
| Attachment/s: | Nil | |
| Date: | 7 April 2015 | |
| Prepared by: | Director Corporate Services | |

This report presents a summary of activities that have taken place in the reporting period covering 28 January 2015 to 7 April 2015.

ONGOING MATTERS

Composter Structural Issues

BioVision have awarded the contract for the manufacture of the replacement contractors and the installation of the composters was originally scheduled to occur in July 2015. **Due to manufacturing delays, it is now expected that installation will be delayed until late August 2015.** It is anticipated that the installation work will be completed within 3 to 4 months of commencement.

The consequence of this to the Mindarie Regional Council (MRC) is that the work will only occur in the 2015/16 financial year, and as a result the 2014/15 financial year will be a normal processing year.

OPERATIONAL INFORMATION

Waste Delivery

Waste Delivery Summary for Reporting Period

| MONTH | SCHEDULED TONNES | DELIVERED TONNES | DIFFERENCE TONNES |
|---------------|------------------|------------------|-------------------|
| January 2015 | 8,400 | 8,031 | (369) |
| February 2015 | 8,000 | 8,044 | 44 |

For the 6th Contract Year to 28 February 2015, the RRF is 3,840 tonnes ahead of schedule.

The RRF is operating as anticipated in the Resource Recovery Facility Agreement (RRFA), with average availability of 104% 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.

Waste Diversion

Waste Diversion for the past six months (September 2014 to February 2015) has been 50.9% with a Waste Diversion Target of 51.3%. This is slightly ahead of the comparative waste diversion result for the same period in the previous year (50.3%).

Operational Activities

Diversion of the coarse heavy fraction has temporarily been suspended until such time as the contractor to whom it was being shipped has an alternative waste processing facility commissioned. During the month of March, a trial screening of 120 tonnes of the coarse heavy fraction was undertaken at Tamala Park, in conjunction with Perth Bins and SITA. The results of the trial are not yet available.

As a result of the Wanneroo bushfires in January, the RRF was forced to evacuate its staff, which resulted in a two day closure of the facility. The closure has been treated as a force majeure event under the contract.

Community Complaints

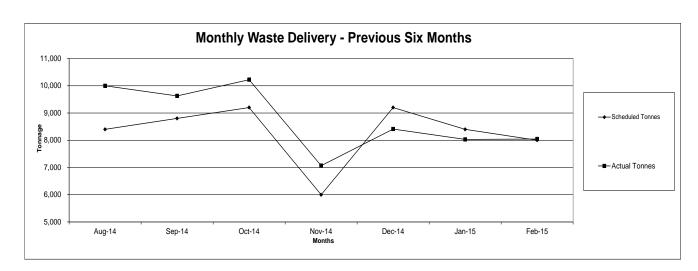
BioVision last met with its community stakeholder group on 23 May 2014 and no serious issues were raised.

COMMUNITY COMPLAINTS SUMMARY FOR THE REPORTING PERIOD

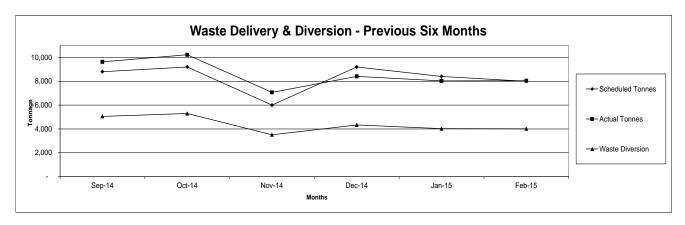
| Date | Complaint | From | Outcome |
|------|----------------------------------|------|---------|
| Nil | No complaints have been received | Nil | Nil |

The graphs below provide data up to 28 February 2015.

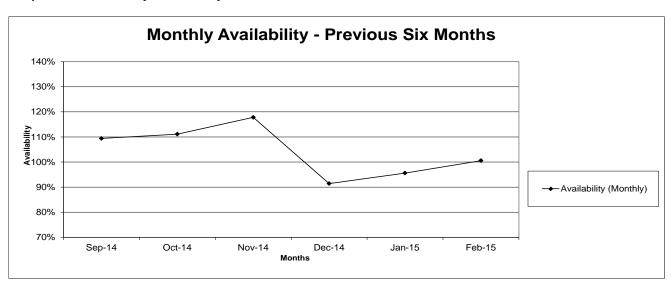
Graph No. 1 – Monthly Waste Delivery – Previous Six Months



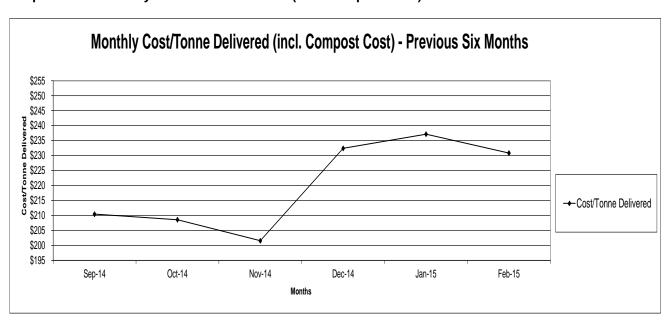
Graph No. 2 - Waste Delivery & Diversion - Previous Six Months



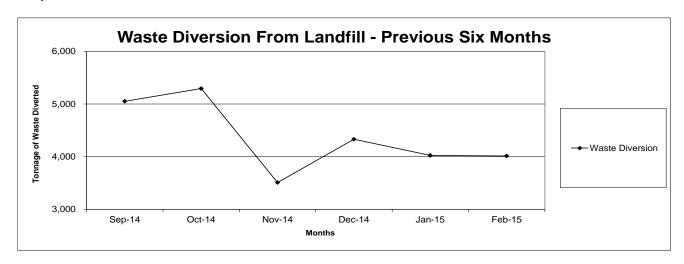
Graph No. 3 - Monthly Availability - Previous Six Months



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 28 February 2015)

| KPI | Target | Previous 6 Months | Jan | Feb |
|--|--------|----------------------|-------|-------|
| Availability* | 95% | 104% | 96% | 101% |
| Environmental Standard - Number of Breaches | 0 | 0 | 0 | 0 |
| Waste Diversion | 51.3% | 50.9 | 50.1% | 49.9% |
| Quality of Compost - Number of Breaches** | 0 | 0 | 0 | 0 |
| Quantity of Recyclable Packaging *** | 0.80% | n/a | 0.8 | 1.2% |
| Health and Safety - Number of LTI's | 0 | 0 | 0 | 0 |
| Community Acceptance - Number of Complaints **** | 0 | 0 | 0 | 0 |
| Project Culture - PAG Chairperson Score | 100 | 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.

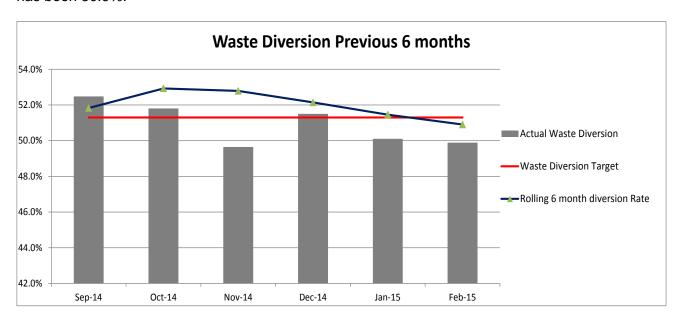
^{**} The compost standard within the RRFA was amended by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013.

^{***} 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 2014 to February 2015) has been 50.9%.



Project Advisory Group (PAG) as at 28 February 2015

MRC Representatives:

Cr Dot Newton JP Brian Callander (CEO) Gunther Hoppe Cr Janet Davidson OAM JP (Deputy)

BioVision Representatives:

Craig Barker Emmanuel Vivant Nial Stock Alan Turner (Alternate)

Chairperson:

Ian Watkins

The PAG last met on 16 February 2015.

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).

FINANCIAL IMPLICATIONS

Operational Expenditure

The Project Operational Summary below sets out the 2014/15 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 2014/15 Financial Year – as at 28 February 2015

Mindarie Regional Council

OPERATING STATEMENT For the month ended 28 February 2015

| Description | Adopted 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 | 23,332 | _ | (23 332) | (100.00%) |
| Contract Labour External | - | - | - | (20,002) | (100.0070) |
| Office Europee | 35,000 | 23,332 | - | (23,332) | (100.00%) |
| Office Expenses Cleaning of Buildings | 15,000 | 10.000 | 5,550 | (4,450) | (44.50%) |
| Cicaring of Buildings | 15,000 | 10,000 | 5,550 | (4,450) | (44.50%) |
| Information System Expenses | 15,000 | , | 5,555 | (1,122) | () |
| Computer System Maintenance | 24,000 | 11,332 | 9,764 | (1,568) | (13.84%) |
| Duilding Maintenance | 24,000 | 11,332 | 9,764 | (1,568) | (13.84%) |
| Building Maintenance Building Maintenance | 3,500 | 1,800 | 3,885 | 2,085 | 115.83% |
| Building Security | 2,700 | 1,800 | 669 | (1,131) | (62.84%) |
| | 6,200 | 3,600 | 4,554 | 954 | 26.50% |
| RRF Operation Expenses | | | | | |
| Fencing and Gate Maintenance Road Maintenance | 4,000 | 1,500 | 1,092 | (408) | (27.23%) |
| Bores and Pipework | 1,000 | 1,000 | 715 | (285) | (28.50%) |
| Vehicle Wash Facility Operations | - | - | - | - | , |
| Landscaping and Gardens | 17,500 | 7,500 | 8,617 | 1,117 | 14.89% |
| Compost Disposal | 408,300 | 272,200 | 254,636 | (17,564) | (6.45%) |
| Contractor's Fees | 22,618,000 | 14,746,936 15,029,136 | 14,893,279 | 146,343 | 0.99% |
| Utilities | 23,048,800 | 15,029,136 | 15,158,338 | 129,202 | 0.86% |
| Electricity | 9,000 | 6,000 | 2,520 | (3,480) | (58.00%) |
| Rates | 32,000 | 21,332 | 13,818 | (7,514) | (35.23%) |
| | 41,000 | 27,332 | 16,338 | (10,994) | (40.22%) |
| Insurance | | | | | |
| Municipal Property Insurance Public Liability Insurance | - | - | - | - | |
| Public Liability Insurance | | | | | |
| Cost of Borrowings | | | | | |
| Interest on Loans | 368,200 | 250,460 | 168,676 | (81,784) | (32.65%) |
| Loan Expenses | 8,000 | 4,000 | 7,122 | 3,122 | 78.04% |
| A | 376,200 | 254,460 | 175,797 | (78,663) | (30.91%) |
| Amortisations Amortisation Pre-operating Costs | 104,700 | 69,800 | 69,800 | | 0.00% |
| Amortisation Costs | 435,500 | 290,332 | 290,332 | _ | 0.00% |
| | 540,200 | 360,132 | 360,132 | - | 0.00% |
| Depreciation | | | | | |
| Depreciation on Infrastructure | 4,100 | 2,732 | 2,733 | 1 | 0.05% |
| • | 4,100 | 2,732 | 2,733 | 1 | 0.05% |
| Total Operating Expenditure | 24,090,500 | 15,722,056 | 15,733,206 | 11,150 | 0.07% |
| Net Total | (24,090,500) | (15,722,056) | (15,733,206) | (11,150) | 0.07% |
| | (= :,:::,;;;;) | (, | (,,,) | (,) | |

| COMMUNICATIONS AND EDUCATION REPORT | | |
|-------------------------------------|-------------------|--|
| File No: | WST/178-02 | |
| Attachment(s): | Nil | |
| Date: | 31 March 2015 | |
| Responsible Officer: | Education Manager | |

Communication and Education Report – January/February 2015

The MRC's Communications and Education team's main focus is on community engagement within the region. This is largely done through the provision of facility tours, visits to schools to deliver workshops and talks, having displays at community fairs and events and its Earth Carers program.

It works closely with the Member Councils through the Waste Education Strategic Steering Group (WESSG) to support the councils in delivering waste messages to the community and with support for various waste projects with the view to improve waste minimisation and diversion from landfill.

Community Engagement

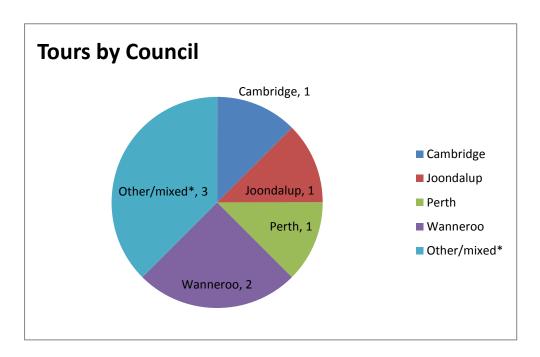
The summer holiday period tends to be relatively quiet so education staff took the opportunity to take leave during this time. As a result engagement numbers at this time are low however still a lot of other activity occurred and events like the City of Perth's Australia Day Skyworks is a major one on the calendar.

Tours

During the November/December period 8 tours took place with 29 people visiting Tamala Park and the RRF. All of these tours were made by small community groups.



| TOURS BY LC | CATION |
|---------------|--------|
| TOOKS BI LO | CATION |
| | Number |
| Tamala Park | 4 |
| RRF | 1 |
| TP & RRF | 3 |
| TP & Balcatta | 0 |
| TP, RRF, | |
| MRF | 0 |
| TOTAL | 8 |



The Roaming Recycler Waste Education Display

In the relaxed atmosphere of a fair/fete/family fun day/concert it is surprising how many people want to stop and talk about their waste. Events that took place in this period were summer concerts in the City of Joondalup, Stirling and Vincent, a movie night in the City of Wanneroo and the Australia Day Skyworks in the City of Perth.

| ROAMING RECYCLER EVENTS | | | |
|----------------------------|----------------|--|--|
| | No Days Out | | |
| Cambridge | 0 | | |
| Joondalup | 1 | | |
| Perth | 1 | | |
| Stirling | 2 | | |
| Victoria Park | 0 | | |
| Vincent | 2 | | |
| Wanneroo | 1 | | |
| Other | 0 | | |
| TOTAL | 7 | | |

Total no of events = 6



Skyworks

The Australia Day Skyworks is a major event on the calendar and represents a great opportunity to engage with the community. MRC has a display there providing people with an avenue to talk about waste issues. Recycling and general waste bags were distributed to the crowd and their disposal into matching coloured skip bins was explained.

This Year 2015 there was less waste collected overall and of the waste there was a slightly larger amount of recycling.

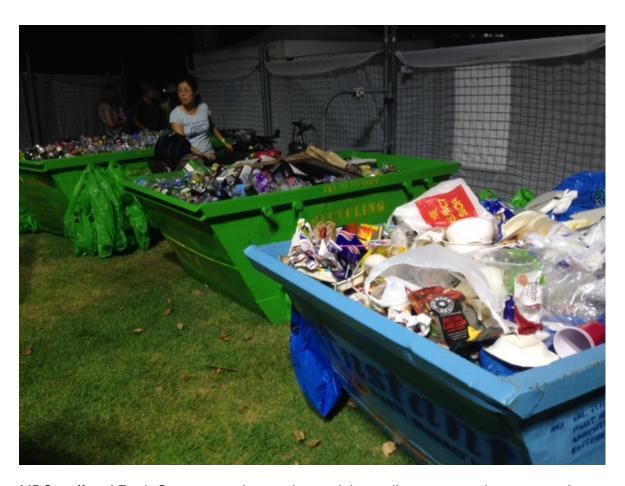
General Waste: 12.74 Tonnes (63% of total waste)

Recycling: 7.60 Tonnes (37% of total waste)

This compared to Last Year 2014 General Waste: 14.12 Tonnes (64%)

Recycling: 7.80 Tonnes (36%)





MRC staff and Earth Carers sorted waste in special recycling compounds set up on the Langley Park



Earth Carers

MRC Earth Carers continue to meet and engage with the community.

During this period a newsletter was prepared and sent to Earth Carers informing members of events and what other earth carers are up to.

Preparations were also made for the next Earth Carers training course in March.

'Earth Carers North' Facebook page continues to grow, now with over 300 likes and over 70 regular contributors. This has proved a great way to enable the Earth Carers to stay connected and discuss issues of interest.



Talks and Visits

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 may be for single classes or for the whole school.

| VISITS/TALKS | | |
|---------------|--------|--|
| | Number | |
| Cambridge | 0 | |
| Joondalup | 3 | |
| Perth | 1 | |
| Stirling | 0 | |
| Victoria Park | 0 | |
| Vincent | 0 | |
| Wanneroo | 1 | |
| Other | 0 | |
| TOTAL | 5 | |

Two visits were to the Ngala Early Learning Centre at the Joondalup Health Campus to promote dealing with organics at home including setting up of worm farms.

The MRC works closely with the Waste Wise Schools program encouraging students to take waste free lunches to school and to help schools with recycling and other waste initiatives.

All schools in the MRC region were sent a flyer at the start of the school term outlining the services MRC could provide to the schools and their community.



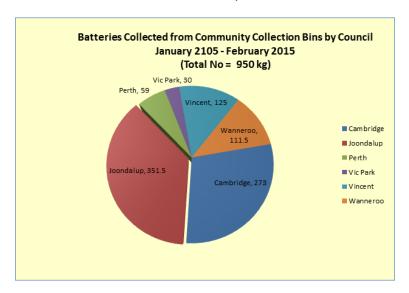


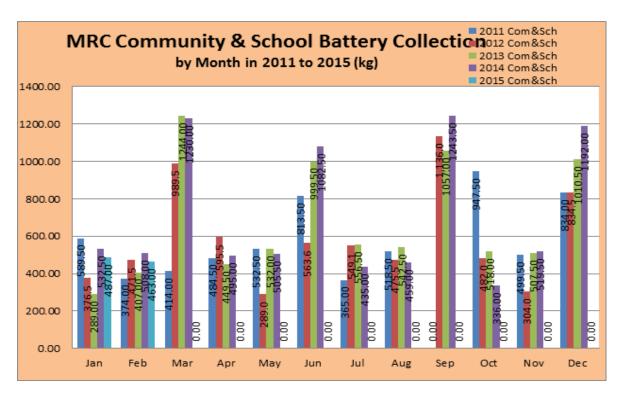
Battery Program

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.

In recent times an increasing number of fires have occurred on the tipface that have been caused by batteries in particular NiCd and Li type batteries. These are often left in appliances and toys and still contain a residual charge which can spark and ignite surrounding materials. A further indication of the importance of collecting these batteries separate to the normal waste stream.

The battery program remains an important community engagement opportunity to not only educate about batteries but other problematic wastes.



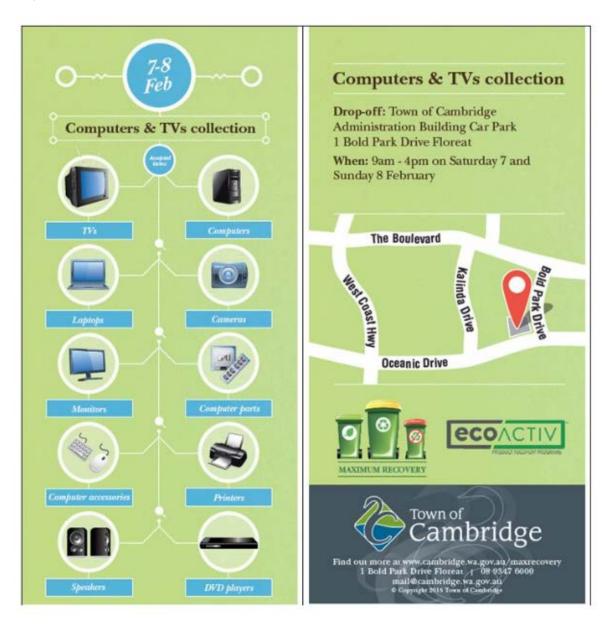


E-Waste

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. 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.

In this period the City of Vincent collected e-waste as part of their bulk verge collection storing it in an onsite container during the collection period. The Town of Cambridge held a successful e-waste collection weekend. The City of Joondalup and Wanneroo are both planning e-waste weekends later in this financial year.

In recent times other service providers have either withdrawn their service or reduced the tonnages collected from councils for recycling, resulting in e-waste either being landfilled or councils having to pay for recycling themselves. The MRC and its member councils through its agreement with Infoactive have continued to have its e-waste picked up and recycled at no cost.



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 importance of **Regional messaging** remains on the agenda as does the groups role in dealing with regional waste issues. This includes 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. Whist some councils are performing well largely others for a variety of reasons are not. In the 2013/2014 year the MRC as a Region was looking at a waste diversion figure of about 25% indicating a lot of work needing to be done if Waste Authority targets are to be met. 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.

The RRF issues have remained in focus.

This has included discussing the impact on waste deliveries during the expected composter replacement early next financial year and a communications plan to keep the public informed of this intended activity. The RRF shutdown campaign will focus on reducing contamination in the bins with the view to encourage the public to recycle and divert waste from the RRF bound green top bin.

This then will provide the lead into the 'No glass' campaign to create behavioural change by residents to reduce the glass component in the compost. This campaign to create an awareness of the issue of glass in the green lidded bin and to encourage residents NOT to put glass in this bin has been planned. The project uses a sticker to be placed on bins and a flyer to explain why glass in the green lidded bin is an issue. Removing the glass from the green top bin has many potential benefits. Funding for the project had been sort from Council through the 2014/2015 Budget process and from the Waste Authority.

A **bin tagging project**, based on a successful program employed by councils in South Australia by Zero Waste SA, to raise awareness of recycling issues and reduce contamination began being trialled in WA with samples from within City of Joondalup and the Town of Cambridge.

MRC is a part of the project coordinating group and if the trialling is successful will look to roll out the program throughout the region. Early results have shown a positive impact.

Shopping centre green rooms or the idea of a mobile collection trailer or truck was discussed. If permanent greenrooms could not be established the trailer/truck could move around centres on a roster basis similar to the Safety Watch-it vans. These would provide convenient drop off locations for people to dispose of unwanted items including HHW, recyclables and reusables. This, to provide another avenue to reduce bin contamination and get people to become more aware and responsible for their waste, encouraging behaviours higher up the Waste Hierarchy.

WEWG

WMAA-WA's Waste Education Working Group, in which MRC is involved, meets every month discussing wider waste issues and providing networking opportunities. The group provides MRC with close links to other regional council education staff, Waste Wise Schools and Keep Australia Beautiful staff and programs, Waste Authority and WALGA programs. This included: the State Waste Communications Strategy; WALGA recycling campaign including the Bin Tagging trial; HHW program; TV/Computers Stewardship Scheme; Garage Sale Trail; Waste Authority funding opportunities, sharing of resources and discussion of other waste education related topics.

At the next couple of meetings (March/April) representatives of New Energy Corporation and Phoenix Energy, the two companies with waste to energy projects in WA, will be discussing with the group community concerns associated with these technologies.

Communications

During this period Tamala Park was closed to the public on a couple of occasions due to a **Harvest and Vehicle Movement Ban**. This resulted on alerts being placed on the website and a flyer being produced, explaining the reason for the closure and providing directions to Recycling Centre Balcatta as an alternative drop off point.

A flyer was also produced and distributed to residents of Kinross and Catalina alerting them to a proposed trial **feral animal (foxes and rabbits) culling** program at Tamala Park during March.

| DONATIONS – FINANCIAL ASSISTANCE/SUPPORT | | |
|--|-------------------------|--|
| File No: | CMR/1-05 | |
| Appendix(s): | Nil | |
| Date: | 13 March 2015 | |
| Responsible Officer: | Chief Executive Officer | |

During the period January 2014 to December 2014, 9 donations and/or financial assistance/support was given to the following:

| Date | School/not-for-profit Community Group | Type of Request | Type of Support |
|------------|--|---|--|
| 21/01/2014 | Ridgewood Men's Shed 167/76 Ridgewood Blvd Ridgewood | Tipping and purchasing for ongoing toy making/refurbishment endeavours. | Tipping of waste or purchases at the Recycling Centre up to the value of \$500. Claimed \$100 Valid until 30/06/2014 |
| 17/02/2014 | Kinross College Falkland Way Kinross | Junior Vocational and Educational Training Program – students require discarded furniture or similar goods to restore. These goods would then be donated to a worthy cause. | Purchases up to \$500 at the Recycling Centre. Claimed \$220 Valid until 30/06/2014 |
| 28/02/2014 | Quinns Baptist College 8 Salerno Drive Mindarie | Students require material to create a sensory type garden for the primary school. | Purchases up to \$500 at the Recycling Centre. Valid until 30/06/2014 Claimed \$0 Extended to 31/12/2014 Claimed \$105 |
| 23/07/2014 | Quinns Beach Primary School James Cook Avenue Quinns Rock | School Sustainability Project - Students require material to build a compost pen. | Purchases up to \$500 at the Recycling Centre. Claimed \$125 Valid until 31/12/2014 |

| 05/08/2014 | Kinross College Falkland Way Kinross | Junior Vocational and Educational Training Program – students require discarded furniture or similar goods to restore. These goods would then be donated to a worthy cause. | Purchases up to \$500 at the Recycling Centre. Claimed \$185 Valid until 31/12/2014 |
|------------|---|---|--|
| 20/10/2014 | Westminster Junior Primary School 22 Ungaroo Road Westminster | Students require material to create an indigenous garden | Purchases up to \$500 at the Recycling Centre. No purchases made yet. Valid until 31/03/2015 |
| 03/12/2014 | North Woodvale Primary School 4 Chichester Drive Woodvale | Students require material to create a play area | Purchases up to \$500 at the Recycling Centre. No purchases made yet. Valid until 30/06/2015 |
| 03/12/2014 | Ridgewood Men's Shed 167/76 Ridgewood Blvd Ridgewood | 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. To date \$15 has been claimed. Valid until 30/06/2015 |
| 19/12/2014 | Victoria Park Men's Shed Kensington PCYC 51 Anketell Street Kensington | Tipping and purchasing to reuse materials to the benefit of the community | Tipping of waste or purchases up at the Recycling Centre up to the value of \$500. No purchases made yet. Valid until 30/06/2015 |

If further information is required please contact the Chief Executive Officer, Brian Callander on 9306 6302.

| REVIEW OF WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 | | |
|--|-------------------------|--|
| File No: | GVR/20 | |
| Appendix(s): | Nil | |
| Date: | 23 March 2015 | |
| Responsible Officer: | Chief Executive Officer | |

At a council meeting held on 19 February 2015 council resolved:

- 1. Support, in principle, the WALGA reform paper for regional councils entitled "Vision for Waste Management in the Metropolitan Area" as included in Appendix 7 of this agenda.
- 2. Respond to the Review of the WARR Act 2007 developed by the Department of Environment Regulations dated 1 December 2014 as per the response provided in the "Details" section of this report and the attached document entitled "A Response from the Mindarie Regional Council on the review of the Waste Avoidance and Resource Recovery Act 2007 Discussion Paper".
- 3. Be provided with a further report when more details are provided on the progress of the WARR Act and Regional Subsidiaries to enable an informed position to be taken on whether a move from being a regional council to a regional subsidiary is appropriate.

A letter was sent to the Department Environment Regulation (DER) on the 20 February 2015 providing a response on the review of the Waste Avoidance and Resource Recovery Act 2007 Discussion Paper.

A letter dated 10 March 2015 was received from the DER acknowledging receipt of the MRC letter and advised that the MRC submission has been published along with other non-confidential submissions received and that a paper summarising the issues raised in the submissions is currently being prepared and when complete will be available on the DER's website.

If further information is required please contact the Chief Executive Officer, Brian Callander on 9306 6302.