



*The City with Spirit*

## **NOTICE OF MEETING**

Notice is hereby given that a **Infrastructure Works and Development Committee** meeting of the Devonport City Council will be held in the Council Chambers, on Monday 14 August 2017, commencing at 5:30pm.

**The meeting will be open to the public at 5:30pm.**

## **QUALIFIED PERSONS**

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports in this agenda contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

Paul West  
GENERAL MANAGER

**9 August 2017**

**AGENDA FOR A MEETING OF THE INFRASTRUCTURE WORKS AND DEVELOPMENT COMMITTEE  
OF DEVONPORT CITY COUNCIL HELD ON MONDAY 14 AUGUST 2017  
AT THE COUNCIL CHAMBERS AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Infrastructure Works and Development Committee** to be held at the Council Chambers, 17 Fenton Way, Devonport on Monday 14, August 2017 commencing at 5:30pm.

**PRESENT**

		Present	Apology
Chairman	Ald L M Perry		
	Ald C D Emmerton		
	Ald G F Goodwin		
	Ald A J Jarman		
	Ald L M Laycock		✓
	Ald J F Matthews		

**IN ATTENDANCE**

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Audio Recording Policy. The audio recording of this meeting will be made available to the public on Council's website for a minimum period of six months. Members of the public in attendance at the meeting who do not wish for their words to be recorded and/or published on the website, should contact a relevant Council Officer and advise of their wishes prior to the start of the meeting.

**1.0 APOLOGIES**

The following apology was received for the meeting.

Ald L M Laycock	Apology
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**2.0 DECLARATIONS OF INTEREST**

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### **3.0 PROCEDURAL**

#### **3.1 PUBLIC QUESTION TIME**

Members of the public are invited to ask questions in accordance with the following resolution of Council (Min Ref 54/16):

1. Public participation shall take place at Council meetings in accordance with Regulation 31 of the *Local Government (meeting Procedures) Regulations 2015*.
2. Public participation will be the first agenda item following the formal motions; Apologies, Minutes and Declarations of Interest.
3. A maximum period of time of 30 minutes in total will be allowed for public participation.
4. A maximum period of time of 3 minutes will be allowed for each individual.
5. A member of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at that meeting.
6. A member of the public will be entitled to ask questions relating to the activities of Council, giving an explanation that is necessary to give background to the question and ask supplementary or follow up questions relating to that specific matter that may come to light as a result of the answer.
7. Questions do not have to be lodged prior to the meeting, however they would be preferably provided in writing.
8. A question by any member of the public and an answer to that question are not to be debated.
9. The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so.

### **3.2 QUESTIONS ON NOTICE FROM ALDERMEN**

At the time of compilation of the agenda no questions on notice from Aldermen were received.

## 4.0 TENDERS

In accordance with Section 22(1) of the *Local Government Act 1993* Council has delegated powers to the Infrastructure and Works Committee to accept tenders for activities related to the functions of the Committee to the extent of the estimates for the current financial year (Min 198/15 refers).

The following item is listed on the agenda for this meeting of the Infrastructure and Works Committee.

### 4.1 Tender Report Contract CT0189 Buster Road Renewal

The following table details all tenders and contracts which have been entered into by Council above \$100,000 for the 2017/2018 financial year.

Contract	Contract Period	Extension Options	\$ Value (Excluding GST)	Contractor	Min Ref/ Meeting Date
Contract CT0194-01 – Supply, Delivery and Placement of Hot Mix Asphalt	August to December 2018	Not Applicable	\$326,646	Roadways Pty Ltd	Council 120/17 24/7/2017
Contract CT1094-02 – Supply, Delivery and Placement of Bituminous Surfacing	October to March 2018	Not Applicable	\$173,790	Roadways Pty Ltd	Council 121/17 24/7/2017

## 4.1 TENDER REPORT CONTRACT CT0189 BUSTER ROAD RENEWAL

File: 32675 D484737

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards

### SUMMARY

This report seeks Council's approval to award Contract CT0189 Buster Road Renewal to Kentish Construction & Engineering Company Pty Ltd (trading as Treloar Transport).

### BACKGROUND

This report considers tenders received for "Buster Road Renewal – West of Don River" listed within the 2017/18 capital expenditure budget.

This project involves the reconstruction of a 1.1km section of Buster Road from the Don River bridge to the quarry access at number 240. The existing road has poor drainage and is in poor condition.

### STATUTORY REQUIREMENTS

Council is required to comply with Section 333 of the *Local Government Act 1993* and its adopted Code for Tenders and Contracts when considering awarding tenders.

### DISCUSSION

In accordance with Council's Code of Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from five companies. All tenders received were conforming tenders and are summarised in table 1.

**TABLE 1**

No.	Tender	Status	Tender Price (ex GST)
1	Kentish Construction and Engineering Company Pty Ltd	Conforming	\$683,130
2	Walters Contracting Pty Ltd	Conforming	\$740,086
3	Hardings Hotmix Pty Ltd	Conforming	\$819,612
4	Civilscape Contracting Tasmania Pty Ltd	Conforming	\$956,427
5	CBB Contracting Pty Ltd	Conforming	\$964,916

As highlighted in the above table Kentish Construction & Engineering Company Pty Ltd's (trading as Treloar Transport) tender of \$683,130 is the lowest price. The Tender Planning and Evaluation Committee have considered the tenders against each of the selection criteria, these being:

- Relevant Experience
- Quality, Safety and Environmental Management
- Methodology
- Price

The evaluation by the committee indicates that Kentish Construction & Engineering Company Pty Ltd scored highest overall against the selection criteria and therefore offers Council the best value for money.

The Tender Planning and Evaluation Committee minutes were prepared and confidential copies can be made available upon request by Aldermen.

### COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 1 July 2017 and tenders were also advertised on Council's website.

### FINANCIAL IMPLICATIONS

The 2017/18 capital expenditure budget includes an allocation for the "Buster Road Renewal – West of Don River" project of \$750,000. The tender received from Kentish Construction & Engineering Company Pty Ltd is \$683,130.

The breakdown of the budget for this project is summarised below in table 2.

**TABLE 2**

No.	Tender	Price (ex GST)
1	Contract CT0189	\$683,130
2	Project management/administration	\$40,000
3	Construction contingency	\$68,310
	<b>TOTAL</b>	<b>\$791,440</b>

The risk of unforeseen variations on this project is low and the contingency allowance has been set at 10% of the contract amount. If additional funds are required the shortfall will have to be offset by other projects within the 2017/18 capital works program.

### RISK IMPLICATIONS

To minimise risk, the tender administration processes related to this contract comply with Council's Code for Tenders and Contracts which was developed in compliance with Section 333 of the *Local Government Act 1993*.

### CONCLUSION

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that Kentish Construction & Engineering Company Pty Ltd meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract CT0189 Buster Road Renewal.

As the overall total included at table 2 is over the allowable budget amount by \$41,285 the awarding of the tender cannot be approved under delegation. Therefore the recommendation provided is for the Committee to recommend to Council the awarding of the tender.

### ATTACHMENTS

Nil

## RECOMMENDATION

That it be recommended to Council, that in relation to Contract CT0189 Buster Road Renewal:

- a) award the contract to Kentish Construction & Engineering Company Pty Ltd for the tendered sum of \$683,130 (ex GST);
- b) note that design, project management and administration for the project are estimated to cost \$40,000 (ex GST);
- c) note that a construction contingency of \$68,310 (ex GST).

Author:	Shannon Eade	Endorsed By:	Matthew Atkins
Position:	Project Management Officer	Position:	Deputy General Manager

## 5.0 INFRASTRUCTURE AND WORKS REPORTS

### 5.1 ROAD NETWORK STRATEGY - YEAR 2 STATUS

File: 28041 D474945

#### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards

#### SUMMARY

To report to Council on the progress of the actions outlined in the Devonport City Council Road Network Strategy.

#### BACKGROUND

Council's Road Network Strategy 2014 was adopted in April 2015 and was amended in April 2016 to incorporate the Tasmanian Local Government Road Hierarchy. The amended document is known as the Road Network Strategy 2016 (the Strategy).

The objective of the Strategy is to provide a road network suitable for all road users, balancing efficiency, safety and amenity. The Strategy identifies 7 outcomes and the action plan identifies 22 actions to deliver the outcomes:

- Improve access to and from the Bass Highway
- Improved access to the CBD
- Maintain the road hierarchy
- Maintain the 'Ring Road' system
- Improve traffic management arrangements
- Address road safety concerns
- Improve asset management and maintenance

The Strategy is available from Council's website:

<http://www.devonport.tas.gov.au/Council/Publications-Plans-Reports/Council-Plans-Strategies>

#### STATUTORY REQUIREMENTS

Section 21 of the *Local Government (Highways) Act 1982* describes Council's responsibilities regarding road maintenance on local roads.

- "(1) Subject to this Act, the corporation of a municipality is charged with the duty of maintaining the local highways in the municipality that are maintainable by the corporation as shown on its municipal map, and, in any particular case, it shall discharge that duty in such manner as, having regard to all the circumstances of the case, it considers practicable and appropriate.*
- (2) For the purposes of the discharge of its duties under this section in respect of a highway, a corporation may carry out such works as it considers necessary for the maintenance or renewal of any bridge, embankment, or other work carrying, or otherwise associated with, the highway."*



Section 11 of the *Roads and Jetties Act 1935* describes Council's responsibilities State Highways, where the State Government has primary responsibility.

*"Where in a city, town or village there is a footpath on one side or both of a State highway or subsidiary road –*

- (a) the Minister is required to maintain and reconstruct –*
  - (i) the carriageways and the surface lying between them, in the case of 2 paved carriageways divided by a median strip;*
  - (ii) the carriageway and the overtaking lane, in the case of a single paved carriageway incorporating an overtaking lane;*
  - (iii) a paved carriageway not exceeding 7.4 metres in width, in the case of a single undivided paved carriageway;*
  - (iv) a paved carriageway not exceeding 4.3 metres in width, in the case of a carriageway providing a traffic lane to a traffic interchange; and*
  - (v) the culverts and bridges over which the State highway or subsidiary road runs; and*
- (b) the remainder of the State highway or subsidiary road, including drainage and shoulders but not culverts and bridges, shall be maintained and reconstructed by the local authority."*

## DISCUSSION

Implementation of the Strategy is largely the responsibility of the Infrastructure and Works Department, with input from internal and external stakeholders.

Of the 22 actions, 11 are underway or ongoing, 6 are complete and 5 yet to commence. Details of the status of each action are attached to this report.

Key developments in the last year include:

- Action 1: Reduction in casualty crash numbers. Casualty crashes reduced by 10% in the last year. Unfortunately, property damage crashes increased by 3%. However, a reduction in casualty crashes is reflective of a safer and more forgiving road network and is in part due to the significant Council investment in both road safety and asset management.
- Action 7: Middle Road interchange. Council has secured grant funding from the Department of State Growth to undertake ramp widening work as an interim measure to reduce queue lengths on the ramp. Regular traffic counts are undertaken at the site to monitor volumes and assist in development of long term improvements.
- Action 8.4: William Street and Bluff Road traffic management. Council installed road humps on William Street to reduce traffic speeds and deter unsociable driving behaviours. A budget allocation has been secured for pedestrian improvements in the Mersey Bluff precinct in 2017/2018.
- Action 8.7: Mersey Road and Kelcey Tier Road traffic management. An intersection upgrade was completed to improve traffic flow from Kelcey Tier Road.
- Action 8.9: Steele Street and Forbes Street traffic management. An investigation was completed into proposed traffic management improvements at this intersection. It identified that retaining the existing layout was the best option for the site to be reviewed if there are any major changes to traffic or pedestrian volumes.

- Action 10: Identify and pursue grant funding. A total of \$623,000 of grant funding was allocated to Council projects in 2016/2017 including:
  - Black spot program (\$460,000)
  - Vulnerable road user program (\$88,000)
  - Middle Road interchange (\$75,000)

A number of grant submissions are planned for 2017/2018.

The remaining actions will be undertaken prior to the next review of the Strategy scheduled for 2019.

### **COMMUNITY ENGAGEMENT**

No community engagement has been undertaken in preparation of this report. However, consultation with relevant stakeholders is undertaken as part of the investigation of road network issues and the implementation of projects when appropriate.

Multiple requests and enquiries regarding management of the road network are received by Council. Each request is responded to based on its merits using the Strategy as a guide.

### **FINANCIAL IMPLICATIONS**

There are no financial implications resulting from this report.

### **RISK IMPLICATIONS**

Implementation of the Strategy action plan will ensure that the road network meets the requirements of the community into the future.

### **CONCLUSION**

Progress has been made to implement the actions listed in the Devonport City Council Road Network Strategy since its adoption in April 2015.

### **ATTACHMENTS**

- [1.](#) Road Network Strategy 2016 - Action List - Year 2 Status

### **RECOMMENDATION**

That it be recommended to Council that the report of the City Engineer be received and that the status of actions listed in the Road Network Strategy 2016 be noted.

Author:	Michael Williams	Endorsed By:	Paul West
Position:	City Engineer	Position:	General Manager

## ROAD NETWORK STRATEGY 2016 – YEAR 2 STATUS

**Definitions;**

IW&D – Infrastructure, Works and Development

Timeframes

OG Ongoing – day to day tasks which are budgeted for annually

ST Short Term – 1 to 2 years, MT Medium Term – 2 to 5 years, LT Long Term – 5 to 15 years

**Resources required**

A-OPEX -Annual Operational Expenditure – staffing or operational resource allocated as part of the annual plan

F-OPEX -Future Operational Expenditure – identified increased requirements for future consideration in annual allocation

F-CAPEX –Future Capital Expenditure – identified infrastructure requirements

No.	Action	Resources	Responsibility	Timeframe	Status
1	Monitor crash data quarterly. Investigate and develop solutions for high crash locations.	A-OPEX	IW&D Engineering	OG	Ongoing –casualty crashes have reduced by 10% in the last year, but total crashes have increased by 3%
2	Collect and monitor traffic volumes and intersection turning counts. Investigate and develop solutions.	A-OPEX	IW&D Engineering	OG	Ongoing – data being collected in accordance with program – approximately 25 locations per year.
3	Develop Council's Freight and Heavy Vehicle Plan.	A-OPEX	IW&D Engineering	ST	Underway –plan to be presented for Council adoption in 2017
4	Develop Council's Public Transport Plan.	A-OPEX	IW&D Engineering (with Community Services)	ST	Underway – investigation on hold pending outcome of bus route review by State Government.
5	Review ring road signage and implement clear consistent signage scheme.	F-CAPEX	IW&D Engineering	ST	Complete – installation work completed in 2016.

6	Facilitate construction works associated with future fringe ring road.	F-CAPEX	IW&D	LT	Yet to commence.
7	Continue to monitor traffic volumes at Middle Road interchange. Work with Department of State Growth to investigate and develop solutions.	A-OPEX	IW&D Engineering	MT	Ongoing – ramp widening programmed for 2017. Traffic volumes monitored annually.
8.1	Investigate and develop improved traffic management arrangement at the Don Road intersections with Watkinson Street and Hillcrest Road.	A-OPEX	IW&D Engineering	ST	Complete – construction work completed in 2015.
8.2	Investigate and develop improved traffic management arrangement at Wright Street and Norton Way.	A-OPEX	IW&D Engineering	ST	Complete – construction work completed in 2017.
8.3	Investigate and develop improved traffic management arrangement at the Formby Road intersection with Elizabeth Street.	A-OPEX	IW&D Engineering	MT	Complete – no action recommended. Refer to IWC 08/16.
8.4	Investigate and develop improved traffic management arrangement at William Street and Bluff Road.	A-OPEX	IW&D Engineering	MT	Underway – road humps installed on William Street in 2016. Additional work proposed for 2017-18.
8.5	Investigate and develop improved traffic management arrangement at the Stony Rise Road intersection with Mersey Road and Devonport Road.	A-OPEX	IW&D Engineering	MT	Yet to commence.
8.6	Investigate and develop improved traffic management arrangement at the Tarleton Street intersection with Wright Street.	A-OPEX	IW&D Engineering	MT	Underway – construction work programmed for 2017.
8.7	Investigate and develop improved traffic management arrangement at the Mersey Road intersection with Kelcey Tier Road.	A-OPEX	IW&D Engineering	MT	Complete – construction work completed in 2016.

8.8	Investigate and develop improved traffic management arrangement in Watkinson Street near Don College.	A-OPEX	IW&D Engineering	MT	Underway – investigation on hold pending outcome of bus route review by State Government.
8.9	Investigate and develop improved traffic management arrangement at the Steele Street intersection with Forbes Street.	A-OPEX	IW&D Engineering	MT	Complete – no action recommended. Refer to IWC13/17.
8.10	Investigate and develop improved traffic management arrangement at the Mersey Road intersection with Sheffield Road.	A-OPEX	IW&D Engineering	LT	Yet to commence.
8.11	Investigate and develop improved traffic management arrangement at Spreyton Primary School.	A-OPEX	IW&D Engineering	LT	Yet to commence.
8.12	Investigate and develop improved traffic management arrangement at the William Street intersection with Middle Road.	A-OPEX	IW&D Engineering	LT	Yet to commence.
8.13	Investigate and develop improved traffic management arrangement on Stony Rise Road between the lawn cemetery and Tugrah Road.	A-OPEX	IW&D Engineering	LT	Underway – investigation has commenced
9	Continue to undertake traffic management improvement projects as part of the capital works program, prioritizing projects in a consistent and transparent way in line with sound engineering principles	A-CAPEX	IW&D Engineering	OG	Ongoing – multiple projects in each year of forward capital works program.
10	Identify and pursue grants and other external funding that may be available for projects that align with this strategy	A-OPEX	IW&D Engineering	OG	Ongoing - \$623,000 of grant funding obtained for 6 projects in 2016-17.

## **5.2 CRADLE COAST WASTE MANAGEMENT GROUP 2016/17 RECYCLING BIN EDUCATION & ASSESSMENTS REPORT**

File: 29119 D479754

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

Strategy 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses

### **SUMMARY**

This report aims to inform Council and the community of findings from the Cradle Coast Waste Management Group's (CCWMG) 2016/17 Recycling Bin Education & Assessments Report.

### **BACKGROUND**

The CCWMG's Annual Plan and Budget for the 2016/17 financial year was endorsed by Council in June 2016.

The plan included numerous actions which were progressively rolled out during the year and funded through the voluntary waste levy applied to council landfills in the Cradle Coast region.

The CCWMG are in the process of finalising an annual report for the 2016/17 financial year which will be provided to councils, to report on the status of actions within the annual plan.

However, action 2.7 of the annual plan is outlined below and is the subject of this report.

*"Action 2.7: Deliver residential recycling bin assessments and contamination education across the region."*

Dulverton Waste Management (DWM) was engaged to undertake the assessments and prepare a report for the CCWMG. The aim of the bin assessments was to identify and quantify by volume, the types of recyclables and contamination found in kerbside recycling bins and to provide personalised education to residents on their recycling habits.

A full copy of the report is attached.

### **STATUTORY REQUIREMENTS**

The CCWMG is a working group of the Cradle Coast Authority (CCA). The CCA is established as a Joint Authority under section 30 of the *Local Government Act 1993*.

### **DISCUSSION**

The recycling bin assessments were undertaken by DWM between November 2016 and April 2017. This was the fourth year that assessments were undertaken.

This year's assessment involved officers assessing the content of recycling bins prior to being emptied into the recycling collection truck. Each resident assessed was provided with the following:

- An 'All You Need to Know About Your Kerbside Recycling' trifold brochure outlining what can and cannot be placed in the recycling bin;
- A result sticker placed on the bin detailing if their bin was a 'Pass', 'Improvement Required' or 'Fail'; and

- A 'Recycling Bin Feedback' information sheet providing the resident with the individualised feedback on why they were awarded their results.

Where possible residents were provided with face to face feedback, tips and advice on what can and cannot be placed in the recycling bin. The assessors observed that almost all the residents who were provided with face to face verbal feedback had an improvement in their recycling habits next time their property was assessed.

Suburbs were randomly selected for the assessment, however suburbs that recorded high contaminations rates in previous assessments were reassessed. The following locations were assessed in Devonport:

- Charles/Gunn Street (reassessed)
- Nicholls/George Street (reassessed)
- John Street
- Victoria Parade
- William Street
- Tugrah Road

In total 2,143 bin assessments were completed in Devonport. The results from the bin assessments in Devonport are detailed on page 23 of the attached report. The results show that:

- 81% of bins passed the assessment (based on less than 5% of the total bin volume being contaminated).
- 10% of bins were identified as 'Improvement Required' (based on contaminated volume of between 5% and 10%).
- 9% of bins failed the assessment (based on over 10% of the bin volume being contaminated). The 'Fail' rate for Devonport was the same result as the 2015/16 assessments.

The results show that from the bins assessed within Devonport, soft plastics (plastic bags, plastic film, etc) remain the most prominent form of contamination. This has been the same result for the previous two audits.

Based on the assessment results for the region, the report recommends:

- Regional education campaigns to continue. Education is to include information to assist residents in identifying and correctly disposing of the following key contaminants:
  - Soft Plastics;
  - Broken Glass;
  - Foil Food Bags;
  - Meat Trays; and
  - Polystyrene.
- Expand the recycling bin assessment schedule to include new areas previously unassessed and reassessment of locations that have performed poorly in previous assessments or have not been revisited for a number of years.
- The CCWMG to consider developing a regional approach to dealing with repeat offenders, for adoption by each individual council.

The CCWMG have incorporated these recommendations into their annual plan actions for 2017/18 and conduct another round of assessments during 2017/18.

### COMMUNITY ENGAGEMENT

Community engagement was undertaken by the CCWMG as part of the recycling bin assessments.

All property owners received the 'All You Need to Know About Kerbside Recycling' brochure. This brochure provided information on how the assessment process works, important information about contaminating recycling bins, and a section dedicated to recycling tips and what can and can't be recycled.

Council was supplied with three retractable banners:

- What happens to Kerbside Recycling: This banner lists step-by-step the recycling process from kerbside to processing at the material recycling facility.
- Can be Recycled: This banner lists items that can be placed in the recycling bin.
- Can't be Recycled: This banner lists items that cannot be placed in the recycling bin.

The banners are currently displayed in Council's customer service area.

A media campaign to notify residents prior to the assessments being undertaken began in November 2016. This included newspaper advertisements, radio advertising, Council websites and social media.

### FINANCIAL IMPLICATIONS

There is no impact on Council's operating budget as a result of this report.

It is noted that Council's recycling collection contract is impacted financially from the volume of contamination within the collection and therefore it is beneficial to minimise the amount of contamination as much as possible.

### RISK IMPLICATIONS

There are no notable risks to Council associated with the recommendations of this report.

### CONCLUSION

The CCWMG 2016/17 Recycling Bin Education & Assessments Report was undertaken as part of the CCWMG's annual plan of activities. It is presented to the Infrastructure, Works and Development Committee for information and noting.

### ATTACHMENTS

- [1.](#) 2016/17 Recycling Bin Education & Assessments Report

### RECOMMENDATION

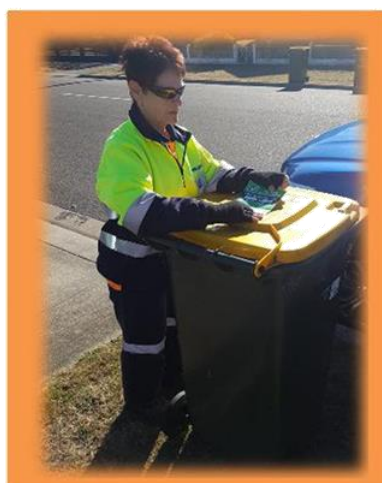
That it be recommended to Council that the Cradle Coast Waste Management Group's 2016/17 Recycling Bin Education & Assessments Report be received and noted.

Author:	Kylie Lunson	Endorsed By:	Paul West
Position:	Infrastructure & Works Manager	Position:	General Manager





## 2016/17 Recycling Bin Education & Assessments Report



Project 2.07 – CCWMG  
By Dulverton Waste Management  
30<sup>th</sup> June 2017

## GLOSSARY OF ABBREVIATIONS

BCC	Burnie City Council
CCA	Cradle Coast Authority
CCC	Central Coast Council
CHC	Circular Head Council
CCWMG	Cradle Coast Waste Management Group
DCC	Devonport City Council
DWM	Dulverton Waste Management
ImpR	Improvement Required
KC	Kentish Council
LC	Latrobe Council
MRF	Materials Recycling Facility (in Spreyton)
NTWMG	Northern Tasmanian Waste Management Group
PPE	Personal Protective Equipment
RADO	Recycling Audit and Data Officers
Rd	Round
SWSA	Southern Waste Strategy Authority
WWC	Waratah Wynyard Council

## EXECUTIVE SUMMARY

Action 2.7 of the Cradle Coast Waste Management Group (CCWMG) Annual Plan and Budget 2016/17 was to deliver another round of residential recycling bin assessments and contamination education within the Burnie City (BCC), Circular Head (CHC), Central Coast (CCC), Devonport City (DCC), Kentish, Latrobe (LC) and Waratah Wynyard (WWC) Council regions. Dulverton Waste Management (DWM) was tasked with coordinating this project. The aim of the bin assessments was to identify and quantify by volume, the types of recyclables and contamination found in kerbside recycling bins and to provide personalised education to residents on their recycling habits.

Suburbs from each Municipality were selected in collaboration with Veolia Environmental Services (Veolia), including new locations and a revisit to some locations previously assessed. DWM reappointed the 2015/16 Recycling Audit and Data Officers (RADO) to conduct the assessments which assisted in maintaining the consistency of data collected. These officers also bring an accrued knowledge of kerbside recycling requirements and an extensive understanding of the importance of the educational aspect of the project.

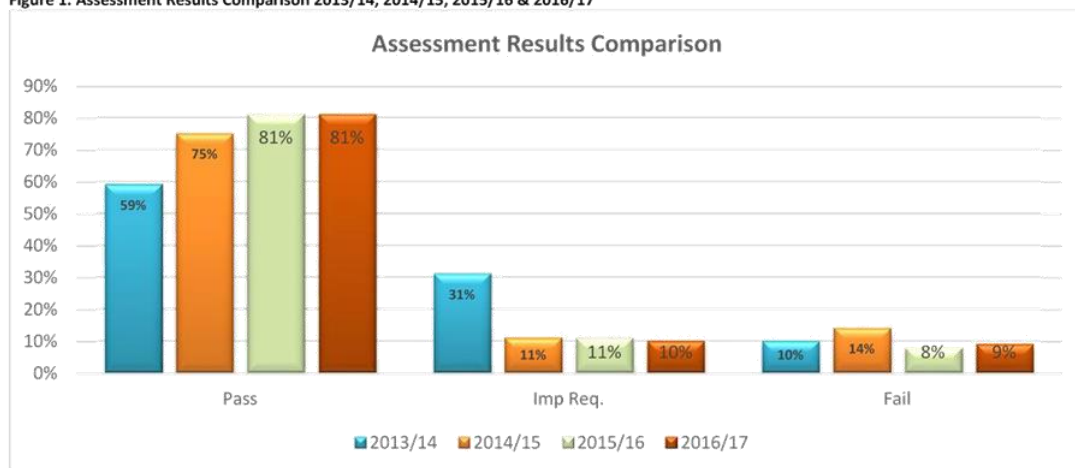
Between November 2016 and April 2017, a total of 11,870 properties were visited by the RADO's and a total of 9,562 bins were assessed. The assessment involved viewing of the contents of each recycling bin placed at the kerbside and determining which category they fell into:

- Fail: When the contamination volume makes up over 10% of the total volume of items in the bin.
- Improvement Required: when the contamination volume makes up between 5% and 10% of the total volume of items in the bin.
- Pass: Where there is only minor contamination, making up between 0% - 5% of the total volume of items in the bin.

Upon completion of the assessment the RADO's placed a corresponding sticker on each bin to notify residents of the outcome and an information brochure and individualised written feedback was placed into the resident's letterbox (see Appendix 5 and 6).

Figure 1 provides a comparison summary for the results that were awarded in the past four years of kerbside assessments.

Figure 1. Assessment Results Comparison 2013/14, 2014/15, 2015/16 & 2016/17



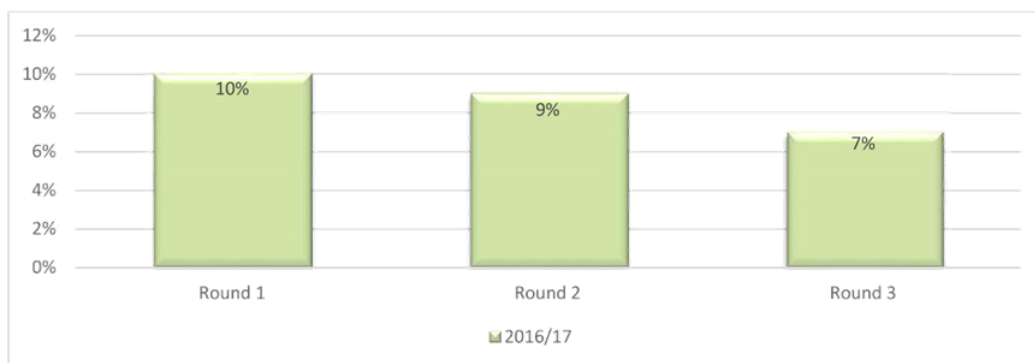
This year's performance remained similar to 2015/16, with the region again achieving an 81% pass result, a slight increase in fail results and a slight decrease in improvement required results. The almost identical

results are likely due to visiting new 12 suburbs this year that have not previously received recycling assessments, the residents in the new suburbs have not previously received one-on-one individualised feedback on their recycling habits.

Further analysis of the fail results for suburbs visited on two or more occasions demonstrates a 10% decrease in fail results between round 1 and 2, and 22% decrease between round 2 and 3. The trend of fail results decreasing could be likely attributed to the residents improving their recycling habits based on the individualised educational material that they were provided on initial visits.

The fail results by round are detailed in Figure 2.

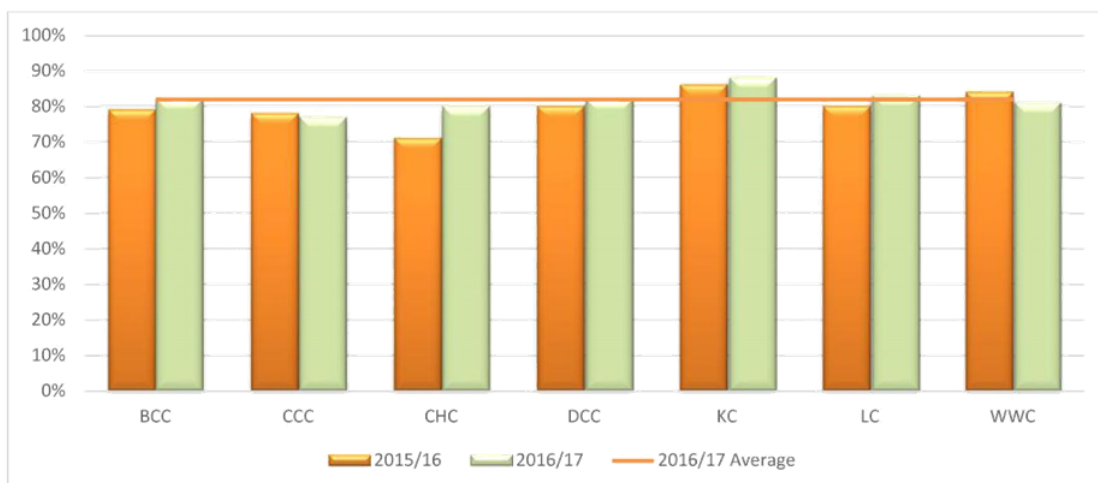
Figure 2. Fail Rates by Round



Of the bins assessed, 44% had some form of contamination inside their bin. Every year soft plastic is recorded as the most common contaminant and this year is no exception making up 26% of the recorded contamination. This is however a 7% decrease in occurrences when compared to 2015/16. Recycling in plastic bags (13%) were the second most commonly occurring contaminant followed by foil food bags (10%), garbage in plastic bags (8%), meat trays (7%) and recycling in boxes (6%).

The pass rate has improved in almost all council areas from 2015/16 to 2016/17, with KC and LC performing particularly well achieving an above average 'pass' result in 2016/17. Individual council results are detailed in Figure 3.

Figure 3. Pass Rates by Council



Whilst the regional average pass rate has not changed when compared to 2015/16, there has been a 23% reduction in the number of bins with some form of contamination found inside. The recorded occurrences of many contamination types targeted by the regional kerbside recycling education campaigns had also reduced. These findings support that regional education, in collaboration with the one-on-one education provided during the assessments, positively impact resident's behaviour.

The RADO's have reported that many residents are becoming familiar with the recycling assessment process and are enjoying some friendly neighbourly rivalry. However the RADO's also noted that in many instances bin contamination appears to be due to a lack of understanding of what a contaminant is (for example: a piece of soft plastic with the PIC recycling symbol), reinforcing that further education is required.

Based on the report findings, it is recommended that:

- Regional education campaigns continue in collaboration with the NTWMG. Education is to include information to assist residents in identifying and correctly disposing of the following key contaminants:
  - Soft Plastic;
  - Broken Glass;
  - Foil Food Bags;
  - Meat Trays; and
  - Polystyrene.
- Where possible and in collaboration with Veolia, expand the recycling bin Assessment Schedule to include new areas previously unassessed and reassessment of locations that have performed poorly in previous assessments or have not been revisited for a number of years.
- The CCWMG consider developing a regional approach to dealing with repeat offenders, for adoption by each individual council.

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## 1. INTRODUCTION

During 2016/17 the CCWMG carried out kerbside recycling education and assessments for a fourth consecutive year, providing the residents in selected suburbs of BCC, CHC, CCC, DCC, KC, LC and WWC with personalised feedback on their recycling habits.

Coordinated by DWM and working in close partnership with Veolia, the kerbside education and assessments commenced in November 2016 and concluded in April 2017.

As per action 2.7 of the CCWMG Annual Plan and Budget 2016/17, this report will detail the following:

- Results of the 2016/17 assessment;
- Comparisons with 2013/14, 2014/15 and 2015/16 assessment data;
- The effect that media campaigns may have had on bin contamination; and
- Recommendations for targeted behaviour change media campaign in 2017/18.



## 2. BACKGROUND

### 2.1 RADO Recruitment

The RADO's who conducted the previous year's assessments (2013/14, 2014/15 & 2015/16) were reappointed through Programmed Skilled Workforce, ensuring that efficient and consistent data collection is continued. The RADO's also bring extensive knowledge of bin contamination due to working and training with Veolia staff in 2015 at the Materials Recycling Facility (MRF) in Spreyton, which assists them in providing accurate feedback and education to the community.

Prior to the commencement date, DWM met with the RADO's to ensure that they were equipped with the appropriate personal protective equipment (PPE) and to sign them onto the Safe Work Method Statement (SWMS). The RADO's were also provided with an Assessment Schedule (Appendix 2), maps of locations and educational material for handing out to residents and sticking onto bins.

### 2.2 Veolia Partnership

DWM worked closely with Veolia to assemble a suitable Assessment Schedule (Appendix 2), which enabled the RADO's to conduct bin assessments prior to the Veolia kerbside bin collections. This collaboration ensured that bin collection delays were kept to a minimum to prevent resident confusion.

To facilitate this objective, the RADO's commenced daily operations at 6am with their allotted assessments as per the Assessment Schedule. Once they had completed the scheduled assessments, they phoned Veolia direct to notify that kerbside collection could take place.

### 2.3 Assessment Media Campaign

Kerbside recycling education is ongoing with many initiatives carried out in 2016/17. The TV advertisement was aired over a period of 6 months and other initiatives were carried out including:

- Radio, Facebook and newspaper advertising;
- Recycling game development;
- Mayors messages and media releases; and
- Recycling quiz development.

As a consequence of the media releases a number of radio interviews were conducted and a feature written in The Advocate. An example of some of the educational initiatives can be found under Appendix 4.



### 3. ASSESSMENT METHODOLOGY

#### 3.1 Sample Size

A total of 20 suburbs from each Municipality were assessed between November 2016 and April 2017, with a focus to visit properties three consecutive times during this period. Due to the close proximity of some suburbs in the Assessment Schedule, there were a small number of properties that were visited in excess of three times.

To enable additional performance comparison, this year the RADO's returned to 9 locations that were visited in past assessments (see section 4.3 for further information). These locations are detailed in Table 1.

Table 1. Reassessed Locations

Council	Reassessed Suburb
BCC	Acton & Montello
CCC	Sulphur Creek
CHC	Did not receive a repeat visit this year
DCC	Charles/Gunn St & Nicholls/George St
KC	Did not receive a repeat visit this year
LC	Last Street & Shearwater
WWC	Somerset (Cardigan St) & Inglis St

#### 3.2 Assessment Protocol

Utilising the Assessment Schedule, the RADO's visited each suburb, assessing bins placed on the kerbside and recording the findings in an electronic data gathering program (Microsoft Access) on a tablet (see Appendix 3).

For each bin assessed, the resident was provided with the following:

- An 'All You Need to Know About Your Kerbside Recycling' trifold brochure outlining what can and cannot be placed in the recycling bin (Appendix 5);
- A result sticker placed on the bin detailing if their bin was a 'Pass', 'Improvement Required' or 'Fail' (Appendix 6); and
- A 'Recycling Bin Feedback' information sheet providing the resident with individualised feedback on why they were awarded their result (Appendix 6).

The RADO's also provide verbal feedback to residents who approach them during the assessment, giving tips and advice on what they can place into their kerbside recycling bin. The RADO's observed that almost all residents who were provided with face to face verbal feedback usually had a noticeable improvement in their recycling habits next time their property was visited.

Once a location was completed, the RADO's contacted Veolia to advise that the kerbside bin collection may commence.

#### 3.3 Resulting 'Pass', 'Improvement Required' or 'Fail'

For every bin assessed, a result sticker was placed on the lid stating if the resident's recycling efforts were a 'Pass', or 'Fail' or if there was 'Improvement Required'.

For each of these three result categories, the RADO's adhered to the following guidelines:

- **Fail:** For contamination volumes over 10% of the total volume of items in the bin. Residents were provided with details of the contamination and a 'fail' and the contaminants were recorded on the tablet.
- **Improvement Required:** For minor contamination, approximately 5% - 10% of the total volume of items in the bin. Residents were provided with details of the contamination and an 'improvement required' with related contaminants recorded on the tablet.
- **Pass:** For contamination volumes between 0% and 5% of the total volume of items in the bin. If there was minor contamination present, residents were provided individualised feedback, but if contamination was zero, this was not necessary and residents were awarded a sticker and provided a brochure only.

### 3.4 Multiple Round Assessments

Whilst the same locations may have been visited up to three times (rounds) this year, the probability of the same residential address being consecutively assessed could not be guaranteed. The RADO's could only assess bins that were presented, and there may have been a round/s where the bin had not been placed at the kerbside by the resident.

### 3.5 Assessment Productivity

Assessment productivity is detailed in Table 3, providing a comparison to previous years. This year was a very productive year, likely due to utilising the services of the previous year's RADOs who are familiar with the task at hand and the housing density of the suburbs visited.

Table 2: Assessment Productivity (rounded to the nearest whole number)

Year	Properties Visited Per Hour*	Average Bin Inspections Per Hour
2013/14	34	23
2014/15**	38	18
2015/16	29	23
2016/17	32	26

\* Data captured includes recording properties that do not have a bin at the kerbside into the database and also assessing bins that are presented.

\*\* In 2014/15 a different assessment methodology was trialled, having the RADO's assess bins as they were being collected by the Veolia truck. This trial was discontinued the following year due to the effects on productivity.

## 4. 2016/17 BIN ASSESSMENT RESULTS REVIEW

### 4.1 Summary Data

Summary data for the past four years of assessments is detailed in Table 3.

Table 3: Assessment Summary Data

	2013/14 (3 assessment rounds)	2014/15* (2 assessment rounds)	2015/16 (3-4 assessment rounds)	2016/17 (3 assessment rounds)
Total number of property visits (whether a bin was presented at the kerbside or not)	9,617	8,892	8,091	11,870
Total number of recycling bin inspections (this is the total number of properties with bins placed at the kerbside)	6,423	4,287	6,536	9,562
Total number of missed opportunities for bin inspections (due to bins not being presented at the kerbside or assessment being rained out)	3,194	4,605	1,555	2,308
Bin presentation rate (the percentage of bins at the kerbside when the suburb was assessed)	67%	48%	81%	81%

\* In 2014/15 a different assessment methodology was trialled where RADO's worked directly with the Veolia collection truck. The change in methodology makes it difficult to conduct an accurate comparison of 2014/15 with other years.

Bin presentation rate remains at 81% which was also recorded in 2015/16. Again the Veolia pickup times were considered when determining what time to commence assessments, to try and capture bins that are placed at the kerbside just prior to the usual pickup time. RADO's would also stop and capture additional bins, when passing through areas they've already assessed but were not placed at the kerbside initially. If time allowed the RADO's would work closely with Veolia to seek out additions bins to those listed on the Assessment Schedule, to maximise the number of residents receiving one-on-one education.

The Assessment Schedule was designed to have RADO's visiting suburbs on more than one occasion where possible, to allow for an analysis of improvement rates for each consecutive visit. However 1,563 properties (typically units) have been excluded from consecutive visit data analysis because the RADO's were unable to accurately identify the property address that the bin belonged to, therefore making analysis of result trends and presentation rate inaccurate.

Table 4 details the number of consecutive visits actually achieved in 2016/17:

Table 4. Number of Consecutive Visits in 2016/17

Number of addresses with bin presented 0 times	2,308
Number of addresses with bin presented 1 time	1,319
Number of addresses with bin presented 2 times	1,342
Number of addresses with bin presented 3 times	1,305
Number of addresses with bin presented 4 times*	19
Number of addresses with bin presented 5 times*	1

\*Some suburbs on the Assessment Schedule were in very close proximity to each other resulting in 19 bins being checked in excess of 3 times.

The RADO's were also very proactive with identifying bins presented to the kerbside after they've checked an area, stopping to check the newly presented bins when moving between locations.

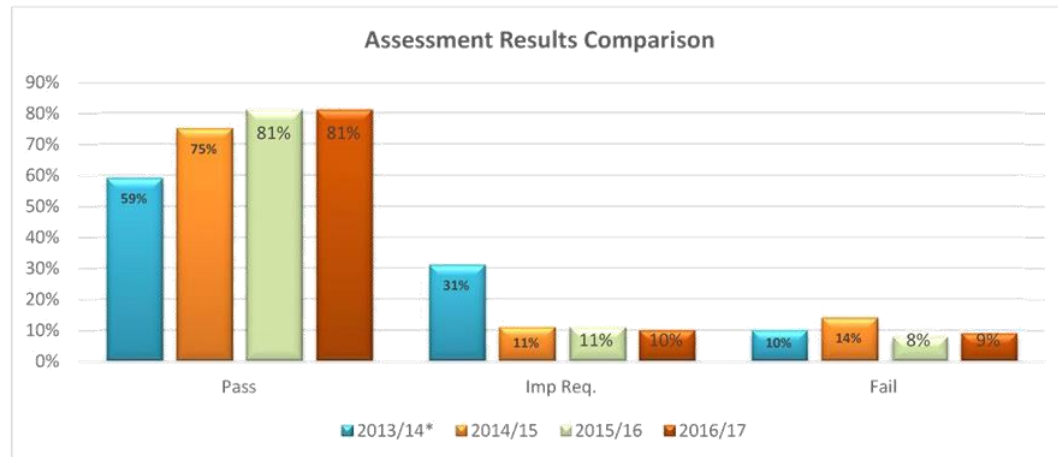
### 4.2 Kerbside Recycling Bin Results

Of the bins assessed 81% received a pass result, 10% an improvement required result and 9% a fail result. These results are almost identical to those awarded in 2015/16. The levelling of results over the past 2 years could be a consequence of visiting 12 suburbs for the first time. Prior to 2016/17 these suburbs had not

previously had their recycling bins assessed, therefore have not received one-on-one personalised education. In contrast, only 3 previously unassessed locations were visited in 2015/16.

Figure 4 displays the assessment results awarded between 2013/14 and 2016/17.

Figure 4. Assessment Results Comparison 2013/14, 2014/15, 2015/16 & 2016/17



\*The improvement required sticker was introduced at the completion of round 1 in 2013/14 and detailed data for residents receiving this result was not recorded. For the benefit of comparison it has been assumed that the bins achieving a pass with some form of contamination but where that contamination was less than <10%, would have been awarded an improvement required sticker.

#### 4.2.1 Fail analysis comparison

Further analysis was carried out to determine a round-by-round percentage breakdown of recycling bins receiving a fail result and can be viewed in Table 5.

Table 5: Round-by-round Breakdown – Averaged Fail Rate

Average 'fail' percentage for round:	2013/14	2014/15	2015/16	2016/17
1	8%	18%	10%	10%
2	11%	11%	8%	8%
3	9%	N/A	5%	7%

Every year the fail rate declines for each additional assessment carried out in the area. This supports that the one-on-one personalised education provided to residents (both verbal and written feedback) at the initial assessment does have a positive impact on future residential behaviour.

Approximately 1% of residents were highlighted as repeat offenders in 16/17, receiving poor result each round and often abusing their recycling bin i.e. removing the lid, filling the bin with obvious contamination (for example: nappies, garbage and organic matter). The RADO's also reported that these residents tended to display anti-social behaviour when encountered.

#### 4.3 Revisited Suburbs Performance Review

Each year the RADO's return to assess previously visited locations, to enable a comparison of results to previous years. This year the RADO's returned to 9 previously visited locations and Table 6 displays the result trends for data collated over a four year period.

Table 6: Reassessed locations - Performance Review

Council	Pass			Improvement Required			Fail		
	2014/15	2015 /16	2016/17	2014 /15	2015 /16	2016/17	2014/15	2015/16	2016/17
<b>BCC</b> (Acton)	-	-	79%	-	-	13%	-	-	8%
<b>BCC</b> (Montello)	79%	79%	82%	14%	13%	10%	7%	8%	8%
<b>CCC</b> (Sulphur Creek)	69%	-	82%	13%		11%	18%	-	7%
<b>DCC</b> (Charles/GunnSt)	-	-	81%	-	-	10%	-	-	9%
<b>DCC</b> (Nicholls/George St)	83%	-	86%	6%	-	7%	11%	-	7%
<b>LC</b> (Last St Area)	75%	80%	80%	7%	8%	11%	18%	12%	9%
<b>LC</b> (Shearwater)	-	78%	85%	-	15%	9%	-	7%	6%
<b>WWC</b> (Somerset/Cardigan)	-	-	80%	-	-	14%	-	-	6%
<b>WWC</b> (Ingilis Street)	-	-	82%	-	-	11%	-	-	7%

NOTE: Unit results are included in this data analysis as it is an annual trend change analysis not an individual round analysis.

When compared to data collected in 2014/15 onwards, all locations improved in the percentage of pass results awarded in 2016/17.

Data collected in the first year of assessments (2013/14) has been excluded from Table 6, due to the many improvements implemented to ensure the quality and accuracy of data collected (including the introduction of the Improvement Required award). These improvements make it difficult to conduct a fair comparison and analysis of data collected in future years.

#### 4.3.1 Detailed Analysis – Consecutive Visits in 2016

Properties that had their bins presented on more than one occasion were analysed to see how results changed each consecutive visit. Excluded from this analysis is 1,563 properties (typically units), because the RADO's were unable to accurately identify the property address that the bin belonged to.

A total of 1,342 properties had their bins checked twice and 1,305 properties had their bins checked on three occasions. A small number of properties (20) had their bins checked four and five times due to the proximity of suburbs on the Assessment Schedule. Due to the complexity of result combinations and the immaterial quantity of properties, these have not been analysed in detail however 15 of these properties did receive consecutive or improving results.

A summary of the change in result awarded to bins with two consecutive visits is displayed in Table 7 and a detailed summary by council can be found under Appendix 1.



Table 7: Bins with 2 Consecutive Visits – Assessment Result

Assessment Result Combinations		% of Bins Receiving Result Combination
1 <sup>st</sup> Visit	2 <sup>nd</sup> Visit	
Pass	Pass	69%
Pass	ImpR	4%
Pass	Fail	4%
ImpR	Pass	11%
ImpR	ImpR	1%
ImpR	Fail	1%
Fail	Pass	7%
Fail	ImpR	1%
Fail	Fail	2%

As displayed in Table 7, 69% of the bins with two consecutive visits received a pass result on both visits. 19% of properties improved their result from the first to the second visit and 10% of bins saw a reduction in performance from the first to the second visit.

Table 8 provides a summary of the change in result awarded to bins with three consecutive visits

Table 8: Bins with 3 Consecutive Visits – Assessment Result

Assessment Result Combinations			% of Bins Receiving Result Combination
1 <sup>st</sup> Visit	2 <sup>nd</sup> Visit	3 <sup>rd</sup> Visit	
Pass	Pass	Pass	61.6%
Pass	Pass	ImpR	5.0%
Pass	Pass	Fail	1.8%
Pass	ImpR	Pass	4.2%
Pass	ImpR	ImpR	1.0%
Pass	ImpR	Fail	0.5%
Pass	Fail	Pass	2.5%
Pass	Fail	ImpR	0.6%
Pass	Fail	Fail	0.9%
ImpR	Pass	Pass	7.8%
ImpR	Pass	ImpR	1.8%
ImpR	Pass	Fail	0.8%
ImpR	ImpR	Pass	1.3%
ImpR	ImpR	ImpR	0.2%
ImpR	ImpR	Fail	0.0%
ImpR	Fail	Pass	0.8%
ImpR	Fail	ImpR	0.2%
ImpR	Fail	Fail	0.2%
Fail	Pass	Pass	4.6%
Fail	Pass	ImpR	0.8%
Fail	Pass	Fail	0.6%
Fail	ImpR	Pass	0.5%
Fail	ImpR	ImpR	0.3%
Fail	ImpR	Fail	0.2%
Fail	Fail	Pass	0.6%
Fail	Fail	ImpR	0.2%
Fail	Fail	Fail	1.1%

In total, 61% of properties received a pass result for all 3 visits, 23% saw an improvement in result from the first to the third visit and 3% a reduction in performance for the three visits.

The improvement in results displayed in Table 7 and 8 demonstrates the benefit that consecutive visits has on assessment results, reinforcing that most residents do take on board and act on the feedback provided.

The decline in results awarded (10% of bins with 2 visits and 3% with 3 visits) may be due to a number of factors including:

- Change in occupancy from the first to the second visit;
- Unusual purchase and inadvertent contamination (i.e. polystyrene from a new T.V);
- Disregard of educational material and feedback previously provided; and/or
- Neighbours/passers by placing incorrect items into the bin once it has been placed at the kerbside (this has been reported by RADO's).

There are also other factors which are difficult to measure through the assessment process. For example a fail award achieved on the second visit could be due to friends staying at the property and placing incorrect items into the bin, there is no way to accurately measure and understand the individual causes of contamination at each consecutive visit.

#### 4.4 Kerbside Recycling Bin Volume Results

As part of the data collection process, the RADO's were required to record the total volume of materials in each bin and estimate what percentage of the bin's contents was contamination. Table 9 displays the average bin volume results and includes both recyclables and contaminants.

Table 9: Average Bin Volume of Materials (Both Recyclables & Contaminants)

	2013/14	2014/15	2015/16	2016/17
Minimum bin volume of materials recorded	11%	8%	5%	5%
Maximum bin volume of materials recorded	98%	108%	110%	110%
Average bin volume of materials	61%	69%	69%	82%

NOTE: Bin volumes in excess of 100% are overfull, whereby the lid is lifted by the contents in the bin.

In 2016/17 the average bin volume of materials estimated by the RADO's increased by 19% compared to the previous three years. This change was discussed with Veolia who measures the kerbside recyclables received by weight. Veolia advised that their records indicate no material change in weight of recyclables collected over the past four years. However, Veolia did note that there are fluctuations in weight throughout the year, for example around Christmas time the bins are lighter due to more wrapping paper and boxes being placed inside.

It was concluded that the increase in recorded average volume may be due to conducting assessments over November to April in 2016/17, rather than April to June as was the case in the previous three years, or is demonstrative of the challenges faced by the RADO's who visually estimate the volume of every bin assessed.

Table 10 displays the percentage of contamination of the total volume of materials in bins that had some form of contamination. Of the 7,752 bins that achieved a pass result, 94% were recorded as having zero contamination.

Table 10: 2016 Average Bin Contamination Volumes for each Result

	Fail	Improvement Required	Pass
Minimum Quantity of Contamination Recorded	10%	5%	0%
Maximum Quantity of Contamination Recorded	100%	10%	5%
Average Contamination	61%	9%	.3%

#### 4.5 Kerbside Recycling Bin Contamination Results

Of the 9,562 bins assessed, 24% had some form of contamination found in their kerbside recycling bin. This is a 23% reduction in the number of bins with contamination when compared to the 2015/16 results.

To enable a comparison of contamination occurrences to previous years, where a varying number of bin assessments were undertaken, the data has been extrapolated to an occurrence rate per 1,000 bins and is displayed in Table 11.

Table 11: Recycling Bin Contaminants

Contaminant Type	Recorded Occurrences per 1,000 Bins*				% increase / decrease from 2015/16 to 2016/17
	2013/14	2014/15	2015/16	2016/17	
Broken Glass	Not recorded	5	2	4	49%
Bubble Wrap	13	28	13	11	-20%
Cereal Bags	7	20	10	22	55%
Clothing	8	37	14	15	6%
Electrical (appliances, e-waste etc)	7	9	8	11	21%
Foil Food Bags (chip packets, some wrappers etc)	43	108	41	56	27%
Food Waste	23	48	20	22	9%
Garbage/Garbage in bags	Not recorded	17	29	63	53%
Green Waste	13	32	12	17	30%
Meat Trays	25	82	30	37	19%
Metal (coat hangers, baking trays etc)	13	9	13	19	31%
Nappies	5	10	5	5	-9%
Paper Towel	16	46	17	16	-5%
Polystyrene	21	37	25	29	12%
Recycling in Boxes	62	128	52	32	-64%
Recycling in Plastic Bags	92	137	98	68	-44%
Soft Plastic (plastic bags, plastic film etc)	257	285	162	141	-14%
Tissues/Tissue Paper	23	24	7	4	-57%
<b>TOTAL</b>	<b>3,382</b>	<b>4,550</b>	<b>4,267</b>	<b>5,465</b>	

\*If there is contamination visible inside a bin the RADO will identify the contamination and mark the corresponding contamination category on the tablet. It is difficult for the RADO to count the number of times a type of contamination occurs inside each bin, therefore the 'recorded occurrences' means the number of times that contamination type was viewed per bin inspection, there may be occasions where one bin has numerous occurrences of a single contamination type, however the data for one occurrence per contamination type is captured per bin only.

Compared to 2015/16, a number of contamination occurrences reduced in 2016/17, including:

- bubble wrap (-20%);
- nappies (-9%);
- paper towel (-5%);
- recycling in boxes (-64%) and plastic bags (-44%);
- soft plastic (-14%); and
- tissues/tissue paper (-57%).



Many of the contaminants listed above have been targeted by numerous educational campaigns over the years and the improvement in results reinforce that the campaigns have positively impacted on residential behaviour.

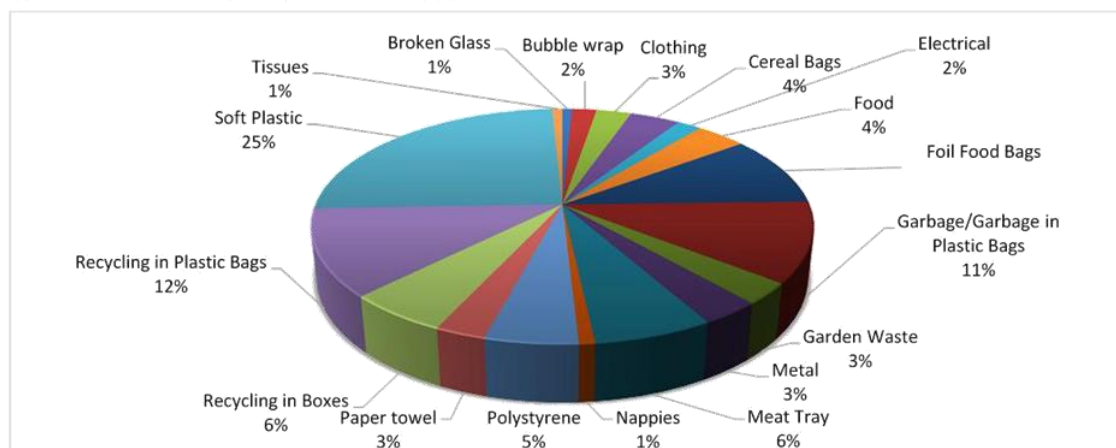
The data in Table 11 highlights some potential new target areas to be considered for future residential education, including:

- broken glass;
- foil food bags;
- electrical items;
- foil food bags;
- meat trays;
- metal; and
- polystyrene.

Garbage and green waste also increased in occurrences, however these contaminants appear to be due to deliberate disrespect for the kerbside recycling service and have not been listed for consideration for future residential education campaigns at this stage.

Figure 5 displays a total percentage breakdown of commonly occurring contaminants in 2016/17.

Figure 5. Commonly Occurring Contaminants (by Occurrence)



Whilst there has been an overall decrease in occurrences of many contamination types in comparison to the 2015/16 results, soft plastic, meat trays, polystyrene, recycling in plastic bags and recycling in boxes still make up over half of the recorded occurrences in 2016/17. Meaning while the educational campaigns and one-on-one feedback is resulting in improved residential behaviour, there is still more work required to reduce these contamination occurrences further.

At the conclusion of the assessments, the RADO noted that coffee cups were a very common contaminate this year, however there was not a separate category to accurately capture this data. A new 'coffee cup' category has been created in the database for future years.

## 5. BIN ASSESSMENT RESULTS BY COUNCIL

As detailed in Appendix 1, result data collated by council indicates that in general, most council's pass awards average between 78-88%, with KC achieving the highest pass rate of 88% and lowest fail rate of 3%. Unfortunately due to the timing of a public holidays, KC was only able to be visited once during these assessments.

The contamination results for each council was similar, ranging between 21-28%. BCC (21%), DCC (22%) and LC (22%) recorded the lowest contamination rates.

Table 12 provides a comparison chart between 2015/16 and 2016/17 results data, with best performance data over the past 2 years for each council highlighted in blue.

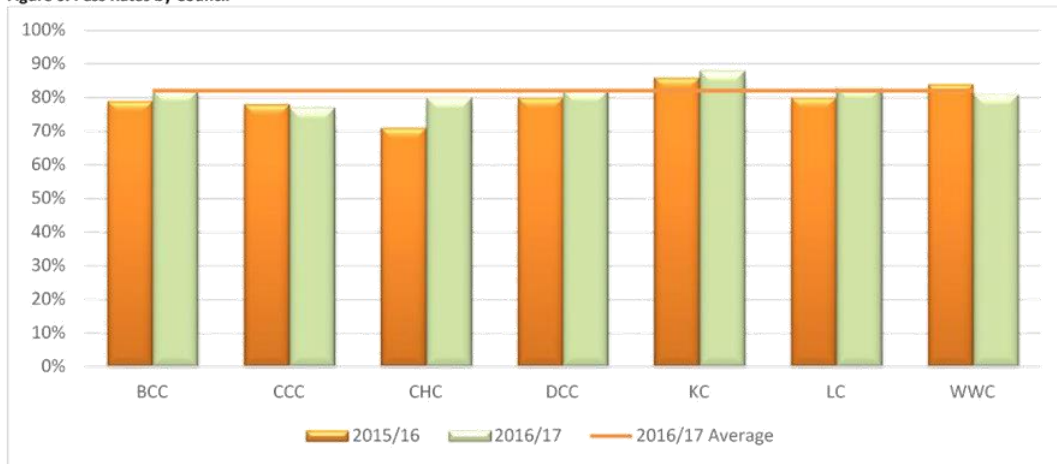
Table 12: 2015/16 and 2016/17 Council Summary Comparison Table

Summary Data	BCC		CCC		CHC		DCC		KC		LC		WWC	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
Properties Visited	1073	2982	2089	2455	246	581	1209	2576	597	158	949	1816	1928	1302
Bin Inspections carried out	842	2305	1735	2011	220	427	923	2143	481	120	785	1518	1550	1038
Total 'Fail' Percentage	7%	8%	10%	11%	10%	8%	9%	9%	6%	3%	8%	7%	7%	7%
Total 'ImpR' Percentage	13%	10%	12%	11%	18%	12%	11%	9%	8%	9%	11%	10%	9%	13%
Total 'Pass' Percentage	79%	82%	78%	78%	71%	80%	80%	82%	86%	88%	80%	83%	84%	80%

Almost all council pass rates have improved when compared to 2015/16, except for WWC who recorded a slight decrease from 84% pass rate in 2015/16 to 80% this year and CCC with a pass rate that remained the same.

Figure 6 displays the pass rates by council compared to the regional average of 81%.

Figure 6. Pass Rates by Council



When compared to the regional average of 81%, KC and LC perform particularly well achieving an above average 'pass' result rates in 2016/17

There were many new suburbs visited for the first time this year, with new (not previously assessed) locations visited in all council areas except WWC. That said, the suburbs visited in WWC could almost be considered new because they were last visited in 2013/14.

## 6. SOLVING CONTAMINATION OFFENDERS

Each year there are a small number of repeat offenders who abuse their recycling bin, further details can be found under Section 4.2. The careless actions of these individuals can cause a safety hazard to the employees responsible for sorting the recyclables by hand and can also result in the contamination and landfilling of recyclable material.

Some residents treat their recycling bin as a rubbish bin, others remove or paint the lid in an attempt to disguise that it was originally a recycling bin, confusing kerbside collection truck drivers. The RADO's reported that residents with the 140L general waste bins stated that 'they have no other choice but to put the waste in their recycling bin because the waste bin is too small'.

Whilst a regional approach is preferred, the solution for repeat contamination offenders needs to be implemented on a council by council basis.

The NTWMG have an action plan in place for repeat kerbside recycling contamination offenders, which varies between councils. Some councils confiscate recycling bins of residents who receive consecutive fail awards and other councils remove the recycling service but provide residents with additional waste collection capacity instead.

It is recommended that the CCWMG consider whether a similar approach to the NTWMG is appropriate for the small percentage of repeat offenders.

Actions for consideration include:

- Giving repeat offenders the choice of either two general waste bins;
- Advising Veolia not to collect bins that have been awarded a failed sticker;
- Issuing warning letters to residents with continuous high levels of contamination; and
- Review bin sizes and where appropriate consider supplying residents with a 240L waste bin.

## 7. RECOMMENDATIONS

Based on the report findings, it is recommended that:

- Regional education campaigns to continue in collaboration with the NTWMG. Education is to include information to assist residents in identifying and correctly disposing of the following key contaminants:
  - Soft Plastic;
  - Broken Glass;
  - Foil Food Bags;
  - Meat Trays; and
  - Polystyrene.
- Where possible and in collaboration with Veolia, expand the recycling bin Assessment Schedule to include new areas previously unassessed and reassessment of locations that have performed poorly in previous assessments or have not been revisited for a number of years.
- The CCWMG consider developing a regional approach to dealing with repeat offenders, for adoption by each individual council.

## APPENDIX 1: RESULTS BY COUNCIL

Data Breakdown	Council							Grand Total
	Burnie City Council	Central Coast Council	Circular Head Council	Devonport City Council	Kentish Council	Latrobe Council	Waratah Wynyard Council	
Properties Visited (Including units)	2982	2455	581	2576	158	1816	1302	11870
Bin Inspections carried out (Including units)	2305	2011	427	2143	120	1518	1038	9562
Properties Visited (Excluding units)	2644	2161	532	1950	156	1354	1125	9922
Bin Inspections carried out (Excluding units)	2050	1780	392	1633	118	1121	905	7999
NOTE: Below data excludes units								
Bin presented 0 times	594	381	140	317	38	233	220	1923
Bin presented 1 time	209	366	46	241	118	247	96	1319
Bin presented 2 times	345	305	68	246	N/A	242	136	1342
Bin presented 3 times	358	268	70	300	N/A	130	179	1305
Bin presented 4 times	18	N/A	N/A	1	N/A	N/A	N/A	19
Bin presented 5 times	1	N/A	N/A	N/A	N/A	N/A	N/A	1
Bin resulted 'Failed':	179	225	35	190	3	111	69	812
Bin resulted 'Fail' Total Percentage:	8%	11%	8%	9%	3%	7%	7%	9%
Fail By Round:								
Total % Fail R1	10%	11%	10%	9%	N/A	9%	9%	10%
Total % Fail R2	8%	13%	9%	8%	3%	7%	7%	8%
Total % Fail R3	5%	10%	6%	8%	N/A	7%	5%	7%
Bin resulted 'Improvement Required (ImpR)':	226	230	50	195	11	153	133	998
Bin resulted 'ImpR' Total Percentage:	10%	11%	12%	9%	9%	10%	13%	10%
By Round:								
Total % ImpR R1	13%	18%	13%	14%	N/A	16%	22%	16%
Total % ImpR R2	9%	11%	10%	10%	9%	10%	8%	10%
Total % ImpR R3	7%	5%	9%	5%	N/A	7%	6%	7%
Bin resulted 'Pass':	1900	1556	342	1758	106	1254	836	7752

Data Breakdown	Council							Grand Total
	Burnie City Council	Central Coast Council	Circular Head Council	Devonport City Council	Kentish Council	Latrobe Council	Waratah Wynyard Council	
Bin resulted 'Pass' Total Percentage:	82%	78%	80%	82%	88%	83%	80%	81%
By Round:								
Total % Pass R1	77%	71%	77%	77%	N/A	75%	69%	74%
Total % Pass R2	83%	76%	81%	82%	88%	83%	85%	83%
Total % Pass R3	88%	85%	85%	90%	N/A	86%	89%	87%
Contamination Categories:								
Broken Glass	11	9	2	6	0	8	4	40
Bubble Wrap	26	20	3	24	0	11	20	104
Clothing	30	43	10	24	2	22	16	147
Cereal Bags	46	35	14	59	3	32	20	209
Electrical	24	29	5	21	0	12	11	102
Food	42	68	7	40	1	37	16	211
Foil Food Bags	115	145	25	127	4	68	47	531
Garbage	39	51	4	36	1	19	9	159
Garbage in Plastic Bags	95	148	25	99	2	53	17	439
Garden Waste	34	39	9	46	0	21	10	159
Metal	38	52	10	33	1	25	21	180
Meat Tray	78	70	23	82	3	62	37	355
Nappies	5	16	1	16	0	4	5	47
Polystyrene	52	62	13	74	3	39	33	276
Paper Towel	34	34	11	32	3	28	10	152
Recycling in boxes	57	61	19	70	7	52	40	306
Recycling in Plastic Bags	169	134	35	132	3	118	62	653
Soft Plastics	325	314	56	267	26	219	145	1352
Tissues	8	11	0	10	0	8	6	43
Total	1228	1341	272	1198	59	838	529	5465
% of total	22%	25%	5%	22%	1%	15%	10%	100%
Bins with 2 inspection results:								
Pass Pass	245	195	44	178	0	169	93	924
Pass Imp/R	22	9	5	8	0	12	3	59



Data Breakdown	Council							Grand Total
	Burnie City Council	Central Coast Council	Circular Head Council	Devonport City Council	Kentish Council	Latrobe Council	Waratah Wynyard Council	
Pass Fail	9	15	3	12	0	4	5	48
Imp/R Pass	22	36	7	25	0	33	19	142
Imp/R Imp/R	5	4	0	0	0	5	3	17
Imp/R Fail	5	10	1	0	0	1	2	19
Fail Pass	28	23	5	14	0	12	8	90
Fail Imp/R	7	4	1	3	0	1	1	17
Fail Fail	2	9	2	6	0	5	2	26
Pass Pass Pass	226	155	45	187	0	79	112	804
Pass Pass Imp/R	8	4	3	31	0	14	5	65
Pass Pass Fail	6	3	1	4	0	6	3	23
Pass Imp/R Pass	16	16	1	9	0	6	7	55
Pass Imp/R Imp/R	4	1	0	3	0	3	2	13
Pass Imp/R Fail	3	0	0	3	0	0	0	6
Pass Fail Pass	10	8	1	7	0	2	5	33
Pass Fail Imp/R	2	1	0	3	0	0	2	8
Pass Fail Fail	3	2	1	3	0	2	1	12
Imp/R Pass Pass	31	25	8	13	0	7	18	102
Imp/R Pass Imp/R	7	3	0	9	0	3	1	23
Imp/R Pass Fail	1	4	0	4	0	0	1	10
Imp/R Imp/R Pass	2	8	0	0	0	0	7	17
Imp/R Imp/R Imp/R	0	1	2	0	0	0	0	3
Imp/R Imp/R Fail	0	0	0	0	0	0	0	0
Imp/R Fail Pass	4	2	1	3	0	0	1	11
Imp/R Fail Imp/R	1	1	0	1	0	0	0	3
Imp/R Fail Fail	0	1	0	1	0	0	0	2
Fail Pass Pass	19	19	3	8	0	3	8	60
Fail Pass Imp/R	4	1	1	1	0	0	3	10
Fail Pass Fail	2	2	1	1	0	1	1	8
Fail Imp/R Pass	3	1	0	0	0	1	1	6
Fail Imp/R Imp/R	1	1	2	0	0	0	0	4



Data Breakdown	Council							Grand Total
	Burnie City Council	Central Coast Council	Circular Head Council	Devonport City Council	Kentish Council	Latrobe Council	Waratah Wynyard Council	
Fail Imp/R Fail	0	0	0	2	0	0	0	2
Fail Fail Pass	2	3	0	3	0	0	0	8
Fail Fail Imp/R	1	1	0	0	0	1	0	3
Fail Fail Fail	2	5	0	4	0	2	1	14
<b>Bin Volumes:</b>								
Min Bin Volume %	5%	5%	5%	5%	5%	5%	5%	5%
Max Bin Volume %	110%	110%	110%	110%	110%	110%	110%	110%
Average Bin Volume %	68%	70%	64%	66%	76%	69%	65%	68%
<b>For bins that failed:</b>								
Min Contamination Volume	10%	10%	10%	10%	10%	10%	10%	20%
Max Contamination Volume	100%	100%	100%	100%	100%	100%	100%	100%
Average Contamination Volume	60%	65%	70%	65%	40%	52%	52%	61%
<b>For bins that were resulted 'improvement required':</b>								
Min Contamination Volume	5%	5%	5%	5%	5%	5%	5%	5%
Max Contamination Volume	10%	10%	10%	10%	10%	10%	10%	10%
Average Contamination Volume	9%	9%	9%	9%	10%	9%	8%	9%
<b>For bins that passed:</b>								
Min Contamination Volume	0%	0%	0%	0%	0%	0%	0%	0%
Max Contamination Volume	5%	5%	5%	5%	5%	5%	5%	5%
Average Contamination Volume	.2%	.4%	.3%	.2%	.7%	.3%	.3%	.3%
# of Bins with Recorded Contamination	492	566	106	471	28	333	245	2241
Contamination Rate	21%	28%	25%	22%	23%	22%	24%	24%

## APPENDIX 2: 2016/17 RECYCLING BIN ASSESSMENT SCHEDULE

2016/17 Assessment Schedule		
Date	Council	Suburb/Area
14/11/2016	Central Coast Council	Preservation Drive, Sulphur Creek
15/11/2016	Wk 1 Waratah Wynyard Council	Somerset - Cardigan, Pelissier, Lyons, George
16/11/2016	Central Coast Council	East Ulverstone
17/11/2016	Central Coast Council	West Ulverstone (Amy St to Undarra Cres area)
18/11/2016	Devonport City Council	Nichols, Vic Parage, George, William St
21/11/2016	Latrobe Council	Last Street, Latrobe
22/11/2016	Wk 2 Burnie City Council	Singline Ave Romaine, Burnie
23/11/2016	Burnie City Council	Montello, Burnie
24/11/2016	Burnie City Council	Acton (Ogden, Stirling/Payne), Burnie
25/11/2016	Kentish Council	South Spreyton (Public Holiday)
28/11/2016	Devonport City Council	John St, Devonport
29/11/2016	Wk 3 Devonport City Council	Charles/Gunn Street, Devonport
30/11/2016	Waratah Wynyard Council	Inglis St area, Wynyard
1/12/2016	Circular Head Council	Grant St, Smithton
2/12/2016	Central Coast Council	Mission Hill, Penguin
5/12/2016	Latrobe Council	Shearwater
6/12/2016	Wk 4 Latrobe Council	Latrobe south of Gilbert
7/12/2016	Burnie City Council	Hillcrest, Burnie
8/12/2016	Burnie City Council	Upper Burnie - South of Thorne, Burnie
9/12/2016	Devonport City Council	Tugrah Rd, Devonport
20/02/2017	Devonport City Council	John St, Devonport
21/02/2017	Wk1 Devonport City Council	Charles/Gunn Street, Devonport
22/02/2017	Waratah Wynyard Council	Inglis St area, Wynyard
23/02/2017	Circular Head Council	Grant St, Smithton
24/02/2017	Central Coast Council	Mission Hill, Penguin
27/02/2017	Latrobe Council	Shearwater
28/02/2017	Wk2 Latrobe Council	Latrobe south of Gilbert
1/03/2017	Burnie City Council	Hillcrest, Burnie
2/03/2017	Burnie City Council	Upper Burnie - South of Thorne, Burnie
3/03/2017	Devonport City Council	Tugrah Rd, Devonport
6/03/2017	Central Coast Council	Preservation Drive, Sulphur Creek
7/03/2017	Wk3 Waratah Wynyard Council	Somerset - Cardigan, Pelissier, Lyons, George
8/03/2017	Central Coast Council	East Ulverstone
9/03/2017	Central Coast Council	West Ulverstone (Amy St to Undarra Cres area)
10/03/2017	Devonport City Council	Nichols, Vic Parage, George, William St
13/03/2017	Wk4 Latrobe Council	Last Street, Latrobe

Date	Council	Suburb/Area
14/03/2017	Burnie City Council	Singline Ave Romaine, Burnie
15/03/2017	Burnie City Council	Montello, Burnie
16/03/2017	Burnie City Council	Acton (Ogden, Stirling/Payne), Burnie
17/03/2017	Kentish Council	South Spreyton
20/03/2017	Devonport City Council	John St, Devonport
21/03/2017	Devonport City Council	Charles/Gunn Street, Devonport
22/03/2017	Wk1 Waratah Wynyard Council	Inglis St area, Wynyard
23/03/2017	Circular Head Council	Grant St, Smithton
24/03/2017	Central Coast Council	Mission Hill, Penguin
27/03/2017	Latrobe Council	Shearwater
28/03/2017	Latrobe council	Latrobe south of Gilbert
29/03/2017	Wk2 Burnie City Council	Hillcrest, Burnie
30/03/2017	Burnie City Council	Upper Burnie - South of Thorne, Burnie
31/03/2017	Devonport City Council	Tugrah Rd, Devonport
3/04/2017	Central Coast Council	Preservation Drive, Sulphur Creek
4/04/2017	Waratah Wynyard Council	Somerset - Cardigan, Pelissier, Lyons, George
5/04/2017	Wk3 Central Coast Council	East Ulverstone
6/04/2017	Central Coast Council	West Ulverstone (Amy St to Undarra Cres area)
7/04/2017	Devonport City Council	Nichols, Vic Parage, George, William St
10/04/2017	Latrobe Council	Last Street, Latrobe
11/04/2017	Burnie City Council	Singline Ave Romaine, Burnie
12/04/2017	Wk4 Burnie City Council	Montello, Burnie
13/04/2017	Burnie City Council	Acton (Ogden, Stirling/Payne), Burnie
14/04/2017	Kentish Council	South Spreyton (Public Holiday)

### APPENDIX 3: ELECTRONIC DATA ENTRY TOOL (MICROSOFT ACCESS)

**Inspection Form**

**dulverton**  
Waste Management

Unit?

Council?

Property ID?

Find Property?

Inspection ID?  (New)

Inspection Date?

Inspector?  Manfred

Bin Present? ☐

**Buttons:** Enter Record, Previous, Next, New, Erase Record, Close, Quit

**Notes:**

**All Access Objects:**

- Tables:** tblContaminationCategoryU, tblContaminationU, tblContaminations, tblCouncilU, tblInspectionU, tblProperties, tblResultU, tblSuburbU
- Queries:** qryCopyOfqryDugdigInspections, qryInPresentNoResult, qryContaminations, qryDugdigInspections, qryDuplicateInspections, qryExcelAnalysis, qryIncompletePropertyDetails, qryInspections, qryInspectionsByCouncil, qryPreviousAudits
- Forms:** frmAnalysis, frmContaminationSubform, frmDailyStatistics, **frmInspections**, frmMainForm, frmPreviousAudits, frmPreviousAudits subform, frmProperties

Record: 4 of 1958 of 1958 | Unfiltered | Search

## APPENDIX 4: RECYCLING ADVERTISING

### Recycling Games:



### Recycling Quiz:



### Facebook Ads:



Want to blitz your bin check?  
[www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)

How to be a good sort in the Cradle Coast  
 kerbside recycling checks.



Would you pass the test?  
[www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)

How to be a good sort in the Cradle Coast  
 kerbside recycling checks.




## APPENDIX 5: INFORMATION BROCHURE

### The importance of keeping recycling bins free from contamination

The 'contamination rate' refers to the quantity of items in a recycling bin that are not actually recyclable. Less contamination means materials are easier to sort and more items can be recycled.


A high contamination rate can result in an entire truckload of recyclables being rejected and sent to landfill.

As well as being harmful to recycling plant staff who are sorting the contents from your bin, continued contamination increases the cost of recycling to the community.



**Did you know used clothing in good condition cannot be recycled in the kerbside recycling?**

However, if donated, local charities can **reuse** the clothing.




### About the kerbside recycling assessment

The Cradle Coast Waste Management Group (CCWMG) and the Northern Tasmanian Waste Management Group (NTWMG) will be conducting random bin assessments to determine how much general waste is being incorrectly placed into yellow-lidded recycling bins in north and north-west Tasmania.

The assessment will be coupled with an education program to show residents what can and what cannot be placed in their recycling bins.

Each recycling bin will be checked three times to assess the level of contamination. A pass or fail sticker will be placed on each bin depending on the amount of contamination found.




**Placing incorrect items into your recycling bin may ruin the efforts of others by causing the entire truckload of recyclables to become contaminated and landfilled.**

For more information about the kerbside recycling assessment visit [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)

### All you need to know about YOUR KERBSIDE RECYCLING

**Rethink Waste TASMANIA**



**Do the right thing, only put suitable items in your recycling bin!**

**CRADLE COAST AUTHORITY** **NORTHERN TASMANIAN Waste Management**

Find out more at [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)

### A-Z guide to recycling and waste

#### Recycling tips

To recycle your plastic you need to know:

- Not all plastic packaging displays the recycling triangle (officially known as the Plastic Identification Code). This triangle tells you what plastic was used to make the packaging, not whether the packaging is recyclable.
- Plastic can be placed into two categories:
  - Hard plastic** - any plastic packaging that is rigid or holds its shape, for example shampoo bottles, can be recycled through your kerbside recycling bin.
  - Soft plastic** - plastic that is flexible, for example, bread bags, bubble wrap and plastic bags, cannot be recycled in any Tasmanian kerbside recycling collection. Most major supermarkets now accept clean, flexible plastics for recycling.

**All recycling should be placed in the recycling bin loose - not in plastic bags, boxes or tied up with string.**

#### Key to Recycling and Waste Chart:

**C** Contact Council **D** Donation/Charity **G** Garbage bin **R** Recycling bin **S** Local supermarket **T** Transfer Station

Item	Category
<b>A</b>	
Aerosol cans	R
Aluminium foil (scrunched)	R
Animal waste (wrapped)	G
<b>B</b>	
Batteries (car & household)	T, C
Books	R, D
Bottles (glass & plastic)	R
Building materials	T
<b>C</b>	
Cans (aluminium & steel)	R
Car/auto parts	T
Cardboard	R
Carpet/carpet underlay	T
Cartons (incl. milk & juice cartons)	R
Chemicals	C
Cigarette butts	G
Clothing and shoes (good condition)	D
Clothing and shoes (damaged)	G
Coat hangers (metal)	G, D
Concrete	T
Cooking oil	T
Crockery (broken)	G
Crockery (intact)	D
Cutlery (metal)	D, T
<b>E</b>	
Envelopes (including windows)	R
E-waste (incl. TVs, computers & accessories)	T
<b>F</b>	
Fluorescent bulbs and tubes	C
Food waste	G
Furniture (good condition)	D
<b>G</b>	
Garden waste	T, C
Garden hose	G
Gas bottles	T
<b>J</b>	
Jar lids (metal/plastic - 80mm across or larger)	R
<b>M</b>	
Margarine tubs	R
Mobile phones	C
Motor oil	T
<b>N</b>	
Nappies (disposable)	G
<b>P</b>	
Paint tins (empty)	R
Paint tins (full or partially full)	C
Paper (incl. junkmail, magazines, newspaper)	R
Pet food tins (empty)	R
Pizza boxes (empty & free from food scraps)	R
Plastic bags	S, D
Plastic containers	R
Plastic strapping	G
Polystyrene/styrofoam	G
Printer/toner cartridges	C
<b>S</b>	
Scrap metal	T
Shredded paper	G
Smoke alarms	G
Steel (other than tins/cans)	T
Syringes	C
<b>T</b>	
Tissues	G
Toys (good condition)	D
Tyres	T
<b>W</b>	
Waxed cardboard	G

## APPENDIX 6: RESIDENT FEEDBACK STICKERS/INFORMATION SHEET

## Your Kerbside Recycling Bin Feedback



Thank you for helping us help the planet by placing the correct items in your recycling bin.



The contents of your bin had a small amount of contamination:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Sorry, your bin failed the recycling bin assessment. As well as being harmful to the environment, continued contamination can end up increasing the cost of recycling to the community.

Today's assessment of your recycling bin identified the following items of contamination:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you require further information relating to your kerbside recycling assessment, visit [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au) or speak to your local council.

## How is it recycled?

- 1 Recycling is collected by a truck from your yellow-lidded kerbside recycling bin.
- 2 The recyclable materials are transported to a Materials Recovery Facility (MRF).
- 3 At the MRF, materials are sorted by hand by type (glass, metals, plastic, paper and cardboard).
- 4 The separated materials are then sold to manufacturers where they are made into new products.

## Contamination can increase the cost of recycling to the community.

Items such as electrical goods, garden waste, paint cans (full or partially full), coat hangers, plastic bags and other soft plastic including bubble wrap and plastic film can all ruin your 'good' recyclables, can damage collection trucks and recycling equipment and can cause harm to people who sort your recycling.



[www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)



Please remove this sticker before your next collection



Please remove this sticker before your next collection



Please remove this sticker before your next collection

## **5.3 CRADLE COAST WASTE MANAGEMENT GROUP STRATEGIC PLAN 2017-2022**

File: 29119 D478405

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

- Strategy 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses

### **SUMMARY**

To consider endorsement of the Cradle Coast Waste Management Group Strategic Plan 2017-2022.

### **BACKGROUND**

The Cradle Coast Waste Management Group Strategic Plan 2017-2022 (Strategic Plan) builds on successful implementation of the actions outlined in the Cradle Coast Regional Waste Management Strategy 2012-2017. A number of major programs have commenced or been implemented by the Cradle Coast Waste Management Group (CCWMG) including:

- the introduction of green waste mulching, regional recycling and regional cardboard recycling contracts,
- services for collection of household hazardous waste including paint (2013-2015), fluorescent tubes (2013-2015) and batteries (2015-2017),
- annual (from 2014) recycling bin assessments to determine bin contamination and to provide residents with individual education depending on the contents of their bin,
- investigations into construction & demolition waste processing,
- development of resource recovery centre/transfer station best practice guidelines,
- communication activities, and
- preparation of tender documents for food and garden organics collection services.

The 2012-2017 Strategy established one measurable target; by 2017, to divert 50% of all municipal solid waste from all local government landfills across the Cradle Coast Region. Although the 2016-2017 data is not available as yet, past trends would indicate a current diversion rate in the order of 25%.

### **STATUTORY REQUIREMENTS**

The CCWMG is a working group of the Cradle Coast Authority (CCA). The CCA is established as a Joint Authority under Section 30 of the *Local Government Act 1993*.

### **DISCUSSION**

The vision of the CCWMG is to deliver a sustainable community in the Cradle Coast region by implementing strategies which minimise waste through increases in waste diversion and recovery.

The Cradle Coast Waste Management Group (CCWMG) includes the Latrobe, Devonport, Kentish, Central Coast, Burnie, Waratah-Wynyard and Circular Head Councils. There are 5 landfills and 10 transfer stations in the region that disposes of approximately 75,000 tonnes of waste to landfill per year.



The CCWMG is responsible for the Strategic Plan implementation with the CCA providing governance responsibility and Dulverton Waste Management providing resources to undertake actions from the Strategic Plan.

The Strategic Plan outlines 52 actions and priorities for solid waste management in the Cradle Coast region for the period 2017-2022. The Strategic Plan specifically addresses a number of challenges that exist regarding solid waste management in the Cradle Coast region:

- stakeholder concerns over levels of illegal dumping,
- limited options for cost effective and suitable hazardous waste management,
- governance arrangements and resourcing for the group,
- the attitude of community to waste issues and lack of ownership by waste generators,
- the lack of a definitive position on waste issues at the State Government level and little coordination between state, regional and local government waste strategies,
- the lack of consistent pricing and data reporting between member councils,
- the lack of local and viable end markets for recovered materials, and
- communication between industry, local government and the regional group.

The Strategic Plan has a focus on four key areas:

- Waste diversion – diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- Regional waste planning and efficiencies – provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/waste infrastructure.
- Partnerships – maintain partnerships with government, planning authorities and the three waste regions to shape waste management policies and regulations to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
- Community engagement – work with the community and industry, through education and feedback, to encourage waste avoidance and re-use to improve the use of existing and future services.

The CCWMG have set measurable objectives in the form of key performance indicators which will allow the group and member Councils to track the progress over the duration of the 5-year Strategic Plan. The four key performance indicators are:

- by 2022, divert 50% of all municipal waste from local government landfill facilities across the region,
- by 2022, increase the proportion of recycling bins receiving a pass mark as part of the recycling bin assessments to 90% across the region (based on the 2015/16 assessments pass rate of 81%),
- by 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from Council reports), and
- by 2022, all member Councils to be collecting and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

A copy of the Strategic Plan is attached to this report including the fully detailed action plan on page 42.

### COMMUNITY ENGAGEMENT

A workshop was held with member Council representatives in December 2016 to identify existing and future challenges and opportunities for the CCWMG. The items discussed at the workshop were used to inform the development of the Strategic Plan.

The CCWMG will undertake community engagement on a project specific basis as projects are delivered.

### FINANCIAL IMPLICATIONS

The voluntary levy applied by the CCWMG is expected to remain at the current level of \$5 per tonne for the duration of the Strategic Plan.

A fully detailed action plan has been included in the Strategic Plan. The action plan maps out project delivery for each of the 52 actions, prioritising the project delivery and including budget costings for each action. The annual total for each of the five years of the Strategic Plan is based on the estimated income from the voluntary levy.

The voluntary levy used to fund delivery of the Strategic Plan actions has been in place since 2012 and so adopting the Strategic Plan will not impact on Council's operating budget.

### RISK IMPLICATIONS

It is believed there are no risks to Council associated with the recommendation of this report.

### CONCLUSION

The vision of the CCWMG is to deliver a sustainable community in the Cradle Coast region by implementing projects which minimise solid waste through increases in waste diversion and recovery.

Adoption and implementation of the Cradle Coast Waste Management Group Strategic Plan 2017-2022 will enable the CCWMG to work towards that vision.

### ATTACHMENTS

[1.](#) CCWMG Strategic Plan 2017-2022

### RECOMMENDATION

That it be recommended to Council that the report of the Infrastructure & Works Manager be received and noted and that Council:

- a) endorse the Cradle Coast Waste Management Group Strategic Plan 2017-2022; and
- b) agree that the Cradle Coast Waste Management Group implement the Strategic Plan.

Author:	Kylie Lunson	Endorsed By:	Paul West
Position:	Infrastructure & Works Manager	Position:	General Manager



Final – V2

# **Cradle Coast WMG Strategic Plan 2017-2022**

7 JUNE 2017

PREPARED FOR

Cradle Coast Waste Management Group





Report title	Cradle Coast WMG Strategic Plan 2017-2022
Client	Cradle Coast Waste Management Group
Draft or final?	Final – V2
Author(s)	C Wardle, L Richmond
Reviewer(s)	C Wardle
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Copyright	2017

### Disclaimer

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### Abbreviations & glossary

CCWMG	Cradle Coast Waste Management Group
C&D	Construction and demolition
C&I	Commercial and industrial
DTF	Department of Treasury and Finance
EPA	Environment Protection Authority
FOGO	Food organics and garden organics
hh	household
KPIs	Key performance indicators
LGAT	Local Government Association of Tasmania
MSW	Municipal solid waste
NEPM	National Environment Protection Measure
NTWMG	Northern Tasmanian Waste Management Group
STCA	Southern Tasmanian Councils Authority



## Summary

### Introduction

The Cradle Coast Waste Management Group (CCWMG) represents seven local government authorities in north west Tasmania participating in a voluntary waste levy arrangement. The participating councils are: Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe and Waratah-Wynyard. The WMG is comprised of a representative from each council and includes practitioners skilled in engineering, environmental health, waste management, corporate governance and general management.

The vision of the CCWMG is to deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery. In line with the region's strategic focus areas, the 2022 goal is to increase waste diversion from landfill, provide regional planning and coordination of waste infrastructure and services, maintain and develop partnerships between local councils, regional groups and the Tasmanian Government and to engage with the community to ensure sustainable waste management becomes a normal, embedded behaviour.

### Where are we now

The CCWMG is at the end of its 2012-2017 5-year waste management strategy during which time a number of programs and initiatives have been developed and implemented throughout the region. Most notably, these have included:

- the introduction of green waste mulching, regional recycling and regional cardboard recycling contracts
- services for the collection of household hazardous waste including paint (2013-15), fluorescent tubes (2013-15) and batteries (2015-17)
- annual (from 2014) recycling bin assessments to determine bin contamination and to provide residents with individualised education depending on the contents of their bin
- investigations into construction & demolition waste processing
- development of resource recovery centre/transfer station best practice guidelines
- communications activities
- the generation of tender documents for food and garden organics collection services.

Additional actions were carried out by the group and a number of these are ongoing. The 2012-2017 strategy established one measurable target: by 2017, to divert 50% of all municipal solid waste (MSW) from all local government landfills across the Cradle Coast region. Data for 2016-17 is not yet available while performance to 2015-16 shows a diversion rate of around 25% for MSW. Past trends indicate the target is unlikely to be reached in 2016-17, however in the event that a food and garden organic kerbside collection service be introduced, additional diversion is likely to be achieved.

In 2015-16 the total amount of waste and recycling material generated in the Cradle Coast region was approximately 107,600 tonnes. This includes 51,200 tonnes of MSW to landfill, 20,700 tonnes of industrial waste to landfill, 26,200 tonnes of recovered organic waste and 9,500 tonnes of other recycled material. The overall recovery rate for the region was estimated to be 33% in 2015-16; this has increased steadily from 24% in 2012-13.





### The challenges ahead

The development of the 2017-2022 5-year strategic plan began in late 2016. As part of its development, representatives from member councils attended workshops in order to establish common issues encountered based on council feedback from residents, local industries and councillor priorities. This feedback has been used throughout the development of this strategy.

A number of challenges exist regarding waste management in the CCWMG region, including:

- stakeholder concerns over levels of illegal dumping
- limited options for cost effective and suitable hazardous waste management
- governance arrangements and resourcing of the group
- the attitude of community to waste issues and lack of ownership by waste generators
- the lack of a definitive position on waste issues at the state government level and little coordination between state, regional and local government waste strategies
- the lack of consistent pricing and data reporting between member councils
- the lack of local and viable end markets for recovered materials
- communications between industry, local government and the regional group.

It is the aim of this strategic plan to address the challenges noted above in order to meet the region's vision for waste management.

### Objectives for the future

The CCWMG has set measurable and achievable objectives in the form of key performance indicators which will allow the group and member councils to track their progress over the 5-year plan. Four key performance indicators have been developed:

1. by 2022, divert 50% of all MSW from local government landfill facilities across the region
2. by 2022, increase the proportion of recycling bins receiving a pass mark as part of recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%)
3. by 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from council reports)
4. by 2022, all member councils to be collecting and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

Progress against key performance indicators will be measured using data provided by member councils, or collected during specific project work, and reported to the group on a regular basis.

### How do we achieve this

To achieve these objectives, 52 actions have been developed in a range of sectors covering the region's four key strategic focus areas (see Summary Table 1).





*Summary Table 1: key strategic focus areas and action sectors*

Strategic focus area	Sector
Waste diversions	Food and garden organics Illegal dumping and litter Infrastructure Services Hazardous waste Tyres Construction & demolition and Commercial & Industrial recovery
Regional planning and efficiencies	Regional governance arrangements Collaborative arrangements between councils Building regional consistency
Partnerships	Working with the Tasmanian Government Working with Industry Collaborating with other regions
Community engagement	Community education Raising awareness Public events

Actions have been developed, assessed and prioritised on the basis of their potential net community benefit (according to environmental, social and economic outcomes) on a positive, neutral or negative scale. Those with higher overall net community benefit are prioritised over those with lower overall net community benefit.

Actions to be implemented over the five years of the plan range from one-off investigations to monthly or annual tasks which require the input of member councils and coordination by the CCWMG.

#### **The next steps**

Through the provision of the voluntary waste levy, the CCWMG will continue to work with member councils to develop and implement actions outlined in the 2017-2022 strategic plan.



## 1. Introduction

The Cradle Coast Waste Management Group (CCWMG) represents seven local government authorities in north west Tasmania participating in a voluntary waste levy arrangement. The participating councils are: Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe and Waratah-Wynyard.

The WMG is comprised of a representative from each council and includes practitioners skilled in engineering, environmental health, waste management, corporate governance and general management. The CCWMG currently receives project management expertise from Dulverton Waste Management and is hosted by the Cradle Coast Authority, who also provides this regional opportunity with administration, financial and communications support.

The CCWMG has a strategic focus on four key areas:

- **Waste diversion:** Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- **Regional planning and efficiencies:** Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/waste infrastructure.
- **Partnerships:** Maintain partnerships with government, planning authorities and the three waste regions to shape waste management policies and regulation to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
- **Community engagement:** Work with the community and industry, through education and feedback, to take ownership of waste avoidance and reuse to improve the use of existing and future services.

This *Cradle Coast WMG Strategic Plan 2017-2022* has been developed to provide strategic direction to the WMG in delivery of programs in these focus areas over the next five years.



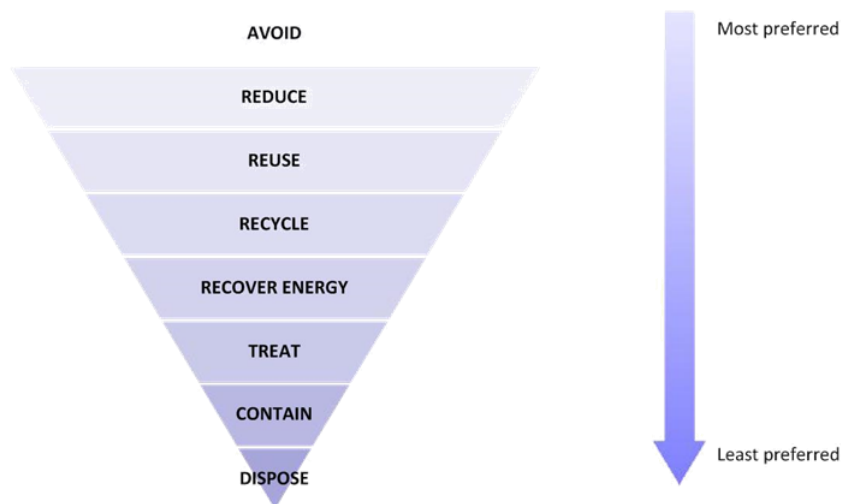
## 2. Context

The CCWMG operates within the context of national and state-based waste policies and regulations, as well as the needs and priorities of its member councils.

### 2.1 Waste policy framework

The waste management hierarchy (refer Figure 1) is the key principle of Australian waste policy and legislation. The hierarchy sets out the way in which waste should be managed, placing avoidance as the most preferred option and disposal to landfill as the least preferred.

Figure 1: Waste management hierarchy



#### Commonwealth Government

The *National Waste Policy: Less Waste More Resources* was developed by the Commonwealth Government in 2009. This national policy sets directions, strategic actions and outcomes in six key areas of waste management and resource recovery in Australia until 2020:

- shared responsibility for reducing the environmental, health and safety footprint of products and materials across the manufacture-supply-consumption chain and at end-of-life
- efficient and effective Australian markets operate for waste and recovered resources, with local technology and innovation being sought after internationally
- less waste and improved use of waste to achieve broader environmental, social and economic benefits
- reduction of potentially hazardous content of wastes with consistent, safe and accountable waste recovery, handling and disposal
- increased capacity in regional, remote and indigenous communities to manage waste and recover and re-use resources



- access by decision-makers to meaningful, accurate and current national waste and resource recovery data and information to measure progress and educate and inform the behaviour and the choices of the community.

One outcome of the *National Waste Policy* is an increased focus on collation and publication of data on waste generation and resource recovery across state and territory jurisdictions. A flow-on effect is an impetus for continual improvement of data recording at waste facilities across the Cradle Coast region.

The Commonwealth Government also developed the *National Environment Protection Measures* (NEPMs). These set the basis for agreed national objectives for protecting or managing aspects of the environment, and are enforced through state legislation. Waste-related NEPMs currently in place address used packaging materials and the movement of hazardous waste between states/territories.

National product stewardship schemes between government and industry are in place for televisions and computers, end-of-life tyres, waste oil, mobile phones and other products. Future arrangements are likely to be established to cover additional waste materials.

#### Tasmanian Government

The Environment Protection Authority (EPA) is responsible for managing waste in Tasmania through three key regulatory mechanisms (the *Environmental Management and Pollution Control Act 1994*, *Environmental Management and Pollution Control (Waste Management) Regulations 2010* and *Environmental Management and Pollution Control (Controlled Waste Tracking) Regulations 2010*). These set out the framework for regulating waste and recycling facilities, tracking of controlled waste and other waste-related regulatory requirements.

The *Tasmanian Waste and Resource Management Strategy 2009* established a range of strategic actions to improve waste minimisation and management across the state, however the strategy has reached its end-of-life and a new action plan is under development by the EPA. The EPA's *2016-2019 Strategic Plan* also identified as key priorities the development of a management strategy for waste tyres, and engagement with local government regarding waste management and incident response for Level 1 and 2 activities.

While the Tasmanian Government has yet to reach an official position, there is little support for the introduction of the previously-proposed state-wide waste levy or an on-going role for the Waste Advisory Committee. There is some interest in the introduction of a container deposit system, possibly mirroring proposed NSW arrangements, although this is still under investigation by the EPA.

#### Other

There are two other waste regions in the state: the Northern Tasmanian Waste Management Group (NTWMG) and the former Southern Waste Strategy Authority, now managed by the Southern Tasmanian Councils Authority (STCA). The CCWMG works closely with the neighbouring NTWMG, while there has been some hiatus in activities in southern Tasmania due to the change in entities.

The NTWMG has also developed a five-year strategy. As in the past, it is likely CCWMG and NTWMG will continue to work closely together where there is commonality of strategic opportunities. Those opportunities identified in the *NTWMG Five year strategy 2017-2022* (NTWMG 2017) include:

- undertaking a regional landfill and transfer station compositional audit in 2017/18 and 2021/22
- cross-regional communications and education



- co-hosting a biennial local government waste forum in 2018/19 and 2020/21.

The Local Government Association of Tasmania (LGAT) has also recently developed the *LGAT Waste and Resource Management Strategy* (MRA 2017). The strategy was developed to inform state-wide initiatives established through the proposed new strategic action plan being prepared by the EPA.

## 2.2 Stakeholder consultation

A workshop was held with member council representatives in Burnie on 2 December 2016 in order to discuss and identify existing and future challenges and opportunities for the CCWMG. Key themes discussed at the workshop have been detailed in Appendix A and are summarised in Table 1. These themes were used to inform development of the strategic plan.

*Table 1: Stakeholder consultation – challenges and opportunities*

Challenges	Opportunities
<ul style="list-style-type: none"> <li>• Lack of impetus and consistency for waste programs at state and local government levels</li> <li>• Reactive, not proactive, state government response</li> <li>• Lack of council resources (both financial and human resources)</li> <li>• Lack of community attention and importance given to waste issues</li> <li>• Lack of ownership/responsibility by waste generators</li> <li>• High incidence of illegal dumping and littering</li> <li>• Limited options for hazardous waste management</li> <li>• Data problems contribute to lack of understanding of waste issues</li> <li>• Establishing reduction and recycling programs in business/industry sector</li> <li>• Pricing inconsistencies and lack of financial incentives to recycle</li> <li>• Local, viable markets for recovered materials</li> </ul>	<ul style="list-style-type: none"> <li>• Improved governance arrangements</li> <li>• Better model for funding of programs, including increased resourcing</li> <li>• Increased engagement and cooperation by state government</li> <li>• Coordinated regional and statewide strategies</li> <li>• Closer working relationships between councils (including sharing of resources and information)</li> <li>• Increased value from community resources</li> <li>• Enhanced education programs for better informed community</li> <li>• Establish market partnerships to increase recycling</li> <li>• Innovation; willingness to trial and implement different approaches</li> <li>• Proceed with diversion of food and garden organics</li> <li>• Improve measurement/reporting on key performance indicators</li> </ul>

Following development of a draft plan, an additional workshop was held on 12 May 2017 for stakeholders to discuss the contents and provide feedback prior to finalisation of the strategic plan.





### 3. Performance to date

#### 3.1 2012-2017 strategy

The strategic direction of the CCWMG over the past five years was established in the *Cradle Coast Waste Management Strategy 2012-2017* (CCWMG 2012). The 2012-2017 strategy benchmarked past performance and incorporated a detailed action plan to guide activities and opportunities undertaken by the WMG. Programs and actions included in the 2012-2017 strategy addressed the following priorities:

- reducing greenhouse gas emissions
- reducing organics at waste facilities
- recovery of construction and demolition materials
- regional pricing policy
- increasing waste facility resource recovery
- rationalising waste infrastructure and services
- improving data capture
- reporting
- partnerships, policies and planning
- extended producer responsibility
- community education and engagement
- household kerbside recycling
- social opportunities.

The 2012-2017 strategy established only one measurable target:

- by 2017, to divert 50% of all municipal solid waste (MSW) from all local government landfills across the Cradle Coast region.

While data for 2016-17 is not yet available, performance to 2015-16 as shown in the CCWMG's *Annual Report 2015-16* (CCWMG 2016) shows a diversion rate of around 25% for MSW. Past trends indicate the target is unlikely to be reached in 2016-17<sup>1</sup>, although additional diversion is likely to be achieved if the proposed organic kerbside collection service is introduced (member councils are currently assessing tender documents).

#### 3.2 Material generation and recovery

CCWMG member councils provide a diverse range of services to manage and dispose of waste and recovered materials generated by their communities. The regional infrastructure network includes three landfills (at Dulverton, Port Latta and Ulverstone), eleven resource recovery centres/transfer stations (at Burnie, Castra, Port Sorell, Preston, Sheffield, South Riana, Spreyton, Ulverstone, White Hills, Wilmot and Wynyard) and a composting facility (at Dulverton).

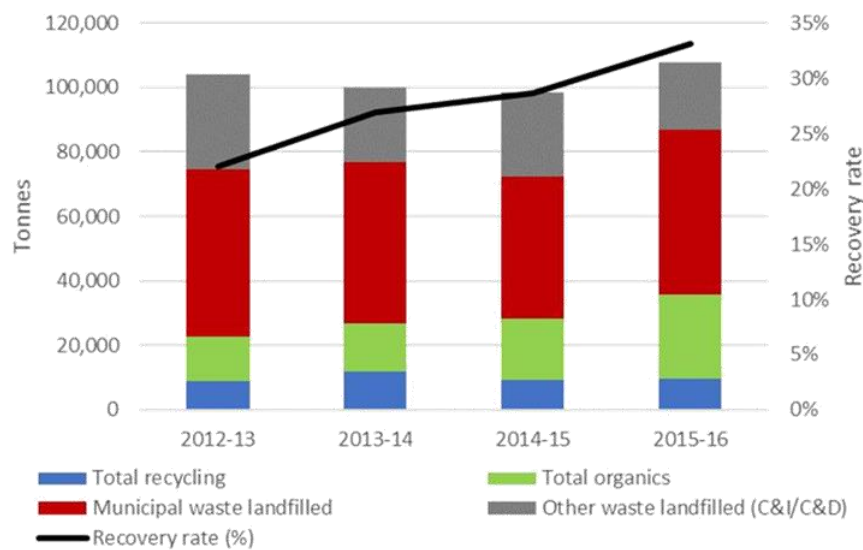
There are also various private waste and recycling companies which service the region; the largest of these (Veolia) operates a comingled materials recovery facility at Spreyton.

<sup>1</sup> The *Annual Report 2015-16* notes that the diversion rate is conservative due to the difficulty in obtaining waste data from member councils; consequently the actual diversion rate may be higher.



In 2015-16 the total amount of waste and recycling material generated in the Cradle Coast region was approximately 107,600 tonnes. This includes 51,200 tonnes of MSW to landfill, 20,700 tonnes of commercial and industrial (C&I) and construction and demolition (C&D) waste to landfill, 26,200 tonnes of recovered organic waste and 9,500 tonnes of other recycled material. The overall recovery rate for the region was estimated to be 33% in 2015-16; this has increased steadily from 24% in 2012-13. Figure 2 shows waste generation and the estimated recovery rate for the region since development of the 2012-2017 strategy.

Figure 2: Waste generation in Cradle Coast region 2013-2016



Kerbside recyclables comprised 71% of the total tonnes of material recycled in the region, cardboard 4% and other materials diverted at waste drop-off facilities (*viz.* e-waste, oil, non-ferrous metals, timber, concrete, steel and tyres, comprising 25%). Note the quantity of other materials recovered in the region is likely to be underestimated, as data is only available from facilities in Burnie City and Devonport City.

More information on current and future waste generation data is provided in Appendix B.



## 4. Opportunities and priorities

Opportunities for further development of programs and actions in the 2017-2022 strategic plan have been explored in this section in line with the four areas of strategic focus of the CCWMG. The potential opportunities are based on on-going activities identified in the 2012-2017 strategy, input from stakeholder consultation and industry trends in the waste and recycling sector.

### 4.1 Waste diversion

#### Food and garden organics

The diversion of food organics and garden organics (FOGO) offers significant opportunity to reduce waste to landfill, in turn reducing the greenhouse gas emissions associated with the decomposition of putrescible waste in landfill. Kerbside waste bin audits conducted in the CCWMG region in 2010 estimated that 42% of the waste stream was organic waste (a figure which is close to the national average calculated from a range of jurisdictional waste audit data). This represents a significant proportion of waste which could be diverted from landfill through the introduction of a kerbside collection service. FOGO was recognised as a key issue among CCWMG member councils especially with regards to:

- communicating to the community the quantity of FOGO present in waste bins (including the potential environmental benefits to diversion)
- the overdue release of service tender documents and decisions around service implementation.

Actions from the 2012-2017 strategic plan related to the management of FOGO that have been implemented by the CCWMG include:

- a review of the organics collection service trial conducted in Meander Valley, West Tamar and Latrobe
- a study into the most sustainable method of organics collection and processing for the region
- an investigation into the feasibility and then implementation of a mobile mulching operation for all council waste facilities, including the use of output materials in council operations.

Two actions remain partly outstanding, including community consultation on the outcomes of the organics processing report findings and the tendering for an organics collection service across the region. During the 2015-16 financial year, all councils (except for Circular Head Council) agreed to develop tender documents for a kerbside FOGO collection and a FOGO committee was formed to manage the tender process. These tender documents were released in early 2016-17; the responses (and the financial impacts on each council) are in the process of being assessed by participating councils to determine whether each will introduce a garden organics kerbside collection service.





The following opportunities relate to the management of FOGO:

No.	Actions
1.	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.
2.	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.
3.	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.
4.	Support the development of a Tasmanian organics strategy.

### Illegal dumping and litter

Illegal dumping and littering is the deliberate or unauthorised disposal of waste on land that is not licenced or fit to accept waste. It poses a threat to wildlife and can lead to the long-term contamination of land, waterways and groundwater. Additionally, it can reduce the amenity value of community, environmental and tourism sites which has the potential to impact on Tasmania's image of a clean and green tourist destination. It also represents a missed opportunity for the reuse or recycling of waste materials.

Actions from the previous five-year strategy completed by the CCWMG include implementing actions outlined in the Cradle Coast Illegal Dumping Strategy (released in 2011), working with the EPA to develop a mechanism for trained staff to issue on-the-spot fines to illegal dumpers and the development of a communications strategy which, among other issues, included illegal dumping. In addition to these actions, the Illegal Dumping Web Database was established in North West Tasmania at the start of 2014-15 for use by land owners and council staff in order to track incidents of illegal dumping. It received 39 submissions in 2015-16 (up from 23 received in 2014-15), 77% of which were made by two land owners in Burnie City and Latrobe.

Illegal dumping and littering was identified by member council representatives as a key issue in the Cradle Coast region because of:

- a lack of collaboration between member councils, the regional group and state government on statewide issues of concern
- a lack of understanding and/or empathy in the community about the potential impacts of illegal dumping and littering
- difficulties associated with the state government taking ownership of illegal dumping on state owned land (for example Tasmania Parks and Wildlife land)
- a lack of a simple reporting framework and useful data output which prevents reporting to the community and state government on the frequency of illegal dumping
- a lack of consistent and enforceable action or penalty for illegal dumpers and litterers
- potential negative impacts on tourism which have flow on affects to tourism-related employment and income.

Plastic marine pollution has also been identified as an issue and presents a significant risk to marine ecosystems. Plastic marine pollution arises when plastic (flexible or rigid) that is disposed of as litter, or where consumer products contain plastics, are washed into waterways. Once in waterways the plastics break down into smaller pieces or, as is often the case for flexible plastics, are consumed



whole by marine organisms. The scale of the issue is difficult to quantify. Clean Up Australia (2009) estimates that 1.3 million tonnes of plastics are consumed in Australia each year however the proportion that ends up in marine environments is not known. The potential introduction of container deposit legislation (CDL) might reduce rigid plastic (i.e. drink bottles) litter and therefore some marine pollution. In the past, the Tasmanian Government has conducted studies into the feasibility of introducing a scheme. The study found that the introduction of CDL would reduce litter but the net cost to the state would be approximately \$4 million per year (ABC 2014). The Tasmanian Government has not reached a definitive position regarding the introduction of CDL in Tasmania and the EPA is following interstate moves. Additional public place recycling sites may also help to reduce litter and additional funding for these may be secured through government grants or private organisations (e.g. local businesses).

The following opportunities relate to the management of illegal dumping and littering:

No.	Actions
5.	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.
6.	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.
7.	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage, CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes.
8.	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.
9.	Provide evidence-based input to any further discussions regarding the introduction of container deposit legislation in Tasmania.

### Infrastructure

Local waste and resource recovery infrastructure plays an important role in providing the community with options for difficult to dispose of materials as well as disposal points for local government waste and recycling collections. Infrastructure managed within the CCWMG member councils includes three landfills, 11 resource recovery centres/transfer stations, one materials recovery facility (MRF), one organics reprocessing facility and a number of 'tip shops' (second-hand shops operating at landfills and transfer stations). In order to promote landfill diversion and resource recovery, a number of materials are accepted at resource recovery centres/transfer stations throughout the region free of charge. On top of the standard recyclables (paper/cardboard, plastics, glass and metals), clothing, car batteries, gas cylinders, waste oil and domestic electronic wastes are also accepted at these facilities. Other waste materials such as general household waste, tyres, mattresses, soil, concrete, bricks, timber and garden waste are accepted at council facilities but are charged a fee for disposal. Asbestos is also accepted at some facilities and is charged a fee for disposal while other hazardous wastes are not accepted.

Key issues raised by CCWMG member councils in relation to waste and resource recovery infrastructure included:

- a lack of community understanding associated with the cost increases for waste going to landfill



- inconsistent data collection between member councils for waste entering and materials exiting waste transfer stations, making measurement of progress difficult
- the need to offer collection points for difficult to manage materials (such as expanded polystyrene, or EPS) and the possibility of providing onsite initial processing of materials (e.g. through compaction and/or heat treatment systems).

A number of recommendations have been actioned since the previous CCWMG strategy in relation to the region's infrastructure, most notably:

- A resource recovery centre/transfer station best practice guideline was developed by Blue Environment (2014) and includes requirements for councils to operate resource recovery centres/transfer stations to a level that ensure environmental protection and reduces the risks to human health. Following development of the guideline a review of all resource recovery centres/transfer stations in the region was conducted and noted where a number of upgrades were required at facilities in order to improve their operating standards to align with best practice. Progress against these actions is not known.
- A review of data collection procedures and reporting from landfills and transfer stations (conducted in 2015-16) leading to the development of a centralised data collection portal for member councils to record waste data in a regionally consistent manner.
- Considerations given to installing transportable weighbridges at all council resource recovery centres/transfer stations. Following review this was deemed to be unnecessary as all waste leaving these facilities is weighed when it arrives at the appropriate disposal/processing facility.

In addition to the above, temporary collection points for difficult to dispose of materials were established at landfills and resource recovery centres/transfer stations, including:

- The free collection of paint and mercury containing lamps. Through the trial conducted in 2013-14 and 2014-15, about 13,900 kg of paint and 1,300 kg of fluorescent tubes were collected however the collection of these materials proved to be costly.
- The free collection of household batteries (currently underway) accompanied by a media campaign to notify residents.
- Funding for infrastructure for the reprocessing of mattresses.

Investigations into the installation of landfill gas capture infrastructure at the region's landfills was not conducted as it was determined that this responsibility lies with each landfill owner. Similarly, consideration has not been given to implementing landfill bans on particular waste streams based on the fact that a number of opportunities implemented by CCWMG are aimed at diverting waste from landfill.



The following opportunities relate to the management of infrastructure in the region:

No.	Actions
10.	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.
11.	<p>Conduct a recycling activity survey in order to:</p> <ul style="list-style-type: none"> <li>• establish the extent of the recycling and reprocessor network</li> <li>• measure the quantity of materials managed throughout the network</li> <li>• establish the flow of materials between member councils and other regions</li> <li>• identify opportunities for network expansion or rationalisation.</li> </ul> <p>This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.</p>
12.	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.
13.	Internally review progress of actions recommended by the <i>Cradle Coast Transfer Station Audits</i> report completed for CCWMG (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.
14.	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.
15.	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).

### Services

Kerbside waste and recycling collections provide the centrepiece for member council services to residents. Auditing and assessing these services allows councils to monitor the use of the system, to provide targeted communications materials to residents and to monitor the impact of various waste management programs and education campaigns.

The CCWMG has conducted annual kerbside recycling bin assessments since 2013-14 which has allowed the group to target communications based on the results obtained. The assessment has shown that it is often a small proportion of repeat offenders who continue to place contamination in their recycling bins even after targeted communications. Overall though, the results from the assessment have shown an increase in the proportion of residential recycling bins receiving a pass mark (where there is less than 5% contamination in the bin) from 59% to 81% of those assessed.

In conjunction with NTWMG, CCWMG conducted a residential kerbside waste composition audit in 2014. This partnership is set to continue with audits planned for 2017-18 and 2020-21.





The following opportunities relate to waste management services in the region:

No.	Actions
16.	Continue to undertake annual residential recycling bin assessments and contamination education across the region.
17.	In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.

### Hazardous waste

Hazardous waste (or 'controlled waste') includes waste that exhibits toxicity, chemical or biological reactivity, environmental persistence, or the ability to bio-accumulate or enter the food chain. Due to the potential risks to the environment and human health there is a need to control and regulate the management, disposal and handling of hazardous waste.

Issues raised by the CCWMG member councils in relation to hazardous waste suggest that the lack of disposal points results in waste being deposited in general waste bins. Member councils also note they have received complaints from the community about the lack of suitable disposal options for particular hazardous wastes. As previously noted, from 2013-15 CCWMG funded free collection points for paint and fluorescent tubes at resource recovery centres/transfer stations and landfills. More recently the group has provided free drop-off points at resource recovery centres/transfer stations and member council offices throughout the region for the collection of household batteries. The decision to provide collection of household batteries was informed by findings from the kerbside waste audit carried out in 2014 which highlighted dry cell batteries as the most common household item disposed of in kerbside collection. Preliminary assessment of the cost of battery collections suggests that it does not provide a cost-effective service to the community, however due to the hazardous nature of batteries there remains commitment to continue the service.

Additional issues raised from within the group include:

- **Asbestos:** Management of asbestos waste from collection, transport and disposal is an issue that traverses all levels of government in all jurisdictions. Little is known about the movement of asbestos in the region as waste tracking is not in operation.
- **Waste tracking:** Tasmania currently has an operating system in place to track the movement of hazardous waste from the point of arising to disposal/recycling however its management is not funded by the Tasmanian Government.
- **Stockpile management:** Given there is a general lack of disposal options currently available to hazardous waste generators, it is believed by EPA that some degree of stockpiling occurs for different wastes. Stockpiles of waste pose a significant environmental and human health threat if incorrectly managed or disposed of (for example, illegally dumped or disposed of in council landfill cells which are not designed to accept hazardous waste). EPA expects that when construction of the Copping Landfill Category C cell is complete, all hazardous waste currently stockpiled would be deposited there and there would be no reason for future stockpiling to occur.
- **E-waste:** Previous tender submissions for e-waste collection services found that the cost of providing an e-waste recycling service to the region was significant, with the minimum cost per tonne to recycle e-waste being approximately four times the cost per tonne to landfill. Following this it was determined that each member council was to review their applicable costs and determine whether to implement a collection.



The following opportunities relate to the management of hazardous waste in the region:

No.	Actions
18.	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.
19.	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.
20.	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.
21.	Work with EPA Tasmania as required to implement the hazardous waste tracking system.
22.	Liaise with EPA/other regions on investigations into hazardous waste stockpiling and disposal in the CCWMG region.

### Tyres

End-of-life tyres present a major environmental and health hazard risk when stockpiled in large numbers due to the increased risk of major fires and the harmful pollutants released when burnt. Recycling processing technologies for end-of-life tyres usually involve shredding tyres and further processing of the shredded material into a powder for use in road-base or other commercially viable products.

The *Regional Strategies for Sustainable Management of Recyclables* report included tyres (as well as gas cylinders and cooking oil) as a main material of concern (MRA Consulting Group 2014). The report provided four recommendations including: adopting a regional strategy for tyres (including a consistent pricing schedule), providing consistent signage for on-site education and information, an education campaign informing residents of preferred disposal options and working with EPA Tasmania and industry to draft tyre recycling guidelines. Progress on these recommendations is ongoing.

In 2017, a commercial operator was granted approval by Northern Midlands Council and EPA to establish an on-site tyre shredding facility at Longford. The site has a stockpile that is estimated to contain over 1 million tyres and while it is outside of the CCWMG region, it most likely contains tyres disposed of or collected from the region's member councils. This site could provide CCWMG member councils with a viable solution for recycling end of life tyres.

The following opportunities relate to the management of end-of-life tyres in the region:

No.	Actions
23.	Support the development of a tyre recycling site at Longford.
24.	Work with EPA and other regional groups to investigate end users for end-of-life tyres.
25.	Disseminate and support the statewide waste tyre recycling guidelines/management strategy when released by EPA.



### C&D and C&I recovery

The C&D and C&I waste streams present an opportunity for increased waste diversion from landfill as services provided by local councils currently focus on the recovery of materials from the MSW stream. Private C&D waste collection operators may provide services which do not promote the separation of materials (collections via mixed skip bins) and while resource recovery centres/transfer stations provide areas for separated material drop-offs, this separation is dependent upon those depositing the waste. The potential for additional diversion from this sector is high especially as recycled C&D materials have a number of potential end-markets. Private C&I waste collection operators providing services to businesses tend to focus on collections of mixed or separated (paper/cardboard, glass) recycling and waste. The potential for additional diversion from this sector is also high with opportunities likely to be greatest for organic waste or synergies with MSW kerbside collections.

The previous regional strategy recommended that CCWMG investigate the feasibility of processing C&D waste at each waste facility using mobile crushing equipment or a fixed site with C&D disposal facilities. The outcome of the investigations deemed these options to be too expensive to implement and a tender process was not undertaken. Instead it was recommended that member councils continue to process materials under their current business as usual management processes.

Anecdotally, C&D and C&I recycling has been identified by EPA as a sector of interest in developing strategic actions for the state. This presents an opportunity for CCWMG to align their goals with the EPA as well as the potential to secure funding to improve waste diversion from these sectors.

The following opportunities relate to the management of C&D and C&I waste in the region:

No.	Actions
26.	Work with the EPA to develop and align strategies to divert C&D and C&I materials from landfill. Investigate funding opportunities as they arise.
27.	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.
28.	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.

## 4.2 Regional planning and efficiencies

### Regional governance arrangements

Regional governance arrangements play a key role in the successful implementation of actions recommended as part of this strategic plan as well as other outcomes from investigations and proposed service implementations throughout the region. Providing strong and clear governance arrangements has the potential to contribute to the overall success of the CCWMG and the delivery of the region's four key strategic areas.

During the workshop conducted with CCWMG and member councils, key issues were identified in relation to the current regional governance arrangements and concluded that:

- they are inefficient and ineffective
- they do not add value to current strategies





- there were delays in receiving responses from member councils, responses were not received at all or were inadequate for the purpose – this resulted in CCWMG processes being delayed
- some councils do not have adequate resources to contribute to the group in a meaningful way (e.g. most do not have a designated “waste officer” role or the role is stretched between multiple roles).

In 2013-14 the CCWMG commissioned a report to investigate waste governance options for the regional group and to propose a model for regional governance and management for waste services in the region. The outcomes of this report recommended that the CCWMG move towards being established as a Joint Authority. The decision to install such arrangements is at the discretion of member councils and a number have been provided with project outcome briefings following the release of the report in order to inform decision-making. This decision-making process is currently on-going.

Regardless of the outcome of this process, stakeholders have identified the need in the interim for the group to establish a clear and concise governance framework which identifies the roles, responsibilities and expectations of the group and member councils. The governance framework would include:

- the specified roles of the group and member councils
- the responsibilities of each party in relation to:
  - reporting requirements of group activities
  - reporting requirements to their respective councillors
  - meeting attendance
  - response requirements to whole of region communications (for example “responses must be received by x days following email receipt”)
  - response requirements in relation to data reporting
  - reporting of progress against key performance indicators (KPIs)
  - reporting of project updates and learnings
  - human and financial resourcing arrangements
  - resolution requirements where participant expectations are not met.
- decision making requirements of the group
- meeting protocols
- arrangements for resource-sharing between councils
- procedures for nomination of the chair and other executive and non-executive officers
- performance guidelines for member participation, including processes to be followed in the event of non-performance.

Stakeholders also identified the need for a dedicated senior resource to work with member councils’ general managers and senior staff to build consensus and engagement with CCWMG. This would be subject to agreement to proceed towards a Joint Authority.

The following opportunities relate to regional governance arrangements:

No.	Actions
29.	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.
30.	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/senior level.



### Collaborative arrangements between councils

Collaboration between councils has the potential to provide cost and time savings in a number of areas, including:

- waste and resource recovery facilities (landfills, transfer stations, waste vehicle depots, etc.), services and contracts (kerbside collections, street sweeping, facility management, etc.)
- staffing levels (in-house waste and recycling teams, contractors, etc.)
- community engagement and education programs
- procurement services (such as for bins, signage, etc.)
- re-processed material supply
- project management
- sharing of project experiences.

The CCWMG has facilitated a number of joint projects across the region however during the workshop held with member council staff, it was noted that this could be further targeted to some key areas. As previously identified, most member councils do not have dedicated waste officers or have waste officers whose role is shared with other local government roles. This presents an opportunity for collaboration between councils to either delegate project management responsibilities to one council where multiple councils are involved or to share the expense of a full-time resource and receive the benefits of a waste officer whose role is solely dedicated to waste management. Also noted was the need to improve sharing of experiences obtained during trials and project work. Sharing of such experiences allows for councils to learn from successes and failures when implementing their own projects.

The following opportunities relate to the collaborative arrangements between councils in the region:

No.	Actions
31.	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.
32.	Investigate and facilitate human resource sharing between member councils.
33.	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWMG meetings).

### Building regional consistency

Consistency amongst member councils in a regional setting helps to provide a unified message to the community with regards to waste and recycling services and management. Regionally consistent communications campaigns and pricing of services has the potential to increase resource recovery and ensure that waste is sent to the most appropriate location. Levels of illegal dumping and littering may also be positively impacted where consistent pricing is applied which reflect the cost of managing materials. Actions implemented from the previous regional strategy have aimed to build regional consistency into:

- organics collection service tender documents
- data collection systems
- waste facility staff training
- communications/education planning
- household hazardous waste collections.



Key differences between councils exist on a range of issues, a number of which were identified by CCWMG member council staff, including service levels offered to residents, pricing for kerbside collections and waste disposal at landfills and resource recovery centres/transfer stations and management of waste and recycling materials

The following opportunity relates to regional consistency between councils in the region:

No.	Actions
34.	Review member council landfill and resource recovery centre/transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.

### 4.3 Partnerships

#### Working with the Tasmanian Government

The Tasmanian Government plays a key role in setting the agenda and priorities for waste management throughout the state. In recent years, the state government appears to have shifted focus on fulfilling this role, limiting the resources made available. Instead management of priority actions and funding of waste and resource recovery programs has been left to the regional groups and local councils. Consultation with member councils from the CCWMG highlighted a number of key issues in relation to government positions on waste management, including:

- policies being reactive rather than proactive
- a lack of assistance, incentive, guidance or funding provided to improve services
- a lack of strategic focus
- a lack of ownership or management of illegal dumping on state owned land
- state-wide waste issues receiving little or no policy or strategy development.

As informed by consultation for this strategy, the EPA intends to develop a strategic action plan. The Local Government Association of Tasmania (LGAT) has developed a waste strategic action plan with the intent of informing development of the EPA's strategic action plan. However there are a number of waste management issues of interest to CCWMG (outlined in this report) which have not been included in the LGAT document. There is potential for CCWMG to maintain dialogue with EPA to ensure any future state-wide strategy considers all issues relevant to CCWMG.

The following opportunities relate to working collaboratively with the Tasmanian Government:

No.	Actions
35.	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to: <ul style="list-style-type: none"> <li>• influence policy and strategy documents</li> <li>• highlight current issues impacting on waste management in the region</li> <li>• contribute to and support government policy on emerging waste issues.</li> </ul>
36.	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWMG meetings.
37.	Highlight current waste management issues to state government on an as needed basis as raised by member councils.
38.	Provide assistance and advice to state government on emerging waste issues.



No.	Actions
39.	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.

### Working with industry

Industry plays a central role in providing services, facilities, end markets and opportunities for innovation in waste and resource recovery. Although there is a lack of data from industry, historically, the C&D and C&I sectors contribute about 57% to overall waste generation in Tasmania (in 2010-11) (DoEE 2013). It is likely that this proportion has remained relatively stable. This represents over half of the materials generated within the region for which an opportunity exists to increase resource recovery and diversion. Partnering with industry has the potential to impact on a number of issues in waste and resource recovery management, including:

- Increasing waste diversion from landfill, through investment and innovations in materials processing.
- Dealing with problem wastes, such as tyres, paint and oil. For example, as previously stated, a commercial operator has been granted approval by local government and EPA to establish a tyre shredding facility at the Longford tyre stockpile site.
- Increasing recycled product use. End markets for recycled products provide an incentive for reprocessors to invest in equipment which processes recycled materials to a high quality standard.
- The potential for co-location of waste producing industries with industries that could use that waste as a resource. Co-location of industries requires detailed collaboration and planning from participants and local councils and is best suited to new developments.
- Establishing producer responsibility schemes. Of particular note is the introduction of CDL however other materials may be subject to such schemes either at the State or Commonwealth Government level which will require significant input from industry.

The key to unlocking the potential in the above items is communication and collaboration. The *Tasmanian Waste Review* (Blue Environment 2014) recommended that the CCWMG establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&D and C&I waste management and resource recovery. This recommendation has not yet been actioned. Industry may also have additional access to external funding opportunities through industry organisations or corporate sponsorship.

The following opportunities relate to working with industry in the region:

No.	Actions
40.	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and resource recovery.
41.	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWMG reach into local businesses.
42.	Maintain key dialogue and build contacts with industry sectors.
43.	Support the development of a Tasmanian recycling market development strategy.





### Collaborating with other regions

As for collaboration between member councils, collaboration between regional groups has the potential to provide cost and time savings and significant project learnings in a number of areas. The CCWMG has a history of collaboration with other waste management groups within Tasmania. This has included collaborations on:

- waste levy increases in conjunction with NTWMG
- the Rethink Waste website which is a state-wide brand and website which acts as a central portal for sharing waste and recycling information in conjunction with NTWMG and Southern Waste Strategy Authority (prior to its change in management arrangements)
- communications and education activities with NTWMG and Southern Waste Strategy Authority including (where appropriate) media releases, TV, radio and newspaper ads, promotional materials, fact sheets and social media
- investigations into data collection systems for waste transfer stations in conjunction with NTWMG.

As well as those collaborations listed above, CCWMG and other regional groups have previously shared results of project work (such as waste bin audits) which further enhances shared learnings and knowledge between regional groups and member councils.

Due to the reluctance of the Tasmanian Government to commit to the introduction of a state based waste levy, the NTWMG has proposed to introduce two waste levy increases over the period of their 2017-22 strategy (NTWMG 2017). The current levy imposed in the region matches that of the CCWMG at \$5/tonne. The proposed increases in NTWMG are set to occur in two stages to \$7.50/tonne on 1 July 2017 and to \$10/tonne on 1 July 2019 (dependent on a mid-term strategy review considering whether sufficient progress and expenditure against the strategy has been made to justify an increase in the levy). If approved, this will create a landfill disposal cost difference between the regions which may be exploited by some local governments or private operators, diverting additional waste to the CCWMG region's landfills.

The following opportunities relate to collaborating with other regions:

No.	Actions
44.	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.
45.	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.

## 4.4 Community engagement

### Community education

Community education is an important strategy in reducing waste generation, maximising diversion of recyclables and minimising contamination of segregated materials. Education programs to community and industry should raise awareness of the role residents and businesses can play. They should provide information around preferred behaviours, with key messages around consumption behaviours, opportunities for reducing waste at home, ensuring residents have a sound knowledge of all of the types of materials that can and cannot be recycled through council collections, addressing the manner in which recyclable materials are presented (reducing contamination), providing local businesses with links to relevant information sources, providing feedback to the



community on the end-products and markets of materials recovered and the environmental impacts and consequences to residents (fines) associated with illegal dumping and littering.

The CCWMG coordinates community education for the region (often in conjunction with other regional groups). In the past, this has included:

- the 'Good SORT' campaign delivered in collaboration with NTWMG and Southern Waste Strategy Authority, providing a consistent waste and resource recovery education message that was targeted towards:
  - common kerbside recycling bin contaminants
  - items that residents may not know are recyclable
  - illegal dumping.
- the Rethink Waste Schools Program, delivered in collaboration with NTWMG, to provide schools with the framework and guidance to assist with conducting waste audits and resources aimed at changing attitudes and behaviours in regards to sustainable waste management
- an overhaul of the Rethink Waste website improving the navigation and access to fact sheets and other resources
- campaigns associated with household hazardous waste collections including for paint, fluorescent tubes and batteries
- TV and radio advertisements and social media campaigns aimed at reducing contamination in kerbside recycling
- inclusion of the 'All you need to know about kerbside recycling' brochure with the CCWMG member councils' rates notices.

Initial consultation with member councils showed differing perceptions with regard to community education within the region, with some stakeholders believing:

- residents do not have a good understanding or appreciation of the need for waste charges that appear on their council notices (an attitude exists of "I pay for it, I can do what I want with it" - a lack of consequences or enforcement reinforces this attitude)
- the Rethink Waste website needs to be easier to navigate, updated more frequently and have better linkages
- residents do not understand why they should take responsibility for waste generation
- a minority of residents do not understand the impacts of littering or illegal dumping, especially in relation to Tasmania's environmental image and potential impacts to the state's tourism industry and regional economies
- current efforts were not delivering a message that has an impact on residents.

The previous Communications Plan had a timeframe of 2012 to 2014 and following this a new plan has not been commissioned. Consultations with member council staff as part of this strategic plan provided a number of recommendations which a new communications and education plan could investigate, including:

- more of a focus on waste reduction
- continued focus on the 'Rethink waste' campaign to encourage reuse and recycling
- leading by example by communicating local council successes to the community
- targeting school children and the next generation to educate their older family members
- using community champions to engage other members of the community to take ownership of waste and recycling



- developing resources and training so a consistent message is delivered throughout the region.

The following opportunities relate to community education within the region:

No.	Actions
46.	Develop a regional or cross regional communications and education plan with input from member councils, including for: <ul style="list-style-type: none"> <li>• FOGO service</li> <li>• other kerbside services</li> <li>• illegal dumping</li> <li>• e-waste recycling</li> <li>• other waste initiatives as appropriate.</li> </ul>
47.	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using: <ul style="list-style-type: none"> <li>• media releases</li> <li>• TV, radio and newspaper advertising</li> <li>• promotional materials (e.g. bags, pens, caps)</li> <li>• fact sheets</li> <li>• social media (e.g. YouTube, Facebook, Twitter)</li> </ul> Where possible, activities to be jointly undertaken with the NTWMG.
48.	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.
49.	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.

### Raising awareness

Awareness of waste and recycling issues amongst the community is one of the major goals of community education campaigns. Also important is the awareness amongst councils, other regional groups and state government around the activities (completed, ongoing and future) conducted by the CCWMG.

The previous strategic plan outlined an action to facilitate an annual award acknowledging resource recovery achievements by individuals or organisations in the region. This was implemented in 2013-14 but was not awarded in proceeding years. Removing this program has potentially had a negative impact on the CCWMG's awareness amongst the community. During consultation with member councils it was noted that the 2017 Waste NoT awards (advertised via the Rethink Waste website and funded by NTWMG) received only one entry, when in the previous year six awards were presented (Rethink Waste 2016). This suggests a lack of awareness amongst the community in relation to the regional groups and the Rethink Waste website. Another comment suggested that the website needs to be more inviting and updated more frequently with better linkages to important materials.

Awareness of the CCWMG and its roles and responsibilities could be improved amongst member councils (and non-member councils who are part of the Cradle Coast Authority) and the broader community. This could include awareness of: the region's budget provisions and how it may assist member councils to implement improvements to waste and recycling services; previous projects completed by the group, and how these have benefited member councils.





The following opportunity relates to raising awareness within the region:

No.	Actions
50.	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWMG minutes of meetings.

### Public events

Public events help to educate and increase community involvement in waste and resource recovery activities and are a key action used as part of the implementation of a communications and education plan. Events can take place as part of council-resident meetings, in conjunction with wider community events or as community consultation programs when introducing a new program or service. Attendance and cross promotion with event organisers also has the potential to reduce waste and improve resource recovery at 'eco-friendly' events.

The following opportunities relate to public events within the region:

No.	Actions
51.	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.
52.	Conduct community consultation forums when introducing new programs or services (as appropriate).



## 5. Sustainability assessment

This section summarises all the potential opportunities identified in Section 4 and assesses their environment, social and economic sustainability.

The net community benefit, based on positive (✓), negative (✗) or neutral (=) impacts on environmental (Env), social (Soc) and economic (Eco) factors, is provided for each opportunity. The outcome of the net community benefit assessment will determine priorities for the five year strategic plan. All actions have been classified according to high, medium or low priority.

No.	Actions	Environmental	Social	Economic	Priority
<b>Food and garden organics</b>					
1.	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	✓	=	✗	H
2.	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.	✓	=	✗	H
3.	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.	✓	=	✗	M
4.	Support the development of a Tasmanian organics strategy.	✓	=	=	H
<b>Illegal dumping and litter</b>					
5.	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.	✓	=	✓	H
6.	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.	✓	=	=	H
7.	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage/CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes	✓	✓	✗	M
8.	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.	✓	✓	=	M
9.	Provide evidence-based input to any further discussions regarding the introduction of container deposit legislation in Tasmania.	✓	=	=	M
<b>Infrastructure</b>					
10.	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal	✓	=	=	H



No.	Actions	Environmental	Social	Economic	Priority
	according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.				
11.	Conduct a recycling activity survey in order to: <ul style="list-style-type: none"> <li>establish the size of the recycling and reprocessor network</li> <li>measure the quantity of materials managed throughout the network</li> <li>establish the flow of materials between member councils and other regions</li> <li>identify opportunities for network expansion or rationalisation.</li> </ul> This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.	✓	=	×	H
12.	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.	✓	✓	×	M
13.	Internally review progress of actions recommended by the <i>Cradle Coast Transfer Station Audits</i> report completed for CCWMG (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.	✓	✓	×	H
14.	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.	✓	✓	=	M
15.	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).	✓	✓	×	M
<b>Services</b>					
16.	Continue to undertake annual residential recycling bin assessments and contamination education across the region.	✓	✓	×	H
17.	In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.	✓	=	×	M
<b>Hazardous waste</b>					
18.	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.	✓	=	×	M
19.	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.	✓	=	×	M



No.	Actions	Environmental	Social	Economic	Priority
20.	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.	✓	=	=	L
21.	Work with EPA Tasmania as required to implement the hazardous waste tracking system.	✓	=	=	M
22.	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.	✓	=	×	M
<b>Tyres</b>					
23.	Support the development of a tyre recycling site at Longford.	✓	✓	=	M
24.	Work with EPA and other regional groups to investigate end users for end-of-life tyres.	✓	✓	=	M
25.	Disseminate and support the statewide waste tyre recycling guidelines/management strategy when released by EPA.	✓	=	=	M
<b>C&amp;D and C&amp;I recovery</b>					
26.	Work with the EPA to develop and align strategies to divert C&D and C&I materials from landfill. Investigate funding opportunities as they arise.	✓	=	=	H
27.	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.	✓	✓	×	M
28.	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	✓	=	=	M
<b>Regional governance arrangements</b>					
29.	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	✓	=	=	H
30.	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/senior level.	=	✓	×	M
<b>Collaborative arrangements between councils</b>					
31.	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.	=	✓	=	H
32.	Investigate and facilitate human resource sharing between member councils.	=	✓	=	M
33.	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWMG meetings).	✓	✓	=	H
<b>Building regional consistency</b>					
34.	Review member council landfill and resource recovery centre/transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.	✓	✓	×	M



No.	Actions	Environmental	Social	Economic	Priority
<b>Working with the Tasmanian Government</b>					
35.	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to: <ul style="list-style-type: none"> <li>influence policy and strategy documents</li> <li>highlight current issues impacting on waste management in the region</li> <li>contribute to and support government policy on emerging waste issues.</li> </ul>	✓	=	×	H
36.	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWMG meetings.	✓	=	=	M
37.	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	✓	=	=	M
38.	Provide assistance and advice to state government on emerging waste issues.	✓	=	=	H
39.	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	✓	=	=	H
<b>Working with industry</b>					
40.	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and resource recovery.	✓	=	=	M
41.	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWMG reach into local businesses.	✓	✓	×	M
42.	Maintain key dialogue and build contacts with industry sectors.	✓	✓	=	M
43.	Support the development of a Tasmanian recycling market development strategy.	✓	=	=	H
<b>Collaborating with other regions</b>					
44.	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.	✓	=	=	M
45.	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.	✓	=	×	H
<b>Community education</b>					
46.	Develop a regional or cross regional communications and education plan with input from member councils, including for: <ul style="list-style-type: none"> <li>FOGO service</li> <li>other kerbside services</li> <li>illegal dumping</li> <li>e-waste recycling</li> <li>other waste initiatives as appropriate.</li> </ul>	✓	✓	×	H





No.	Actions	Environmental	Social	Economic	Priority
47.	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using: <ul style="list-style-type: none"> <li>media releases</li> <li>TV, radio and newspaper advertising</li> <li>promotional materials (e.g. bags, pens, caps)</li> <li>fact sheets</li> <li>social media (e.g. YouTube, Facebook, Twitter)</li> </ul> Where possible, activities to be jointly undertaken with the NTWMG.	✓	✓	✗	H
48.	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	✓	✓	✗	H
49.	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	✓	✓	✗	M
<b>Raising awareness</b>					
50.	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWMG minutes of meetings.	✓	✓	=	H
<b>Public events</b>					
51.	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.	✓	✓	✗	H
52.	Conduct community consultation forums when introducing new programs or services (as appropriate).	✓	✓	✗	M



## 6. 2017-2022 strategy

The vision of the CCWMG is to deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery. The 2022 goal for the region is to increase waste diversion, provide regional planning and coordination of waste infrastructure and services, maintain and develop partnerships between local councils, regional groups and the Tasmanian Government and to engage with the community to ensure sustainable waste management becomes a normal, embedded behaviour.

This vision is developed with reference to the four key strategic focus areas of the group. To achieve the vision, this 5-year strategic plan aims to set measurable and achievable key performance indicators for waste management throughout the region. The key performance indicators that will determine the success of this strategic plan are:

1. by 2022, divert 50% of all MSW from local government landfill facilities across the region
2. by 2022, increase the proportion of recycling bins receiving a pass mark as part of recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%)
3. by 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (after first establishing baseline data from council reports)
4. by 2022, all member councils to be collecting and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

In order to achieve these key performance indicators a list of opportunities has been developed and assessed according to their potential to provide net community benefit to the CCWMG region (based on environmental, social and economic factors). Those assessed to achieve a net benefit are advanced to actions. Actions are presented in Appendix C along with budget provisions for each action over the life of this 5-year strategy.

Note that the budget provisions in Appendix C are predicated on 'business as usual' waste to landfill. If MSW to landfill diversion increases in line with the projected performance indicators (refer KPI 1 above), the available levy funds will progressively decrease and some actions may need to be curtailed to maintain a financially positive net position. Alternatively, the levy may need to be increased to undertake all of the proposed actions.





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## Appendix A: Workshop notes



The following input on challenges/problems and opportunities/solutions for waste management in the Cradle Coast region was provided by attendees at a workshop for member councils held in Burnie on 2 December 2016.

CHALLENGES & PROBLEMS	
1	<ul style="list-style-type: none"> <li>• Illegal dumping/littering</li> <li>• Changes to EPA regulations               <ul style="list-style-type: none"> <li>– Costs</li> <li>– Increasing education</li> <li>– Understanding issues</li> </ul> </li> <li>• Community do not understand why costs increase re waste going to landfill</li> <li>• Not finding viable markets for recycling</li> <li>• Not having an overall state strategy for dealing with waste</li> <li>• Many issues are statewide issues, not necessarily regional</li> <li>• Very little incentive from government, more reactive than proactive</li> <li>• No person within the region to manage waste on a regional level, usually tacked on to position</li> <li>• Inconsistency with pricing and management of waste within the region</li> </ul>
2	<ul style="list-style-type: none"> <li>• Recycling               <ul style="list-style-type: none"> <li>– Community understanding of what can be done</li> <li>– Embedding into community actions (e.g. FOGO would not be needed if composted)</li> </ul> </li> <li>• Illegal dumping               <ul style="list-style-type: none"> <li>– Reporting/dobbing in</li> <li>– Effect on environment not understood or cared about</li> <li>– Car body dumping on state land and lack of action by state due to funding</li> </ul> </li> <li>• Recycling               <ul style="list-style-type: none"> <li>– Looking at recycling oils, fats into biodiesel for industry use</li> </ul> </li> <li>• Innovative waste collection               <ul style="list-style-type: none"> <li>– Is there another way for collecting waste e.g. “community power”</li> </ul> </li> <li>• Littering along roads</li> <li>• Community intent – acceptance of the need to manage waste</li> </ul>
3	<ul style="list-style-type: none"> <li>• Regional governance managing the CCWMG objectives</li> <li>• Delivering good value, cost benefit analysis for the community</li> <li>• Progressing waste diversion from landfill @ 35% for Burnie, cost sustainable for community</li> <li>• Actioning FOGO, communicating the benefit to community</li> <li>• Data management               <ul style="list-style-type: none"> <li>– Understanding what we have</li> <li>– What is important</li> <li>– How we can use it for on-ground outcomes</li> </ul> </li> <li>• Illegal dumping               <ul style="list-style-type: none"> <li>– Small % of waste stream</li> <li>– Value is in using the issue to improve how people think about waste management</li> </ul> </li> </ul>



CHALLENGES & PROBLEMS	
4	<ul style="list-style-type: none"> <li>Moving ideas and projects forward (all council support) – delays, no designated waste officer for some councils</li> <li>Data collection of what comes and goes from WTS               <ul style="list-style-type: none"> <li>– makes it difficult to put measures on opportunity progress</li> <li>– different councils collect different info</li> </ul> </li> <li>Cost to LF is often far cheaper than to recycling. i.e. e-waste 3x</li> <li>Ideas i.e. illegal dumping a state issue, mostly on private land</li> <li>Waste not awards, only 1 entry – need to make waste more interesting</li> <li>Residents – perhaps a lack of understanding of the waste charges on their rates “I pay for it, I can do what I want with it” – no consequences for these attitudes</li> </ul>
5	<ul style="list-style-type: none"> <li>Public complaints about no outlet for some items. e.g. fluoro tubes</li> <li>Illegal dumping – lack of action, no penalty</li> <li>Reporting of illegal dumping – should be simple and data useful and readily available</li> <li>Community education – more focus on reduce</li> <li>Public complaints about waste related fees. Lack of understanding of the cost to manage waste</li> <li>Websites need to be more inviting and current (Rethink Waste) with better linkages</li> <li>Burnie has cruise ships visiting – visitors are exposed to illegal dumping/litter, not a good look! (tourists in general)</li> </ul>
6	<ul style="list-style-type: none"> <li>Waste governance arrangements</li> <li>Consistent enforcement by EPA</li> <li>E-waste program – regional areas</li> <li>Expanding residential programs to commercial</li> <li>FOGO</li> <li>Taswater infrastructure impacts on operations</li> </ul>
7	<ul style="list-style-type: none"> <li>State government not looking after their land (e.g. crown land services, parks and wildlife services). People dump rubbish on their land, the rubbish stays there and councils get blamed for not removing the rubbish.</li> <li>Lack of market opportunities to recycle waste (e.g. electronics, glass, plastics) where it becomes uneconomic for the market to recycle waste within Tasmania/Australia.</li> </ul>
8	<ul style="list-style-type: none"> <li>Lack of hazardous waste management disposal options in the market (e.g. people dumping hazardous waste in their bins)</li> <li>Not enough focus on “demand management”</li> </ul>
9	<ul style="list-style-type: none"> <li>Statewide response (and budget) for state waste issues</li> <li>Stretched council waste resources</li> <li>Positive: lots of passionate waste staff</li> <li>Waste levy – voluntary and different in each region</li> </ul>
10	<ul style="list-style-type: none"> <li>Different standards/services across the region</li> <li>Inefficient and ineffective regional waste governance</li> <li>Different service levels between councils</li> </ul>



CHALLENGES & PROBLEMS	
	<ul style="list-style-type: none"> <li>• Cost/economies of scale of recycling and other waste minimisation actions</li> </ul>
11	<ul style="list-style-type: none"> <li>• Funding operational activity – rates/levy/fees</li> <li>• Regional consistency – lack of!!</li> <li>• Education/public awareness – message not getting through</li> <li>• Future plan/strategy?</li> <li>• Funding new programs (that should be done/that are not already, more money required)</li> <li>• Time poor – many other things to do (personal frustration)</li> </ul>

OPPORTUNITIES & SOLUTIONS	
1	<ul style="list-style-type: none"> <li>• Recycling: <ul style="list-style-type: none"> <li>– Demonstration projects</li> <li>– Embedding “cradle to grave” by education, coercion, state policies and strategies</li> </ul> </li> <li>• Waste management, community education: <ul style="list-style-type: none"> <li>– Lead by example by “nose”. e.g. “carrots” offered</li> <li>– School → aged/senior citizens education and involvement</li> <li>– By regulation. e.g. Singapore, Switzerland, Scandinavian countries</li> <li>– Use champions</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>• Government/council actions</li> <li>• Well informed regional strategic plan with strict governance arrangements</li> <li>• Innovative council staff with freedom to trial and implement solutions</li> <li>• Create need for innovation. e.g. drought, less suitable packaging</li> </ul>
3	<ul style="list-style-type: none"> <li>• Community engaged and take ownership of issues</li> <li>• Consistency re costs etc. within the region</li> <li>• State to take ownership of illegal dumping on their land</li> <li>• Regional governance process which delivers efficiencies and/or value adds to current strategies</li> <li>• More focus on KPIs i.e. diversion from landfill, community ownership as well, projects to deliver</li> <li>• Regional strategies to link in with statewide strategies?</li> </ul>
4	<ul style="list-style-type: none"> <li>• Assistance/cooperation from state</li> <li>• More of a focus on CBD’s “visual” changes – waste/recycling bin in town, need to communicate outcomes</li> <li>• Greater community understanding on why they should take responsibility – what is in it for them? Reduced fees</li> <li>• Events: have a uniform procedure or process for improving recycling and awareness at community events.</li> <li>• More funding for waste in councils, would this come from levy? A regional waste officer</li> </ul>
5	<ul style="list-style-type: none"> <li>• Waste governance – dedicated resource to manage the process and stakeholders</li> <li>• Consistency – goal: each council has common approach to charging for waste</li> </ul>





OPPORTUNITIES & SOLUTIONS	
	<ul style="list-style-type: none"> <li>Statewide approach – goal: state accepts responsibility and funds a number of state projects</li> <li>Illegal dumping: councils fully using database</li> <li>FOGO: project implemented or cancelled</li> </ul>
6	<ul style="list-style-type: none"> <li>More time to look at strategic outcomes rather than operational/day to day               <ul style="list-style-type: none"> <li>Regional authority?</li> <li>Council appreciation of <u>more resources</u> required (staff/\$\$)</li> </ul> </li> <li>State strategy → regional strategy → local strategy (needs consistency!)</li> <li>Deliver local programs/drive change               <ul style="list-style-type: none"> <li>Dedicated personnel (regional/local)</li> </ul> </li> <li>Data – better data leads to better decisions</li> </ul>
7	<ul style="list-style-type: none"> <li>Develop resources and training for delivery of a consistent message</li> <li>Start with the next generation and get them to educate older family members. Tip tours blow kids' minds!</li> <li>Send out the message 'strongly' that littering/dumping have on our image as a state which ultimately affects tourism-related jobs and income</li> <li>Work more cohesively with other councils. Share successes and failures. Share resources. e.g. buy signage/bins collectively to reduce cost</li> </ul>
8	<ul style="list-style-type: none"> <li>State waste strategy – government funding/resources to support councils</li> <li>Regionalisation of waste management – progress with councils</li> <li>Public pressure on the state/politicians for improved management</li> <li>Data capture – share systems for data capture with other councils</li> <li>FOGO – publicise in community the % of FOGO in waste bin and the benefit to environment of composting</li> <li>Illegal dumping – resource collation of all actions/data to build a case with the community for action by state</li> </ul>
9	<ul style="list-style-type: none"> <li>Consistent approach/collective position to be adapted by councils on a regional basis to push the state government to look after rubbish on their land (including dumped stockpiles)</li> <li>Continued focus on "think waste" campaign to encourage reuse and recycling</li> <li>Market partnerships to encourage reuse and recycling (e.g. identify win-win opportunities)</li> </ul>
10	<ul style="list-style-type: none"> <li>Regional governance model               <ul style="list-style-type: none"> <li>Consistent service level</li> <li>Consistent pricing</li> <li>Adequate resourcing</li> <li>Consistent data collection</li> </ul> </li> <li>Increased state involvement in waste</li> <li>Better informed community on waste matters</li> </ul>





## Appendix B: Waste and recycling data

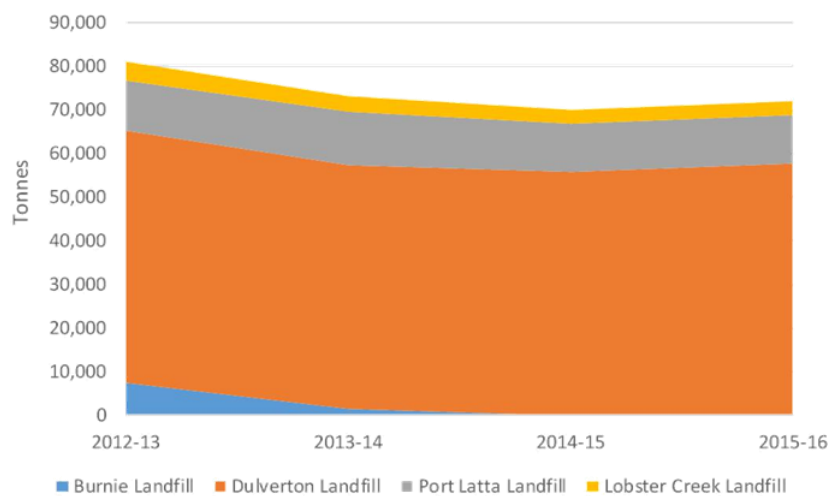


### Waste generation

The majority of landfilled waste generated in the region in 2015-16 was sent to Dulverton landfill (81%), followed by Port Latta (15%) and Lobster Creek (4%) landfills. Figure B1 shows the total quantities of waste sent to the region's landfills since 2012-13. Total waste to landfill has decreased from over 81,000 tonnes in 2012-13 to just over 71,900 tonnes in 2015-16.

Apparent in Figure B1 is the closure of Burnie landfill, with this waste now being sent to Dulverton landfill. The *Burnie Waste Management Strategy 2013-2017* (Burnie City Council 2013) notes that council ceased landfilling at the site in November 2012, however it appears that a small quantity of waste was landfilled in the 2013-14 financial year.

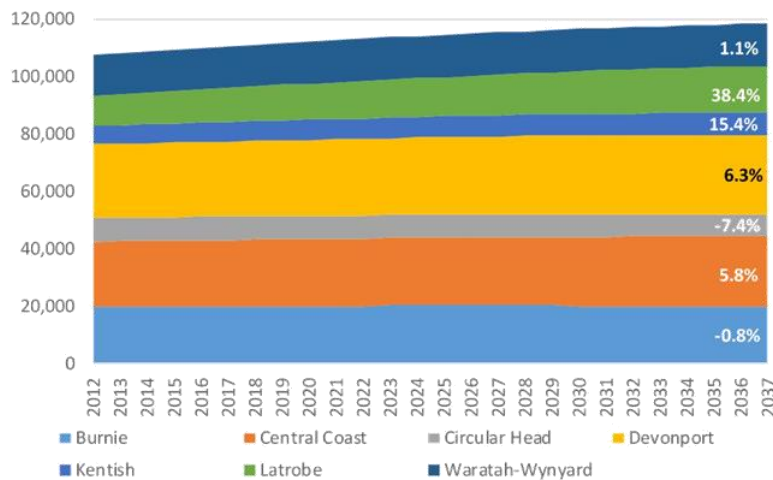
Figure B1 Total waste to landfills in Cradle Coast 2013-2016



The amount of material generated in future is likely to be related to population changes. The projected population growth in the Cradle Coast region is estimated to be 7.2% from 2017 to 2037 (DTF 2013). Figure B2 presents the estimated population growth for individual councils over the same 20 year period. The largest population growth is expected to be in Latrobe (38.4%) and Kentish (15.4%). DTF predicts that Circular Head (-7.4%) and Burnie City (-0.8%) councils will experience a contraction in their populations over the next 20 years.

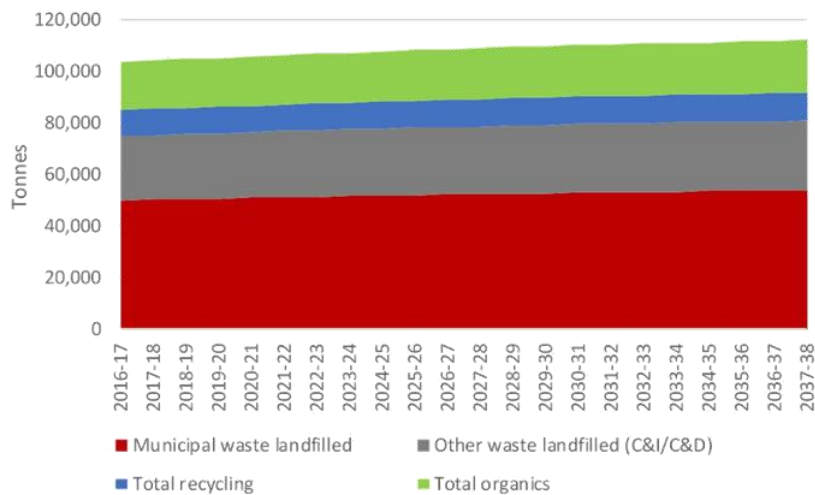


Figure B2 Population projections for Cradle Coast councils 2012-2037



Waste generation over the medium to long term is therefore projected to continue on an upward trend. Total waste generation is projected to reach 109,700 tonnes in 2037-38. Figure B3 presents total waste generation projections under a business-as-usual scenario. These projections are based on the population projections provided in Figure B2 and do not take into account any strategic actions which may affect the amount of waste generated or diverted from landfill.

Figure B3 Waste generation projection in Cradle Coast region 2016-2037





### Recycling

The shared regional kerbside recycling collection system has been in place in Cradle Coast councils since 2012-13. During this time, a steady quantity (totalling 6,700 tonnes in 2015-16) of recyclable materials has been collected from approximately 41,537 households across the region (CCWMG 2016). Figure B4 presents the tonnes collected from councils between 2012-13 and 2015-16. Devonport City and Central Coast councils have contributed up to 50% by weight of the materials collected through this service.

Figure B4 Kerbside recyclable material collected by council area 2013-2016

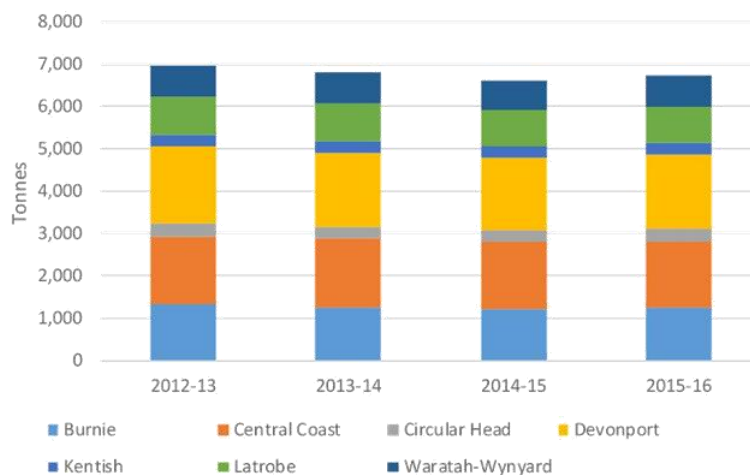
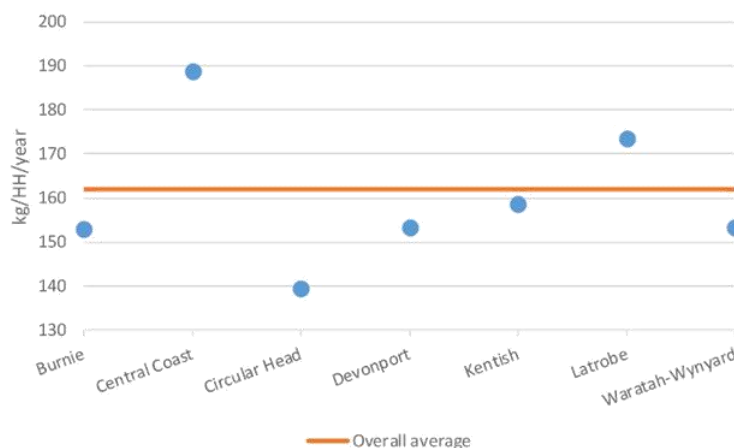


Figure B5 shows the estimated recycling performance of each council in the region. In 2015-16 the best performing council in the region was Central Coast (188 kg/hh/year), followed by Latrobe (172 kg/hh/year). All other councils' performance was below the regional average of 162 kg/hh/year, with Circular Head Council the lowest at 139 kg/hh/year.

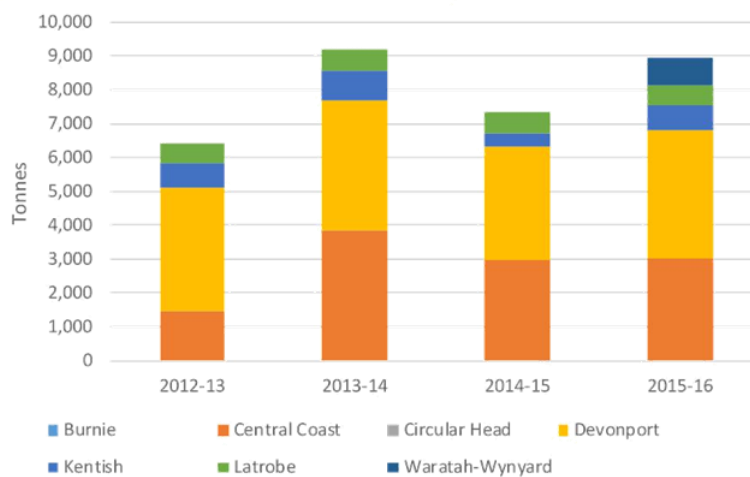
Figure B5 Kerbside recycling performance of Cradle Coast councils 2015-16





The contract for shared regional mulching of garden waste has been in place since 2009 (CCWMG 2016) however data on the quantity mulched is only available from 2012-13 onwards. 9,000 tonnes was collected from CCWMG councils in 2015-16. A new contract was implemented between Central Coast, Circular Head, Devonport City, Latrobe, Kentish and Waratah-Wynyard councils in 2015. Figure B6 presents the tonnes collected from councils between 2011-12 and 2015-16. In all years, Devonport City and Central Coast councils have contributed a minimum of 76% by weight to the materials collected through this service. This proportion has decreased in recent years due to other councils making greater use of the service (for example, Waratah-Wynyard commenced use of the service in 2015-16). Circular Head Council are yet to use the service and Burnie City Council are not included in this contract (CCWMG 2016).

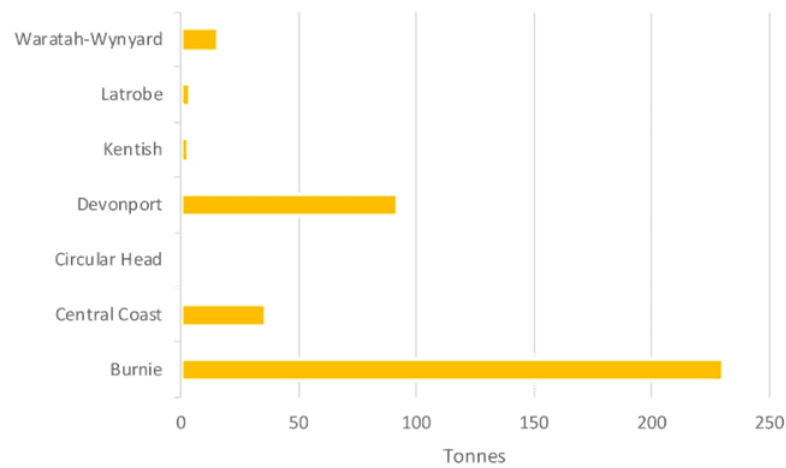
**Figure B6** Garden waste mulched under regional contract 2013-2016



The contract for shared regional cardboard recycling has been in place in the region since 2015 (CCWMG 2016). The total quantity of waste collected from this service in 2015-16 was 380 tonnes. A council-by-council breakdown is presented in Figure B7 (overleaf). Burnie City Council contributed 60% by weight to the total material collection in this service while Circular Head, Kentish and Latrobe councils contributed 1% or less.



Figure B7      Cardboard recycled under regional contract 2015-16







## Appendix C: Action plan



### Budget estimates

The voluntary levy applied by the CCWMG is expected to remain at the current level of \$5/tonne for the foreseeable future. This rate has been applied to current and projected waste deposited to landfill (refer Figure B3 in Appendix B) in Table C1 to estimate the likely future budget of the WMG through the life of the 2017-2022 strategic plan.

*Table C1: Estimated waste levy 2017-2022*

Year	Landfilled waste (tonnes)	Levy amount (\$/year)
2017-18	75,400	\$ 376,800
2018-19	75,700	\$ 378,600
2019-20	76,100	\$ 380,500
2020-21	76,500	\$ 382,300
2021-22	76,800	\$ 384,000

*Note: All figures rounded to the nearest hundred*

In addition to the estimated annual amount incoming from the waste levy, CCWMG will have a forecast surplus of \$257,142 at the end of 2016-17 financial year. This balance will be carried forward into the available funds for the 2017-18 financial year and beyond.

Based on the estimated available funding and the priorities identified in this report, an action plan for each year of the 2017-2022 strategic plan is provided in the following table (including an estimated budget for each action).

Linkages to key performance indicators are indicated where applicable.

Actions assessed as having 'Nil' cost are expected to be covered by the funding provisions provided to Dulverton Waste Management. Actions assessed as having an out of pocket expense incorporate cost estimates based on previous program funding and the expected requirements for each action.

Note the forecast financial positions in the table are predicated on 'business as usual' waste to landfill, with the relevant levy funds available. If MSW to landfill diversion increases in line with the projected performance indicators, the available levy funds will progressively decrease over time and some actions may need to be curtailed to maintain a financially positive net position. Alternatively, the levy may need to be increased to undertake all of the proposed actions.

Table C2: Action plan 2017-2022

Public CE1 Action plan 2017-2021

#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Food and garden organics								
1.	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	1	Nil					-
2.	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.	1	Nil					-
3.	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.	1		\$ 15,000				\$ 15,000
4.	Support the development of a Tasmanian organics strategy.	1	Nil					-
Illegal dumping and litter								
5.	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.	3	Nil					-
6.	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.	3	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
7.	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage/CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes.	3	\$95,000	\$90,000	\$85,000	\$75,000	\$75,000	\$420,000
8.	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.	3	Nil					-
9.	Provide evidence-based input to any further discussions regarding the introduction of container deposit legislation in Tasmania.	3	Nil					-

#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
<b>Infrastructure</b>								
10.	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.	4	Nil					-
11.	Conduct a recycling activity survey in order to establish the size of the recycling and reprocessor network, measure the quantity of materials managed throughout the network, establish the flow of materials between member councils and other regions and identify opportunities for network expansion or rationalisation. This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.	1,4	\$ 30,000					\$ 30,000
12.	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.	1			\$ 35,000			\$ 35,000
13.	Internally review progress of actions recommended by the <i>Cradle Coast Transfer Station Audits</i> report completed for CCWMG (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.	1	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
14.	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure , potential on-site reprocessing opportunities and material markets.	1	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
15.	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).	1		\$ 5,000			\$ 5,000	\$ 10,000
<b>Services</b>								
16.	Continue to undertake annual residential recycling bin assessments and contamination education across the region.	2	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 300,000

#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
17.	In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.	2	\$ 60,000			\$ 60,000		\$ 120,000
Hazardous waste								
18.	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.	1	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
19.	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.	1,3		\$ 80,000				\$ 80,000
20.	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.	1	Nil					-
21.	Work with EPA Tasmania as required to implement the hazardous waste tracking system.	-	Nil					-
22.	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.	3	Nil					
Tyres								
23.	Support the development of a tyre recycling site at Longford.	1,3	Nil					-
24.	Work with EPA and other regional groups to investigate end users for end-of-life tyres.	1,3	Nil					-
25.	Disseminate and support the statewide tyre management strategy when released by EPA.	1,3	Nil					-
C&D and C&I recovery								
26.	Work with the EPA to develop and align strategies to divert C&D and C&I materials from landfill. Investigate funding opportunities as they arise.	1	Nil					-
27.	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.	1			\$ 20,000			\$ 20,000

#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
28.	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	1	Nil					-
Regional governance arrangements								
29.	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	-	Nil					-
30.	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/senior level.	-	\$ 30,000	\$ 30,000				\$ 60,000
Collaborative arrangements between councils								
31.	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.	-	Nil					-
32.	Investigate and facilitate human resource sharing between member councils.	-	Nil					-
33.	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWMG meetings).	-	Nil					-
Building regional consistency								
34.	Review member council landfill and resource recovery centre/transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.	-					\$ 20,000	\$ 20,000
Working with the Tasmanian Government								
35.	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to influence policy and strategy documents, highlight current issues impacting on waste management in the region and contribute to and support government policy on emerging waste issues.	-	Nil					-
36.	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWMG meetings.	-	Nil					-



#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
37.	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	-	Nil					-
38.	Provide assistance and advice to state government on emerging waste issues.	-	Nil					-
39.	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	-	Nil					-
Working with industry								
40.	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and resource recovery.	-	Nil					-
41.	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWMG reach into local businesses.	-	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
42.	Maintain key dialogue and build contacts with industry sectors.	-	Nil					-
43.	Support the development of a Tasmanian recycling market development strategy.	1	Nil					-
Collaborating with other regions								
44.	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.	-	Nil					-
45.	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.	-			\$10,000			\$ 10,000
Community education								
46.	Develop a regional or cross regional communications and education plan with input from member councils, including for FOGO service, other kerbside services, illegal dumping, e-waste recycling and other waste initiatives as appropriate.	1,2,3	\$ 10,000					\$ 10,000
47.	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using media releases, TV, radio and newspaper advertising, promotional materials (e.g. bags, pens,	1,2,3	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000

#	Action	KPI	2017-18	2018-19	2019-20	2020-21	2021-22	Total
	caps), fact sheets and social media (e.g. YouTube, Facebook, Twitter). Where possible, activities to be jointly undertaken with the NTWMG.							
48.	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	1,2,3	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
49.	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	1,2,3	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
Raising awareness								
50.	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWMG minutes of meetings.	-	Nil					-
Public events								
51.	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.	1,2,3	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
52.	Conduct community consultation forums when introducing new programs or services (as appropriate).	1,2,3	To be determined pending program or service.					-
Total								
Estimated cost of actions			-\$ 387,500	-\$ 382,500	-\$ 312,500	-\$ 297,500	-\$262,500	-\$ 1,642,500
Estimated income from waste levy			+\$ 376,800	+\$ 378,600	+\$ 380,500	+\$ 382,300	+\$ 384,000	+\$ 1,902,200
Project management costs (DWM)			-\$ 91,500	-\$ 91,500	-\$ 91,500	-\$ 91,500	-\$ 91,500	-\$ 457,500
Admin and financial assistance (CCA) – projected 2.5% annual increase			-\$ 6,150	-\$ 6,304	-\$ 6,461	-\$ 6,623	-\$ 6,788	-\$ 32,326
Forecasted roll-over (remaining funds from previous year)			+\$ 257,142	+\$ 148,792	+\$ 47,088	+\$ 17,127	+\$ 3,804	-
Net position			+\$ 148,792	+\$ 47,088	+\$ 17,127	+\$ 3,804	+\$ 27,016	

## **5.4 CRADLE COAST WASTE MANAGEMENT GROUP 2017/18 ANNUAL PLAN & BUDGET**

File: 29119 D479966

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

- Strategy 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities

### **SUMMARY**

This report is to advise Council of the proposed activities of the Cradle Coast Waste Management Group (CCWMG) for the 2017/18 financial year as outlined in their annual plan and budget.

### **BACKGROUND**

The CCCWMG have recently updated the Cradle Coast Waste Management Group Strategic Plan 2017-2022 and was tabled in an earlier report for Council endorsement. The four key focus areas of the Strategic Plan are:

- Waste diversion – diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- Regional waste planning and efficiencies – provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/waste infrastructure.
- Partnerships – maintain partnerships with government, planning authorities and the three waste regions to shape waste management policies and regulations to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
- Community engagement – work with the community and industry, through education and feedback, to encourage waste avoidance and reuse to improve the use of existing and future services.

The Cradle Coast Waste Management Group 2017/18 Annual Plan & Budget outlines the proposed activities that will be undertaken by the CCWMG during the 2017/18 financial year. A copy of the Annual Plan & Budget is attached to this report.

Dulverton Waste Management (DWM) provides resources to undertake activities identified in the Annual Plan & Budget.

### **STATUTORY REQUIREMENTS**

The CCWMG is a working group of the Cradle Coast Authority (CCA). The CCA is established as a Joint Authority under Section 30 of the *Local Government Act 1993*.

### **DISCUSSION**

The CCWMG is responsible for implementing the Cradle Coast Waste Management Group Strategic Plan 2017-2022. The CCWMG comprises a General Manager, an elected member, CCA and DWM representatives and four technical staff from the member Councils. Devonport Council's Deputy General Manager, Matthew Atkins is one of the technical staff on the group.

The Annual Plan & Budget is funded from a voluntary levy of \$5 per tonne of waste delivered to landfills in the North West Region. It is estimated that approximately \$350,000 (plus 2016/17 carried over funds) will be available to the CCWMG to implement initiatives from the 5 year Strategic Plan.

The Annual plan & Budget details 19 activities/projects that will be delivered by the group. Activities to be delivered include:

- Manage an application process for Council's to apply for funding to target illegal dumping.
- Undertake kerbside recycling bin assessments and contamination education.
- Develop a 5 year Communications Plan for waste education and implementation of year 1 of the Communications Plan to promote correct waste and recycling practices
- Conduct a landfill waste composition audit.

This regional approach to waste management has significant benefits in areas such as economies of scale and access to specialist advice that Council would be unable to achieve if managing this function alone.

### COMMUNITY ENGAGEMENT

Community engagement by the CCWMG is undertaken on a project specific basis. Media advertising is used to promote selected initiatives along with a website (Re-think Waste Tasmania) jointly managed with the Northern regional waste entity. Further details can be found at [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au).

### FINANCIAL IMPLICATIONS

There is not expected to be any impact on Council's operating budget as a result of this recommendation. The \$5 per tonne waste levy has been included in Council's adopted 2017/18 operating budget.

### RISK IMPLICATIONS

It is believed there are no risks to Council associated with the recommendation of this report.

### CONCLUSION

The Cradle Coast Waste Management Group 2017/18 Annual Plan & Budget has been finalised and is presented to Council for information and endorsement.

### ATTACHMENTS

- [1.](#) CCWMG - Annual Plan and Budget 2017-18

### RECOMMENDATION

That it be recommended to Council that the Cradle Coast Waste Management Group 2017/18 Annual Plan & Budget be received and noted.

Author:	Kylie Lunson	Endorsed By:	Paul West
Position:	Infrastructure & Works Manager	Position:	General Manager



## Annual Plan & Budget

Cradle Coast Waste Management Group

2017/18

**DOCUMENT RECORD**

Revision	Issued To	Issued Date	Reviewed	Approved
1	CCWMG – meeting for review	19/06/2017	MP	CCWMG
2	CCWMG Councils – for information	23/06/2017		CCWMG



## EXECUTIVE SUMMARY

The Cradle Coast Waste Management Group (CCWMG) Strategic Plan 2017-2022 was ratified in June 2017 by the North West Councils participating in the voluntary waste levy. This Strategy is an update of the 2012-2017 Strategy, incorporating four Key Performance Indicators (KPIs) and actions aimed at meeting these performance objectives.

This Annual Plan and Budget is funded by the voluntary levy of \$5.00 per tonne of waste delivered to the council owned landfills in North West Tasmania. Under this scenario an estimated \$350,000 (plus carry over funds from 2016/17) would be available to the CCWMG in 2017/18 to implement the initiatives from year 1 of the 5 year Strategy, these are detailed in Table 1.

Where appropriate the CCWMG will receive a detailed "Scope of Works" outlining the proposed works to be undertaken for an activity/project, to review prior to issuing approval. This is to ensure that project outcomes will be delivered to the group's quality and cost expectations.

In many projects the CCWMG works in collaboration with the Northern Tasmania Waste Management Group (NTWMG) to increase economies of scale and to share resources.

**Table 1: 2017/18 Actions**

Ref #	Project Name	Action Summary	Strategic Plan Ref #	Budget (ex GST)
2.1	Illegal Dumping Database	Manage and report on the established illegal dumping database.	6	3,000
2.2	Illegal Dumping Funding	Manage an application process for Council's to apply for funding to target illegal dumping.	7	95,000
2.3	Recycling Activity Survey	Conduct a recycling activity survey to build a picture of the resource recovery network in Tasmania.	11	30,000
2.4	Best Practice Improvements	Assist Councils in improving transfer stations in line with the Best Practice Guidelines.	13	20,000
2.5	Additional Material Acceptance	Investigate options for accepting additional materials at Council resource recovery centres/WTS.	14	10,000
2.6	Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education.	16	60,000
2.7	Landfill Waste Audit	Conduct a landfill waste composition audit.	17	60,000
2.8	Household Battery Recycling	Fund a free household battery recycling program to be managed by councils.	18	20,000
2.9	Stakeholder Manager	Fund a role within the CCWMG to manage stakeholder group member engagement.	30	30,000
2.10	Governance Framework	Develop and document a governance framework for the CCWMG.	29	Nil
2.11	Industry Workshop	Facilitate an industry workshop/forum to facilitate sharing of waste management and resource recovery ideas.	41	10,000
2.12	Communications Plan	Develop a 5 year Communications Plan for waste education.	46	10,000
2.13	Education & Promotion	Implementation of year 1 of the Communications Plan to promote correct waste and recycling practices.	47	40,000

2.14	Schools Program	Establish a program to visit schools to provide waste education.	48	10,000
2.15	Rethink Waste Website	Management and improvements to the Rethink Waste Website.	49	1,500
2.16	Public Events	Host an education stall at 2 public events.	51	5,000
2.17	FOGO Collection	Continue to support Councils in determining whether to implement a food organics and garden organics collection.	1	23,000 (provisional)
2.18	FOGO Communication Campaign	Extensive large scale communications campaign to provide residents information about the FOGO collection.	1	100,000 (provisional)
2.19	Soft Plastic Recycling	Investigate options to assist Councils in setting up a soft plastic recycling drop off point for residents.	14	15,000
2.20	Project Management	Dulverton Waste Management (DWM) waste expertise & project delivery.	N/A	91,500
2.21	Cradle Coast Authority (CCA)	Administration & financial assistance.	N/A	6,150
				<b>\$640,150</b>

The CCWMG is responsible for the implementation of the Strategy including the development and implementation of this Annual Plan.

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## 1 INTRODUCTION

### 1.1 Cradle Coast Region

The Cradle Coast Authority (CCA), Cradle Coast Waste Management Strategy 2017 – 2022 was ratified in June 2017 by the Cradle Coast Council's participating in the voluntary waste levy. Participating Council's include: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Kentish (KC), Latrobe (LC) and Waratah-Wynyard (WWC). A skills based working group makes up the CCWMG which is responsible for the implementation of the Strategy, including the development of this Annual Plan and Budget. The CCWMG representatives include:

- Sandra Ayton (Chair), General Manager Representative from the CCC.
- Bilal Akhtar, Engineering & Project Representative from the CHC and WWC.
- Brett Smith, CEO from the CCA.
- Don Thwaites, Observer on behalf of the CCA Representatives Group.
- Jan Febey, Corporate Manager Representative from the LC.
- Matthew Atkins, Management Representative from the DCC.
- Rowan Sharman, Engineering Representative from the BCC.

The CCWMG's strategic vision is to:

*'Deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.'*

The Strategy also details four key focus areas of the CCWMG:

1. **Waste diversion:** Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
2. **Regional planning & efficiencies:** Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/ waste infrastructure.
3. **Partnerships:** Maintain partnerships with government, planning authorities and the 3 waste regions to shape waste management policies and regulation to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
4. **Community engagement:** Work with the community and industry, through education and feedback, to encourage waste avoidance and reuse to improve the use of existing and future services.

The CCWMG have also set measurable and achievable objectives in the Strategy which will allow the CCWMG and member councils to track their progress over the 5-year plan. The objectives take the form of Key Performance Indicators (KPIs), which include:

1. By 2022, divert 50% of all MSW from local government landfill facilities across the region.
2. By 2022, increase the proportion of recycling bin receiving a pass mark as part of the recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%).
3. By 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from council reports).
4. By 2022, member councils to be collection and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

This Annual Plan and Budget details actions that incorporate the key focus areas and will assist the CCWMG in meeting the KPIs.

## 2 PROGRAMS FOR 2017/2018

### 2.1 Illegal Dumping Database (SP Ref/6)

**Manage and report on the established illegal dumping database.**

In June 2014 an illegal dumping database was developed on [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au) to provide a centralised location for reporting of illegal dumping incidents by land owners and managers in the North West of Tasmania.

DWM will continue to manage the database which includes:

- Following up land owners and managers with reminders on the importance of reporting illegal dumping incidents;
- Assisting users with access difficulties;
- Training new users on how to access and use the database;
- Updating user profiles as required; and
- Report on the data captured annually at the 30<sup>th</sup> of June.

### 2.2 Illegal Dumping Funding (SP Ref/7)

**Conduct an application process for Council's to apply for funding to target illegal dumping.**

Illegal dumping and littering has been highlighted as a focus area in the Strategic Plan, with funding available for Council projects (hotspot clean-up, signage and CCTV installation) to assist Councils with addressing the issue.

A funding application process is to be developed including:

- Process for determining successful applications;
- Process for determining the distribution of funds;
- Council reporting requirements; and
- Measurement of outcomes.

The CCWMG will continue to work with relevant Tasmanian Government departments, to support the development of a state wide approach to illegal dumping.

### 2.3 Recycling Activity Survey (SP Ref/11)

**Conduct a recycling activity survey to build a picture of the resource recovery network in Tasmania.**

Conduct a recycling activity survey in order to establish the size of the recycling and reprocessor network, measure the quantity of materials managed throughout the network, establish the flow of materials between member councils and other regions and identify opportunities for network expansion or rationalisation.

This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.



**2.4 Best Practice Improvements** (SP Ref/13)

**Assist Councils in improving transfer stations in line with the Best Practice Guidelines.**

The Transfer Station Best Practice Guidelines were developed in 2014 to offer member councils guidance on the preferred standards of planning, developing and operating a transfer station in Tasmania. Soon after an independent audit was carried out at each transfer station against the guidelines, with findings and recommendations detailed in the Cradle Coast Transfer Station Audit Report.

Funding is available to assist councils in bringing their facilities up to best practice standards in accordance with the recommendations in the Audit Report. A funding application process is to be developed, including:

- Process for determining successful applications; and
- Process for determining the distribution of funds.

**2.5 Additional Material Acceptance** (SP Ref/14)

**Investigate options for accepting additional materials at Council resource recovery centres/WTS.**

Investigate options for accepting additional materials at Council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.

Following the investigation, a summary report will be provided to the CCWMG for Council consideration and action (where applicable).

**2.6 Recycling Bin Assessments** (SP Ref/16)

**Undertake residential recycling bin assessments and contamination education across the region.**

In 2016/17 a sample of recycling bins from each council area were assessed to capture data on residential recycling habits and bin contamination. Using the findings from the assessment, a targeted education campaign is to be conducted focusing on the commonly occurring bin contaminants. The goal of the broad scale education is to assist in educating the community on correct recycling habits.

Another round of kerbside recycling bin assessments is to be carried out, using existing areas that were identified as requiring improvement and selecting new unassessed areas if possible.

The aims of the assessments include:

- Identifying and quantify, in terms of volume, the types of recyclables and contaminants appearing in the kerbside recycling collection.
- Providing personalised one-on-one education to residents on their recycling habits through written advice provided by the assessors and an information brochure placed in letterboxes.

Upon completion of these assessments a final report will be generated detailing the following:

- Results of the assessment;
- Comparison with previously assessed areas;
- The effects the media campaign may have had on bin contamination; and
- Recommendations for a targeted behaviour change media campaign in 2018/19.



\$10,000 has been allocated for management and implementation of a communications campaign which will assist in promoting and providing education to the community about this project. The campaign will include a mix of advertising mediums including online, radio and press. Should a clear contamination issue present itself, specific high impact marketing may also be considered. Other zero cost initiatives will be undertaken through methods such as Mayors Message, website updates, media releases and social media.

## 2.7 Landfill Waste Composition Audit (SP Ref/17)

**Conduct a landfill waste composition audit.**

In 2011 the CCWMG and NTWMG conducted a visual landfill audit to determine the composition of waste to landfill and opportunities for waste diversion. The findings are detailed in *Northern Tasmania Landfill Audit Report RN 11-02*.

To understand how the composition of landfilled waste has changed since 2011, another landfill audit is to be conducted (if possible in collaboration with the NTWMG). The key deliverables include:

- Auditing the Dulverton, Port Latta and Ulverstone Landfills;
- Where possible, identifying the source of the waste materials entering each site;
- Identify waste streams which may be easily diverted from landfill; and
- Develop a comprehensive report on findings, including recommended actions.

The findings of this audit will provide the CCWMG with valuable information for future education campaigns and resource recovery initiatives. Additionally the findings provide a benchmark for measurement of the success of the new Strategy.

## 2.8 Household Battery Recycling (SP Ref/18)

**Continue to fund a free household battery recycling program to be managed by councils.**

Household batteries were found to be the most commonly disposed of household item in the 2014/15 kerbside waste audits. Both single use and rechargeable household batteries contain toxic metals including cadmium, mercury and lead which can be damaging to both human health and the environment.

Consequently the CCWMG are funding a free household battery recycling service which provides residents with the opportunity to divert their used batteries away from landfill, reducing the risk of the toxic metals entering the environment.

\$5,000 has been allocated for the management and implementation of a communications campaign which will assist in raising awareness of this free service. The campaign will include a mix of advertising mediums including radio and online advertising. Other zero cost initiatives will be undertaken to assist Councils in promoting this project through methods such as the Mayors Message, website updates and media releases.

## 2.9 CCWMG Stakeholder Manager (SP Ref/30)

**Fund a role within the CCWMG to manage stakeholder group member engagement.**

In 2013/14 the CCWMG commissioned a report to investigate waste governance options and to propose a model for regional governance and management of waste services. The outcomes of this report recommended that the CCWMG move towards being established as a Joint Authority (refer to *Coordinated Gov & Mgt of Waste Infrastructure & Services Part 1, 2 & 3: RN 14-11 and RN 14-12*).

In August 2015 the CCWMG resolved to support moving towards a Joint Authority, providing two options to progress the move to Council General Managers for consideration. Stakeholders have identified the need for a dedicated resource to work with member councils, General Managers and Councillors to assist with reaching a decision and progressing the move to a Joint Authority.

## 2.10 Governance Framework (SP Ref/29)

**Develop and document a governance framework for the CCWMG**

Clear and concise governance framework is to be documented which identifies the roles, responsibilities and expectations of the CCWMG and member councils. The governance framework is to include:

- The specified roles of the group and member councils.
- The responsibilities of each party in relation to:
  - Reporting requirements of group activities.
  - Reporting requirements to their respective council and Councillors.
  - Meeting attendance.
  - Response requirements to whole of region communications.
  - Response requirements in relation to data reporting.
  - Reporting of progress against key performance indicators (KPIs).
  - Reporting of project updates and learnings.
  - Human and financial resourcing arrangements.
  - Resolution requirements where participant expectations are not met.
- Decision making requirements of the group.
- Meeting protocols.
- Arrangement for resource sharing between councils.
- Procedures for nomination of the chair and other executive and non-executive officers.
- Performance guidelines for member participation, including processes to be followed in the event of non-performance.

## 2.11 Industry Workshop (SP Ref/41)

**Facilitate an industry workshop/forum to facilitate sharing of waste management and resource recovery ideas.**

Facilitate an industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWMG reach into local business.

**2.12 Communications Plan** (SP Ref/46)**Develop a 5 year Communications Plan for waste education.**

In June 2017 the CCWMG and NTWMG commenced a Request for Quote (RFQ) process for the development of a cross regional communications and education plan.

The successful applicant will be required to develop a plan for approval by the CCWMG and NTWMG, which includes:

- A detailed strategic approach to conducting effective community communication and education each financial year from 2017-18 to 2021-22.
- Identification of actions, key messages and initiatives and their target audiences – including an estimated budget for each item.
- A focus on waste reduction and resource recovery.
- A continuation of the Rethinkwaste and Good SORT branding/campaigns.
- Ideas for communicating positive waste initiatives to the community in an engaging manner, concentrating on member Council successes in waste diversion initially.
- Ideas for targeting school children and the next generation to educate their older family members.
- Finding and using community champions (people/businesses/community groups going above and beyond standard waste practices) to engage and inspire other members of the community to take ownership of waste and recycling.
- Resource development and training consideration, so that a consistent message is delivered throughout the region.
- Determining and incorporating key waste issues and services, with input from the CCWMG and NTWMG.
- Ability to be modified to allow for changes in the dynamic waste industry.

**2.13 Education & Promotion** (SP Ref/47)**Implementation of year 1 of the Communications Plan to promote correct waste and recycling practices.**

In addition to the development of a 5 Year Communications Plan (Project 2.12), the RFQ also requested submissions for communication expertise and project management/coordination of initiatives for the CCWMG and NTWMG.

The successful applicant will be required to work with the CCWMG and NTWMG to ensure that the actions detailed in year 1 of the Communication Plan are successfully achieved.

**2.14 Schools Program** (SP Ref/48)**Establish a program to visit schools to provide waste education**

Develop a 5 year program to visit schools in the region to conduct waste education and awareness. The program is to consider the appropriate age of students to target, a means for selecting schools to allocate

resources to and the waste topic to be covered. In accordance with the program, conduct year 1 of school visits.

The CCWMG will continue to support and promote the Rethink Waste Schools Program.

#### 2.15 Rethink Waste Website (SP Ref/49)

##### Management and improvements to the Rethink Waste Website

Coordinate with member councils and other regions to provide consistent updates and improvements to the Rethinkwaste.com.au website.

This may include:

- An annual update of information on Council pages;
- Addition/updating of photos and images being displayed;
- Improvements to access of information and usability; and
- Annual hosting and photo library fee.

#### 2.16 Public Events (SP Ref/51)

##### Host an education stall at 2 public events

Research and maintain a calendar of public events which would be appropriate to host and education session/stall/booth. Identify 2 events for attendance and develop collateral (banners, brochures, signs etc) to utilise at these events.

#### 2.17 FOGO Collection

##### Continue to support Councils in determining whether to implement a food organics and garden organics collection.

In 2016/17 the CCWMG tendered for the following services:

- FOGO Design, Construct & Commissioning (DC&C) of composting infrastructure; and
- FOGO Collection Service.

Following a comprehensive tender assessment, Councils were provided with pricing information to assist in determining the impact on their individual Council. Should Councils agree to proceed with a FOGO collection, an agreement between DWM and Councils (pricing, contamination etc.) is to be drafted.

#### 2.18 FOGO Communication Campaign

##### Extensive large scale communications campaign to provide residents information about the FOGO collection.

To assist Councils in communicating a consistent message to the community regarding the proposed FOGO collection, the CCWMG have allocated \$20,000 to fund the development of marketing collateral and templates.



Should an agreement be reached to proceed with a FOGO collection, a large scale communications campaign is to be conducted. This campaign will be funded by the successful tenderer for the FOGO Collection Service, at a total cost of \$80,000.

The campaign will be targeted at the following:

- Community awareness of the upcoming collection;
- Community consultation and education; and
- Bin contamination awareness (pre and post collection commencement).

The following advertising mediums and initiatives are to be considered in the campaign:

- TV, newspaper, radio and Facebook advertising;
- Media release and consultation;
- Poster, flyer, banner and factsheet development;
- Information mail out to residents;
- Website updates; and
- Resident frequently asked questions (FAQ) information sheets.

## 2.19 Soft Plastic Recycling

**Investigate options to assist Councils in setting up a soft plastic recycling drop off point for residents.**

Soft plastic is a problem waste item, with landfill currently the only disposal option available to residents. It also appears as the most commonly occurring contaminant in the kerbside recycling bins, supported by 4 years of kerbside assessment data collected by the CCWMG.

The CCWMG will investigate options to provide residents with a soft plastic recycling collection. This will involve assisting Council with setting up a collection station and providing instructions for transporting the soft plastic to a recycling facility (for example Red Cycle in Victoria).

Funding is available to supply Councils with collection containers and to assist with the cost of freight of soft plastic to the recycling facility. A media campaign will also be funded by the CCWMG, to advise residents that this service is available.

## 2.20 Project Management of the CCWMG Annual Plan and Budget projects

**Dulverton Waste Management (DMW) waste expertise and project delivery**

DMW provides waste expertise and project delivery services to the CCWMG. They are largely responsible for the delivery of the initiatives detailed in this Annual Plan and Budget.

For a management fee, DWM provides the following services:

- Waste expertise and project delivery services to the CCWMG;
- Administer the regional kerbside recyclable collection contract;
- Project management of the CCWMG Annual Plan and Budget;
- Foster networks and support other regional waste groups, industry and government contacts in the waste field;
- Preparation of the CCWMG Annual Plan and Budget;
- Preparation of the CCWMG Annual Report; and
- Prepare regional responses to Industry, State and Federal matters.

**2.21 Cradle Coast Authority**

**Administration and financial assistance.**

Cradle Coast Authority provides administration assistance and finance support to the CCWMG.



### 3 FINANCIAL

The forecast 30/06/2016 closing balance of the Cradle Coast Authority managed Regional Waste Management Levy account is outlined in the following table:

**Table 2: Forecast 2016/17 Closing Balance**

Forecast 2016/17 Closing Balance Regional Waste Management Levy	
CCWMG Waste Levy Account balance as at 31/05/2017 <i>(Includes actual levy income collected to 31 May 2017 and other income received)</i>	421,242
Additional forecast expenditure from 01/06/2017 to 30/06/2017	(115,795)
Additional forecast waste levy income from 01/06/2017 to 30/06/2017	28,000
<b>Forecast closing CCWMG Waste Levy Account balance at 30/06/2017</b>	<b>\$333,447</b>

The 2017/18 Annual Plan and budget is based on the voluntary levy of \$5.00 per tonne. Under this scenario an estimated \$350,000 would be available to the CCWMG in 2017/18 to implement the initiatives from the 5 year strategy.

**Table 3: Forecast 2017/18 Expenditure Summary**

Forecast 2017/18 Expenditure Summary Regional Waste Management Levy	
Forecast closing CCWMG Waste Levy Account balance 30/06/2017	333,447
Forecast 2017/18 levy funds received	350,000
Forecast Interest Income	4,000
FOGO Contractor Media Campaign Contribution (refer to project 2.18)	80,000
<b>Total Fund</b>	<b>\$767,447</b>
2017/18 Projects/ Activities	\$640,150
<b>Total Expenditure</b>	<b>\$640,150</b>
<b>Forecast closing CCWMG Waste Management Levy Account balance 30/06/2018</b>	<b>\$127,297</b>

## 4 REPORTS/RESOURCES

Below is a reference list of past reports and resources that may assist the CCWMG in implementing future projects:

**Table 4: Reports & Resources**

Report No	Report/Resource Name	Author	Date
RN 17-03	Cradle Coast WMG Strategic Plan 2017-2022	Blue Environment	7/06/2017
RN 17-02	CCWMG WTS Audit: Results Report	MRA Consulting	1/05/2017
RN 17-01	LGAT Waste & Resource Management Strategy	MRA Consulting	10/03/2017
RN 16-07	Recycling Bin Assessments	DWM	16/08/2016
RN 16-06	Illegal Dumping End of Year Report	DWM	4/07/2016
RN 16-05	CCWMG Annual Plan & Budget 2016/17	DWM	8/07/2016
RN 16-04	CCWMG Annual Report for 2015/16	DWM	2/11/2016
RN 16-03	E-Waste Tender – Initial Assessment	DWM	29/04/2016
RN 16-02	WTS Data Collection	DWM	20/04/2016
RN 16-01	Gas Cylinder Decommissioning Investigation	MRA Consulting	23/02/2016
RN 15-09	CCWMG Annual Plan & Budget 2015/16	DWM	5/06/2015
RN 15-08	CCWMG Annual Report for 2014/15	DWM	16/11/2015
RN 15-07	Illegal Dumping End of Year Report	DWM	2/07/2015
RN 15-06	CCWMG 2014/15 Recycling Assessments Report	DWM	31/08/2015
RN 15-05	Tasmanian Waste Levy Benefit Study	MRA Consulting	21/01/2015
RN 15-04	C&D Investigation Report	DWM	4/05/2015
RN 15-03	Mattress Recycling Options Report	DWM	27/04/2015
RN 15-02	Household Hazardous Waste Report – Project Completion	DWM	6/02/2015
RN 15-01	Illegal Dumping Interim Report	DWM	19/01/2015
RN 14-17	CCWMG Annual Plan & Budget 2014/15	DWM	2/06/2014
RN 14-16	CCWMG Annual Report for 2013/14	DWM	13/10/2014
RN 14-15	Tasmanian Waste Review	Blue Environment	1/03/2014
RN 14-14	CCWMG Residential Kerbside Bin Audit	EC Sustainable	7/11/2014
RN 14-13	Household Hazardous Waste Report - Project Update	DWM	23/09/2014

RN 14-12	Coordinated Gov & Mgt of Waste Infrastructure & Services (Part 2 & 3 Report)	MRA Consulting	24/10/2014
RN 14-11	Coordinated Gov & Mgt of Waste Infrastructure & Services (Part 1)	MRA Consulting	24/10/2014
RN 14-10	CCWMG 2013/14 Recycling Bin Assessment Report	DWM	1/09/2014
RN 14-09	Cradle Coast Transfer Station Audit Report	Blue Environment	1/09/2014
RN 14-08	Feasibility Study - C&D Waste Processing in the N & NW of Tasmania	Hyder Consulting	11/06/2014
RN 14-07	FOGO household collection report for CCWMG to consider & issue to member Councils	CCWMG	13/02/2014
RN 14-06	C&D Waste Management in the North & North West of Tasmania	Hyder Consulting	5/06/2014
RN 14-05	Waste Transfer Station Best Practice Guidelines	Blue Environment	30/01/2014
RN 14-04	Data Collection Procedures & Systems for Waste Transfer Stations (WTS)	Blue Environment	30/01/2014
RN 14-03	Pricing Model Tool	Blue Environment	17/02/2014
RN 14-02	Regional Strategies for Sustainable Management of Recyclables	MRA Consulting	17/02/2014
RN 14-01	Best Practice Guide for Sustainable Procurement in Councils	DWM	21/02/2014
RN 13-07	CCWMG Annual Plan & Budget 2013/14	DWM	26/07/2013
RN 13-06	Kerbside Organics Collection Trial - Final Study Survey Summary	DWM	4/07/2013
RN 13-05	Food & Garden Organics (FOGO) Household Options Assessment	MRA Consulting	9/07/2013
RN 13-04	An Assessment of the Potential Financial Impacts of a CDS on LG in Tas	Local Government Association of Tasmania (LGAT)	1/12/2013
RN 13-03	Signed MOU - Joint Communications Activities	CCWMG, NTWMG & SWSA	23/04/2013
RN 13-02	Employment Opportunities Through Reuse & Recycling Activities	MRA Consulting	11/01/2013
RN 13-01	Illegal Dumping Report	DWM	1/11/2013
RN 12-07	CCWMG Annual Plan & Budget 2012/13	DWM	25/06/2012
RN 12-06	Waste Minimisation & Reuse Study for CCWMG	APC Environmental Management	1/08/2012
RN 12-05	Communications Plan 2012-2014	Cradle Coast Authority	1/06/2012
RN 12-04	Cradle Coast Waste Management Group (CCWMG) 5 Year Strategic Plan 2012-2017	APC Environmental Management	1/06/2012

RN 12-03	Biomass Audit – Cradle Coast Region	DWM	1/06/2012
RN 12-02	Commercial Recycling Collections Report	DWM	21/06/2012
RN 12-01	Recycling Risk – Cradle Coast Region Report	MRA Consulting	8/08/2012
RN 11-06	CCWVG Annual Plan & Budget 2011/12	DWM	7/07/2011
RN 11-05	Silage Wrap Report	Veolia Environmental Services	1/10/2011
RN 11-04	Kerbside Organics Collection Service Pilot Trial Bus Case	Hyder Consulting	19/01/2011
RN 11-03	Introduction of Kerbside Organics Collection Service Bus Case	Hyder Consulting	19/01/2011
RN 11-02	Northern Tasmania Landfill Audit Report	APC Environmental Management	1/10/2011
RN 11-01	CCA Illegal Dumping Strategy	Landscape & Social Research Pty Ltd	1/11/2011
RN 10-04	Nthn Kerbside General Waste Audit Report	DWM	1/02/2010
RN 10-03	NW Kerbside General Waste Audit Report	DWM	1/02/2010
RN 10-02	Kerbside Recycling Contamination in Australia	MRA Consulting	25/05/2010
RN 10-01	Landfill Levy – Options & Strategy	MRA Consulting	1/09/2010
RN 09-02	CCWVG Annual Plan & Budget 2009/10	DWM	23/07/2009
RN 09-01	Feasibility Study of a Container Deposit System for Tasmania	Hyder Consulting	28/05/2009
RN 08-01	Plastic Shopping Bags	Justin Jones	1/01/2008
RN 07-01	Independent Assessment of Public Place Recycling	Hyder Consulting	25/07/2007
RN 04-01	Regional Waste Management Audit	GHD	1/06/2004

## **6.0 INFRASTRUCTURE AND WORKS MONTHLY UPDATE**

### **6.1 INFRASTRUCTURE AND WORKS REPORT**

**File: 29528 D481416**

#### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

Strategy 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs

#### **SUMMARY**

This report provides a summary of the activities undertaken by the Infrastructure and Works Department during the months of June and July 2017.

#### **BACKGROUND**

The report is provided to the Infrastructure and Works Committee and aims to update Aldermen and the community on matters of interest. The functional areas of Council covered by this report are:

- Asset Management Program (forward planning and maintenance)
- Capital Works
- Roads, Footpaths and Cycleways
- Streetscape Design (incl lighting, signs, furniture, vegetation)
- Stormwater Management
- Traffic Management
- Waste Management
- Recreation Reserves (incl playgrounds, parks and gardens)
- Sporting Grounds and Facilities
- Tracks and Trails
- Public Buildings (incl public halls, toilets)
- Marine Structures (incl jetties, boat ramps)
- Recreation and open space planning

#### **STATUTORY REQUIREMENTS**

Council is required to comply with the provisions of the *Local Government Act 1993* and other relevant legislation.

#### **DISCUSSION**

##### **1. 2016/2017 Capital Works Program**

- 1.1. The 2016/2017 Capital Works Program has been completed as anticipated, with most projects being finalised. As previously reported to Council, a small number of projects were not undertaken for various reasons and some projects have been carried forward to the 2017/2018 financial year. Details regarding progress of some projects is outlined below.

- 1.2. Sawdust Bridge – the new bridge has been installed.



- 1.3. Tugrah Road Pipe Duplication – construction is progressing. This project was delayed awaiting the outcome of an endangered species survey. The results of the survey are now known and the project is nearing completion.



- 1.4. Ronald/Madden Round-a-bout – a new round-a-bout has been installed. This project was funded from a Black Spot grant due to the number of casualty accidents at this intersection in the past 5 years.



## 2. 2017/2018 Capital Works Program

- 2.1. Work has commenced on the 2017/2018 Capital Works Program and a number of projects have been progressing, items of note are outlined below.



- 2.2. Mersey Vale Cemetery – future columns for Memorial Garden. A quotation for the works has been accepted. The new columns will be constructed off site. Installation on site will be later in the year.
- 2.3. Reseal program – contracts have been awarded and site preparation works have commenced.
- 2.4. Biralra Place – the design for the reconstruction works has been completed. Construction is due to commence in coming weeks.
- 2.5. Victoria Parade boat ramp carpark – tenders have been called for the construction of the new carpark.
- 2.6. Buster Road Renewal – design has been completed and the project tendered. The tender report is tabled as a separate report on this agenda.

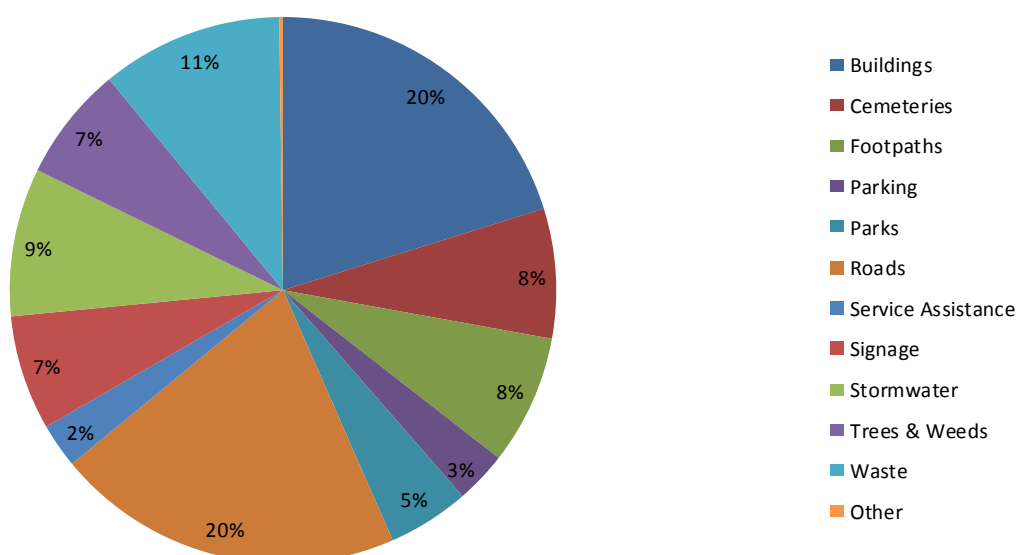
### 3. Management

- 3.1. The following table is a summary of the action requests for the Infrastructure and Works Department:

Balance of Action Requests as at 29/5/2017	569
Number of Action Requests created in June & July	427
Number of Action Requests completed in June & July	575
Balance of Action Requests as at 28/7/2017	421

- 3.2. The following graph details the breakdown of the action requests completed during June and July:

**Completed Action Requests Bi-monthly Breakdown**



### 4. Technical and Engineering

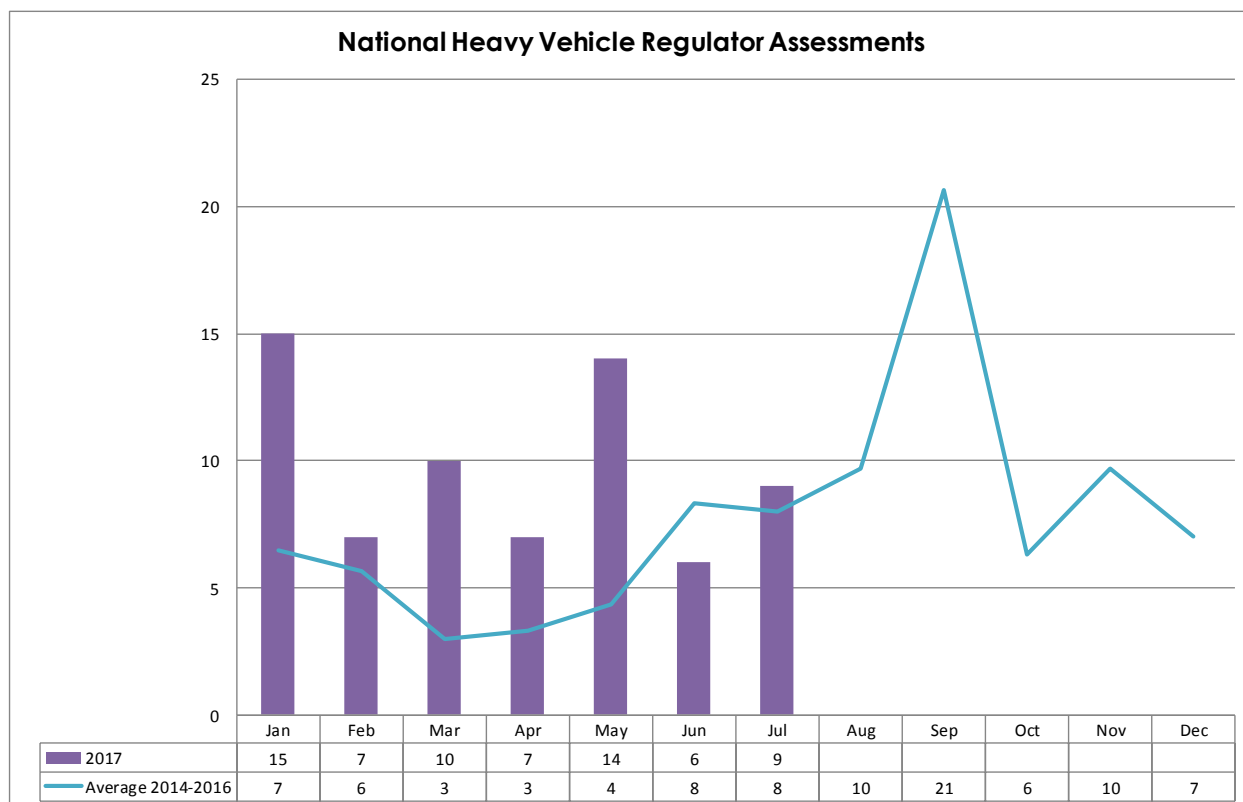
- 4.1. Council have entered into a two-year contract with Aurora Energy for street lighting operations. LGAT tendered the contract on behalf of all Tasmanian Councils.

- 4.2. A business case has been prepared for each North-West Tasmanian Council to conduct a bulk changeover of street lights to LED technology. This report is currently being reviewed by staff and a report will be prepared for Council to consider.
- 4.3. An investigation has commenced and a report is being prepared for Council to consider installation of additional disabled parking bays in the Formby Road carpark.
- 4.4. The following is a summary of the projects capitalised in June and July:

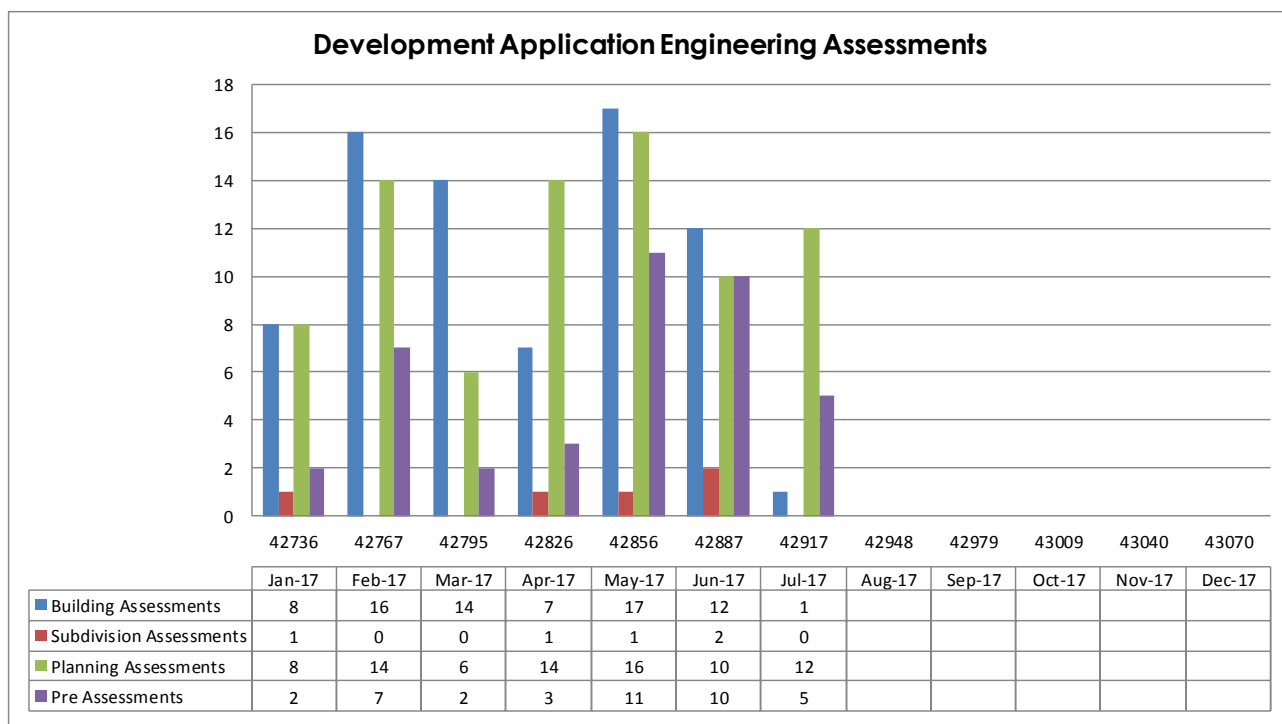
Number of projects capitalised in June & July	7
Total value of capitalisations in June & July	\$0.03M
Total value of Works in Progress (WIP) as at 24/07/2017	\$33.10M*
Number of projects awaiting capitalisation next month	26

\* includes \$24.30M LIVING CITY costs yet to be capitalised

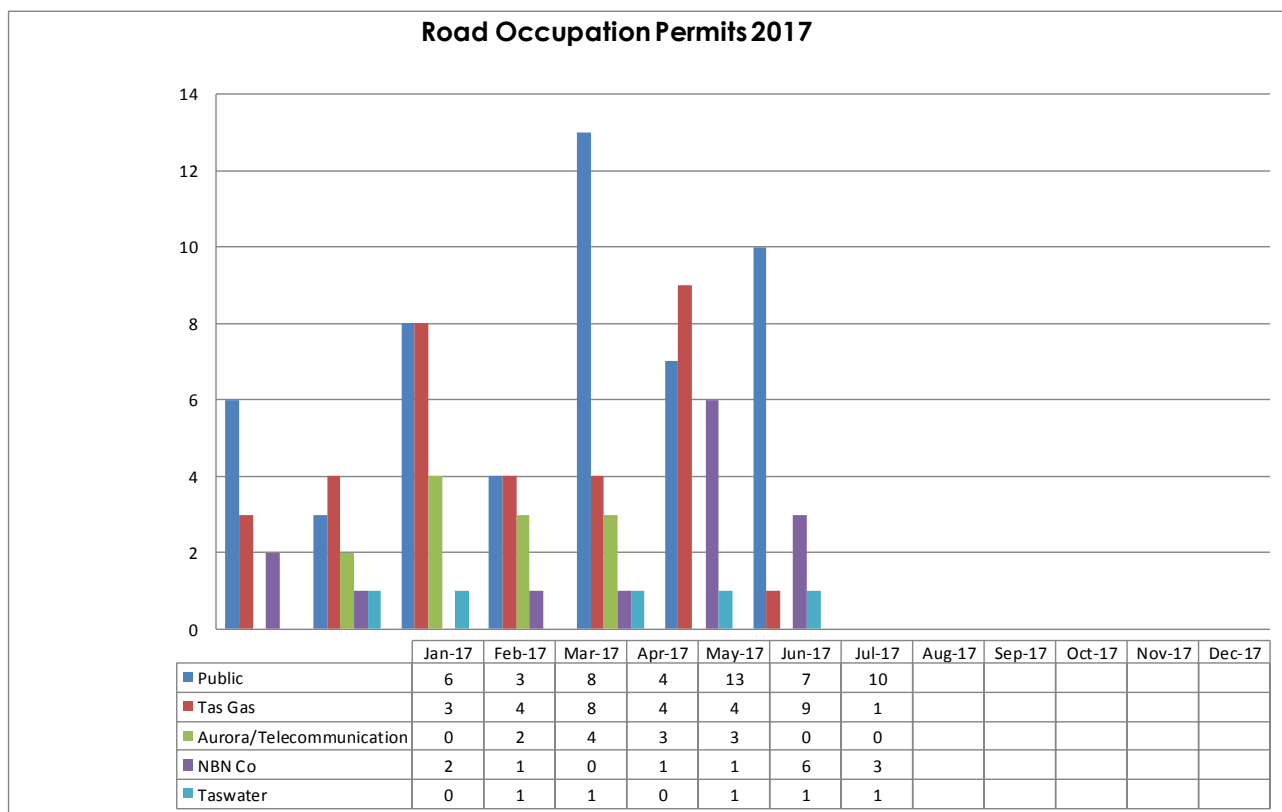
- 4.5. A review of the crash data for the past five years has been undertaken. There has been 1,040 crashes on Devonport City Council roads in the five years to 15 June 2017. This is an increase of 1 crash from the previous reporting period.
- Of the 1,040 crashes, 14 crashes were fatality or serious injury crashes. This is a reduction of two from the previous reporting period. 254 crashes were casualty crashes. This is a reduction of three from the previous reporting period.
- 4.6. Six National Heavy Vehicle Regulator Assessments were completed in June and nine were assessed in July. The following graph details the National Heavy Vehicle Regulator Assessments that have been issued this year compared to previous years:



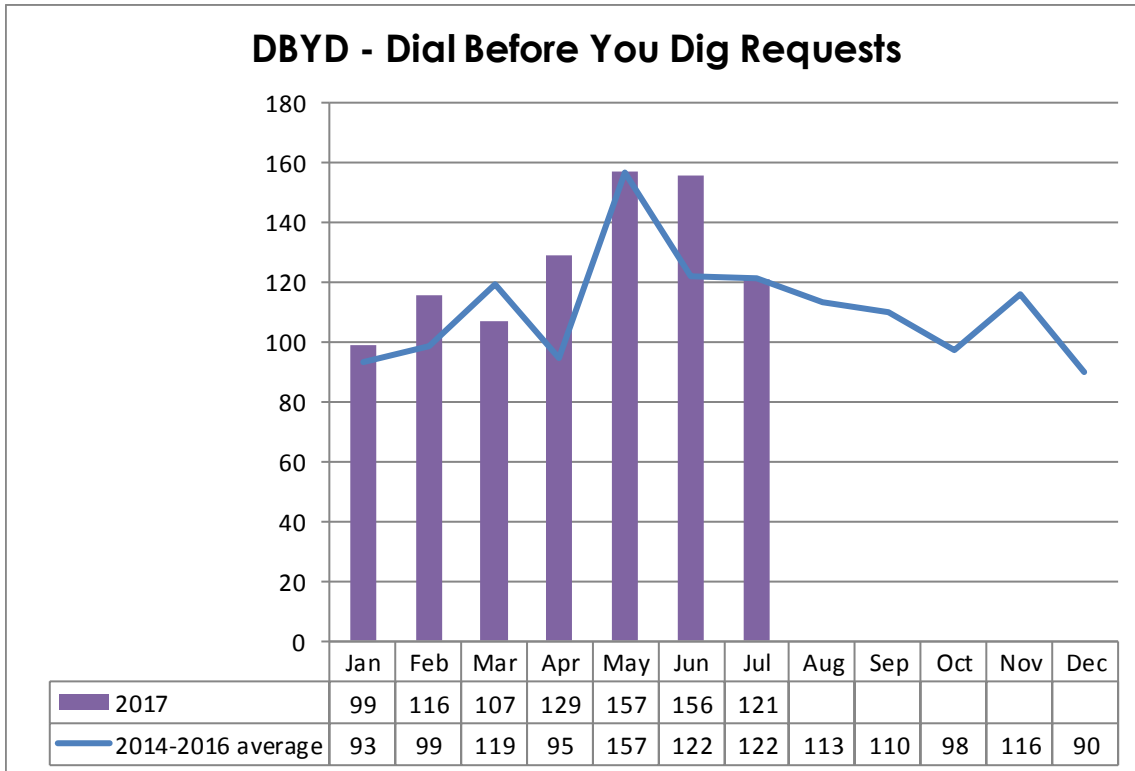
- 4.7. The following graph details the Engineering Development Assessments that have been completed to date this year:



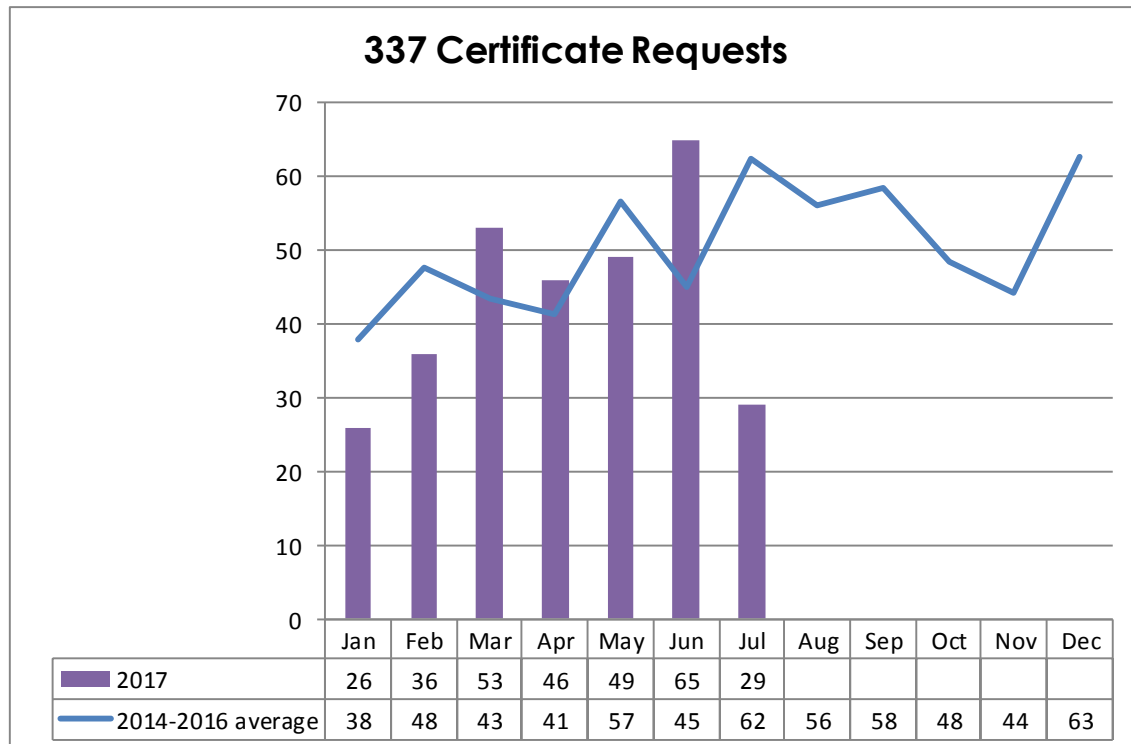
- 4.8. 23 road reserve permits were issued in June, 15 permits were issued in July. The following graph details the Road Reserve Permits that have been issued this year compared to previous years:



- 4.9. 156 Dial Before You Dig requests were processed in June and 121 in July. The following graph details the Dial Before You Dig requests that have been processed this year compared to previous years:



- 4.10. 65 Section 337 Certificates were processed in June and 29 in July. The following graph details the 337 Certificates that have been assessed by the Infrastructure and Works Department this calendar year compared to previous years:



## 5. Civil Works and Stormwater Maintenance

5.1. Maintenance in accordance with the Service Level Document, undertaken in June and July included:

- Cleaning out of open drains along Melrose Road
- Shoulder maintenance on Kelcey Tier Road



- Quarterly inspection of stormwater pollution traps
- Drainage works at the Bluff Caravan Park
- Footpath maintenance in Belair Crescent, Sumberg Street, Sheffield Main Road and Loane Avenue

5.2. In August it is anticipated that civil works and stormwater maintenance works will include:

- Cleaning out of open drains along Kelcey Tier Road
- Road maintenance on Tarleton Street and Wright Street
- Footpath maintenance in Lovett Street and Middle Road

## 6. Parks and Reserves Maintenance

6.1. Maintenance in accordance with the Service Level Document, undertaken in June and July included:

- Removal of the cemetery hedge along Durkins Road and planting of a new hedge



- Pruning of roses at various locations
- Applying new saw dust on the tracks in the Don Reserve

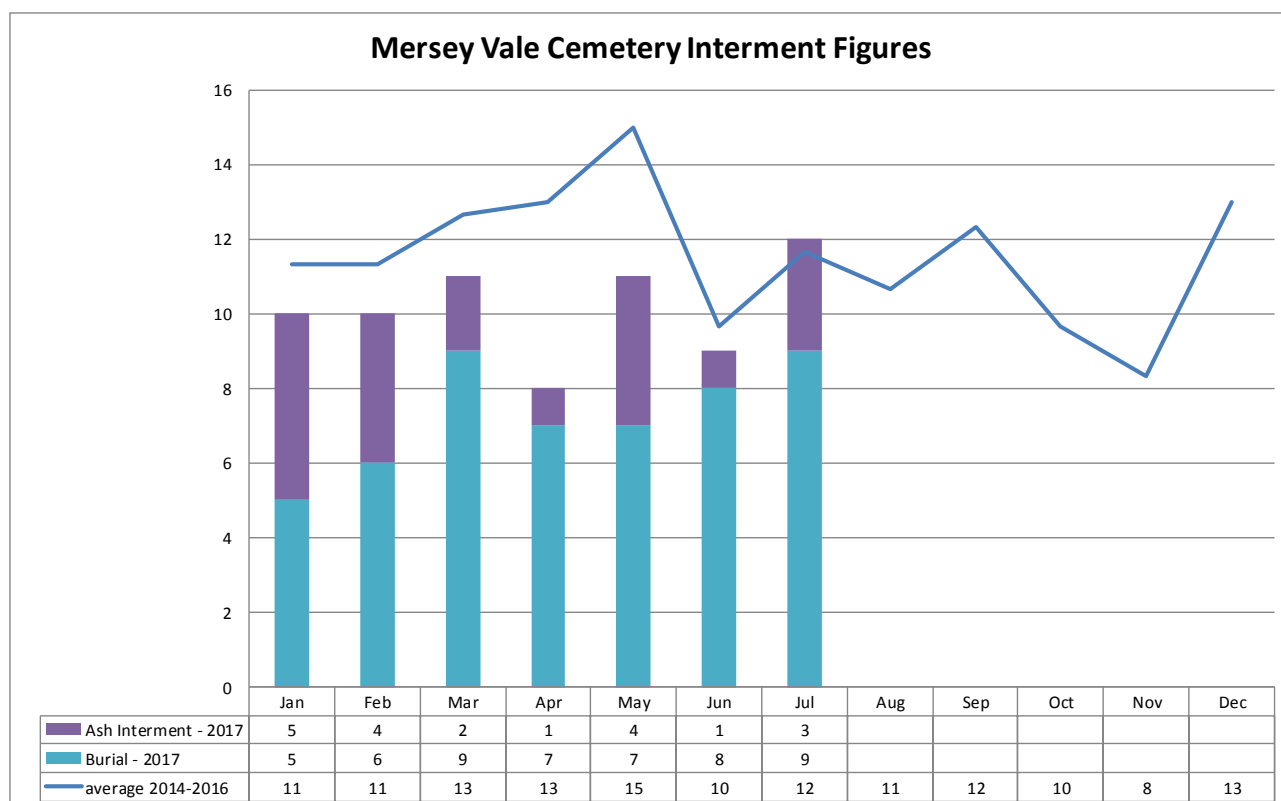
- Renovation of the planter boxes in the Four Ways



6.2. In August it is anticipated that parks and reserves maintenance works will include:

- Renovation of the garden beds behind the Surf Club Building at the Bluff

6.3. Mersey Vale Memorial Cemetery interment figures to date this financial year compared to previous years are as follows:



## 7. Building and Facilities Maintenance

7.1. Maintenance in accordance with the Service Level Document, undertaken in June and July included:

- Painting of the changerooms at the Devonport Recreation Centre

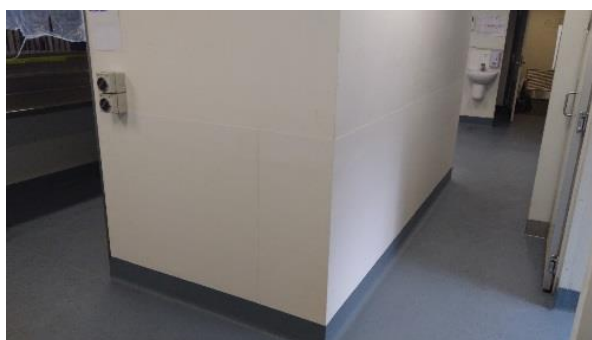




- Internal painting of the table tennis building at the Devonport Recreation Centre



- Replacement of floor vinyl in the kitchen of Drift Café



7.2. In August it is anticipated that building and facilities maintenance works will include:

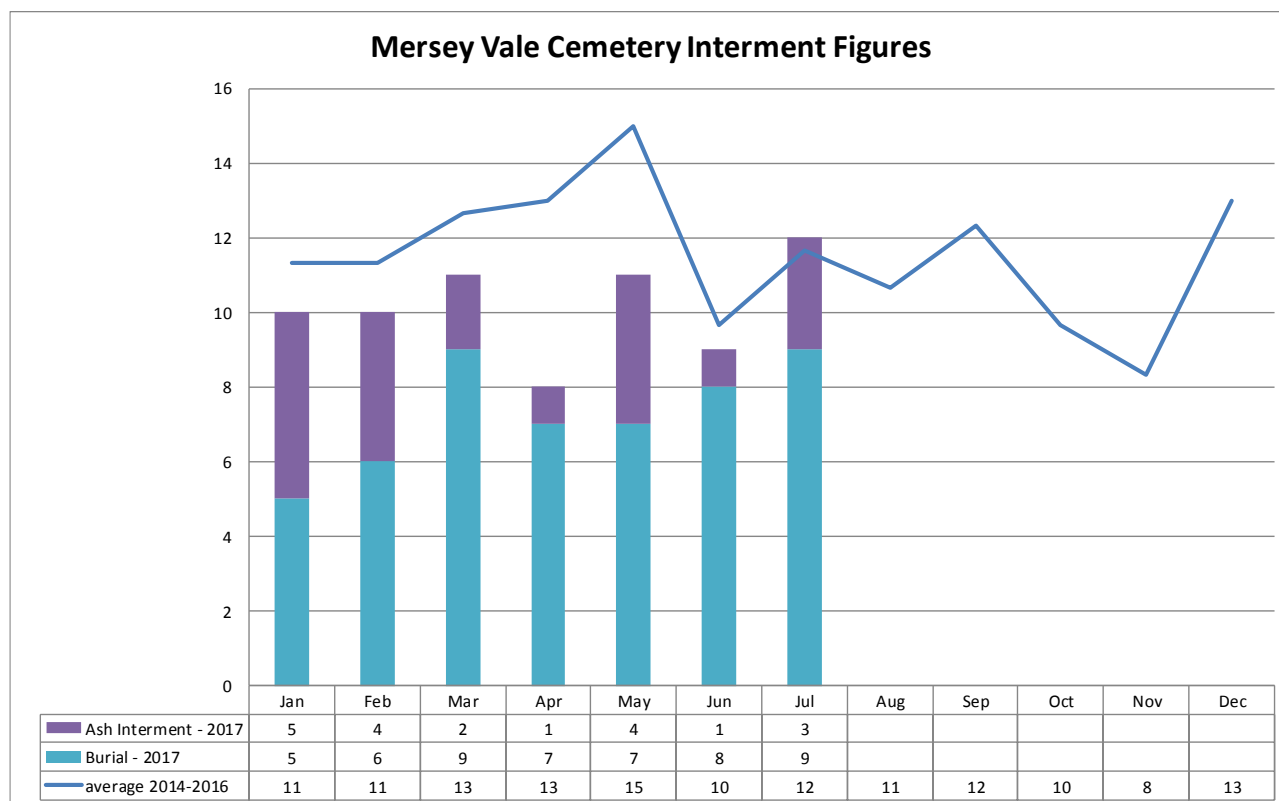
- Replace timber slats on the seating in front of the Arnold Richardson Grandstand at Girdlestone Park
- Internal painting at the Devonport Recreation Centre

## **8. Waste Management Operations**

8.1. Waste Management Services were conducted in accordance with the Service Level Document during June and July. Items of note include:

- 1,522 drums were processed for DrumMuster in June and July

8.2. The following graph details the volumes of waste and recycling from the domestic collection services and the total volume of waste to landfill from the Spreyton Waste Transfer Station:



8.3. The following table details the monthly figures for the Spreyton Waste Transfer Station:

Item	May 2017	June 2017	July 2017	16/17 Total	15/16 Total	14/15 Total
Asbestos – large loads	1.12 tonnes	1.76 tonnes	1.74 tonnes	11.02 tonnes	12.8 tonnes	5.52 tonnes
Asbestos – small loads	30 m³	19 m³	17 m³	205 m³	218m³	181m³
Mattresses	63	62	71	695	500	431
Vehicle Loads – up to 0.5m³	221	248	297	4,859	7,958	6,555
Vehicle Loads – 0.5m³ to 1.5m³	903	1,066	876	13,985	12,492	10,237
Vehicle Loads – 1.5m³ to 2m³	363	398	353	6,422	6,548	6,883
Truck Loads – landfill waste	26 tonnes	31 tonnes	23 tonnes	315 tonnes	341 tonnes	327 tonnes
Truck Loads – non-landfill waste	111 tonnes	80 tonnes	82 tonnes	905 tonnes	958 tonnes	831 tonnes
DCC Garbage Trucks (Domestic & Commercial Collection Services)	777 tonnes	678 tonnes	659 tonnes	9,192 tonnes	9,376 tonnes	7,656 tonnes
Steel Recycling	72 tonnes	57 tonnes	68 tonnes	897 tonnes	843 tonnes	687 tonnes
e-Waste	0 tonnes	0 tonnes	0 tonnes	0 tonnes	9.9 tonnes	93.48 tonnes
Tyres	12	16	35	293	359	307

### **COMMUNITY ENGAGEMENT**

The information provided above details any issues relating to community engagement.

### **FINANCIAL IMPLICATIONS**

Any financial or budgetary implications relating to matters discussed in this report will be separately reported to Council.

### **RISK IMPLICATIONS**

Any specific risk implications have been outlined in the discussion above. Any specific issue that may result in any form of risk to Council is likely to be the subject of a separate report to Council.

### **CONCLUSION**

This report is provided for information purposes only and to allow Council to be updated on activities undertaken by the Infrastructure and Works Department.

### **ATTACHMENTS**

Nil

### **RECOMMENDATION**

That it be recommended to Council that the Infrastructure and Works report be received and noted.

Author:	Kylie Lunson	Endorsed By:	Matthew Atkins
Position:	Infrastructure & Works Manager	Position:	Deputy General Manager

## 6.2 DEVELOPMENT AND HEALTH SERVICES REPORT

File: 29543 D481484

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs

### SUMMARY

This report provides a summary of the activities undertaken by the Development and Health Services Department for the months of June and July 2017.

### BACKGROUND

This report is provided to the bi-monthly Infrastructure, Works and Development Committee meeting to summarise the activities of the Development and Health Services Department in the preceding two months.

The Council functions undertaken by the Department are:

- Planning;
- Building and Plumbing Services;
- Environmental Health;
- Animal Control; and
- Risk and Regulatory Compliance Services.

### STATUTORY REQUIREMENTS

In carrying out its activities the Development and Health Services Department is required to ensure compliance with a substantial amount of legislation and regulation. The principal legislation administered by the Department includes the:

- *Local Government Act 1993*
- *Land Use Planning and Approvals Act 1993*
- *Building Act 2016*
- *Building Regulations 2016*
- *Public Health Act 1997*
- *Food Act 2003*
- *Environmental Management and Pollution Control Act 1994*
- *Dog Control Act 2000*
- *Devonport Interim Planning Scheme 2013*
- *Work Health and Safety Act 2012*

### DISCUSSION

#### 1. Tasmanian Planning Scheme

Some progress has been made by the Cradle Coast Planners Reference Group towards the preparation of the Local Planning Schedules (LPS) to the State Planning Scheme.

The Minister has approved a draft work schedule which proposes that the LPS be provided by the end of the year for referral to the Tasmanian Planning Commission(TPC).

The State has also provided \$100,000 to the region to assist in the preparation of the LPS. At a meeting of the regional steering committee on 9 June 2017 it was agreed that these funds be spent on a collective approach to the preparation of zone and code overlay maps, generic explanation material and any required hard copy exhibition material.

The State has not as yet released all the data for preparation of overlay maps. Some road and rail easement and some vegetation data is yet to be provided.

There have been discussions between representatives for the reference group and the TPC to discuss a methodology for transitioning Interim Planning Scheme (IPS) provisions into the LPS's.

In very general terms the LPS is all about the maps and their transition rather than a translation. Council's role in the preparation of an LPS is generally about the spatial application of the State Planning Provisions (SPP's) – not a review or remaking of the SPP's.

Similarly, any submission made by Council and those representations subsequently made by the public during the representation period are only of consequence if they refer to the LPP's. Any objection to the SPP's are not a matter for Council to consider.

At a meeting of the planner's reference group on 24 July 2017 it was advised that the State's Planning Policy Unit (PPU) is about to contact each Council with details on how their existing IPS can transition and how this might result in various site specific qualifications, specific area plans and particular purpose zones.

This process by the PPU appears to be primarily about the review of existing "unique" controls within IPS (e.g. Specific Area Plans, Particular Purpose Zones) and whether the PPU deem these appropriate to be "rolled over" into the LPS.

If there is no direct translation the matters of strategic intent, zone purpose and land capability need to be demonstrated. This primarily targets a scenario where Council may decide to rezone large areas of rural land to residential with the necessary strategic arguments being demonstrated to support it.

However, it seems there may be some flexibility to revise a zone where the original zone purpose has changed due to incremental development.

The involvement of the PPU, while welcome, has further clouded the whole process as ultimately it will be the TPC which determines whether Council's submission on the content of its LPP's will be accepted.

The reference group has prepared a "decision tree" for assigning land to the SPP General Residential Zone. This may be problematic for Devonport since as it was operating with a very old Scheme (the Devonport and Environs Planning Scheme 1984) prior to the introduction of the Devonport IPS in October 2013 it was, and continues to be, adversely affected by some of the supposedly "like for like" translations imposed by the TPC when the IPS was introduced.

For that reason it is likely that Council's LPP submission will be more extensive than most and may be subject to a longer assessment process.

## **2. Building Act and Building Regulation 2016**

The Director of Building Control continues to "refine" the provisions of the Act by issuing new or amended Determinations about Categories of Building Work, Demolition Work and Plumbing Work.

The net effect of the new Determinations is further deregulation of the industry.

The most recent list of Determinations was issued on 1 July 2017 and came into effect on 1 August 2017.

Of concern to Council is a new Plumbing Determination with respect to the installation of stormwater for any class of building. This Determination provides that for any premises with a total catchment area of less than 290m<sup>2</sup> the work is not notifiable to Council before it is carried out. This means that Council has no opportunity to calculate the likely increase of flow into its stormwater infrastructure, nor does it have an opportunity to inspect the connection points if they are not on Council land. Council's concerns have been reported to LGAT which has taken the matter up with the State.

### **3. Amendments to Visitor Accommodation Regulations**

Included in the list of Determinations issued by the Director on 1 July 2017 was a change to building requirements in respect of premises used, or intended to be used, for short or medium term accommodation for persons away from their normal place of residence.

The new rules also apply to shacks of less than 300m<sup>2</sup> not occupied by the owner.

This means that there are no additional requirements under the *Building Act 2016* for owners or occupiers of a dwelling or residential premise intended to be used for such accommodation if it is their main place of residence, and it has no more than four bookable rooms that are available to be let to visitors.

Only if building work is required before the premises can be used for short or medium term accommodation might the owner be required to obtain a planning, building and/or plumbing approval.

The new regulation requires an owner who is not carrying out any additional building work, or the owner of an eligible shack, to complete a "Building Self-assessment" form stating that the building complies with requirements for:

- An occupancy permit where required;
- Connection to sewerage (or wastewater system) and either reticulated or private drinking water supply;
- Essential building services maintenance and fire safety regulations.

The self-assessment does not require an owner to demonstrate any particular expertise in relation to the matters being certified, nor does it stipulate that expert consultancy is required before the form is completed.

The new regulations also impact on the application of the Devonport Interim Planning Scheme 2013. This use is for all intents and purposes deregulated to a permitted use for planning purposes in most zones. Where a planning permit is required the State has capped the fee that Council can charge at \$250.00.

There is a possibility that Council may receive concerns raised by neighbours where a dwelling is used for these purposes because it may increase traffic flow and cause parking issues.

It is also noted that while the Determination limits the use to four habitable rooms it does not cap the number of people that may be accommodated in those rooms. Where an occupancy permit is required the numbers may be limited but from a practical perspective that would be very difficult to police.



A copy of the Determination for Short or Medium Term Visitor Accommodation is attached to the report.

**4. Meningococcal W Immunisation Program**

The Minister has endorsed an immunisation program for this disease which will commence in Term 3 of 2017.

Council's Environmental Health team will be required to administer the program to all students in Year 10, 11 and 12 in public, private and catholic high schools and colleges.

The program will continue in 2018.

Although Council supports the actual program it has concerns about the increased burdens and costs of Council officer involvement, particularly as it will be an additional program to that already administered in the schools to younger children.

Already this year Council has had difficulty engaging the required number of registered nurse immunisers for the existing schools program, and with this new program being state-wide and to be accomplished in Term 3 the availability of nurses will be problematic as all Councils will be bidding for limited nurse immuniser services.

It is Council's view that this new program should be administered through the Department of Health and Human Services and this has been brought to the attention of LGAT.

**5. Tasmanian Cat Management Plan 2017-2022**

Following the Draft Tasmanian Cat Management Plan and Submission Template in April 2016 (the Draft) the State has now released the Tasmanian Cat Management Plan 2017-2022 (the Plan).

The final Plan does not materially differ from the Draft despite the fact that this and other Councils made submissions that highlighted the impracticalities of administering a compliance program which would deliver the regulatory outcomes set out in the Plan.

Objective 6 of the Plan is to "Undertake legislative change to create an effective framework for managing cats and support other objectives". Despite that objective the plan states that there will be no legislative compulsion for an owner to:

- register a cat; or
- confine a cat to the owner's premises; or
- limit the number of cats on a premises to four.

Instead the Plan suggests Council should regulate these activities by the creation of by-laws.

It is difficult to see how a by-law could be created that has no legislative head of power. It would be also virtually impossible for Council to enforce the by-law without conducting door to door inspections on a routine basis. Council does not have the resources for such an operation and it would undoubtedly attract criticism from the general public.

While Council supports both the eradication of feral cats (which is intended to be regulated under a yet to be proclaimed *Biodiversity Act*), and more responsible ownership of domestic cats, it is of the view that far more responsibility should be placed on the State itself for both education programs and legislative compliance.

Council will monitor any legislative amendments that relate to cat management but at this stage it does not intend to canvass the introduction of a by-law.

## 6. Statistical Report for June 2017

The statistics and comment in this report have been presented separately for June and July to allow accurate end of financial year comparisons.

### Building

To the end of the financial year 224 building applications had been received. This is lower than the 282 recorded in the previous financial year.

The new *Building Act and Regulation* (Act and Regulation) introduced on 1 January 2017 will have influenced this figure as some work no longer requires a building permit while other work requires "notification" only after completion, and low risk work may require no notification at all.

43 "notifications" have been received since January so a more realistic "application" number for the year 2016/17 is 267.

The total value of the building applications received during the year was \$72.1 million, an increase of more than \$35 million over the previous year. This figure has been inflated by some big projects such as LIVING CITY, Hill Street and Costas but while the figure may not be sustainable in every year to come it has clearly boosted activity and jobs in the building industry.

### Plumbing

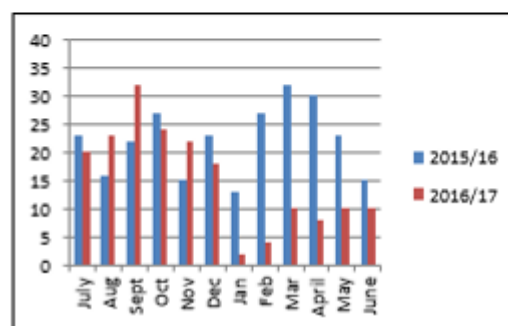
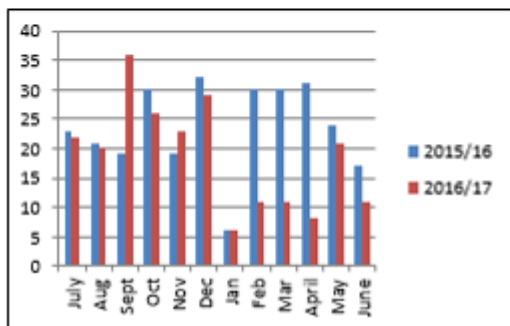
Plumbing statistics have been similarly impacted by the risk categorisations of the new Act and Regulation. There were 214 applications received together with 52 "notifications" since January. This totals to 266 which is identical to the previous year.

BUILDING APPLICATIONS/PERMITS

	2015/16	Total	2016/17	YTD
July	23	23	22	22
Aug	21	44	20	42
Sept	19	63	36	78
Oct	30	93	26	104
Nov	19	112	23	127
Dec	32	144	29	156
Jan	6	150	6	162
Feb	30	180	11	173
Mar	30	210	11	184
April	31	241	8	192
May	24	265	21	213
June	17	282	11	224

PLUMBING APPLICATIONS/PERMITS

	2015/16	Total	2016/17	YTD
July	23	23	20	20
Aug	16	39	23	43
Sept	22	61	32	97
Oct	27	88	24	121
Nov	15	103	22	143
Dec	23	126	18	161
Jan	13	139	2	163
Feb	27	166	4	167
Mar	32	198	10	177
April	30	228	8	194
May	23	251	10	204
June	15	266	10	214



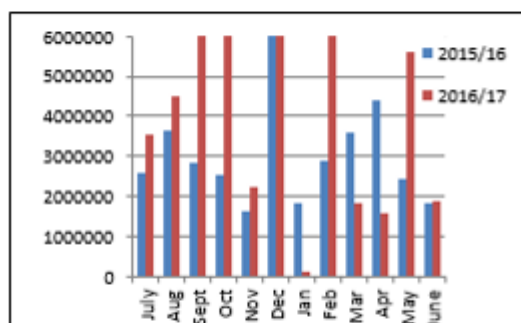
Report to Infrastructure Works and Development Committee meeting on 14 August 2017

VALUE OF BUILDING WORK (ESTIMATED COST)

	2015/16	Total	2016/17	YTD
July	2601000	2601000	3551320	3551320
Aug	3670000	6271000	4488020	8039340
Sept	2833500	9104500	10773575	18812915
Oct	2537400	11641900	14017889	32830804
Nov	1640500	13282400	2243129	35073933
Dec	6650500	19932900	14995000	50068933
Jan	1852000	21784900	132500	50201433
Feb	2895650	24680550	10990665	61192098
Mar	3592825	28273375	1834500	63026598
April	4379400	32652775	1573000	64599598
May	2435299	35088074	5610070	70209668
June	1842330	36930404	1908850	72118518

PLUMBING APPLICATIONS/PERMITS – ON-SITE WASTEWATER

	2015/16	Total	2016/17	YTD
July	1	1	3	3
Aug	3	4	4	7
Sept	0	4	2	9
Oct	2	6	2	11
Nov	1	7	3	14
Dec	2	9	2	16
Jan	2	11	0	16
Feb	1	12	0	16
Mar	4	16	3	19
April	8	24	1	20
May	4	28	3	23
June	1	29	4	27



NOTIFIABLE WORKS

	Building 2016/17	YTD	Plumbing 2016/17	YTD
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Jan	1	1	1	1
Feb	4	5	9	10
Mar	4	9	5	15
April	7	16	13	28
May	13	29	13	41
June	14	43	11	52

PLUMBING INSPECTIONS

	2015/16	Total	2016/17	YTD
July	59	59	61	61
Aug	16	75	61	122
Sept	75	150	40	162
Oct	52	202	45	207
Nov	0	202	63	270
Dec	8	210	57	327
Jan	28	238	51	378
Feb	56	294	60	438
Mar	12	306	17	455
April	65	371	15	470
May	69	440	73	543
June	63	503	64	607

## Planning

The financial year saw a total of 187 development applications received, an increase over the 174 for the previous year.

112 of these applications were for residential development, comprised of 96 single dwelling applications and 16 unit development applications.

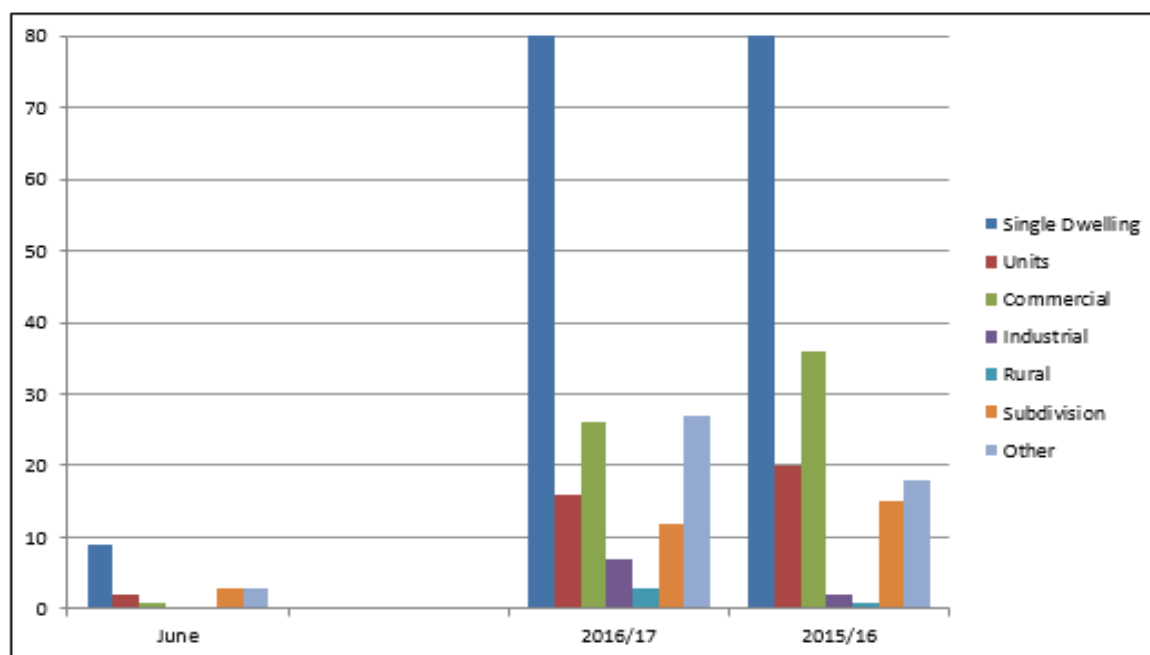
A further 33 applications related to commercial or industrial developments while there were 12 subdivisions and 3 rural developments received.

The 27 applications in the other "other" category refers to minor developments such as sheds and garages.

Out of the total of 187 applications 66 were assessed as being a permitted use while the balance of 121 were assessed using the discretionary pathway.

PLANNING APPLICATIONS RECEIVED

	Single Dwelling	Units	Commercial	Industrial	Rural	Subdivision	Other
June	9	2	1	0	0	3	3
YTD 2016/17	96	16	26	7	3	12	27
Total for 2015/16	82	20	36	2	1	15	18



PLANNING APPLICATIONS RECEIVED

	15/16	15/16	16/17	16/17	YTD	YTD
	Disc	Permitted	Disc	Permitted	Disc	Permitted
July	6	2	10	6	10	6
Aug	10	7	12	2	22	8
Sept	7	7	15	10	37	18
Oct	7	11	8	8	45	26
Nov	14	4	16	8	61	34
Dec	6	7	6	1	67	35
Jan	10	1	6	5	73	40
Feb	17	3	10	5	83	45
Mar	15	5	9	6	92	51
April	7	5	8	5	100	56
May	7	8	7	6	107	62
June	6	2	14	4	121	66

### Environmental Health

The financial year saw a total of 197 food premises inspections. Only 1 improvement notice was issued during that time with any other problems resolved through education and guidance by the Health Officers.

In addition, 59 street trading inspections were conducted and 18 new street trading permits were issued.

The Health team administered 825 immunisations, nearly all through the school's program as required by the Director of Public Health. No community immunisations have been administered since December 2016 when Council ceased that program.

A total of 475 complaints have been referred to the health team in the year to date. These covered a broad range of issues including noise, litter, environmental and fire hazards.

"Other" matters in the complaints table include unsightly premises, unsafe premises, overhanging branches, illegal camping and abandoned vehicles. The figures for this category in the table below are misleading (as an example compare the figures for April against the previous year). This is because to capture more accurate data many of the "other" complaint categories, for example illegal camping, have been separated into separate reporting tables. These new categories had not been

## Report to Infrastructure Works and Development Committee meeting on 14 August 2017

consolidated into the overall complaints report at the time of this report, but will be reported from July onwards.

## ENVIRONMENTAL HEALTH

## FOOD

	Inspections		Improvement Notices		New Premises Permit		Temporary Premises Permit		Complaints Received		Infringements Issued	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
July	30	1	2	0	1	3	3	6	1	0	0	0
Aug	25	29	1	1	3	3	2	1	1	0	1	0
Sept	23	16	0	0	1	2	6	4	0	0	12	0
Oct	20	8	1	1	1	5	6	13	2	0	0	0
Nov	4	1	0	0	2	1	29	4	2	0	0	0
Dec	4	28	0	0	4	2	5	3	1	0	1	0
Jan	12	24	0	0	2	2	6	9	5	0	0	0
Feb	4	8	0	0	5	2	21	7	1	8	0	3
Mar	57	5	0	0	1	0	13	8	0	9	0	0
April	2	23	0	0	3	2	6	2	2	3	0	0
May	1	20	0	0	1	1	2	4	0	4	0	0
June	20	34	0	0	2	1	8	10	0	5	0	0

## COMPLAINTS

	Noise		Litter		Environmental		Water		Fire Hazard		Other	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
July	4	4	0	1	2	20	1	0	0	0	2	19
Aug	2	5	0	0	0	35	0	0	0	2	3	36
Sept	9	15	1	0	3	17	4	0	0	2	3	30
Oct	4	20	1	1	3	14	0	0	2	7	10	9
Nov	1	5	2	0	5	3	0	0	2	2	2	9
Dec	5	8	1	0	3	9	1	0	2	28	3	7
Jan	11	2	3	0	7	6	0	0	15	14	14	4
Feb	11	7	0	0	6	0	1	0	3	16	44	7
Mar	7	2	1	1	12	6	2	0	4	7	70	8
April	29	1	0	8	18	14	0	0	4	4	117	8
May	5	2	0	4	22	12	0	0	3	1	73	2
June	1	4	0	11	17	8	0	0	1	0	45	8

## MISCELLANEOUS

	Fire Hazard Notices		Street Trading Inspections		Street Trading Permits		Public Health Risk Ass/Insp		Immunisations Given	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
July	0	0	60	43	35	0	1	0	6	12
Aug	0	0	120	1	48	0	1	0	16	20
Sept	0	0	100	2	20	1	4	0	4	0
Oct	0	0	90	2	0	3	0	0	372	7
Nov	0	0	110	0	1	0	0	3	153	239
Dec	67	0	40	1	0	8	0	0	14	13
Jan	6	0	1	0	0	0	0	0	7	0
Feb	0	0	9	0	1	2	0	0	13	0
Mar	0	0	3	2	1	1	0	0	359	0
April	0	0	2	4	2	1	0	1	12	0
May	0	0	1	4	0	2	1	1	162	0
June	0	0	6	0	2	0	0	1	2	534

## EVENTS ASSESSMENT

	16/17		16/17
July	4	Jan	3
Aug	0	Feb	4
Sept	0	Mar	3
Oct	4	April	2
Nov	5	May	0
Dec	7	June	1

**Animal Control**

As at the end of June 2017 Council records disclosed 4,183 dog registrations.

To the end of the financial year Council had received 519 complaints about animals. The vast majority of these complaints concern dogs and involve excessive barking, dogs at large and dog attacks.

Despite the high number of complaints all but 6 have been investigated and finalised.

## ANIMAL CONTROL:

	Current Dog Registrations		Animal Complaints		Complaints Closed		Complaints Outstanding		Complaint Response (Days)		Infringement Notices Issued		Prosecutions Commenced / referred to MPES	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
July	2614	2250	63	73	63	71	0	2	1	1	35	20	13	0
Aug	3749	3170	68	22	68	22	0	0	2	1	2	6	0	2
Sept	3811	3795	67	24	66	23	1	1	2	1	23	2	0	0
Oct	-		94	50	94	50	0	0	1	1	24	17	0	0
Nov	4060	4022	69	21	69	19	0	2	1	1	8	13	0	86
Dec			69	49	69	49	0	0	1	1	6	17	0	0
Jan	4150	4013	59	28	55	28	4	0	2	1	242	0	0	1
Feb			66	46	66	46	0	0	1	1	0	20	0	2
Mar	4374	4136	71	71	68	71	3	0	1	1	0	10	1	1
April			103	34	101	30	2	4	1	1	5	9	0	0
May	4441	4187	96	39	90	34	6	5	1	1	0	13	0	0
June		4183	56	62	55	56	1	6	1	1	0	28	0	66

**Risk and Compliance May - June 2017****Number of Reported Incidents**

Number of Reported Incidents Internal	Number of Reported Incidents External
13	6

**Incident Type Internal**

Personal Injury	Property Damage	Motor Vehicle	Near Hit	Hazard	Vandalism	Stolen Property	Report Only
6		5	0	0	1	1	0



**Incident Type External**

Personal Injury	Property Damage	Motor Vehicle	Near Hit	Report Only
2	2	2	0	0

**Insurance Claims (Internal)**

Potential Claims	2
Potential Claim Costs	\$1362
Actual Claims	2
Actual Claim Costs	\$362

**7. Statistical Report for July 2017****Building**

In the first month of the new financial year Council received a total of 21 building applications or "notifications". This compares with 22 for the previous year.

The notified value of those building works was \$2.84 million as against \$3.55 million for the previous July.

**Plumbing**

No plumbing applications were recorded during July but under the new regulations Council received "notification" of 13 plumbing works.

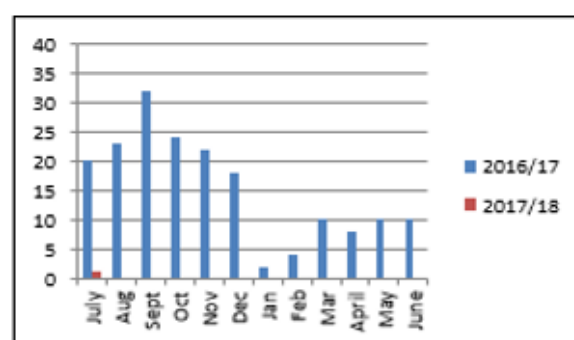
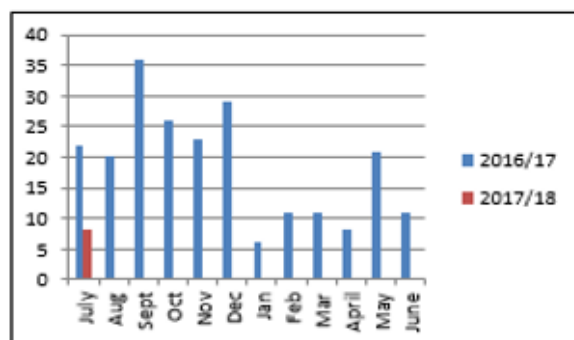
43 plumbing inspections were completed. This is lower than the 61 for the previous July and is a reflection of the new risk categories where less work is subject to inspection.

**BUILDING APPLICATIONS/PERMITS**

	2016/17	Total	2017/18	YTD
July	22	22	8	8
Aug	20	42		
Sept	36	78		
Oct	26	104		
Nov	23	127		
Dec	29	156		
Jan	6	162		
Feb	11	173		
Mar	11	184		
April	8	192		
May	21	213		
June	11	224		

**PLUMBING APPLICATIONS/PERMITS**

	2016/17	Total	2017/18	YTD
July	20	20	1	1
Aug	23	43		
Sept	32	75		
Oct	24	99		
Nov	22	121		
Dec	18	139		
Jan	2	141		
Feb	4	145		
Mar	10	155		
April	8	163		
May	10	173		
June	10	183		

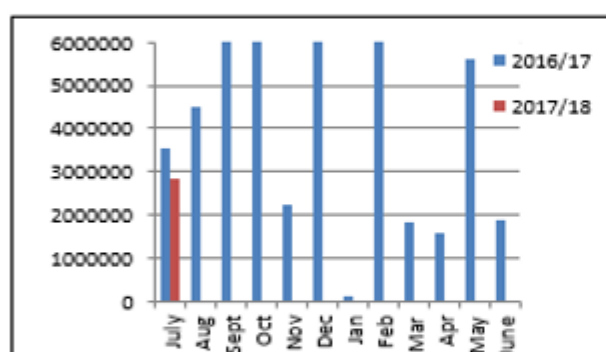


VALUE OF BUILDING WORK (ESTIMATED COST) includes BP & NW

	2016/17	Total	2017/18	YTD
July	3551320	3551320	2846795	2846795
Aug	4488020	8039340		
Sept	10773575	18812915		
Oct	14017889	32830804		
Nov	2243129	35073933		
Dec	14995000	50068933		
Jan	132500	50201433		
Feb	10990665	61192098		
Mar	1834500	63026598		
April	1573000	64599598		
May	5610070	70209668		
June	1908850	72118518		

PLUMBING APPLICATIONS/PERMITS – ON-SITE WASTEWATER

	2016/17	Total	2017/18	YTD
July	3	3	0	0
Aug	4	7		
Sept	2	9		
Oct	2	11		
Nov	3	14		
Dec	2	16		
Jan	0	16		
Feb	0	16		
Mar	3	19		
April	1	20		
May	3	23		
June	4	27		



NOTIFIABLE WORKS

	Building 2017/18	YTD	Plumbing 2017/18	YTD
July	8	8	13	13
Aug				
Sept				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
April				
May				
June				

PLUMBING INSPECTIONS

	2016/17	Total	2017/18	YTD
July	61	61	43	43
Aug	61	122		
Sept	40	162		
Oct	45	207		
Nov	63	270		
Dec	57	327		
Jan	51	378		
Feb	60	438		
Mar	17	455		
April	15	470		
May	73	543		
June	64	607		

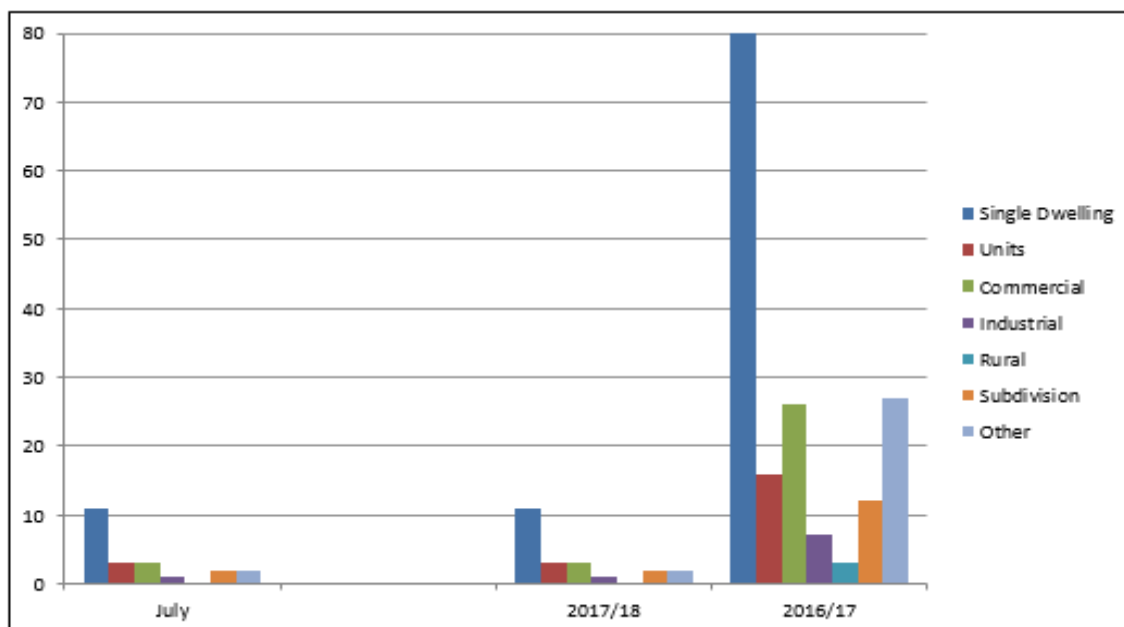
## Planning

22 planning applications were received in July as compared to 16 in the previous year.

The majority of the applications (14) related to residential developments.

PLANNING APPLICATIONS RECEIVED

	Single Dwelling	Units	Commercial	Industrial	Rural	Subdivision	Other
July	11	3	3	1	0	2	2
YTD 2017/18	11	3	3	1	0	2	2
Total for 2016/17	96	16	26	7	3	12	27



PLANNING APPLICATIONS RECEIVED

	16/17	16/17	17/18	17/18	YTD	YTD
	Disc	Permitted	Disc	Permitted	Disc	Permitted
July	10	6	19	3	19	3
Aug	12	2				
Sept	15	10				
Oct	8	8				
Nov	16	8				
Dec	6	1				
Jan	6	5				
Feb	10	5				
Mar	9	6				
April	8	5				
May	7	6				
June	14	4				
TOTAL 16/17	121	66				

## Environmental Health

A total of 27 complaints were received during July. They are listed in the attached table.

No comparison is made to the previous year as the complaint groupings have been rearranged to more accurately reflect the type of matters Council deals with.

## FOOD

	Inspections		Improvement Notices		New Premises Permit		Temporary Premises Permit		Complaints Received		Infringements Issued	
	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18
July	1	12	0	0	3	5	6	0	0	3	0	0
Aug	29		1		3		1		0		0	
Sept	16		0		2		4		0		0	
Oct	8		1		5		13		0		0	
Nov	1		0		1		4		0		0	
Dec	28		0		2		3		0		0	
Jan	24		0		2		9		0		0	
Feb	8		0		2		7		8		3	
Mar	5		0		0		8		9		0	
April	23		0		2		2		3		0	
May	20		0		1		4		4		0	
June	34		0		1		10		5		0	

## COMPLAINTS

	Environmental (noise, water, litter, air)		Abandoned Vehicles		Campers		Overhanging Trees		Planning		Fire Hazard		Fire Hazard Notices	
	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18
July	25	6		4		5		3		9	0	0	0	0
Aug	40										2		0	
Sept	32										2		0	
Oct	35										7		0	
Nov	8										2		0	
Dec	17										28		0	
Jan	8										14		0	
Feb	7										16		0	
Mar	9										7		0	
April	23										4		0	
May	18										1		0	
June	23										0		0	

## MISC

	Street Trading Inspections		Street Trading Permits		Public Health Risk Ass/Insp		Immunisations Given	
	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18
July	43	0	0	27	0	0	12	0
Aug	1		0		0		20	
Sept	2		1		0		0	
Oct	2		3		0		7	
Nov	0		0		3		239	
Dec	1		8		0		13	
Jan	0		0		0		0	
Feb	0		2		0		0	
Mar	2		1		0		0	
April	4		1		1		0	
May	4		2		1		0	
June	0		0		1		534	

## EVENTS ASSESSMENT

	17/18		17/18
July	5	Jan	
Aug		Feb	
Sept		Mar	
Oct		April	
Nov		May	
Dec		June	

**Animal Control**

At the end of July Council records indicated 2060 dog registrations in the City. This is not a true reflection of dog numbers as annual registration invoices are sent out in July and the complete renewal cycle is usually not completed until later in the year.

There are currently 569 "lifetime" dog registrations.

In the month Council received 53 dog related complaints and 2 that related to other animals. 44 of the complaints have been closed while 9 remain under investigation.

## ANIMAL CONTROL:

	Current Dog Registrations		Dog Complaints		Other Animal Complaints		Complaints Closed		Complaints Outstanding		Complaint Response (Days)		Infringement Notices Issued		Prosecutions Commenced / referred to MPES	
	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18
July	2250	2060	73	53		2	71	44	2	9	1	1	20	34	0	0
Aug	3170		22				22		0		1		6		2	
Sept	3795		24				23		1		1		2		0	
Oct			50				50		0		1		17		0	
Nov	4022		21				19		2		1		13		86	
Dec			49				49		0		1		17		0	
Jan	4013		28				28		0		1		0		1	
Feb			46				46		0		1		20		2	
Mar	4136		71				71		0		1		10		1	
April			34				30		4		1		9		0	
May	4187		39				34		5		1		13		0	
June	4183		62				56		6		1		28		66	

## Risk and Compliance - July 2017

## Number of Reported Incidents

Number of Reported Incidents Internal	Number of Reported Incidents External
6	1

## Incident Type Internal

Personal Injury	Property Damage	Motor Vehicle	Near Hit	Hazard	Vandalism	Stolen Property	Report Only
1	1	2	0	0	1	1	0

Motor vehicle x 2 – minor damage to Council vehicles

Vandalism – Bluff toilets

Property damage - Council camera crushed

Personal Threat – Council officer threatened and abused by member of the public

Personal injury – strain to forearm

## Incident Type External

Personal Injury	Property Damage	Motor Vehicle	Near Hit	Report Only
1	0	0	0	0

Trip and fall on corner Oldaker Street & Victoria Parade

## COMMUNITY ENGAGEMENT

The information provided above details any issues relating to community engagement.

## FINANCIAL IMPLICATIONS

Any financial implications arising out of this report will be reported separately to Council.

## RISK IMPLICATIONS

There are no specific risk implications as a result of this report.

## CONCLUSION

This report is provided for information purposes only about the activities of the Development and Health Services Department in June and July 2017.

## ATTACHMENTS

- [↓](#) 1. Directors Determination for Short or Medium Term Visitor Accommodation

## RECOMMENDATION

That it be recommended to Council that the Development and Health Services Report be received and noted.

Author:	Brian May	Endorsed By:	Brian May
Position:	Development Manager	Position:	Development Manager



## ***Building Act 2016***

### **Director's Determination – Short or Medium Term Visitor Accommodation**

I, Dale Edward Webster, in my capacity as Director of Building Control, and acting pursuant to section 20(1)(e) of the *Building Act 2016* and regulation 8(l) of the *Building Regulations 2016*, hereby make the following Determination.

<b>Determination title</b>	<b>Short or Medium Term Visitor Accommodation</b>
<b>Description</b>	For the purposes of section 20(1)(e) of the <i>Building Act 2016</i> (the Act), this Determination specifies the additional requirements and obligations in respect of premises used or intended to be used for short or medium term accommodation for persons away from their normal place of residence.
<b>Version</b>	Version 1.0 1 July 2017
<b>Application</b>	For the purposes of section 20(1)(e) of the Act, this Determination applies from the date of its approval until its revocation
<b>Date of Director's approval</b>	1 July 2017



Dale Webster

**Director of Building Control**

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DOC/17/38446 – Director's Determination – Short or Medium Term Visitor Accommodation

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## 1. Application of Determination

This Determination applies only to existing dwellings or residential premises where a fee is being charged for the use of short or medium term visitor accommodation.

Visitor accommodation for the purposes of this Determination does not include the use of a dwelling or residential premises by family or friends of the owner or occupier, unless a fee is being charged or consideration made.

## 2. Interpretation

Except as provided below, the terms used in this Determination are the same as those defined in the *Building Act 2016* and the *Building Regulations 2016*.

**“bookable room”** means bedroom available as part of visitor accommodation.

**“consideration”** means the price that is asked by the owner of a dwelling or residential premises in exchange for the use of the dwelling or residential premises.

**“Essential Building Services”** means features of premises that are necessary for the health, safety and amenity of occupants, that are required to be maintained in proper working order by the owner. Examples of Essential Building relevant to this Determination are:

- smoke alarms (all buildings)
- emergency lighting for occupant evacuation (in multistorey buildings)
- on-site wastewater management systems (non-sewered areas only)
- a bushfire hazard management plan (premises in a bushfire hazard area only)

**“investment property”** means a dwelling or residential premise that is not the owner's principal or normal place of residence.

**“occupancy permit”** means the assessment and certification of a building stating that it is fit for occupation as a residential building, and sets the maximum number of occupants who may reside there. The permit is issued by a licensed building surveyor.

**“multistorey”** means a building with two or more habitable levels that can be let for accommodation.

**“shack”** means a dwelling that is erected on land under a lease or license, in accordance with the definition of “shack” in the *Crown Lands (Shack Sites) Act 1997*.

**“visitor accommodation”** means the use of an existing dwelling or residential premises to provide for short or medium term accommodation for persons away from their normal place of residence, where –

- (a) a fee is being charged or consideration made for the use of the premises; and

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- (b) at no time is any person, other than the owner or occupier, to reside in the premise for any period exceeding three months within any 12 month period.

### 3. Four or less bookable rooms

There are no additional requirements under the *Building Act 2016* for owners or occupiers of a dwelling or residential premises used or intended to be used for short or medium term visitor accommodation, if the property is their main place of residence and it has no more than four bookable rooms that are available to be let to visitors.

However if building work is required as part of converting the dwelling or residential premises to visitor accommodation then:

- the owner may need to take into account the Access to Premises Standard requirements; and
- if the property is in a bushfire prone area there may be a need to create/review the Bushfire Management Hazard Plan for the property.

### 4. Building Self-assessment

A Building Self-assessment form must be completed in the following situations where the property is used or intended to be used visitor accommodation:

- Owner occupiers of dwellings or residential premises of more than four bookable rooms, or
- investment properties or shacks less than 300m<sup>2</sup> (not occupied by the owner).

The Building Self-assessment is required for the owner to declare that the property meets the following minimum building requirements:

- Occupancy Permit  
The owner or occupier is to declare that –
  - (a) an occupancy permit has been issued, the building is fit for occupation consistent with that permit, and the maximum number of occupants stated on the permit will not exceeded; or
  - (b) an occupancy permit was not required (as it was constructed/ altered before 1994);
- Plumbing  
The owner or occupier is to declare that –
  - (a) the building is connected to a reticulated sewerage system; or
  - (b) the building is connected to an on-site wastewater management system that –

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- is in good working order and will be maintained to perform to the same standard as it was designed
    - has a land application distribution area designed, installed and in good serviceable condition; and
    - the maximum number of occupants of the premises the system is designed for is not exceeded; and
    - there is a maintenance contract in place for the servicing of the system.
  - (c) the building is connected to a reticulated drinking water supply system; or
  - (d) a private drinking water supply (including from a tank, well, dam, etc.) is provided for the premises that meets Australian Drinking Water Guidelines.
- Essential Building Services  
The owner or occupier is to declare that –
  - (a) Regarding Essential Building Services, the building has an approved essential maintenance schedule, and fire safety features are maintained in accordance with Part 7 (regulations 72 to 78) of the *Building Regulations 2016*; or
  - (b) the building is not required to have an approved essential maintenance schedule, but the following fire safety features are installed and maintained in accordance with the manufacturer's instructions:
    - a smoke alarm with a 10-year non-removable lithium battery, or
    - a hardwired smoke alarm (and are interconnected where there is more than one alarm fitted);
  - (a) if any storey of the premises contains a bedroom –
    - (i) in every corridor, or hallway, situated in the storey, that is associated with a bedroom; and
    - (ii) if there is no corridor, or hallway, situated in the storey, that is associated with a bedroom, between that part of the premises containing the bedroom and the remainder of the premises; and
  - (b) in any other storey of the premises that does not contain a bedroom.
- If multistorey buildings are let for visitor accommodation:
  - i. emergency evacuation lighting is provided and

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- ii. have exits that are clearly marked and mapped for the visitor.

### **5. Visitor Accommodation - Other Issues**

Owners or occupiers of dwellings or residential premises used or intended to be used for visitor accommodation in a bushfire prone area should ensure they have a current Bushfire Management Hazard Plan and that the plan is reviewed regularly. The evacuation plan should be readily available to persons staying in the property.

Owners or occupiers of dwellings or residential premises used or intended to be used for visitor accommodation, may need to review their insurance policies covering personal injury or loss caused to the visitors (commonly known as Public Liability insurance) . Owners should seek their own independent advice on this issue as many domestic insurance policies may not cover the use of a building for visitor accommodation.

## **7.0 CLOSURE**

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