



MINUTES

CERTIFICATION OF CONFIRMATION OF COMMITTEE MEETING MINUTES

8 MARCH 2012

I, Mr Jim Coten, hereby certify that the following minutes [pages 1 to 19] of the Meeting of **TECHNICAL ADVISORY COMMITTEE** held on 8 March 2012 were confirmed at a meeting of the Committee held on 5 April 2012.



Signature

Mr Jim Coten

Person presiding at the Committee Meeting held on 5 April 2012

TECHNICAL ADVISORY COMMITTEE

MINUTES

8 March 2012

(REF: COMMITTEES-13743)

A meeting of the Technical Advisory Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 8 March 2012**. The meeting commenced at **4.05pm**.

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6 PRESENTATIONS

Nil

7 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

8 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



9 REPORTS OF OFFICERS

9.1 DRAFT 2012-2013 FEES AND CHARGES FOR WASTE MANAGEMENT

REFERENCE: COMMITTEES-13742

PURPOSE OF REPORT

The purpose of this report is to provide member Council officers with a draft schedule of fees and charges proposed for 2012/2013 to allow preliminary work on the Draft 2012/2013 budgets to be undertaken.

KEY ISSUES AND RECOMMENDATION(S)

- It is proposed that the member Council base waste disposal fee be \$45.19/tonne (excl. GST) an increase of \$3.19/tonne on the 2010/2011 base rate.
- It is proposed that the member Council contribution to the Secondary Waste Reserve be increased by \$2.00/tonne to \$26.00 per tonne (excl. GST).
- It is proposed that the current Waste Education Levy of \$3.00/tonne (excl. GST) remain unchanged.
- It has been assumed that there will no increase in the State Government Landfill Levy but there may be future increases announced when the State Waste Strategy is released.
- A \$6.90/tonne (excl. GST) Carbon Price Levy is proposed, estimated on the impact of the Carbon Price that will be payable as from 1 July 2012.
- The member Council general waste disposal fee, including the Landfill Levy and Carbon Price Levy components is proposed to be \$109.09/tonne (excluding GST).
- It is proposed that the cost of member Councils tip passes be increased to fully recover the cost of waste disposal delivered to the Transfer Station by residents of the Region.
- The commercial general waste fee, including the Landfill Levy and Carbon Price Levy components, is proposed to be increased to \$109.09/tonne.
- The fees for the disposal of green waste are proposed to be increased to \$36.36/tonne (excl. GST) for member Councils and \$39.09/tonne (excl. GST) for commercial customers. Member Council residents will be charged the member Council rate with a minimum charge of 0.5 tonnes. The fee for the disposal of stumps, logs and palms will be the same as the general waste charge.
- It is proposed that the fee for the disposal of asbestos/asbestos cement be increased to \$100.00/tonne (excl. GST) for member Councils and member Council residents and to \$163.64/tonne (excl. GST) for commercial customers. The minimum charge for the disposal of asbestos/asbestos cement will increase to \$22.73 (excl. GST)
- As the mattress recycling operations and the e-waste recycling programmes are 'breaking even' it is proposed that the disposal fee for mattresses and e-waste delivered to Red Hill be unchanged so as to encourage the diversion of those items from landfill.
- It is proposed that the fees for the disposal of waste timber at Hazelmere be increased by \$5.00/tonne - \$0.50/cubic metre to cover the anticipated increases in labour, electricity and other costs. The disposal fee for Grade 1 timber will be \$55.00/tonne - \$5.50/cubic metre (excl. GST) and \$68.18/tonne - \$6.36/cubic metre (excl. GST) for Grade 2 timber. The charge for contaminated timber will increase by \$22.73/tonne to \$159.09/tonne - \$13.64/cubic metre (excl. GST).
- A detailed presentation of other changes to waste fees and charges is contained in the report.

Recommendation

That the Schedule of Draft Fees and Charges, forming the attachment to this report, be noted and used in developing the Draft 2012/2013 Budget.



Item 9.1 continued

SOURCE OF REPORT

Director Waste Services

BACKGROUND

A schedule of draft fees and charges is prepared each year and used in the development of the EMRC Draft Budget. The schedule draft fees and charges also provides member Council officers and commercial entities an indication of the fees and charges being proposed so that they too can use them in developing their budgets.

At its meeting held on 2 June 1999 (Ref: Committees-1919) Council adopted a methodology for setting aside funds for the proposed secondary waste processing facility (the Resource Recovery Project). The proposal adopted was for the member Council disposal fee to include a contribution of \$2.00 per tonne to a Secondary Waste Reserve and that each year the contribution increase by \$2.00 per tonne. For 2011/2012 the member Council disposal rate of \$97.00/tonne (excl. GST) included a Secondary Waste Reserve contribution of \$24.00/tonne, a Waste Education Levy of \$3.00/tonne and the \$28.00 Landfill Levy that has to be paid to the State Government on each tonne of waste landfilled.

At the meeting held 2 December 2004 (Ref: Committees-2288) discounts for large volumes of waste from commercial entities were adopted and those discounts, though remaining unchanged, have proved to be an incentive for those disposing of large quantities of waste to utilise Red Hill. Commercial waste disposals generate surpluses that subsidise member Council disposal rates, contribute to the future development reserves and also to regional development and other programmes.

REPORT

The Department of Environment and Conservation officers have given no indication that there are plans to increase the Landfill Levy from the current \$28.00/tonne. The State Waste Strategy was released on 6 March 2012 and it did identify increases in the Landfill Levy however nothing was specifically flagged for 2012/2013.

Following the enactment of the Carbon Price legislation, in addition to landfill operators being liable to pay for their emissions, increases in the cost of electricity and changes in the fuel taxes and the cost of fuel are anticipated. Accordingly it is proposed to increase the member Council base rate to \$45.19/tonne (excl. GST) to ensure that these additional costs and increases in labour costs etc. are recovered.

No increase in the Comprehensive Waste Education Strategy (CWES) levy is proposed but, should Council require officers to re-introduce the Household Hazardous Waste collections at the member Council depots, an increase in the levy would be needed.

The member Council contribution to the Secondary Waste Reserve is proposed to be increased, as previously resolved, by \$2.00/tonne such that the new contribution will be \$26.00/tonne (excl. GST).

The additional information, to enable an accurate determination of the levy required to cover the Carbon Price liability from each tonne of waste landfilled from 1 July 2012, is yet to be released by the Department of climate Change and Energy Efficiency. Based on current information the estimate is that it could be a little as \$6.90/tonne or as much as \$17.00/tonne. It is expected that a more accurate carbon price will be determined closer to 1 July 2012. Pricing will be adjusted to recover the cost of the carbon pricing, if necessary.

Based on all the above the proposed member Council disposal fee for 2012/2013 will be \$109.10/tonne excluding GST.



Item 9.1 continued

In regards to commercial waste disposals that subsidise the member Councils 'base rate', there is a need to ensure the disposal fee is 'competitive'. There is some uncertainty as to how other landfills that accept commercial waste will deal with the Carbon Price but Red Hill's major competitors for commercial waste, Mindarie Regional Council and Rockingham Council, have experienced reductions in their revenues that might impact on their waste disposal prices for 2012/2013. Notwithstanding this, it is proposed that the increase in the disposal fee for commercial/general and commercial/non-member local government waste be 'modest' such that the rate for 2012/2013, exclusive of GST, be \$109.10/tonne (excl. GST) and \$108.18/tonne (excl. GST) respectively. It is also proposed to retain the commercial waste volume discount arrangements that have remained unchanged since they were introduced in 2003/2004.

Further, it is proposed to increase the disposal fee for asbestos/asbestos cement for both member Councils and commercial operations to \$100.00/tonne (excl. GST) and \$163.64/tonne (excl. GST) respectively.

As the mattress recycling operation serves to divert mattresses from landfill and, at the current disposal fees it is proposed the mattress disposal fee not be increased. In respect to e-waste disposals it is anticipated the new national e-waste recycling programme, that is due to start 1 July 2012, will provide for free disposal at the designated collection point (Hazelmere) but, if e-waste is delivered to Red Hill there will be costs incurred in providing a collection bin and transporting the collected material to the designated collection point. Accordingly the e-waste disposal charge at Red Hill is proposed to be retained but not be increased.

Based on the increase in timber volumes being delivered to Hazelmere it appears there is flexibility to increase the disposal prices. Additional funds are required to develop additional markets for the processed wood waste and the increases proposed will provide the necessary funds. The proposed rates are \$55.00/tonne - \$5.50/cubic metre (excl. GST) for Grade 1 timber and \$68.18/tonne - \$6.82/cubic metre (excl. GST) for Grade 2 timber. It is proposed to increase the charge for contaminated loads to \$159.09/tonne - \$15.91/cubic metre (excl. GST) so as to discourage contaminated loads and recover the costs.

It is proposed that the member Council consulting fees for contaminated sites work and the external consulting fees remain unchanged so as to provide a benefit to member Councils seeking advice on contaminated sites and acid sulphate soil treatment.

Other fees and charges have been adjusted in line with CPI, increases in costs or market rates.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management
- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
- 1.4 To investigate leading edge waste management practices

Key Result Area 4 – Good Governance

- 4.1 To improve member Council and EMRC financial viability

FINANCIAL IMPLICATIONS

The fees and charges are developed each year to ensure that costs of providing waste management services are recouped.



Item 9.1 continued

SUSTAINABILITY IMPLICATIONS

The fees and charges developed ensure the services offered are sustainable.

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} As outlined in the report and attachment
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

2012/2013 Draft Schedule of Fees and Charges (Ref: Committees-13839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That the Schedule of Draft Fees and Charges, forming the attachment to this report, be noted and used in developing the Draft 2012/2013 Budget.

Mr Stewart-Dawkins entered the meeting at 4.10pm.

TAC RECOMMENDATION(S)

MOVED MR PEARSON SECONDED MR PURDY

That the Schedule of Draft Fees and Charges, forming the attachment to this report, be noted and used in developing the Draft 2012/2013 Budget.

CARRIED UNANIMOUSLY

EASTERN METROPOLITAN REGIONAL COUNCIL
2012/2013 WASTE MANAGEMENT PROPOSED SCHEDULE OF FEES AND CHARGES

Description	Unit	2011/2012 Charges with no		2011/2012 Charges inc GST	2012/2013 Charges with no GST	2012/2013 Charges		% Inc Exc. GST
		GST	Value of GST			Value of GST	inc GST	
		\$	\$	\$	\$	\$	\$	
Waste Management Charges								
Disposal Rates								
Member Councils								
	1 tonne							
Base Tipping Fee		42.00	4.20	46.20	45.19	4.52	49.71	7.60%
CWES Levy		3.00	0.30	3.30	3.00	0.30	3.30	0.00%
Secondary Waste Reserve		24.00	2.40	26.40	26.00	2.60	28.60	8.33%
Landfill Levy		28.00	2.80	30.80	28.00	2.80	30.80	0.00%
Carbon Price		NOT APPLICABLE			6.90	0.69	7.59	
Total Member Council disposal rate - (*)		97.00	9.70	106.70	109.09	10.91	120.00	12.46%
Councils - Other								
Non-Member Local Government - Commercial	1 tonne	95.59	9.56	105.15	108.18	10.82	119.00	13.17%
WMRC - Domestic (*)	1 tonne	97.00	9.70	106.70	N/A	N/A	N/A	N/A
WMRC - Commercial	1 tonne	NOT APPLICABLE			N/A	N/A	N/A	N/A
Domestic Refuse Tip Pass (Gidgegannup @ 3bags/wk)	n/a	3.64	0.36	4.00	4.00	0.40	4.40	9.89%
Council Refuse Tip Passes - Cars (up to 200kg)	n/a	19.09	1.91	21.00	21.82	2.18	24.00	14.30%
Council Refuse Tip Passes - Trailers (up to 500kg)	n/a	34.09	3.41	37.50	38.18	3.82	42.00	12.00%
General Waste								
Cars / Station Wagons	n/a	19.55	1.95	21.50	22.73	2.27	25.00	16.24%
Trailers (6 x 4)	n/a	39.09	3.91	43.00	40.91	4.09	45.00	4.66%
Trailers (6 x 4) High Sides	n/a	49.09	4.91	54.00	50.00	5.00	55.00	1.85%
Tandem/ Horse Floats (< 1 tonne)	n/a	72.73	7.27	80.00	72.73	7.27	80.00	0.00%
Vans / Utes	n/a	31.36	3.14	34.50	38.18	3.82	42.00	21.75%
Commercial (General)	1 tonne	96.36	9.64	106.00	109.09	10.91	120.00	13.21%
Minimum Commercial Charges	0.50 tonnes	48.18	4.82	53.00	54.55	5.45	60.00	13.21%
Greenwaste								
Greenwaste - Member Councils (uncontaminated)	1 tonne	33.64	3.36	37.00	36.36	3.64	40.00	8.09%
Greenwaste - Member Councils (stumps\logs\palms)	1 tonne	47.27	4.73	52.00	109.09	10.91	120.00	130.78%
Greenwaste - MGB (Member Councils)	1 tonne	69.00	6.90	75.90	74.19	7.42	81.61	7.52%
Greenwaste - Commercial (uncontaminated)	1 tonne	36.36	3.64	40.00	39.09	3.91	43.00	7.51%
Greenwaste - Commercial (stumps\logs\palms)	1 tonne	50.91	5.09	56.00	109.09	10.91	120.00	114.28%
Greenwaste - uncontaminated (to Hazelmere)	1 tonne	52.73	5.27	58.00	52.73	5.27	58.00	0.00%
Greenwaste - shredded to EMRC specification (to Red Hill)	1 tonne	5.00	0.50	5.50	5.00	0.50	5.50	0.00%

(Cumulative Commercial & Contaminated Soils tonnages disposed in excess of 15,000 tonnes and 25,000 tonnes over financial year are subject to a reduction of \$5.00/tonne and \$10.00/tonne respectively.)

(*) 2012/2013 - Inclusive of \$26.00 Secondary Waste Reserve and \$3.00 CWES Levy.

* Minimum charge for greenwaste 0.5 tonnes

Note:

In the event that the weighbridges at Red Hill Waste Management Facility are not operational, vehicles will be charged according to their carrying capacity (in tonnes) multiplied by the appropriate rate from the schedule of fees and charges according to the type of waste being disposed.

EASTERN METROPOLITAN REGIONAL COUNCIL
2012/2013 WASTE MANAGEMENT PROPOSED SCHEDULE OF FEES AND CHARGES

Description	Unit	2011/2012		2011/2012 Charges inc GST \$	2012/2013 Charges with no GST \$	2012/2013 Charges		% Inc Exc. GST
		Charges with no GST \$	Value of GST \$			Value of GST \$	inc GST \$	
Waste Management Charges continued ..								
Disposal Rates continued..								
Special Wastes								
Asbestos	1 tonne	158.18	15.82	174.00	163.64	16.36	180.00	3.45%
Asbestos - Member Council residents only	1 tonne	95.45	9.55	105.00	100.00	10.00	110.00	4.77%
Asbestos - Minimum Charge		19.09	1.91	21.00	22.73	2.27	25.00	19.04%
Car Bodies - Commercial	each	22.73	2.27	25.00	22.73	2.27	25.00	0.00%
Car Bodies - Member Council residents only	each	9.09	0.91	10.00	9.09	0.91	10.00	0.00%
Quarantine Waste	1 tonne	118.18	11.82	130.00	136.36	13.64	150.00	15.38%
Burial Fee (for immediate burial requirements)	n/a	136.36	13.64	150.00	136.36	13.64	150.00	0.00%
Handling Fee (for special handling requirements)	n/a	136.36	13.64	150.00	136.36	13.64	150.00	0.00%
Tyre Disposal (off rim)	each	5.00	0.50	5.50	5.00	0.50	5.50	0.00%
Tyre Disposal (with rim)	each	6.82	0.68	7.50	6.82	0.68	7.50	0.00%
Tyre Recovery Charges (for tyres at the landfill face)	each	22.73	2.27	25.00	22.73	2.27	25.00	0.00%
Mattress disposal fee (Member Council Residents)	each	5.00	0.50	5.50	5.00	0.50	5.50	0.00%
Mattress disposal fee (Charitable Organisations)	each	10.00	1.00	11.00	10.00	1.00	11.00	0.00%
Mattress disposal fee (Commercial)	each	13.64	1.36	15.00	13.64	1.36	15.00	0.00%
Computers, Computer Monitors or Televisions	each	9.10	0.90	10.00	9.10	0.90	10.00	0.00%
Wash Facility Fee	n/a	36.36	3.64	40.00	36.36	3.64	40.00	0.00%
Class III Waste	1 tonne	96.36	9.64	106.00	109.09	10.91	120.00	13.21%
Class III Contaminated Soil	1 tonne	89.09	8.91	98.00	100.00	10.00	110.00	12.25%
Class IV Waste	1 tonne	134.55	13.45	148.00	159.09	15.91	175.00	18.24%
Class IV Contaminated Soil	1 tonne	125.45	12.55	138.00	136.36	13.64	150.00	8.70%
Class V Waste - Concrete encapsulated drums (L 900mm D 600mm)	each	545.45	54.55	600.00	454.55	45.45	500.00	-16.67%
Class V Waste - Concrete encapsulated bulka bags (1.1m x 1.1m x 1.1m)	each	909.09	90.91	1000.00	909.09	90.91	1000.00	0.00%
Administration Charge - Class III (for waste acceptance approvals)	consignment	90.91	9.09	100.00	109.09	10.91	120.00	20.00%
Administration Charge - Class IV (for waste acceptance approvals)	consignment	109.09	10.91	120.00	136.36	13.64	150.00	25.00%
Clean Fill/Inert Waste - Commercial (no sorting required)	1 m ³ (1,000m ³ min)			NOT APPLICABLE	15.00	1.50	16.50	N/A
Clean Fill/Inert Waste - Commercial (minor sorting required)	1 m ³ (1,000m ³ min)			NOT APPLICABLE	20.00	2.00	22.00	N/A
Clean Fill/Inert Waste - Commercial (unsuitable for re-use)	1 m ³ (1,000m ³ min)			NOT APPLICABLE	150.00	15.00	165.00	N/A
Clean Fill/Inert Waste - Member Councils (no sorting required)	1 m ³			NOT APPLICABLE	13.50	1.35	14.85	N/A
Clean Fill/Inert Waste - Member Councils (minor sorting required)	1 m ³			NOT APPLICABLE	18.00	1.80	19.80	N/A
Acid Sulphate Soil Treatment	As required			NOT APPLICABLE	Actual Acid Sulphate Soil Treatment Contractor's Treatment Cost + 10% Surcharge			N/A
Hazelmere								
Wood Waste (per cubic metre)								
- Grade 1	1 m ³	5.00	0.50	5.50	5.50	0.55	6.05	10.00%
- Grade 2	1 m ³	6.36	0.64	7.00	6.36	0.64	7.00	0.00%
- Contaminated	1 m ³	13.64	1.36	15.00	13.64	1.36	15.00	0.00%
Wood Waste (per tonne)								
- Grade 1	1 tonne	50.00	5.00	55.00	55.00	5.50	60.50	10.00%
- Grade 2	1 tonne	63.64	6.36	70.00	68.18	6.82	75.00	7.14%
- Contaminated	1 tonne	136.36	13.64	150.00	159.09	15.91	175.00	16.67%
(Cumulative Commercial & Contaminated Soils tonnages disposed in excess of 15,000 tonnes and 25,000 tonnes over financial year are subject to a reduction of \$5.00/tonne and \$10.00/tonne respectively.)								

EASTERN METROPOLITAN REGIONAL COUNCIL
2012/2013 WASTE MANAGEMENT PROPOSED SCHEDULE OF FEES AND CHARGES

Description	Unit	2011/2012		2011/2012 Charges inc GST \$	2012/2013 Charges with no GST \$	2012/2013 Charges		% Inc Exc. GST
		Charges with no GST \$	Value of GST \$			Value of GST \$	inc GST \$	
Waste Management Charges continued ..								
Sale of Materials (all ex stockpile, minimum 10 tonnes)								
Mixed clay/fill (purchaser to load)	1 tonne	0.50	0.05	0.55	0.50	0.05	0.55	0.00%
Mixed clay/fill (loaded)	1 tonne	NOT APPLICABLE			1.50	0.15	1.65	N/A
Ferricrete	1 tonne	11.00	1.10	12.10	11.00	1.10	12.10	0.00%
Manufactured Products (per cubic metre)								
Mulch Compost	1 m ³	13.91	1.39	15.30	13.91	1.39	15.30	0.00%
Soil Compost	1 m ³	16.36	1.64	18.00	16.36	1.64	18.00	0.00%
Coloured Chip	1 m ³	30.00	3.00	33.00	N/A	N/A	N/A	N/A
Wood Chip (unscreened secondary ground) - Hazelmere	1 m ³	5.50	0.55	6.05	5.50	0.55	6.05	0.00%
EcoChip Mulch - Hazelmere	1 m ³	10.91	1.09	12.00	10.91	1.09	12.00	0.00%
Wood Chip (fines) - Hazelmere	1 m ³	10.91	1.09	12.00	10.91	1.09	12.00	0.00%
Manufactured Products (per tonne)								
Mulch Compost	1 tonne	23.18	2.32	25.50	23.18	2.32	25.50	0.00%
Mulch Compost (Member Council)	1 tonne	19.00	1.90	20.90	19.09	1.91	21.00	0.47%
Soil Compost	1 tonne	18.18	1.82	20.00	18.18	1.82	20.00	0.00%
Soil Compost (Member Councils)	1 tonne	15.00	1.50	16.50	15.00	1.50	16.50	0.00%
Coloured Chip	1 tonne	150.00	15.00	165.00	N/A	N/A	N/A	N/A
Wood Chip (unscreened secondary ground) - Hazelmere	1 tonne	27.27	2.73	30.00	27.27	2.73	30.00	0.00%
EcoChip Mulch - Hazelmere	1 tonne	54.55	5.45	60.00	54.55	5.45	60.00	0.00%
Wood Chip (fines) - Hazelmere	1 tonne	40.91	4.09	45.00	40.91	4.09	45.00	0.00%
Shredded, Unprocessed Greenwaste	1 tonne	NOT APPLICABLE			5.00	0.50	5.50	N/A
Trailer Loaded Products (per scoop)								
Soil Compost	1 scoop	9.09	0.91	10.00	9.09	0.91	10.00	0.00%
Mulch Compost	1 scoop	9.09	0.91	10.00	9.09	0.91	10.00	0.00%
EcoChip Mulch	1 scoop	9.09	0.91	10.00	9.09	0.91	10.00	0.00%
Colour Chip	1 scoop	13.64	1.36	15.00	N/A	N/A	N/A	N/A
Ferricrete	1 scoop	9.09	0.91	10.00	9.09	0.91	10.00	0.00%
Miscellaneous Plant Hire (per hour)								
Hire of Water Tanker	1 hour	136.36	13.64	150.00	136.36	13.64	150.00	0.00%
Hire of Loader (Volvo L120 or equivalent)	1 hour	136.36	13.64	150.00	136.36	13.64	150.00	0.00%
Hire of Tip Truck (11 m3)	1 hour	100.00	10.00	110.00	100.00	10.00	110.00	0.00%
Labour Hire	1 hour	45.45	4.55	50.00	45.45	4.55	50.00	0.00%
(Material purchases in excess of 200 tonnes and 1,000 over financial year are subject to a reduction of 15% and 20% respectively.)								



9.2 WASTE SCAVENGING POLICY – WASTE SCAVENGING GUIDELINE

REFERENCE: COMMITTEES-12828

PURPOSE OF REPORT

The purpose of the report is to review the Waste Scavenging Policy and propose that it be reclassified as a Management Scavenging Guideline.

KEY ISSUES AND RECOMMENDATION(S)

- A Waste Scavenging Policy was adopted by Council in February 2010 and Council requested that it be reviewed after 12 months and a report prepared.
- The Policy has been used as a management guideline and as such it is considered appropriate that it no longer be designated a Council Policy.

Recommendation(s)

That the Waste Scavenging Policy be cancelled and treated as a Management Guideline – Waste Scavenging.

SOURCE OF REPORT

Director Waste Services

BACKGROUND

Following concerns that there was extensive scavenging of scrap metal taking place and materials, from which Council could obtain income, was being taken to scrap metal dealers a Waste Scavenging Policy was developed. At the meeting held February 2010 Council (Committees 10425) considered the Policy and resolved that:

- "1. COUNCIL ADOPT THE WASTE SCAVENGING POLICY FORMING THE ATTACHMENT TO THIS REPORT.*
- 2. THE WASTE SCAVENGING POLICY FORMING THE ATTACHMENT TO THIS REPORT BE REVIEWED AND A REPORT MADE TO COUNCIL AFTER 12 MONTHS."*

The Policy document identified the review was to be undertaken following the Ordinary Elections in 2011.

REPORT

The Waste Scavenging Policy (Attachment 1) has been utilised as a management guideline since it deals with operations being undertaken at EMRC operated waste facilities.

The Waste Scavenging Policy was not developed in response to an existing problem but a potential problem and to give guidance to staff on the circumstances where scavenging is permitted. Since being adopted, employees wishing to take items have been registering the scavenged goods and the Site Manager or Operations Manager, required to ascribe a value to the items based on what the item would likely sell for at an auction or at a 'Re-use Shop' (Tip Shop) such as the one operated by the City of Stirling at Balcatta.

For the most part the items are minor in nature and of insignificant value and payments have been received for them to be disposed off at the Transfer Station or at the landfill (Attachment 2). Whilst the Policy suggested the maximum income an employee could retain from scavenged goods was \$1,000, beyond which the monies were to be payable to the Bonus Fund, the reality has been that employees have been collecting items for their own use and the value of the goods are, on an annual basis, less than \$100.



Item 9.2 continued

There are scrap metal bins at the Transfer Station to receive scrap metal dropped off for recycling by the users of the Transfer Station and, as has always been the case, the income from the sale of that material is recognised as Transfer Station income to offset the cost of operating the Transfer Station.

Since the implementation of the Waste Scavenging Policy, scrap metal being tipped by the waste trucks at the landfill tip-face, has been deposited in scrap metal bins located at the tip-face and any income from the sale of the scrap metal from the tip-face credited to the Bonus Fund as per the Policy for distribution 'equally to all waste management operations staff with a minimum of one year's service'. For the period 1 July 2010 to 30 June 2011 a total of almost 47 tonnes of scrap metal was collected with a value of \$3,744.55.

As a result of minor nature and value of scavenging, there is merit that the Waste Scavenging Policy be treated by the EMRC as a Management Guideline.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management

Key Result Area 4 – Good Governance

- 4.7 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

The reuse of material and diversion of material from landfill reduces the amount of airspace consumed and improves the financial position of the site operations. The payment of monies to all waste management operations staff provides an additional incentive to recover resources having some value without discriminating against those operational staff not working at the tip-face.

SUSTAINABILITY IMPLICATIONS

Diversion of material from the tip-face improves the sustainability of operations.

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. The Waste Scavenging Policy (Ref: Committees-13747)
2. Extract from Scavenged Goods Register (Ref: Committees-13749)



Item 9.2 continued

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That the Waste Scavenging Policy be cancelled and treated as a Management Guideline – Waste Scavenging.

TAC RECOMMENDATION(S)

MOVED MR LUTEY

SECONDED MR PEARSON

That the Waste Scavenging Policy be cancelled and treated as a Management Guideline – Waste Scavenging.

CARRIED UNANIMOUSLY



Waste Scavenging Policy

STRATEGIC PLAN OBJECTIVES

- 1.1 To provide sustainable waste disposal operations
- 4.8 To improve organisation culture, health, welfare and safety

POLICY

- Red Hill Environmental Policy
 - *Investigate and implement measures to divert waste prior to landfilling, as appropriate*
- Risk Management Policy
 - *To protect the organisation's resources and income so that accidental occurrences or other downgrading events will not hamper (or stop) the Council achieving its strategic and service objectives*
- Occupational Safety and Health Policy
 - *The ongoing recognition and control of physical and procedural hazards (inclusive of people with Special Needs), through a hazard identification and control process*
- EMRC Code of Conduct (Clause 3.3)
 - *A member or employee must not make improper use of his or her office or position:*
 - *to gain directly or indirectly an advantage for him or her, or for any other person; or*
 - *to cause detriment to the EMRC or any other person.*

SCOPE

- *Scavenging* is a practice ubiquitous within the waste sector, and can involve significant safety risks both during *scavenging* and when attempting to use the *scavenged* items. It can also involve allegations of theft from the employer.
- The purpose of the policy is to delineate the circumstances under which *EMRC employees or members of the public* are permitted to *scavenge* waste from *EMRC operated waste facilities* for private gain.



LEGISLATION

- Occupational Safety and Health Act 1984 (section 19)
 - *An employer shall, so far as is practicable, provide and maintain a working environment in which the employees of the employer (the employees) are not exposed to hazards*
- Occupiers' Liability Act 1985 (section 5(1))
 - *Subject to subsections (2) and (3) the care which an occupier of premises is required by reason of the occupation or control of the premises to show towards a person entering on the premises in respect of dangers which are due to the state of the premises or to anything done or omitted to be done on the premises and for which the occupier is by law responsible shall, except in so far as he is entitled to and does extend, restrict, modify or exclude by agreement or otherwise, his obligations towards that person, be such care as in all the circumstances of the case is reasonable to see that that person will not suffer injury or damage by reason of any such danger*

POLICY STATEMENT

Definitions

- **Authorised person:** *EMRC employee* with the title Operations Manager, Site Manager or Site Supervisor.
- **Electrical goods:** Any item capable of being powered by mains electricity, and including *electronic waste*.
- **Electronic waste.** Computers, computer monitors, televisions and any piece of digital equipment.
- **EMRC:** Eastern Metropolitan Regional Council.
- **EMRC employees:** All people on the current *EMRC* payroll, irrespective of their usual workplace.
- **EMRC operated waste facilities:** Red Hill Waste Management Facility, Hazelmere Recycling Centre, Walliston Transfer Station, Mundaring Transfer Station, Chidlow Transfer Station and Woorooloo Transfer Station.
- **General waste bin:** Receptacle into which *waste* is placed for direct transfer to a *landfill*.
- **Heavy item:** Any item weighing more than 30 kilograms.
- **Higher value use:** A use higher in the waste hierarchy or "Reduce, Reuse, Recycle, Recover". An example is bicycles used for parts ("reuse") rather than sold as scrap metal ("recycle").
- **Landfill:** The parcel of land nominated by an authorised person as the place for *waste* to be disposed of to the ground.
- **Market value:** The value of an item at the time of valuation using, where possible, an external measure of value (such as commercial scrap metal rates for scrap metal).
- **Members of the public:** Any person who is not an *EMRC employee*, including contractors, sub-contractors and employees or contractors or sub-contractors.
- **Plant:** Any piece of self-propelled mobile equipment.
- **Recycling service:** A receptacle or separated area at an *EMRC operated waste facility* clearly designated for the placement of materials nominated by the *EMRC* for subsequent removal and recycling.
- **Bonus Fund:** A fund established to provide an annual bonus to *waste management operations staff*.



- **Scavenging:** The act of removing *waste* from a *landfill* or *transfer station* with the express intent of taking personal possession of that *waste*.
- **Scavenging Register:** A document, in hard copy or electronic form, containing details of all items *scavenged* from each *EMRC operated waste facility*.
- **Suitable Personal Protective Equipment:** Safety boots, safety glasses and leather gloves.
- **Transfer station:** A facility where *waste* is placed into one or more *general waste bins*. Ancillary activities at a transfer station may include a recycling service.
- **Waste:** Any material unwanted by a person and delivered by that person to a *landfill* or *transfer station*.
- **Waste management operations staff:** Any *EMRC employee* whose usual workplace is an *EMRC operated waste facility*. Excludes any *authorised person*.

General

- *Scavenging* must not be undertaken to the detriment of work duties as detailed in the Position Description of an *EMRC employee*.
- Manual handling of *heavy items* must be avoided at all times to minimise the risk of personal injury.
- All *scavenged* items recovered from an *EMRC operated waste facility* must not be removed from an *EMRC operated waste facility* until the items are recorded into a *Scavenging Register* and approved by an *authorised person* as being available for authorised removal. This includes items *scavenged* by *EMRC employees* and *members of the public*.
- In approving items to be *scavenged*, the *authorised person* must make an assessment in relation to whether the items may be of interest to the Police. Items likely to be of interest to the Police shall not be removed from the site unless approved by the Police.
- All items on the *Scavenging Register* must be valued. The value must be an estimate of the *market value* of the items in the condition at which they are removed from site, and on the date of removal.
- An *authorised person* cannot authorise the removal of an item that is for their own use or the use of an immediate family member. An alternative *authorised person* must be sought to approve the removal of the item.
- An *authorised person* may refuse to authorise the removal of any item. This decision will be final.

Income

- *EMRC employees* may retain up to \$1,000 per year of income from the sale of *scavenged* items. Income will be determined from the *market value* for the items as contained in the *Scavenging Register*.
- Any income above \$1,000 per *EMRC employee* per year from the sale of *scavenged* items is to be payable to the *Bonus Fund*.
- The *Bonus Fund* will be distributed equally to all *waste management operations staff* with a minimum of one year's service in the first pay of December each year. The amount payable to any individual will not exceed \$1,000. Any amount remaining in the *Bonus Fund* after distribution to *waste management operations staff* will be received as *EMRC* income from the operation of the Red Hill Waste Management Facility.

Transfer stations

- *Scavenging* is only permitted under the following circumstances:
 - a. The *EMRC* does not have an income earning *recycling service* for the particular *waste* type. The *EMRC* has provided a *recycling service* for the following *wastes*, and thus scavenging from the transfer station is NOT permitted:
 - i. Ferrous metal (steel, iron etc) except where it meets the requirements of point (c) below
 - ii. Aluminium



- iii. Paper and cardboard
- iv. Glass
- b. The *EMRC* has provided a *recycling service*, but pays for the *recycling service*. This encompasses the following *waste types*:
 - i. *Electronic waste*
 - ii. *Plastics*
 - iii. *Timber*
 - iv. *Mattresses*
- c. The *waste* being *scavenged* has a *higher value use* than the *recycling service* provided by the *EMRC*.
- d. The *waste* being *scavenged* comprises personal effects or money.
- e. The *waste* belonged to the scavenger and was inadvertently disposed of.
- *Waste* must not be *scavenged* from *general waste bins*, as this presents risks to personal safety. Customers should be asked to place material for *scavenging* on the ground near their vehicle. Material for *scavenging* should then be promptly removed to avoid it becoming a hazard to people or interfering with *transfer station* operations.
- *Electrical goods* may only be *scavenged* by *EMRC employees*.

Landfill

- *Scavenging* by *members of the public* is prohibited.
- *Scavenging* at the *landfill* presents significant risks, including but not limited to risks of crushing by *plant*, treading on sharp items and direct contact with disease carrying items. *Scavenging* by *EMRC employees* is only permitted where the *EMRC employee* is able to minimise the risk to any person to a negligible level.
- Any *EMRC employees scavenging* must be wearing *suitable personal protective equipment*.
- *EMRC employees* are not to approach closer than 10 metres to a manned piece of *plant* unless the *plant* is stationary and the *plant* operator has acknowledged their presence.
- The item to be *scavenged* is to be taken the shortest possible distance to get it to a safe location for authorisation and subsequent registration.

This policy has been developed to protect both EMRC staff and the Facilities customers and to ensure the probity of EMRC operations. Failure to comply with the policy may expose staff and the EMRC to prosecution by WorkSafe WA. Any incident arising from scavenging activities must be reported immediately to the Executive Manager, Waste Management Services.

FINANCIAL CONSIDERATIONS

A minor increase in income.

Adopted/Reviewed by Council

18 February 2010

Next Review

Following the Ordinary Elections in 2011

Responsible Unit

Waste Management Services

Scavenged Goods Register

Date	Employee Name	Description of Item	Estimated Value	Authorised Person
22.10.11		10.5L BIKE Helmet	\$5.00	B. Dewhurst
26.10.11		GENSET	\$5.00	B. Dewhurst
10.10.11		STAINLESS SINKS	\$3.00	T. BEININGER
17.10.11		ELECTRICAL CABLE	\$2.00	T. BEININGER
24.10.11		1 AIR CON RADIATOR	\$4.00	T. BEININGER
24.10.11		TENT + Fly Vase	\$5.00	B. Dewhurst
26.10.11		4 PINS + GORDEL TUBE	\$5.00	T. BEININGER
11.11.11		1 x Tool box	\$5.00	
06.11.11		RAISED LAWS	\$2.00	B. Dewhurst
06.11.11		3 x TINS Paint	\$2.00	B. Dewhurst



12 FUTURE MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

The next meeting of the Technical Advisory Committee will be held on **Thursday 5 April 2012** at the EMRC Administration Office, 1st Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 4.00 pm.

Future Meetings 2012

Thursday	5	April	at	EMRC Administration Office
Thursday	10	May (if required)	at	EMRC Administration Office
Thursday	7	June	at	EMRC Administration Office
Thursday	5	July (if required)	at	EMRC Administration Office
Thursday	9	August	at	EMRC Administration Office
Thursday	6	September (if required)	at	EMRC Administration Office
Thursday	4	October	at	EMRC Administration Office
Thursday	22	November (if required)	at	Red Hill Waste Management Facility

13 DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman declared the meeting closed at 4.11pm.