

# MUNICIPAL RECYCLING SCHEME

## Administration Report

Period 2

1 January 1999 to 30 June 1999

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** – The application form used in Period 2 was redesigned to improve the efficiency of the application process. This was achieved through detailed consultation with selected Local Government officers.

The form was designed to compliment the MS ACCESS database that has been used to tabulate the data collected to date. The format of this database has been updated following Period 1 to improve the efficiency of generating reports and data analysis.

**Item II** – All Councils and Regional Councils and the Rottnest Island Authority received a copy of the scheme criteria and an application form one month prior to the closing date for applications and were notified again two weeks prior to the closing date.

**Item III** – A questions and answers flyer was prepared and distributed to all Councils and Regional Councils and the Rottne Island Authority to provide additional information on how the scheme operates. This flyer was updated to address the main questions and issues that became apparent during the first round.

In addition, items on the Scheme were published on several separate occasions in the MWAC Information Bulletin and in the WAMA Week. These publications are distributed to all Local and Regional Councils in WA.

**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. MWAC staff also gave presentations to the South West (WA) Local Government Association on the results of the first round and on the general operation of the Scheme.

**Item V** – All applications received have been assessed against the scheme criteria in coming to a determination with respect to eligible tonnes. The MWAC Recycling Rebate Working Group conducted a spot check of applications to confirm the accuracy of the calculations for determining 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 the Scheme.

**Item VI and VII** – Schedule 1 (Summary of Returns – All Regions, Period 2) of this report contains the information required under section VII. This report has been modified to show returns generated from greenwaste and from other recyclables.

**Item VIII** – Schedule 2 (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. MWAC was granted an extension to the submission of the final report (pers. com. Mr Tony Beeson).

### **3. CONCLUSION**

The information provided in this report will be included in the annual report following the completion of MWAC's assessment for Period 2. The annual report will tabulate data for the first two periods of the scheme and provide recommendations for amendments to the operation of the Scheme.

## Schedule 2

### 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**