



WESTERN AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

# RESOURCE RECOVERY REBATE SCHEME

## Administration Report - Summary

### Period 9

1 July 2002 to 31 December 2002

### Final Tonnages, Rebates and Recommendations for Improvement

Version no. 1

Prepared by the

**MUNICIPAL WASTE ADVISORY COUNCIL**



MUNICIPAL WASTE ADVISORY COUNCIL

*"Getting the Environment Right"*

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS .....</b>	<b>4</b>
<b>RESOURCE RECOVERY REBATE SCHEME – SUMMARY RECOMMENDATIONS FOR IMPROVEMENTS IN FUTURE PERIODS.....</b>	<b>7</b>
<b>IMPACT OF RESOURCE RECOVERY REBATE SCHEME RELATED ACTIVITIES .....</b>	<b>9</b>
<b>SCHEDULE 1 – LIST OF RECOMMENDATIONS FOR CONSIDERATION OF THE WASTE MANAGEMENT BOARD IN PERIOD 9 .....</b>	<b>10</b>
<b>SCHEDULE 2 – REBATE SUMMARY .....</b>	<b>XX</b>
<b>SCHEDULE 3 – TONNAGE SUMMARY .....</b>	<b>XX</b>
<b>SCHEDULE 4 – INDIVIDUAL ORGANISATION SUMMARY .....</b>	<b>XX</b>
<b>SCHEDULE 5 – CONFIRMATION OF DUE ADMINISTRATION PROCESS .....</b>	<b>XX</b>
<b>APPENDIX 1 – RESOURCE RECOVERY REBATE SCHEME PERIOD 9 ADMINISTRATION PROCEDURE .....</b>	<b>XX</b>

# INTRODUCTION

The Resource Recovery Rebate Scheme was introduced in January 2001 as a continuation of the Municipal Recycling Scheme which was effective from 1998 to 2000. This change was accompanied by an increased level of funding, changes to the way the rebate is calculated and increasingly stringent requirements on documentation supporting applications.

This report has been prepared in accordance with the agreed terms and conditions of the Memorandum of Understanding on the Resource Recovery Rebate Scheme and represents the culmination of a very significant body of work by the Municipal Waste Advisory Council in the development and application of scheme criteria and in the processing of the applications received.

This report outlines the assessment of the Period 9 Resource Recovery Rebate Scheme applications which cover material recycled, reused or recovered between the period 1st July 2002 to the 31st December 2002.

As agreed when presenting the Period 8 report to the Waste Management Board it is proposed to present the administration reporting requirements in two separate parts; The Administration Report – Summary, this document and the Administration Report – Key Performance Indicators. The Key Performance Indicators report will be provided after submitting this report.

The Administration Report - Summary contains the following sections:

## **Compliance with Administrative Requirements**

A section outlining what the Municipal Waste Advisory Council has done to meet the specific administration obligations of the Resource Recovery Rebate Scheme Memorandum of Understanding.

## **Recommendations for the Improvement to the Resource Recovery Rebate Scheme**

This section lists a series of current issues with the Resource Recovery Rebate Scheme and recommendations for dealing with them devised in conjunction with the Resource Recovery Rebate Scheme working group. These recommendations have been incorporated into the assessment of the applications and included as principles against which future applications can be assessed. A summary of the recommendations are listed in Schedule 1. These principles are the basis on which the applications are assessed therefore the validity of the final figures depend on these principles being approved by the Waste Management Board.

## **The Final Awarded Tonnes and Rebate.**

The following summaries are included within this report;

*Rebate Summary* – A summary of the total tonnes and rebate awarded to each local government.

*Tonnage Summary*- A summary of tonnes claimed versus tonnes awarded and the reasons for any discrepancies.

*Individual Organisation Summary* – A breakdown of tonnes of each material awarded and the rebate awarded for each.

## **Administration Procedure**

This report includes a detailed description of the criteria that all applications must satisfy and the procedures used to assess the applications. This report has been amended to include the changes recommended for the improvement of the Resource Recovery Rebate Scheme during Period 8. The Period 9 Administration Procedure is included as Appendix 1.

## **COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS**

The following advice is provided to demonstrate that the Municipal Waste Advisory Council has met its obligations in respect of the administrative duties outlined in the Resource Recovery Rebate Scheme Memorandum of Understanding.

### ***Design and maintain the application forms and processes and the attendant database structure required to report on the scheme***

The application form used for Period 9 underwent further revision in order to make the format of the form as clear as possible. The application form was updated to capture more information on the commercial content of collected recyclables to ensure that this material is deducted from the total amount claimed.

Difficulties experienced by local governments with the Period 9 application form were noted and consequent changes were made to the Period 10 application form.

The database structure supporting the data collection, analysis and reporting for the RRRS has reached a point where a significant upgrade is required to ensure that information can be entered quickly and accurately and reports can be generated quickly - therefore reducing the amount of time taken to assess the applications.

The need for a more robust data and reporting tool was raised by the Municipal Waste Advisory Council along with the need to update the Resource Recovery Rebate Scheme Memorandum of Understanding when Period 8 claims were considered by the Waste Management Board.

### ***Distribute to all eligible organisations prior to the end of each return period a copy of the Resource Recovery Rebate Scheme assessment guidelines and an application form***

All Local and Regional local governments in WA and the Rottnest Island Authority were provided with an application form and information package in June 2002. The information package included an application form, lodgement instructions, greenwaste processing certificates and a list of approved greenwaste processors (note: approved greenwaste processor status has been discontinued effective from Period 10).

All communications were distributed to local government and regional local government Chief Executive Officers to ensure appropriate processing of the documents.

### ***Develop and distribute information to assist applicants with the scheme***

Information items on the Scheme were published on numerous occasions in the Municipal Waste Advisory Council Information Bulletin and in the Local Government News. These publications are distributed to all Local and Regional local governments in WA.

A full explanation of the scheme has been published on the Wastenet website based on the first full year of data. It is believed that this will assist local governments understanding of the scheme.

### ***Provide ongoing access to information and advice with respect to the scheme***

Municipal Waste Advisory Council staff have provided written and verbal advice on all aspects of the scheme as requested by all applicants that contacted Municipal Waste Advisory Council for information.

A detailed letter was sent to all participating local governments in September 2003 outlining specific problems with their applications during Period 9. Local governments received this feedback in time for them to incorporate this advice in to their Period 10 Applications. It is hoped that this form of

feedback will continue to improve the standard of the applications. In turn, this will reduce the time required to assess the applications, while maintaining the standard of the assessment process.

***In each period, assess each application against the scheme assessment guidelines***

All applications received have been assessed against the Resource Recovery Rebate Scheme Administration Procedures (see Appendix 1) in the determination of eligible tonnes. The Municipal Waste Advisory Council applies a rigorous assessment process to all applications received. This includes the auditing of claims by cross-referencing supporting documents with tonnes claimed, follow-up of supporting documentation that has not been provided by applicants and deduction of the commercial component (if any) from the various collection methods used by applicants.

Applications from three local governments were received after the closing date. All local governments provided independent documentation on request indicating that the applications were posted prior to or on the lodgement date as required by the Scheme Assessment Guidelines.

Benchmarks and performance indicators were used during the Municipal Waste Advisory Council's assessment of Period 9 applications to identify local governments whose recovery systems achieved exceptionally high yields. Unless they had already been asked to do so in previous rounds, those local governments with yields greater than one standard deviation above the average for that particular collection method were 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.

***In each period, determine the eligible tonnes for each application for the purposes of calculating returns***

The Rebate Summary – Period 9 shows returns generated from traditional recyclables and greenwaste.

***In each period, 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.***

A detailed breakdown of materials awarded to each local government is provided in Schedule 2. This report provides awarded tonnes, rebate per tonne and total rebate for each material recovered through each system for each local government.

***In each period, provide to the ACWM a statement signed by the Chief Executive Officer of the Western Australian Local Government Association confirming that the process of administration described in Schedule 1 of the Memorandum of Understanding on the Resource Recovery Rebate Scheme has been carried out***

The Confirmation of Due Administration Process statement signed by the Chief Executive Officer of the Western Australian Local Government 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 is provided in Schedule 5.

***In each period, provide recommendations relating to the improvement and effectiveness of the Resource Recovery Rebate Scheme***

Issues arising with the assessment of the Resource Recovery Rebate Scheme applications were considered by the Resource Recovery Rebate Scheme Working Group and a suitable mechanism for dealing with each issue is recommended in order to improve the effectiveness of the Resource

Recovery Rebate Scheme. These recommendations are then incorporated as principles into the assessment procedure.

The Recommendations for Improvements to the Resource Recovery Rebate Scheme are included as Schedule 1. A summary of the updated assessment procedure is included as Appendix 1.

***At the end of each financial year, prepare an annual report on the administration of the Resource Recovery Rebate Scheme including a summary of information on returns for the complete financial year and recommendations on changes to the administration or operation of the Resource Recovery Rebate Scheme.***

An annual report is due on completion of assessing claims from Period 10.

## **RESOURCE RECOVERY REBATE SCHEME – SUMMARY RECOMMENDATIONS FOR IMPROVEMENTS IN FUTURE PERIODS**

Due to the delay between assessing the issues raised in one Period and the opportunity to implement changes with appropriate notification, suggested changes often take two periods to take effect.

This is the case with the proposed changes to the treatment of greenwaste agreed to by the Waste Management Board when assessing the Period 8 Administration Report. In summary, the agreed change was to require an equivalent level of information from non-local government processors of greenwaste as had been required of local governments.

This change will take effect as from Period 10 as Period 9 had almost expired when the decision was ratified. At this point no significant problems have been encountered in obtaining in principle agreement from private processors to provide additional information for the purposes of the Scheme.

There were no other significant changes to the assessment process for Period 9 applications.

The Resource Recovery Rebate Scheme Working Group have met on two occasions to consider these administration reports and consider issues concerning the operation of the Scheme. The following recommendations were considered and supported by the Working Group:

- 1. That the City of Stirling proposal to provide supporting documentation for the material processed through the Atlas facility (in each period) as detailed in their correspondence of 18 July 2003 be accepted subject to meeting the information requirements of the scheme.**
- 2. That the following criteria apply to determining membership of the Resource Recovery Rebate Scheme Working Group:**
  - **A workable size committee – up to 4 officers appointed from the Officers Advisory Group and up to two (2) staff from MWAC**
  - **Representation from metropolitan and non-metropolitan regions**
- 3. That the Resource Recovery Rebate Scheme Working Group membership be defined as:**
  - **At least one representative from the metropolitan area**
  - **At least one representative from the non-metropolitan area**
  - **Up to two other officers drawn from the Officers Advisory Group**
  - **Up to two MWAC staff members**
- 4. That membership on the Resource Recovery Rebate Scheme Working Group should be called for annually each August with expressions of interest lodged at an Officers Advisory Group meeting in response to an item on the Agenda calling for membership nominations.**
- 5. If a selection process is required to choose between candidates on the Resource Recovery Rebate Scheme Working Group the MWAC and Officers Advisory Group chairs in conjunction with the Executive Officer should manage the appointment of members to the committee.**

As part of the significant commitment by the Municipal Waste Advisory Council to the Resource Recovery Rebate Scheme a workshop was held at the City of South Perth to identify key issues with the scheme.

The following positions on the outcomes of the workshop have been formally considered by the Resource Recovery Rebate Scheme Working Group and the Municipal Waste Advisory Council and have received support:

6. That the proposal to undertake spot audits on applications rather than a full assessment of all applications not be supported.
7. That the proposal to release preliminary Key Performance Indicators (eg tonnage information) which does not need to be approved by the Minister before release be supported subject to a) development of a more appropriate database for recording/reporting on tonnages; b) agreement by the Minister for the Environment; and c) appropriate additional resources if two reporting processes are required.
8. That the proposal to divide applications into those applications that are complete and those applications that are confusing or missing documentation to allow complete applications to receive their rebate earlier not be supported as the system used to determine the rebate requires all applications to be finalised before figures for individual councils can be determined.
9. That the proposal to develop deadlines for the application assessment process be supported and it be recommended that four months is an appropriate time for completion of the assessment and reporting process subject to no significant changes being made to the operation of the scheme.
10. That the proposal that the Municipal Waste Advisory Council negotiate with the Minister for Environment to expedite the release of the cheques and Key Performance Indicators after the Waste Management Board's approval be supported.
11. That the proposal to adopt a "zero tolerance" approach to those applications that are confusing or are missing documentation not be supported.
12. That the proposal for assessments of eligible greenwaste to be based on material diverted from landfill not on material reused not be supported.

## **IMPACT OF RESOURCE RECOVERY REBATE SCHEME RELATED ACTIVITIES**

The recycling and resource recovery activities of Western Australian local governments divert a large amount of material from landfill and therefore make a significant environmental contribution to the community.

### Landfill Space Saved

The local governments claiming the Resource Recovery Rebate Scheme (Resource Recovery Rebate Scheme) have reused, recycled or recovered over 103,943 tonnes of material during Period 9. Assuming that traditional recyclables have a compacted density of 750kg/cubic metre and greenwaste/organic material has a density of 500kg/cubic metre, this represents a saving of approximately 172,776 cubic metres of landfill space.

This volume of material would cover the playing surface of the WACA Cricket Ground to a depth of 9 metres or, approximately the height of a two storey building, in just six months.

### Comparison of Tonnes Recovered

Total tonnes of recyclables awarded in Period 9 (103,943) has increased between Period 8 (1 Jan to 30 June 2002) and Period 9 by 21,886 tonnes. Total tonnes of recyclables awarded in Period 9 increased from Period 7 (1 July to 31 Dec 2001) by over 31,571 tonnes. The total value of the rebate for Period 9 is \$1,249,580. Extrapolating tonnes recovered in Period 9 over a full year indicates a recovery rate from the municipal sector of approximately 27% (this is an under estimate as tonnes recovered from council activities are not included in recovered tonnes but are included in the total tonnes assigned to the municipal sector in 2002 [763,958] ).

The total tonnes of traditional recyclables awarded for Period 9 was 52,664 tonnes This represents an increase of 11,132 tonnes from Period 8 and an increase of 12,098 tonnes over Period 7.

The total tonnes of greenwaste/organic material awarded for Period 9 was 51,278 tonnes including greenwaste credits from previous periods. This represents an increase of 10,753 tonnes over Period 8 and an increase of 19,473 tonnes from Period 7.

### Overall Net Benefit to Society for Traditional Recyclables

Assuming that all traditional recyclables are collected through kerbside collection methods, and kerbside recycling delivers an overall average benefit of \$42 per household per year<sup>1</sup>, Western Australian local governments delivered a benefit of approximately \$17 million dollars back into the community through their recycling and recovery activities during Period 9. Over a twelve month period this would equate to a net benefit to society of over \$34 million.

Overall average benefit figures for recycling green and organic waste are unavailable at this time. Given that these materials make up more than half of the materials collected through the Scheme a significant proportion of the benefit of the services provided by local governments is not currently being quantified.

### Estimated Cost of Providing Traditional Recyclables Collection and Processing

The Independent Assessment of Kerbside Recycling in Australia found that the average cost of providing kerbside recycling services is \$26 hh/year. Data from the Scheme indicates that the average cost to Western Australian local governments to provide recycling serviced for traditional recyclables is \$22 hh/year. These two figures serve to demonstrate that local governments spend between \$7 and \$8 million dollars every six months on providing recycling services. Over a twelve month period this equates to a cost to local governments of between \$14 and \$16 million to operate recycling and resource recovery activities.

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<sup>1</sup> Nolan ITU Pty Ltd and Sinclair Knight Merz (2001) *Independent Assessment of Kerbside Recycling in Australia Volume 1. Based on the figures in this report each tonne of recyclables generates a net benefit of \$323.*

Resource Recovery Rebate Scheme Administration Report – Summary – Period 9 (1 July 2002 – 31 December 2002)

# **SCHEDULE 1**

## **LIST OF RECOMMENDATIONS FOR IMPROVEMENTS TO THE RESOURCE RECOVERY REBATE SCHEME**

### **Period 9**

## **List of Recommendations for Consideration of the Waste Management Board in Period 9**

The following recommendations require consideration by the Waste Management Board. All of the recommendations relate to future periods of the Scheme. It is not essential that a decision is reached on these recommendations to allow processing of the Period 9 administration report.

However, early advice with respect to the recommendations will assist in the assessment process for Period 10 application which is currently underway.

It is recommended that the Waste Management Board consider the following recommendations with respect to the operation of the Scheme and provide written advice to the Municipal Waste Advisory Council on the determinations reached in respect to each recommendation.

That the proposal to undertake spot audits on applications rather than a full assessment of all applications not be supported.

- 1. That the proposal to release preliminary Key Performance Indicators (eg tonnage information) which does not need to be approved by the Minister before release be supported subject to a) development of a more appropriate database for recording/reporting on tonnages; b) agreement by the Minister for the Environment; and c) appropriate additional resources if two reporting processes are required.**
- 2. That the proposal to divide applications into those applications that are complete and those applications that are confusing or missing documentation to allow complete applications to receive their rebate earlier not be supported as the system used to determine the rebate requires all applications to be finalised before figures for individual councils can be determined.**
- 3. That the proposal to develop deadlines for the application assessment process be supported and it be recommended that four months is an appropriate time for completion of the assessment and reporting process subject to no significant changes being made to the operation of the scheme.**
- 4. That the proposal to adopt a “zero tolerance” approach to those applications that are confusing or are missing documentation not be supported.**
- 5. That the proposal for assessments of eligible greenwaste to be based on material diverted from landfill not on material reused not be supported.**

**SCHEDULE 2**

**REBATE SUMMARY**

**Period 9**

## **SCHEDULE 3**

### **TONNAGE SUMMARY**

#### **Period 9**

## **SCHEDULE 4**

### **INDIVIDUAL ORGANISATION SUMMARY**

**Period 9**

## **SCHEDULE 5**

### **CONFIRMATION OF DUE ADMINISTRATION PROCESS**

1. I hereby certify that the administration of the Resource Recovery Rebate Scheme for 1 July 2002 to 31 December 2002 undertaken by the Municipal Waste Advisory Council has been completed in accordance with the criteria laid down in the Memorandum of Understanding on the Resource Recovery Rebate Scheme and offer this report as evidence of same.

Signed on behalf of the Western Australian Local Government Association

on the \_\_\_\_\_ day of \_\_\_\_\_ 2003

by

**Ricky Burges**  
**Chief Executive Officer**

## **APPENDIX 1**

# **RESOURCE RECOVERY REBATE SCHEME PERIOD 9 ADMINISTRATION PROCEDURE**

# RESOURCE RECOVERY REBATE SCHEME PERIOD 9 ADMINISTRATION PROCEDURE

## Introduction

Eligible tonnes are determined by checking the tonnes claimed against supporting documentation provided on and attached to each approved application form. In order to receive a rebate, local governments must demonstrate in their applications that all material complies with the following four principles:

1. All material awarded is supported by appropriate documentation.
2. All material is from a domestic source.
3. All the material has been recycled, reused or recovered outside the void space of a landfill cell.
4. All material must have been collected from a service provided by or on behalf of the local government claiming the material.

The sequential stages of the assessment are outlined below.

## 1. Definitions

- 1.1 Traditional Recyclables** – Any recyclable material excepting greenwaste.
- 1.2 Greenwaste** – All plant/garden material collected through either a bulk verge, drop off point or kerbside containerised system.
- 1.3 Approved Greenwaste Processor** – A company or operation that creates compost and mulch as their core business. It can reasonably be assumed that greenwaste delivered to an “approved greenwaste processor” is reused and not land filled. Appropriate receipts for greenwaste delivered to an “approved greenwaste processor” is considered sufficient documentation supporting the reuse of the greenwaste.

## 2. Receiving applications

- 2.1** Application forms are sent to the ACWM (c/- DEWCP).
- 2.2** An Officer at DEWCP forwards all applications received to Municipal Waste Advisory Council immediately after the closing date.
- 2.3** Municipal Waste Advisory Council staff record the date received (taken from the DEWCP date stamp) and the total tonnes claimed on the assessment form.
- 2.4** Each application is checked to ensure that the application was dispatched before the closing date in compliance with the lodgement form instructions (see application pack lodgement instructions)
- 2.5** Late applicants are contacted immediately to advise that application has been received after closing date and request independent verification of lodgement date. The independent verification of lodgement date is attached to the application. If they cannot provide independent verification of lodgement, the application is considered ineligible.

## 3. Assessing Applications

### 3.1 Section A1 Kerbside Containerised Recycling Collections

- 3.1.1** Each material claimed is cross matched to the supporting documentation.
- 3.1.2** Supporting documentation must consist of clearly identifiable third party processor receipts or third party weighbridge documents showing.

- the material type.
- tonnes received.
- the date the material was received or a range of dates between which material was received.
- The local government the material was received from.

Local government spreadsheets or handwritten receipts without the processors logo are not acceptable.

- 3.1.3 In some instances data may be requested directly from the processor to verify claims.
- 3.1.4 If supporting documents are missing or insufficient the local government is contacted by telephone and fax and asked to provide the appropriate documentation (see section 4 provision of information).
- 3.1.5 All ineligible material is deducted from the claim.
- 3.1.6 Applicants can not be awarded more than they claim on the application but they can be awarded less. If a local government claims for more than it can document, only the amount that can be documented will be awarded. If a local government claims for less than it provides documentation for, the local government claim figure will be accepted.

### **3.2 Section A3 Bulk Refuse Collections**

- 3.2.1 The material claimed is verified against the supporting documentation as described above in section 3.1.
- 3.2.2 Only materials that have been collected through a service that is delivered by, or on behalf of and funded by an eligible local government will be eligible for rebate. If it is not abundantly clear that the local government is actively involved in the provision of a recycling service (ie. when community groups carry out the service), the local government will be asked to provide evidence that it contributes to the service. This will generally consist of evidence showing a financial contribution to the organisation eg. provision of infrastructure, reduced rent or advertising.
- 3.2.3 If car batteries, car bodies or oil are collected and a tonnage can not be supplied for these materials the following conversion factors are applied.
  - Oil – 1litre = 0.9kg
  - Car Bodies – 1 car body = 300kg
  - Car batteries – 1 car battery = 12.5kg
  - 44 Gallon drums – 1 drum =21kg

### **3.3 Section A4 Drop Off Point**

- 3.3.1 The material claimed is verified against the supporting documentation as described above in section 3.1
- 3.3.2 Sections 3.2.2 and 3.2.3 are applied to all drop off point material.
- 3.3.3 If an estimate of commercial content of the material has not been provided the local government is contacted and asked to provide an estimate of the commercial content and the method by which they calculated this estimate. If commercial material is not accepted local governments must provide a statement that this is the case. If an estimate of commercial content can not be supplied 25% is deducted from the awarded amount.
- 3.3.4 Salvage material that is sold through an on site shop can only be awarded if records showing sale of the material or weighbridge documentation clearly showing movement of the material out of the facility can be included in the claim.
- 3.3.5 Each metropolitan drop off centre may be subject to a site visit to verify the commercial content (see section 5 Site visit procedure)

### 3.4 Section A5 Secondary Resource Recovery

The following procedure refers to the City of Stirling's Atlas Secondary Resource Recovery plant. As further Secondary Resource Recovery plants are commissioned procedures will be determined for the different technologies.

- 3.4.1 Non-organic recyclables recovered through Secondary Resource Recovery are verified against supporting documentation as described in section 3.1.
- 3.4.2 To verify a claim for organics recovered through Secondary Resource Recovery the local government must provide the following information;

**Supporting documentation used to verify total collected eligible tonnes**

- a. The total "dry" (before water is added) weight of material. (supported by weighbridge documents).
  - b. An audited or metered amount of water added to the material.
  - c. Tonnes of wet bales and rejects (supported by weighbridge documents).
  - d. A recent audit of its waste stream.
  - e. A recent bale audit of rejects sent to landfill.
- 3.4.3 The maximum amount of collected material eligible for rebate is calculated using a procedure that follows the eligible material through the Atlas Process. This procedure is outlined below and in Figure 1; The following terms are used in the explanation of the procedure;

**Dry Collected Mix** – The collected municipal waste delivered to the Atlas plant.

**Compostable Organics** – The compostable fraction of the municipal waste.

**Wet Compostable Organics** – Compostable Organics plus the proportion of added water.

**Unrecoverable Material** – Material other than Compostable Organics and Dry Recovered Recyclables.

**Wet Unrecoverable Material** –Unrecoverable Material plus the proportion of added water.

**Dry Recovered Recyclables** – traditional recyclables recovered through the Atlas Process and supported by processor receipts.

**Wet Collected Mix** - The Dry Collected mix plus added water.

**Wet Net Mix** – The Wet Collected Mix less dry recovered recyclables.

**Wet Bales Rejects** – Bales containing the mixture of organics, added water, and unrecoverable material unable to be separated by the Atlas process and sent to Landfill.

**Wet Material for Composting** – The mixture of organics, unrecoverable material and added water sent to the Atlas Farm for composting.

**STEP A** –The tonnes of Dry Collected Mix are separated into Organic Compostables and Non-Recoverable Material using the waste stream audit. The percentage of dry recyclables removed during the Atlas process is calculated using the processor receipts for the dry recyclables.

**STEP B** – Water is added to the Dry Collected Mix to give the Wet Collected Mix. It is assumed that the water is carried equally by all components of the waste stream.

**STEP C** – Dry recyclables are removed from the Wet Collected Mix to give the Wet Net Mix. It is assumed that no water is removed with these recyclables. The tonnes of wet compostable organics are calculated.

**STEP D** – The percentage of added water in the Wet Net Mix is calculated.

**STEP E** – After the Wet Net Mix is sent through the Atlas process it is divided into material sent to landfill in the Wet Bales Rejects and material sent to the Atlas farm for Composting.

Both the Wet Bales Rejects and the Wet Material for Composting contain organics, non-recoverable material and added water.

The eligible tonnes consist of the organics in the Wet Material for Composting. This value is calculated using the following formula;

**Eligible tonnes = Total Wet Compostable Organics (Step C) - Wet Compostable Organics in Wet Bales Rejects (2376t) – Added water in Wet Compostable Organics for Composting (2669t)**

Each of these components are calculated as shown in Figure 1 using the Wet Reject Bale audit and the assumption that the proportion of added water in the organic and non-recoverable portions is equal.

- 3.4.4 Once the total eligible collected tonnes have been calculated the local government must provide documentation supporting the amount reused. This documentation can consist of;

**Supporting documentation required to verify total eligible tonnes reused.**

- a. Weighbridge records clearly showing tonnes of material reused.
- b. Receipts from the company reusing the material.
- c. A running summary of truckloads reused, the volume of each truck and density of composted material.

- 3.4.5 The tonnes of organic material reused are separated in to the component compostable materials and non-recoverable materials using the audit of the waste stream.

- 3.4.6 The compostable organics are broken down into the component organics. (eg newspaper, food waste etc.) and tonnes awarded to each component.

Compost loses volume and weight over the composting process. If the local government wishes to receive a rebate on the total amount of organic material collected the local government must ensure that they can demonstrate the ratio of the volume of composted to uncomposted material. For example if the final composted product is 0.5 cubic metres to 1 cubic metre of non-composted material. For every 0.5 cubic metres shown as reused the local government will be eligible to be rebated on 1 cubic metre of compost. In order to be eligible to receive a rebate on the original eligible tones the local government must provide the documentation in the procedure outlined below.

- 3.4.7 The local government must conduct a study of the reduction in volume of the material from its delivery to the composting site until maturation to develop a volume ratio between uncomposted and composted material.
- 3.4.8 The local government must carry out tests to show the density of material before and after composting in order to convert the volume shown as reused to tonnes.
- 3.4.9 The ratio calculated in section 3.4.7 above is applied to the tonnes shown as reused.
- 3.4.10 The tonnes of material rebated can only be equal to or less than the original collected eligible tonnes as calculated in section 3.4.3
- 3.4.11 The secondary resource recovery plant may be subject to a site visit to ensure the process complies with the schemes objectives (See section 5 site visit procedure).

### **3.5 Section A6 Greenwaste**

- 3.5.1 To be eligible for a rebate a greenwaste claim must be supported by documentation showing collection and reuse.
- 3.5.2 Documentation supporting collection can consist of ;
- a. weighbridge documents clearly showing that the material collected is greenwaste and the range of dates between which the material was collected. If there is any ambiguity in the weighbridge codes with regards to the source of the greenwaste, local governments are asked for documentation or a statement that all material is from a domestic source.
  - b. Running summaries of trailer or bulk verge collections clearly showing the number of trailers or truck loads, dates of collection and the volume used for each load.
  - c. A survey of the mulch pile collected during the period before and reuse and which clearly shows the dates of the survey.
- 3.5.3 Documentation supporting reuse can consist of ;
- a. Processor receipts from an “approved greenwaste processor”(see definitions section 1) clearly showing greenwaste has been processed and removed from the site and the dates this occurred.
  - b. Weighbridge documents clearly showing greenwaste moving out of a facility. If there is any ambiguity in the weighbridge codes with regards to the source of the material, local governments are asked for documentation or a statement that all material is from a domestic source.
  - c. A survey of the mulch pile after reuse has occurred clearly showing the date the stockpile was surveyed and the volume.
  - d. A running summary of trailers removing mulch from a facility clearly showing the dates and volume removed.
  - e. Documentation showing use of the material through rehabilitation within the landfill boundaries (but not within the landfill cell)
- 3.5.4 The greenwaste claimed must be supported by the appropriate correctly completed greenwaste processing certificate (Form 1 or Form 2).
- 3.5.5 The supporting documentation for greenwaste may be in tonnes or volume but the rebate is only awarded per tonne. The following factors are used to convert greenwaste volume to tonnes;
- a. processed greenwaste volume = 1 cubic metre:0.3 tonne
  - b. Unprocessed greenwaste volume = 1 cubic metre:0.15 tonne
  - c. Unprocessed greenwaste compactor trucks volume = 1 cubic metre:0.26 tonne
  - d. Unprocessed 1.8 x 1.2 metre trailer : 0.15 tonnes
  - e. Processed 1.8 x 1.2 metre trailer : 0.3 tonnes
- 3.5.6 All metropolitan local governments who manage a stockpile of greenwaste from either bulk verge or drop off collections were subject to a site visit in order to verify the above information (see section 5 Site visit procedure)

## **4. Provision of Information**

- 4.1** Local governments must provide documentation supporting the material claimed as outlined in Section 3.1 above. If this information is not provided the local government is contacted by telephone requesting the information by a certain date and this telephone conversation is then followed with a fax. The local governments will be contacted again if the information is not provided before the due date set on the fax. A final date for all local governments is set for the provision of information and after this time further supporting documentation is not accepted. If the local governments have not provided information which is not essential to the calculation of the rebate the local government is not contacted to provide this information.
- 4.2** All local governments not providing supporting documentation before the final due date are listed in the Agenda for the Resource Recovery Rebate Scheme Working Group meeting. The Resource Recovery Rebate Scheme Working Group may consider awarding a local government this material if extenuating circumstances exist.

## 5. Site Visits

- 5.1 Metropolitan site visits will only be conducted where the Resource Recovery Rebate Scheme Working Group considers the visit necessary and in response to the following conditions;
- No previous site visit has been conducted.
  - The site operations have changed significantly since the previous site visit.
  - A particular issue requires a site visit to resolve the issue..
- 5.2 Site Visits need only be carried out if a local government changes its operations or if a particular problem is identified.
- 5.3 Site visits may be conducted independently of the assessment of a particular period.
- 5.4 The facilities are inspected for any evidence of commercial material and to ensure that the material has been reused, recycled or recovered. The nature and amount of the material is observed and checked against the claim and documentation provided in the application forms. The following questions are used as a guide in assessing the facilities. The questions are answered using information from the application and it is assessed during the site visit whether the information provided in the application is reasonable.
- 5.4.1 Commercial Content (drop off point recyclables and greenwaste).
- a. Is commercial material accepted?
  - b. Is material separated?
  - c. Are separate receipts provided for the commercial and domestic stockpiles?
  - d. How is commercial content deducted?
  - e. Is the type of material clearly stated on the documentation?
  - f. Is the vehicle survey by mass or by number.
  - g. Do the answers to the above questions appear to be reasonable from observations on the day? If not can they explain this?
- 5.4.2 Greenwaste- reused/recycled/recovered;
- a. Is the material reused by a processor or processed or removed by local government/residents?
  - b. How often is green waste processed and removed?
  - c. How much greenwaste is generally removed by the processor?
  - d. Is all green waste processed and removed with each processor visit?
  - e. Is a stockpile present? Estimate the volume. Is the volume larger than would be expected given the above factors? Is there a reason for this?
  - f. How is mulch stockpiled for residents? eg. Amount left on site by processors for use by residents, stockpile is mulched and left for resident at irregular intervals
  - g. How is the amount removed by residents estimated? (*Weighbridge, running summary, visual estimate, volumetric survey*).
  - h. On average, how much does the stockpile contain at any one time?
  - i. At approximately what rate do residents remove mulch?
  - j. Is all mulch removed before a new stockpile is made?
  - k. Where did local government reuse the material? If on site rehabilitation. Where is it?
  - l. Has the mulch been used within the landfill cell?
  - m. Has mulch used for on-site rehabilitation been applied in excess for rehabilitation i.e. greater than 4 inches?
  - n. Does the area of rehabilitation roughly correspond with the volume claimed?
  - o. How is contamination removed and the weight deducted from the amount claimed?
  - p. Is the greenwaste composted onsite (rather than mulched) or stockpiled for long periods of time before use.
  - q. Can a correlation between the amount collected and the amount of compost reused be calculated?
- 5.5 Photos are taken as a record of the visits and compiled along with written observations of the site as a site visit report (it must be noted that the site visits are undertaken some months after the end of the period and therefore the operation of the facilities may have changed in this time).

## **6. Resource Recovery Rebate Scheme Working Group**

- 6.1** The Resource Recovery Rebate Scheme Working Group holds a number of meetings to consider issues arising from the assessment of the applications.
- 6.2** The Resource Recovery Rebate Scheme Working Group considers the following figures.
- a. Rebate Summary,
  - b. Tonnage Summary,
  - c. A Individual Organisation Summary of tonnes awarded from various sources and the rebate amount,
  - d. Key Performance Indicators (KPI's) for Kerbside Collection Services.(KPI's for all services are included although only reviewed on request) KPI's include; Total Tonnes awarded, Total rebate, Average rebate per tonne, Yield (kg/hh/week) and System Cost (\$/tonne)
- 6.3** Local governments who have demonstrated an increase or decrease in tonnes collected of kerbside containerised recycling collections greater than one standard deviation from the previous period are considered. Local governments with a particularly high yield or system cost are considered. If reasons for unusual numbers can not be provided the Resource Recovery Rebate Scheme Working Group requests that these local governments are investigated to ensure commercial material has been included in the claim.
- 6.4** The Resource Recovery Rebate Scheme Working Group will consider all late applications and recommend if the applications should be accepted.
- 6.5** Requests for special considerations from local governments are considered against the policies of the scheme.
- 6.6** Issues arising from the assessment of the applications which do not fall within the current policies are considered.
- 6.7** Applications for approved greenwaste processor status are considered (note this classification will cease to have effect from Period 10 onwards)
- 6.8** Material from local governments who have not provided supporting documentation before the final due date are considered.

## **7. Rebate Calculation**

### **7.1 Data Entry**

- 7.1.1** The eligible tonnes for each local government are entered into the software designed to calculate the rebate.
- 7.1.2** The rebate is calculated on the factors below. These factors allow the calculation of a final modifying score which is applied to the eligible tonnes to calculate the final rebate.
- Regional Characteristics – 40%
    - Distance from Perth - 67%
    - Density of collection area - 33%
  - Material Type – 40%
    - Resource Value – 95%
    - Environmental Risk – 5%

### **7.2 Greenwaste Credits**

- 7.2.1** If a Local Government collects more greenwaste in a period than they reuse that Local Government may be eligible to claim that greenwaste in a later period by claiming a greenwaste credit.
- 7.2.2** A record of greenwaste credits claimed and subsequently awarded is kept as part of the rebate calculation documents.

