

MUNICIPAL RECYCLING SCHEME

Administration Report

Period 5

1 July 2000 to 31 December 2000

Prepared by the
MUNICIPAL WASTE ADVISORY COUNCIL



MUNICIPAL WASTE ADVISORY COUNCIL

"Getting the Environment Right"

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 application 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 that 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 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; and
- VIII. provide to the ACWM a statement signed by the Chief Executive Officer 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 5 was designed to compliment the MS ACCESS database that has been used to tabulate the data collected to date. This database is currently in the process of being updated to accommodate the change over to the new Resource Recovery Rebate Scheme (RRRS) as from 1 January 2001.

Applicants making claims for green and organic waste were required to complete a Greenwaste/Organic Waste Processing Certificate to verify that the material claimed has been processed. The certificate also requires details about the product that the material has been converted to (ie mulch, compost) and the end use of the material (ie agricultural application, parks and gardens, mine site rehabilitation).

Item II – All Councils and Regional Councils in WA and the Rottnest Island Authority were forwarded an application form and information package one month prior to the closing date for applications and were notified again two weeks prior to the closing date. Councils were advised that copies of the Scheme Criteria would be

made available on request. This was done to save paper as no changes have been made to the Scheme Criteria since the Scheme's commencement in July 1998.

Item III – An updated information flyer reflecting the key areas of concern from the first four periods of the Scheme was produced and distributed with the application form.

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 – MWAC staff have provided written and verbal advice on all aspects of the scheme as requested by all applicants that contacted MWAC for information.

MWAC also promoted the Municipal Recycling Scheme through a series of information seminars conducted in rural areas of the State during October last year.

Item V – All applications received have been assessed against the scheme criteria in coming to a determination with respect to eligible tonnes.

Applications from seven Councils were received after the closing date. MWAC has recommended that these applications not be accepted as ample notification of the closing date was given and, as all seven Councils had applied for funding in previous rounds of the Scheme, they should be familiar with the application process. The seven Councils were City of Belmont, Shire of Boddington, City of Bunbury, Shire of Denmark, Mindarie Regional Council, Shire of Murray and City of Nedlands.

Applications from the Shires of Goomalling and Cuballing were not accepted due to these Councils' failure to support the tonnes claimed in the application with appropriate documentation.

The application from the Town of Cottesloe was submitted in an inappropriate manner and was therefore not accepted. This Council had not yet submitted a correctly completed application form in any of the first four periods of the Scheme and was advised at the completion of Period 4 that if this situation continued in any future periods, its application would not be processed.

MWAC applies a rigorous assessment process to all applications received in each Period of the Scheme. This includes cross-referencing of supporting documents with tonnes claimed, follow-up of supporting documentation that has not been provided by applicants and making a determination of the commercial component (if any) from the various collection methods used by applicants. Appendix 1 shows the significant difference between tonnes claimed by applicants and tonnes awarded following MWAC's assessment process.

Key Performance Indicators (KPIs) were again used during MWAC's assessment of Period 5 applications to identify Councils whose recycling systems achieved exceptionally high yields. Unless they had already been asked to do so in previous rounds, those Councils with yields greater than one standard deviation above the average for that particular collection method were then contacted and requested to

provide possible reasons for the high performance of their systems and to confirm that material from commercial sources has not been included in their claim. Responses from the Councils contacted confirmed that none had included commercial material in their kerbside recycling figures.

A list of KPIs for each applicant is provided in Appendix 2.

MWAC intends to forward advice to all applicants in Period 5 advising that their application has been received and processed and that a suggested rebate amount has been forwarded to the ACWM. The amount of the suggested rebate will not be disclosed in this advice.

The advice will also provide feedback to Councils on how they can improve their application, which will help to reduce the amount of time spent by MWAC in assessing and processing applications in the future.

Item VI and VII – Schedule 1 (Summary of Returns – All Regions, Period 5) of this report contains the information required under section VII. This report shows returns generated from greenwaste and from other recyclables.

It should be noted that MWAC has been required to make an adjustment to the rebate awarded in Period 5 for the Town of Cambridge. Greenwaste from the Town of Cambridge MGB service claimed in Period 4 is currently being stockpiled awaiting processing and was awarded to the Town under Section 13 of the Scheme criteria. However, as this material was not processed before the completion of the next period (ie Period 5), an adjustment has been made to recover the rebate awarded for the material in Period 4.

Also included (Appendix 3) is a report that provides a detailed breakdown of materials claimed for each applicant.

Item VIII – Schedule 2 (Confirmation of Due Administration Process) is a signed statement by the Chief Executive Officer 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.

3. CONCLUSION

The information provided in this report will also be included in the annual report following the completion of MWAC's assessment for Period 6. The annual report will tabulate data for the fifth and sixth periods of the scheme.

Commencing in Period 6, the Scheme will undergo significant transformation as a result of the introduction of the Resource Recovery Rebate Scheme (RRRS).

Schedule 2

Confirmation of Due Administration Process

I hereby certify that the administration of the Municipal Recycling Scheme program for 1 July 2000 to 31 December 2000 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 _____ 2001

by

Peter Hoare
Acting Chief Executive Officer