

MUNICIPAL RECYCLING SCHEME

Administration Report

Period 1

1 July 1998 to 31 December 1998

Prepared by the

MUNICIPAL WASTE ADVISORY COUNCIL

1. INTRODUCTION

This report has been prepared in accordance with the agreed terms and conditions of the Memorandum of Understanding on the Municipal Recycling Scheme and represents the culmination of a very significant body of work by MWAC both in the development of scheme criteria and in the processing of the applications received.

The Memorandum of Understanding on the Municipal Recycling Scheme lists a range of specific activities which are to be undertaken in administering the scheme. They are:

- I. design and maintain the application forms and processes and the attendant database structure required to report on the scheme
- II. distribute to all eligible organisations before the end of each return period a copy of the Municipal Recycling Scheme Operation and Eligibility Criteria and an application form
- III. develop and distribute information to assist applicants to the scheme
- IV. provide ongoing access to information and advice with respect to the scheme
- V. in each period, assess each application against the scheme criteria
- VI. in each period, determine the eligible tonnes for each application for the purposes of calculating returns
- VII. provide to the ACWM (within two months of the end of the return period) a schedule of returns detailing each organisation name, the tonnes claimed, eligible tonnes, recommended return, total of recommended returns and confirmation that each application has met the scheme requirements
- VIII. provide to the ACWM (within two months of the end of the return period) a statement signed by the Executive Director of the Western Australian Municipal Association confirming that the process of administration described in Schedule 1 of the Memorandum of Understanding on the Municipal Recycling Scheme has been carried out

2. REPORT ON ADMINISTRATION

The following advice is provided to confirm that MWAC has met its obligations in respect of the administrative duties outlined in I to VIII above.

Item I – MWAC designed the application form used in Period 1 through detailed consultation with selected Local Government officers on the layout and pieces of information being gathered. The form was designed to compliment the MS ACCESS database that has been used to tabulate the data collected to date. MWAC has been responsible for generating the database and will be undertaking a process of continual maintenance of the database.

Item II – All Councils and Regional Councils and the Rottnest Island Authority received a copy of the scheme criteria and an application form in November 1998.

Item III – A questions and answers flyer was prepared and distributed to all Councils and Regional Councils and the Rottnest Island Authority to provide additional information on how the scheme operates. In addition, items on the scheme were produced for the MWAC Information Bulletin which was distributed to all councils

and regional councils on three separate occasions before the end of the application period.

Item IV – The MWAC Executive Officer and the MWAC Waste Management Officer have provided written and verbal advice on all aspects of the scheme as requested by all applicants that contacted MWAC for information.

Item V – All applications received have been assessed against the scheme criteria in coming to a determination with respect to eligible tonnes. A number of administrative policy positions have been adopted to make the process of assessment more equitable. These policy positions will form the basis of an administrative policy document that MWAC will seek to have endorsed by the ACWM before the beginning of the next round of administrative functions for Period 2 of the Municipal Recycling Scheme.

Item VI and VII – Schedule 1 (Total Eligible Tonnes and Total Returns – All Regions, Period 1, by Organisation) of this report contains the information required under section VII with the exception of the list of tonnes claimed. A large number of councils either did not fill in the totals section on the front page or did not add up totals at all but merely provided advice from processors, weighbridge dockets and the like. This item was therefore excluded from the report.

Item VIII – Schedule 3 (Confirmation of Due Administration Process) is a signed statement by the Executive Director of the Western Australian Municipal Association attesting that the administration process has been carried out in accordance with the guidelines contained in the Memorandum of Understanding on the Municipal Recycling Scheme.

Schedule 2 (Total Eligible Tonnes – Region 1, Period 1, by Material Type) is provided to illustrate the figures on which the Base Metropolitan Return has been calculated. Return rates per tonne for Region 2 and 3 are calculated using the Base Metropolitan Return and are listed on this schedule.

3. CONCLUSION

The information provided in this report will be included in the annual report following the completion of MWAC's assessments for Period 2. The annual report will tabulate data for the first two periods of the scheme and will provide the first opportunity to look at the trends between periods in respect of types and quantities of recyclables covered by the scheme.

Schedule 3

Confirmation of Due Administration Process

I hereby certify that the administration of the Municipal Recycling Scheme program undertaken by the Municipal Waste Advisory Council has been completed in accordance with the criteria laid down in the Memorandum of Understanding on the Municipal Recycling Scheme and offer this report as evidence of same.

Signed on behalf of the Western Australian Municipal Association

on the _____ day of _____ 1999

by

Mr Tim Shanahan
Executive Director

WESTERN AUSTRALIAN MUNICIPAL ASSOCIATION