



INFORMATION BULLETIN

Issue No. 68



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UNCONFIRMED MINUTES
MRC AUDIT COMMITTEE MEETING 12 MAY 2022



MINUTES

AUDIT COMMITTEE MEETING

THURSDAY 12 MAY 2022

TIME: 4.30 PM

MEETING HELD ELECTRONICALLY BY ZOOM

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
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The Deputy Chair declared the meeting open at 4.46 pm.

2	ATTENDANCE / APOLOGIES
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AUDIT COMMITTEE MEMBERS

Cr Karen Vernon (Chair) <i>connected to meeting at 5.05 pm</i>	Town of Victoria Park
Cr Frank Cvitan (Deputy Chair)	City of Wanneroo
Cr Paul Miles	City of Wanneroo
Cr Elizabeth Re	City of Stirling
Mr Ash Kumar	External Member

MRC MEMBER COUNCIL OBSERVERS

Cr Chris Hatton	City of Stirling
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MRC OFFICERS

Mr Scott Cairns	Chief Executive Officer
Ms Andrea Slater	Director Corporate Services
Ms Sonia Cherico	Human Resource Officer
Ms Deborah Toward	PA Executive Support

VISITORS

Nil

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.

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 the 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.

4 DECLARATION OF INTERESTS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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5.1 AUDIT COMMITTEE MEETING – 09 MARCH 2022

The minutes of the Audit Committee Meeting of 09 March 2022, have been circulated to members of the Audit Committee and can be found in ***Attachment 2***.

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held on 09 March 2022 be taken as read, confirmed and the Chair invited to sign same as a true record of the proceedings.

Moved Cr Miles, Seconded Cr Re

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

6	REPORTS
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6.1	PROPOSED FINANCIAL AUDIT TIMELINE FOR THE YEAR ENDED THE 30 JUNE 2022
Reference:	GF-21-0000178
Attachment(s):	Nil
Date:	5 May 2022
Responsible Officer:	DIRECTOR CORPORATE SERVICES

BACKGROUND

The Office of the Auditor General is required to audit the finances and activities of the Mindarie Regional Council (MRC).

DETAIL

The Office of the Auditor General has provided the administration of the MRC with tentative dates with regard to the end of year financial audit for 30 June 2022:

- Pre-Planning meeting 9 May 2022.
- Entrance meeting 26 May 2022.
- Interim Audit: 27 June to 1 July 2022.
- Final Audit: 3 to 28 October 2022.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7.

Local Government (Audit) Regulations 1996 – Regulation 17.

POLICY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

COMMENT

Nil.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee notes the proposed financial audit timeline for the year ended 30 June 2022.

Moved Cr Miles, Seconded Cr Re

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Deputy Chair requested the Committee to meet “behind closed doors” to allow the Council to consider items 7.1 as the item is of a confidential nature.

Moved Cr Re, seconded Cr Miles

To close the meeting to the public.

(CARRIED UNANIMOUSLY 4/0)

Doors closed at 4:59 pm.

7	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC
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<p>This Report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The <i>Local Government Act 1995</i> as the report deals with matters concerning risks to the MRC.</p>
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7.1	HIGH-RISK REGISTER REVIEW
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File No:	GF-20-0000408
Attachment (s)	Attachment 3 – High Risk Register - Review 05.04.2022 Attachment 3a – High Risk Register - Review 05.04.2022 (Marked up version) Attachment 3b – Risk Criteria Tables
Date:	5 May 2022
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee notes the High Risk Register as reviewed on 5 April 2022 as presented at Attachment 3 to this agenda.

Moved Cr Re, Seconded Cr Miles

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

This Report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The *Local Government Act 1995* as the report deals with matters concerning risks to the MRC.

7.2 DRAFT RISK APPETITE STATEMENT AND RISK MANAGEMENT PLAN

File No:	GF-20-0000408
Attachment (s)	Attachment 4 – Risk Appetite Statement and Risk Management Plan
Date:	5 May 2022
Responsible Officer:	Chief Executive Officer

REPORTS FOR ITEMS 7.1 and 7.2 ARE CONFIDENTIAL AND NOT FOR PUBLIC VIEWING.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee recommends that Council adopt the risk appetite statement and risk management plan.

Moved Cr Re, Seconded Cr Miles

5.05 pm - Cr Vernon connected to the electronic meeting.

AMENDMENT

Moved Cr Miles, Seconded Cr Vernon

The report to be referred back to the Administration to reconsider the Risk Appetite Statement and Risk Management Plan and explore opportunities and bring back to next Audit Committee meeting.

(CARRIED UNANIMOUSLY 5/0)

Moved Cr Re, seconded Cr Miles

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 5/0)

The Deputy Chair declared the meeting re-opened at 5.16 pm, and noted the resolutions passed behind closed doors.

8	NEW BUSINESS
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Nil

9	NEXT MEETING
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The next meeting date is to be confirmed.

10	CLOSURE
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The Deputy Chair closed the meeting at 5.16 pm.

These minutes were confirmed by the Audit Committee as a true and accurate record of the Audit Committee held on 12 May 2022

Signed Chair

Dated..... day of2022



LIST OF ATTACHMENTS

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DECLARATION OF INTEREST FORM

Item 4

ATTACHMENT 1

Item 4



Mindarie Regional Council

DECLARATION OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

To: **CHIEF EXECUTIVE OFFICER,
MINDARIE REGIONAL COUNCIL**

Name & Position	
Meeting Date	
Item No/ Subject	
Nature of Interest	
Extent of Interest	.
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed

UNCONFIRMED MINUTES
AUDIT COMMITTEE MEETING – 09 MARCH 2022

Item
5

ATTACHMENT 2

Item
5



MINUTES

AUDIT COMMITTEE MEETING

WEDNESDAY 9 MARCH 2022

TIME: 4.30 PM

MEETING HELD BY ZOOM

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 4.33 pm.

The Chair welcomed Mr Ash Kumar as the newly appointed member of the Audit Committee.

2 ATTENDANCE / APOLOGIES

AUDIT COMMITTEE MEMBERS

Cr Karen Vernon (Chair)	Town of Victoria Park
Cr Frank Cvitan (Deputy Chair)	City of Wanneroo
Cr Paul Miles	City of Wanneroo
Cr Elizabeth Re	City of Stirling
Mr Ash Kumar	External Member

MRC OFFICERS

Mr Scott Cairns	Chief Executive Officer
Ms Andrea Slater	Director Corporate Services
Ms Deborah Toward	PA Executive Support

VISITORS

Nil

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.

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.

4 DECLARATION OF INTERESTS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The minutes of the Audit Committee Meeting of 13 January 2022, can be found at **Attachment 1**.

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held on 13 January 2022 be taken as read, confirmed and the Chairperson invited to sign same as a true record of the proceedings.

Cr Vernon moved, Cr Re Seconded

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 5/0)

6 REPORTS

6.1 COMPLIANCE AUDIT RETURN 2021

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 2022.

DETAIL

There were no areas of non-compliance noted in this year's compliance return.

The completed audit return is included at **Attachment 2**.

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 2021 calendar year, as presented.

Cr Miles moved, Cr Cvitan Seconded

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 5/0)

In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Chair requested the Committee to meet “behind closed doors” to allow the Council to consider items 7.1 as the item is of a confidential nature.

Moved Cr Vernon, seconded Cr Cvitan

To close the meeting to the public

(CARRIED UNANIMOUSLY 5/0)

Doors closed at 4:40 pm.

7	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC
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This Report Is Confidential And Dealt With In A Confidential Session, Under Section 5.23 (2) (f)(ii) Of The <i>Local Government Act 1995</i> As The Report Deals with a matter pertaining to Risk	
7.1 HIGH RISK REGISTER SUMMARY	
File No:	GF-20-0000408
Attachment(s)	Nil
Date:	24 November 2021
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee notes the High Risk Register as at 24.11.2022 as presented in attachment 4.

Moved Cr Vernon, Seconded Cr Re

PROPOSED AMENDMENT

Moved Cr Vernon, seconded Cr Re

To amend the recommendation by adding the following words:

2. Requests the CEO to bring a report to the next Audit Committee meeting in May 2022 outlining a draft risk appetite statement and a draft risk management plan for consideration;
3. To request the CEO to review the high risk register summary and report on that to the Audit Committee in May 2022.

(CARRIED UNANIMOUSLY 5/0)

SUBSTANTIVE RECOMMENDATION AS AMENDED

1. That the Audit Committee note the High Risk Register as at 24.11.2022 as presented in attachment 4;
2. Requests the CEO to bring a report to the next Audit Committee meeting in May 2022 outlining a draft risk appetite statement and a draft risk management plan for consideration;
3. Requests the CEO to review the high risk register summary and report on that to the Audit Committee in May 2022.

(CARRIED UNANIMOUSLY 5/0)

Moved Cr Vernon, seconded Cr Re

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 5/0)

Doors re-opened at 5.18 pm, the Chair declared the meeting re-opened.

The Chair noted the resolutions passed behind closed doors.

8	NEW BUSINESS
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Terms of Reference Review.

The Audit Committee noted the need for a review of the Terms of Reference (TOR) and agreed that the Administration would review TOR in the first instance, and bring the draft TOR to be workshopped with the Audit Committee, prior to taking to the item to the Ordinary Council meeting on 26 May 2022.

9	NEXT MEETING
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The next meeting is to take place in May 2022, the date to be confirmed.

10	CLOSURE
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The Chair closed the meeting at 5.22 pm.

These minutes were confirmed by the Audit Committee as a true and accurate record of the Audit Committee held on 09 March 2022

Signed Chair

Dated..... day of2022

MINUTES – MUNICIPAL WASTE ADVISORY COUNCIL (MWAC)



Municipal Waste Advisory Council

Minutes

4.00pm Wednesday
27 April 2022
Online

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ATTENDANCE

Cr Doug Thompson (Fremantle)
 Cr Les Price (Cue)
 Mayor Ruth Butterfield (Armadale)
 Cr Peter Abetz
 Cr Giorgia Johnson (City of Bayswater)
 Cr Karen Vernon (Victoria Park)
 Cr Karen Wheatland (Melville)
 Cr Andrew Maurice (Mosman Park)
 Mr Tim Youé
 Ms Hayley Williamson
 Ms Libby Eustance
 Ms Ruth March (Albany)
 Ms Rebecca Brown
 Ms Candy Wong
 Ms Tazra Hawkins
 Ms Gráinne Whelan
 Ms Nicole Matthews
 Cr Karen Chappel JP

WALGA State Council
 WALGA State Council
 WALGA State Council
 City of Gosnells
 Eastern Metropolitan Regional Council
 Mindarie Regional Council
 Resource Recovery Group
 Western Metropolitan Regional Council
 Resource Recovery Group
 City of Greater Geraldton
 Western Metropolitan Regional Council
 Non-Metropolitan Local Government
 Municipal Waste Advisory Council
 Municipal Waste Advisory Council
 Municipal Waste Advisory Council
 Municipal Waste Advisory Council
 WA Local Government Association
 WALGA President

*Chair**Deputy Chair**OAG Chair**Observer***APOLOGIES**

Cr Tresslyn Smith
 Mr Stefan Frodsham
 Mr James Trail (Coolgardie)

Bunbury Harvey Regional Council
 Western Metropolitan Regional Council
 Non-Metropolitan Local Government

1 PROCEDURAL MATTERS

1.1 MWAC Minutes tabled at WALGA State Council

A summary of the Minutes of the Municipal Waste Advisory Council meeting held Wednesday, 16 February 2022 will be noted at the next WA Local Government Association State Council meeting.

2 MINUTES OF PREVIOUS MEETING

2.1 Confirmation of the Previous MWAC Minutes

MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR PRICE/CR WHEATLAND)

That the Minutes of the meeting of the Municipal Waste Advisory Council held on Wednesday, 16 February 2022 were confirmed as a true and accurate record of the proceedings.

2.2 Business Arising from the Previous MWAC Minutes

A	Issue	June 2021 MWAC Item 5.8 FOGO in MUDS		
	Action	1. Executive Officer will follow up to determine if information on the <i>Waste Avoidance and Resource Recovery Act 2007</i> can be provided to DAPs so the members understand the regulatory requirements regarding Local Government waste collection. 2. The Chair requested that the Executive Officer provide information on how the amount/type of education a Local Government undertakes can impact on their contamination rate.		
	Timeframe		Status	1. Examples are requested from Members regarding this issue. 2. To be completed

B	Issue	August 2021 MWAC Item 7 General Business		
	Action	That the Municipal Waste Advisory Council undertake a workshop with the Goldfields Esperance Country Zone at their earliest convenience to identify ways that MWAC can further represent and assist the Zone.		
	Timeframe		Status	The Zone have requested that MWAC hold a Waste Summit in the Regional. Expressions of Interest will be sought from Local Governments to host the next three Waste Summits.

3 DECISION ITEMS

3.1 Product Stewardship for Photovoltaics ***

MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR PRICE/CR WHEATLAND)

That the Municipal Waste Advisory Council endorse the Issues Paper: Photovoltaic Product Stewardship.

In Brief

- Photovoltaic (PV) systems were placed on the Federal Environment Minister's Product Stewardship Priority List in 2016. An industry agreed nationwide scheme design must be finalised by June 2022, operational by June 2023 and include an approach to deal with legacy PVs.
- However, progress has been limited and an industry-led, national product stewardship scheme has not been developed. The Product Stewardship Centre of Excellence has been tasked with facilitating the design of a Scheme.
- The Issues Paper outlines some of the key considerations in relation to end of life PV management and, using WALGA's [Principles for Product Stewardship](#), identifies the key considerations for designing an effective Product Stewardship Scheme for PVs.

Background

End-of-life solar panels are estimated to increase by 1700% between 2019 and 2030 as the first generation of solar panels come off Australian roofs. During 2018, Sustainability Victoria, with other jurisdictions, investigated and assessed various options to progress a national approach for PV systems in Australia. The resulting report [PV Systems Stewardship Options Assessment](#) (March 2019) found that key stakeholders (including PV manufacturers, importers and industry associations) supported a nationally coordinated approach for managing PV system waste.

PVs have been included in the Federal Environment Ministers Product Stewardship List since 2016, but to date no industry Scheme has been developed. The Environment Minister has now required that a nationwide Scheme be designed by June 2022 and be in operation by June 2023. In November 2021, the Product Stewardship Centre of Excellence was engaged by the Commonwealth Department of Agriculture, Water and the Environment to facilitate a co-design process to establish and co-design a Product Stewardship Scheme for PV systems. The project is being led by the Product Stewardship Centre of Excellence to bring together industry stakeholders from across the supply chain to design a scheme that is solution and outcome oriented.

Comment

The Association has developed an Issues Paper (**attached p. 1**), to outline the key issues with end-of-life PV systems management and components of a Product Stewardship Scheme which will meet Local Government needs. This includes:

- Responsibility – Responsibility (financial) for managing solar PV waste should ultimately be put on the manufacturer/importer and should cover the entire cost of product recycling.
- Access – Leverage existing Product Stewardship Schemes and make it easy, convenient and consistent for the community.
- Any scheme would need to consider options for regional and remote areas, as transport costs are significant.
- A wide-ranging set of solutions and interventions is required that is cognisant of the complexity of this particular waste stream.
- The need for a collaborative approach by industry and government in managing solar PV waste.
- Product Stewardship Schemes should be demand based and aim to recover the maximum amount of material possible, rather than being limited by targets.
- The consumer should not be charged to dispose of a product, this price should be built into the purchase price of the product.

Discussion at the Municipal Waste Advisory Council

The coming years will see a rise in the uptake of photovoltaic systems, which includes solar panels, batteries and inverters. Additionally, first-generation solar panels will soon become defunct and without an effective Product Stewardship (PS) Scheme in place there remains uncertainty as to how these products will be managed at end of life. There are limited recycling options for these products in Australia largely due to the absence of a Scheme to collect PVs. Some solar panels may enter the scrap metal market with many potentially going to landfill. Waste Transfer Stations have reported solar panels being dropped off occasionally.

The development of an effective PS Scheme would present opportunities for investment, mechanisms to capture PVs, and increase recycling and recovery of materials from these products. This Issues Paper has been shaped by WALGA's [Local Government Principles for Product Stewardship](#), and aims to provide the Product Stewardship Centre of Excellence with a clear perspective of what Local Governments would like to see in a PS Scheme for these products. Managing PVs at their end of life is not an issue isolated to Western Australia and there needs to be a national solution. There is also potential for this issue to be raised at a State Government level as PVs are included in the WA e-waste to landfill ban. Consultation on the e-waste ban is anticipated to take place this year and would present an opportunity to advocate for the inclusion of these products and the development of a PS Scheme. There is support for the recycling and recovery of PVs, however this must be underpinned by effective end of life solutions that are fully costed otherwise the cost will inevitably be passed on to Local Government.

The Issues Paper will be updated to include the recommendation to design PVs for disassembly and recovery.

4 DISCUSSION ITEMS

4.1 Advocacy Priorities – State and Federal

In Brief

- With the appointment of a new Environment Minister, there is an opportunity for MWAC to refocus on the key advocacy priorities.
- As part of the Federal Election Campaign, WALGA has highlighted the need for effective Product Stewardship and the potential impact of the Export Bans on the cost of kerbside recycling.
- Following discussion with the Officers Advisory Group key areas of advocacy include:
 - Provide Local Government with certainty regarding the trajectory and coverage of the Waste Avoidance and Resource Recovery Levy (WARR Levy)
 - Ensure there is sufficient planning for infrastructure, in metropolitan and non-metropolitan areas
 - Ensure an effective and equitable Product Stewardship Scheme for all electronic waste (ahead of the 2024 landfill ban)
 - Ensure that the Packaging Covenant is an effective Product Stewardship Scheme and covers all of the costs associated with packaging recycling (ahead of the various Export Bans)
 - Ensure that the packaging industry does not weaken the various plastic bans which the Government [announced](#) in June 2021.

For Discussion

- Key priorities for Minister Whitby and strategies for advocacy and engagement.

Background

For each of the areas identified, the Environment Minister, Hon. Reece Whitby, will have varying levels of influence, with greater direct influence on the State based interventions.

- *Waste Avoidance and Resource Recovery Levy – State focus:* A review of the WARR Levy has been undertaken, but the outcomes from the consultation and the Government's plans are unclear. As per the WALGA Waste Levy Policy Statement, to ensure Local Government can plan and budget for changes to the

Levy and has a firm basis for business cases to change service provision, at least a 5-year rolling schedule for the Levy is required.

- *Infrastructure Planning – State focus:* The first Waste Strategy in 2012, flagged the development of an Infrastructure Strategy for waste in WA. 10 years on, although a draft has been prepared it has yet to be released. WA urgently needs a, region specific, infrastructure plan to guide investment and contingency planning.
- *Plastic Bans – State focus:* Local Governments have taken action to exclude various types of single-use plastics from their events or helium balloon releases on Local Government land, however State Government action on this matter means a consistent approach across the State. The proposed scope of the bans will assist in reducing plastic being littered and pollution of rivers and oceans, clean up the recycling stream (by eliminating some compostable and biodegradable plastics) and ensuring the only option on the market will be genuinely compostable products.
- *Effective National Product Stewardship – National focus:* For electronic waste, the potential cost to recycle all the material generated in the next decade is in excess of \$300M, without effective product stewardship for these materials the cost will be borne by the community. While supporting on shore reprocessing, which is the intent of the Export Bans, for some types of packaging, without effective product stewardship the cost of kerbside recycling could double.

Discussion at the Municipal Waste Advisory Council

Processing infrastructure for FOGO is anticipated to be included the State Government's infrastructure strategy for waste in Western Australia. This is also a focus area of the FOGO Reference Group with regard to the mapping of locations where there is capacity to process FOGO.

5 INFORMATION ITEMS

5.1 Program Update

- Bin Tagging Program
 - WALGA is working with Resource Recovery Group, Western Metropolitan Regional Council, Town of Bassendean, City of Wanneroo and City of Vincent to implement the Program.
 - A pre-Bin Tagging audit of waste, recycling and FOGO from City of Vincent has been completed by Resource Recovery Group as part of the Program.
 - WALGA continues to collect feedback on the use of the Bin Tagging App.
 - This Program will be completed in 2022/23.
- Better Practice Guidelines for Multiple Dwelling Developments (MDDs)
 - Talis Consulting have developed a Draft Better Practice Guideline for new MDDs.
 - WALGA are working to update the Better Practice Guideline for existing MDDs.
 - Each pilot Local Government has selected their MDDs. The consultant has liaised with pilot Local Governments to develop strategy options for MDDs based on each Local Government preference
 - The information options/approaches, include stickers on bin lids, signage in bin compound, leaflets to residents, letters to residents, has been discussed with the pilot Local Governments and WALGA.
 - Engagement options/approaches include onsite bin inspections, bin tagging, door knocking, displays in building foyer, face to face meeting with residents, have been discussed with the pilot Local Governments.
 - Pilot Local Governments have been provided with Waste Sorted Communications material.
 - This program will be completed by the end of the 2021/22 financial year.

- E-waste Recycling Program
 - To expend all the funding remaining in the Program, WALGA will work in partnership with the City of Mandurah, Dell and TechCollect to deliver a final non-metropolitan temporary collection day in June.
 - The Program will be completed by the end of the 2021/22 financial year.
- Community Sharps Program
 - WALGA has placed an order for 277 sharps containers, to be provided to 24 Local Governments across WA, in November 2021.
 - There has been a significant delay in the delivery of the containers, due to shortages of the required material in WA.
 - WALGA sought a contract extension for this program until the end of the 2022 Calendar year.

Discussion at the Municipal Waste Advisory Council

The pre-Bin Tagging audit of general waste, recycling and FOGO from the City of Vincent yielded valuable insight on some of the contamination issues and key contamination types. The report is **attached p. 7**. A post-Bin Tagging audit will be conducted in May 2022.

5.2 HHW Program Update and Battery Product Stewardship

- For the 2021/22 financial year, at the end of Q3, \$1,434,738 (81%) of the Program budget was expended
- The main materials collected through the Program were LPG gas cylinders, household batteries and flammable liquids
- WALGA have commenced discussions with DWER about the next phase of the HHW Program
- B-cycle, the National Battery Product Stewardship Scheme, officially launched across Australia in February 2022
- Each HHW Permanent facility is an accredited B-cycle drop off site and the Program contractor, Cleanaway, are an accredited B-cycle Collector
- Cleanaway are able to claim B-cycle rebates on batteries collected from HHW Permanent facilities
- WALGA is expecting that the rebates will substantially reduce the cost of battery recycling for the HHW Program
- For Local Governments currently collecting batteries from their communities and are taking these batteries to a HHW facility, there are 3 options moving forward:
 1. Remove some or all battery locations – particularly if there are now B-cycle locations set up nearby
 2. Become an accredited B-cycle Drop-off Point – the Local Government partners with a B-cycle Collector and no longer take batteries to a HHW facility
 3. Continue business as usual – continue collecting batteries and transporting to HHW facilities. The Local Government will not be able to become a B-cycle Drop-off Point.
- For Local Governments who wish to become a B-cycle Drop-off Point, the main option available currently is to enter into an arrangement with Envirostream, who are a registered B-cycle Collector
- WALGA is in discussions with Envirostream to add them to the WALGA Preferred Supplier Program.

Discussion at the Municipal Waste Advisory Council

B-cycle is a new organisation which has been set up to operate the National Battery Product Stewardship Scheme. B-cycle will collect the funds to run the Scheme from battery manufacturers and importers and use these funds to reimburse recyclers and transporters. WALGA anticipates that the Scheme will reduce costs to the HHW Program and provide an increased range of convenient locations for the community to drop off batteries. This also presents an opportunity for Local Governments to reevaluate the battery collection services currently provided.

5.3 Economic Regulation Authority – CDS Review

- In May 2019, the State Government asked the Economic Regulation Authority (ERA) to monitor any effect that the new container deposit scheme (Containers for Change) had on drink prices. The ERA monitored drink prices before and after the Scheme's introduction to determine whether suppliers and retailers increased prices by more than the amount they were being charged to take part in the Scheme.
- Over the first year of the Scheme fees have remained unchanged. The average scheme fee was 12.82 cents (incl GST) per container. Containers for Change costs include operating and administering the Scheme and the costs of paying a 10cent refund to consumers or 9.1 cent refund to material recovery facilities.
- The Scheme price per container ranges between 12.53 cents and 13.39 cents (incl GST) depending on the type of material the containers are made from, as different materials have different values, when sold in the recycling market. Containers for Change Scheme prices have remained unchanged since the introduction of the scheme in October 2020.
- The ERA monitored beverage prices before and after the introduction of the Scheme. Data was segregated into non-alcoholic and alcoholic beverage categories. For the first 12 months of the Scheme non-alcoholic beverages increased by an average of 13.2 cents per container and alcoholic beverages increased by 3.9 cents per container in Perth metropolitan area. Regional price increases were similar on average, but more variable compared to increases in Perth.
- The ERA's findings are broadly consistent with evaluations of container deposit schemes in other jurisdictions and the Report is [Effect of the Container Deposit Scheme on Beverage Prices](#).

5.4 WA E-waste Material Flow Analysis

- DWER commissioned a report on [Western Australia E-waste Material Flow Analysis](#) on electrical and electronic waste (e-waste) generation and processing in WA. A Material Flow Analysis is a systematic assessment of the flows of materials within a system defined in space and time. The MFA was carried out on 12 categories of e-waste.
- From review of product stewardship schemes, discussions with recyclers, Local Governments and industry associations it is probable that of the 853 kt of projected e-waste arising from categories 1-10 from 2020-2030, 240kt will be recycled and 613.1 kt will be disposed to landfill. If this amount of material was recycled, at current costs, it would cost in excess of \$300M.
- Analysis of 2019-20 e-waste data shows that for:
 - Category 1 – more waste was recycled than was generated or placed on the market in 2019-20 due to stockpiling of e-waste material from previous years, hence e-waste generated over a number of years could potentially be processed in just one year. This appears to be the case for 2019-20 where 55.3 kt was recycled (38.7kt is exported interstate and 16.6kt exported overseas) and 12.2 kt was disposed to landfill.
 - Categories 2-10, 45.2 kt of e-waste was generated, 6kt was recycled and 39.1kt was disposed to landfill. This represents a recycling rate of 13%.
- Modelled Material Flow Analysis from 2020-2040 is projected on products placed on the market from 1990-2030 and accounts for use, re-use and storage as well as lifespans of products. The over-all findings show that a minimum of 1,614kt of e-waste (categories 1-10) is projected to be generated from 2020-2040. This is the minimum projected amount and does not include e-waste arising from products purchased from 2030-2040.
- From review of product stewardship schemes, discussions with recyclers, Local Governments and industry associations it is probable that of the 853 kt of projected e-waste arising from categories 1-10 from 2020-2030, 240kt will be recycled and 613.1 kt will be disposed to landfill (as shown in Figure 1).

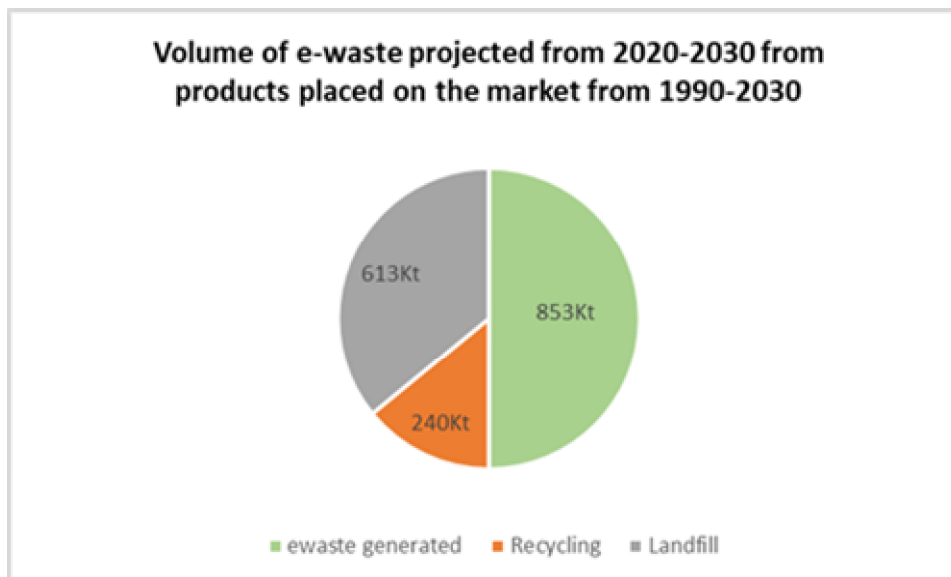


Figure 1: Projected ewaste disposal pathways for ewaste generated 2020 – 2030, based on current disposal rates.

5.5 Officers Advisory Group – Representation

- All Officers on the Group have their two-year terms expiring in June 2022, WALGA will advertise for members in mid-May, with Officers appointed in time for the August OAG Meeting.

5.6 Mutual Assistance MoU

- The Mutual Assistance Memorandum of Understanding for waste management has been updated and signed by the majority of Local Governments who operate fleet or facilities and private sector operators.

6 REPORTS

President's Report

- President Chappel commended the work of the Group and indicated her intention to attend forthcoming MWAC meetings.

MWAC Groups

1. Metropolitan Regional Council Working Group

Delegates/Nominees: Mr Tim Youé, Working Group Chair
This Group has not met since the previous MWAC Meeting.

2. Reducing Illegal Dumping Working Group

Delegates/Nominees: n/a
This Group has not met since the previous MWAC Meeting.

3. Vergeside Collection Working Group

Delegates/Nominees: n/a
With the publishing of DWER's [Better Practice Guidance](#), the work of the Verge Collection Working Group is complete. Members have been thanked for their input, this Group has ceased to operate.

4. Consistent Communications Collective

Delegates/Nominees: n/a

This Group met on Wednesday 6 April to receive information on the Single-use Plastic Ban and the Garage Sale Trail.

5. Industry Training Reference Group

Delegates/Nominees: n/a

This Group has not met since the previous MWAC Meeting.

6. Household Hazardous Waste Advisory Group / Operators Meeting

This met on 16 March to discuss the LGIS risk assessment of HHW facilities, provide an update on the process regarding licence amendment and agree on the communication approach regarding COVID-19 impacts on staffing.

External Committees and Working Groups

1. DWER Waste Reform Advisory Group

Representative: MWAC Chair, MWAC Executive Officer and CEO of SMRC

A Working Group has been established with specific reference to COVID-19 and is meeting on a fortnightly basis to assess any issues as they arise. The Group is meeting on Thursday 21 April.

2. DWER Regulatory Reference Group

Representative: WALGA Executive Manager, Strategy Policy and Planning

This Group has not met since the previous MWAC Meeting.

3. DWER FOGO Reference Group

Representative: MWAC Executive Officer, SMRC, EMRC, WMRC,

This Group has met on 7 April, to assess the progress in relation to infrastructure and market development and other barriers to FOGO uptake.

4. DWER Single Use Plastic Working Group

Representative: MWAC Executive Officer

This Group met on 14 April, to discuss the process for the first and second wave of implementation of the bans.

5. WARRRL Local Government Reference Group

Representative: MWAC Executive Officer

This Group has ceased meeting and will be taken off the Agenda. MWAC staff continue to meet on a regular basis with WARRRL and assist in their engagement with Local Government through the CCC Group.

6. Australasian Packaging Label Working Group

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting. It is scheduled to meet on Wednesday 25 May.

7. Hazard Coordinating Committee

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting. It is scheduled to meet on Thursday 26 May.

8. Across Agency Asbestos Group

Representative: MWAC Executive Officer

This Group met on 24 March to discuss a range of issues relating to Asbestos including the plans for a national asbestos survey of Local Government, which WALGA has promoted.

9. Waste Authority C&E Working Group

Representative: Waste Management Specialist

This Group met on 24 March to discuss the priorities for improving C&D recycling in WA.

10. Waste Management and Resource Recovery Association

Representative: MWAC Executive Officer, CEO of SMRC

This Group will meet on Thursday 21 April.

11. Charitable Recyclers Australia

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting.

7 OTHER GENERAL BUSINESS

The meeting closed at 4.26pm.

8 NEXT MEETING

The next meeting of the Municipal Waste Advisory Council will be held online at **4:00pm on Wednesday, 29 June 2022**.

Issues Paper: Photovoltaic Product Stewardship

April 2022



Introduction

Photovoltaic (PV) systems were placed on the Environment Minister's Product Stewardship Priority List in 2016. The List identifies the products most in need of a product stewardship approach. The current Minister's Priority List includes PV systems with the following actions:

- An industry agreed nationwide scheme design must be finalised by June 2022
- The nationwide scheme must be operational by June 2023 and include an approach to deal with legacy panels.

The Australian, State and Territory Governments have acknowledged the need for a product stewardship scheme for photovoltaic systems over many years:

- During 2018, Sustainability Victoria, with other jurisdictions, investigated and assessed various options to progress a national approach for PV systems in Australia. The resulting report – PV Systems Stewardship Options Assessment (May 2018), found that key stakeholders (including PV manufacturers, importers and industry associations) supported a nationally coordinated approach for managing PV system waste.
- The National Waste Policy Action Plan (2019) Action 3.5 is that a preferred stewardship scheme for photovoltaic system be (a) identified by 2021 and (b) in place by 2023. However, progress has been limited and piecemeal. No industry-led, national product stewardship scheme has been developed. End-of-life solar panels remain a future environmental problem.

This Paper outlines the key issues in relation to End of Life (EOL) PV management and recommendations for Product Stewardship.

Background

International EOL management of Photovoltaic (PV)

In 2012, the EU became the first jurisdiction worldwide to adopt a comprehensive regulatory framework to address PV waste under the Waste Electrical and Electronic Equipment (WEEE) Directive 2012/19/EU¹. Under the WEEE Directive's extended producer responsibility principle, responsibility during the post-consumer stage of a PV product's life cycle is shifted (physically and/or economically; fully or partially) upstream towards the producers (manufacturers) and away from governments². The collection, transport and recycling of retired PV modules has been regulated in every EU country since February 2014. Notably, within Europe the export of waste is prohibited, which has served to promote research and development in ways in which solar PV components can be recovered and recycled.

Outside Europe, other nations (including those with expanding PV markets such as Japan, China, India, Australia and the United States³) treat PV waste within a general regulatory framework for hazardous and non-hazardous solid waste or WEEE and classify PV panels as general or industrial waste. In 2017, Japan published voluntary guidelines on how to properly

¹ European Union. Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on Waste Electrical and Electronic Equipment (WEEE). *Official Journal of the European Union*. 2012

² Chowdhury R, Apul D, Fry T. A life cycle based environmental impacts assessment of construction materials used in road construction. *Resources, Conservation and Recycling*. 2010

³ End-of-life management: Solar Photovoltaic Panels (irena.org)

dispose of EOL PV modules and invited producers, importers and distributors of PV modules to inform waste disposal companies about substances within their composition⁴ In the United States, California has developed legislation for classifying EOL PV waste as hazardous that extends beyond the Federal Resource Conservation and Recovery Act that regulates hazardous and non-hazardous waste management⁵.

Worldwide as the number of PV installations has increased, so too has the number of PVs that have reached EOL. At the end of 2016, cumulative PV waste reached 250,000 t worldwide. As more PV panels reach the EOL span, PV waste streams are expected to rise by 2030, with the highest volumes projected for Asia (3.5 Mt), followed by Europe (3 Mt) and the United States (1 Mt). A further waste volume surge is predicted between 2030 and 2050, with global PV waste estimated to increase to over 60-78 Mt by 2050⁶.

Australian EOL management of PV

There are several key pieces of Policy and Legislation relevant in Australia, including the National Waste Policy, 2009 (revised in 2018), the Product Stewardship Act 2011, the Product Stewardship (Televisions and Computers) Regulations 2011 which are the co-regulatory instrument for the National Television and Computer Recycling Scheme 2011. Together these pieces of legislation constitute Australia's WEEE management. The Product Stewardship Act 2011 is designed to reduce the amount of hazardous waste going to landfill as well as increase recycling and recovery of valuable materials. Under the Act, the Minister for the Environment publishes a list of additional product classes to be considered every year.

For 2016-17 the product list included a class covering PV cells, inverter equipment and system accessories, such as batteries, for domestic, commercial and industrial applications in recognition that "the volume of photovoltaic system equipment reaching end-of-life is expected to sharply increase in coming years to become Australia's largest electronic waste growth stream". However, despite this listing, Australia has yet to develop a PV Product Stewardship Scheme.

At a state level, in 2012 South Australia was the first government to ban e-waste from landfill, alongside investing in recycling infrastructure. However, their definitions of e-waste are designed to support the National Television and Computer Recycling Scheme (NTCRS), so PV components are exempted from the ban to date; this may change if the Commonwealth legislation is updated.

In 2014, the Victorian Government committed to a ban on e-waste going to landfill, with regulatory measures in place by June 2019. At the Meeting of Environment Ministers, it was agreed that the state of Victoria would lead innovative programs that seek to reduce the environmental impacts caused throughout the life cycle of photovoltaic systems. In 2018, the Victorian Government provided \$15M of e-waste infrastructure grants to increase Local Governments' capacity to collect and store the increasing volumes of e-waste safely in Victoria. These grants aimed to establish a significant e-waste collection network.

The WA Waste Avoidance and Resource Recovery Strategy and Action Plan 2030 aims to avoid waste, recover more value and resources from waste, and protect the environment from the impacts of wastes. The State Government is implementing a ban on e-waste disposal to landfill by 2024.

⁴ Lunardi MM, Alvarez-Gaitan JP, Bilbao JI, Corkish R. A review of recycling processes for photovoltaic modules. *Solar Panels and Photovoltaic Materials*. 2018b.

⁵ Conservation and Recovery Act 1976, Senate Bill No. 489 - Hazardous Waste: Photovoltaic Modules, (2015).

⁶ End-of-life management: Solar Photovoltaic Panels (irena.org)

According to the Clean Energy Council as of 31 December 2019, there have been 323,000 PV installations representing 30% of homes in Western Australia. Rooftop PV installations were the highest since 2012⁷. The latest PVs on the market have an expected lifespan of 40-50 years⁸, however PVs installed in 2006 may only have an average lifespan of 25 years.

Role of Local Government

Local Governments are responsible for the collection and management of the majority of waste including electronic waste (from households) and, importantly, are the first point of contact for residents with waste management queries. They also play a central role in the implementation of national Product Stewardship schemes such as the National Television and Computer Recycling Scheme (NTCRS). There are 139 Local Governments in Western Australia. Some Local Governments have formed Regional Councils or collaborations which represent collaborative efforts to address common waste management issues across their communities including through resource sharing. Underpinning these groups is the notion that collaboration across wider regions helps to create economies of scale for waste management. Western Australia's geography poses challenges for service delivery and regional development. This is combined with the extremely long distances between settlements, smaller dispersed industries (apart from mining) that find it difficult to achieve economies of scale, lack of essential services, limited infrastructure, extreme climatic variations in weather and seasonal constraints and high transport costs. The predominant means of freight transport are by road and rail and transport costs are high.

Current management of PV

Currently, the options available for EOL management of PV waste include landfill disposal, incineration, reuse and recycling (mechanical, thermal and chemical processes). Currently there are only two commercially available treatments that recycle PV modules. First Solar (operational in the US, Germany and Malaysia) applies both mechanical and chemical treatments to thin film CdTe solar panels; and Deutsche Solar, who recycle crystalline silicon (c-Si) modules. It should be noted that in 2018 Veolia and PV Cycle opened what they claimed to be Europe's first dedicated c-Si PV recycling facility in France⁹. If the cost to landfill disposal remains a legal and affordable option recycling activities will become economically unfavourable. The methods of processing PVs involve either: component repair – repair of components within the junction box; module separation – mechanical separation of panel materials, or the removal and recycling of silicon and other rare metal elements from components, using mechanical, thermal and/or chemical recycling processes.

The costs of recycling, and who bears responsibility for these costs, are important considerations when considering the economic feasibility of recycling. There are many points in the recycling process which may incur costs: removal of the panels, fixing the roof, transporting the panels to an aggregation point, extraction of salvageable parts, transport of reclaimed parts and transport of the remains to landfill. Current low waste volumes present economical obstacles for the development of recycling processes, but if more recycling of PV waste occurs, the volume of recoverable material and precious minerals will also increase.

Barriers to managing solar PV waste include

- costs associated with collecting and transporting removed panels
- not knowing what to do with removed PV panels
- lack of policy direction by the Government for PV panel collection or disposal
- lack of information on PV panel recycling
- lack of PV panel tracking

⁷ Solar Energy Facts | Technology | Clean Energy Council

⁸ How long do Solar Panels last | The Renewable Energy Hub

⁹ Salim HK, Stewart RA, Sahin O, Dudley M. End-of-life management of solar photovoltaic and battery energy storage systems: A stakeholder survey in Australia. Resources, Conservation and Recycling

- small volumes of waste in remote regions
- lack of repair and reuse options
- limited recycling options for the product
- warranty of products.

From a waste management perspective Local Governments tend to be concerned with aspects of waste disposal such as providing collection services, regulations around collection, sending collected panels for recycling, informing consumers about proper disposal, connecting to product stewardship schemes and extending landfill life by diverting PV panels.

Key Principles for Effective Product Stewardship for Management of Photovoltaic (PV) Stewardship		
Responsibility	Producers and importers should take responsibility for the end-of-life product impacts	Responsibility for managing end of life PV, should be the responsibility of the manufacturer/importer. Product Stewardship requires manufacturers and producers to take responsibility for the whole of lifecycle impacts of their products. This has the potential to create a price signal and provides incentives for up-stream change to reduce waste and improve recycling outcomes.
	Product Stewardship Scheme should cover the entire cost of product recycling	
Access	Leverage Existing Schemes and Collection Locations	Every Scheme does not have to start from scratch regarding collection locations, they may be able to leverage existing schemes and collection locations. For example, PV's could be collected at similar locations as the TV and Computer Product Stewardship Scheme materials and leverage economies of scale transport.
	Make it easy, convenient and consistent for the community	<p>There are several elements which need to be addressed in relation to this criteria:</p> <ul style="list-style-type: none"> • Leveraging existing collection locations, will ensure that the community is aware of where to take material. • Public awareness of the issues surrounding the disposal of PV waste needs to be raised now in order to help reduce the sharp surge expected in PV waste. • Solar PV panels are increasingly viewed as consumer items. Newer models, which are cheaper, more efficient and provide greater wattage, enable customers to upgrade with relative ease and low cost. There needs to be a clear distinction drawn between 'functional obsolescence', whereby new technology makes an older, but functioning, product seem outmoded, and actual end of life whereby the product no longer functions at all. • Engaging consumers and providing information regarding ways to increase longevity, pay for disposal, as well as environmentally responsible ways of disposal could encourage shifts in consumer attitudes and behaviour.
	National coverage and equitable access for all	Any new scheme would need to consider options for regional areas. Currently many Product Stewardship Schemes are developed mainly to service densely populated urban areas, with only limited regional coverage. Transport costs play a significant role in determining the economic feasibility and potential environmental impacts of PV recycling. Australia's large, sparsely populated land

Key Principles for Effective Product Stewardship for Management of Photovoltaic (PV) Stewardship		
		area, high freight costs and vast distances need to be taken into account in any consideration of adapting European modelling to the Australian context.
Scheme Design	Evidence based	There is a need to adopt a systemic approach to managing PV waste that is cognisant of the complexity of this particular waste stream and the varied waste mobility flows/after-lives that occur, whilst understanding the particular behavioural drivers underpinning consumption (installation) of ever-increasing volumes of solar PV panels. In particular, reviewing the locations where PVs are installed and their projected life. This will assist in ensuring the national coverage and equitable access.
	National Product Stewardship legislation should be used	The Federal Government has directed industry that a national Product Stewardship Scheme to manage solar PV and battery storage, to be implemented in the 2022/23 financial year.
	Timely action and industry cooperation	The need for a collaborative approach by industry and government in managing PV waste is paramount. For example, co-funding research into reuse options and effective disposal of PV panels, designing panels for disassembly and recovery whilst also manufacturing panels with less contaminants, are all ways that would contribute towards reducing future PV waste.
	Product Stewardship Schemes should be demand based and aim to recover the maximum amount of material possible, rather than being limited by targets	Targets work to drive recovery rates; however, they can become a problem if they are easily exceeded or only applied nationally (as with the TV and Computer Scheme). Local Government, as a service provider, cannot turn the community away if a national target has been reached: they keep taking the material and pay the costs associated. Schemes need to ensure they are collecting enough funds to cover costs of all products being collected. Budgets can be managed by staged implementation and approaches to communication. For PVs, given they have a relatively long use time an annual target may not be effective to drive recovery, instead in the first instance the Scheme could focus on widespread access to recycling options.
	Product Stewardship Schemes should focus on 'no cost' at end-of-life options for consumers or provide incentives for recovery	The consumer should not be charged to dispose of a product, this price should be built into the purchase price of the product and be enough to ensure legacy products can also be recovered. Implementation of existing Schemes has clearly shown that the community do not, generally, want to pay for recycling costs at end of life.



WALGA

WALGA Interim Waste Audit Report 2022

8 April 2022



Date	Document Format	Issued to	Number of Documents Issued
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- City of Vincent
- Resource Recovery Group Staff

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Revision	Date	Description	Prepared	Checked	Approved
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1. Executive Summary

Background

The Resource Recovery Group was commissioned by the Western Australia Local Government Association (WALGA) to carry out a domestic waste audit on the City of Vincent's three bin General Waste (MSW), Recycling and Food Organics & Garden Organics (FOGO) system.

A total of 300 bins (100 MSW, 100 Recycling and 100 FOGO) was collected, delivered, and audited over a fortnightly waste collection cycle. The MSW, Recycling and FOGO streams collected from the City of Vincent were sorted into categories of Recyclable, Organic and Non-Recyclable components. A subsample on 20 FOGO compostable bags was taken to determine how many bags had contamination and what contaminants were present.

Audit Objectives

The audit objectives are:

- Provide data to assist in developing knowledge of generation and composition of the General Waste (MSW), Recycling and FOGO streams for collection services.
- Classification breakdown of sample materials.
- Identify the contamination levels in all streams General Waste (MSW), Recycling (REC) and Food Organics and Garden Organics (FOGO).

Key Findings

The key findings from the audit include:

- General Waste (MSW) sample material was composed of 44.0% Other, 26.7% Organic, 23.6% Recyclables and 5.69% Hazardous.
- Recycling sample material was composed of 81.6% recyclables and 18.4% non-recyclables.
- FOGO sample material was composed of 94.8% Organic, 4.97% Other, 0.27% Recyclables and 0.0% Hazardous.
- The amount of General Waste (MSW) collected per household per fortnight was 10.1kg.
- The amount of Recycling collected was 9.31kg per household per fortnight.
- The amount of FOGO material collected was 9.55kg per household per fortnight.
- The FOGO compostable bag subsample showed 1 in 4 bags had contaminants present with the largest component being plastic at 1.63%, followed by Aluminum at 0.16% and Textiles at 0.06%.

Table 1 City of Vincent Audit Data Summary

WALGA - City of Vincent Audit							
Summary	MSW		Recyclables		FOGO		
	Total Weight	Percentage	Total Weight	Percentage	Total Weight	Percentage	
Total Recyclables	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%	
Total Non-Recyclables	771.5 kg	76.4%	171.5 kg	18.4%	952.3 kg	99.7%	
Total	1010.3 kg	100%	930.8 kg	100%	954.8 kg	100%	

Item Description	Percentage of		Percentage of		Percentage of	
Recyclables	Net Weight	Weight	Net Weight	Weight	Net Weight	Weight
Recyclables	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%
Net Recyclables Weight:	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%
Organic						
Food Waste	19.5 kg	1.9%	0.38 kg	0.04%	150.0 kg	15.7%
Green Waste	3.79 kg	0.38%	4.91 kg	0.53%	682.8 kg	71.5%
Packaged Food Waste	236.2 kg	23.4%	5.53 kg	0.59%	0.00 kg	0.00%
Other Putrescible	10.2 kg	1.01%	0.00 kg	0.00%	1.62 kg	0.17%
Soiled Paper/Cardboard	0.00 kg	0.00%	0.00 kg	0.00%	28.7 kg	3.00%
Compostable Bags	0.00 kg	0.00%	0.00 kg	0.00%	41.7 kg	4.37%
Net Organic Weight:	269.7 kg	26.7%	10.8 kg	1.16%	904.8 kg	94.8%
Non-Recyclables						
Bagged REC/FOGO - non-compostable bags	0.00 kg	0.00%	42.0 kg	4.51%	43.1 kg	4.52%
Soft Plastics	89.7 kg	8.87%	11.7 kg	1.25%	2.12 kg	0.22%
Textiles	85.5 kg	8.46%	9.84 kg	1.06%	0.14 kg	0.01%
Pathogenic Infectious	57.0 kg	5.64%	0.00 kg	0.00%	0.00 kg	0.00%
Electronic Waste	12.8 kg	1.27%	2.66 kg	0.29%	0.00 kg	0.00%
Hazardous	0.53 kg	0.05%	0.10 kg	0.01%	0.00 kg	0.00%
General Waste	256.3 kg	25.4%	94.4 kg	10.1%	2.09 kg	0.22%
Net Non-Recyclables Weight:	501.8 kg	49.7%	160.7 kg	17.3%	47.5 kg	4.97%

2. Introduction

The Resource Recovery Group (RRG) was commissioned by WALGA to carry out a domestic waste audit on the City of Vincent's three bin General Waste (MSW), Recycling and Food Organics & Garden Organics (FOGO) system. The purpose of the audit was to show the composition and contamination levels of the MSW, recycling and FOGO waste streams prior to commencing the 2022 bin tagging program with a second audit to follow post bin tagging.

A total of 300 bins was collected and audited over a fortnightly waste collection cycle (100 MSW, 100 Recycling and 100 FOGO).

The resultant information could be utilised to develop plans to improve waste management strategies.

2.1 Scope

A composition analysis was conducted on the General Waste, Recycling and FOGO stream for WALGA including:

- Provide data which is statistically accurate
- Provide information based on a classification breakdown, of all materials into the categories as detailed.
- Provide information of contamination levels found in each waste stream.
- Provide information on recoverable materials found in each waste stream.
- Conduct a subsample audit on 20 FOGO compostable bags to determine how many bags had contaminants present and what the contamination composition was.
- Arrange schedule delivery of waste collection vehicles, sorting, weighing, photographing and disposal of all materials.

The analysis conducted included:

- Identification and classification of sample material;
- Total weights of materials sampled;
- Total weights of Container Deposit Scheme (CDS) materials, and;
- Count of Container Deposit Scheme (CDS) materials.

3. Methodology

3.1 Sample Selection

The sampling method chosen was Representation Sampling which selected a block area in City of Vincent that is a typical mix of known demographic characteristics.

3.2 Sample Collection

The methodology used was the "aggregation method" which requires the mechanical collection process by garbage trucks and analysis of the contents of MGB set out for General Waste, Recycling and FOGO. Samples were delivered to the Resource Recovery Group – Canning Vale Centre's Waste Audit Facility.

3.3 Weighing

Note: The sorted material was weighed in smaller fractions using weigh scales with a rated accuracy of +/- 5%; hence there may be minor discrepancies between the incoming weights and the final total weights recorded in the audit process. This factor was taken into account when viewing the data obtained. Also, environmental impacts and the components of the material samples may also influence accuracy of data/error percentages during the physical auditing process. For example, large volumes of liquid mixed in with the material may create subsequent moisture and mass loss through decomposition and evaporation.

3.4 Physical Audit Method- Sorting

The material was separated and sorted into categories of recyclable, non-recyclable, and organic components. The sample material underwent a preliminary sort to remove any large clearly visible materials. Once completed a secondary and more thorough sort was conducted where the smaller items

were removed for further inspecting and sorting. A third sort was conducted on any containers required the Container Deposit Scheme (CDS) count.

3.5 Records

The audit data was recorded using a mix of electronic and paper-based systems to create and maintain appropriate auditing records.

3.6 Limitations

The MSW, Recycling and FOGO audit does not reflect a representative sample of the City of Vincent's population. It is only reflective of the behaviors of a fortnightly cycle's worth of waste from the selected sample area. Annual seasonal variations were not considered during this audit.

4. Weights

4.1 Total Material Weights Collected

The total material weights collected over the fortnightly cycle was MSW at 1,010.3kg, Recycling at 930.8kg and FOGO at 954.8kg.

Table 2 Material Weights

	MSW	Recycling	FOGO
Total Weight	1,010.3 kg	930.8 kg	954.8 kg

4.2 Average Bin Weights

Table 3 Average Bin Weights

	MSW	Recycling	FOGO
Average Weight per Bin kg/bin	10.1 kg	9.31 kg	9.55 kg
Total Bins Collected	100	100	100
kilograms per household / per year	262.7 kg	242.0 kg	248.3 kg

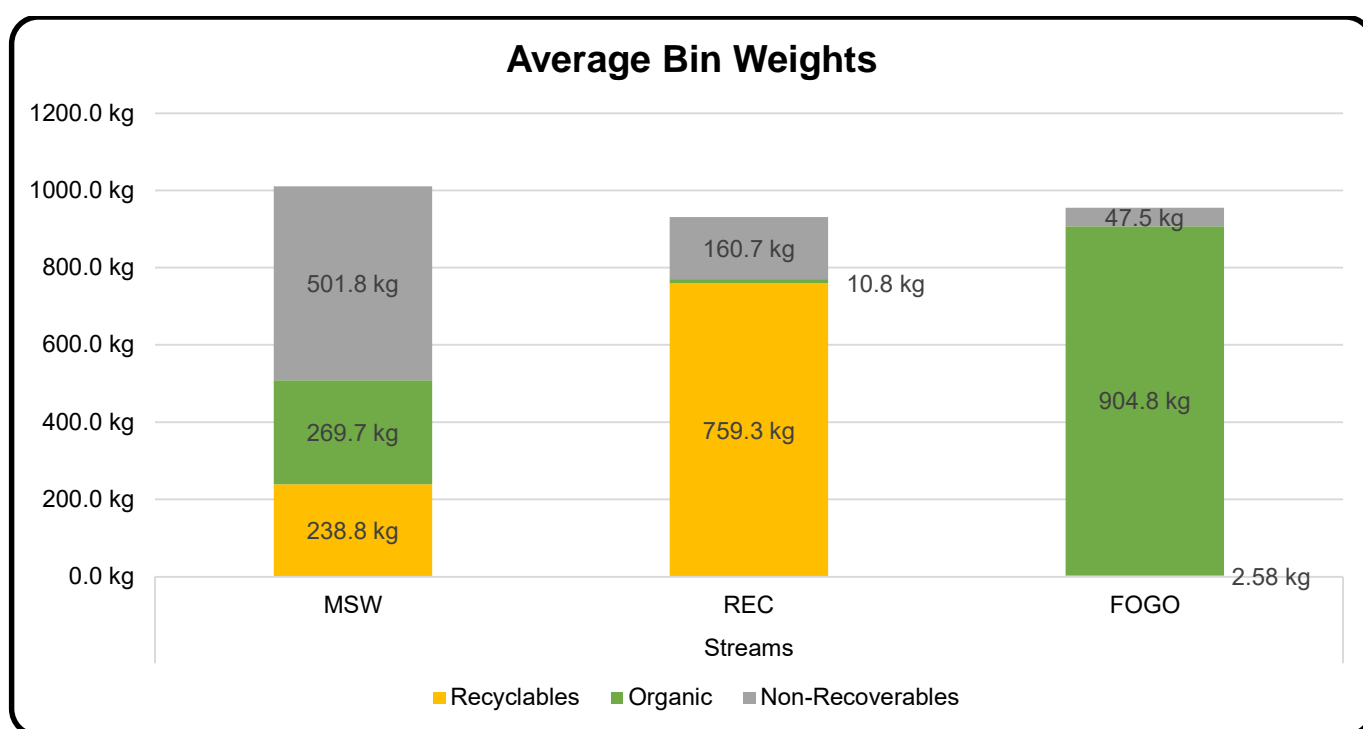


Figure 1 Vincent All Streams Average Bin Weights Recyclables, Organics and Non-Recyclables Breakdown March 2022

5. Container Deposit Scheme (CDS)

Table 4 and 5 below outlines the total weight and count of containers available to be recycled through the Container Deposit Scheme. By weight Glass containers were the highest contributor to totals available to be recycled, followed by Aluminum Cans, PET#1, Recyclable Cardboard and HDPE#2 with no Steel found in the March 2022 audit. Aluminum cans had the highest counts across the three waste streams with a total of 614 counts recorded.

Table 4 Container Deposit Scheme (CDS) Material Composition

CDS Summary	MSW		Recycling		FOGO		Total	
Item Description	Counts	Net Weight	Counts	Net Weight	Counts	Net Weight	Counts	Net Weight
Recyclable Cardboard	59	1.30 kg	286	0.50 kg	0	0.00 kg	345	1.80 kg
PET#1	112	8.41 kg	294	0.00 kg	2	0.11 kg	408	8.52 kg
HDPE#2	0	0.00 kg	6	0.22 kg	0	0.00 kg	6	0.22 kg
Glass Bottles	34	7.48 kg	247	59.2 kg	0	0.00 kg	281	66.7 kg
Aluminium Cans	154	2.17 kg	459	9.51 kg	1	0.01 kg	614	11.7 kg
Steel	0	0.00 kg	0	0.00 kg	0	0.00 kg	0	0.00 kg
Total	359	19.4 kg	1292	69.5 kg	3	0.13 kg	1654	88.9 kg

Table 5 Container Deposit Scheme (CDS) Weight and Counts Per Household Collection

Vincent	MSW	Recycling	FOGO
Container Deposit Scheme (CDS) disposed by per household / by fortnight (Weight)			
Total Kilograms collected	19.4 kg	69.5 kg	0.13 kg
Number of Samples Presented	100	100	100
kilograms per household / sample collection	0.19 kg	0.69 kg	0.001 kg
kilograms per household / per year	5.03 kg	18.1 kg	0.03 kg
Container Deposit Scheme (CDS) generated by per household / by fortnight (Counts)			
Total CDS Items	359	1292	3
Number of Samples Presented	100	100	100
Average per household / sample collection	3.59	12.9	0.03
Estimated Average per household / per year	93.3	335.9	0.78

6. Key Performance Indicators (KPIs)

6.1 General Waste (MSW) generation by household/fortnight/year

The total weight of MSW materials received was 1,010.3kg, from this the weight of the waste per household, per fortnight, per year was determined to be 262.7Kg.

Table 6 KPI - General Waste (MSW) disposed by per household/fortnight/year

MSW generation by household/fortnight	Vincent
Total Kilograms collected	1,010.3 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	10.1 kg
kilograms per household / per year (26 weeks)	262.7 kg

The following graph gives a visual representation of the MSW Bin Breakdown, demonstrating that Other (ceramics, earth, non-recyclable paper, non-recyclable cardboard and plastic, dust n' dirt) accounted for 44.0%, in the MSW stream. Followed by Organic (food waste, packaged food waste, garden organics) at 26.7%, Recyclables at 23.6% and Hazardous (batteries, pathogenic infectious) at 5.69%.

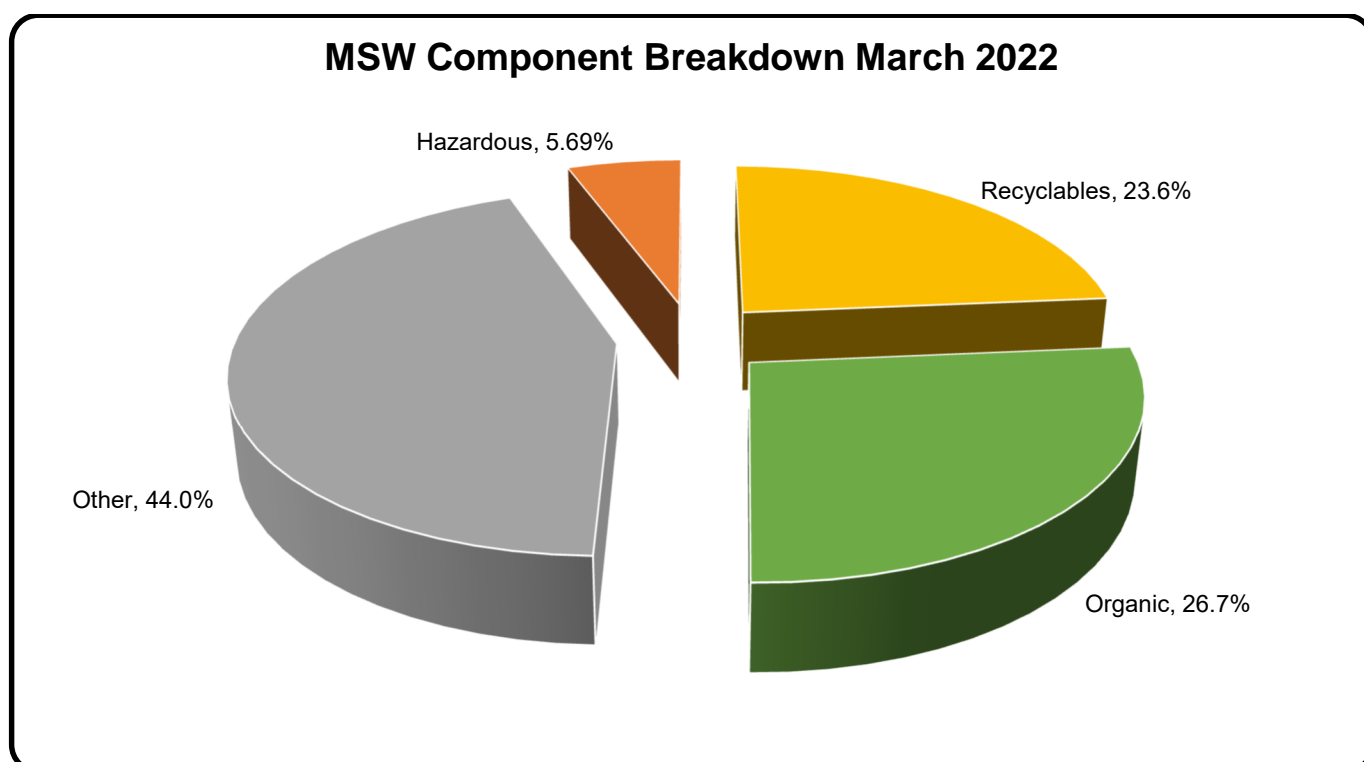


Figure 2 Vincent MSW Component Breakdown March 2022

Waste Breakdown of Organic Component March 2022

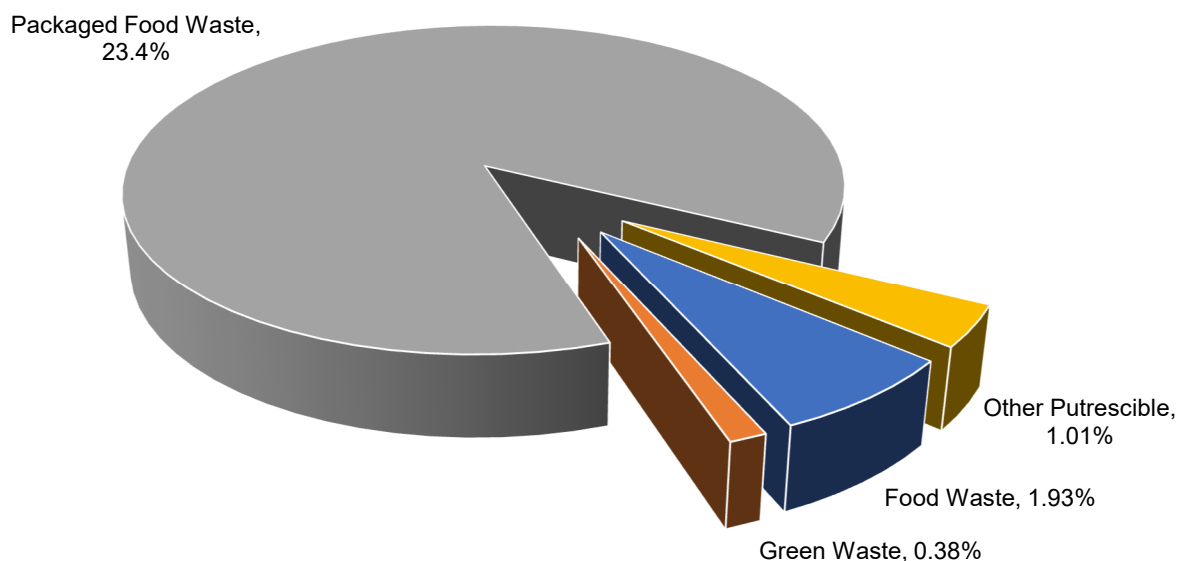


Figure 3 Vincent MSW Organic Breakdown March 2022

The organic component of the MSW stream accounted for 26.7% of materials sorted and weighed. The largest component consisted of Packaged Food Waste at 23.4%, followed by Food Waste at 1.93%, Other Putrescible (animal excrement) at 1.01% and Green Waste at 0.38%.

6.2 Recyclables generation by per household /fortnight/year

The audit results below show the bins kilogram average of 9.31kg per household / per fortnight across the Vincent recycling stream.

Table 7 KPI – Recyclables disposed by per household/fortnight/year

Recyclables disposed by per household/fortnight	Vincent
Total Kilograms collected	930.8 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	9.31 kg
kilograms per household / per year (26 Weeks)	242.0 kg

Recyclables Contamination Percentage March 2022

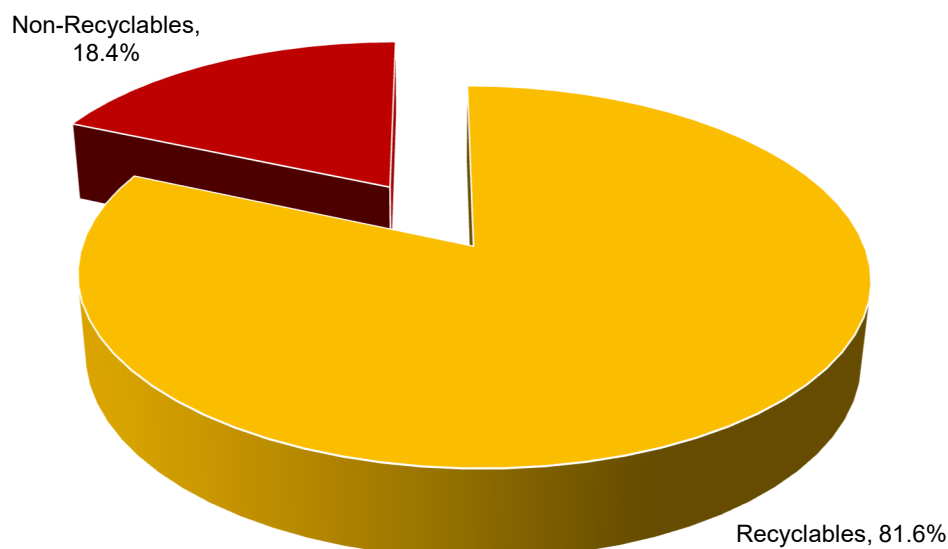


Figure 4 Vincent Recyclables Contamination March 2022

Figure 4 gives a visual representation of the recycling waste bin breakdown, demonstrating that 81.6% of contents in the recycling bin was made up of recyclable materials.

Breakdown of Contamination in Recycling March 2022

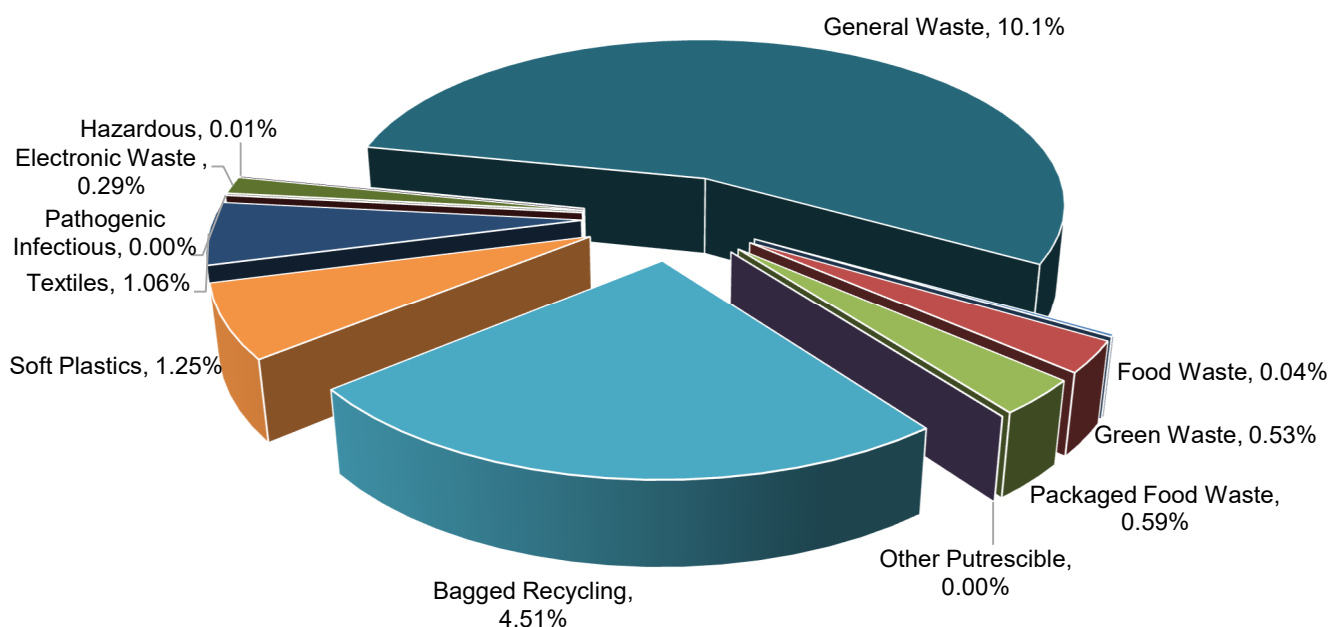


Figure 5 Vincent Recyclables Contamination Breakdown March 2022

In Figure 5 it demonstrates the non-recyclable component of the recycling bin stream, consisting of: General Waste (ceramics, water filters, masks, stationary) at 10.1%, Bagged Recycling at 4.51%, Soft Plastics (plastic bags, aluminium foil lined chip packets) at 1.25%, Textiles (pillows, clothing items) at 1.06%, Packaged Food Waste at 0.59%, Green Waste at 0.53%, Electronic Waste (kettle, speakers, headphones) at 0.29%, Food Waste at 0.04% and Hazardous (batteries, light globes) at 0.01%. There was no Other Putrescible or Pathogenic Infectious (nappies) found in the March 2022 recycling audit.

6.3. Food Organics and Garden Organics (FOGO) Breakdown and Composition

6.3.1 Food Organics and Garden Organics (FOGO) generation by household/fortnight/year

The total weight of FOGO materials received was 954.8kg, from this the FOGO waste per household, per fortnight, per year was determined to be 248.3kg of FOGO waste generated from each household on an annual basis.

Table 8 KPI - Food Organic & Garden Organic (FOGO) disposed by per household/fortnight/year

FOGO disposed by per household/fortnight/year	Vincent
Total Kilograms collected	954.8 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	9.55 kg
kilograms per household / per year (26 Weeks)	248.3 kg

FOGO Component Breakdown March 2022

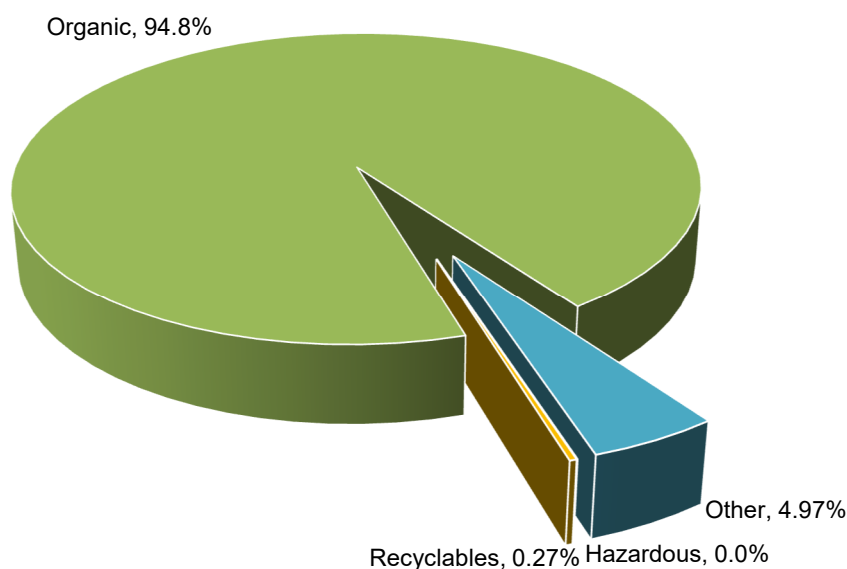


Figure 6 Vincent FOGO Component Breakdown March 2022

Figure 6 gives a visual representation of the FOGO waste bin breakdown, demonstrating that 94.8% of all materials were Organics (green waste, food waste, other putrescible). This was followed by Other (bagged FOGO in non-compostable bags, soft plastics, textiles) at 4.97%, Recyclables at 0.27% and Hazardous at 0.0%.

FOGO Breakdown of Organic Component March 2022

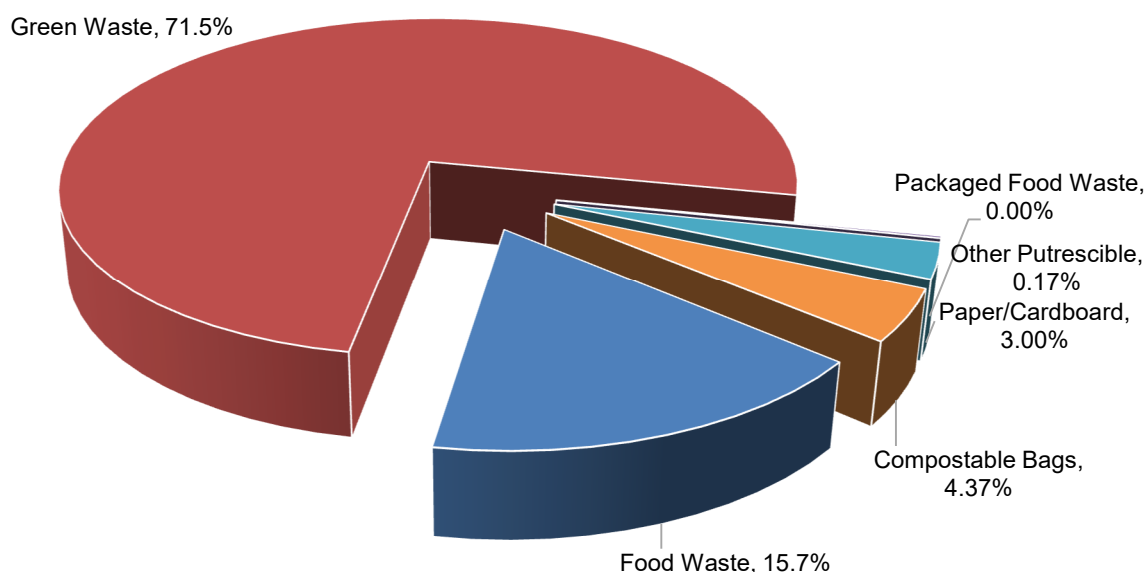


Figure 7 Vincent FOGO Organic Component Breakdown

The composition of the organic component of the FOGO stream consisted of Green Waste at 71.5% followed by Food Waste at 15.7%, Compostable Bags at 4.37%, Soiled Paper/Cardboard at 3.00%, Other Putrescible at 0.17% and with no Packaged Food Waste found.

Breakdown of Contamination in FOGO March 2022

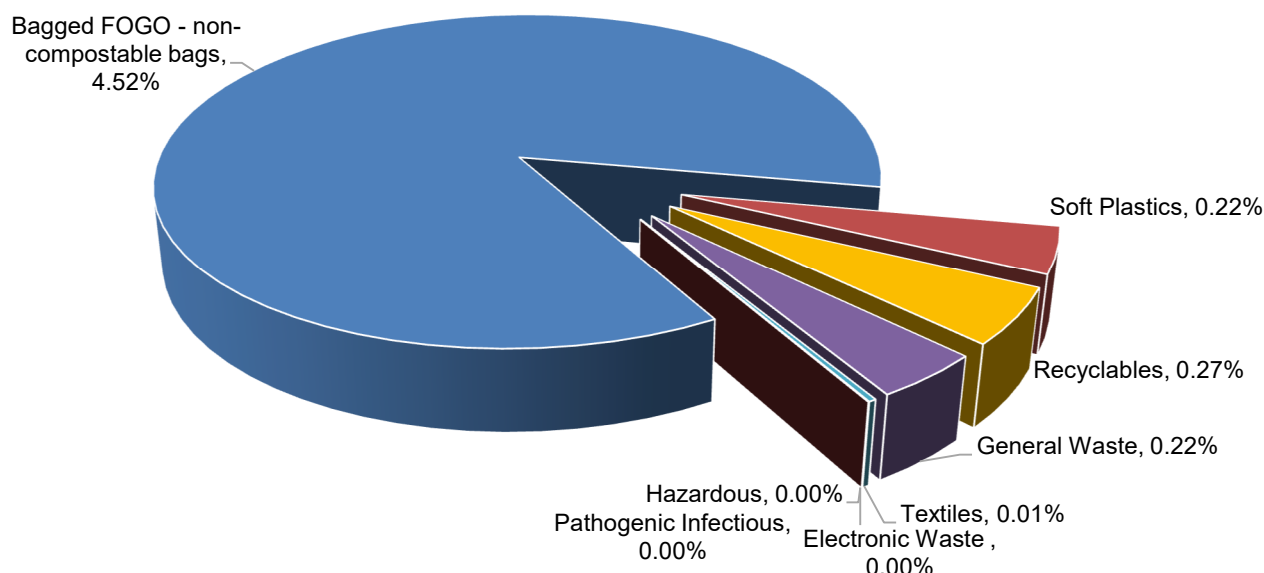


Figure 8 Vincent FOGO Contamination Breakdown March 2022

The contamination found in the FOGO stream consisted of Bagged FOGO in non-compostable bags at 4.52%, Recyclables at 0.27%, Soft Plastic at 0.22%, General Waste (wood, photo frame, medical waste) at 0.22% and Textiles at 0.01%. There was no Pathogenic Infectious, Electronic and Hazardous Waste found in the FOGO stream of the March 2022 audit.

6.3.2 FOGO Subsample

An analysis was conducted on 20 FOGO compostable bag samples to determine how many bags had contaminants present and the composition of the contamination.

FOGO Compostable Bags Subsample Contamination Rate

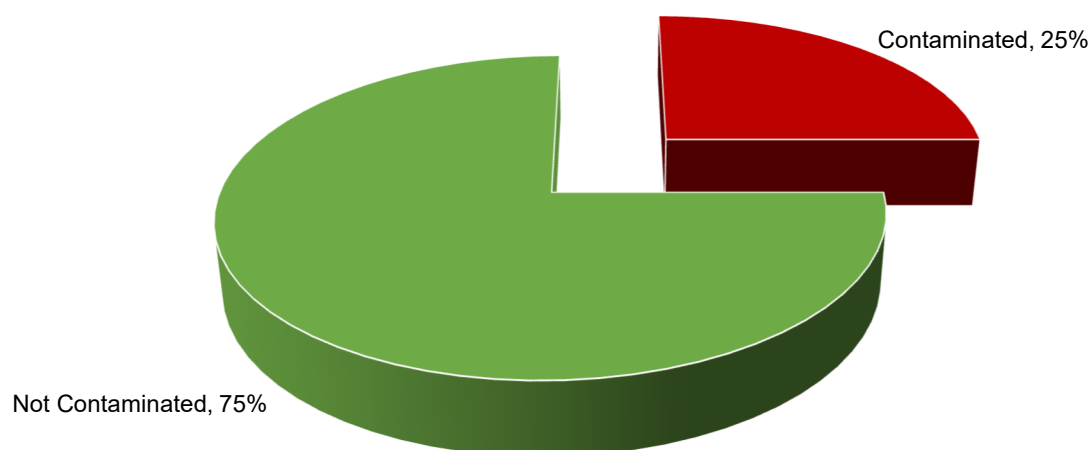


Figure 9 Vincent FOGO Contamination Rate in Compostable Bags Subsample

FOGO Compostable Bags Subsample March 2022

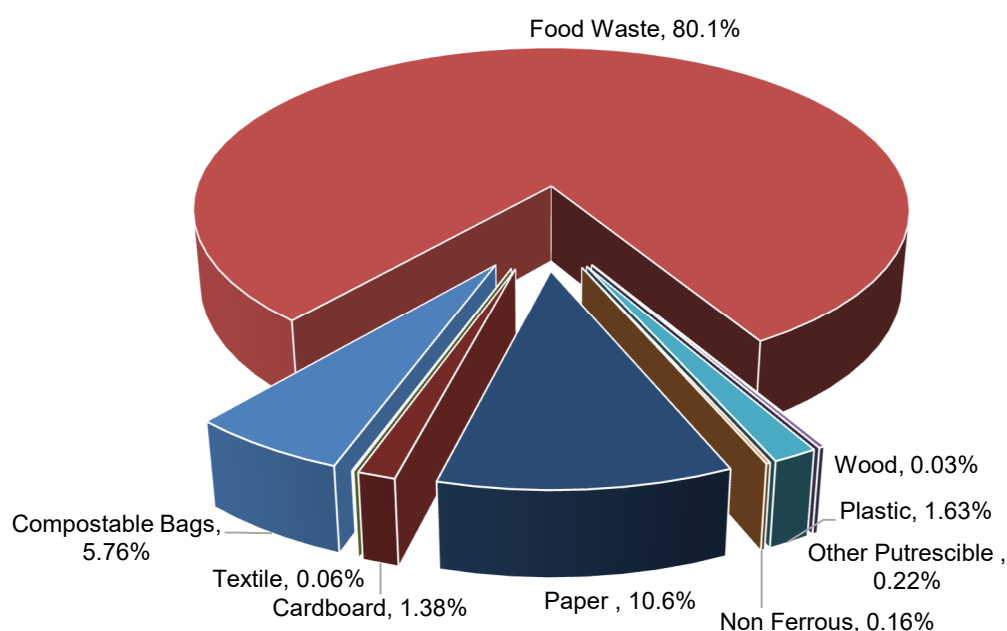


Figure 10 Vincent FOGO Compostable Bags Subsample Composition

The March 2022 FOGO compostable bag subsample demonstrated that 1 in 4 FOGO Compostable bags had contaminants present. The contaminants were found to be Plastic at 1.63%, Aluminium at 0.16% and Textiles at 0.06% with all other materials organic in nature.

6.4 Recovery Rates – All Streams

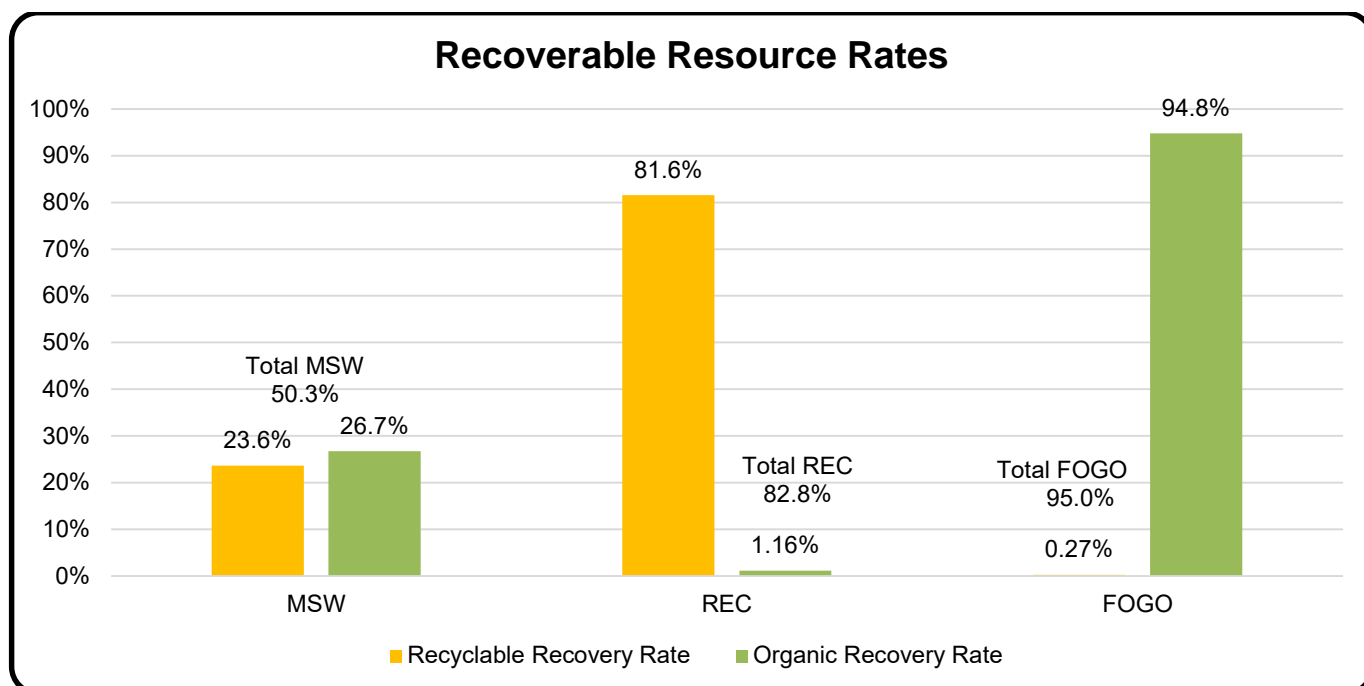


Figure 11 Resource Recovery Rates

In Figure 11 it demonstrates the resource recovery rates for each stream. The resource recovery rate is highest in the FOGO stream with 95.0% of materials recoverable, followed by Recycling at 82.8% and MSW at 50.3%.

All Streams Component Percentages Comparison March 2022

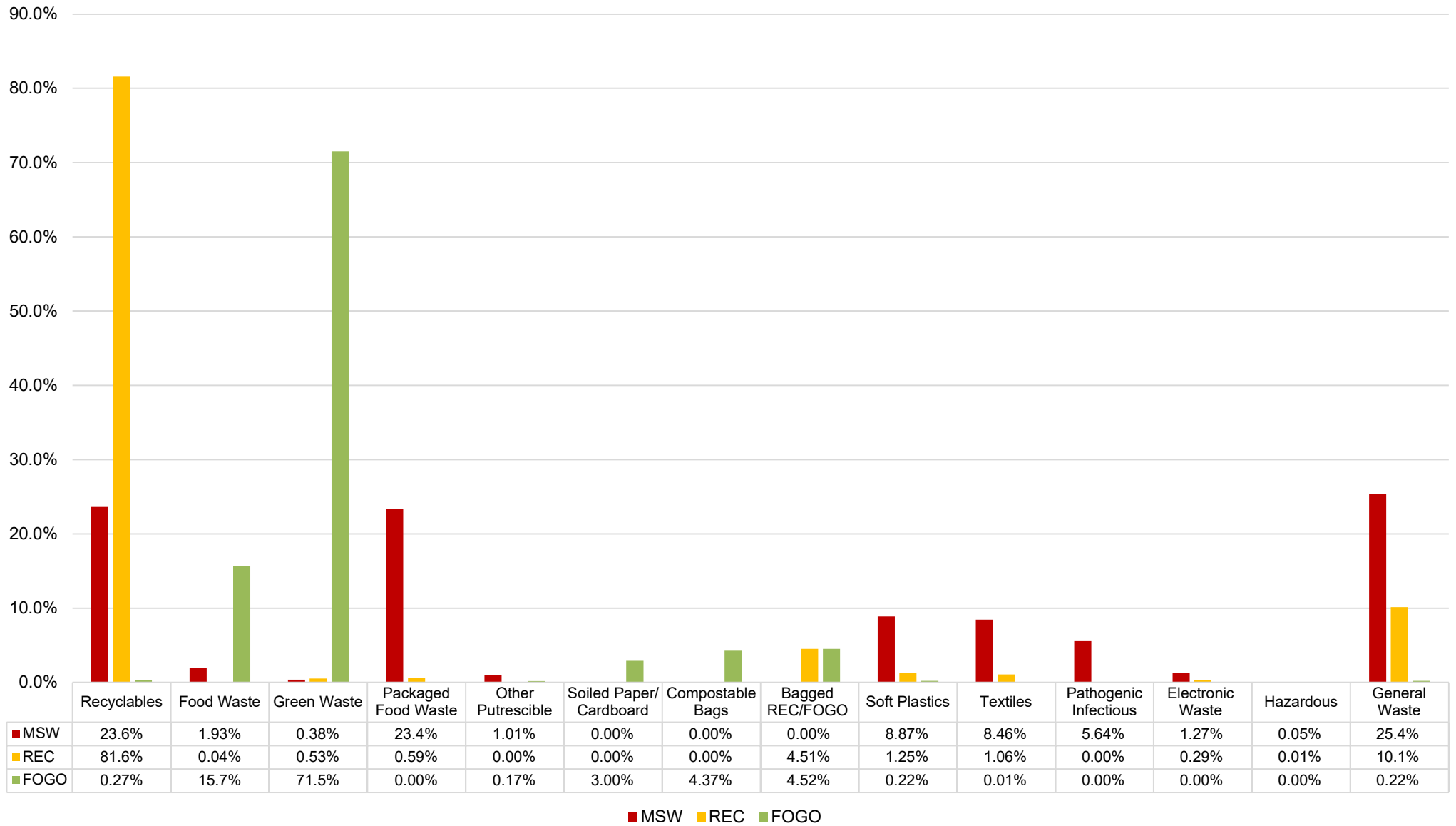
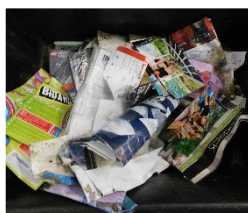


Figure 12 Vincent All Streams Component Comparison March 2022

7. MSW Photos



Newspaper



Glossy Paper



Office Paper



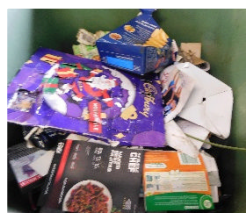
Other Paper



Contaminated Paper



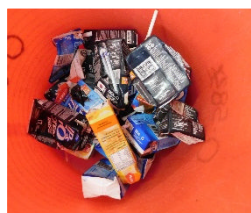
Corrugated Cardboard



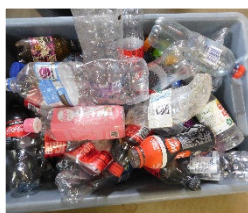
Flat Cardboard



Non Foil Lined Liquid Paper Board



Foil Lined Liquid Paper Board



PET #1 Plastics



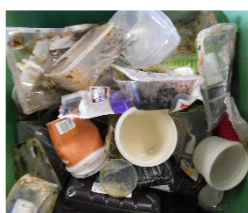
HDPE #2 Plastics



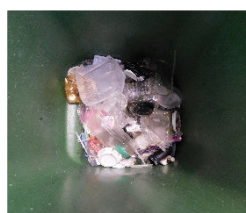
PVC #3 Plastics



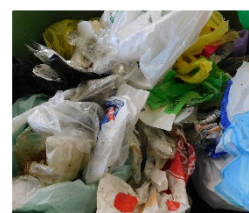
LDPE #4 Plastics



Polypropylene #5 Plastics



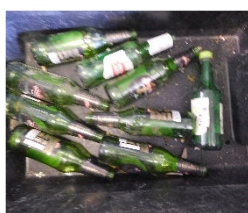
Polystyrene #6 Plastics



Plastic Bags



Fetch TV



Green Glass



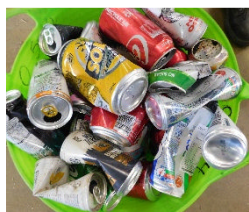
Clear Glass



Foam



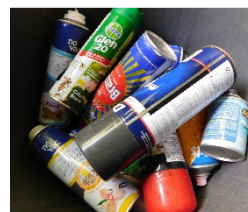
Aluminium Foil



Aluminium Cans



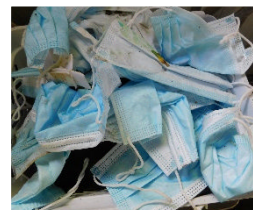
Steel Cans



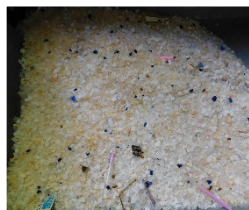
Steel Aerosols



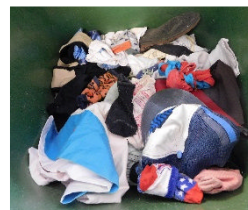
Textiles



Medical Waste



Cat Litter



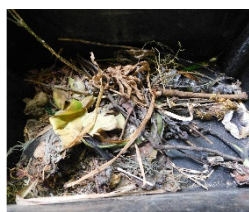
Textiles



Nappies



Wood



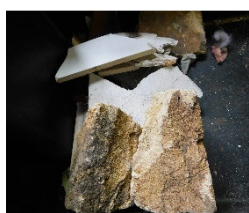
Green Waste



Packaged Food Waste



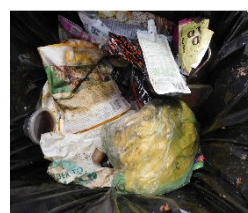
Dust 'n' Dirt



Building Material



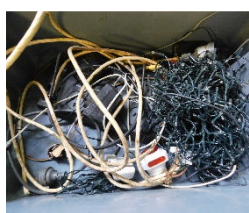
Aluminium Aerosols



Packaged Food Waste



Iron



Electrical Items



Light Bulbs



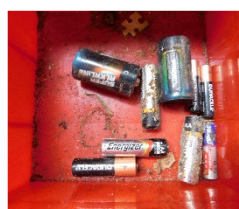
Disposable Gloves



Electrical Items



Electrical Items



Batteries



Batteries



Ferrous Metal



Sanitary



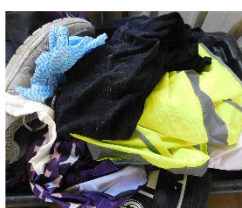
Miscellaneous



Balloons



Plastic Film



Textiles



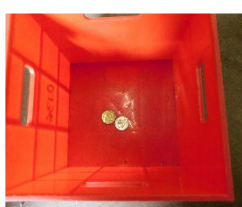
Flipper



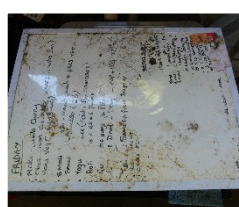
Candles



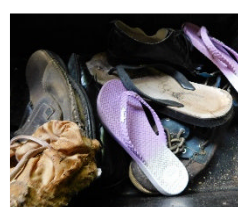
Pharmaceuticals



Coins



White Board

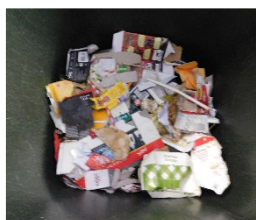


Shoes

8. Recyclables Photos



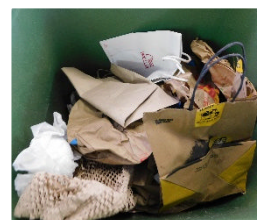
Newspaper



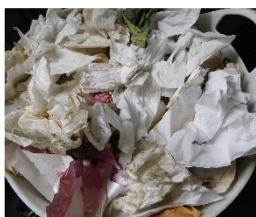
Glossy Paper



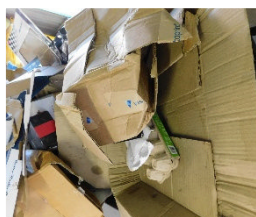
Office Paper



Other Paper



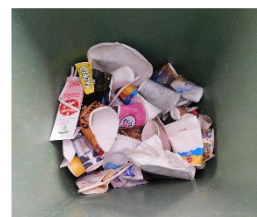
Contaminated Paper



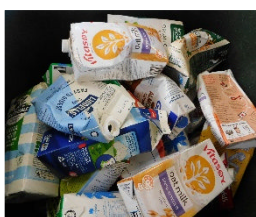
Corrugated Cardboard



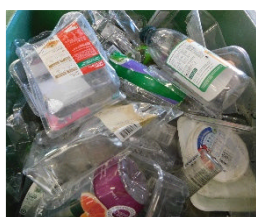
Flat Cardboard



Non Foil Lined Liquid Paper Board



Foil Lined Liquid Paper Board



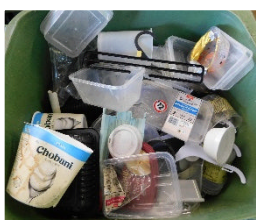
PET #1 Plastics



HDPE #2 Plastics



LDPE #4 Plastics



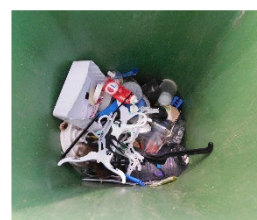
Polypropylene #5 Plastics



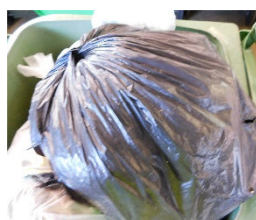
Polystyrene #6 Plastics



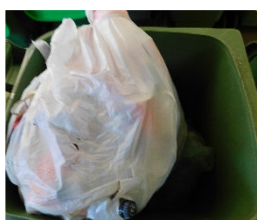
Plastic Bags



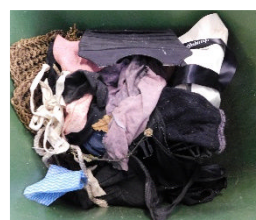
Plastics #7



Bagged Recycling



Bagged Recycling



Textiles



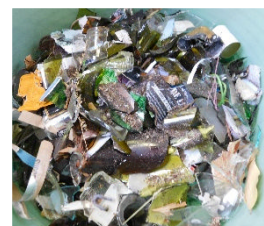
Amber Glass



Green Glass



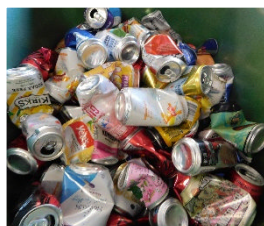
Clear Glass



Mixed Glass



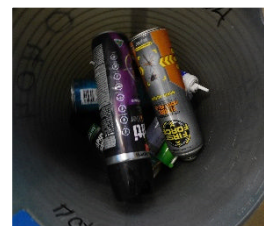
Kettle



Aluminium Cans



Steel Cans



Steel Aerosols



Batteries



Light Globe



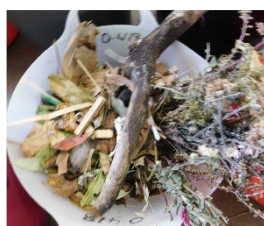
Medical Waste



Frying Pan



Ceramics



Green Waste



Food Waste



Aluminium Aerosols

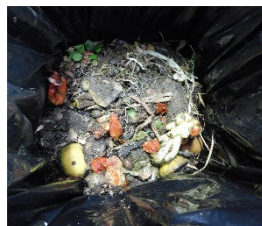
9. FOGO Photos



Compostable Bags



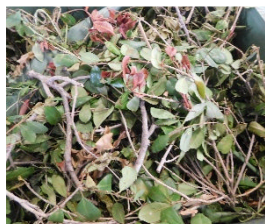
Food Waste



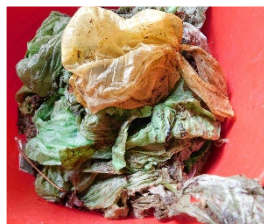
Food Waste



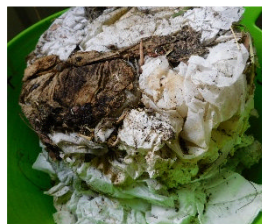
Green Waste



Green Waste



Other Putrescible



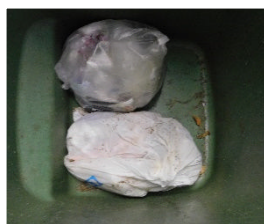
Contaminated Paper



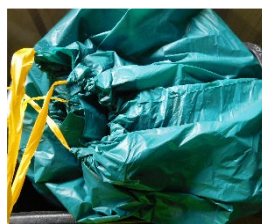
Contaminated Paper



Bagged FOGO in non-compostable bags



Bagged FOGO in non-compostable bags



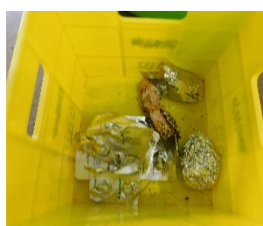
Bagged FOGO in non-compostable bags



Shredded Paper



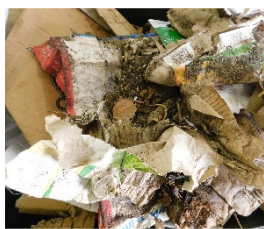
Textiles



Aluminium Foil



Plastic



Cardboard



Medical Waste



Wood



Other Paper



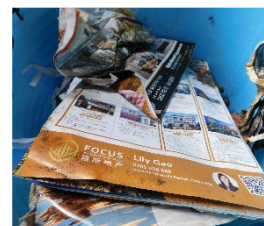
Wood



PET #1



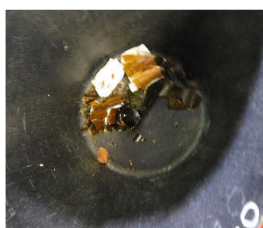
Aluminium Can



Glossy Paper



Steel Can



Glass



Aluminium Foil



HDPE #2



Polypropylene #5



Aluminium Foil

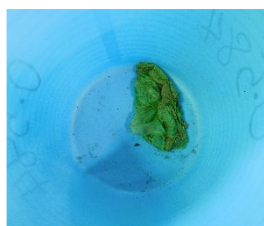


Composite Paper

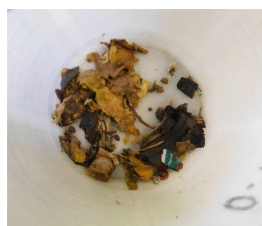
10. FOGO Compostable Bag Subsample Photos



Compostable Bags



Compostable Bags



Food Waste



Food Waste



Food Waste



Other Putrescible



Contaminated Paper



Contaminated Paper



Plastic



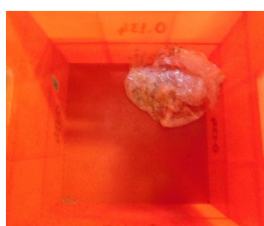
Aluminium Foil



Wood



Non Compostable Plastic Bag



Cling Film



Plastic



Non Compostable Plastic Bag

Summary of Council Resolutions

List of resolutions for the financial year 2021/2022 plus any outstanding resolutions from previous years		
OCM /SCM Date	Item #	Resolution
24.03.2022	8.1	That the Minutes of the Ordinary Meeting of Council held on 27 January 2022 be confirmed as a true record of the proceedings.
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 January 2022 and 28 February 2022.
	9.2	That Council: Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 January 2022 and 28 February 2022.
	9.3	That Council: Resolve to revoke the following decision made at the Ordinary Council meeting held on 6 July 2017: <i>That the Chief Executive Officer be requested to conduct a review of the Mindarie Regional Council's (MRC) band classification as determined by the Salaries and Allowances Tribunal (SAT) to ascertain if there is justification for the MRC in making a submission to the SAT to be reclassified from a band 3 Regional Council to a band 2 Regional Council.</i>
	9.4	That Council: 1. adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2021 as contained within the Appendices in accordance with the provisions of <i>Regulation 14(3) of the Local Government (Audit) Regulations 1996</i> and in line with the recommendation from the Audit Committee; 2. authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in (1) above; and 3. authorise the Chief Executive Officer to submit the adopted Return detailed in (1) to the Director General, Department of Local Government.
	9.5	That the Council: 1. Notes the information contained in this report. 2. Recommends that the MRC does not undertake a public tender process for the provision of insurance services, and continues to remain within the LGIS WA local government group self-insurance scheme. 3. Requests the CEO to investigate the advantages and disadvantages of undertaking a regular cyclic process for undertaking a public tender process for insurance services, and if necessary to seek independent expert advice, and bring a report back to Council by December 2022, including a recommendation for the procurement of insurances services in 2023.
	10	That the Members Information Bulletin Issue No. 67 be received.
27.01.2022	14.1	That Council: 1. Note the Full Risk Register presented to the Audit Committee at the meeting held on 09 March 2022. 2. Note the Risk Tables presented to the Audit Committee at the meeting held on 09 March 2022.
	8.1	That the Minutes of the Ordinary Meeting of Council held on 16 December 2021 be confirmed as a true record of the proceedings.
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 for the months ended 30/11/2021 and 31/12/2021

OCM /SCM Date	Item #	Resolution
16.12.2021	9.2	That Council: Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 30/11/2021 and 31/12/2021
	9.3	That Council: 1. Notes the recommendation of the Audit Committee meeting held on 13 January 2022 to adopt the Financial Report for the year ended 30 June 2021; and 2. Adopts the Annual Report for the year ended 30 June 2021, which includes the Financial Report detailed in 1. above.
	9.4	That Council: 1. Approve by Absolute Majority the forecast deficit position estimated to be \$3,488,806 at 30 June 2022, which includes the following: <ul style="list-style-type: none"> • A net estimated decrease in total revenue of \$15,612,149; • A net estimated decrease in expenditures of \$12,085,707; • A net estimated decrease in the profit on sale of assets of \$71,494 • A net estimated decrease in capital expenditure of \$3,366,345
	9.5	1) That Council appoint Mr. Aswin Kumar as the MRC external audit committee member, subject to their acceptance of the appointment, for the period ending 14 October 2023.
	10	That the Members Information Bulletin Issue No.66 be received.
	14.1	That Council: <ul style="list-style-type: none"> • Endorse the MRC's membership of the Green Deal Alliance. • Note that the MRC has applied for funding from the Food Waste for Healthy Soils Fund. • Request the CEO to provide reports to Council about the Green Deal Alliance on a quarterly basis.
	14.2	That Council: <ol style="list-style-type: none"> 1. Note the final exit brief for year ended 30 June 2021 issued by the Auditors. 2. Note the interim audit results for year ended 30 June 2021 issued by the Auditors. 3. Note the representation letter for the year ended 30 June 2021 issued by the Auditors. 4. Note the External Penetration Testing Report issued by InfoTrust Assurance.
	8.1	That the Minutes of the Ordinary Meeting of Council held on 11 November 2021 be confirmed as a true record of the proceedings.
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 for the month ended 31-Oct-21
	9.2	That Council: Note the list of payments made under delegated authority to the Chief Executive Officer, for the month ended 31 October 2021. Moved Cr Sargent, seconded Cr May
	10.1	That the Members Information Bulletin Issue No. 65 be received.
	14.1	That the Council: <ol style="list-style-type: none"> 1. Notes the steps taken to ensure the Neerabup Resource Recovery Facility (RRF) is adequately insured in the 2021/22 financial year 2. Approves the reallocation of budget to be reflected at Mid-Year Budget Review.
	14.2	That Council: <ol style="list-style-type: none"> 1. Endorse the draft Chief Executive Officer Key Performance Indicators for 2021-22 as per Attachment 1.

OCM /SCM Date	Item #	Resolution
11.11.2021	8.1	That the Minutes of the Ordinary Meeting of Council held on 16 September 2021 be confirmed as a true record of the proceedings.
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 August 2021 and 30 September 2021.
	9.2	That Council: Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 August 2021 and 30 September 2021.
	9.3	That Council: Endorses the minor changes to Council Policy CP14 Acting Chief Executive Officer Appointment as contained in Appendix 6 of this report.
	9.4	That Council: Endorses the CEO to extend existing access for Stirling Skills Training to the Tamala Park Waste Management Facility, for an additional 12-month period, for the delivery of not-for-profit training and education programs
	9.5	That Council: 1. To appoint Cr Vernon, Cr Cvitan, Cr Re, and Cr Miles onto the Audit Committee. 2. To appoint Cr Hatton, Cr Cvitan, Cr Vernon, Cr Jacob and Cr Sargent onto the CEO Recruitment and Performance Review Committee 3. To appoint Cr Vernon as the member and Cr Re as the deputy member onto the Municipal Waste Advisory Council.
	10	That the Members Information Bulletin Issue No. 64 be received.
	14.1	That Council: 1. Authorise the CEO to award the tender for Groundwater Monitoring and Annual Reporting (Tender Number: 13/150) to Talis Consultants Pty Ltd at the prices detailed within the report for a period of 3 years. 2. Authorise the CEO to advise the tenderers of the outcome of the tender process.
	14.2	That Council: 1. Authorise the CEO to award the tender for Environmental Consultancy (Tender Number: 13/151) to 360 Environmental Pty Ltd at the prices detailed within the report for a period of 3 years. 2. Authorise the CEO to advise the tenderers of the outcome of the tender process.
	14.3	That Council: 1. Not award the tender for Environmental Drilling (Tender Number: 13/152), and 2. Authorise the CEO to write to the unsuccessful tenderers and advise them of the decision not to award the tender.
16-Sep-21	8.1	That the Minutes of the Ordinary Meeting of Council held on 12 August 2021 be confirmed as a true record of the proceedings.
	8.2	That the Minutes of the Special Meeting of Council held on 19 August 2021 be confirmed as a true record of the proceedings.
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 for the month ended 31 July 2021.
	9.2	That Council: Receive the Financial Statements set out in Appendix No. 1 for the month ended 31 July 2021.

OCM /SCM Date	Item #	Resolution																																													
	9.3	<p>That Council:</p> <p>1. Endorses the minor changes to Council Policies as contained in Appendix 4 of this report save for Policy No. CP14 which is to be referred to the CEO for detailed review to be completed by November 2021.</p> <p>2. Approves an increase to CAPEX expenses for CP08 Provision and Use of Council Vehicles as detailed in Appendix 4 of this report.</p> <p>3. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 1 of this report subject to the deletion of Condition 1 in No 2.8.</p>																																													
	9.4	<p>That Council:</p> <p>1. Resolves to provide an undertaking to the Joint Standing Committee on Delegated Legislation that:</p> <p> i. Mindarie Regional Council, within six months, undertakes to remove clauses 27 and 27A of the Mindarie Regional Council Waste Facility Site Local Law 2013 (as amended) and either item 18 or item 20 in Schedule 1 to the Mindarie Regional Council Waste Facility Site Local Law 2013 (as amended) or combine them into the same item;</p> <p> ii. Mindarie Regional Council undertakes not to enforce the Mindarie Regional Council Waste Facility Site Local Law 2013 (as amended) contrary to undertaking i;</p> <p> iii. Mindarie Regional Council undertakes to ensure that all consequential amendments arising from undertaking i will be made; and</p> <p> iv. Mindarie Regional Council undertakes that, where the Mindarie Regional Council Waste Facility Site Local Law 2013 (as amended) is made publicly available, whether in hard copy or electronic form, it will ensure that it is accompanied by a copy of the undertakings.</p>																																													
	9.5	<p>Substantive Recommendation as amended:</p> <p>1. Adopt the meeting dates as follows:</p> <table><tr><td>27 January 2022</td><td>6.30pm</td><td>City of Joondalup</td><td>OCM</td><td></td></tr><tr><td>24 March 2022</td><td>6.30pm</td><td>City of Wanneroo</td><td>OCM</td><td>Strategic Worksho</td></tr><tr><td>26 May 2022</td><td>6.30pm</td><td>City of Stirling</td><td>OCM</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7 July 2022</td><td>6.30pm</td><td>City of Stirling</td><td>OCM</td><td></td></tr><tr><td>25 August 2022</td><td>6.30pm</td><td>Town of Cambridge</td><td>OCM</td><td></td></tr><tr><td>29 September 2022</td><td>6.30pm</td><td>City of Vincent</td><td>OCM</td><td>Strategic Worksho</td></tr><tr><td>24 November 2022</td><td>6.30pm</td><td>Town of Victoria Park</td><td>OCM</td><td></td></tr><tr><td>15 December 2022</td><td>6.30pm</td><td>City of Perth</td><td>OCM</td><td></td></tr></table> <p>2. Issue a Public Notice on the meeting locations, dates and times as detailed in (1) above in accordance with Part 12 (1) of the Local Government (Administration) Regulations 1996 and the Local Government Act 1995.</p> <p>3. Adopt two Strategy Workshops for 2022, following the Ordinary Council meeting on the following dates: 24 March 2022 and 29 September 2022</p>	27 January 2022	6.30pm	City of Joondalup	OCM		24 March 2022	6.30pm	City of Wanneroo	OCM	Strategic Worksho	26 May 2022	6.30pm	City of Stirling	OCM							7 July 2022	6.30pm	City of Stirling	OCM		25 August 2022	6.30pm	Town of Cambridge	OCM		29 September 2022	6.30pm	City of Vincent	OCM	Strategic Worksho	24 November 2022	6.30pm	Town of Victoria Park	OCM		15 December 2022	6.30pm	City of Perth	OCM	
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OCM /SCM Date	Item #	Resolution
	10	That the Members Information Bulletin Issue No. 63 be received.
19-Aug-21	6.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. <i>Authorises the Chief Executive Officer and the Chair to execute the Final Draft Deed of Settlement at Appendix 3, subject to:</i> <ol style="list-style-type: none"> a. <i>minor drafting changes that may be required, after consultation with the MRC's legal advisors, and</i> b. <i>conditions precedent in the deed being met, and</i> c. <i>Inclusion of a new clause including associated drafting in the Deed of Settlement with the intent to specifically address the Contractor's release in respect of the local government parties, ensuring that on completion, the Contractor:</i> <ol style="list-style-type: none"> i) <i>releases and discharges the Local Government Parties from any claim, action, demand, suit or proceeding for damages, debt, restitution, equitable compensation, account, injunction, specific performance or any other remedy that Contractor has or may have against the Local Government Parties under or in in respect of the Deed of Guarantee or its termination in accordance with this document, whether arising at common law, in equity, or under statute or otherwise (the Local Government Released Matters); and</i> ii) <i>covenants with the Local Government Parties not to claim, sue or take any action against the Local Government Parties in respect of the Local Government Released Matters, and</i> 2. Concurrent with the execution of point 1. above, authorises the Chief Executive Officer to proceed with the Major Land Transaction in respect of the re-acquisition of a leasehold interest in the land at 109 (Lot 801) Pederick Road, Neerabup, and 3. Subject to execution of point 1. above, authorises the Chief Executive Officer and the Chair to execute the Final Draft Operating Agreement at Appendix 4, subject to any minor drafting changes that may be required, after consultation with the MRC's legal advisors, with the costs reflected in the ECMS Plan at Appendix 5, being funded in the mid-year budget review, and 4. Subject to successful completion of the settlement transaction, approves the reduction in the MRC Members' Gate Fee from \$213 per tonne to \$162.50 per tonne (both excluding GST), effective from 1 September 2021, with the change to be reflected in the mid-year budget review.

OCM /SCM Date	Item #	Resolution
12-Aug-21	14.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Appoint the Operations Manager, Mr Brendan Twine, as the Interim Chief Executive Officer from 3 September 2021 to the earlier of 28 September 2021 or the date the new CEO commences. 2. Approves the proposed remuneration in respect of item 1, as contained in the Detail section of the confidential report, in accordance with the Salaries and Allowance Tribunal Band 3 for Regional Council CEOs.
	10	That the members Information Bulletin Issue No. 62 be received.
	9.5	To appoint Cr Vernon as the member of the Municipal Waste Advisory Council.
	9.4	<p>That Council:</p> <ol style="list-style-type: none"> 1. Resolves to provide an undertaking to the Joint Standing Committee on Delegated Legislation that: <ol style="list-style-type: none"> i. Within six months, the MRC will remove either item 18 or 20 in Schedule 1 of the Local Law or combine them to the same item. ii. The MRC will not enforce the local law contrary to the undertaking in i. above. iii. The MRC will ensure all consequential amendments arising from the undertaking will be made. iv. Where the Local Law is made publicly available by the MRC, whether in hard copy or electronic form, the MRC will ensure that it is accompanied by a copy of these undertakings. 2. Approves the Chair to write to the Joint Standing Committee on Delegated Legislation requesting the Committee to give further consideration to allow the Mindarie Regional Council Amendment Local Law 2020, on the basis that clauses 27 and 27A are deleted.
	9.3	<p>That Council:</p> <ol style="list-style-type: none"> 1. Resolves to provide the following undertakings to the Joint Standing Committee on Delegated Legislation that: <ol style="list-style-type: none"> 1. When the Local Law is next reviewed, the MRC will: <ol style="list-style-type: none"> a) Correct the typographical errors as outlined under point 2 in the Detail section of this report b) Include a definition of 'substantive motion' in the Local Law and the amendments as outlined under point 3 in the Detail section of this report c) Ensure all consequential amendments arising from the undertaking will be made. 2. The MRC will not enforce the Local Law contrary to undertaking 1.1. 3. Where the Local Law is made publicly available by the MRC, whether in hard copy or electronic form, the MRC will ensure that it is accompanied by a copy of the undertaking. 4. The MRC will provide clarification about the removal of clause 16.2, as outlined under point 1 in the Detail section of this report 5. The MRC will provide clarification about the interaction between clauses 7.15 (3) and 7.16 (1) (b), as outlined under point 4 in the Detail section of this report. 2. Approves the Chair to write to the Joint Standing Committee on Delegated Legislation, providing the required clarification and corrections for the Mindarie Regional Council Meeting Procedures Local Law 2020.

OCM /SCM Date	Item #	Resolution
	9.2	Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2021 and 30 June 2021.
	9.1	Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 May 2021 and 30 June 2021.
	8.2	That the Minutes of the Special Meeting of Council held on 08 July 2021 be confirmed as a true record of the proceedings.
	8.1	That the Minutes of the Ordinary Meeting of Council held on 24 June 2021 be confirmed as a true record of the proceedings.
8-Jul-21	8.1	<ol style="list-style-type: none"> 1. That the MRC reconfirms its position from the OCM 24.6.2021 in respect of item 14.1 as a full and final offer. 2. Endorses the Chair to accompany the CEO in any further negotiations.