



## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS TO REPORTS**

**16 November 2020**



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## DA 23/2020 66 Old Bass Highway WYNYARD

**Proposal: Dwelling Extension & Outbuilding**  
**Discretionary Matter: Setbacks and building envelope for all dwellings 10.4.2 (P1, P2, P3), Site coverage and private open space for all dwellings 10.4.3 (P2), Suitability of a site or lot for use or development 10.4.9 (P1, P2)**

**REPRESENTATIONS CLOSE ON:  
Monday 26 October 2020**

**Please Note:**

All documents contained herewith are for public viewing only and must not be removed from the Council offices.

7077991

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
Application Form													
Site Notice													
Location Map													
Titles													
Planning Report by Applicant													
Architectural Drawings Project No 219063 Dated 19.02.2020													





**PLANNING PERMIT APPLICATION**  
**APPLICATION FOR PLANNING APPROVAL UNDER SECTION 51,**  
**LAND USE PLANNING & APPROVALS ACT 1993**

<b>PERMITTED APPLICATION</b> - Assessment and determination of a permit application under <i>S58 Land Use Planning and Approvals Act 1993</i>	\$250.00 plus \$1.15 per \$1,000 of value for use or development
<b>DISCRETIONARY APPLICATION</b> - Assessment and determination of a permit application under <i>S57 Land Use Planning and Approvals Act 1993</i>	\$350.00 plus \$1.50 per \$1,000 of value for use or development + advertising fee
<b>Level 2 "Environmental Activity – Additional charge to permit application"</b>	\$460.00 + advertising fee by quote
<b>Advertising fee will be reimbursed if no advertising is required</b>	
<b>Please refer to <a href="http://www.warwyn.tas.gov.au">www.warwyn.tas.gov.au</a> (Council Services – Planning Services – Planning Fees) for all other fees</b>	

Is a hard copy of planning permit and endorsed documents required? Yes ..... No X.....

1. Value of work (inc GST) \$ 120000 ..... Contract Price ..... Estimate X.....

2. Development Address 66 Old Bass Highway, Wynyard .....

3. Full Name of Applicant(s) Micheal Wells (EnviroPlan) .....

Contact Details: Address: PO Box 546, Somerset 7322 .....

Email Address admin@enviropianaustralia.com.au .....

Telephone – Day 6411 1931 ..... Mobile .....

For requests in hardcopy format all correspondence in relation to this application, will be sent to the postal address, otherwise all correspondence will be forwarded to the email address)

4. Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes X..... No.....

5.

**WHERE THE APPLICANT IS NOT THE OWNER**

In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Name of Property Owner (see authorisation below)

Full Name Mitchell & Maureen O'Brien, Neil Rigby ..... Telephone – Home 0417 774 361 .....

Address PO Box 323, Somerset 7322 ..... Telephone Work/Business .....

**Applicant's Notification to Owner**

I Micheal Wells (EnviroPlan) .....

Full Name of Applicant(s)

of 71a Bass Highway, Somerset 7322 .....

Applicant's Address

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.

I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s) [Signature] ..... 19/02/2020 .....

**Enclosure 1 Application Documents**

**6. Proposed Development (Fully describe intended use of land or premises)**

Proposed extension to dwelling & attached structure. Also 2 garages

**7. Supporting Information if necessary to explain special features of the proposal.**

(Attach separate sheet if required)

See Planning Report

To include –

- a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☒ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☒ ii. a full description of the proposed use or development;
- ☒ iii. a full description of the manner in which the use or development will operate;
- ☒ iv. a site analysis and site plan at an acceptable scale;
- ☒ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☐ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

- b. A full copy of your title shall also accompany the application.

Title Certificate ☒

Title Plan ☒

Schedule of Easements ☐

- c. Relevant engineering pre-lodgement approvals

Access ☒

Stormwater ☐

**8. Present use of site and/or buildings – full description**

Residential

**9. Car Parking**

**Floor Area**

**Site Area**

Existing on site 2

Existing ..... m<sup>2</sup>

.....m<sup>2</sup>

Total no. proposed 2

Proposed ..... m<sup>2</sup>

Total .....m<sup>2</sup>

**Questions 10 to 13 relate to Commercial and Industrial Uses and Developments only**

10. What days and hours of operation are proposed?

Monday to Friday: From ..... a.m. to ..... p.m.

Saturday: From ..... a.m. to ..... p.m.

Sunday: From ..... a.m. to ..... p.m.

11. Number of Employees?

Existing .....

Proposed .....

12. Vehicles visiting or delivering to or from the site?

Type	No.	Trips per day
.....	.....	.....
.....	.....	.....


13. What type of machinery is to be installed or used?

Type	No.
.....	.....
.....	.....

**DECLARATION BY APPLICANT (mandatory)**

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s) .....  
 (all applicants to sign)  .....

Date 19/02/2020 .....



## NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

**No.:** DA 23/2020

**LOCATION:** 66 Old Bass Highway WYNYARD

**APPLICANT:** Micheal Wells (EnviroPlan)

**ZONING:** General Residential

**USE CLASS:** Residential

**PROPOSAL:** Dwelling Extension & Outbuilding

**Discretionary Matter:** Setbacks and building envelope for all dwellings 10.4.2 (P1, P2, P3), Site coverage and private open space for all dwellings 10.4.3 (P2), Suitability of a site or lot for use or development 10.4.9 (P1, P2)

The application and associated plans and documents will be available for inspection during normal office hours for a period of 14 days from the date of this notice at the Council Office, Saunders Street, Wynyard or can be viewed on the Council website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au).

Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, email [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au) by **Monday 26 October 2020**.

Dated Saturday 10 October 2020.

**Shane Crawford**  
GENERAL MANAGER

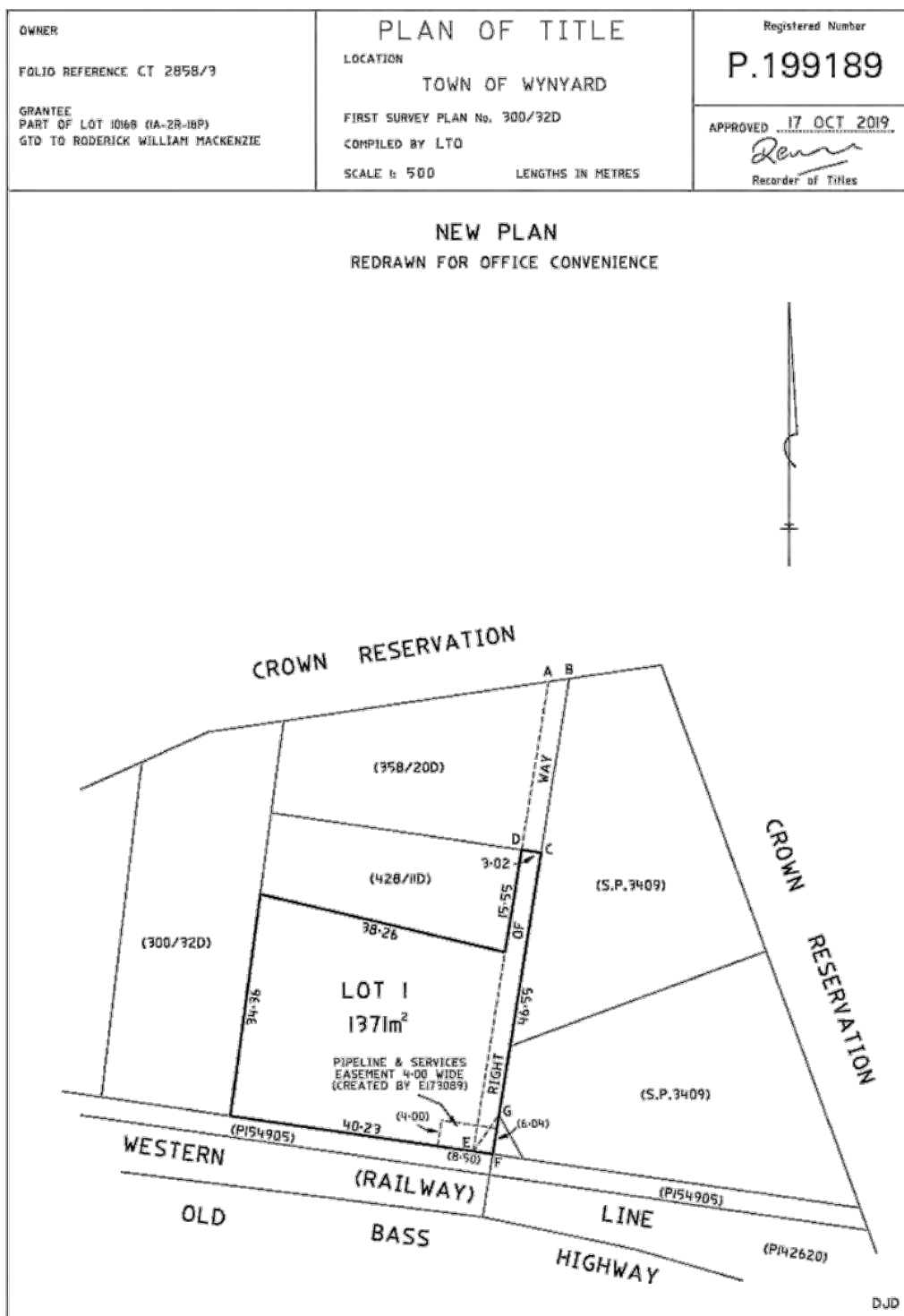




# FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980





**RESULT OF SEARCH**

RECORDER OF TITLES

*Issued Pursuant to the Land Titles Act 1980*

## SEARCH OF TORRENS TITLE

VOLUME 199189	FOLIO 1
EDITION 4	DATE OF ISSUE 23-Oct-2019

SEARCH DATE : 18-Aug-2020

SEARCH TIME : 02.13 PM

DESCRIPTION OF LAND

Parish of ELLIOTT, Land District of WELLINGTON  
Lot 1 on Plan 199189  
Derivation : Part of Lot 10168 Gtd to R W Mackenzie  
Prior CT 2858/3

SCHEDULE 1

C81992    TRANSFER to NEIL JAMES RIGBY    Registered 25-Feb-1998  
            at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
BENEFITING EASEMENT: a right of carriageway over the land  
                                 marked A.B.C.D. on Plan No. 199189  
BURDENING EASEMENT: a right of carriageway (appurtenant to the  
                                 lands comprised in Certificates of Title Volume 787  
                                 Folio 81 and Volume 904 Folio 52) over the land  
                                 marked C.D.E.F. on Plan No. 199189  
BURDENING EASEMENT: a right of carriageway (appurtenant to the  
                                 land comprised in Indenture of Conveyance registered  
                                 No. 33/6546) over the land marked E.F.G. on Plan No.  
                                 199189  
E173089 BURDENING EASEMENT: a services easement in favour of  
                                 Tasmanian Water & Sewerage Corporation Pty Ltd over  
                                 the land marked Pipeline Easement & Services Easement  
                                 4.00 wide on Plan 199189 (Subject to provisions)

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



## RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SEARCH OF TORRENS TITLE

VOLUME 80019	FOLIO 1
EDITION 5	DATE OF ISSUE 16-May-2017

SEARCH DATE : 19-Feb-2020

SEARCH TIME : 03.32 PM

### DESCRIPTION OF LAND

Parish of ELLIOTT, Land District of WELLINGTON  
 Lot 1 on Diagram 80019 (formerly being 358-20D)  
 Derivation : Part of Lot 10168 Gtd. to R W Mackenzie  
 Prior CT 2960/99

### SCHEDULE 1

M623885 TRANSFER to MITCHELL JOHN O'BRIEN and MAUREEN EDNA  
 O'BRIEN Registered 16-May-2017 at 12.01 PM

### SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
 BURDENING EASEMENT: Right of Carriageway [appurtenant to the  
 land comprised in Certificate of Title Volume 787  
 Folio 81) over the Right of Way passing through the  
 said land within described  
 BENEFITING EASEMENT: A right of carriage way over the Right of  
 Way marked A B on Diagram 80019  
 BURDENING EASEMENT: Right of Carriageway [appurtenant to the  
 land comprised in Certificate of Title Volume 904  
 Folio 53) over the Right of Way passing through the  
 said land within described  
 A86220 FENCING CONDITION in Transfer

### UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

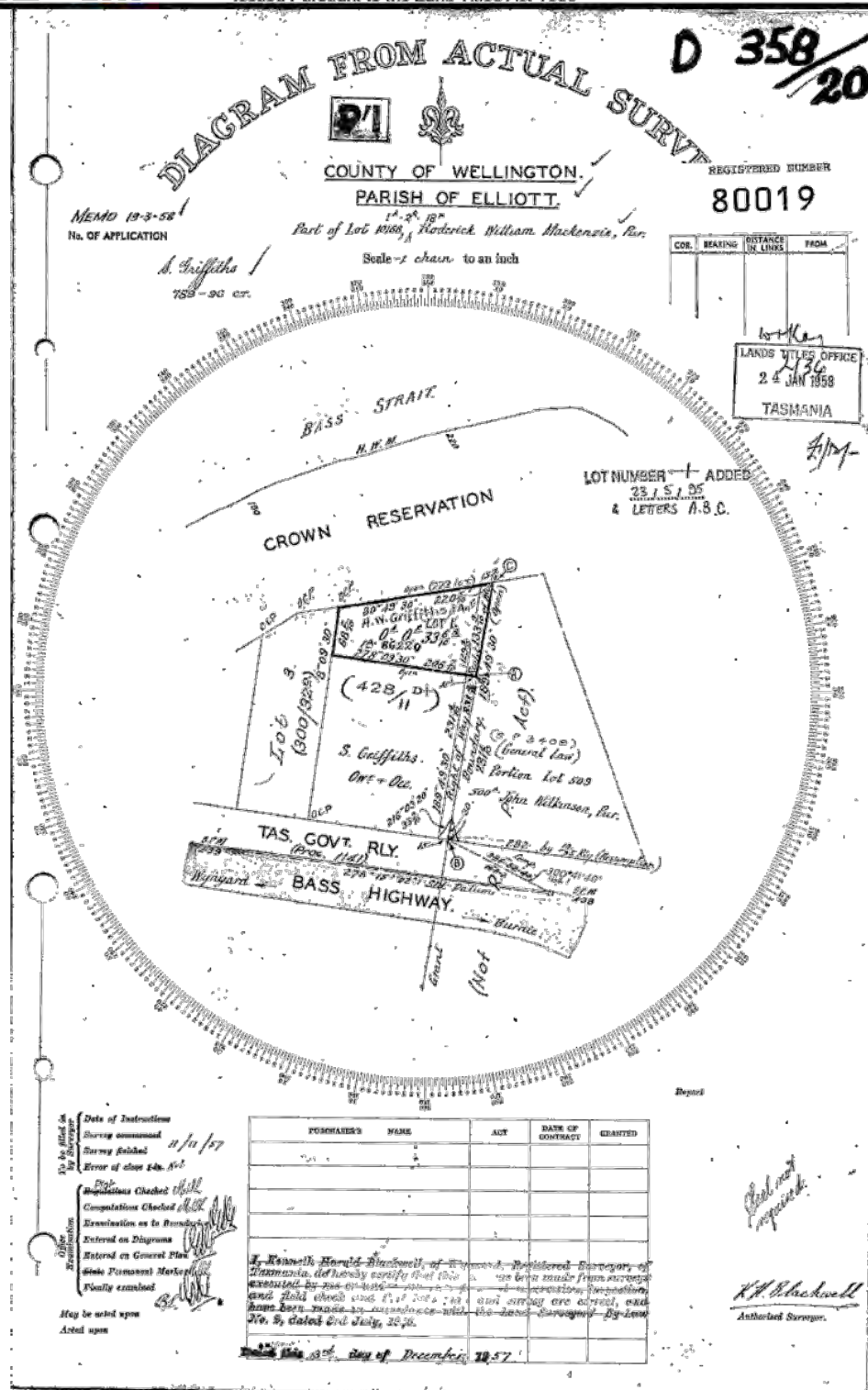




## FOLIO PLAN

RECORDED OF TITLES

*Issued Pursuant to the Land Titles Act 1980*



Search Date: 19 Feb 2020

Search Time: 03:34 PM

Volume Number: 80019

Revision Number: 02

Page 1 of 1

Department of Primary Industries, Parks, Water and Environment

[www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)



Application for Planning Permit

**Proposed Extension to Dwelling & Two Garages**

In the

**General Residential**

66 Old Bass Highway, Wynyard

Supporting Documentation

19/02/2020

**CONSULTANT DETAILS**


Mr. Micheal Wells GradDipUrbRegPlan.BEnvDes  
Town Planner, Bushfire Assessor, Building Designer, Fire Engineer (IFE)  
Bushfire Accreditation No: BFP-128



Mr. Jeremy Lee  
Cadet Town Planner

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**Document Status**

Revision No	Author	Vetting	Signature	Date
1	J. Lee	M. Wells		19/02/2020

**Engagement & Invoicing Directions**

EnviroPlan Australia (*the Agent*) has been engaged by Maureen & Mitchell Obrien (*the Permit Holder*) to prepare documentation for a planning permit located on land known as 66 Old Bass Highway, Wynyard. Any Permit issued is affixed to land and not an individual.

The services rendered by *the Agent* are strictly limited to the preparation of documentation in order to obtain planning permissions only. *The Agent* is not to be considered as the "permit holder" as part of any permit condition issued by any Authority and is not responsible for any costs incurred through a *Permit Holder* enacting a permit condition.

In such circumstances where the primary *Permit Holder* named above sells land or otherwise relinquishes the land; the new permit holder is the party responsible for all costs and invoices incurred by enacting any permit issued that is affixed to the land.

### **The Land – Site**

#### **Title & Description**

The Certificate of Title for the subject site is C/T: 80019/1, PID: 7077991. A copy of the title is provided as Annexure A.

The street address is 66 Old Bass Highway, Wynyard and Maureen & Mitchell O'Brien are the owners.



Figure 1 – Location of land 66 Old Bass Highway, Wynyard

The 0.085 ha property fronts onto Old Bass Highway and is located on northern side of the road via a Right of Way.

#### **Existing Use and Development**

The current use of land is residential. Currently there is a dwelling and associated structures located on the property.

#### **Site Analysis**

##### **Topography**

The land is relatively flat and sits on a plateaued area.

##### **Drainage**

Stormwater and sewerage is disposed of via municipal reticulation mains that are located throughout the area.

## Land Capability

The land is not within a delineated area of the Land Capability Survey Tasmania and is not zoned as agricultural land nor is it in agricultural use; therefore this provision is not applicable.



Figure 2 – Land Capability of site – source: [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)

## Access

Access to the subject land is off Bass Highway via a Right of Way over a formed rural roads crossover.

### Reticulated Services

Water, sewerage and stormwater reticulation services are located within the subject area. The site is already connected to these services and no modifications or extensions are proposed as part of this development.

### Surrounding Property Use

- North – Burntwood Point;
- East – residential uses;
- South – residential uses; and
- West – residential uses.



### **Lands Limitations**

No land limitations have been identified within the property boundaries.



Figure 3 – Landslide Layer, 66 Old Bass Highway, Wynyard – source: [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)

### **Proposal**

The applicants, Maureen & Mitchell Obrien are seeking to construct a Proposed Extension to the Dwelling & Two Garages under the State Planning Provisions and the Waratah-Wynyard Local Provisions Schedules of the Tasmanian Planning Scheme.

The proposal is for an extension to the southern side of the existing dwelling, an extension to an existing structure attached to the western side of the dwelling and two garages.

A copy of the proposal plans is included as Annexure C.

The applicant is applying to the Council, as the Planning Authority, to utilise its discretion and approve the development in accordance with the provisions of Section 57 of the Land Use Planning and Approvals Act 1993.

### **Planning Scheme Provisions**

The applicable planning instrument is the Waratah-Wynyard Interim Planning Scheme 2013 and the subject land is zoned as General Residential.

The relevant sections of the Planning Scheme are listed below for discussion. The relevant issue and item identifier is provided and states whether the proposal meets the Acceptable Solutions (AS) or the Performance Criteria (PC) for each relevant section.

The clauses that are not applicable to the proposal have not been discussed.

The applicable Scheme standards for development in the General Residential Zone are described in the following relevant sections of the Waratah-Wynyard Interim Planning Scheme 2013:

**10.0 General Residential Zone**

- 10.1.1 Zone Purpose Statements
- 10.1.2 Local Area Objectives
- 10.1.3 Desired Future Character Statements

**10.2 Use Table**

**10.3 Use Standards**

**10.4 Development Standards**

- 10.4.1 Residential density for multiple dwellings
- 10.4.2 Setbacks and building envelope for all dwellings
- 10.4.3 Site coverage and private open space for all dwellings
- 10.4.4 Sunlight and overshadowing for all dwellings
- 10.4.5 Width of openings for garages and carports for all dwellings
- 10.4.6 Privacy for all dwellings
- 10.4.7 Frontage fences for all dwellings
- 10.4.9 Suitability of a site or lot for use or development
- 10.4.10 Dwelling density for single dwelling development

**Part E Codes**

- E2 Airport Impact Management Code
- E9 Traffic Generating Use and Parking Code

**Part F Special Area Plans**

- There are no specific area plans in relation to the Waratah-Wynyard Interim Planning Scheme 2013

**10.0 General Residential Zone**

**10.1 Zone Purpose**

**10.1.1 Zone Purpose Statements**

**10.1.1.1**-To provide for residential use or development that accommodates a range of dwelling types at suburban densities, where full infrastructure services are available or can be provided.

**10.1.1.2**-To provide for compatible non-residential uses that primarily serve the local community.

### **10.1.2 Local Area Objectives**

This zone applies for land at –

- (a) Suburban residential areas make efficient use of land and optimise available and planned infrastructure provision through a balance between infill and redevelopment of established residential areas and incremental release of new land
- (b) Suburban residential areas provide equivalent opportunity for single dwelling and multiple dwelling developments and for shared and supported accommodation through private, public, and social investment.
- (c) Suburban residential areas enable opportunity for convenient access to basic level services and facilities for education, health care, retail, social, and recreation purposes;
- (d) Suburban residential areas provide small-scale employment opportunities in home occupation and home based business.
- (e) The amenity and character of suburban residential use is commensurate with the location of housing and support activity within a shared urban setting, and is to take into account –
  - (i) the likely impact on residential use from the occurrence and operation of non-housing activity;
  - (ii) the effect of location and configuration of buildings within a site on –
    - a. apparent bulk and scale of buildings and structures;
    - b. opportunity for on-site provision of private open space and facilities for parking of vehicles;
    - c. opportunity for access to daylight and sunlight;
    - d. visual and acoustic privacy of dwellings; and
    - e. consistency of the streetscape; and
  - (iii) the relationship between new sensitive use and the use of land in an adjoining zone

### **10.1.3 Desired Future Character Statements**

Use or development in a suburban residential area is to provide –

- (a) housing as a predominant but not exclusive form of development;
- (b) choice and diversity in the design, construction, and affordability of buildings;
- (c) buildings that are typically of one or two storeys;
- (d) buildings that are set apart from adjacent buildings to –
  - (i) reduce apparent bulk and scale;
  - (ii) enable each an opportunity for access to sunlight; and
  - (iii) assist visual and acoustic privacy between adjoining dwellings;
- (e) a streetscape in which buildings are setback consistently from the frontage;
- (f) site coverage that retains sufficient external ground area for recreation, service activity, and vehicle parking; and
- (g) an ordered pattern of lots and a well-connected internal road network

## **10.2 Use Table**

## **10.3 Use Standards**

## **10.4 Development Standards**

### **10.4.2 Setbacks and building envelope for all dwellings**

#### **Objective:**

To control the siting and scale of dwellings to:

- (a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and
- (b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and
- (c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and
- (d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

#### **Performance Criteria P1**

A dwelling must:

- (a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and
- (b) If abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.



**Discussion:**

The proposal has an extension to the structure attached to the dwelling that is compatible with other dwellings on Old Bass Highway in particular with 151, 149, 147 Old Bass Highway where the buildings are within 4.5m to a frontage boundary remaining consistent with P1 above.

**Performance Criteria P2**

A garage or carport must have a setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.

**Discussion:**

The proposed garage is located within 5.5m of the primary frontage which is due to the constraints of existing structures and easements on the site however the proposed structures would not have an adverse visual effect from the road due to the location of the site from the road remaining consistent with P2 above.

**Performance Criteria P3**

The siting and scale of a dwelling must:

- (a) not cause unreasonable loss of amenity by:
  - (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or
  - (ii) overshadowing the private open space of a dwelling on an adjoining lot; or
  - (iii) overshadowing of an adjoining vacant lot; or
  - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and
- (b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.

**Discussion:**

The proposed extensions to the existing dwelling will not cause a reduction in sunlight to habitable rooms to adjacent dwellings and would not increase the existing overshadowing to private open spaces to adjoining land as seen in the submission plans.

**10.4.3 Site coverage and private open space for all dwellings**

**Objective:**

To provide:

- (a) for outdoor recreation and the operational needs of the residents; and
- (b) opportunities for the planting of gardens and landscaping; and
- (c) private open space that is integrated with the living areas of the dwelling; and
- (d) private open space that has access to sunlight.

**Acceptable Solutions A1**

Dwellings must have:

- (a) a site coverage of not more than 50% (excluding eaves up to 0.6 m); and
- (b) for multiple dwellings, a total area of private open space of not less than 60 m<sup>2</sup> associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and
- (c) a site area of which at least 25% of the site area is free from impervious surfaces.

**Discussion:**

The proposal does not create the site coverage of the dwelling to be more than 50% and at least 25% of the site area is free from impervious surfaces as demonstrated in the proposal plans. Additionally, the proposal is not a multiple dwelling application and satisfies A1 above.

### Performance Criteria P2

A dwelling must have private open space that:

- (a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:
  - (i) conveniently located in relation to a living area of the dwelling; and
  - (ii) orientated to take advantage of sunlight.

#### Discussion:

The proposal intends to utilise the existing private open spaces to the north of the dwelling. The private open space has an area that is conveniently located in relation to the living area and is orientated to take full advantage of the sunlight remaining consistent with P2 above.

### 10.4.4 Sunlight and overshadowing for all dwellings

#### Objective:

To provide:

- (a) the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and
- (b) separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

### Acceptable Solutions A1

A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).

#### Discussion:

The existing dwelling has at least one habitable room other than a bedroom in which a window faces north which is demonstrated in the submission plans complying with A1 above.

### Acceptable Solutions A2

A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A), must be in accordance with (a) or (b), unless excluded by (c):

- (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B):
  - (i) at a distance of 3 m from the window; and
  - (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal.
- (b) The multiple dwelling does not cause the habitable room to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.
- (c) That part, of a multiple dwelling, consisting of:
  - (i) an outbuilding with a building height no more than 2.4 m; or
  - (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.

#### Discussion:

Not applicable – the proposal is not a multiple dwelling application.

### Acceptable Solutions A3

A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):

- (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C):
  - (i) at a distance of 3 m from the northern edge of the private open space; and
  - (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal.
- (b) The multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.
- (c) That part, of a multiple dwelling, consisting of:
  - (i) an outbuilding with a building height no more than 2.4 m; or
  - (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.

**Discussion**

Not applicable – the proposal is not a multiple dwelling application.

**10.4.5 Width of openings for garages and carports for all dwellings**

**Objective:**

To reduce the potential for garage or carport openings to dominate the primary frontage.

**Acceptable Solutions A1**

A garage or carport within 12 m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6 m or half the width of the frontage (whichever is the lesser).

**Discussion:**

The proposed garages that face the primary frontage does not have an opening greater than 6m as demonstrated in the submission plans complying with A1 above.

**10.4.6 Privacy for all dwellings**

**Objective:**

To provide reasonable opportunity for privacy for dwellings.

**Performance Criteria P1**

A balcony, deck, roof terrace, parking space or carport (whether freestanding or part of the dwelling) that has a finished surface or floor level more than 1 m above natural ground level, must be screened, or otherwise designed, to minimise overlooking of:

- (a) a dwelling on an adjoining lot or its private open space; or
- (b) another dwelling on the same site or its private open space; or
- (c) an adjoining vacant residential lot.

**Discussion:**

Not applicable – the balcony is an existing structure that is aligned to the rear boundary to take advantage of sea views.

**Performance Criteria P2**

A window or glazed door, to a habitable room of dwelling, that has a floor level more than 1 m above the natural ground level, must be screened, or otherwise located or designed, to minimise direct views to:

- (a) window or glazed door, to a habitable room of another dwelling; and
- (b) the private open space of another dwelling; and
- (c) an adjoining vacant residential lot.

**Discussion:**

Not applicable – the windows and doors are within an existing structure that is aligned to the rear boundary to take advantage of sea views.

**Acceptable Solutions A3**

A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:

- (a) 2.5 m; or
- (b) 1 m if:
  - (i) it is separated by a screen of at least 1.7 m in height; or
  - (ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7 m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level.

**Discussion:**

The application complies with A3 above.

#### 10.4.7 Frontage fences for all dwellings

##### Objective:

To control the height and transparency of frontage fences to:

- (a) provide adequate privacy and security for residents; and
- (b) allow the potential for mutual passive surveillance between the road and the dwelling; and
- (c) provide reasonably consistent height and transparency.

##### Acceptable Solutions A1

A fence (including a free-standing wall) within 4.5 m of a frontage must have a height above natural ground level of not more than:

- (a) 1.2 m if the fence is solid; or
- (b) 1.8 m, if any part of the fence that is within 4.5 m of a primary frontage has openings above a height of 1.2 m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).

##### Discussion

The proposal does not contain any frontage fences and is not applicable to the provision.

#### 10.4.9 Suitability of a site or lot for use or development

##### Objective:

The minimum properties of a site and of each lot on a plan of subdivision are to –

- (a) provide a suitable development area for the intended use;
- (b) provide access from a road; and
- (c) make adequate provision for connection to a water supply and for the drainage of sewage and stormwater

##### Performance Criteria P1

A site or each lot on a plan of subdivision must –

- (a) be of sufficient area for the intended use or development without likely constraint or interference for –
  - (i) erection of a building if required by the intended use;
  - (ii) access to the site;
  - (iii) use or development of adjacent land;
  - (iv) a utility; and
  - (v) any easement or lawful entitlement for access to other land; and
- (b) if a new residential lot, be orientated to maximise opportunity for solar access to a building area

##### Discussion:

The subject site has sufficient area for the proposed structures for a residential use as demonstrated in the submission plans. The access to the site will remain unchanged as part of this application and the proposal does not interfere or constrain the use or development of adjacent lands. The proposal does not have interfere with a utility or easements which is demonstrated in the submission plans remaining consistent with P1 above.

##### Acceptable Solutions A2

A site or each lot on a subdivision plan must have a separate access from a road –

- (a) across a frontage over which no other land has a right of access; and
- (b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or
- (c) by a right of way connecting to a road –
  - (i) over land not required as the means of access to any other land; and
  - (ii) not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and
- (d) with a width of frontage and any access strip or right of way of not less than –
  - (i) 3.6 m for a single dwelling development; or
  - (ii) 6.0 m for multiple dwelling development or development for a non-residential use; and

- (e) the relevant road authority in accordance with the *Local Government (Highways) Act 1982* or the *Roads and Jetties Act 1935* must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan

**Discussion:**

The proposal has an existing access via right of way connecting to Old Bass Highway which will remain unchanged as part of this application.

**Acceptable Solutions A3**

A site or each lot on a plan of subdivision must be capable of connecting to a water supply provided in accordance with the *Water and Sewerage Industry Act 2008*

**Discussion:**

The subject site has an existing connection to a reticulated water supply complying with A3 above.

**Acceptable Solutions A4**

A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and waste water to a sewage system provided in accordance with the *Water and Sewerage Industry Act 2008*

**Discussion:**

The subject site has an existing connection to a reticulated sewer system complying with A4 above.

**Acceptable Solutions A5**

A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater to a stormwater system provided in accordance with the *Urban Drainage Act 2013*

**Discussion:**

The proposal site has an existing connection to a reticulated stormwater system complying with A5 above.

**10.4.10 Dwelling density for single dwelling development**

**Objective:**

Residential dwelling density [R2] is to –

- (a) make efficient use of suburban land for housing;
- (b) optimise utilities and community services; and
- (c) be not less than 12 and not more than 30 dwellings per hectare

**Acceptable Solutions A1**

- (a) The site area per dwelling for a single dwelling must –
  - (i) be not less than 325m<sup>2</sup>; and

**Discussion:**

The proposal site has an area greater than 325m<sup>2</sup> complying with A1 above.

**10.4.11 Development other than a single or multiple dwelling**

**10.4.11.1 Location and configuration of development**

**Objective**

The location and configuration of a development is to –

- (a) provide consistent separation between the development area on adjacent sites and between development and a road;
- (b) provide consistency in the apparent scale, bulk, massing, and proportion of adjacent buildings;
- (c) provide sufficient site area for open space, service activity and vehicle parking;
- (d) provide for the façade of a residential building to remain the dominant architectural element in the streetscape; and
- (e) separate adjacent buildings to provide reasonable opportunity for daylight and sunlight to habitable rooms and to private open space areas

#### **Performance Criteria P1**

The setback of a wall of a building from a frontage or boundary must be –

- (a) consistent with the streetscapes; and
- (b) required by a constraint imposed by –
  - (i) size and shape of the lot;
  - (ii) orientation and topography of land;
  - (iii) arrangements for connection to a utility;
  - (iv) arrangements for vehicular and pedestrian access;
  - (v) any requirements of a conservation or urban design outcome detailed in a provision in this planning scheme;
  - (vi) a utility; or
  - (vii) any lawful and binding requirement –
    - a. by the State or a council or by an entity owned or regulated by the State or a council to acquire or occupy part of the site; or
    - b. an interest protected at law by an easement or other regulation

#### **Discussion:**

The setback of the shed and BBQ area are consistent with the streetscape as seen within the surrounding area with setbacks to boundaries reduced at 60, 62, 64, 64a 68 & 70 Old Bass Highway. The setbacks are required due to the constraints of built form on the existing allotment where the proposal seeks to enhance amenity within the subject lot creating privacy and screening from passing traffic remaining consistent with P1 above.

#### **Performance Criteria P2**

Building height and location of a building in relation to a frontage and site boundaries must –

- (a) minimise likelihood for overshadowing of a habitable room or a required minimum area of private open space in any adjacent dwelling;
- (b) minimise the apparent scale, bulk, massing and proportion relative to any adjacent building;
- (c) be consistent with the streetscape;
- (d) respond to the effect of the slope and orientation of the site; and
- (e) provide separation between buildings to attenuate impact

#### **Discussion:**

The existing building is outside of the building envelope to the north of the site. There is no increase in the footprint of the main structure toward the north and it does not overshadow the private space of any adjacent dwelling. The proposal does not cause a bulking or massing issue and is consistent with the surrounding streetscape. It responds to the orientation of the site and seeks to attenuate any impacts both existing and proposed by seeking to provide amenity to the existing dwelling.

#### **Acceptable Solutions A3**

Site coverage must –

- (a) not be more than 50%; or
- (b) not be more than any building area shown on a sealed plan of subdivision

#### **Discussion:**

The site coverage is not more than 50% as demonstrated on the submission plans.

**Performance Criteria P4**

A garage, carport or an external car parking area and any area for the display, handling, or storage of goods, materials or waste, must –

- (a) be consistent with the streetscape;
- (b) be required by a constraint imposed by size, shape, slope, orientation, and topography on development of the site; and
- (c) provide durable physical screening to attenuate appearance of the parking or loading area from a frontage and adjacent land

**Discussion:**

The proposed garage and shed are consistent with the streetscape where 68 & 70 Old Bass Highway also has car parking and garages forward of the building line. It is required due to the shape of the land and the existing built forms on site and is offset to the frontage of the site by fencing between the southern neighbour and the subject property complying with P4 above.

**Acceptable Solutions A5**

Other than for a dwelling, the total width of openings in the frontage elevation of a garage or carport (whether freestanding or part of any other building) must be the lesser of –

- (a) 6 m; or
- (b) Half the width of the frontage

**Discussion:**

The total width of the openings is less than 6m as demonstrated on the submission plans.

**10.4.11.2 Visual and acoustic privacy for residential development**

**Objective:**

The location and configuration of development is to minimise likelihood for –

- (a) Overlooking of a habitable room, balcony, deck, or roof garden in an adjacent dwelling;
- (b) Intrusion of vehicle noise from an access strip or communal driveway

**Performance Criteria P1**

Likelihood for overlooking from a door or window in a habitable room from any part of a balcony, deck, roof garden, parking space, or carport of a building must be minimised by –

- (a) physical separation from the door, window balcony, deck roof garden, parking space, or carport in an adjacent dwelling;
- (b) off-set from a door or window to a habitable room in an adjacent dwelling;
- (c) effective use of screening other than vegetation; or
- (d) effect of topography and natural features

**Discussion:**

Not applicable – the proposal uses the existing balcony and provides screening to enhance privacy as demonstrated on the submission plans.

**Acceptable Solutions A2**

An access strip or shared driveway, including any pedestrian pathway and parking area, must be separated by a distance of not less than 1.5 m horizontally and 1.5 m vertically from the door or window to a dwelling or any balcony, deck, or roof garden in a dwelling.

**Discussion:**

The proposal complies with A2 above.

#### **10.4.12 Setback of development for sensitive use**

##### **Objective:**

Development for a sensitive use is to –

- (a) minimise likelihood for conflict, interference, and constraint between the sensitive use and the use or development of land in a zone that is not for a residential purpose; and
- (b) minimise unreasonable impact on amenity of the sensitive use through exposure to emission of noise, fumes, light and vibration from road, rail, or marine transport

##### **Acceptable Solutions A1**

A building containing a sensitive use must be contained within a building envelope determined by –

- (a) the setback distance from the zone boundary as shown in the Table to this clause; and
- (b) projecting upward and away from the zone boundary at an angle of 45° above the horizontal from a wall height of 3.0m at the required setback distance from the zone boundary

##### **Discussion:**

Not applicable – the sensitive use is subject to the provision and is not seen in the Table to the clause.

##### **Performance Criteria P2**

Development for a sensitive use must –

- (a) have minimal impact for safety and efficient operation of the transport infrastructure; and
- (b) incorporate appropriate measures to mitigate likely impact of light, noise, odour, particulate, radiation or vibration emissions; or
- (c) be temporary use or development for which arrangements have been made with the relevant transport infrastructure entity for removal without compensation within 3 years

##### **Discussion**

The site is within 50 m of a railway corridor but this corridor is defunct and not in use. Therefore the development is compliant to the clause.

#### **Part E Codes**

##### **E1 Bushfire-Prone Areas Code – Not Applicable**

The proposal is not a hazardous use, a vulnerable use or a subdivision and therefore is not subject to the provisions of the Code.

##### **E2 Airport Impact Management Code**

The proposal is located within the areas defined within the Air Navigation Services – Aircraft Operations Surfaces on planning scheme maps and is therefore applicable to the code.

##### **E2.5 Use Standards**

###### **E2.5.1 Exposure to Aircraft Noise**

The proposal is located approximately 1.18 miles (1.9 km) ('as the crow flies') east of the main runway. This approach to the runway is seldom used as the predominant wind conditions on the north-west coast of Tasmania are westerly and this approach is only used in easterly conditions.

Assuming the typical glideslope of 3° to the approach to the runway and a rate of descent of 300 ft per nautical mile to remain on that glideslope; the aircrafts glideslope should be 1020 ft (311m) above the proposed building on approach (factoring in site elevations AHD to the AHD of the airport).



The predominant commercial aircraft used at the **Burnie Airport** is the twin turboprop engined Saab 340 passenger aircraft (of all versions) used by Regional Express Airlines (REX) and the aircraft features "active noise control" as a standard feature of the aircraft. The engine noises of the Saab 340 are:

- Fly-over noise: 78.5 EPNdB
- Sideline noise: 85.9 EPNdB
- Approach noise: 91.5 EPNdB

Source: Saab Aircraft Datasheet 340C

Whilst there is no noise decrease or sound drop per meter, there is a sound level drop of 6 dB per doubling of distance. In calculating noise attenuation by distance (point source), the Sound Pressure Level (SPL) at 311 m from the source is 78.5 dB(A) which supports figures described in the Saab Aircraft Datasheet 340C figures for fly-over noise (predominant exposure in westerly conditions).

The Saab 340 series (and all aircrafts of this size) are a 'Group B' sized aircraft with an approach speed of 91 – 120 knots (168.532km/h – 222.24km/h). Therefore the time of exposure to aircraft noise is approximately one minute per event – not hours of continuous exposure that could cause harm.

The effects of continuous dB exposure for site is between 80-90dB which could cause damage over a continuous 8 hour exposure. Therefore, given the seldom approach noise on easterly conditions where damage is like to occur with continuous expose – the likelihood of aircraft to cause harm to human health or to interfere with the amenity of the site is extremely unlikely.

#### **E2.5.1 Exposure to Aircraft Noise**

##### **Objective**

- (a) The likelihood for aircraft noise to cause harm to human health or to unreasonably interfere with the amenity of non-airport use is to be minimised; and
- (b) Non-airport use is to minimise likely interference or constraint on the operation of an airport

##### **Acceptable Solutions – A1**

- (a) The use must be –
  - (i) An 'Acceptable' use class for the applicable ANEF noise exposure level as shown on the Table to this clause; or
  - (ii) An 'Acceptable' use class subject to conditions for the ANEF noise exposure level as shown on the Table to this clause;
- (b) Building construction must satisfy AS 2021 (2000) with respect to interior noise levels for the use class; and
- (c) The owner of the site has given written consent for an agreement in accordance with Part 5 of the Land Use Planning and Approvals Act 1993 to be registered on the title indicating likely exposure of use or development to noise nuisance from operations at the airport.

##### **Discussion:**

The internal fit-out of the proposal shall comply with the AS 2021 (2000) with respect to interior noise levels for a residential dwelling.

#### **E2.6 Development Standards**

##### **E2.6.1 Information Requirements**

In addition to the requirements of clause 8.1, the following information is required to show:

- (a) whether the use or development is likely to penetrate operational airspace;
- (b) whether the use or development is likely to impact operation of aviation facilities;
- (c) location of the site relative to ANEF contours;
- (d) whether the site is within a public safety area;
- (e) any strategy to manage or mitigate likely adverse effect of the use or development on:
  - (i) operational airspace or the function of aviation facilities; and
  - (ii) human health, public safety, and amenity from aircraft operation and aviation facilities at the airport

The proposal is an existing structure that has received previous Council approvals. The proposal itself is for the internal fit-out of an existing dwelling and therefore there is no change to the overall height of existing circumstances and therefore the proposal is not likely to penetrate operational airspace or impact on the operation of aviation facilities.

The location of the subject site is within the flight path for fly-over and seldom approach and features on the centreline to the primary runway on Map 11.

It is unlikely that the proposal will have a significant adverse effect on human health, public safety or amenity or operational airspace or the function of aviation facilities.

#### **E2.6.2 Protection of operational airspace**

##### **Objective:**

Development is to maintain –

- (a) efficient operation and safety of aircraft in operational airspace; and
- (b) function of aviation facilities

##### **Acceptable Solution – A1**

Use or development must not –

- (a) penetrate the Obstacle Limitation Surface (OLS); or
- (b) interfere with operation of aviation facilities

##### **Discussion:**

The use or development does not penetrate the OLS of aircraft operations and is sited under the canopy level of surrounding trees. Likewise the development does not interfere with the operation of aviation facilities as it is a residential dwelling.

#### **E2.6.3 Public Safety Areas**

##### **Objective:**

The likelihood of risk to use from the effect of aircraft accidents near the end of a runway in association with take-off or landing is to be minimised.

##### **Performance Criteria – P1**

The airport operator or agency must advise it is satisfied the use or development does not unduly increase:

- (a) direct risk to people in an aircraft and on the ground;
- (b) secondary incidents arising from damage to ground facilities in the event of an aircraft incident; and
- (c) any requirement for the location, design and control of the use or development

##### **Discussion:**

The use or development does not penetrate the OLS of aircraft operations and is sited under the canopy level of surrounding trees. Likewise the development does not interfere with the operation of aviation facilities as it is a residential dwelling. A letter from the General Manager of the Burnie Airport is attached as **Annexure E** to this application.

#### **E3 Clearing and Conversion of Vegetation Code – Not Applicable**

The proposal does not seek to modify any existing native vegetation communities, habitats or areas of vegetation and therefore this Code is not applicable to this application.

**E4 Change in Ground Level Code – Not Applicable**

The proposal does not alter any ground levels to existing or natural ground levels and therefore this Code is not applicable to this application.

**E5 Local Heritage Code – Not Applicable**

The proposal does not contain any heritage issues and therefore this Code is not applicable to this application.

**E6 Hazard Management Code – Not Applicable**

The proposal site is not subject to coastal inundation, erosion or recession and is not located within a watercourse, wetland or stormwater disposal area and therefore this Code is not applicable to this application.

**E7 Sign Code – Not Applicable**

The proposal does not contain any signage as part of the application and therefore this Code is not applicable to this application.

**E8 Telecommunication Code – Not Applicable**

The proposal is for a residential dwelling and does not contain any telecommunications infrastructure and therefore this Code is not applicable to this application.

**E9 Traffic Generating Use and Parking Code**

**E9.5 Use Standards**

**E9.5.1 Provision for parking**

**Objective:**

Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road

**Acceptable Solution – A1**

Provision for parking must be –

- (a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;

**Discussion:**

The car parking on site provides for 2 car parking spaces complying with the provision.

**E9.5.2 Provision for loading and unloading vehicles**

**Objective:**

Provision is made for conveniently located and accessible areas for the loading and unloading of goods and materials and for the pick-up and set-down of passengers from vehicles

**Acceptable Solution – A1**

There must be provision within a site for –

- (a) on-site loading area in accordance with the requirement in the Table to this Code; and
- (b) passenger vehicle pick-up and set-down facilities for business, commercial, educational and retail use at the rate of 1 space for every 50 parking spaces

**Discussion:**

Not applicable – the development is in the general residential zone

#### **E9.6.1 Design of vehicle parking and loading areas**

##### **Objective:**

Vehicle circulation, loading, and parking areas–

- (a) protect the efficient operation and safety of the road from which access is provided;
- (b) promote efficiency, convenience, safety, and security for vehicles and users; and
- (c) provide an appropriate layout and adequate dimension to accommodate passenger or freight vehicle associated with use of the site

##### **Acceptable Solution – A1.1**

All development must provide for the collection, drainage and disposal of stormwater; and

##### **Acceptable Solution – A1.2**

Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must –

- (a) Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities - Off Street Car Parking;
- (b) Be in accordance with AS/NZS2890.2 (2002) Parking Facilities - Off Street Commercial Vehicles;
- (c) Be in accordance with AS/NZS 2890.3 1993) Parking Facilities – Bicycle Parking Facilities;
- (d) Be in accordance with AS/NZS 2890.6 Parking Facilities - Off Street Parking for People with Disabilities;
- (e) Each parking space must be separately accessed from the internal circulation aisle within the site;
- (f) Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and
- (g) Be formed and constructed with compacted sub-base and an all-weather surface.

##### **Discussion:**

The proposal is an existing dwelling that collects and disposes of stormwater complying with A1.1 above. A1.2 is not applicable to the development.

##### **Acceptable Solution – A2**

Design and construction of an access strip and vehicle circulation, movement and standing areas for use or development on land within the Rural Living, Environmental Living, Open Space, Village, or Environmental Management zones must be in accordance with the principles and requirements for in the current edition of Unsealed Roads Manual – Guideline for Good Practice ARRB

##### **Discussion:**

Not applicable – the site is within the General Residential zone.

#### **E10 Water and Waterways Code – Not Applicable**

The proposal is located approximately 49 metres away from the nearest water body to; exceeding the 30 metre requirement and therefore the Code is not applicable to this application.

### **Conclusion**

This supporting documentation demonstrates that the proposal of a dwelling extension and shed supports and furthers the Planning Scheme aims and objectives, relevant Clauses and Schedules as set out for development within the General Residential Zone.

Where the proposal does not comply with the Acceptable Solution (AS) it has been demonstrated that the Performance Criteria (PC) are satisfied and there is not an unreasonable loss of amenity as a consequence of this proposal. Therefore Council are requested to exercise its Discretionary powers in relation to this development.

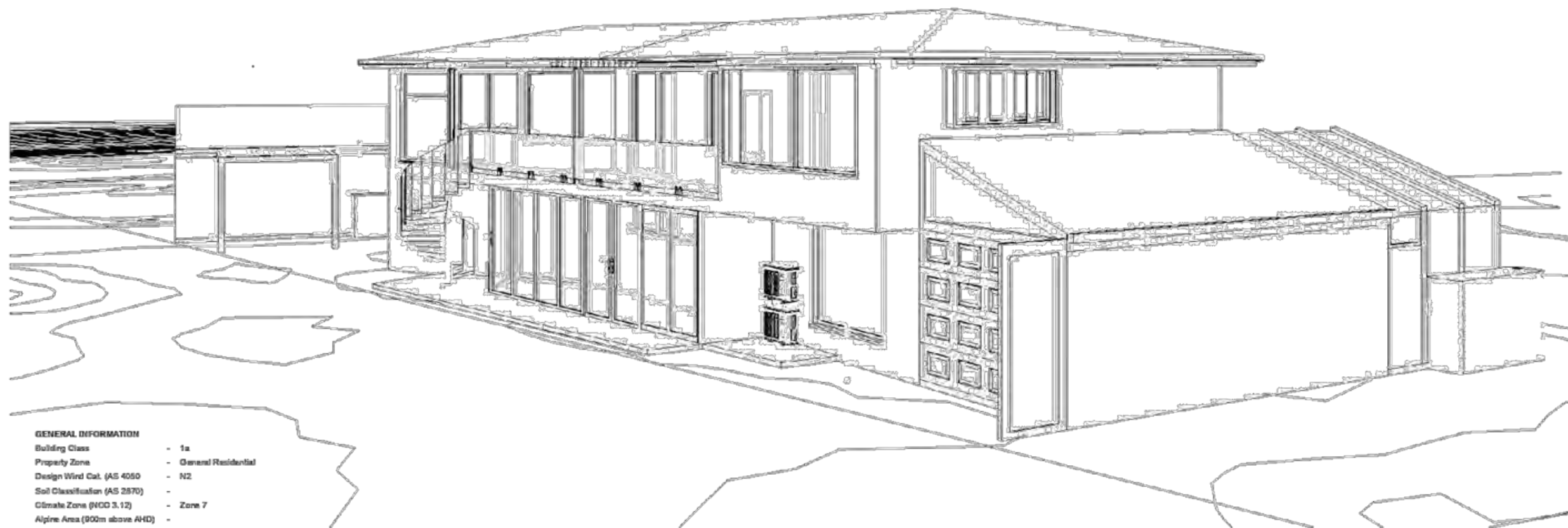
With the above in mind, a planning permit for a dwelling extension and shed at 66 Old Bass Highway, Wynyard is respectfully sought from the Planning Authority.



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## Proposal Dwelling Extension



### GENERAL INFORMATION

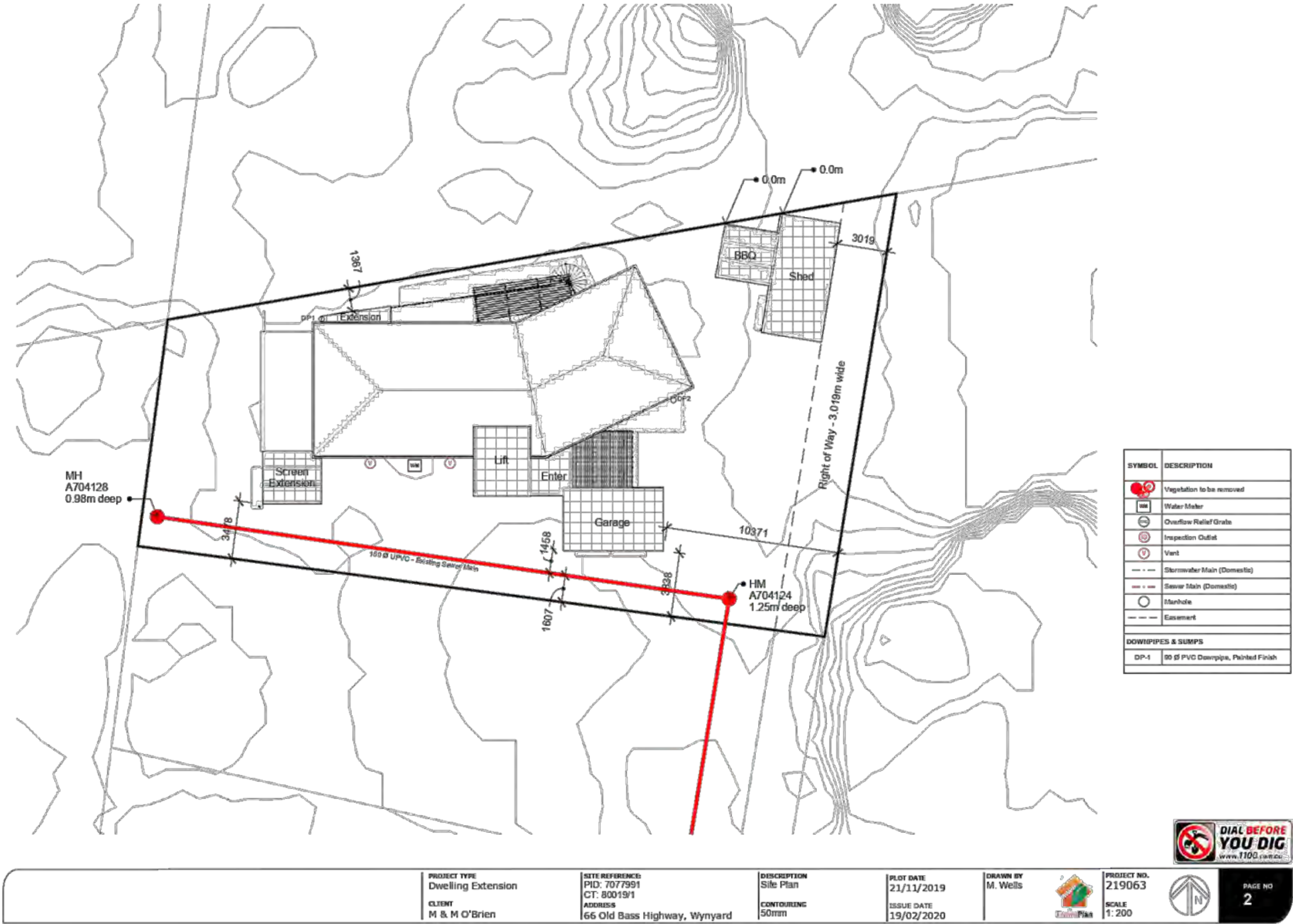
Building Class	- 1a
Property Zone	- General Residential
Design Wind Cat. (AS 4050)	- N2
Soil Classification (AS 2870)	-
Climate Zone (HCO 3.12)	- Zone 7
Alpine Area (800m above AHD)	-
BAL Rating (AS3859)	- to be assigned
Heritage Building	- No
Flood Phone Area	- No
Coastal Ingress Area	- No
Coastal Erosion Area	- Yes
Corrosion Environment	- Yes

### OTHER CONSULTANTS

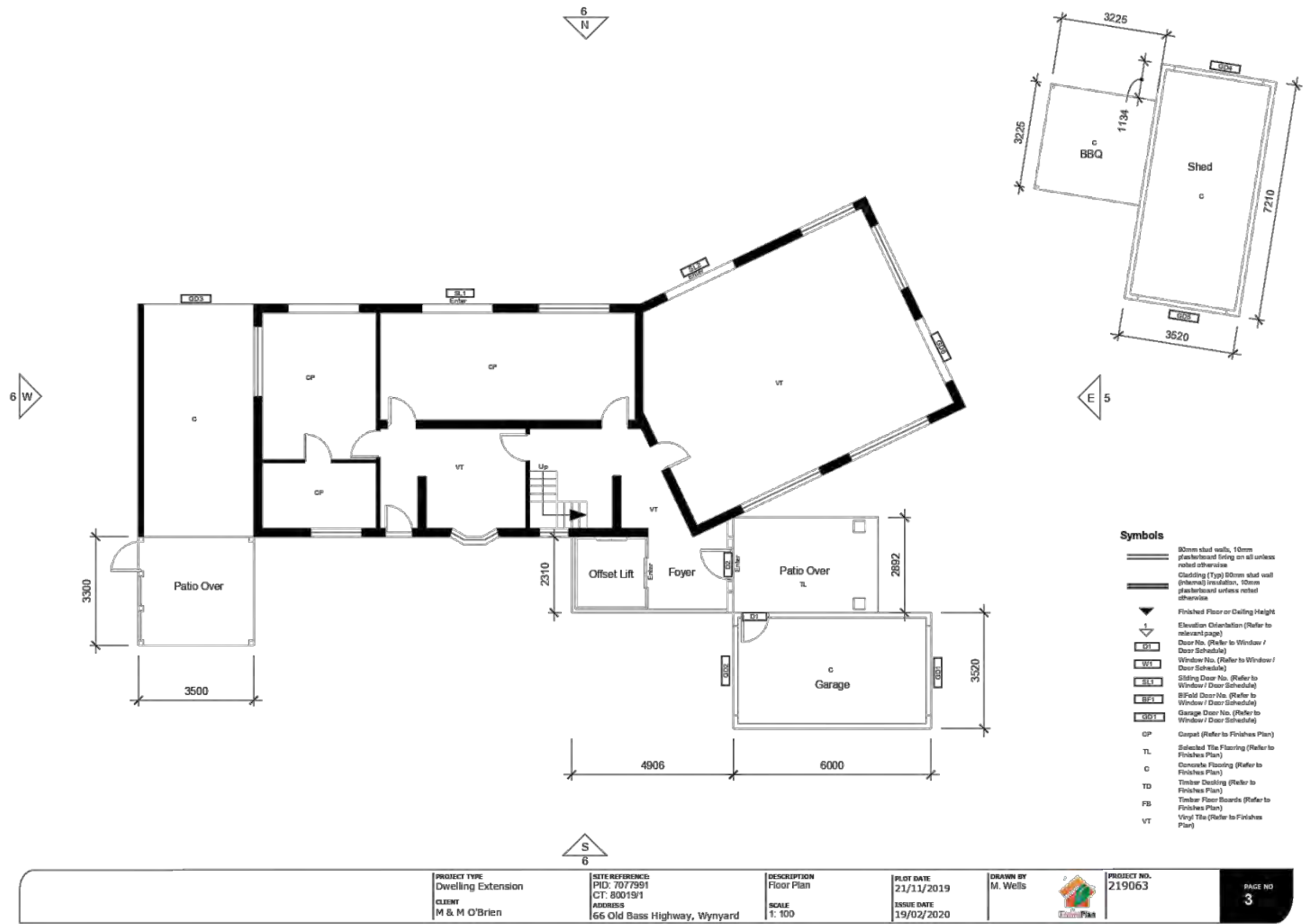
Structural Engineer	- to be assigned
Geological Report (Soil)	- to be assigned
Energy Assessment	- to be assigned
Waste Water Report	- to be assigned
Bushfire Assessment	- to be assigned
Civil Engineer	- to be assigned
Mechanical Engineer	- to be assigned
Electrical Engineer	- to be assigned
Site Survey	- to be assigned
Hydrologist Report	- to be assigned
Contaminated Site Survey	- to be assigned

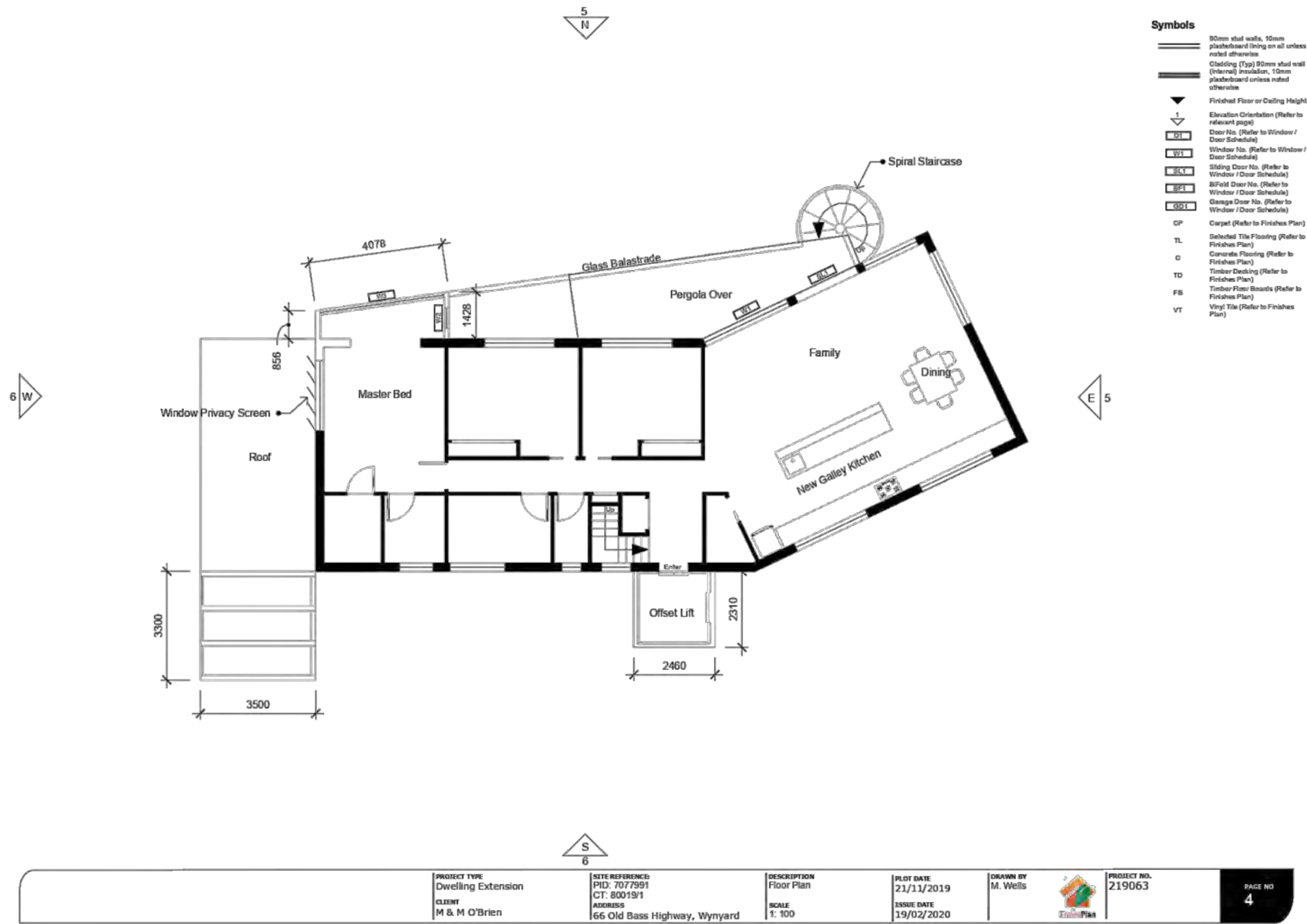
**M & M O'Brien**  
**66 Old Bass Highway, Wynyard**

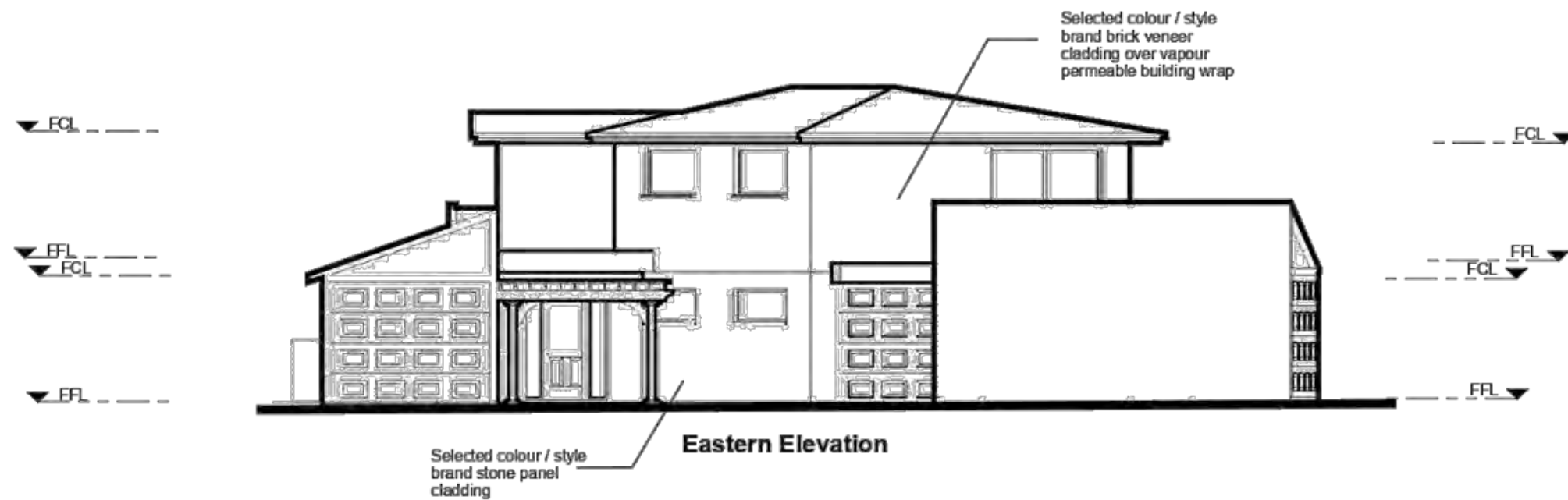
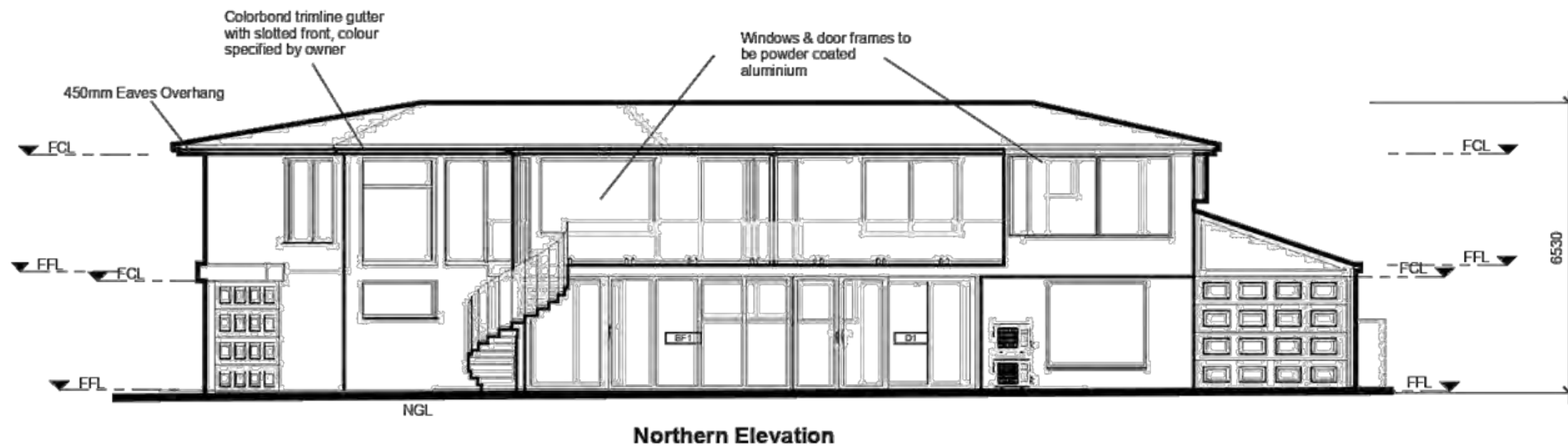
PROJECT TYPE Dwelling Extension	SITE REFERENCE: PID: 7077991	DESCRIPTION Cover Sheet & Drawing Schedule	PLOT DATE 21/11/2019	DRAWN BY M. Wells	PROJECT NO. 219063	PAGE NO 1
CLIENT M & M O'Brien	CT: 80019/1	ISSUE DATE 19/02/2020				



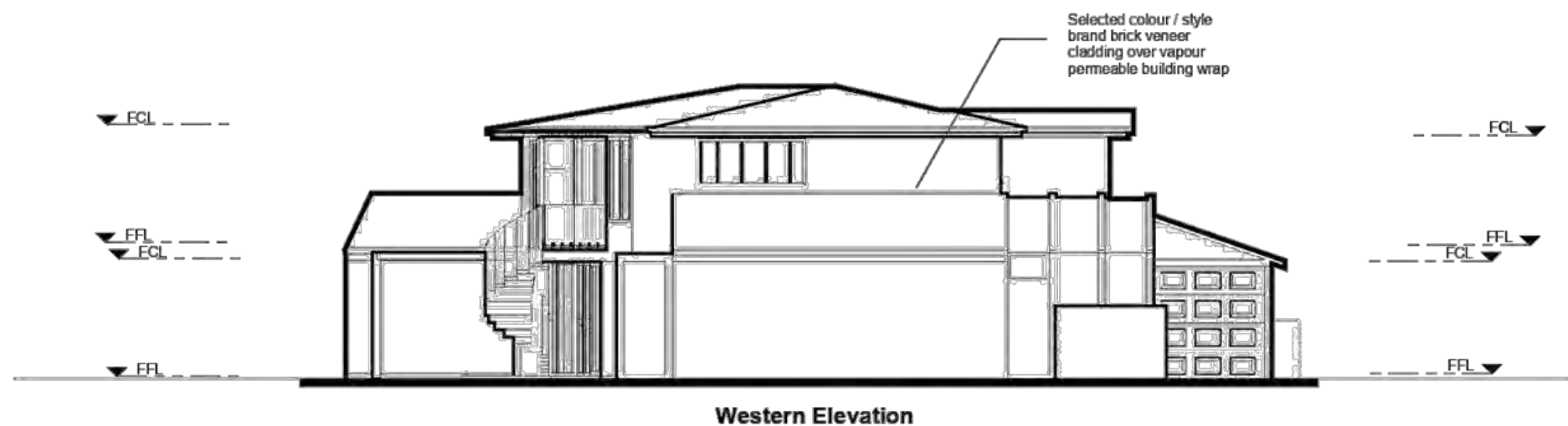






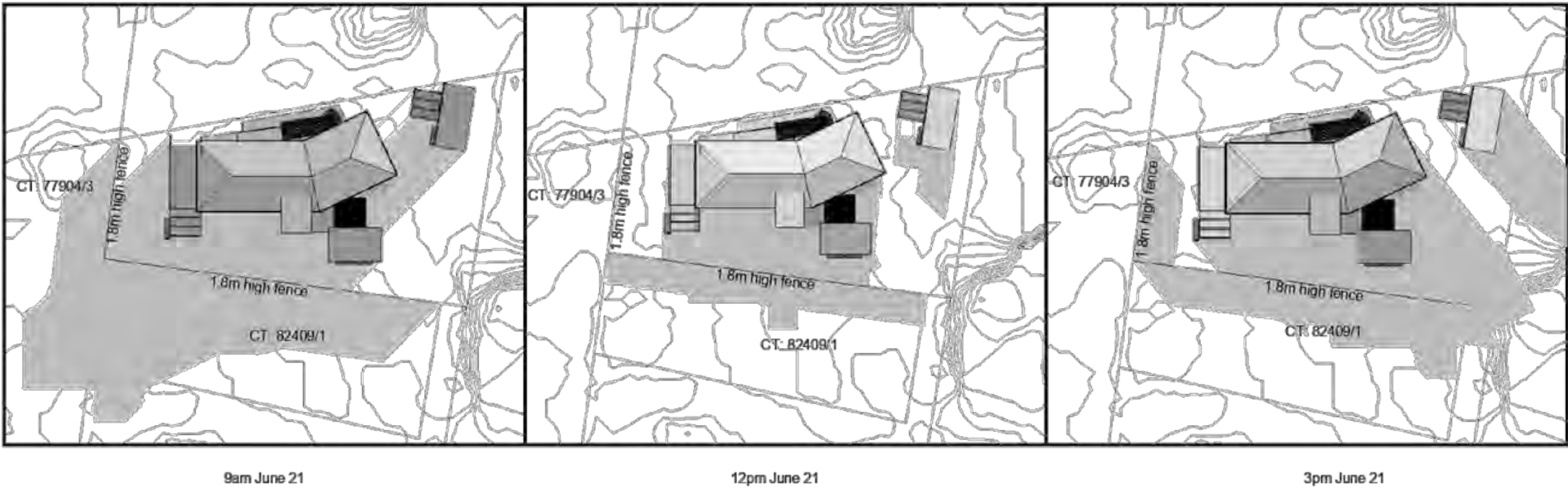



PROJECT TYPE Dwelling Extension	SITE REFERENCE PID: 7077991 CT: 80019/1 ADDRESS 66 Old Bass Highway, Wynyard	DESCRIPTION Elevations - North & East	PLOT DATE 21/11/2019 ISSUE DATE 19/02/2020	DRAWN BY M. Wells	PROJECT NO. 219063	PAGE NO <b>5</b>
CLIENT M & M O'Brien		SCALE 1: 100				



PROJECT TYPE Dwelling Extension	SITE REFERENCE PID: 7077991 CT: 80019/1 ADDRESS 66 Old Bass Highway, Wynyard	DESCRIPTION Elevations - South & West	PLOT DATE 21/11/2019 ISSUE DATE 19/02/2020	DRAWN BY M. Wells	PROJECT NO. 219063	PAGE NO <b>6</b>
CLIENT M & M O'Brien		SCALE 1: 100				

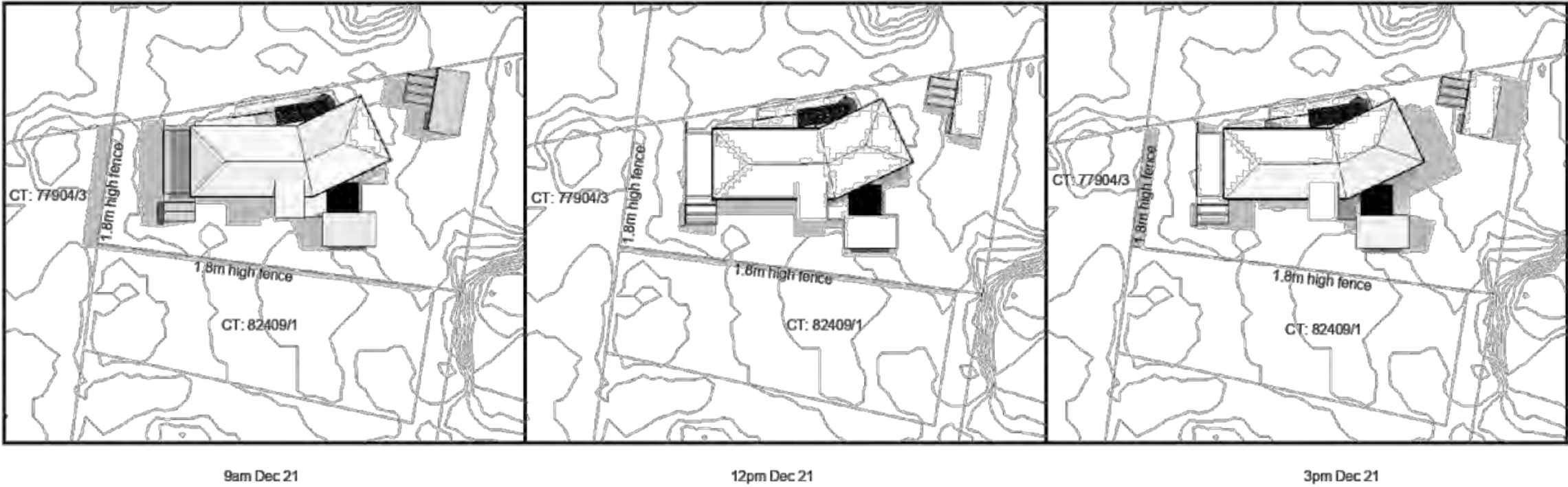
Winter Solstice



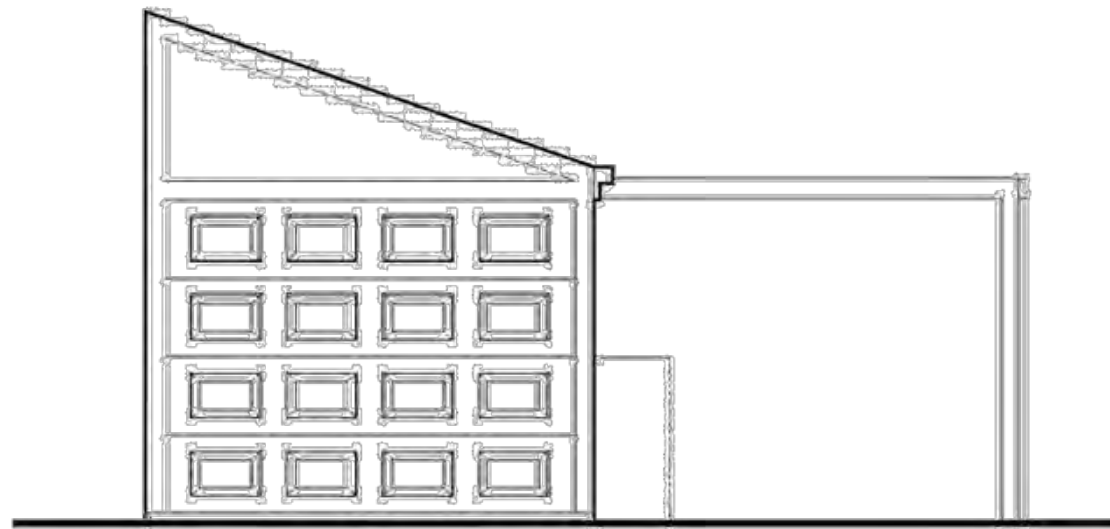
PROJECT TYPE Dwelling Extension		SITE REFERENCE: PID: 7077991 CT: 80019/1		DESCRIPTION Shadow Diagram - Winter Solstice		PLOT DATE 21/11/2019		DRAWN BY M. Wells		PROJECT NO. 219063			PAGE NO 7
CLIENT M & M O'Brien		ADDRESS 66 Old Bass Highway, Wynyard		SCALE 1: 500		ISSUE DATE 19/02/2020							



Summer Solstice



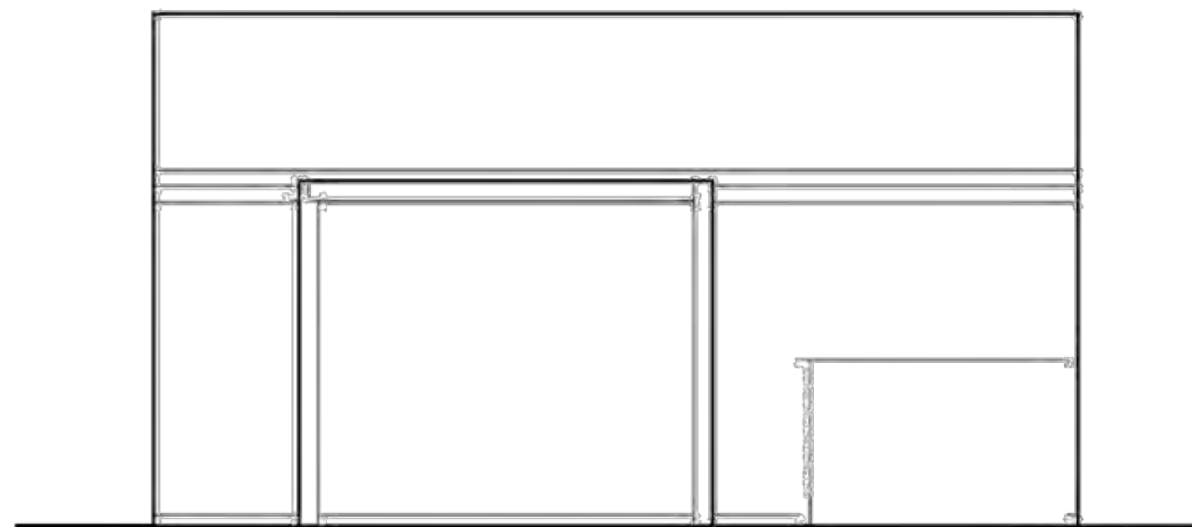
PROJECT TYPE Dwelling Extension		SITE REFERENCE PID: 7077991 CT: 80019/1 ADDRESS 66 Old Bass Highway, Wynyard		DESCRIPTION Shadow Diagram - Summer Solstice		PLOT DATE 21/11/2019 ISSUE DATE 19/02/2020		DRAWN BY M. Wells		PROJECT NO. 219063		PAGE NO 8	
CLIENT M & M O'Brien				SCALE 1: 500									



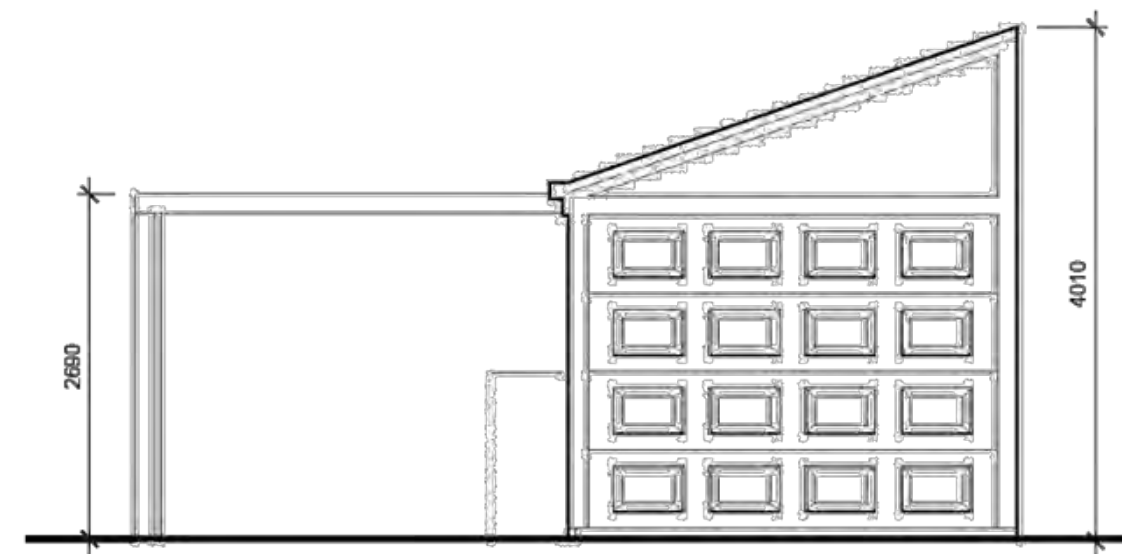
Northern Elevation



Eastern Elevation



Western Elevation



Southern Elevation

	<b>PROJECT TYPE</b> Dwelling Extension  <b>CLIENT</b> M & M O'Brien	<b>SITE REFERENCE:</b> PID: 7077991 CT: 80019/1  <b>ADDRESS</b> 66 Old Bass Highway, Wynyard	<b>DESCRIPTION</b> Shed & BBQ area Elevations  <b>SCALE</b> 1: 50	<b>PLOT DATE</b> 21/11/2019  <b>ISSUE DATE</b> 19/02/2020	<b>RE-ISSUE DATE</b> 01/10/2020	<b>DRAWN BY</b> M. Wells  	<b>PROJECT NO.</b> 219063	
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**Enclosure 2 Representation**

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**Rebecca Plapp**

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**From:** Mark Breden <mark.breden@epiroc.com>  
**Sent:** Sunday, 25 October 2020 6:00 PM  
**To:** Council  
**Subject:** REF DA 23/2020

Attn. The General Manager  
Waratah-Wynyard Council

Good afternoon,

I am writing following receipt of your letter regarding Notice Of Application For Planning Permit location 66 Old Bass Highway Wynyard.

My wife Jill, daughter Chelsea, son Luke and I are adjoining land owners living at 64 Old Bass Highway.

The only access to our property is via a right of way across 66 Old Bass Highway, the access is narrow being in place for many years, suitable for one way traffic only, and certainly no passing.

We are all employed and have different working hours.

Our concern is with the right of way being kept clear during the build project so we can pass freely as required. As well as work, we are all involved in the local community through sport and volunteering, requiring use of the right of way.

Can we please request that unless transiting to 66 Old Bass Highway the access is kept clear.

My daughter Chelsea is especially concerned, she works shift at Burnie Hospital in radiology, and is regularly on call, day and night. The shift changes have little notice and when on call has 30 minutes to be in the hospital.

The application also refers to connecting to the existing storm water reticulation. Can the current system handle the additional storm water discharge from the new proposed structures?

Thank you in advance for considering our concerns.

Best regards,

**Mark Breden**

Product Manager - Service Exchange

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**Epiroc**

Epiroc Australia

Visitor's address: 26 Besser Crescent Camdale  
7320 Tasmania

Postal address: P.O.Box 321

Burnie 7320

Phone: +613 64351503 - Mobile: +61 0419550965

E-mail: mark.breden@epiroc.com

**epiroc.com**

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**United in performance. Inspired by innovation.**

Agreement for Extension of Time

In accordance with Section 57 (6) of the *Land Use Planning and Approvals Act 1993* I

Micheal Wells (EnviroPlan)

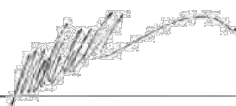
of

PO Box 546  
SOMERSET TAS 7322

hereby grant the Planning Authority an extension of time until the 23 day of November 2020,

Ref. No. 7077991 & DA 23/2020

Signed



(Applicant)


Micheal Wells (EnviroPlan)

(Applicant)

28/10/2020

(Date)

Signed



ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

28-10-2020

(Date)



## Submission to Planning Authority Notice

Council Planning Permit No.	DA 23/2020	Council notice date	04/09/2020
<b>TasWater details</b>			
TasWater Reference No.	TWDA 2020/01384-WWC	Date of response	09/09/2020
TasWater Contact	Amanda Craig	Phone No.	0448 469 386
<b>Response issued to</b>			
Council name	WARATAH WYNYARD COUNCIL		
Contact details	council@warwyn.tas.gov.au		
<b>Development details</b>			
Address	66 OLD BASS HWY, WYNYARD	Property ID (PID)	7077991
Description of development	Dwelling Extension & Outbuilding		
<b>Schedule of drawings/documents</b>			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Enviroplan	219063 Page no. 2 Site Plan	—	19/02/2020
<b>Conditions</b>			
Pursuant to the <i>Water and Sewerage Industry Act 2008</i> (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:			
<b>56W CONSENT</b>			
1. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.			
<b>DEVELOPMENT ASSESSMENT FEES</b>			
2. The applicant or landowner as the case may be, must pay a development assessment fee of \$211.63 to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date paid to TasWater.			
The payment is required within 30 days of the issue of an invoice by TasWater.			
<b>Advice</b>			
<b>General</b>			
For information on TasWater development standards, please visit <a href="http://www.taswater.com.au/Development/Development-Standards">http://www.taswater.com.au/Development/Development-Standards</a>			
For application forms please visit <a href="http://www.taswater.com.au/Development/Forms">http://www.taswater.com.au/Development/Forms</a>			
<b>Service Locations</b>			
Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.			
A copy of the GIS is included in email with this notice and should aid in updating of the documentation. The location of this infrastructure as shown on the GIS is indicative only.			



- (a) A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater
- (b) TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit [www.taswater.com.au/Development/Service-location](http://www.taswater.com.au/Development/Service-location) for a list of companies
- (c) TasWater will locate residential water stop taps free of charge
- (d) Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

#### **56W Consent**

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) will need to show footings of proposed buildings located over or within 2.0m from TasWater pipes and will need to be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans will need to also include a cross sectional view through the footings which clearly shows;

- (a) Existing pipe depth and proposed finished surface levels over the pipe;
- (b) The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;
- (c) A note on the plan indicating how the pipe location and depth were ascertained.

*TasWater have a small number of townships that are on Boil Water and Do Not Consume Alerts. Please visit <http://www.taswater.com.au/News/Outages---Alerts> for a current list of these areas.*

#### **Declaration**

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

#### **Authorised by**

**Jason Taylor**

Development Assessment Manager

#### **TasWater Contact Details**

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

## Rebecca Plapp

---

**From:** Jennifer Jarvis <Jennifer.Jarvis@tasrail.com.au>  
**Sent:** Thursday, 10 September 2020 7:33 PM  
**To:** Sally McMahon  
**Subject:** Planning Applications  
**Attachments:** Oct 2019 TasRail Std Notes - Non-Op Lines.docx

Hello Sally

Thank you for notifying TasRail of the below planning applications:

- DA23-2020 – Outbuilding – 66 Old Bass Highway, Wynyard
- DA124/2020 – Dwelling – 43 Boat Harbour Siding, Boat Harbour
- DA130/2020 – Dwelling Extension and Outbuilding – 139 Old Bass Highway, Wynyard
- DA138/2020 – Outbuilding and Demolition of Existing Outbuilding – 60 Old Bass Highway, Wynyard

TasRail has reviewed the available documentation for each of the above applications and has no objections to the proposals.

We do however request that a copy of the attached TasRail Standard be included with any Permit or Approval issued by the Council.

Should you have any questions or concerns with our response, please don't hesitate to contact me.

Kind regards

**Jennifer Jarvis**



Manager Group Property & Compliance |  
Phone: 03 6335 2603 | Mobile: 0428 139 238  
11 Techno Park Drive, Kings Meadows, Tasmania, 7249  
[Jennifer.Jarvis@tasrail.com.au](mailto:Jennifer.Jarvis@tasrail.com.au)



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This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorised and may be illegal. Opinions, conclusions, views and other information in this message that do not relate to the official business of the Tasmanian Railway Pty Ltd are the views of the individual sender and shall be understood as neither given nor endorsed by Tasmanian Railway Pty Ltd.

**TasRail Standard Notes for Non-Operational Lines (as at 26 September 2019)**

- Stormwater or effluent is not permitted to be discharged onto rail land or into the rail drainage system. Should there be a requirement for a service or asset to be installed on rail land in order to connect into an authorised stormwater or other outlet, a separate TasRail Permit is required and will only be approved subject to terms and conditions (costs apply). A Permit Application Form is available by contacting [property@tasrail.com.au](mailto:property@tasrail.com.au)
  - Although the railway line through this area is currently non-operational, it is reserved for future transport use. For this reason TasRail recommends any person building, developing or purchasing property near rail corridor land take into account potential exposure to train and/or transport noise and vibration particularly in relation to building design, material specifications and lifestyle. It should also be noted that TasRail is required to ensure that planning and development proposals do not impede or preclude future transport use of the rail corridor.
  - No obstruction, installation or works of any kind are permitted inside railway land for any purpose including for structures, unauthorised vehicles, drainage, water pipes, stormwater discharge, electrical or service infrastructure, storage of materials, vegetation clearing, inspections etc. All access enquiries should be directed to [property@tasrail.com.au](mailto:property@tasrail.com.au)
  - As per the *Rail Infrastructure Act 2007*, the Rail Infrastructure Manager (TasRail) may remove and dispose of unauthorised or unlawful service infrastructure and take such other action as it sees fit. Where this occurs, TasRail may recover its costs of doing so as a debt due to TasRail from that person and retain if applicable any proceeds of disposal. No action lies against TasRail for removing or disposing of the unauthorised or unlawful service infrastructure.
  - Using or creating an unauthorised railway crossing is unsafe and strictly prohibited. All access enquiries should be directed to [property@tasrail.com.au](mailto:property@tasrail.com.au)
  - As railway land is Crown Land, the Rail Infrastructure Manager is not required to contribute to the cost of boundary fencing.
  - Access to the railway corridor or rail land for any purpose is strictly prohibited without a Permit issued by TasRail.
-





# PUBLIC CAMPING IN SISTERS BEACH

## Expressions of Interest

Opens: Wednesday, September 9, 2020

Closes: Friday, October 9, 2020



## **1 INTRODUCTION**

Waratah-Wynyard Council is inviting Expressions of Interest in operating a public camping site at Sisters Beach.

### **1.1 Purpose of the Expression of Interest**

The Expression of Interest process invites proposals for the operation of public camping at Sisters Beach. The proposal should include information demonstrating relevant experience and professional and business capacity.

Responses to the Expression of Interest will be assessed by a panel (the Assessment Panel) against the assessment criteria outlined.

Respondents may also be invited to provide a presentation and/or be interviewed on their submission by the Assessment Panel.

## **2 PROJECT INFORMATION**

### **2.1 Background**

Public camping has been considered as part of several reports relating to Sisters Beach:

Sisters Beach Open Space Plan 2015 - recommended exploring options for freedom camping at Sisters Beach. [20150728 Sisters Beach Open Space Plan - pdf](#)

Open Space Sport and Recreation Plan 2015 – 2026 (Camping Issue Paper) - recommended to evaluate a site for freedom camping at Sisters Beach, along Honeysuckle Avenue. [OSSR - Camping issues paper 270417.pdf](#)

Freedom Camping Options Report 2019 - The report suggests consultation with community to determine need, identifying site requirements, determining the appropriate management model and preparing a budget for development of the site. [Freedom Camping Options Report 7 May 2019.pdf](#)

That report also proposed a 'Balanced Welcoming' approach to public camping which means as a community:

"We seek to be good hosts of our visitors and we seek them to be good guests when they come to our place. To achieve that we'll give a high level of warm, welcoming support and embrace their cultures, but we will also put in place the measures to protect the values and environments important to us."

One of the key objectives of the Council-formed Sisters Beach Working Group was to assist Council to progress community consultation on public camping at Sisters Beach. The Working Group agreed to provide input into the process however felt that the consultation needed to be driven by Council.

A public camping in Sisters Beach discussion paper was developed and distributed to the community for comment.

The public camping in Sisters Beach discussion paper was developed to enable broad comments rather than yes/no responses. The discussion paper provided background and general information about public camping and asked for feedback. The discussion paper was put on Council's website and promoted through social media, was on the Sisters Beach Community Association Facebook site and hard copies were available in the shop. Initially two community sessions were planned at Sisters Beach, however these did not go ahead due to COVID-19 restrictions. An alternative offer for phone interviews was provided. The discussion paper consultation period was one month and closed on April 30.



Council received ten written responses, one verbal response and 39 submissions through the website. 90% respondents listed a Sisters Beach address. The comments were constructive and provided details of why public camping at Sisters Beach was supported or not considered appropriate. A total of 66% of respondents supported the idea of public camping at Sisters Beach and 34% were not in favour of the idea.

Importantly, the detail in the responses provided good insights into the concerns of the community and the matters that would need to be considered if any action to progress public camping in Sisters Beach were to be taken in the future.

Supporters noted the increase of vibrancy in the community and the economic value to the community as positives. In addition, there were many suggestions on the management of public camping and how to make it work in Sisters Beach.

Opponents sighted issues including traffic management and the impacts on the singular access road into Sisters Beach. Also of concern was the impact on wildlife from increase in vehicle movements and the location being so close to the National Park. Rubbish, the risk of fire if the site was near bushland and the ability to regulate the area were other concerns raised.

The site identified in the discussion paper was a parcel of land off Honeysuckle Avenue, behind the Fire Station. There was an investigation of this site several years ago and at the time most requirements could be met, however there remains site study work to be completed before TasWater (adjacent property owner) will consider approval for the development. This work will only be undertaken only if a successful Expression of Interest was received for establishment of a public camping site.

At the 12 July 2020 Council meeting Council adopted a motion to:

1. Note the feedback from the Sisters Beach public camping discussion paper,
2. Commence an expression of interest process for an interested party to develop and operate a public camping site in Sisters Beach.

The expression of interest process will enable Council to consider the viability and public interest in establishing a site at Sisters Beach. A 'balanced welcoming approach' to delivery of public camping will enable proponents to develop a proposal that is feasible and meets community expectations. Applications could come from a community group or an individual. The purpose would be to develop a site for which Council has no management responsibility but would set the performance criteria for the operation.

Given the level of interest in public camping evident by the submissions received in relation to this matter, communicating the proposal to the community will be critical to community acceptance and support. To assist respondents to understand the issues raised through a range of consultation processes a copy of relevant information has been provided as an attachment: [Sisters Beach Freedom Camping - Survey Responses.pdf](#)

## **2.2 Concept**

Public camping - more commonly known as freedom camping - is the use of public land for camping (with or without facilities) at no or low cost. Freedom camping refers to freedom of choice, not necessarily free of cost. The rules and provisions can vary from one site to another and facilities can be limited or wide-ranging.

There are a range of views about public camping. Even when there is ample supply in formal parks there is often still some demand for low cost public areas to stay. Council would consider provision of a public camping site at Sisters Beach by a community group or other organisation to 'manage' a site - however has not considered developing a site without a partnership such as this.

### **2.3 Location and Layout**

Council is seeking respondents interested in undertaking the operation of a Public Camping area within the fenced site behind the Sisters Beach Fire Station which is Council-managed land. Council is open to suggestions in relation to physical configuration of the area.

### **2.4 Site Infrastructure**

There is currently a dump point and compacted ground in the location.

### **2.5 Business model**

Council will consider how a proposal may be an ongoing viable concern for both the operator and community.

### **2.4 Work Health & Safety**

The successful operator:

- Would be required to comply with all workplace health and safety requirements.
- Must comply with all Acts, Practices, Codes and Regulations gazetted under State legislation that are relevant and specific to their activities. Relevant legislation includes, but is not necessarily limited to:  
*Work Health & Safety Act 2012*  
*Workers Rehabilitation and Compensation Act 1988*  
*Work Health & Safety Regulations 2012*  
*Environmental Management & Pollution Control Act 1994*
- Be required to provide evidence that all onsite staff, volunteers including subcontractors have successfully completed an appropriate induction.

### **2.5 Risk Assessment**

The successful operator would be required to identify hazards and prepare all appropriate risk assessments and maintain 'safe work procedures' for the duration of the agreement.

### **2.6 Insurances and Indemnities**

#### **Public Liability Insurance**

The successful operator shall, at all times during the Agreement Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured, as specified in the public liability policy/Annexure, in the name of the Contractor providing coverage for an amount of at least \$20m.

#### **Workers Compensation Insurance**

The successful operator shall, at all times during the Agreement Term, be the holder of a current Workers Compensation Policy of Insurance ("The Workers Compensation Policy") in respect of the activities specified.

#### **Principal's Indemnity**

The successful operator agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the operators performance or purported

performance of its obligations under the Agreement and be directly related to the negligent acts, errors or omission of the operator.

The operator liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability.

#### Hold Harmless

The operator agrees to hold harmless the Council, its servants and agents, and each of them in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the operator against the Council, except to the extent that the Council is negligent.

The successful operator shall supply to the Council evidence of tenure of these policies and indemnities together with current premium receipts before site possession will be granted to the Operator.

### 3 EXPRESSIONS OF INTEREST CONDITIONS

#### 3.1 Lodgement of submissions

Submission(s) are required to include the following statements:

Document Description	Due date
Proposal	9 October 2020
Preliminary Business Model proposal	9 October 2020
Professional Capacity, Experience and Customer Service	9 October 2020
Governance and Business Capacity	9 October 2020

Expressions of Interest shall be provided to Council by 9 October 2020 via either;

- Hard copy submission either delivered in person to Council Chambers 21 Saunders Street, Wynyard or, posted to PO Box 168 TAS 7325 and clearly marked

"Expression of Interest – "Public Camping Sisters Beach"

- Email to [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)

#### Further Information request

Interested parties are invited to make contact with any queries or to simply discuss their proposal further.

The contact for this project is:

Tracey Bradley  
Director Community & Engagement  
Waratah-Wynyard Council

- Phone: (03) 64 438322
- Email: [tbradley@warwyn.tas.gov.au](mailto:tbradley@warwyn.tas.gov.au)

#### **4 ASSESSMENT OF EXPRESSIONS OF INTEREST**

Waratah-Wynyard Council will review the proposals using the following criteria:

##### **4.1 Alignment with Councils Objectives for this project**

Provision of a public camping facility in Sisters Beach with a 'Balanced Welcoming' approach – this means as a community:

"We seek to be good hosts of our visitors and we seek them to be good guests when they come to our place. To achieve that we'll give a high level of warm, welcoming support and embrace their cultures, but we will also put in place the measures to protect the values and environments important to us."

**4.2 Submissions in response to the EOI should address the Criteria from 1 - 4 below.** Please note all criteria are of equal weighting and importance.

##### **Criteria Category 1 – Proposal:**

Submissions should include a description of the proposed operating structure to be offered and the respondent's preference for duration of the agreement.

The EOI proposal needs to consider:

- Clearly defined areas to protect natural features and protected species
- Self-contained vehicles only – no tents or not self-contained vehicles
- Number of sites
- Fee structure and payment procedure
- Booking system
- Length of stay
- Hours of operation
- Time restrictions for entry and exit
- Access to dump point
- Removal of all rubbish from the site
- Traffic Management
- Signage

##### **Criteria Category 2 – Business Plan and Communication and Engagement Strategy**

Respondents should undertake and submit a basic business plan to support the proposal.

Communication and Engagement Strategy – consider how the project will be communicated to the community.

##### **Criteria Category 3 – Professional Capacity, Experience and Customer Service**

Submissions should demonstrate capacity and experience in or understanding of similar projects. For example, submissions may include demonstrated experience or understanding of management and delivery of visitor services and tourism quality assurances, managing small business activities or customer service experience.

##### **Criteria Category 4 – Governance and Business Capacity**

The fourth criteria category to be addressed is governance and business capacity. Submissions should provide:

- Details of the operational structure, and personnel and their responsibilities involved in the operation;
- Particulars of any current or known court proceedings against the respondent.

In addition, names and contact details of two (2) referees should be supplied including the respondent's consent for the Assessment Panel or Council to contact those referees for the purposes of assessing the respondent's submission.



# FOGO Options Review

A submission to Circular Head and Waratah-Wynyard Councils

28/5/2020





**Mike Ritchie & Associates Pty Ltd trading as MRA Consulting Group (MRA)**

ABN 13 143 273 812

Suite 409 Henry Lawson Building  
19 Roseby Street, Drummoyne NSW 2047  
AUSTRALIA

P +61 2 8541 6169

E [info@mraconsulting.com.au](mailto:info@mraconsulting.com.au)

[mraconsulting.com.au](http://mraconsulting.com.au)

**Document**

<b>Author</b>	Raman McCaskill
<b>Checker</b>	David Cocks
<b>Approver</b>	David Cocks

**Document history**

<b>Title</b>	<b>Version no.</b>	<b>Status</b>	<b>Date</b>
Circular Head and Waratah-Wynyard Councils FOGO Options Review	2	Final	28/5/2020

**Disclaimer**

This report has been prepared by Mike Ritchie and Associates Pty Ltd (trading as MRA Consulting Group (MRA)) for Circular Head and Waratah-Wynyard Shire Councils. MRA (ABN 13 143 273 812) cannot accept any responsibility for any use of or reliance on the contents of this document by any third party.

## Glossary

Terminology	Description
BAU	Business As Usual
CAPEX	Capital Expenditure
CCM	Consolidated Cost Model
CHC	Circular Head Council
CPI	Consumer Price Index
Councils	Circular Head and Waratah-Wynyard Councils
fn	Fortnightly
FO	Food Organics
FY	Financial Year
FOGO	Food Organics and Garden Organics
GO	Garden Organics
Hhld/hh	Household
LGA	Local Government Area
LGV	Local Government Victoria
MCA	Multi-Criteria Analysis
MGB	Mobile Garbage Bin
MRA	MRA Consulting Group
MRF	Materials Recovery Facility
MWRRG	Metropolitan Waste and Resource Recovery Group, Victoria
NGAF	National Greenhouse Account Factors
NPV	Net Present Value
OPEX	Operating Expenditure
RRC	Resource Recovery Centre
SV	Sustainability Victoria
TS	Transfer Station
wk	Weekly
WWC	Waratah-Wynyard Council



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## Executive Summary

Circular Head and Waratah-Wynyard Councils (Councils) have identified that introducing a kerbside Food Organics and Garden Organics (FOGO) collection service provides an opportunity to significantly reduce the tonnes of waste currently disposed of to landfill. It also provides other significant environmental benefits and an additional service to the community. MRA Consulting Group (MRA) was engaged to:

- Undertake a cost benefit analysis of kerbside FOGO service options using MRA's bespoke Consolidated Cost Model (CCM).
- Undertake a Multicriteria Analysis (MCA) of options considering the broader impacts of the option (Governance, Economic, Social and Environmental); and
- Rank options, considering Council's context and outcomes, and recommend the top one or two roll-out options. Provide the rationale for selection and specific recommendations regarding implementation of the roll-out.

Councils selected seven waste management scenarios of its kerbside mobile garbage bin services, for detailed analysis using a bespoke Consolidated Cost Model (CCM) and Multi Criteria Analysis (MCA). The seven options included the current Business as Usual (BAU), as well as fortnightly GO, fortnightly FOGO and weekly FOGO collection combined with processing at either Port Latta Organics Processing Facility, or DWM Organics Processing Facility. CCM analysis of these options was conducted separately for each council, but is presented here as a combined report.

A Multi Criteria Analysis (MCA) was undertaken which allowed for consideration of economic, social, environmental and governance factors in accordance with assessment criteria and weightings determined by Councils. The purpose of the MCA is to support an informed decision on the options most appropriate to service the community. The MCA was undertaken separately for each council but is reported together in this combined report. The results of the MCAs are summarised below:

**Table 1 Circular Head Council: Options results summary**

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	60.0%	7
2	Fortnightly GO to Port Latta	75.3%	5
3	Fortnightly GO to DWM	70.6%	6
4	Fortnightly FOGO to Port Latta	85.4%	2
5	Fortnightly FOGO to DWM	80.4%	3
6	Weekly FOGO to Port Latta	87.6%	1
7	Weekly FOGO to DWM	79.8%	4

**Key**



Lowest ranked FOGO option

Highest ranked FOGO option



**Table 2 Waratah-Wynyard Council: Options results summary**

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	59.8%	7
2	Fortnightly GO to Port Latta	69.8%	5
3	Fortnightly GO to DWM	65.0%	6
4	Fortnightly FOGO to Port Latta	80.3%	2
5	Fortnightly FOGO to DWM	75.1%	3
6	Weekly FOGO to Port Latta	82.1%	1
7	Weekly FOGO to DWM	74.4%	4

**Key**

Lowest ranked FOGO option

Highest ranked FOGO option

For both councils, the highest ranked option of all considered is *Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta*, followed closely by *Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta*. Both options are ranked well ahead of Option 1, current Business As Usual, that ranks 7th.

**Recommendations:**

- Based on the assessment criteria and weightings determined by Councils, it is recommended that Councils transition to a weekly FOGO service with a fortnightly Garbage service (Option 6).
- As an alternative Councils may wish to consider a Fortnightly FOGO and Weekly Garbage service (Option 4).
- Councils may wish to execute a staged transition to either of these services. For example, implementation of a fortnightly FOGO service (e.g. option 4) ahead of a weekly FOGO service (option 6).
- It is recommended that a FOGO implementation plan is developed which considers extensive community engagement on FOGO service options. A staged transition and trials could be considered in the implementation plan.
- It is recommended that Councils provide caddies and liners to each household and provide additional transitional and ongoing education programs to assist households.
- It is recommended that Councils provide flexible bin size options to support larger households e.g. opt-in larger or additional garbage bins and FOGO Bins.
- It is recommended that Councils provide opt-in additional services as standard to households with special needs e.g. households with infants or households with medical needs. Councils currently provide free additional bins to some households with medical needs, this service could be extended/promoted.

## 1 Introduction

Circular Head and Waratah-Wynyard Councils (Councils, CHC and WWC) engaged MRA Consulting Group (MRA) to develop a waste services costing model, review Councils' waste services, fees and charges and to provide an analysis of the cost implications of existing, alternative and future waste services provided by Councils.

This report provides a comprehensive options analysis of Councils' waste services and details a Multi Criteria Analysis of waste service options in order to determine a preferred service option.

While this report considers the same options beyond BAU for both councils, and combines these in the one report, modelling for each council was done separately.

Accompanying this report is a detailed Assumptions Report (Appendix B).

### 1.1 Current waste services

#### 1.1.1 Kerbside services

Circular Head and Waratah-Wynyard Councils' current kerbside waste services and processing/disposal facilities are summarised in Table 3. Both councils currently use the same facilities for garbage and recycling disposal. Garbage is disposed of at Port Latta Landfill and Recycling is processed at Veolia MRF in Spreyton. For CHC, garbage is collected inhouse, and WWC uses Kelly's Waste Management for collection. For both councils, recycling collection services are provided by Veolia, and there are no organics services provided.

**Table 3 Current services and processing/disposal facilities relevant to this project**

Kerbside service	Transfer Station	Relevant processing/disposal facilities
Garbage	None	Port Latta Landfill
Recycling	None	Veolia MRF Spreyton

## 1.2 Service options assessed

Councils selected seven waste management scenarios, of their kerbside mobile garbage bin services, for detailed analysis using MRA's bespoke Consolidated Cost Model (CCM) and Multi Criteria Analysis (MCA).

The seven service options chosen primarily consisted of various new household organics collection services for urban households (fortnightly GO, fortnightly FOGO or weekly FOGO) combined with transport of organics to either Port Latta or DWM organics processing facilities. Changes to urban recycling and rural one bin collections are not considered, and changes to urban garbage are minimal for most options other than fortnightly collections for options 6 and 7.

Table 4 Summary of the seven service options

Option	Description	Household collection service	Organics Processing
1CHC	Business As Usual (BAU) for Circular Head Council	<ul style="list-style-type: none"> <li>Weekly Garbage 240L (urban)</li> <li>Fortnightly Recycling 240L (urban)</li> <li><b>No Organics Service</b></li> <li>Fortnightly One-Bin Service Garbage (rural)</li> </ul>	None
1WWC	Business As Usual (BAU) for Waratah-Wynyard Council	<ul style="list-style-type: none"> <li>Weekly Garbage 240L (urban)</li> <li>Fortnightly Recycling 240L (urban)</li> <li><b>No Organics Service</b></li> <li>Fortnightly One-Bin Service Garbage (Waratah)</li> </ul>	None
2	Fortnightly GO to Port Latta	<ul style="list-style-type: none"> <li>Weekly Garbage 120L (urban)</li> <li>Fortnightly Recycling 240L (urban)</li> </ul>	Port Latta Organics Facility
3	Fortnightly GO to DWM	<ul style="list-style-type: none"> <li><b>Fortnightly Garden Organics</b> 240L (urban)</li> <li>Fortnightly One-Bin Service Garbage (rural)</li> </ul>	DWM Organics Facility
4	Fortnightly FOGO to Port Latta	<ul style="list-style-type: none"> <li>Weekly Garbage 120L (urban)</li> <li>Fortnightly Recycling 240L (urban)</li> </ul>	Port Latta Organics Facility
5	Fortnightly FOGO to DWM	<ul style="list-style-type: none"> <li><b>Fortnightly Food and Garden Organics</b> 240L (urban)</li> <li>Fortnightly One-Bin Service Garbage (rural)</li> </ul>	DWM Organics Facility
6	Weekly FOGO to Port Latta	<ul style="list-style-type: none"> <li><b>Fortnightly Garbage</b> 120L (urban)</li> <li>Fortnightly Recycling 240L (urban)</li> <li><b>Weekly Food and Garden Organics</b> 240L (urban)</li> </ul>	Port Latta Organics Facility
7	Weekly FOGO to DWM	<ul style="list-style-type: none"> <li>Fortnightly One-Bin Service Garbage (rural)</li> </ul>	DWM Organics Facility



## 2 CCM Methodology

### 2.1 Kerbside analysis

A Consolidated Cost Model (CCM) was used to quantify the economic and environmental factors of the seven kerbside service options chosen by Councils. The CCM quantifies:

1. Total cost (\$/year, \$/household (\$/hhld) and Net Present Value (NPV));
2. Recovery rate (%);
3. Greenhouse gas emissions (CO<sub>2</sub>-e); and
4. Vehicle kilometres travelled (km).

Each kerbside collection option is summarised in the following sections. To illustrate each option, the diagrams below include coloured blocks that represent the coloured bin lids associated with each waste stream aligned with the Australian Standard<sup>1</sup> bin lid colours, noting that the bin lid and bin colour scheme currently utilised by Councils differs from the Australian Standard.

The diagrams provided represent kerbside mobile garbage bin services only. The number displayed at the bottom of each block represents the number of bins that each service is provided for. An explanatory key is included in the figures to define the different levels of the schematics.

Currently 240L mobile garbage bins (MGB's) are used for garbage and recycling throughout CHC and WWC. New options that are modelled retain use of 240L bins for garbage only services in rural areas of CHC, and for Waratah. Urban areas of CHC and the remaining urban areas of WWC use a new 120L garbage bins, 240L recycling bins, and 240L organics bins for all non-BAU options below.

New modelled options include rural areas of CHC and Waratah in WWC, however do not make any changes to services in these areas. All changes referred to in the options below refer to urban areas.

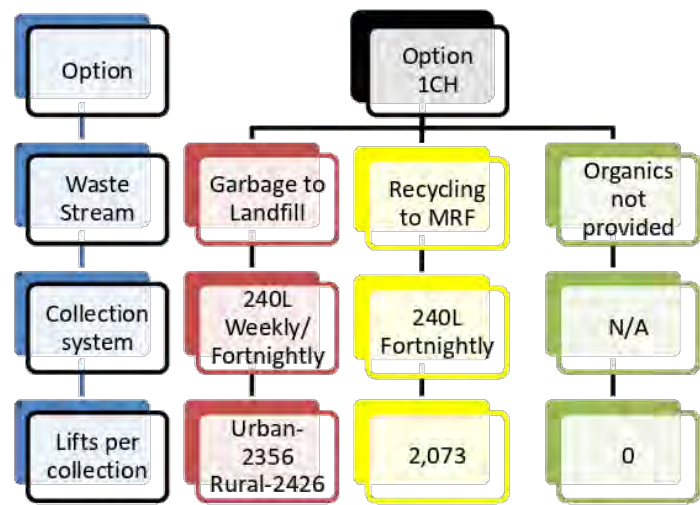
Any processing residual created from any of the processing facilities will go direct to landfill.

<sup>1</sup> AS 4123.7-2006 (R 2017) Mobile Waste Containers – Colours, markings and designation requirements

2.1.1 Option 1CH: Business As Usual (BAU) - Circular Head Council

The baseline case (Business as Usual, BAU) represents the current system. Under this system, urban households are provided with a two-bin system (Garbage and Recycling), with no organics services provided. For urban areas garbage is weekly and recycling is fortnightly. For rural areas, only a single bin fortnightly garbage service is provided. All garbage is taken directly to Port Latta Landfill for disposal, and recycling is taken directly to Veolia MRF in Spreyton for processing, without the use of transfer stations. Garbage collection services are inhouse, while recycling collection services are provided by Veolia.

Figure 1 Option 1CHC: Business As Usual (BAU) - Circular Head Council

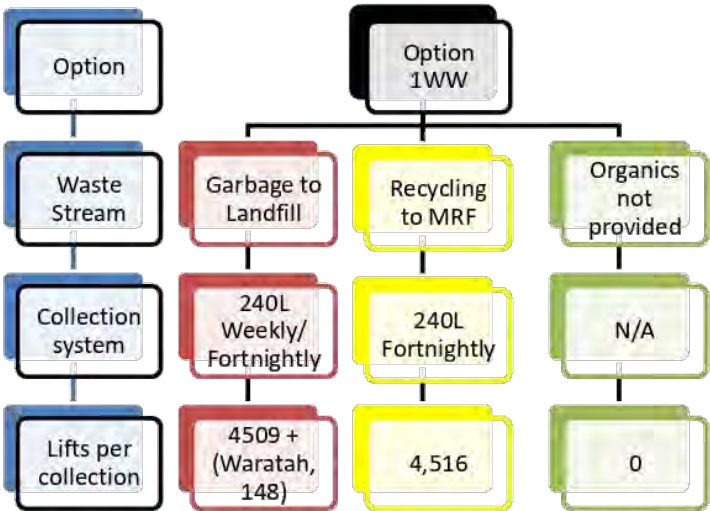


\*Urban garbage collection is weekly, rural garbage is fortnightly

2.1.2 Option 1WW: Business As Usual (BAU) – Waratah-Wynyard Council

The baseline case (Business as Usual, BAU) represents the current system. Under this system, urban households are provided with a two-bin system (Garbage and Recycling), with no organics services provided. For urban areas garbage is weekly and recycling is fortnightly. Waratah is an exception to this with only a single bin fortnightly garbage service provided. All garbage is taken directly to Port Latta Landfill for disposal, and recycling is taken directly to Veolia MRF in Spreyton for processing, without the use of transfer stations. Garbage collection services are provided by Kelly’s Waste Management, while recycling collection services are provided by Veolia.

Figure 2 Option 1WWC: Business As Usual (BAU) – Waratah/Wynyard Council

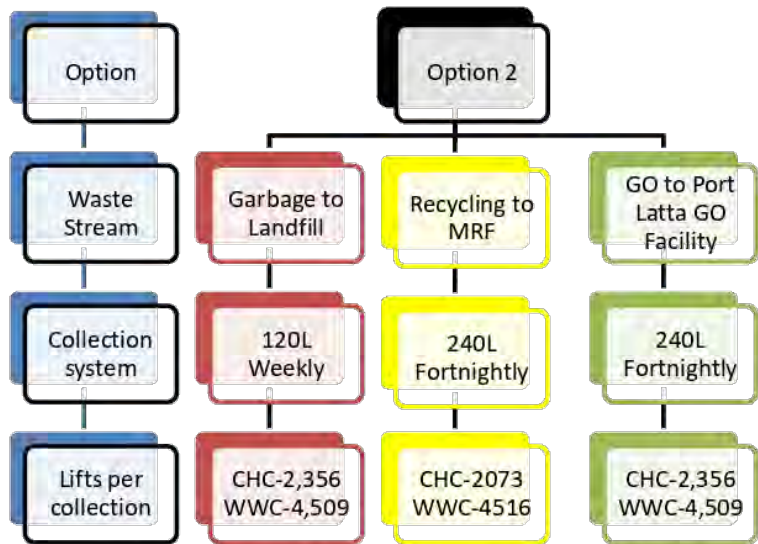


\*Garbage are all urban collections with 4509 weekly, and 148 fortnightly in Waratah

2.1.3 Option 2: Fortnightly GO to Port Latta

For urban services, option 2 adds a fortnightly garden organics (GO) service with a 240L bin. GO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 3 Option 2: Fortnightly GO to Port Latta

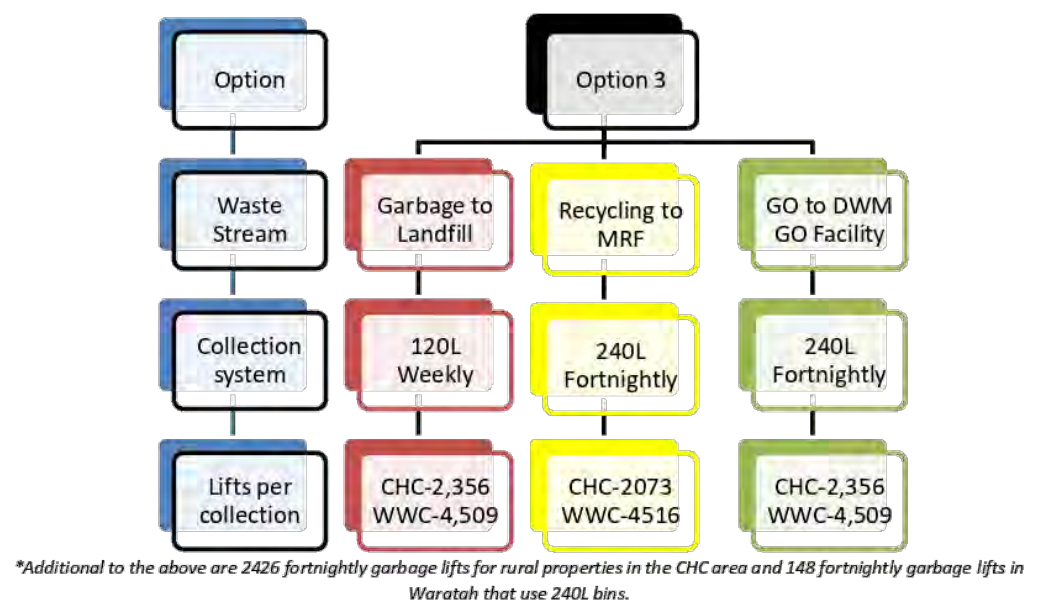


*\*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.*

2.1.4 Option 3: Fortnightly GO to DWM

Option 3 is the same as option 2, but with GO processed at DWM rather than at Port Latta. For urban services, option 3 adds a fortnightly garden organics (GO) service with a 240L bin. GO will be collected by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 4 Option 3: Fortnightly GO to DWM

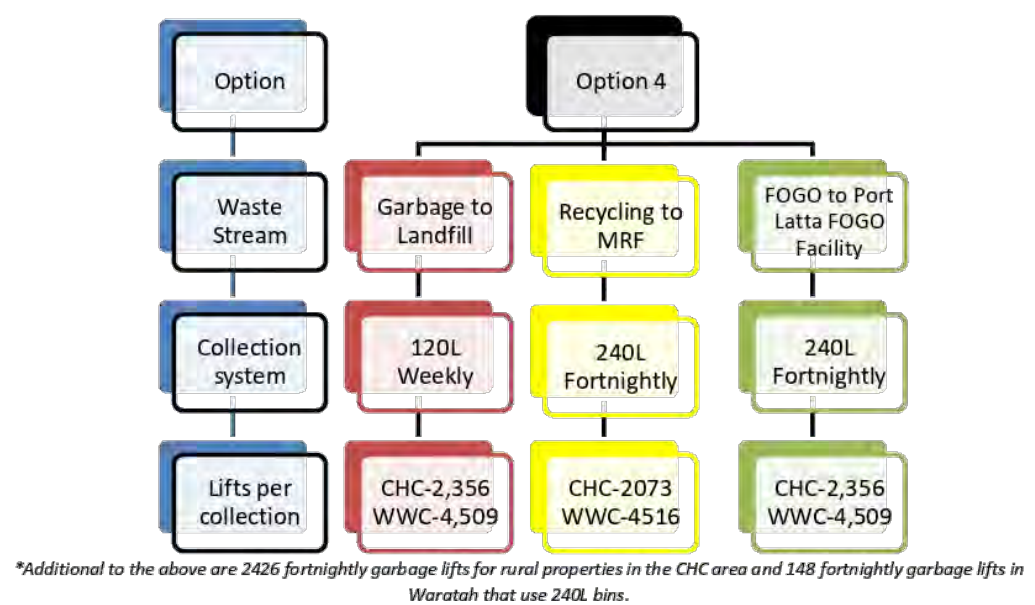




2.1.5 Option 4: Fortnightly FOGO to Port Latta

Option 4 duplicates option 2, but with a fortnightly food organics and garden organics (FOGO) service instead of a GO service. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

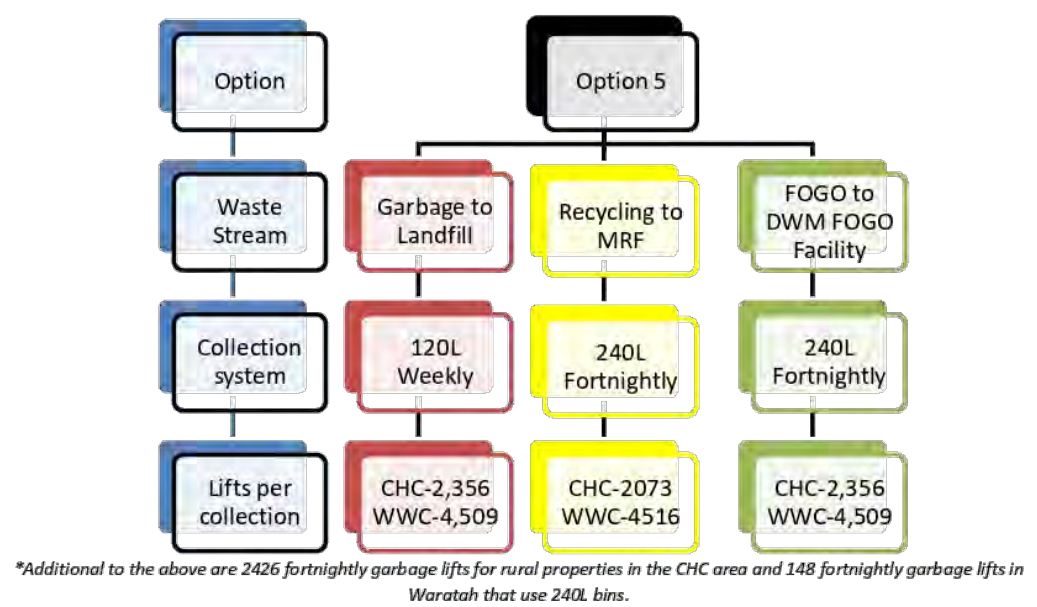
Figure 5 Option 4: Fortnightly FOGO to Port Latta



2.1.6 Option 5: Fortnightly FOGO to DWM

Option 5 duplicates option 4 above, but with FOGO processed at the DWM processing facility rather than at Port Latta. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected fortnightly by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 6 Option 5: Fortnightly FOGO to DWM

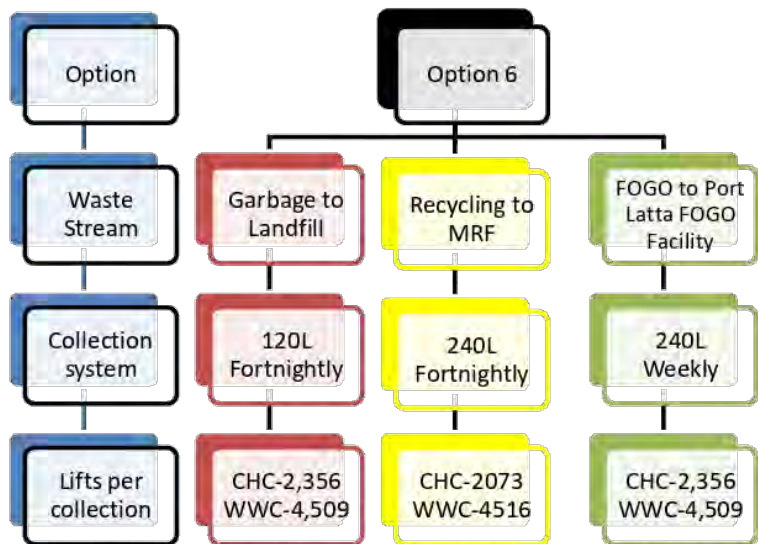




2.1.7 Option 6: Weekly FOGO to Port Latta

Option 6 duplicates option 4, but with a weekly FOGO service rather than a fortnightly FOGO service. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will change to fortnightly and use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 7 Option 6: Weekly FOGO to Port Latta

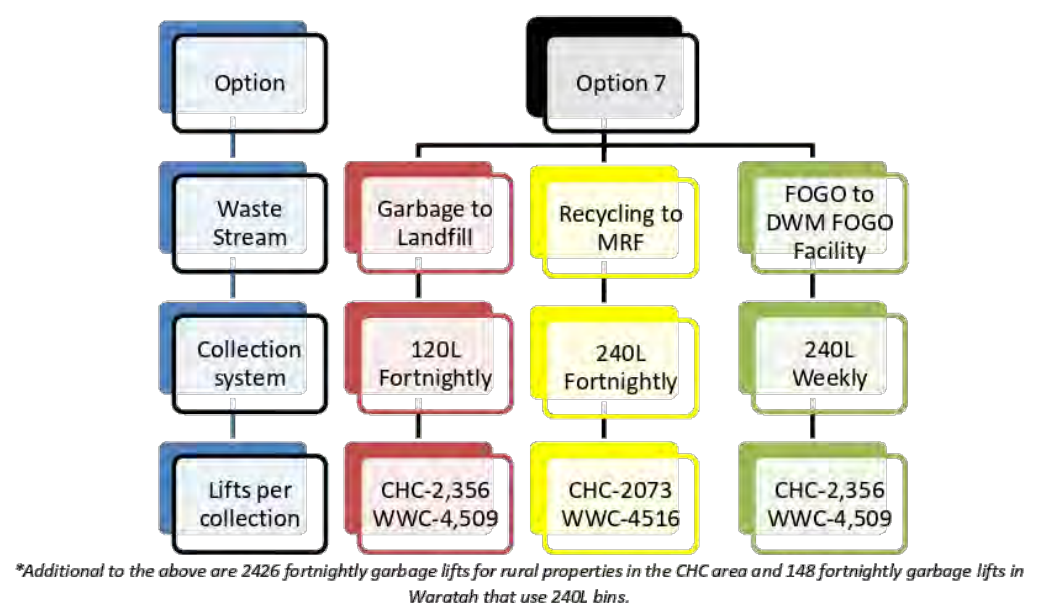


*\*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.*

2.1.8 Option 7: Weekly FOGO to DWM

Option 7 duplicates option 6 above with weekly FOGO and fortnightly garbage services for urban areas, but differs in that FOGO is processed at DWM. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will change to fortnightly and use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 8 Option 7: Weekly FOGO to DWM



## 2.2 Service options parameters and assumptions

### 2.2.1 Waste stream quantities

Table 5 presents the tonnages per annum for each waste stream for each option in Year 1. Where possible, calculations and forecasts are based upon the domestic waste tonnage data provided by Council (assumed to be for the most recent 2018/19 financial year). All material quantities are projected to increase at the annual waste generation growth rate (population and consumption growth rates). It is assumed that for all GO/FOGO scenarios the organics expansion will service 100% of urban tenements that currently receive a Garbage service, with the exception of rural CHC and Waratah.

It is assumed that for urban households, an additional 0.255 tonnes of garden organics per annum per household (4.90 kg/hh/week) would be generated due to the introduction of the organics bin, that would all be deposited in the organics bin. This applies to urban areas of CHC and Urban WWC (excluding Waratah).

Table 5 Assumed waste stream quantities (tonnes) for waste service options

Council	Option	Option 1: BAU	Option 2: Fortnight GO to Port Latta	Option 3: Fortnight GO to DWM	Option 4: Fortnight FOGO to Port Latta	Option 5: Fortnight FOGO to DWM	Option 6: Weekly FOGO to Port Latta	Option 7: Weekly FOGO to DWM
CHC	Garbage(t) Urban	1,282	1031	1031	830	830	740	740
CHC	Recycling(t)	264	273	273	282	282	291	291
CHC	GO (t)	n/a	843	843	n/a	n/a	n/a	n/a
CHC	FOGO(t)	n/a	n/a	n/a	1035	1035	1115	1115
CHC	Garbage(t) Rural	974	974	974	974	974	974	974
CHC	<b>Total (t)</b>	<b>2,520</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>
WWC	Garbage(t) Urban	3,071	2469	2469	1988	1988	1773	1773
WWC	Recycling(t)	751	772	772	794	794	815	815
WWC	GO (t)	n/a	1729	1729	n/a	n/a	n/a	n/a
WWC	FOGO(t)	n/a	n/a	n/a	2189	2189	2383	2383
WWC	Garbage(t) Rural	101	101	101	101	101	101	101
WWC	<b>Total (t)</b>	<b>3,923</b>	<b>5,072</b>	<b>5,072</b>	<b>5,072</b>	<b>5,072</b>	<b>5,072</b>	<b>5,072</b>

### 2.2.2 Total system costs assumptions

The total system costs are driven by collection costs, transfer station costs, the gate fees of the selected facilities (Section 2.2.2.1 ) and miscellaneous costs (Section 2.2.2.2 ). All collection costs and gate fees

currently paid by Councils were included in the analysis as well as modelled future collection and processing costs. No transfer stations were used in any of the scenarios. Further detailed derivation and analysis is provided in Appendix B.

#### 2.2.2.1 Collection, transfer processing and landfill costs

The collection, transfer, processing and landfill costs comprise contractor fees and inhouse costs incurred by Councils for:

- Kerbside collection of Garbage, Recyclables and Organic materials;
- Transfer of materials between the LGA and receiving facilities, included in lift rate for all streams;
- No use of transfer stations;
- Disposal of Garbage at landfill;
- Processing of Recyclables at a Materials Recycling Facility (MRF); and
- Processing of Organic material at an Organics Processing Facility.

The costs are summarised below, Table 6, as they relate to each of the options considered in year 1, noting that these costs are modelled to increase in accordance with CPI. The costs indicated, in Table 6, for the processing of Recyclables and Organics include the disposal to landfill of contamination present in these material streams.

**Table 6 Collection, transfer, processing and landfill costs**

Collection Service	Rate (exc. GST) \$/lift	Applicable Options
Garbage collection (CHC)	\$1.01 (urban)/\$1.48 (rural)	All Options
Recyclables collection (CHC)	\$1.48	All Options
Organics collection (CHC)	\$2.17(to Port Latta)/ \$2.54 (to DWM)	All Options
Garbage collection (WWC)	\$0.94 (all)	All Options
Recyclables collection (WWC)	\$1.52	All Options
Organics collection (WWC)	\$3.06(to Port Latta)/ \$3.19 (to DWM)	All Options
Transfer Facilities	Rate (exc. GST) (\$/t)	Applicable Options
No use of transfer facilities	\$0	All Options
Transfer Service	Rate (exc. GST) (\$/t)	Applicable Options
All transfer	\$0 (inc. with lift rate for all services)	All Options
Recyclables Processing Facility	Gate fee (exc. GST) (\$/t)	Applicable Options
Veolia MRF Spreyton	\$96.36	All options
Organics Processing Facility	Gate fee (exc. GST) (\$/t)	Applicable Options
Port Latta Organics Processing Facility (Hypothetical)	\$115.00	Option 2,4 & 6
DWM Organics Processing Facility (Hypothetical)	\$145.00	Options 3,5 & 7
Garbage Facility	Gate fee (exc. GST) (\$/t)	Applicable Options



Port Latta Landfill	\$136.24	All Options
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#### 2.2.2.2 Miscellaneous costs

The analysis incorporates additional costs associated with the new GO/FOGO services. These are summarised in Table 7 below and were established, in consultation with Councils officers, based on past experience of service change implementation processes. The education costs consist of base program delivery costs and staffing costs, which remain fixed each year, and a service transition cost that applies in the first year.

The service transition costs reflect the cost of additional community engagement and education activities required to support households to change behaviour and effectively use the new service. The service transition costs are an estimate of both the additional education program and staffing costs associated with the rollout and implementation of each new service option.

The full list of CCM assumptions has been separately provided as an assumption report, refer Appendix B.

**Table 7 Miscellaneous costs (excluding CPI indexation)**

Cost component	Unit cost per household	
Mobile Garbage Bin Fitted Lid	\$10.50 per service entitled premises	
Mobile Garbage Bin (120L bin)	\$40.99 (includes delivery) per service entitled premises	
Food liners: FOGO (inc. delivery)	\$10.47 (inc. delivery) per roll of 150 liners (1 roll per year)	
Kitchen Caddies: FOGO (inc. delivery)	\$6.20 (inc. delivery) per caddy	
	Additional education budget allocated within the model for each option relative to BAU:	
Option	Ongoing education annual costs	
	Program costs	Cost per Household
Option 2&3 – GO Services with Weekly Garbage Services	CHC: \$5,000 p.a. (for each year of the contract) WWC: \$9,500 p.a. (for each year of the contract)	\$2.10
Option 4&5 – FOGO Services with Weekly Garbage Services	CHC: \$10,000 p.a. (for each year of the contract) WWC: \$19,000 p.a. (for each year of the contract)	\$4.15
Option 6&7 – FOGO Services with Fortnightly Garbage Services	CHC: \$17,000 p.a. (for each year of the contract) WWC: \$32,000 p.a. (for each year of the contract)	\$7.10

Option	Service transition education costs				
	Year 1	Year 2	Year 3	Year 4	Year 5
Option 2&3 – <b>GO</b> Services with <b>Weekly Garbage</b> Services	CHC: \$6,000 WWC: \$10,000	N/a	N/a	N/a	N/a
Option 4&5 – <b>FOGO</b> Services with <b>Weekly Garbage</b> Services	CHC: \$30,000 WWC: \$50,000	N/a	N/a	N/a	N/a
Option 6&7 – <b>FOGO</b> Services with <b>Fortnightly Garbage</b> Services	CHC: \$40,000 WWC: \$65,000	N/a	N/a	N/a	N/a

### 3 CCM Quantitative results

All kerbside collection service options were modelled separately for each council using the CCM to calculate the quantitative assessment results. The outputs of the CCM analysis are:

1. Total system costs;
  - a. Cost per household (\$/hhld);
  - b. Cost per tonne (\$/t); and
  - c. NPV (\$m) across a 7-year planning horizon.
2. Recovery rate (%);
3. Greenhouse gas emissions (t CO<sub>2</sub>-e); and
4. Vehicle kilometres travelled (km).

#### 3.1 Total system costs

##### 3.1.1 Average annual cost per household (NPV)

The average annual cost per household (Figure 9) and (Figure 10) is calculated from the NPV for each service option over a 7 year period divided by the total number of households serviced over that period and the number of years (7 years). Systems NPV excludes any revenue that Councils generate through the rates and or waste service charges.

Figure 9: Circular Head Council: Average cost per household per year (NPV)

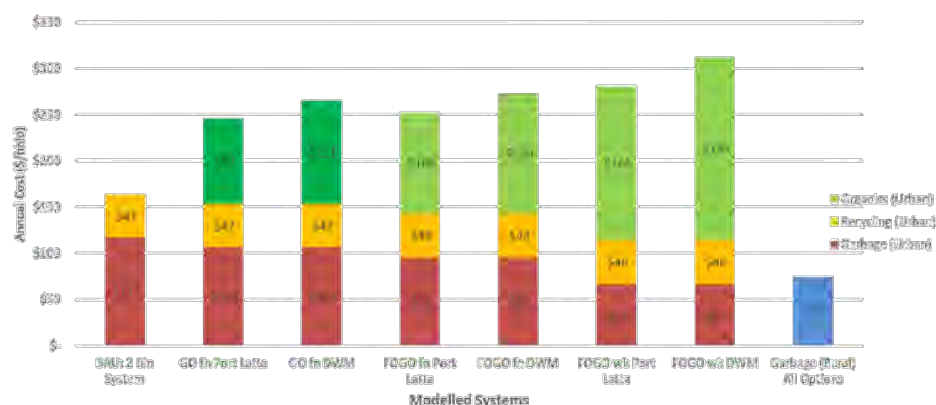
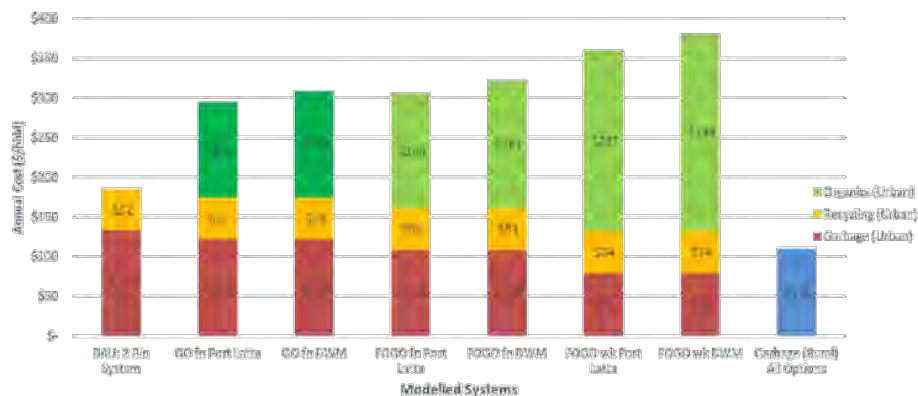




Figure 10 Waratah-Wynyard Council: Average cost per household per year (NPV)



The cost per household displayed is split into the associated cost per household for each of the urban services (Garbage, Recycling and Organics). The cost per household of the rural one-bin garbage service, that applies to all options equally, is shown separately in blue.

The cost per household for garbage decreases as more organics, particularly food, are diverted from landfill. Conversely the cost per household to process this material increases. Additional lifts from the additional services provided, as well as an increasing proportion of more expensive lift rates for organics services contribute to a general increase in the cost per household across options.

### 3.1.2 Year 1 cost per household, miscellaneous costs, and cost per tonne

The annual service cost to Councils per household year 1 (Figure 11/ Figure 12), and the cost per tonne year (Figure 16) represents the highest annual cost period to Councils. The year 1 costs include the once off miscellaneous costs to implement a new collection system including new organics kerbside bins, supply of kitchen caddies and liners to improve Food Organics (FO) recovery, and additional education initiatives. A common practice is to require service providers to amortise rollout costs over the entire contract period for newly introduced services.

The Year 1 results are provided for the purpose of comparison of service implementation costs against the average annual household service cost which is used for Multi Criteria Analysis, refer Section 3.1.1.

Figure 11 : Circular Head Council: Cost per household; Year 1

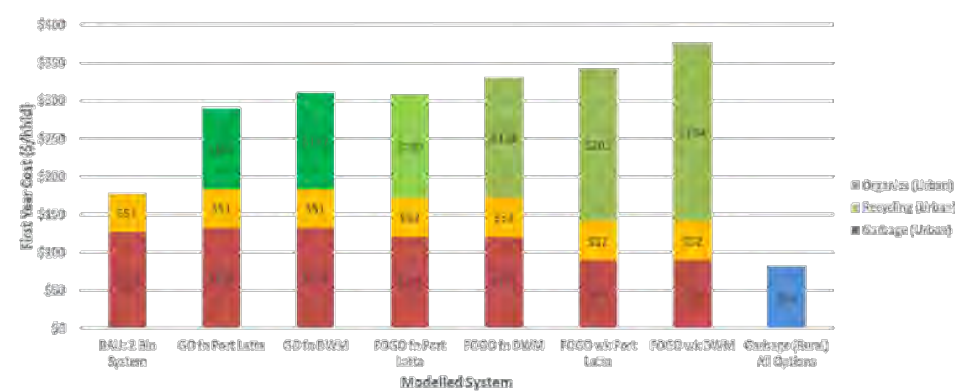
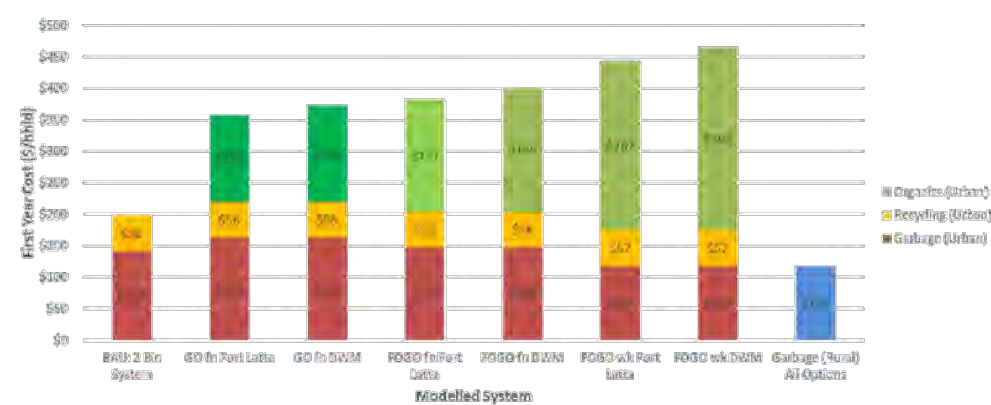


Figure 12 Waratah-Wynyard Council: Cost per household; Year 1



The composition of the year 1 miscellaneous costs, for each of the options, is shown below Figure 13 and Figure 14. The capital expenditure for the purchasing of FOGO caddies, as well as additional kerbside organics and garbage bins only occurs in Year 1 and makes up a significant portion of the miscellaneous costs as compared with the education costs and annual supply of bin liners. The service transition education cost applies only over the first year of service provision, as outlined in Section 2.2.2.2. The miscellaneous costs are associated only with the roll out of new organics service options.

Figure 13 Circular Head Council: Miscellaneous costs per household; Year 1

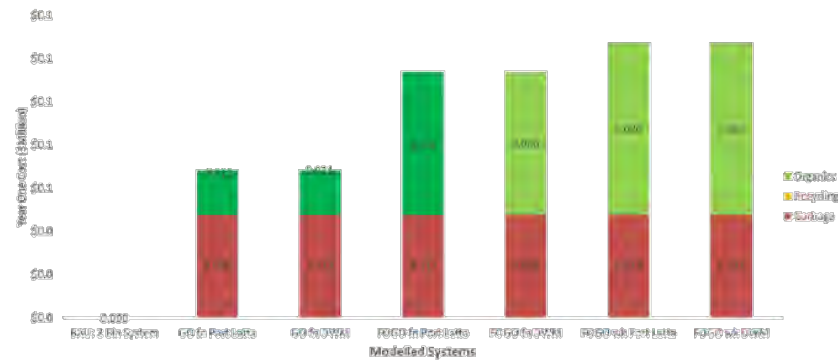
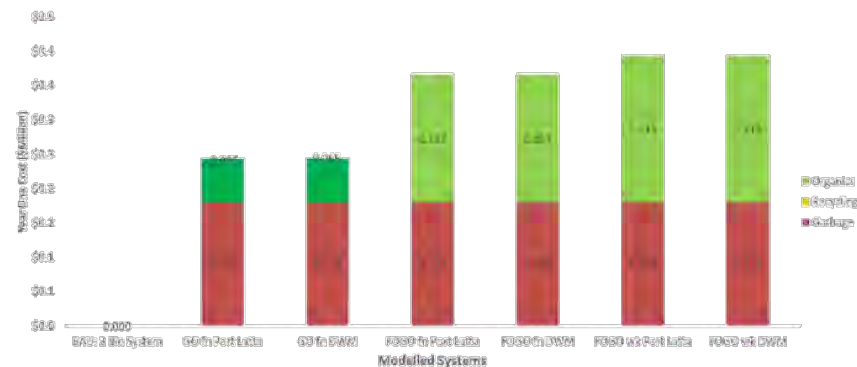


Figure 14 Waratah-Wynyard Council: Miscellaneous costs per household; Year 1



The total cost per tonne for Year 1, across all streams, (Figure 15 and Figure 16) provides an alternative breakdown of comparative collection, transfer, processing and landfill costs versus the miscellaneous costs.

Figure 15 Circular Head Council: Cost Year 1

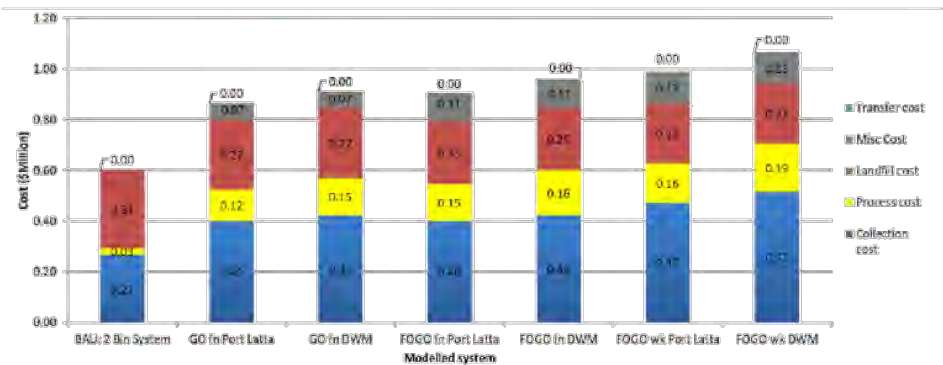
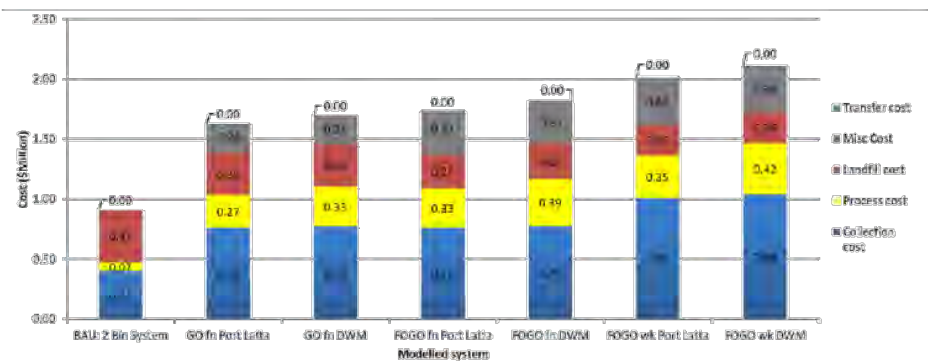


Figure 16 Waratah-Wynyard Council: Cost Year 1



### 3.1.3 NPV 7-year period

The NPVs of the total costs for each option were calculated (Figure 17 and Figure 18). The NPV excludes any revenue that Councils generate through the rates and or waste service charges. The NPV serves to amortise the one-off costs in year 1 and including service transition education costs incurred in Year 1, across the 7-year period. Options 1 (BAU) for both councils have a lower NPV primarily due to the significantly lower number of services offered and fewer tonnes of material managed.

Figure 17: Circular Head Council: NPV 7-year period (\$millions)

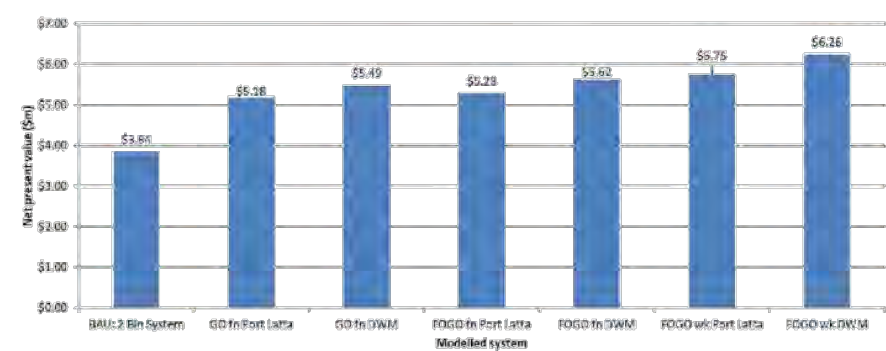
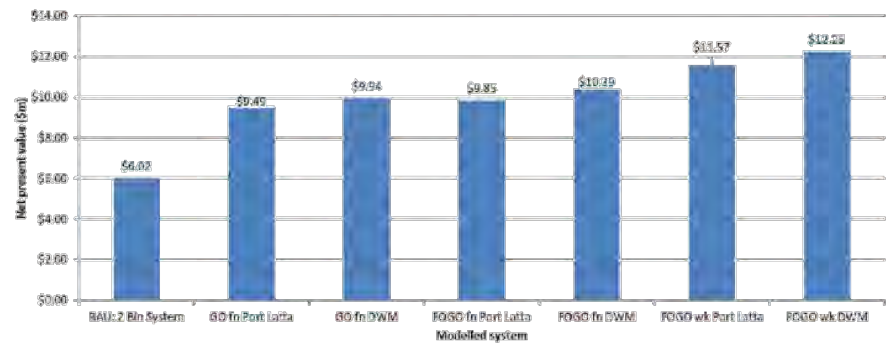


Figure 18 Waratah-Wynyard Council: NPV 7-year period (\$millions)



The service transition costs in year 1, and the enhanced education costs for some FOGO service options have a minor differential effect on the NPV over the contract period for each of the varied FOGO service options. The total miscellaneous cost component of the NPV for each option, over a 7 year period, is shown below in Figure 19 and Figure 20. This represents the comparative service transition and implementation costs for each option.

Figure 19 Circular Head Council: Miscellaneous Costs NPV 7-year period (\$millions)

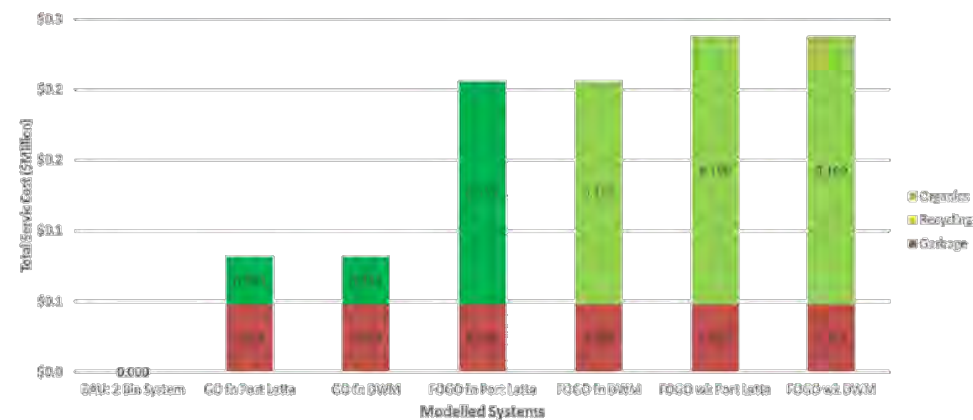
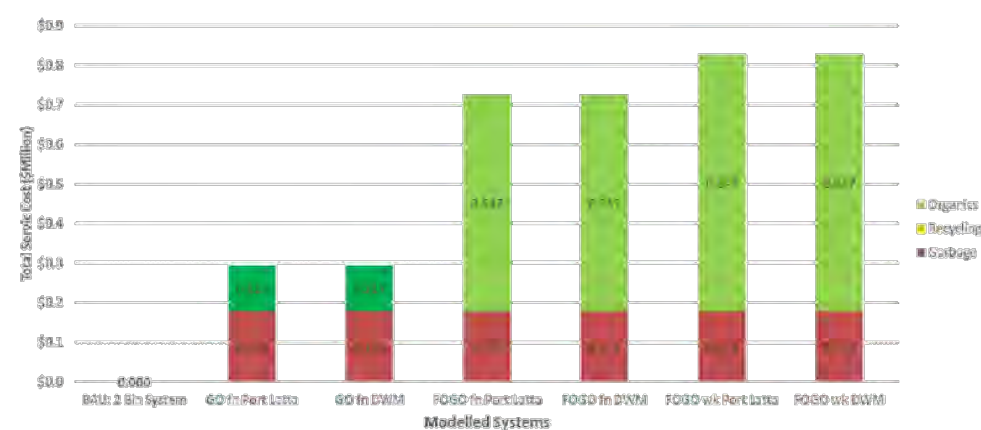


Figure 20 Waratah-Wynyard Council: Miscellaneous Costs NPV 7-year period (\$millions)



3.2 Recovery rate

The recovery rates under each scenario were calculated (Figure 21 and Figure 22). The results take into consideration contamination in the recyclable streams and the processing residuals that are disposed of to landfill. The recovery rates generally increase across options as more food waste material is diverted from landfill.

Figure 21 Circular Head Council: Recovery rate

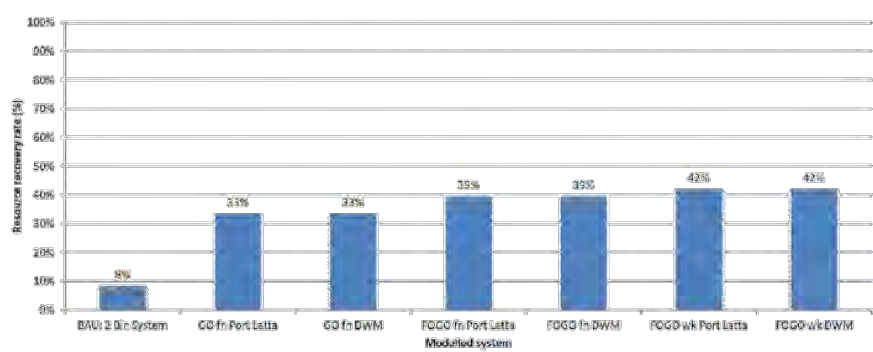
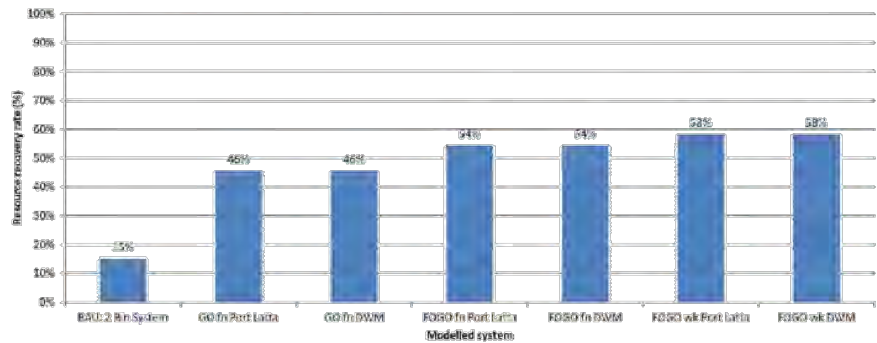




Figure 22 Waratah-Wynyard Council: Recovery rate



3.3 Greenhouse gas emissions

The greenhouse gas emissions for each option were calculated, taking into consideration: collection, transfer, processing and landfill emissions (Figure 23 and Figure 24).

Figure 23 Circular Head Council: Total emissions

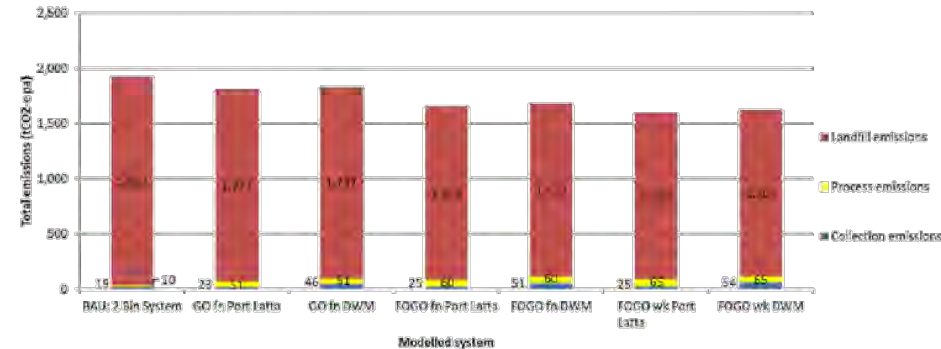
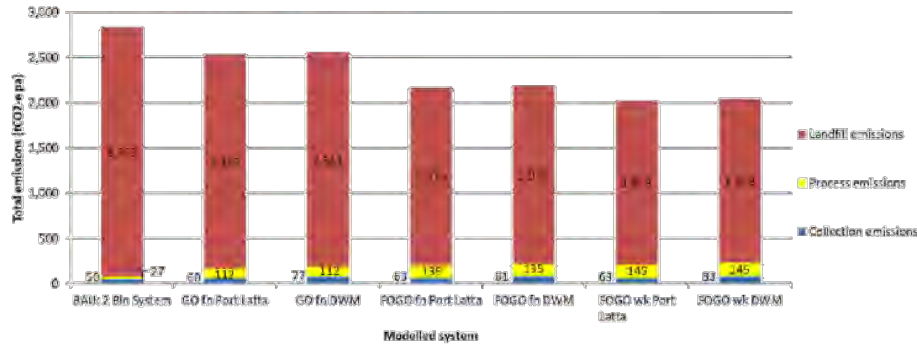




Figure 24 Waratah-Wynyard Council: Total emissions



The majority of all emissions associated with a kerbside collection system, arise from landfilled material. In landfill, the anaerobic decomposition of organic material creates significantly greater greenhouse gas emissions compared with the composting of organic materials at a compost facility. To estimate the greenhouse gas emissions from landfilled material, National Greenhouse Account Factors (NGAF) were used.

The greenhouse gas emissions produced by vehicles collecting and transferring material to disposal facilities and emitted from processing technologies were also considered.

### 3.4 Vehicle kilometres travelled

The vehicle kilometres travelled for each option were calculated for: collection, delivery to transfer station and transfer to processing and/or disposal facility (Figure 25 and Figure 26).

Generally, options with organics to Port Latta offer the lowest vehicle kilometres travelled, primarily because travel is not required to the more distant DWM facility.

As can be seen in Figure 23 and Figure 24, variations in vehicle kilometres travelled do not significantly affect greenhouse gas emissions as the majority of all emissions arise from landfilled material.

Figure 25 Circular Head Council: Vehicle kilometres travelled

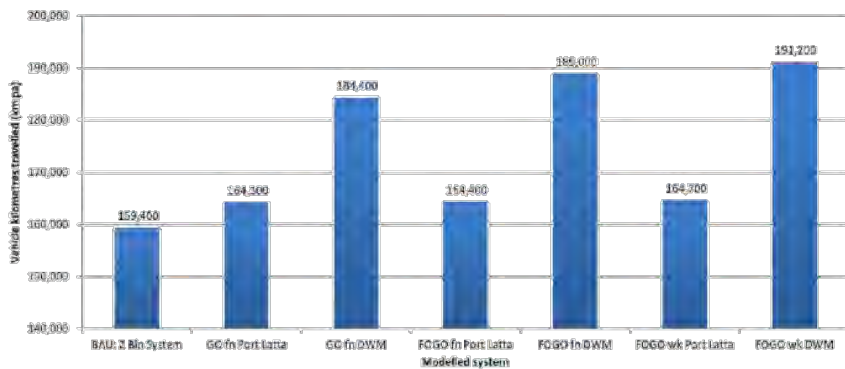
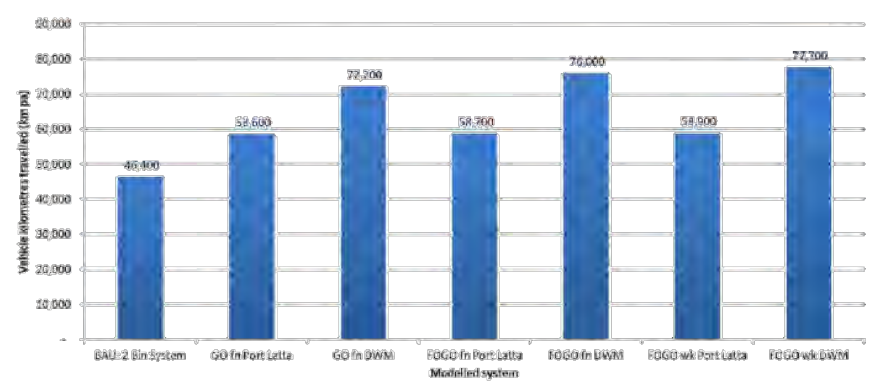


Figure 26 Waratah-Wynyard Council: Vehicle kilometres travelled



## 4 Qualitative assessment options

A number of impacts may be associated with the introduction of new waste services and infrastructure apart from cost, diversion, vehicle kilometres travelled and greenhouse gas emissions. However, many impacts – particularly risk-related and social effects – cannot be readily quantified. The following impacts were established with Councils, to be assessed in a qualitative manner in order to compare the relative strengths and weakness of potential scenarios:

- A. Best practice governance – policy/governance
- B. Broader economic benefits
- C. Community accessibility – social impacts

A description of each of these qualitative criteria is presented in the following Sections 4.1 through to 4.3.

### 4.1 Best practice governance

Policy alignment considers how an option supports state policies, as well as those of local governments.

It considers the aims of the objectives of council strategies. For example, the aim stated in the Circular Head Waste Strategy 2019-2024: *“To grow a sustainable community through proactive waste initiatives and increasing materials recovery*

#### INCREASE

- Community awareness
- Waste diversion
- Engagement

#### REDUCE

- Waste to landfill
- Recycling contamination
- Green waste contamination”

The following criteria (Table 8) provide the framework for assessment of each option against priorities of state waste and resource recovery strategic frameworks and best practice guidance on collection systems from Federal and other State jurisdictions.

Table 8 Policy alignment criteria

Policy alignment criteria	Code
Poor: option does not align/support State policy/strategy goals and objectives	1
Limited: option marginally aligns with State policy/strategy goals and objectives	2
Good: option aligns/supports State policy/strategy goals and objectives	3
Excellent: option aligns/supports State policy/strategy and best practice	4

### 4.2 Broader economic benefits

Further to quantitative economic assessment, the broader economic benefits related to each option can be considered (Table 9). These broader economic impacts may consider whether a new service would bring a degree of local economic growth to the area through the creation of full time employment (FTE) through the upgrade and ongoing operation of organics processing infrastructure in the local government area,

potential investment in advanced waste resource recovery treatment infrastructure, upgrades or expansion of the collection fleet, or enhancement of the market for end products.

**Table 9 Broader economic benefits criteria**

Broader economic benefits criteria	Code
Poor: option does not improve upon business as usual economic growth	1
Limited: marginal improvements in local economic growth	2
Good: option facilitates good local economic growth	3
Excellent: option facilitates the best local economic growth (through jobs and end markets for recycled products)	4

### 4.3 Community accessibility

Domestic waste services are inherently reliant on community effort and engagement to operate successfully, which in turn is influenced by simplicity, equity and education. The evaluation criterion for community accessibility is restricted to the requirement for public effort/convenience to adopt the new system i.e. the ease of transition (Table 10). This considers the level of community engagement necessary to achieve the desired program and the capacity of the system to accommodate the waste generation needs of households.

**Table 10 Community behaviour criteria**

Community accessibility criteria	Code
Poor: Heightened effort/significantly reduced convenience requires high community engagement level and a major change in behaviour	1
Limited: Increased effort/reduced convenience requires moderate community engagement and a minor change in behaviour (e.g. modified collection frequencies)	2
Good: No change in effort/neutral convenience requires minimal community engagement or no behavioural change	3
Excellent: Reduced effort/increased convenience requires minimal community engagement and increased convenience for residents	4

## 5 Multi Criteria Analysis

In order to complete the Multi Criteria Analysis (MCA), the overall allocation of weighting for a quadruple bottom line assessment were established by Councils, and then applied to both the qualitative and qualitative assessment sub criteria.

### 5.1 Overall weighting

The overall ratings for the assessment of the quadruple bottom line benefits of future kerbside service options were identified by both councils as:

- Economic (Including Cost): 35%
- Environmental: 35 %
- Governance: 15 %
- Social: 15%

### 5.2 Quantitative assessment (CCM)

Within the allocation outlined in Section 5.1, Councils assigned the weighting to the quantitative criteria/CCM results as shown below (Table 11).

Table 11 Quantitative assessment weightings

CCM Output		Weighted Value
1	Cost (Economic)	25%
2	Diversion rate (Environment)	15%
3	Vehicle kilometres travelled (Environment)	10%
4	Greenhouse gas emissions (Environment)	10%
<b>Total Weighting Allocated (Quantitative)</b>		<b>60%</b>

### 5.3 Qualitative assessment options

Within the allocation outlined in Section 5.1, Councils assigned the weighting to the qualitative assessment results as shown below (Table 12).

Table 12 Qualitative assessment weightings

Qualitative Assessment Criteria		Weighted %
<b>Governance</b>	<b>Policy Alignment</b> <ul style="list-style-type: none"> <li>• Alignment with State policy/strategy objectives</li> <li>• Alignment with Councils' policies &amp; strategic objectives</li> </ul>	15%
<b>Economic</b>	<b>Broader Economic Benefits</b> <ul style="list-style-type: none"> <li>• Employment opportunities</li> <li>• Market risk for end products (e.g. compost contamination)</li> </ul>	10%

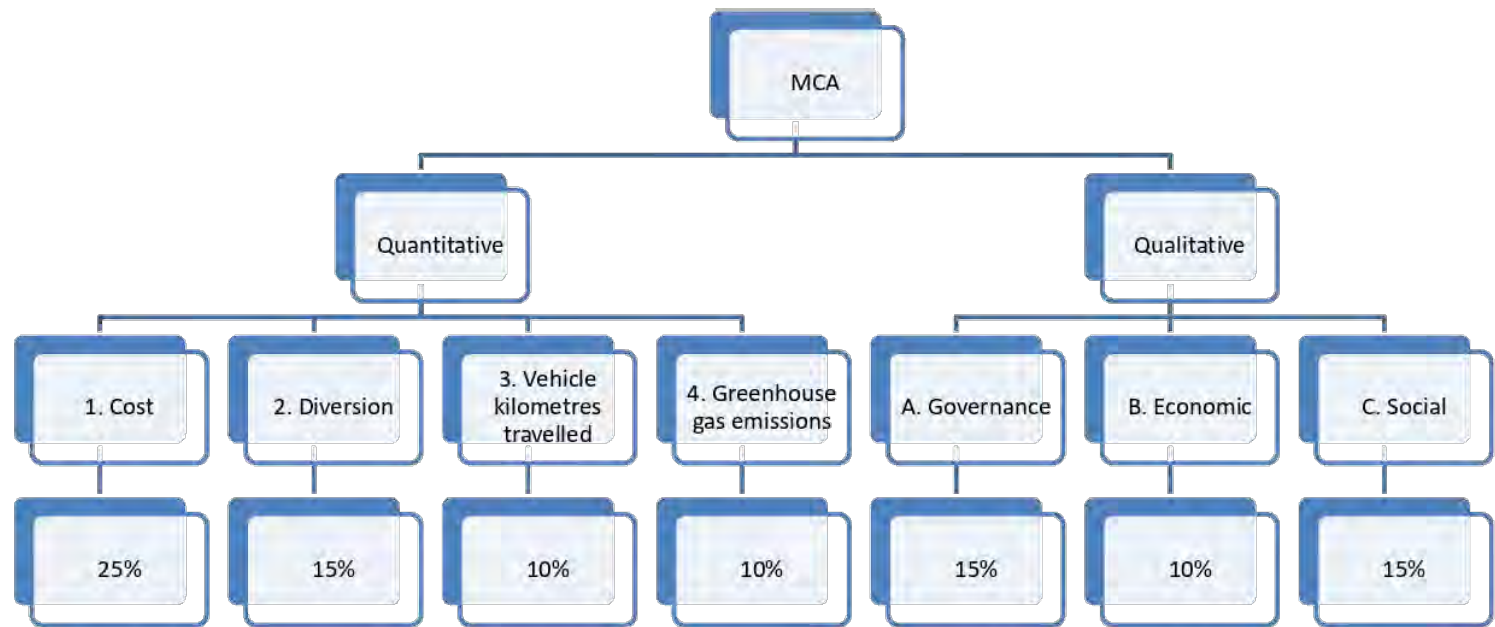
Qualitative Assessment Criteria		Weighted %
<b>Social</b>	<b>Community accessibility</b> <ul style="list-style-type: none"> <li>• Simplicity of system and education</li> <li>• Community/user friendly system</li> <li>• Easily accessible by all demographics within the community</li> <li>• Fosters positive behaviour change</li> </ul>	<b>15%</b>
<b>Total Weighting Allocated (Qualitative)</b>		<b><u>40%</u></b>



5.4 MCA assessment results

The individual weighting and sub criteria for the MCA were populated for both councils based on the allocations described in Sections 5.1, 5.2, and 5.3 which are shown below (Figure 27).

Figure 27 MCA criteria and weightings



Each of the options were assessed and ranked in accordance with the predetermined criteria and weighting in order to establish the preferred scenario based on Councils’ selection criteria. The results of this assessment are shown below in Table 13 and Table 14.



Table 13 Circular Head Council: MCA results

		Quantitative Analysis				Qualitative Analysis						Total Score (%)		
		Economic		Environmental		Governance		Economic		Social				
Option	Option	Total Net Present Value (\$m)	Weighted Score (%)	Diversion (%)	Annual Vehicle kilometres travelled	Annual Emissions (tCO <sub>2</sub> e)	Weighted Score (%)	Policy Alignment	Weighted Score (%)	Broader economic benefits	Weighted Score (%)		Community accessibility	Weighted Score (%)
	Decision weighting	25%		15%	10%	10%	35%	35%		10%		15%		100%
BAU 3 bin system	BAU 3 bin system	\$3.84	25%	8%	159,400	1,930	21%	1	4%	1	3%	2	8%	60.0%
Fortnightly GOG to Port Latta	Fortnightly GOG to Port Latta	\$5.18	19%	33%	164,300	1,810	30%	2	8%	3	8%	3	11%	75.3%
Fortnightly GOG to DWM	Fortnightly GOG to DWM	\$5.49	18%	33%	184,400	1,830	29%	2	8%	2	5%	3	11%	70.6%
Fortnightly FOGO to Port Latta	Fortnightly FOGO to Port Latta	\$5.28	18%	39%	164,400	1,660	33%	3	11%	3	8%	4	15%	85.4%
Fortnightly FOGO to DWM	Fortnightly FOGO to DWM	\$5.62	17%	39%	189,000	1,680	32%	3	11%	2	5%	4	15%	80.4%
Weekly FOGO to Port Latta	Weekly FOGO to Port Latta	\$3.73	17%	42%	164,700	1,600	35%	4	15%	4	10%	3	11%	87.6%
Weekly FOGO to DWM	Weekly FOGO to DWM	\$6.28	15%	42%	191,200	1,630	33%	4	15%	2	5%	3	11%	79.8%

Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta provides the highest ranking, closely followed by Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta.

**Enclosure 1 FOGO Feasibility Study**

**Table 14 Waratah-Wynyard Council: MCA results**

Option	Option	Quantitative Analysis		Diversion (%)	Environmental		Weighted Score (%)	Qualitative Analysis		Weighted Score (%)	Economic		Weighted Score (%)	Social		Total Score (%)
		Total Net Present Value (\$m)	Weighted Score (%)		Annual Vehicle Kilometres travelled	Annual Emissions (tCO <sub>2</sub> e)		Policy Alignment	Weighted Score (%)		Broader economic benefits	Weighted Score (%)		Community accessibility	Weighted Score (%)	
	Criterion weighting		25%	15%	10%	10%	35%		15%		10%		15%			100%
B&J 3 Bin system	B&J 2 Bin system	\$8.02	25%	15%	46,400	2,830	21%	1	4%	1	3%	2	3%			59.8%
Fortnightly FOGO to Port Latta	Fortnightly FOGO to Port Latta	\$9.49	16%	46%	58,600	2,530	28%	1	8%	3	8%	3	11%			69.8%
Fortnightly FOGO to DWM	Fortnightly FOGO to DWM	\$9.94	15%	46%	72,200	2,550	26%	1	8%	2	8%	3	11%			65.0%
Fortnightly FOGO to Port Latta	Fortnightly FOGO to Port Latta	\$9.85	15%	54%	58,700	2,170	31%	3	11%	3	8%	7	15%			80.3%
Fortnightly FOGO to DWM	Fortnightly FOGO to DWM	\$10.89	14%	54%	76,000	2,190	29%	3	11%	2	8%	7	15%			75.1%
Weekly FOGO to Port Latta	Weekly FOGO to Port Latta	\$11.57	13%	58%	58,900	2,020	33%	1	15%	7	10%	3	11%			82.1%
Weekly FOGO to DWM	Weekly FOGO to DWM	\$12.25	12%	58%	77,700	2,040	31%	1	15%	2	5%	3	11%			74.4%

As above for Circular Head Council, the Waratah-Wynyard Council MCA shows Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta provides the highest ranking, closely followed by Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta.

## 6 FOGO implementation considerations

### 6.1 Background

The implementation of a Food and Garden Organics (FOGO) collection service is a critical milestone for any council seeking to achieve their waste diversion targets. While some high-profile cases across Australia have given FOGO negative connotations in the past, recent successes in implementation and the development of best practice case studies have helped turn the tide. Today, numerous case studies, manuals and guidelines for FOGO implementation are in circulation to aid councils in this complex transition.

A summary of some key FOGO service implementation considerations drawing from the experience and examples of other councils in Australia that have implemented FOGO are presented in the following sections.

### 6.2 Service configurations

Key service configuration decisions will be required to be made by Councils. Options are identified for each and evidence is provided with regards to what has been the most effective.

#### 6.2.1 Caddies and Liners

When introducing a FO or FOGO collection service, the supply of a bench-top kitchen caddy and annual supply of compostable liners, has been found to make it easier for households and encourages the collection of food waste. With the use of a kitchen caddy, residents can place food waste directly into the kitchen caddy, separating it from other waste placed in the residual bin.

As detailed in Table 15, case studies<sup>2</sup> undertaken by Zero Waste S.A. highlight that providing a kitchen caddy and liners significantly increased the yield of FO. It also shows the slight increase in yield when residual is changed to fortnightly and FOGO to weekly collections.

**Table 15 Average weekly household FO yield by different infrastructure**

Food capture system adopted	Average FO yield (kg/hhld/week)*
Ventilated Kitchen Caddy with Compostable Bags (in conjunction with fortnightly residual collection)	1.8kg
Ventilated Kitchen Caddy with Compostable Bags (in conjunction with weekly residual collection)	1.3kg
Unlined Kitchen Caddy	0.38kg

\*Source : Government of South Australia, Zero Waste SA, Business Case for Councils to Undertake Co-Collection of Food Waste with Garden Organics.

Following the recent uptake of FOGO by a number of Victorian Councils, the best kerbside performance results have been achieved by councils who have implemented FOGO with both a kitchen caddy and liner provided to households, combined with a weekly FOGO service and fortnightly Garbage service. The highest performing Victorian councils in 2017-2018<sup>3</sup> are shown below in Table 16.

<sup>2</sup> Government of South Australia, Zero Waste SA, Business Case for Councils to Undertake Co-Collection of Food Waste with Garden Organics, accessed 28/07/2017: [http://www.zerowaste.sa.gov.au/upload/resources/publications/food-waste/food\\_waste\\_collection\\_business\\_case\\_2.pdf](http://www.zerowaste.sa.gov.au/upload/resources/publications/food-waste/food_waste_collection_business_case_2.pdf)

<sup>3</sup> Local Government Victoria: <https://knowyourcouncil.vic.gov.au>

Table 16 Best performing FOGO in Victoria

Council	System	Diversion from landfill
Bass Coast Shire Council	Weekly FOGO (caddies & liners) Fortnightly Garbage Fortnightly Recycling	77.2%
Wodonga City Council	Weekly FOGO (caddies & liners) Fortnightly Garbage Fortnightly Recycling	71.43%

Some Victorian councils have implemented a kerbside FOGO service, without supplying each household with a kitchen caddy. However, with the exception of Nillumbik Shire Council, FOGO services which do not provide household caddies and liners have performed poorly or only marginally better than state average of 44.69% in 2017-18 as shown below in Table 17.

Table 17 FOGO Councils without liners

Council	System	Diversion from landfill
Wyndham City Council	Fortnightly FOGO Weekly Garbage Fortnightly Recycling	35.78%
Moonee Valley City Council	Fortnightly FOGO (caddies) Weekly Garbage Fortnightly Recycling	41.67%
Colac Otway Shire Council	Fortnightly FOGO (caddies) Weekly Garbage Fortnightly Recycling	47.79%

A full comparison of service configurations and landfill diversion rates for Victorian Councils who have implemented FOGO services is given in Appendix A.

**Service configuration recommendation:**

- Households that receive a FOGO service should be provided with both caddies and an ongoing supply of liners.

**Caveat: Processing technology unable to process AS compliant compostable bags**

Some processing technologies and facilities are unable to break down compostable bags during the required residence time inside the vessel. Some organics processing service providers consider compostable liners as contaminants, even if compliant with Australian Standard AS4736-2006 Biodegradable Plastic-Biodegradable Plastics Suitable for Composting and other Microbial Treatment.

**6.2.2 Bin size and collection frequency (capacity)**

A key consideration for FOGO services, is providing adequate capacity to accommodate the increased volume required in the organics bin while ensuring adequate Garbage capacity is provided for.

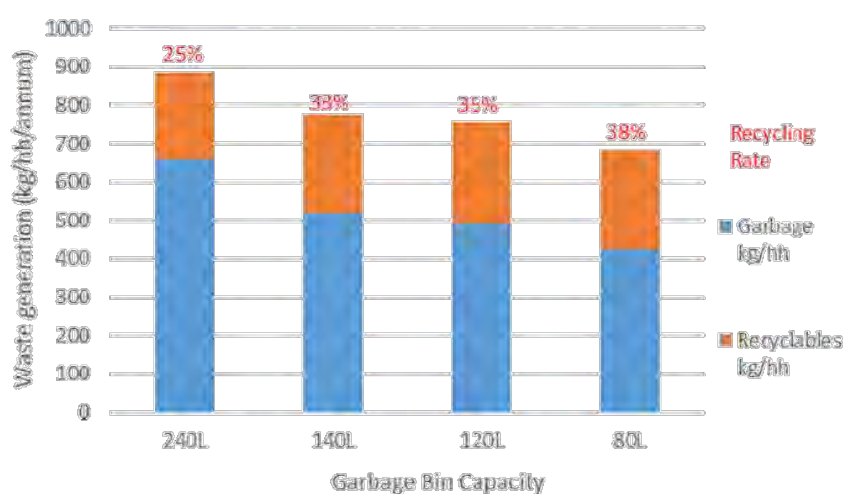
For example, Wangaratta and Wodonga offer FOGO collection and have changed to weekly FOGO collection and fortnightly residual (Garbage). The kerbside collection systems offered by these councils



provides more than the minimum preferred service standard organics capacity and offers less than 80L per week of residual (Garbage) capacity, refer Appendix A.

Where residual waste capacity is restricted, Sustainability Victoria's Victorian Local Government Annual Waste Survey (VLGAWS) shows there is an increase in recycling rate (e.g. by  $7.2 \pm 2.9\%$  when the weekly capacity for residual waste is 120 litres compared to 240 litres). Figure 28 displays the relationship between household waste generation, recycling rate of comingled recyclables and garbage bin capacity. When households recycle more, they require lower residual waste capacity.

Figure 28 Garbage bin size versus recycling rates



However, any changes to the kerbside bin sizes and frequency must ensure that households remain with adequate capacity to dispose of unrecoverable waste. To account for households with special needs flexible bin size and frequency options should be considered, where viable. Otherwise, if the residual bin capacity is too small, increased contamination of the recycling and/or organics streams from the residual bin will be more likely to occur.

The highest performance kerbside collections have been achieved by Councils implementing weekly FOGO with fortnightly Garbage services:

- Weekly FOGO service (with caddies and liners) and fortnightly Garbage service have achieved an average landfill diversion rate of 62.81%.
- Fortnightly FOGO service (with caddies and liners) and weekly Garbage service have achieved an average landfill diversion rate of 55.28%.

A full comparison of service configuration and landfill diversion rates for Victorian Councils, used in this case study, who have implemented FOGO services is given in Appendix A.

#### Standard Service configuration recommendations:

- Councils transition to a weekly FOGO and fortnightly Garbage service.
- Councils adopt optimised bin configurations dependant on the collection frequency chosen that is:
  - a) For **weekly FOGO** and **fortnightly Garbage** options:

- 240-litre mobile bin for food organics and garden organics;
- 120-litre mobile bin for Garbage with an optional additional bin or larger bins available for large families or households with special needs; and
- Minimum of 120l per week or 240L per fortnight for comingled recycling.

b) For **fortnightly FOGO** and **weekly Garbage** options:

- 240-litre mobile bin for food organics and garden organics; (note capacity limitation in spring/summer)
- 120-litre mobile bin for Garbage with an optional smaller 80L bin promoted for households that can cope with this, and an optional additional bin or larger bins available for large families or households with special needs; and
- Minimum of 120l per week or 240L per fortnight for comingled recycling.

**Other considerations:**

Aerated/ventilated organics kerbside collection bins are available through most vendors and/or existing organics bins can be retrofitted with ventilation. Using aerated organics collection bins has been promoted and adopted by councils to:

- Reduce odour risks; and
- Reduce the organics collection weights and processing costs (achieved through evaporation/moisture loss).

Refer Section 6.4.1 for more detail on bin specifications.

### 6.2.3 Bin colours and markings

The use of Australian Standard (AS 4123.7-2006 (R 2017) Mobile Waste Containers – Colours, markings and designation requirements) colours for specific waste streams has been suggested as a key step in improving public engagement and the correct use of resource recovery services by households and aligns with state based and national best practice guidance. In Metropolitan Melbourne 30% of councils fully comply with Australian Standard (AS 4123.7).

The implementation of consistent bin colours, by service type, will allow all residents to easily identify the appropriate bin to use, regardless of their location. Councils that can standardise their bin colours are likely to realise several key benefits and more effectively leverage benefits from regional and state-wide education and awareness programs. Non-compliant bin colours (bodies and/or lids) can lead to residents unintentionally contaminating bins if unfamiliar with the municipality.

The introduction of AS 4123.7 compliant bin lid colours, by Dandenong City Council<sup>4</sup> resulted in an almost 5% reduction in landfill waste by weight per household, an increase in recyclables yield and reduction in contamination in both recycling and organics bins. Dandenong City Council estimate that introduction of AS4123.7 compliant bin colours has saved ratepayers over \$100,000 per year in avoided landfill costs.

There are several methods by which to align kerbside bin collection services with the Australian standards. These, as described by MWRRG<sup>5</sup>, include:

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<sup>4</sup> <https://www.mwrrg.vic.gov.au/assets/resource-files/Metro-Fund-CGD-Bin-Swap.pdf>

<sup>5</sup> MWRRG website, accessed 30/6/2017: <https://www.mwrrg.vic.gov.au/assets/resource-files/Bin-Standardisation-Guide.pdf>



- Whole bin standardisation - where existing bins are replaced with preferred standard bin colours and sizes.
- Bin lid replacement - where non-compliant lids are replaced with AS 4123.7 compliant coloured lids.
- Bin lid stickering - where neutral coloured bins and bin lids are given AS 4123.7 compliant coloured bin stickers (not a proven approach).
- Voluntary bin standardisation - where the community is encouraged to volunteer to have a smaller garbage bin for a lower annual fee than a larger bin.
- Gradual bin replacement on an area or by attrition basis - this option involves scheduling replacements of bin stock according to the age and lifespan of bins.

#### 6.2.4 Other Issues - Nappies

A problematic waste that can present a significant barrier and/or challenges to households are nappies and incontinence pads, especially if Councils are implementing less frequent collection and/or smaller garbage bins. MWRRG<sup>6</sup> suggest that bin odors are generally well contained so long as bins remain shut. Over-filling of bins (as may occur with a smaller standard bin and if children are using nappies) can result in offensive odor. This can be managed by:

- Maintaining a weekly garbage collection;
- Promoting the use of 'tieable' liners or deodorizing liners to contain high odor wastes;
- Offering an optional additional weekly collection service for households using nappies. Social research revealed that 64 per cent of families using nappies reported they would opt into an additional weekly service;
- Providing a larger residual bin to households using nappies.

#### Service configuration recommendation:

- Councils promote and provide flexible bin service configurations i.e. opt-in larger or more frequently collected garbage bins and/or FOGO bins.
- Councils provide opt-in service as standard to households with special needs e.g. households with infants or households with medical needs.

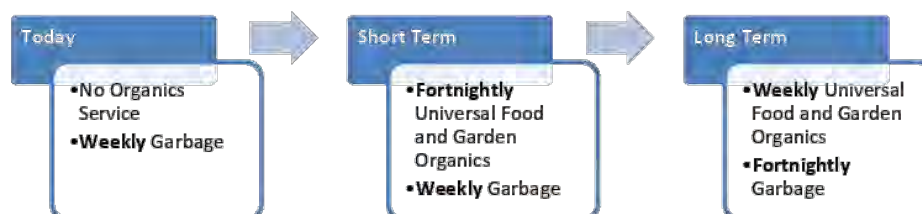
### 6.3 Implementation plan considerations

A potential implementation plan is roll out of a fortnightly FOGO service and weekly garbage service in the short term and a collection frequency swap in the long term (Figure 29).

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<sup>6</sup> MWRRG <https://www.mwrrg.vic.gov.au/assets/resource-files/MWRRG-FOGO-Guide-Interactive.pdf>

Figure 29 Progression of implementation



A staged implementation is suitable when the end system is fairly different from the current, and direct implementation would be disruptive and potentially unsuccessful. Should Councils adopt a staged approach this might be achieved by first transitioning to a fortnightly FOGO service, reserving the change to a weekly FOGO collection to a later date.

Drawing on the body of knowledge available and planning out the various stages required as part of FOGO implementation can help Councils get the best out of the FOGO service from its inception. For the FOGO service to be successful in achieving waste diversion and popular among the community. Councils should aim from the outset to achieve high community acceptance of the new service and ensure residents know how to use the service. These outcomes will ensure that contamination is low and diversion rates high.

#### 6.3.1 Conducting a pre-service survey

Pre-service surveys provide Councils with the opportunity be aware of any issues specific to the community e.g.:

- Community perceptions of landfilling and environmental issues;
- Current recycling behaviours;
- Attitudes towards a FOGO service;
- Optimal messaging and terminology and service design;
- Barriers or concerns regarding participation; and
- The potential effectiveness of available support tools.

### 6.4 Bin Specifications:

#### 6.4.1 MGB provision

The provision of FOGO MGBs is often incorporated into the collection contract, with the contractor also required to replace damaged bins. The efficient provision of repair or replacement services by the contractor is important for ensuring that diversion is not affected, odours are not released, and pests and vermin are not attracted. The latter two outcomes may disincentivise affected householders.

The best size for the bin is dependent on the collection frequency, average household size, average garden size and degree of greenery in the LGA. A balance must be struck between the bin being too small, thus not achieving the desired diversion, and too large, enabling contamination from commingled recycling or garbage as discussed in Section 6.2.2.

Specific MGB design upgrades may be considered for food collection:

- Aerating vents on lids or body, or double layer bin frames, for increased air flow, reduced odour creation and reduced weight (achieved through moisture loss).
- Special base design for easy cleaning, preventing the build-up of residues.

- Gravity locks to prevent scavenging from foraging or feral animals and accidental open lids, particularly when a bin is tipped over.

Such upgrades should be considered in relation to the challenges specific to Councils. It should be noted that case study evidence suggests the retrofitting of existing bins can give rise to unexpected issues (see Figure 30). Therefore, Councils should consider the costs associated with selecting MGBs with design upgrades, particularly if existing garden organics collection bins must be replaced.

Figure 30 Case study: retrofitting MGBs at Penrith City Council (2009)

### **Case study: Retrofitting MGBs at Penrith City Council**

Penrith City Council in NSW introduced their FOGO service in 2009, from a 2-bin system. In the interest of saving on implementation costs, the old black-lidded paper and cardboard MGBs provided to households were retrofitted with green lids.

However, by 2012 all retrofitted bins were replaced with brand new green-lidded bins. The problem: the standard green lids retrofitted onto the old MGBs weren't always a great fit, causing odour issues and attracting vermin and pets.

#### **6.4.2 Kitchen caddy provision**

As with MGBs, the provision and replacement of kitchen caddies may be included in the collection tender specification. This may be a cost-efficient option for Councils, particularly if Councils will not be conducting other door-to-door delivery of education materials, bins or other collaterals during the roll-out of the service. If included in the specification, Councils should ensure that design specifications be provided, to ensure a high-quality caddy is provided to residents.

#### **6.4.3 Ordering bin liners and caddies**

Bin liners and caddies, if provided by Councils, should be scoped out and ordered well in advance of service commencement. Furthermore, samples should be ordered and tested before the whole batch is ordered. Testing should include:

- The strength of the bin liners; and
- The quality and hardness of the kitchen caddy, particularly the lid, which may cause odour and vermin issues if broken.

### **6.5 Summary service configuration recommendations**

When considering service configurations, it is recommended that:

- Households that receive a FOGO service should be provided with both caddies and an ongoing supply of liners.
- In order to achieve highest diversion rates, Councils should transition to a weekly FOGO and fortnightly Garbage service.
- Councils adopt optimised kerbside bin configurations dependant on the collection frequency chosen:
  - a) For **weekly FOGO** and **fortnightly Garbage** options:
    - o 240-litre mobile bin for food organics and garden organics;

- 120-litre mobile bin for Garbage with an optional additional bin or larger bins available for large families or households with special needs; and
  - Minimum of 120l per week or 240L per fortnight for comingled recycling.
- b) For **fortnightly FOGO** and **weekly Garbage** options:
- 240-litre mobile bin for food organics and garden organics; (note capacity limitation in spring/summer)
  - 120-litre mobile bin for Garbage with an optional smaller 80L bin promoted for households that can cope with this, and an optional additional bin or larger bins available for large families or households with special needs; and
  - Minimum of 120l per week or 240L per fortnight for comingled recycling.
- Provide flexible bin service configurations to support larger households or households with special needs i.e. an opt-in larger or more frequently collected Garbage bins and FOGO Bins.
  - Councils provide opt-in additional services as standard to households with special needs e.g. households with infants or households with medical needs.

## 7 Conclusions and recommendations

Circular Head and Waratah-Wynyard Councils have identified that introducing a kerbside Food Organics and Garden Organics (FOGO) collection service has the potential to significantly reduce the tonnes of waste currently disposed of to landfill. It also has other significant environmental benefits whilst providing an additional service to the community. The costs and benefits of seven possible service options were assessed using a Consolidated Cost Model.

A Multi Criteria Analysis (MCA) was used to compare a number of organics service options put forward by Councils. This assessment allowed for consideration of economic, social, environmental and governance factors; providing Councils with the required information to make an informed decision on the organics options most appropriate to service their communities. Table 18 and Table 19 summarise the results of the MCA for both Circular Head and Waratah-Wynyard Councils.

Table 18 Circular Head Council: Options results summary

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	60.0%	7
2	Fortnightly GO to Port Latta	75.3%	5
3	Fortnightly GO to DWM	70.6%	6
4	Fortnightly FOGO to Port Latta	85.4%	2
5	Fortnightly FOGO to DWM	80.4%	3
6	Weekly FOGO to Port Latta	87.5%	1
7	Weekly FOGO to DWM	79.8%	4

**Key**



Lowest ranked FOGO option



Highest ranked FOGO option



**Table 19 Waratah-Wynyard Council: Options results summary**

Option	System Options	MCA result	MCA Rank
<b>1</b>	<b>BAU 2 bin system</b>	59.8%	<b>7</b>
<b>2</b>	<b>Fortnightly GO to Port Latta</b>	69.8%	<b>5</b>
<b>3</b>	<b>Fortnightly GO to DWM</b>	65.0%	<b>6</b>
<b>4</b>	<b>Fortnightly FOGO to Port Latta</b>	80.3%	<b>2</b>
<b>5</b>	<b>Fortnightly FOGO to DWM</b>	75.1%	<b>3</b>
<b>6</b>	<b>Weekly FOGO to Port Latta</b>	82.1%	<b>1</b>
<b>7</b>	<b>Weekly FOGO to DWM</b>	74.4%	<b>4</b>

**Key**

	Lowest ranked FOGO option
	Highest ranked FOGO option

For both councils, the highest ranked option of all considered is Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta. Ranking almost as highly is Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta. Both options are ranked well ahead of Option 1, current Business As Usual (ranked 7<sup>th</sup>).

Based on Councils' assessment criteria and weightings, it is recommended that Councils transition to the implementation of a weekly FOGO service with a fortnightly Garbage service (Option 6). It is recommended that Councils provide caddies and liners to each household and provide additional transitional and ongoing education programs to assist households. As an alternative Councils may wish to consider a Fortnightly FOGO and Weekly Garbage service (Option 4).

It is possible that Councils may wish to have a staged transition to either of these services. This may involve implementation of a fortnightly FOGO service (Option 4) ahead of a weekly FOGO service (Option 6). It may also be considered that options including organics processing at existing facilities be implemented before transitioning to other options. It is recommended trials be considered to provide a local evidence base for the implementation of a FOGO system, and that a FOGO implementation plan is developed which considers extensive community engagement on future kerbside service options.



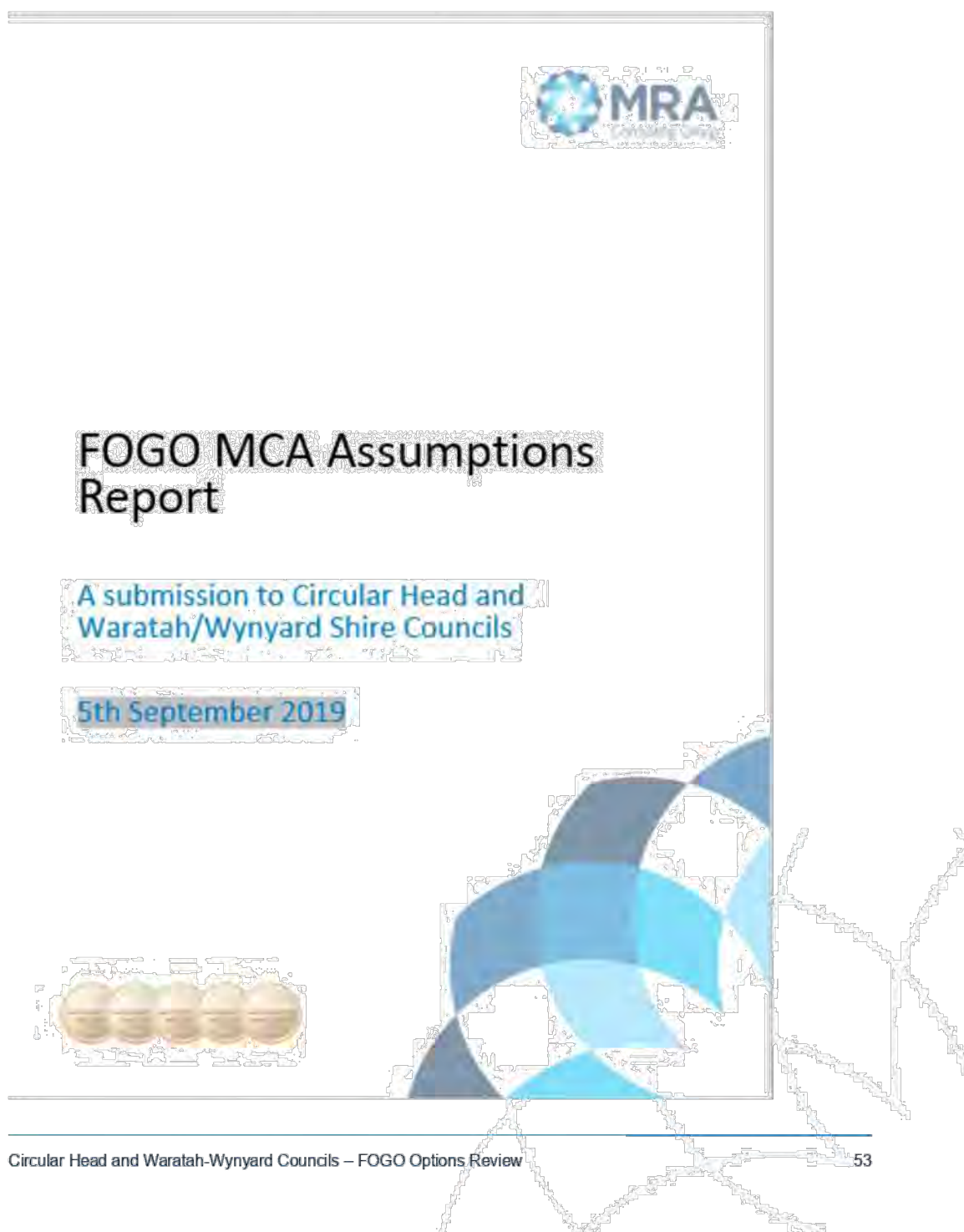
## Appendix A FOGO bin configurations

Table 20 Overview of bin configuration systems used by selected councils operating FOGO services in Victoria

Council	Residual					Recycling				FOGO							Kerbside- collection waste diverted from landfill (2017- 2018)
	Bin size				WK vs FN	Bin size			WK vs FN	Bin size				WK vs FN	Kitchen Caddies?	Compostable Bags?	
	80l	120l	140l	240l		120l	240l	360l		80l	120l	140l	240l				
Bass Coast		Y		*	FN		Y		FN				Y	WK	Y	Y	77.22%
Benalla	Y	Y		Y	FN	Y	Y	Y	FN	Y	Y		Y	WK	Y	Y	61.23%
Bendigo			*	Y	FN		Y	*	FN			*	Y	FN	Y	Y	47.83%
Colac Otway		Y			WK		Y		FN		*		Y	FN	Y	Not accepted	47.79%
Corangamite		Y			WK		Y		FN				Y	FN	-	Y	65.65%
Glen Eira		Y		*	WK		Y		FN				Y	FN	Y	Not accepted	Not yet known
Indigo			Y	*	FN		Y	*	FN				Y	WK	Y	Y	65.98%
Moirā		Y			WK		Y		FN				Y	FN	Y	Y	54.39%
Moonee Valley			Y	*	WK		Y		FN				Y	FN	Y	Not accepted	41.67%
Moyne		Y			WK		Y		FN				Y	FN	Y	Y	61.88%
Nilumbik		Y			FN		Y		FN		Y			WK	-	Not accepted	63.66%
Greater Shepparton	Y	Y		Y	WK	*	Y		FN	*			Y	FN	Y	Y	49.56%
Strathbogie	*	Y			FN		Y	*	FN		Y		*	WK	Y	Y	69.75%
Wangaratta	Y				FN		Y	*	FN				Y	WK	Y	Y	60.66%
Wodonga			Y		FN		Y		FN				Y	WK	Y	Y	71.43%
Wyndham			y		WK		Y		FN				Y	FN	N	Not accepted	35.78%

\*Bin size available

## Appendix B Assumptions Report



## Appendix C Addendum Community Survey Update

### Appendix C.1 Background Original Method (MCA Community Accessibility)

In the preparation of this report and at the time of submission in October 2019, a multi-criteria analysis (MCA) was performed that took into account both quantitative and qualitative criteria. These included economic, environmental, governance and social aspects of the options under consideration by both Councils and were apportioned as shown above in Figure 27 MCA criteria and weightings. A qualitative assessment of the social aspects of each option was conducted by MRA, and allocated a weighting of 15% by councils in the calculation of the MCA. Social aspects were assessed in terms of community accessibility and scores from 1 to 4 were given for each option according to Table 21 below. The levels of community effort, engagement, and education as well as the simplicity and equity of the system, and the system's ability to deliver to the needs of households were considered for each option.

**Table 21 Community behaviour criteria**

Community accessibility criteria	Code
Poor: Heightened effort/significantly reduced convenience requires high community engagement level and a major change in behaviour	1
Limited: Increased effort/reduced convenience requires moderate community engagement and a minor change in behaviour (e.g. modified collection frequencies)	2
Good: No change in effort/neutral convenience requires minimal community engagement or no behavioural change	3
Excellent: Reduced effort/increased convenience requires minimal community engagement and increased convenience for residents	4

This resulted in overall MCA results as shown in the main body of this report in Table 13 and Table 14. For both councils 'Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta' provided the highest ranking, closely followed by 'Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta'.

## Appendix C.2 Updated Method (MCA Community Accessibility)

In order to make a more detailed assessment of community accessibility, a survey was conducted in early 2020 of the communities in both council areas (after final submission of the previous version of this report). This further detail provides the basis for updating of the MCA results to incorporate these survey results.

The updated ratings for community accessibility that are the basis for the entirety of changes to the MCAs were determined from the results of the relevant questions in the surveys. These were questions 2-7 of a total of 13 questions for Circular Head Council, and questions 3-8 of 16 for Waratah-Wynyard Council. For each option, MRA awarded ratings between 1 and 4 in relation to each of these survey questions. For each option, survey question ratings were then averaged to give the overall rating for community accessibility for an option. This is shown below in Table 22 and Table 23 for Circular Head Council and Waratah-Wynyard Council respectively. The ratings given per question for an option were determined by how well an option was likely to fit with the answers to that question given by the community. Specifically, a rating was given on how well an option is likely to address the concerns and requirements expressed by the community.

**Table 22 Circular Head: Determination of Community Accessibility Ratings for MCA**

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
1	Do you live in a rural or urban area?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	If you receive a kerbside bin collection how full is it at the scheduled collection (i.e. weekly for urban garbage, fortnightly for rural garbage etc.)?	1	2	2	4	4	3	3	c.37% >100% full
3	Food waste includes (but is not limited to) vegetables, meat, fish, dairy, bread and all left overs or food waste from the household. How do you dispose of the majority of your food waste?	1	1	1	3	3	4	4	c. 53% discard food on Garbage
4	All waste in your green-lidded wheelie bin goes straight to landfill. When organic waste such as food scraps and green waste is put in landfill, it	2	2	2	4	4	4	4	c. 70% very supportive,

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	eventually releases methane, a greenhouse gas that is 25 times more potent than carbon dioxide. Council is considering options for a new kerbside bin that allows residents to separate food and garden waste and allows it to be processed into high-grade compost. How supportive would you be for this new service?								c. 20% unsupportive
5	If a food and garden waste kerbside collection service is offered, there will be a cost to process the materials. This could be offset from the sale of compost and changes to current kerbside collection services. What is the maximum additional amount you are prepared to pay per year to include a food and garden waste kerbside collection?	2	2	2	4	4	3	3	60% supporting paying <\$100, 19%<\$150
6	Council is considering providing households with a free kitchen food waste bin (kitchen caddy) and compostable kitchen caddy liners (bin bags) to prevent mess in the kitchen and stop odour in the organics bin. What do you think about Council providing kitchen caddies and compostable bin bags to households? (Please select the one statement which describes your thoughts best).	2	2	2	3	3	3	3	c.75% approval
7	Some other councils have been able to reduce the cost for waste services by changing garbage collection from weekly to fortnightly in urban areas. What do you think about changing the collection frequency of garbage bins in urban areas?(Please select the one statement which describes your thoughts best.)	3	3	3	3	3	2	2	c. 48% support



		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
8.	White Hills Waste Transfer station is paid for by gate entry fees, and a levy charged to all property owners. Council is considering removing entry fees for Circular Head residents (excluding businesses). If this occurred, Tip Tickers would no longer be required for residents to use the transfer station. The transfer station would be paid for by the levy charged to all properties, with business users and visitors being required to pay entry fees. Do you support free entry to the Waste Transfer Station for Circular Head residents (not business users)?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
9	Please select which best describes you;	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10	What town/area do you live in?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
11	Can you please tell us your age group?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
12	What is your household structure?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
13	Thank-you for taking the time to complete this survey. Do you have any other comments relating to waste management?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Average Score	1.8	2	2	3.5	3.5	3.2	3.2	



Table 23 Waratah-Wynyard Council: Determination of Community Accessibility Ratings for MCA

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
1	Do you have a kerbside waste and recycling service?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	If yes, please go to question 3. If not, please answer the question below. To what extent do you believe Council should expand kerbside collection to rural households?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	c. 60% rural want service at a cost
3	How full are your kerbside bins at the scheduled collection (i.e. weekly for garbage, fortnightly recycling)?	1	2	2	3	3	2	2	c. 21% garbage >100%
4	Food waste includes (but is not limited to) vegetables, meat, fish, dairy, bread and all left overs or food waste from the household. How do you dispose of the majority of your food waste?	2	2	2	3	3	3	3	c. 35% dispose food waste in garbage
5	All waste in your green-lidded wheelie bin goes straight to landfill. When organic waste such as food scraps and green waste is put in landfill, it eventually releases methane, a greenhouse gas that is 25 times more potent than carbon dioxide. Council is considering options for a new kerbside bin that allows residents to separate food and garden waste and allows it to be processed into high-grade compost. How supportive would you be for this new service?	2	3	3	3	3	3	3	c. 56% supportive
6	If a food and garden waste kerbside collection service is offered, there will be a cost to process the materials. This could be offset from the sale of compost and changes to current kerbside collection services. What is the maximum additional amount you are prepared to pay per	2	3	3	3	2	1	1	c. 57% supportive at cost

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	year to include a food and garden waste kerbside collection?								
7	If a food and garden waste kerbside collection service is offered, Council will consider providing households with a free kitchen food waste bin (kitchen caddy) and compostable kitchen caddy liners (bin bags) to prevent mess in the kitchen and stop odour in the organics bin. What do you think about Council providing kitchen caddies and compostable bin bags to households? (Please select the one statement which describes your thoughts best.)	2	2	2	3	3	3	3	c.70% support caddies
8	Some other councils have been able to reduce the cost for waste services by changing garbage collection from weekly to fortnightly in urban areas. What do you think about changing the collection frequency of garbage bins in urban areas?(Please select the one statement which describes your thoughts best.)	3	3	3	3	3	2	2	c.44% support fortnightly garbage
9	The Wynyard Waste Transfer Station provides an important role in our community's total waste management system. How often do you go to the Wynyard Waste Transfer Station?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10	The Waste Transfer Station currently operates between the hours of 10am and 4pm daily. Council has heard from some community members that these hours are not always suitable. Increasing the number of hours open will increase costs to cover the running of the facility, including wages and electricity. For example, if the opening hours were increased by seven hours	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	each week, it is estimated that every property will need an increase of about \$4 per annum (equivalent 7 cents per week) to cover the costs of the change. What do you think about changing the hours of the Wynyard Waste Transfer Station?								
11	If you were interested in changing the hours of the Wynyard Waste Transfer Station, what would be your preference?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
12	Please select which best describes you;	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
13	What suburb do you live in?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
14	Can you please tell us your age group?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
15	What is your household structure?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
16	Thank-you for taking the time to complete this survey. Do you have any other comments relating to waste management?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Average Score	2	2.5	2.5	3	2.8	2.3	2.3	

### Appendix C.3 Results

The results of the two updated MCAs for each council are shown below in Table 24 and Table 25. For both councils, Option 6 was the highest ranked option, followed by Option 4, with Option 1 BAU being the lowest rated option.



Table 24 Circular Head Council: Updated MCA results

Option	Quantitative Analysis			Environmental		Qualitative Analysis			Economic		Social		Total Score (%)	Updated MCA Results
	Total Net Present Value (\$m)	Weighted Score (%)	Discount (%)	Annual Vehicle Emissions (roadside)	Annual Emissions (tCO <sub>2</sub> e)	Weighted Score (%)	Policy Alignment	Weighted Score (%)	Broader economic benefits	Weighted Score (%)	Community accessibility	Weighted Score (%)		
Criterion weighting		25%	15%	10%	10%	35%		15%		10%		15%	100%	MCA Ranking
Option 1: BAU 2 tier system	\$1.88	25%	35%	193,400	1,930	21%	1	4%	3	3%	18	7%	59.4%	7
Option 2: Fortnightly FOGO to Port Latta	\$5.18	19%	33%	164,300	1,630	30%	2	8%	3	6%	20	8%	71.5%	2
Option 3: Fortnightly FOGO to DWM	\$5.49	18%	33%	184,400	1,830	29%	2	8%	2	5%	20	8%	66.8%	5
Option 4: Fortnightly FOGO to Port Latta	\$5.28	18%	39%	164,400	1,660	33%	3	11%	3	6%	20	13%	83.5%	1
Option 5: Fortnightly FOGO to DWM	\$5.62	17%	39%	189,000	1,880	32%	3	11%	2	5%	20	13%	78.5%	4
Option 6: Weekly FOGO to Port Latta	\$5.25	17%	41%	164,700	1,600	35%	4	15%	4	10%	22	12%	95.3%	1
Option 7: Weekly FOGO to DWM	\$6.26	15%	41%	191,200	1,830	33%	4	15%	2	5%	22	12%	80.4%	3

Table 25 Waratah-Wynyard Council: Updated MCA results

Option	Quantitative Analysis			Environmental		Qualitative Analysis			Economic		Social		Total Score (%)	Updated MCA Results
	Total Net Present Value (\$m)	Weighted Score (%)	Discount (%)	Annual Vehicle Emissions (roadside)	Annual Emissions (tCO <sub>2</sub> e)	Weighted Score (%)	Policy Alignment	Weighted Score (%)	Broader economic benefits	Weighted Score (%)	Community accessibility	Weighted Score (%)		
Criterion weighting		25%	15%	10%	10%	35%		15%		10%		15%	100%	MCA Ranking
Option 1: BAU 2 tier system	\$6.02	25%	35%	46,400	2,830	21%	1	4%	3	3%	20	8%	59.8%	7
Option 2: Fortnightly FOGO to Port Latta	\$9.49	18%	46%	56,600	2,530	28%	2	8%	3	6%	23	9%	67.9%	3
Option 3: Fortnightly FOGO to DWM	\$9.94	15%	46%	73,300	2,550	26%	2	8%	2	5%	23	9%	63.1%	6
Option 4: Fortnightly FOGO to Port Latta	\$9.85	19%	54%	56,700	2,170	33%	3	11%	3	6%	30	11%	76.5%	2
Option 5: Fortnightly FOGO to DWM	\$10.39	14%	54%	75,000	2,190	29%	3	11%	2	5%	28	11%	70.7%	4
Option 6: Weekly FOGO to Port Latta	\$11.57	13%	58%	58,900	2,020	33%	4	15%	4	10%	23	9%	79.8%	1
Option 7: Weekly FOGO to DWM	\$12.25	12%	58%	77,700	2,040	31%	4	15%	2	5%	23	9%	71.9%	3

## Appendix C.4 Comparison of Original MCA and Updated MCA

The results of the survey did not differ substantially from the original ratings given for community accessibility, and so consequently, there were only slight changes to the MCA results, as shown below in Table 26 and Table 27.

For both councils rankings remained predominantly unchanged, with Option 6 was still the best rated option, followed at second best by option 4, with option 1 BAU still the worst rated option. The only change in rankings for both councils was a switch in the rankings of options 5 and 7 (3<sup>rd</sup> and 4<sup>th</sup> ranked).

Table 26 Comparison of original and updated MCA results for Circular Head Council

Option	System Options	Original Community Accessibility Rating	Original MCA result	Original MCA Rank	Updated Community Accessibility Rating	Updated MCA result	Updated MCA Rank
1	BAU 2 bin system	2	60.0%	7	1.8	59.4%	7
2	Fortnightly GO to Port Latta	3	75.3%	5	2.0	71.5%	5
3	Fortnightly GO to DWM	3	70.6%	6	2.0	66.8%	6
4	Fortnightly FOGO to Port Latta	4	85.4%	2	3.5	83.5%	2
5	Fortnightly FOGO to DWM	4	80.4%	3	3.5	78.5%	4
6	Weekly FOGO to Port Latta	3	87.6%	1	3.2	88.3%	1
7	Weekly FOGO to DWM	3	79.8%	4	3.2	80.4%	3

Table 27 Comparison of original and updated MCA results for Waratah-Wynyard Council

Option	System Options	Original Community Accessibility Rating	Original MCA result	Original MCA Rank	Updated Community Accessibility Rating	Updated MCA result	Updated MCA Rank
1	BAU 2 bin system	2	59.8%	7	2.0	59.8%	7
2	Fortnightly GO to Port Latta	3	69.8%	5	2.5	67.9%	5
3	Fortnightly GO to DWM	3	65.0%	6	2.5	63.1%	6
4	Fortnightly FOGO to Port Latta	4	80.3%	2	3.0	76.5%	2
5	Fortnightly FOGO to DWM	4	75.1%	3	2.8	70.7%	4
6	Weekly FOGO to Port Latta	3	82.1%	1	2.3	79.6%	1
7	Weekly FOGO to DWM	3	74.4%	4	2.3	71.9%	3

### Appendix C.5 Impact on results and recommendations

The community surveys have provided a further evidence base for the ratings given to different options for community accessibility in the MCAs. These only impact on the MCA results, with all other results in this report unaffected.

The effects on the MCAs of both councils are minimal, due to the similarity between the original community accessibility ratings and those provided by the community in the surveys. While the MCAs of both councils did change slightly, the highest rated options remained Option 6 (best option) and Option 4 (second best option). Therefore, no changes to recommendations would be advised based on the community surveys.





# Terms of Reference

## Cradle Coast Waste Management Group

### 1. Overview

#### 1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG represents seven (7) northwest Tasmanian municipal councils (the “Participating Councils”) who agreed to participate in a voluntary waste levy scheme.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

The CCWMG membership consists of the General Managers from the Participating Councils.

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern Tasmanian Councils Authority in the development and delivery of waste management programs and in the sharing of resources and services.

West Coast and King Island Council’s do not currently participate, however, opportunity for participation is open, subject to contribution to the voluntary waste levy scheme. The CCWMG will aim to share intellectual property with non-participating Councils if requested.

#### 1.2 Existing Agreements

The Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. Landfills subject to the collection of the voluntary waste levy are:



- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery;
- MOU between the CCA and DWM for the CCWMG Financials Management; and
- MOU between the CCA, CCWMG and DWM for administrative arrangements.

An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy. The Waste Levy Agreement will continue until the landfill owner(s) choose not to participate in the voluntary collection.

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- Southern Tasmanian Councils Authority.

## **2. Term**

This Terms of Reference is effective from 1st November 2020 and will be reviewed on 30th June 2022, thereafter biennially or as required by the CCWMG.

This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

## **3. Membership**

### **3.1 CCWMG Membership**

The CCWMG will operate with membership being the General Managers from the Participating Councils.



Group membership comprises of the following arrangement:

**3.1.1 Council Members:**

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

General Managers will also be responsible for ensuring that:

Technical staff respond to requests for information, participate in groups as requested, and undertake works etc;

The activities of the Group are effectively communicated to elected members.

**3.1.2 Chairperson:**

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two (2) years. If the exiting Chairperson is re-nominated, subsequent terms of appointment will be permitted.

**3.1.3 Deputy Chairperson:**

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two (2) years. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment will be permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

**3.1.4 Dulverton Waste Management:**

DWM will manage the CCWMG financials, provide administration assistance, provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

**3.2 Voting Members**

Voting Members are the seven (7) Council Members, with each Council having a single vote.



## **4. Objectives**

### **4.1 Objectives of the CCWMG**

- a) To develop strategies and plans to manage waste sustainability including a:
  - 5-year CCWMG Strategic Plan;
  - Annual Plan & Budget; and
  - 10 Year financial Management Plan.
- b) To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and
- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

## **5. Reporting Responsibilities**

### **5.1 Strategic Plan**

- a) The CCWMG Members are responsible for developing a Strategic Plan.
- b) A Strategic Plan is to be adopted every five (5) years.
- c) Preparation of a new plan is to commence one (1) year prior to expiry of the previous one.
- d) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- e) The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.
- f) The adopted Strategic Plan is to be forwarded to Participating Council and DWM for information.

### **5.2 Annual Plan and Budget**

- a) The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget will be submitted to the CCWMG for adoption, prior to 30th June each year.
- c) A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils and DWM for information.



- d) The CCWMG will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

### **5.3 Annual Report**

- a) The CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30th November each year and is to include reporting against the Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils and DWM for information.

### **5.4 Other**

- a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.
- b) Participating Councils are to update the Data Collections Portal monthly with council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.
- c) DWM is to maintain a Report and Resources List annually.

## **6. Conflict of Interest**

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members believe they have a conflict of interest either real or perceived, on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, they will declare a conflict of interest to the Chairperson at the start of the meeting and withdraw themselves from the discussion and/or activity.

## **7. Meetings**

Meetings can be held in person, via video conference or tele conference.

### **7.1 Frequency of Meetings**

- a) Meetings will be held at a frequency and location determined by the CCWMG.



- b) Meeting dates are to be set a minimum of eight (8) weeks in advance by the group.

#### **7.2 Agendas and Minutes**

Protocols for the preparation and distribution of agendas and minutes are detailed under Attachment 2.

#### **7.3 Quorum**

- a) A meeting quorum will be four (4) voting members of the CCWMG.
- b) If a quorum is not present prior to the scheduled meeting start time, then the meeting is to be abandoned.
- c) Members may nominate a proxy to attend the meeting on their behalf during periods of leave by the member.

#### **7.4 Urgent Matters**

A meeting may be called by the Chairperson to discuss specific matters for urgent attention that can't wait until the next regular meeting. Any notice of the meeting is satisfactory so long as the meeting is accepted by and attended by an absolute majority of members.

#### **7.5 Circular Resolution**

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for procedural matters, non-controversial matters or for matters that have had prior discussions in meetings, do not require further discussion and which cannot be deferred to the next meeting. Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include: printed copy with original signature, scanned signed copy received by electronic mail (email), or consent received by email.

The circular resolution is determined by an absolute majority of Members in favour of the resolution.

### **8. Publicity / Media**

Only the Chairperson or their delegate may make or issue public statements in relation to the decisions of the CCWMG.





## **9. Dispute Resolution**

If a difference or dispute arises between any of the Members or any Member/s and DWM in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute ("Notice of Dispute").

A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten (10) days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the Members have not agreed on any alternative method to resolve the dispute, within twenty (20) days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a Member from seeking injunctive or urgent declaratory relief at any time.

Each Member must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.

## **10. Administrative Arrangements**

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWVG's financial management protocols.



## **11. Procurement**

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request.

## **12. Dissolution of the CCWMG**

The CCWMG can only be dissolved when a majority of the Participating Councils have approved the dissolution.

In the event the CCWMG is dissolved, the balance of prepaid income will be split among the Participating Councils in proportion to prior financial year's contribution of municipal solid waste levy funds (Council contribution, not landfill contribution).

## **13. Confidentiality**

This Terms of Reference is a contract for confidentiality among the Members of the group to maintain security and confidentiality of the CCWMG's communications and information.



## **14. Attachment 1 – Roles and Responsibilities**

### **14.1 Chairperson**

#### **14.1.1 General:**

- a) Provide leadership;
- b) Set meeting Agenda's;
- c) Oversee the CCWMG's activities;
- d) Act as the CCWMG's spokesperson; and
- e) To be a representative on the Local Government Association of Tasmania Waste Reference Group.

#### **14.1.2 Meetings:**

- a) The Chairperson is the chair for every meeting;
- b) Undertake any necessary preparation prior to the meeting;
- c) Ensure a quorum is present;
- d) Start the meeting on time;
- e) Control the meeting and keep to the Agenda;
- f) Allow fair and open discussion on matters so that decisions can be made;
- g) Re-focus discussion that has wandered off topic;
- h) Conclude one point and lead into the next;
- i) Clarify any misunderstanding; and
- j) Pace the meeting ensuring it runs on time.

### **14.2 Members**

#### **14.2.1 General:**

- a) Promote and support the CCWMG activities;
- b) Ensure timely response of information is provided by their council;
- c) Be the waste spokesperson between their council and the CCWMG;
- d) Have the authority to make decisions on behalf of their councils.

#### **14.2.2 Meetings:**

- a) Undertake any necessary preparation prior to the meeting;
- b) Arrive on time;
- c) Participate but do not interrupt each other;
- d) All remarks are addressed through the Chairperson;
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region;



- f) A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision;
- g) Note down any action agreed upon; and
- h) After the meeting, undertake any agreed action and brief others as appropriate.

#### **14.3 Dulverton Waste Management**

- a) To provide executive, administrative, financial and communication support to the group;
- b) To collect and distribute the waste management levy;
- c) To project manage actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes;
- d) To provide technical support to the CCWMG;
- e) To attend CCWMG meetings and provide project status reports, including up to date costings; and
- f) When procuring goods and services in relation to agreed projects, to do so in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

#### **14.4 CCWMG**

- a) Will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget;
- b) Will agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members;
- c) Will appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years;
- d) Will adopt the Annual Plan and Budget prior to 30th June each year; and
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.



## **15. Attachment 2 – Agenda & Minute Protocol**

### **15.1 Agendas / Notice of Meetings**

- a) DWM is responsible for coordinating meeting Agenda's;
- b) DWM is to request Agenda Items from CCWMG Members no less than seven (7) business days prior to the Agenda due date
- c) Members are to provide DWM with Agenda Items (including attachments) no less than five (5) business days prior to the Agenda due date
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two (2) business days prior to the Agenda due date;
- e) The Chairperson is to review the Agenda within one (1) business days and advise the DWM of any changes; and
- f) The DWM is to issue all CCWMG Members with the Agenda no less than one (1) week prior to the meeting date.

### **15.2 Minutes**

- a) At each meeting, the DWM is to takes notes for the purpose of drafting Minutes;
- b) Within five (5) business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review;
- c) Within ten (10) business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes;
- d) Within fifteen (15) business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings;
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation; and
- f) Within two (2) business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.



## **16. Attachment 3 – Financial Management Protocols**

### **16.1 Dulverton Waste Management**

- a) The Participating Councils appoint DWM for the management of funds.
- b) DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported.
- c) DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties (such as the NTWMG or WSS) as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.





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## Annual Report

Cradle Coast Waste Management Group



2019-20



This report was prepared by:

Cradle Coast Waste Services  
Level 1/17 Fenton Way  
Devonport TAS 7310  
Email: [admin@dulverton.com.au](mailto:admin@dulverton.com.au)  
Web: [www.dulverton.com.au](http://www.dulverton.com.au)

ABN: 11 784 477 180

For: Cradle Coast Waste Management Group

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**DOCUMENT RECORD**

Revision	Issued To	Date	Reviewed	Approved
1	DWM CEO for approval	08/10/2020	MP	MG
2	CCWMG for approval	04/11/2020	MG	CCWMG
3	CCWMG to distribute to Councils			CCWMG

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## **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
CCWS	Cradle Coast Waste Services
DCC	Devonport City Council
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DWM	Dulverton Waste Management
EPA	Environmental Protection Authority
ERF	Emissions Reduction Fund
FC&S	Fieldwicks Crushing & Screening
FOGO	Food Organics Garden Organics
KC	Kentish Council
LC	Latrobe Council
LGAT	Local Government Association of Tasmania
MOU	Memorandum of Understanding
MRA	MRA Consulting Group
MRF	Materials Recycling Facility
MSW	Municipal Solid Waste
NSRF	National Stronger Regions Fund
NTWMG	Northern Tasmania Waste Management Group
TOR	Terms of Reference
WGPC	Waste Governance Project Coordinator
WSS	Waste Strategy South
WTS	Waste Transfer Station
WWC	Waratah Wynyard Council

# 1 INTRODUCTION

## 1.1 WHO WE ARE

---

The Cradle Coast Waste Management Group (CCWMG) was formed in 2007 and represents seven northwest Tasmanian municipal councils participating in the voluntary waste levy including: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Latrobe (LC), Kentish (KC) and Waratah Wynyard (WWC).

The CCWMG is governed by the Interim Memorandum of Understanding (MOU) which was adopted on 1st July 2019 whilst the Terms of Reference (TOR) undergo development. It is made up of skills based working group specialising in engineering, environmental health, waste management, corporate governance and general management, with a representative from each council.

The 19/20 CCWMG representatives include:

- > **Rowan Sharman**, Engineering Representative from the BCC.
- > **Sandra Ayton (Chair)**, General Manager Representative from the CCC.
- > **James Brewer**, Engineering Representative from the CHC.
- > **Carol Bryant**, Management Representative from the DCC.
- > **Adam Gardner**, Environmental Health Representative from LC & KC.
- > **Dana Hicks**, Service Officer Representative from the WWC.
- > **Don Thwaites**, non-voting Observer on behalf of the Cradle Coast Authority (CCA) Representatives Group.

The Cradle Coast Waste Services (CCWS), operated by Dulverton Waste Management (DWM), provides project management support and waste expertise to the CCWMG and is represented by:

- > **Mat Greskie**, CEO; and
- > **Mel Pearce**, Project & Administration Officer (P&AM).

**The CCWMG strongly focus on utilising levy funds on actions that have a direct positive impact on regional resource recovery and waste management.**

**The CCWMG's 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.**



## 1.2 OUR PRINCIPLES, GOALS AND TARGETS

---

The CCWMG's *5 Year Strategy 2017 – 2022* was ratified in June 2017 by the Cradle Coast Council's participating in the voluntary waste levy of \$5 per tonne.

The Strategy's four goals are:

- 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 take ownership of waste avoidance and reuse to improve the use of existing and future services.

**CCWMG's strategic goals and KPIs have many synergies with the Draft Tasmanian Waste Action Plan. The region is well placed if a State-wide approach is implemented.**

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 collecting and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

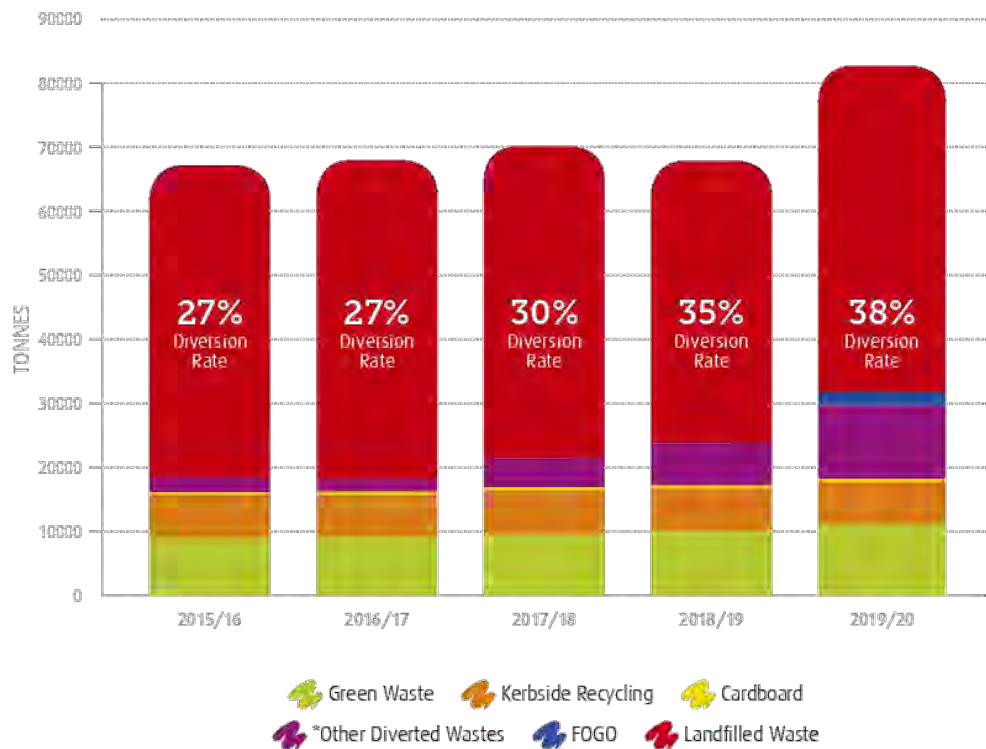
The interim MSW diversion target of 50% took into account the implementation of a kerbside Food Organic Garden Organic (FOGO) collection service, which was estimated to divert approximately 50% (20,000 tonnes) of waste placed into kerbside bins from landfill into composting. In early 17/18 councils determined not to proceed with a FOGO collection and are likely to revisit this project again from a regional perspective into the future.

On the 28th October 2019 the CCC implemented a FOGO collection within their Municipality which overall has been well received by the community. Since implementation the CCC have reported that the quantity of municipal waste to landfill has reduced by approximately 45%.

Figure 1 displays the tonnes of MSW landfilled (red) by the region compared with the tonnes of wastes diverted including: green waste (green), kerbside recycling (orange), cardboard (black) and other diverted wastes (purple).



Figure 1 –  
Tonnes of Regional Municipal Waste: Landfilled vs Diverted



*\*Other diverted wastes includes the smaller scale recycling initiatives carried out by the regional transfer stations including the recycling of steel, e-waste, tyres, fluoro tubes/globes, paint, batteries, concrete and oil for example.*

Despite an increased volume of MSW to landfill, the region continues to perform well, achieving a staggering yet conservative waste diversion rate of 38% in 2019/20. The increased diversion rate is directly attributable to an increase in Councils inputting data into the regional data collection portal (providing a better understanding of the quantities of waste being diverted by Councils), resulting in an increase in diversion of the ‘Other Diverted Wastes’ items and also the introduction of FOGO by the CCC.

1.3 Regional Waste Trends

Waste landfilled at the DWM, Ulverstone (inert) and Port Latta Landfills is charged the voluntary waste levy of \$5 per tonne. This waste is made up of commercial, municipal, controlled and various other waste types.

Figure 2 displays the tonnes of waste (attracting the \$5 levy) landfilled annually compared with the budgeted waste projections.

Figure 2 –  
Tonnes to Landfill vs Budgeted Waste Projections



After a big year of special projects in 2018/19, the quantity of waste landfilled reduced by 15% in 2019/20 with 73,650 tonnes landfilled, which is consistent with historic years.

A number of factors can influence the tonnages of waste to landfill, over the years some standout events include:

- > The mono-cell special project at DWM in 2016/17, resulting in an additional 6,306 tonnes of waste landfilled;
- > Extreme weather events such as the flooding in June 2016, resulting in significant property damage which consequently required landfilling; and
- > Another special project at DWM in 2018/19 charged by cubic meter, resulting in excess of 11,000 cubic metres of waste landfilled.

**Figure 3 –  
Tonnes of Municipal Solid Waste to Landfill –  
Specific Tonnes Received for Each Landfill**

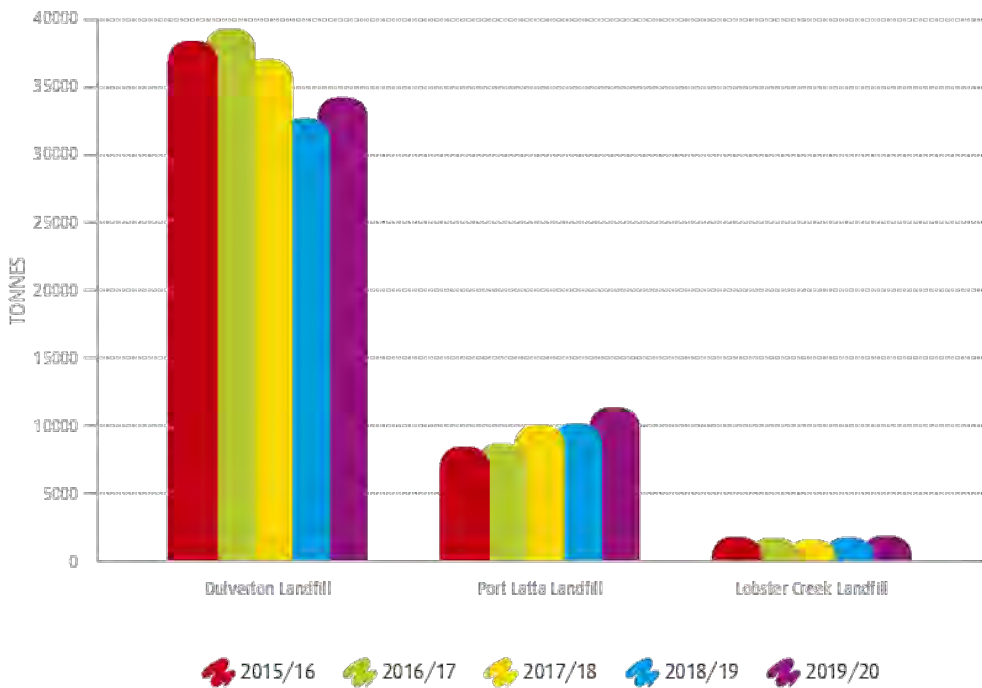


Figure 3 displays the MSW tonnages received at each Council owned landfill since 2015/16. Municipal waste is the term used to describe the waste collected at waste transfer stations (WTS) and from kerbside waste bins.

In 2019/20 MSW to landfill increased by 14.6% across the three landfills when compared to 2018/19.

The Dulverton Landfill predominately receives MSW from BCC, CCC, DCC, KC and LC and disposals across these individual Council areas increased by an average of 8%, with the exception of the CCC who experienced a 25% waste reduction due to the introduction of FOGO.

Lobster Creek (predominately MSW from CCC) and Port Latta (MSW from CHC and WWC) also saw increased MSW disposals of 7% and 12% respectively.

## 2 REPORTS

### CHAIRPERSON'S REPORT

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I have pleasure in presenting the Cradle Coast Waste Management Group's Annual Report on behalf of the Group to member Councils.

The report provides an overview of the Group's activities throughout the 2019-2020 financial year, to deliver on the objectives and actions of the 5 Year Strategic Plan for our region. The Group have actioned many projects this last year and I implore you to read through the rest of the Annual Report to understand the activities that have been undertaken. These activities are funded via a voluntary levy on waste deposited to landfill which at present is \$5 per tonne.

Our four key focus areas as highlighted in the Strategic Plan for 2017-2022:

- > waste diversion;
- > regional planning and efficiencies;
- > partnerships; and
- > community engagement.

The report also provides information that all councils should be aware of to help us in strategically preparing for the future, both within our region and at individual council level. Information such as the tonnes of municipal waste landfilled, green waste mulched, kerbside recycling and cardboard recycling provide targets and trends that should be at the forefront of our thinking, particularly as our Strategic Plan is centred around a major waste diversion target.

This year has seen a focus on progressing the review of governance and waste management arrangements for waste management services within the region.

After a slow start, this project has moved forward with the new governance structure which is intended to be in place in the first half of the coming financial year. Once the new governance model has proven successful, Councils will then consider the next stage, which includes the regional delivery of waste management services.

This year has also seen a focus on the funding from the \$5 tonne levy being attributed back to the Council's to help implement some of the projects that are in our Strategic Plan. Projects this year included illegal dumping funding, transfer station improvements and public place bin subsidies. The Group also have oversight of three regional contracts which include the regional co-mingled recycling, mulching of green waste and regional cardboard recycling. All contracts have provided competitive prices for the Council's that have participated due to a rigorous tendering process and economies of scale.

While COVID-19 has impacted on many services, you cannot stop dealing with Waste during these times. I would like to thank Dulverton and the Councils who worked together and continued delivering these important services on behalf of their communities.

Council's are eager to see the completion of the Waste Action Plan for the State, which will determine the direction that the State is taking towards elimination of waste. We are keen to watch with interest the State's direction to a Container Deposit Scheme and the implementation of a State-wide Waste Levy.

The Cradle Coast Waste Management Group is a Local Government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

I would like to sincerely thank them for the time and focus that they put into the Group for the benefit of the region. This is on top of their own work at their Councils. I would also like to thank Dulverton Waste Management for their expertise and dedication of skills to this Group as well.

I commend this report to you.

**Sandra Ayton, Chair**

## 3 ACTIVITIES UNDERTAKEN FOR YEAR

### 3.1 REGIONAL CONTRACTS

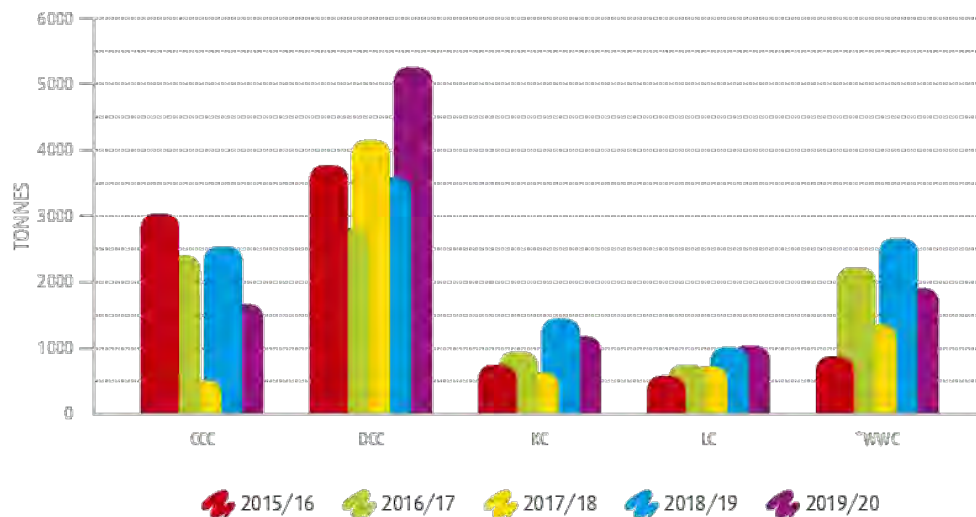
#### a) Mulching of Green Waste Contract

The Mulching of Green Waste Contract was re-tendered in early June 2020, with two competitive submissions received and after a comprehensive assessment process Fieldwick's Crushing and Screening (FC&S) was awarded the contract for another two years. The current green waste mulching contract with FC&S is now in place until 30th June 2022, and participating councils include CCC, CHC, DCC, LC, KC and WWC.

Councils participating in this contract have the collected green waste mulched and unless there is a specific use for it, the green waste is transported to the DWM Organics Recycling Facility (DORF) for composting. Green waste is a critical ingredient in the composting process and the high quality green waste received at the DORF is testament to Council's efforts to keep contamination to a minimum.

Figure 4 displays the total tonnages of green-waste mulched through the Mulching of Green Waste contract from 2015/16 to 2019/20. The timing of when green waste is mulched can affect the quantities recorded in any given year, for example a Council might have their green waste mulched in July 2019 and June 2020 resulting in a larger quantity recorded in 19/20 compared to the year prior.

**Figure 4 – Tonnes of Green Waste Mulched Under Contract**



\*Waratah Wynyard Council commenced utilising the service in 2015/16.

NOTE: Burnie City & Circular Head Council are not included in Figure 4 as they have not yet utilised the mulching service through the regional contract

## b) Regional Recycling Contract

In 2009 a regional kerbside recycling contract, which currently services approximately 43,609 tenements across the region, was implemented between Veolia Environmental Services and the CCWMG Councils.

Table 1 compares the average number of tenements eligible for a kerbside recycling service with the average number of bin collections per month during 2019/20.

**Table 1 – 19/20 Kerbside Recycling Collection, Average Tenement and Bin Collection Breakdown by Council**

Council	*Average Number of Tenements Eligible for Collection	Average Bin Pickups per Collection	Bin Presentation Rate
Burnie City Council	8,320	5,192	62%
Central Coast Council	8,850	6,651	75%
Circular Head Council	2,143	1,131	53%
Devonport City Council	11,931	7,798	65%
Kentish Council	1,757	1,145	65%
Latrobe Council	5,552	3,818	69%
Waratah Wynyard Council	5,056	3,111	62%

*\*Every month the quantity of tenements within the kerbside recycling collection service zone increases as new properties are built and subdivisions are developed. The average number of tenements is therefore calculated taking an average of the monthly recorded tenements for each Council in 2019/20, using information provided by Veolia*

A bin presentation rate was determined for each Council by comparing the average bin collections per month with the total number of tenements eligible for collection.

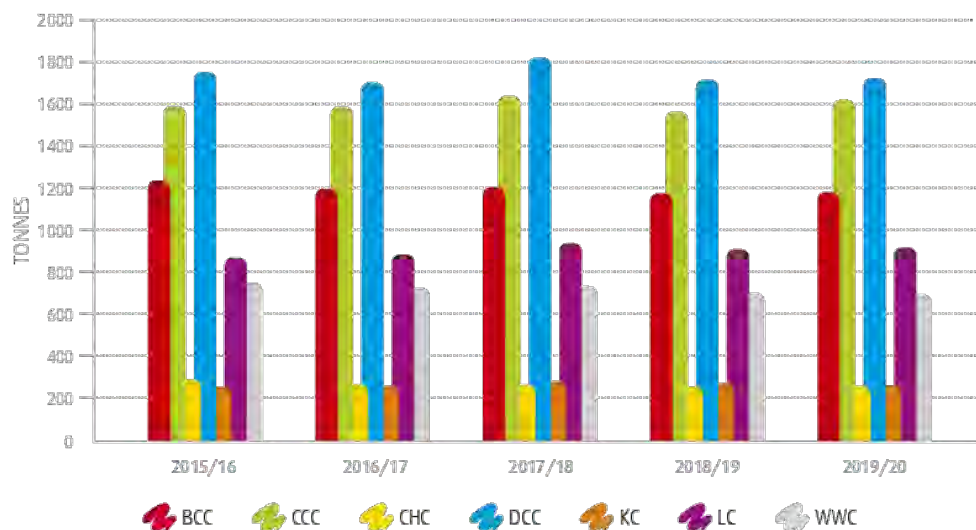
From a regional perspective, the average presentation rate for 2019/20 was 64%. Similar to last year, this presentation rate is again lower than the rate recorded in the kerbside recycling assessments of 87%. The difference may be due to the kerbside assessments only capturing approximately 12 weeks of residential activity in select Council areas, avoiding known holiday areas (shacks) and locations under development.

An annual breakdown of the tonnes of kerbside recycling received by Veolia from each Council is detailed in Figure 5.

**In the past 5 years the region has recycled 33,480 tonnes of household recyclables - which is a lot of glass, cardboard, paper, hard plastic containers and aluminium, steel and tin-plated cans.**



**Figure 5 – Tonnes of Kerbside Recycling by Council**



The tonnes of kerbside recycling collected across the region saw a slight 1.3% increase with 6,671 tonnes collected in 2019/20 compared to 6,585 in 2018/19.

The total tonnes of kerbside recycling collected since 2012 is detailed in Table 2.

**Table 2 – Annual Regional Kerbside Recycling Collection Tonnages**

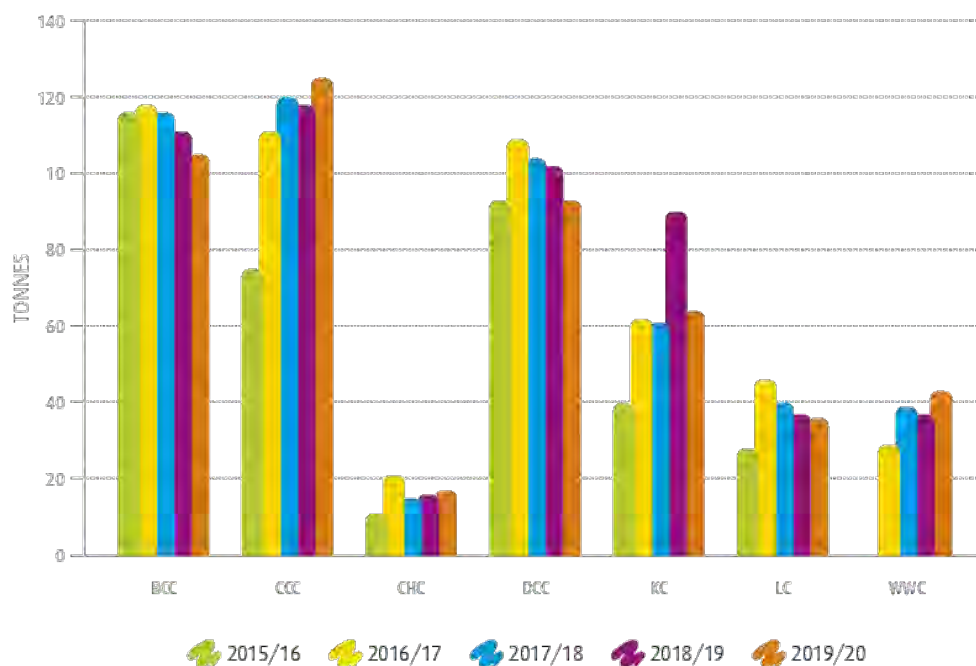
Year	Tonnes
2012/13	6,974
2013/14	6,807
2014/15	6,631
2015/16	6,737
2016/17	6,613
2017/18	6,874
2018/19	6,585
2019/20	6,671

### c) Regional Cardboard Recycling Contract

In 2015 a regional cardboard recycling contract was established with Veolia, providing a cardboard collection bin at all Council WTS (except the small rural sites). This service was discounted by Veolia due to the participation of all CCWMG Councils. This contract is due to expire in October 2020 and as a consequence tenders were called in June 2020. After a comprehensive tender assessment process, Veolia were awarded the contract for another 4 years.

In 2019/20 483 tonnes of cardboard was collected, a 6% decrease when compared to 2018/19 (512 tonnes). Cardboard collection data for each Council is displayed in Figure 6.

**Figure 6 –  
Tonnes of Cardboard Recycled by Council  
(Under the Regional Recycling Contract)**



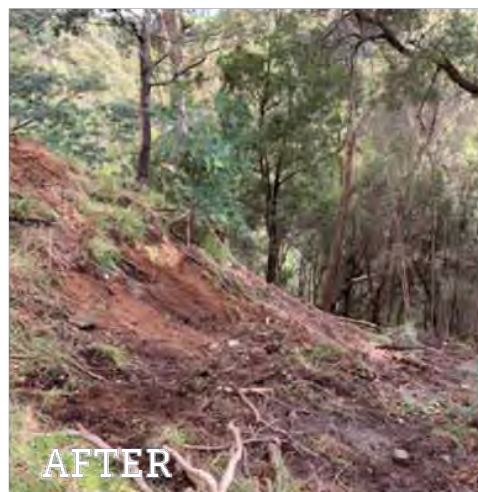
### 3.2 KEY PROJECTS

The CCWMG successfully completed a significant number of projects in 2019/20, with the complete list detailed under Section 6. Each project can be referenced back to the Annual Plan and Budget 2019/20 using the project number detailed within each heading.

#### a) Illegal Dumping Funding (2.2)

Illegal dumping funding valued at \$30,000 was available for Councils to apply for to assist with implementing illegal dumping reduction initiatives. Applications were received from the BCC, CCC, DCC and KC, all of which were approved either in part or in full. A total of \$30,057 worth of signage, surveillance cameras, WTS vouchers and funding assistance for clean ups were awarded.

Illegal dumping is a challenge faced by the region and the state and this funding has assisted Councils to make visible impacts.



**Figure 7 –  
Clean-up in the Burnie City  
Council Municipality.**



### b) Recycling Bin Assessments (2.3)

The seventh program of residential recycling bin assessments and contamination education was completed across the region in September to November 2019 and again in March 2020. A total of 11,642 properties were visited and 10,172 bins were assessed and results show that the region has experienced a plateau in progress since 2017/18, with pass rates remaining at approximately 85%.

Whilst this steady pass rate is very impressive, the assessments did highlight areas for improvement and focus for future education programs. Of the bins assessed approximately 1 in 5 contained some form of contamination, with soft plastic again being highlighted as the most common waste item incorrectly placed into the kerbside recycling bin. With opportunities available to recycle various types of soft plastic at Coles and Woolworth stores, this will be a focus for education in future years.

Based on assessor feedback the community passion for placing correct items into their recycling bins is growing and often the contaminants found highlight a misunderstanding of what can and cannot be recycled. We are hopeful that with the right education the strategic target of a 90% pass rate can be achieved.



**Figure 9 –**  
**Example of the Facebook**  
**education campaign.**



**Figure 8 – Example of newspaper education campaign**  
**conducted to notify the residents of the assessments.**

### c) Education & Promotion (2.11)

State-wide waste education continued this year with the implementation of Year 3 of the *Tasmanian Waste Management Communications Plan 2017/22*.

The three regional waste groups were busy publishing helpful tips and education on various media platforms including radio, newspaper, the Rethink Waste Facebook page and Website. There was a heavy focus on explaining what happens to recycled items collected in Tasmania, the circular economy, the waste hierarchy and the development of educational YouTube videos.

A partnership with the Master Builders Association was also established, with a goal to provide members with the tools to assist them in making better waste disposal decisions on their building projects.

The CCWMG also donated a copy of the Garbage Guts book to primary schools across North West Tasmania, to compliment the regional education program.



**Figure 11 –**  
**Garbage Guts book donated**  
**to Primary Schools in**  
**North West Tasmania.**



**Figure 10 –**  
**Examples of some Rethink**  
**Waste Facebook Posts.**



**Figure 12 –  
Students participating  
in the free Rethink  
Waste Schools Program.**

**The diversion of these  
items from landfill  
result in the retrieval of  
valuable by-products  
such as aluminium,  
mercury, copper,  
gold and nickel.**



#### **d) Schools Program (2.6)**

Our waste educators were hard at work this year, providing free recycling education workshops to 32 classes, from 5 schools across the region.

These engaging workshops provide students with a hands on learning experience about what can and cannot be placed into kerbside recycling bins.

Now that our schools program is really ramping up we encourage schools to fill out an Expression of Interest (EOI) form to secure a workshop before we reach capacity in 20/21.

#### **e) Free Residential Battery, Fluorescent Tube, Light Globe, E-waste & Paint Recycling (2.8, 2.9, 2.10, 2.11)**

CCWMG's dedication to diverting problem wastes from landfill has resulted in over 45 tonnes of batteries, fluorescent tubes, light globes, e-waste and paint collected for recycling with reputable service providers. This ongoing service is free to residents and is available at transfer stations across the region.



#### f) WTS Best Practice Improvements (2.3)

Over \$109,000 of grant money was awarded to CCWMG Councils over the past 12 months to improve transfer station and resource recovery centres across the region. Improvements target environmental aspects, usability and work health and safety at the sites, which provides a direct benefit to the community.

Improvements included:

- > Concrete pads for e-waste, battery and paint collection bays in Burnie.
- > Toilet and washing facilities at Preston.
- > Boundary fence installation in Circular Head.
- > Shelter construction for the e-waste collection bay in Devonport.
- > Safety barrier installation at waste drop-off areas, new signage and upgrading damaged bin waste flaps at Sheffield.
- > Safety barrier installation at waste drop-off areas and new signage at Wilmot.
- > Safety barrier installation at waste drop-off areas, new signage and upgrading damaged bin waste flaps in Latrobe; and
- > Constructing a concrete hardstand for tyre storage in Waratah-Wynyard.

**Figure 13 – Before and after of the new tyre storage area at the Wynyard Waste Transfer Station**



#### g) Public Place Bin Subsidy

A need for public place recycling across the region was identified by the CCWMG and to assist Councils in providing this service, one round of funding was held for Councils to apply for developing a public place recycling bin strategy and/or a roll out of bins. Applications closed in July 2020 and funding will be distributed following a comprehensive assessment process.











#### h) Tyre Recycling Subsidy













The \$2/tyre rebate was continued in 2019/20, offered to Councils who choose to responsibly recycle their tyres through Tyre Cycle. A total of 2,893 tyres were shredded into granulation feedstock re-used in products such as athletic tracks, new tyre manufacturing, matting surfaces, road surfaces and tile adhesives to name a few.

## 4 ACHIEVEMENTS AGAINST THE 5 YEAR STRATEGY












 Action Not Started
  Action on Hold
  Action in Progress
  Action Completed/Ongoing

NO.	ACTIONS	COMMENTS
<b>FOOD AND GARDEN ORGANICS</b>		
1	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	<p>17/18: Implementation of a kerbside FOGO collection was considered by each Council who determined not to proceed at this stage.</p> <p>18/19: Revised FOGO pricing was provided to Councils, based on funding assistance received from the State Government, no further action was taken.</p> <p>19/20: A number of Councils continue to explore FOGO in detail, with no immediate action taken by the Councils excepting CCC who implemented a FOGO collection in October 2019.</p>
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.	<p>18/19: In June 2019 the Department of Primary Industries, Parks, Water and Environment released the Tasmanian Draft Waste Action Plan. This plan included actions associated with improving organic waste recovery and the CCWMG will respond to the Action Plan by the deadline.</p> <p>19/20: No further action was taken at a State level this year.</p>
<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.	<p>18/19: The Tasmanian Draft Waste Action Plan does not appear to address whether there will be state-wide approach to the management of illegal dumping, the CCWMG queried this as part of their feedback submission.</p> <p>19/20: The EPA released the 'Report Rubbish' illegal dumping and litter reporting database and it's too early to determine whether this will improve management of illegal dumping across the region and result in a working group.</p>
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.	A report on the regional illegal dumping database is provided to the CCWMG annually. In 2019/20 the EPA introduced the 'Report Rubbish' database and once the CCWMG are satisfied it collects adequate data to understand regional hot-spots it will replace the existing CCWMG developed illegal dumping database.
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	This project will be ongoing until year 2023/24.
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.	












NO. ACTIONS	COMMENTS	
<b>9</b> Provide evidence-based input to any further discussions regarding the introduction of container deposit scheme (CDS) legislation in Tasmania.	<p>17/18: The EPA engaged consulting firm Marsden Jacob to generate a report on the framework for a CDS in Tasmania. DWM provided input on behalf of the CCWMG and Marsden Jacob were invited to attend a CCWMG meeting, however this did not eventuate. The EPA have released the report and there has been no further action at this stage.</p> <p>18/19: The Tasmanian Draft Waste Action Plan addresses a CDS and the CCWMG responded to the Action Plan by the deadline.</p> <p>19/20: No further action was taken at a State level this year.</p>	
<b>INFRASTRUCTURE</b>		
<b>10</b> 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.	<p>The regional data collection portal was implemented in 2017/18 and quarterly reporting to the CCWMG is ongoing.</p>	
<b>11</b> Conduct a recycling activity survey in order to: <ul style="list-style-type: none"> <li>a) establish the size of the recycling and reprocessor network</li> <li>b) measure the quantity of materials managed throughout the network</li> <li>c) establish the flow of materials between member councils and other regions</li> <li>d) 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>	<p>17/18: The Recycling Activity Survey was complete and a master spreadsheet developed housing the collected information.</p>	
<b>12</b> 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.		
<b>13</b> Internally review progress of actions recommended by the Cradle Coast Transfer Station Audits 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.	<p>This project is ongoing until 2022/23.</p>	
<b>14</b> 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.	<p>The CCWMG implemented free e-waste, paint, fluorescent tube, light globe and battery collection services at WTS across the region in 18/19. These services are ongoing.</p>	
<b>15</b> 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).	<p>18/19: Community groups were given the opportunity to apply for funding to implement waste collection and diversion initiatives. Funding was awarded to 4 community groups across the region.</p>	
<b>SERVICES</b>		
<b>16</b> Continue to undertake annual residential recycling bin assessments and contamination education across the region.	<p>19/20: A round of assessments were undertaken, resulting in a pass result of 85%. This project will be conducted biannually from 2020/21.</p>	
<b>17</b> In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.	<p>17/18: Consulting firm Anne Prince Consulting (APC) conducted landfill audits at DWM, Ulverstone and Port Latta landfills.</p>	
<b>HAZARDOUS WASTE</b>		
<b>18</b> 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.	<p>This project is ongoing.</p>	

NO.	ACTIONS	COMMENTS	
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.	In 2018/19 e-waste recycling was rolled out at one WTS in each municipality. This project is ongoing.	
21	Work with EPA Tasmania as required to implement the hazardous waste tracking system.	It is anticipated that this will be addressed as part of the Tasmanian Waste Action Plan roll-out.	
22	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.	It is anticipated that this will be addressed as part of the Tasmanian Waste Action Plan roll-out.	
<b>TYRES</b>			
23	Support the development of a tyre recycling site at Longford.	In 2018/19 the tyre recycling service at Longford closed down stalled and as a consequence the CCWMG commenced providing Councils with a \$2/tyre subsidy, to recycle tyres at Tyrecycle in Hobart. This subsidy will be available until the commencement of 2022/23.	
24	Work with EPA and other regional groups to investigate end users for end-of-life tyres.	Tyrecycle currently provide a service that recycles tyres that can be reused in many different products, including but not limited to athletic tracks, break pads, new tyres and matting surfaces.	
25	Disseminate and support the statewide waste tyre recycling guidelines/ management strategy when released by EPA.	Nothing release by the EPA to date.	
<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.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG responded to the Action Plan by the deadline. 19/20: No further action was taken at a State level this year.	
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.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG responded to the Action Plan by the deadline. 19/20: No further action was taken at a State level this year.	
28	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG responded to the Action Plan by the deadline. 19/20: No further action was taken at a State level this year.	
<b>REGIONAL GOVERNANCE ARRANGEMENTS</b>			
29	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	17/18: A CCWMG Terms of Reference document was developed and implemented. 19/20: A MOU was signed between the CCWMG Councils & DWM to transfer the waste levy funds management from the Cradle Coast Authority to DWM.	
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.	17/18: Greg Preece was appointed as the Waste Governance Project Coordinator to work with the CCWMG and member Councils to determine the most appropriate governance model and assist with the implementation. 18/19: Stage 1 of the proposed model was agreed to by the CCWMG, which involved transitioning the management of the regional waste management services, administration and financial services to DWM. 19/20: A MOU was signed between the CCWMG Councils & DWM to transfer the waste levy funds management from the Cradle Coast Authority to DWM. The TOR were also reviewed and it was agreed that to further enhance the delivery of waste levy initiatives the CCWMG would transition into being managed by Council General Managers.	



NO.	ACTIONS	COMMENTS	
<b>COLLABORATIVE ARRANGEMENTS BETWEEN COUNCILS</b>			
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).	Councils have an opportunity to raise projects and outcomes at the CCWMG meetings.	
<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.		
<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>a) influence policy and strategy documents</li> <li>b) highlight current issues impacting on waste management in the region</li> <li>c) contribute to and support government policy on emerging waste issues.</li> </ul>	<p>18/19: The Tasmanian Draft Waste Action Plan addresses governance and waste management issues, the CCWMG responded to the Action Plan by the deadline.</p> <p>19/20: No further action was taken at a State level this year.</p>	
36	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWMG meetings.	<p>17/18: Dialogue has been undertaken with LGAT representative regarding the status of kerbside recycling in Tasmania. Dialogue with the EPA is ongoing as required, EPA representative attended a CCWMG meeting to discuss illegal dumping. Will invite other representatives to attend CCWMG meetings as appropriate.</p> <p>18/19: DWM and the CCWMG provided feedback to the EPA regarding the Tasmanian Draft Waste Action Plan.</p> <p>19/20: No further action was taken at a State level this year.</p>	
37	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	<p>17/18: This is ongoing, consultation carried out with state government as the need arises.</p> <p>18/19: Regional waste issues were communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan.</p>	
38	Provide assistance and advice to state government on emerging waste issues.	<p>17/18: Ongoing, will provide appropriate assistance as requested.</p> <p>18/19: Waste issues were communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan.</p>	
39	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	<p>17/18: Currently monitoring opportunities for funding and approaching local members for opportunities to receive funding assistance for implementation of a FOGO collection.</p> <p>This is ongoing, funding will be sought as opportunities arise.</p>	
<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.	<p>18/19: The Tasmanian Draft Waste Action Plan has actions to address C&amp;I and C&amp;D waste management and resource recovery.</p> <p>19/20: No further action was taken at a State level this year.</p>	
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.	17/18: Conducted an industry workshop in Burnie, there were 43 attendees and a number of discussions around better use of by-products.	

2019-20 > CRADLE COAST WASTE MANAGEMENT GROUP ANNUAL REPORT

NO.	ACTIONS	COMMENTS	
42	Maintain key dialogue and build contacts with industry sectors.	17/18: Commenced building industry contacts through the recycling activity survey and the industry workshop.  In 2018/19 the state-wide waste communications team obtained Master Builders Association Membership. It is envisioned that where appropriate communications will target members of this association in future years.	
43	Support the development of a Tasmanian recycling market development strategy.	18/19: Likely to be addressed by the Tasmanian Draft Waste Action Plan.	
<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.	Key Project Officers from each of the waste groups regularly meet to discuss waste communications and other upcoming projects as necessary.	
45	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.		
<b>COMMUNITY EDUCATION</b>			
46	Develop a regional or cross regional communications and education plan with input from member councils, including for: a) FOGO service b) other kerbside services c) illegal dumping d) e-waste recycling e) other waste initiatives as appropriate.	19/20: Year 3 of the Tasmanian Waste Communications Plan was successfully completed by the three waste groups.	
47	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using: a) media releases b) TV, radio and newspaper advertising c) promotional materials (e.g. bags, pens, caps) d) fact sheets e) social media (e.g. YouTube, Facebook, Twitter) Where possible, activities to be jointly undertaken with the NTWMG.	19/20: Year 3 of the Tasmanian Waste Communications Plan (which covers these activities) was successfully completed by the three waste groups.	
48	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	19/20: School visits commenced and were very well received. This project will be ongoing.	
49	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	Councils are required to review and provide updates to their page annually. Other updates undertaken as required.	
<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.	CCWMG receive a copy of the meeting minutes and also a monthly waste communications report.	
<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.	This project is ongoing however COVID-19 restrictions prevented planned events from proceeding in 2019/20.	
52	Conduct community consultation forums when introducing new programs or services (as appropriate).		



## 5 FINANCIAL

**Table 3 – Cash Flow Summary**

Table 3 details the CCWMG Waste Levy Account opening and closing balance as at 30/06/2020.

<b>2019/20 Cash Flow Summary Regional Waste Management Levy</b>	
Opening Balance 30/06/2019	406,193
Levy funds received 01/07/2019 to 30/06/2020	335,790
Expense Recovery Income	68,841
Interest	939
<b>Total Cash Inflow During 2019/20</b>	<b>811,763</b>
2019/20 Annual Plan & Budget Project Expenditure	(372,011)
<b>Total Cash Outflow During 2019/20</b>	<b>372,011</b>
<b>Closing CCWMG Waste Levy Account balance 30/06/2020</b>	<b>439,752</b>

**Table 4 – 2019/20 Profit and Loss**

Table 4 details the CCWMG profit and loss for 2019/20.

<b>2019/20 Profit and Loss Regional Waste Management Levy</b>	
Waste Levy Income for period 01/07/2019 to 30/06/2020	368,254
Expense Recovery Income	68,841
Interest	939
<b>Total Income for 2019/20</b>	<b>438,034</b>
2019/20 Annual Plan & Budget Project Expenditure	(422,843)
<b>Total Expenditure for 2019/20</b>	<b>(422,843)</b>
<b>Net Profit (Loss) as at 30/06/2020</b>	<b>15,191</b>

## 6 SUMMARY

With over 19 discreet projects for the CCWMG to undertake, the 2019/20 financial year was completed in a successful manner with a high project completion rate.

Many of the projects implemented provided immediate outcomes consistent with the goals of the CCWMG Strategic Plan. The balance of the projects form the foundation for implementation of actions in coming years. Table 5 displays a summary of the 2019/20 actions and their status at 30 June 2020. For more information please refer to the CCWMG Annual Plan & Budget 2019/20.

**Table 5 – 2019/20 Action Summary as at 30 June 2020**

**KEY:** CF = Carried Forward IP = In Progress NP = CCWMG Resolved Not to Proceed TC = Task Complete

REF#	PROJECT NAME	ACTION SUMMARY	STATUS
<b>ONGOING PROJECTS</b>			
2.1	Illegal Dumping Database	Manage and annually report on the regional illegal dumping database.	TC
2.2	Illegal Dumping Funding	Conduct one round of illegal dumping funding.	TC/CF
2.3	Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education across the region.	TC
2.4	Education & Promotion Year 3	Implement year 3 of the Tasmanian Waste Management Communications Plan.	TC
2.5	Schools Program	Visit schools to provide waste education / presentations.	TC
2.6	Rethink Waste Website	Maintain and improve the Rethink Waste Website.	TC
2.7	Public Events	Host an education stall at 2 public events.	TC
2.8	Household Battery Recycling	Fund a free household battery recycling program.	TC
2.9	Fluoro Tube & Globe Recycling	Fund a free fluoro tube and globe recycling program.	TC
2.10	E waste Recycling	Fund a free e waste recycling program.	TC
2.11	Paint Recycling	Participate in the Paintback funded paint recycling program.	TC
2.12	FOGO Collection	Continue to focus on implementing a FOGO Collection across the region.	TC
2.13	Allocation for Unknown	Funding allocation for resource recovery opportunities that arise during the year.	TC

REF#	PROJECT NAME	ACTION SUMMARY	STATUS
<b>ONE-OFF PROJECTS</b>			
3.1	Hazardous Waste Collection	Conduct a brief review to understand the need for a hazardous waste collection event in the region.	TC
3.2	Cardboard Recycling Contract	Revise contract specifications, tender advertising, management of tender process & contract.	CF
3.3	Green Waste Mulching Contract	Revise contract specifications, tender advertising, management of tender process & contract.	CF
3.4	WTS Best Practice Improvements	Assist in bringing WTS facilities up to best practice standards.	TC/CF
3.5	Public Place Bin Subsidy	Provide a subsidy to CCWMG Councils to install public place waste and recycling bins.	TC/CF
3.6	Tyre Recycling Subsidy	Provide a subsidy to CCWMG Councils to assist with the cost of recycling of tyres.	TC
<b>GOVERNANCE</b>			
4.1	Regional Waste Data Quarterly Reporting	Provide the CCWMG with a quarterly regional waste data report.	TC
4.2	2020/21 Annual Plan & Budget	Develop the CCWMG Annual Plan and Budget for 2020/21.	TC
4.3	2018/19 Annual Report	Develop the CCWMG Annual Report for 2018/19.	TC
4.4	Financial Reporting	Manage the CCWMG financials and generate reporting monthly.	TC
4.5	Waste Governance	Transition into the new Waste Governance Model.	TC
4.6	DWM Project Management	Project manage the actions detailed in Table 1, 2 and 3.	TC



Level 1/17 Fenton Way  
Devonport TAS 7310

[admin@dulverton.com.au](mailto:admin@dulverton.com.au)

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

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	<b>WARATAH-WYNYARD COUNCIL</b>  <b>PROCUREMENT POLICY</b>
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## 1. SCOPE

- 1.1 This policy applies to the acquisition of all goods and services from suppliers external to Council. The policy excludes services provided by staff employed via payroll and investments.

## 2. PURPOSE

- 2.1 To provide an overarching framework and control for the purchase of goods and services to Council.

## 3. POLICY STATEMENT

### 3.1 Purchasing Principles

The following principles will guide Council decision-making when making procurement decision.

Principle	Definition	What We Will Do
<b>Value for Money</b>	The Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.	<ul style="list-style-type: none"> <li>• The contribution the good or service makes to achieving Council's strategic plans or policies;</li> <li>• the value of the acquisition and potential benefits against the costs of that purchase;</li> <li>• an assessment of risks associated with the purchase including the preferred procurement method;</li> <li>• how well goods or services meet needs;</li> <li>• maintenance and running costs over the lifetime of a product;</li> <li>• disposal value;</li> <li>• time constraints;</li> <li>• the impact of the procurement decision on the local economy, such as through industry development and employment creation;</li> <li>• the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel); and</li> <li>• the impact of the procurement decision on the society (social value generated), such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.</li> </ul>

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	<b>WARATAH-WYNYARD COUNCIL</b>
<b>PROCUREMENT POLICY</b>	

Principle	Definition	What We Will Do
<b>Enhancement of the capabilities of the local business industry</b>	<p>The Council will ensure that where local capacity exists it will seek to engage the local market and encourage participation in tender and quotation processes.</p>	<p>In practice this means that Council will:</p> <ul style="list-style-type: none"> <li>• actively seek quotes from local businesses that can provide quality goods and or services;</li> <li>• where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing; and</li> <li>• not give preferential treatment to local service providers where it cannot be reasonably justified.</li> </ul>
<b>Open and Effective Communication</b>	<p>The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.</p>	<p>In practice this means that Council will:</p> <ul style="list-style-type: none"> <li>• use transparent and open purchasing processes so that service providers and the public are able to have confidence in the outcomes;</li> <li>• adequately test the market through seeking quotations or via tender as appropriate;</li> <li>• avoid biased specifications;</li> <li>• treat all service providers consistently and equitably; and</li> <li>• ensure a prompt and courteous response to all reasonable requests for advice and information from service providers.</li> </ul>
<b>Ethical Behaviour &amp; Fair Dealing</b>	<p>The Council will promote procurement practice that is legal, ethical, fair and unbiased.</p>	<ul style="list-style-type: none"> <li>• Comply with legal requirements;</li> <li>• conduct all business in the best interests of the Council;</li> <li>• be as effective and efficient as possible when sourcing, ordering and paying for goods and services;</li> <li>• expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;</li> <li>• ensure that specifications are clear;</li> <li>• ensure that any Service Provider is not provided with information or clarification that is not provided equally to all service providers;</li> <li>• maintain confidentiality at all times in dealing with service providers;</li> <li>• ensure that conditions of contract are not excessively onerous; and</li> <li>• decline gifts or benefits offered by those involved in the procurement process, particularly from service providers.</li> </ul>

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Principle	Definition	What We Will Do
<b>Environmental and Sustainability Considerations</b>	<p>This principle means that Council when making a purchase will consider the potential environmental impact of the product or services to be purchased and take into consideration the longer-term sustainability impacts of the purchase.</p>	<ul style="list-style-type: none"> <li>• Undertake an assessment of the life cycle costs of the purchase with a view to minimising the use of energy, fuel and like inputs;</li> <li>• Consider the source of the materials incorporated in the purchase and favour products that are produced using sustainable resources;</li> <li>• Contract documentation requires that contractors prepare an environmental management plan to mitigate environmental impacts of construction work; and</li> <li>• Council will comply with relevant environmental legislation in tenders and contracts.</li> <li>• Council will consider the use of recyclable materials in its decision making.</li> </ul>

### 3.2 Delegated Purchasing Officers

Under Section 74 of the *Local Government Act 1993*, Council delegates to the General Manager the responsibility for expending funds within the Council estimates (budget).

The General Manager maintains a Financial Delegation Schedule of officers to whom he has delegated the authority to approve purchases within their relevant areas. 'Delegated officers' are each issued with an Instrument of Delegation which specifies the accounts and dollar limits for which they have delegated authority.

Only delegated officers with the written authority to approve the acquisition of goods and/or services may commit Council to the purchase of goods or services.

It is the responsibility of the delegated officers to ensure:

- The approval to purchase goods and services complies with this policy.
- There is sufficient budget availability for the purchase of goods and services.
- Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.

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### 3.3 Quotation and Tender Requirements

The following quotation and tender requirements will be utilised based on the total dollar value of the purchase:

Purchase Value (exc. GST)	Quotation & Tender Requirements	Allowable Purchase Method/s
Below \$1,500	No formal quotation requirements.	Petty Cash (purchases below \$75) Credit Card Invoice Purchase Order
\$1,500 - \$15,000	At least 2 quotations must be obtained.  An approved purchasing arrangement may be used (LG Vendor Panel or Multi-use Register which includes suppliers that have already been subject to a previous a competitive assessment process).	Credit Card Invoice Purchase Order
\$15,000 - \$100,000	At least 3 quotations must be obtained.  An approved purchasing arrangement may be used (LG Vendor Panel or Multi-use Register which includes suppliers that have already been subject to a previous a competitive assessment process).	Invoice Purchase Contract Purchase Order
\$100,000 - \$250,000	Formal public tender; or an approved purchasing arrangement may be used (based on previous a competitive assessment process).  The General Manager will decide on behalf of Council if tenders will be invited.  Purchases of this value must be approved by the General Manager.	Purchase Contract
Exceeds \$250,000	Formal Public Tender (unless exempt under the legislation)  To be approved by Council.	Purchase Contract

Council will not split a purchase into two or more transactions or contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

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### 3.4 Reporting

The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted.

In accordance with Section 72 (1)(e) of the *Local Government Act 1993* contracts over \$100,000 will be included in the Annual Report.

### 3.5 Making a Purchase Procedure

The following procurement overview is provided to give a brief outline on the process way in which Council procures routine goods and services:

- 1) plan the purchase (which includes the selection of the most appropriate purchasing method);
- 2) prepare the relevant documents (e.g. quotation, tender or expression of interest);
- 3) invite and receive offers;
- 4) evaluate those offers; and
- 5) advise the successful bidder and offer to debrief any unsuccessful bidders.

Requirements for each step in the procurement process is included in the attached appendices.

### 3.6 Disposals

Disposals are to be conducted so that the best return to Council is achieved.

#### 3.5.1 Disposals less than \$5,000

Council will dispose of items with a disposal value of less than \$5,000 at the discretion of the General Manager.

Council will only dispose of items that cannot be reused or recycled and with no commercial use, community use or appreciable market value by dumping them at approved refuse sites or by destruction.

#### 3.5.2 Disposals greater than \$5,000

Council shall dispose of items with an estimated disposal value in excess of \$5,000 by way of tender, public auction, or trade-in.

When disposing items by tender Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper (e.g. boats and marine if disposing of a boat), if these are more likely to attract appropriate interest.

### LEGISLATIVE REQUIREMENTS

*Local Government Act 1993 – section 74, and Division 2A*

*Local Government (General) Regulations 2015 – Part 3 – Tendering and Contracting*

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**RELATED PROCEDURES/GUIDELINES**

Council Documents:

Policy Appendix A – Procedure for Making a Purchase Valued of \$100,000 or More

Policy Appendix B – Procedure for Making a Purchase up to \$100,000

Code for Tenders and Contracts

Petty Cash Policy

Credit Card Policy

Customer Service Charter

External Documents:

Electronic Transactions Act 2000

Australian Standards – AS 2124 and AS 4000

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	<b>WARATAH-WYNYARD COUNCIL</b>  <b>CODE FOR TENDERS AND CONTRACTS</b>
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## **1. PURPOSE**

This Code for Tenders and Contracts (Code) provides a policy framework on best practice tendering in line with legislative requirements.

## **2. OBJECTIVE**

The Code aims to:

- ensure compliance with relevant legislation;
- enhance value for money through fair, competitive, non-discriminatory procurement;
- promote the use of resources in an efficient, effective and ethical manner;
- encourage probity, accountability and transparency in decision-making;
- provide reasonable opportunity for competitive local businesses to supply to Council;
- minimise the cost to suppliers of participating in the tendering process;
- allow Council to appropriately manage risk; and
- promote Council's economic, social and environmental plans and policies.

## **3. SCOPE**

This Policy applies to all Waratah Wynyard Council activities involved with tendering and procurement.

## **4. POLICY**

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST).

Council may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount.

The General Manager will make a determination on behalf of Council if tenders will be invited for any contracts valued at between \$100,000 and \$250,000 (excluding GST).

For purchases under the \$250,000 threshold, the Council, in accordance with the Regulations, has decided that a quotation process must be undertaken.

There are circumstances in which Council is exempt from undertaking the above processes. These circumstances are described in Section 10.

Council may choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 10.

Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

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### **Invitation of Tenders**

In accordance with the Regulations, Council will invite tenders by one of the following means:

- (a) An open tender process;
- (b) A multiple use register; or
- (c) A multiple stage tender.

### **Common Use Contracts**

Council encourages the use strategic alliances to purchase goods and/or services through contract arrangements already established and administered by other organisations including:

- LGAT Vendor Panel;
- Resource sharing arrangements with other Councils; and
- Regional contracts.

Department of Treasury and Finance has established whole-of-Government contracts.

## **5. DELEGATION FOR APPROVAL OF TENDERS AND CONTRACTS**

Under Section 74 of the *Local Government Act 1993*, Council delegates to the General Manager the responsibility for expending funds within the Council estimates (budget).

Council approval must be provided for contracts awarded that are expected to exceed the budget allocation.

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## 6. PROCUREMENT PRINCIPLES

Council will have regard to the following principles when acquiring goods and services:

Principle	Definition	What We Will Do
<b>Value for Money</b>	The Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.	<ul style="list-style-type: none"> <li>• The contribution the good or service makes to achieving Council's strategic plans or policies;</li> <li>• the value of the acquisition and potential benefits against the costs of that purchase;</li> <li>• an assessment of risks associated with the purchase including the preferred procurement method;</li> <li>• how well goods or services meet needs;</li> <li>• maintenance and running costs over the lifetime of a product;</li> <li>• disposal value;</li> <li>• time constraints;</li> <li>• the impact of the procurement decision on the local economy, such as through industry development and employment creation;</li> <li>• the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel); and</li> <li>• the impact of the procurement decision on the society (social value generated), such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.</li> </ul>
<b>Enhancement of the capabilities of the local business industry</b>	The Council will ensure that where local capacity exists it will seek to engage the local market and encourage participation in tender and quotation processes.	<p>In practice this means that Council will:</p> <ul style="list-style-type: none"> <li>• actively seek quotes from local businesses that can provide quality goods and or services;</li> <li>• where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing; and</li> <li>• not give preferential treatment to local service providers where it cannot be reasonably justified.</li> </ul>
<b>Open and Effective Communication</b>	The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.	<p>In practice this means that Council will:</p> <ul style="list-style-type: none"> <li>• use transparent and open purchasing processes so that service providers and the public are able to have confidence in the outcomes;</li> <li>• adequately test the market through seeking quotations or via tender as appropriate;</li> <li>• avoid biased specifications;</li> <li>• treat all service providers consistently and equitably; and</li> <li>• ensure a prompt and courteous response to all reasonable requests for advice and information from service providers</li> </ul>

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Principle	Definition	What We Will Do
<b>Ethical Behaviour &amp; Fair Dealing</b>	<p>The Council will promote procurement practice that is legal, ethical, fair and unbiased.</p>	<ul style="list-style-type: none"> <li>• Comply with legal requirements;</li> <li>• conduct all business in the best interests of the Council;</li> <li>• be as effective and efficient as possible when sourcing, ordering and paying for goods and services;</li> <li>• expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;</li> <li>• ensure that specifications are clear;</li> <li>• ensure that any Service Provider is not provided with information or clarification that is not provided equally to all service providers;</li> <li>• maintain confidentiality at all times in dealing with service providers;</li> <li>• ensure that conditions of contract are not excessively onerous; and</li> <li>• decline gifts or benefits offered by those involved in the procurement process, particularly from service providers.</li> </ul>
<b>Environmental and Sustainability Considerations</b>	<p>This principle means that Council when making a purchase will consider the potential environmental impact of the product or services to be purchased and take into consideration the longer-term sustainability impacts of the purchase.</p>	<ul style="list-style-type: none"> <li>• Undertake an assessment of the life cycle costs of the purchase with a view to minimising the use of energy, fuel and like inputs;</li> <li>• consider the source of the materials incorporated in the purchase and favour products that are produced using sustainable resources;</li> <li>• the scoping of potential purchases considers relevant Council policies;</li> <li>• contract documentation requires that contractors prepare an environmental management plan to mitigate environmental impacts of construction work; and</li> <li>• Council will comply with relevant environmental legislation in tenders and contracts.</li> <li>• Council will consider the use of recyclable materials in its decision making.</li> </ul>

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## 7. DEFINITIONS

**Building Construction** – the construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (e.g. architects).

**Code** – refers to this Code for Procurement, Tenders and Contracts which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government Regulations 2015*.

**Consultant** – a person or organisation, external to a council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision-making by council. The consultant will be expected to exercise his or her own skills and judgement independently of the council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

**Contractor** – a person or organisation, external to the council, engaged under a contract for service (other than as an employee) to provide specified services to a council.

**Contract** – a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

**Expression of Interest (EOI)** – an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

**Local Business** – all businesses operating in the State, which have a permanent office or presence in Tasmania and employ Tasmanian workers.

**Multiple-stage purchasing** – a process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

**Procurement** – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

**Probity** – probity is a risk management approach to ensuring procedural integrity.

**Probity Advisor** – a Probity Adviser provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

**Public Tender** – a tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.

**Purchasing** – the acquisition of goods or services.

**Quotation** – the bid submitted in response to a Request for Quotation from the Council.

**Request for Quotation** – either a verbal or written request for offers from businesses capable of providing a specified work, good or service.

**Request for Tender** – a document soliciting offers from businesses capable of providing a specified work, good or service. Requests for Tender are usually advertised.

**Standing Tender** – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

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**Tender** – a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

**Tender Box** – the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Generally, a tender box: is a box or cabinet with an opening which allows large envelopes to be lodged, but which does not permit access to the contents; should be secured in a fixed position; and should be locked with two locks with different keys, maintained by two different officers.

**Tender Review Committee** – a committee established to review the process used for all building and construction and goods and services tenders over \$250,000.

**Verbal Quotation** – a verbal Request for Quotation. A verbal response may be adequate for low value purchases.

**Written Quotation** – a written Request for Quotation to undertake specific works or supply goods and services.

## **8. MAKING A PURCHASE PROCEDURE**

The following procurement overview is provided to give a brief outline on the process way in which Council procures routine goods and services:

- 1) plan the purchase (which includes the selection of the most appropriate purchasing method);
- 2) prepare the relevant documents (e.g. quotation, tender or expression of interest);
- 3) invite and receive offers;
- 4) evaluate those offers; and
- 5) advise the successful bidder and offer to debrief any unsuccessful bidders.

Requirements for each step in the procurement process is included in the attached appendices.

## **9. CONTRACT RENEWAL AND EXTENSION**

### **9.1 Contract Renewal**

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, Council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

### **9.2 Contract Extension**

In some circumstances, it may be desirable for Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- (a) by an absolute majority of Council;
- (b) following a full evaluation of the performance of the current contractor; and
- (c) where the principles of open and effective competition are protected.

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As a general rule, Council will not extend contracts if the original contract does not allow an extension; and/or since the previous tender, the market has changed substantially; or the nature of the goods/services required has substantially changed.

## 10. EXEMPTIONS

The Regulations identify circumstances where Council is not required to issue a public tender process.

The exemption circumstances identified in Regulation 27 – Non-application of the public tender process are:

- (a) an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- (c) a contract for goods or services obtained as a result of a tender process conducted by another council, a single authority, a joint authority, the Local Government Association of Tasmania, or any other local government association in this State or in another State or Territory;
- (d) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- (e) a contract for goods or services that is entered into at a public auction
- (f) a contract for insurance entered into through a broker
- (g) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (h) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of extenuating circumstances; or
  - i. The remoteness of the locality; or
  - ii. The unavailability of competitive or reliable tenderers; or
  - iii. A contract of employment with a person as an employee of the Council.

The General Manager will authorise non-use of the public tender process in accordance with the exemption directions identified above.

## 11. REPORTING

### Annual report

Council will publish in its annual report in relation to all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST and separately note those valued at or above \$250,000 excluding GST, awarded or entered in the financial year, including extensions granted:

- (a) description of the contract;
- (b) the period of the contract;
- (c) the periods of any options for extending the contract;
- (d) the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- (e) the business name of the successful contractor; and
- (f) the business address of the successful contractor.

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Where an exemption has been granted from a tender process (refer section 10), council will report in its annual report the following details:

- (a) a brief description of the reason for not inviting public tenders;
- (b) a description of the goods or services acquired;
- (c) the value of the goods or services acquired; and
- (d) the name of the supplier.

#### **Monthly Reporting to Council**

The General Manager will report at each Council meeting any instance, since the previous meeting, where a purchase of a good or service is made where a public tender or quotation process is not used.

The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted:

- (a) description of the contract;
- (b) the period of the contract;
- (c) the periods of any options for extending the contract;
- (d) the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- (e) the business name of the successful contractor; and
- (f) the business address of the successful contractor.

### **12. WORK HEALTH AND SAFETY**

The Work Health and Safety requirements have been developed in consideration to meeting both Council's and its contractor's responsibilities under the Work Health and Safety Act 2012. Broadly speaking, Council observe the following principles:

- (a) all relevant documentation is submitted pursuant to the Work Health and Safety Act 2012, which may include JSA's, SWMS, Work Health & Safety Plan, certificates of insurance, etc.;
- (b) the contractor is to be covered by a suitable Public Liability Policy of Insurance to a minimum of \$20 million;
- (c) all contractors are to participate in an induction which is provided by Council at no cost; and
- (d) all safety equipment and apparel utilised is to comply with standard safety practices.

Additionally, Council will include the following documentation for submission with tender booklets:

- (a) contractor Health and Safety Risk information and Work Health & Safety Questionnaire;
- (b) insurances and registrations; and
- (c) Quality Management System.

### **13. REVIEW OF THE CODE**

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every 4 years.

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#### **14. BREACH OF THE CODE**

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a Service Provider or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action.

If a Service Provider commits a breach of this Code, Council may, in its absolute discretion, take action against that Service Provider.

#### **15. COMPLAINTS**

Tasmanian Councils are provided with broad competency powers under The Act to carry out the role of providing services to their communities.

The resolution of complaints against Council is a responsibility of Council.

In the first instance, complainants are encouraged to seek resolution through the Director or officer in charge of Council's purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response, the complainant should refer to Council's Customer Service charter

#### **16. PUBLICATION**

A copy of this Code will be made available on Council's web site. Copies will be made available for public inspection at the Council offices during ordinary office hours. Copies will be made available for purchase at a reasonable charge.

#### **LEGISLATION**

*Local Government Act 1993 (the Act)*

*Local Government (General) Regulations 2005 (the Regulations)*

The Acts require Councils to adopt a Code relating to tenders and contracts.

#### **RELATED DOCUMENTS**

##### Council Documents:

Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More

Policy Appendix B – Procedure for Making a Purchase up to \$100,000

Procurement Policy

Customer Service Charter

##### External Documents:

Australian Code of Tendering (AS4120)

Electronic Transactions Act 2000

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WARATAH-WYNYARD COUNCIL

**Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More**

<p><b>Step 1 Planning the Purchase</b></p>	<p>Prior to the purchase of goods and services there must be sufficient justification to demonstrate that there is a need for the goods and services.</p> <p>Only delegated officers with the written authority to approve the acquisition of goods and/or services are permitted to commit Council to the purchase of goods or services.</p> <p>Delegated officers have responsibility to ensure:</p> <ul style="list-style-type: none"> <li>(a) The approval to purchase goods and services complies with this policy.</li> <li>(b) There is sufficient budget availability for the purchase of goods and services.</li> <li>(c) Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.</li> </ul> <p><b>Quotation and Tender Requirements</b></p> <p>The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST).</p> <p>Council or the General Manager may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount. The General Manager will make a determination on behalf of Council if tenders will be invited for any contracts valued at between \$100,000 and \$250,000 (excluding GST).</p> <p>Where a determination is made not to undertake a tender process, a formal quotation process must be undertaken using the Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More.</p> <p>Council will not split a purchase into two or more transactions or contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.</p>
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Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More

<p><b>Step 2 Purchase Documentation</b></p>	<p><b>Purchasing documentation</b> Council's <u>Request for Tender Form</u> is a document formally inviting offers from businesses to provide specified goods or services. Council's Request for Tender documentation usually consists of four main parts. These four parts are:</p> <p>a) <b>Conditions of Tender</b> – set out the terms under which Council will receive and evaluate tenders. The conditions will usually include:</p> <ul style="list-style-type: none"> <li>i) evaluation criteria and a brief outline of the evaluation methodology to be used;</li> <li>ii) closing date, time and place of lodgement;</li> <li>iii) Council's contact details;</li> <li>iv) pricing requirements (eg: the price should exclude GST);</li> <li>v) relevant Council policies and principles;</li> <li>vi) entitlement of unsuccessful bidders to be debriefed; and</li> <li>vii) information about the Council's complaints process.</li> </ul> <p>b) <b>Specifications</b> – clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications will usually include:</p> <ul style="list-style-type: none"> <li>i) functional requirements;</li> <li>ii) performance requirements; and</li> <li>iii) technical requirements.</li> </ul> <p>c) <b>Conditions of Contract</b> – contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases over \$250,000, or where there are material risks involved.</p> <p>d) <b>Tender Form</b> – must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that:</p> <ul style="list-style-type: none"> <li>i) the tenderer agrees to the Conditions of Tender;</li> <li>ii) the information provided in the tender is accurate and correct; and</li> <li>iii) the person signing the form is duly authorized to do so.</li> </ul>
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**Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More**

	<p>Council, when preparing tender documentation will undertake the following procedures and processes:</p> <ul style="list-style-type: none"> <li>a) prepare clear and concise tender documentation that include all the terms and conditions of the planned purchase with a clear description of the goods or services required and details of any applicable Council policies;</li> <li>b) prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;</li> <li>c) prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;</li> <li>d) under no circumstances will Council modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;</li> <li>e) prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;</li> <li>f) provide advice and details of any briefing sessions to be held in relation to the purchase;</li> <li>g) provide details on the availability of de-briefing sessions for unsuccessful bidders;</li> <li>h) provide details on Council's complaints process and include the contact details of the complaints officer;</li> <li>i) prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;</li> <li>j) prepare documentation that clearly states how and in what circumstances the purchasing documentation can be altered including the length of time given to bidders to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);</li> <li>k) provide advice on the treatment of late submissions;</li> <li>l) provide an indication if alternative bids will be considered; and</li> </ul>
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Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More

	m) where applicable, documentation such as tenders will be cleared by Council's legal advisors and the General Manager before being issued.
<b>Step 3 Inviting Offers</b>	<p><b>Inviting offers</b> Council will do the following in respect of inviting tenders:</p> <p>a) advertise each tender at a minimum in the Saturday edition of the "Advocate" newspaper, and on Council's website at <a href="http://www.warwyn.tas.gov.au">www.warwyn.tas.gov.au</a>. The following information will be specified:</p> <ul style="list-style-type: none"> <li>i) the nature of the goods or services the Council requires;</li> <li>ii) any identification details allocated to the contract;</li> <li>iii) where the tender is to be lodged;</li> <li>iv) contact details of the Council officer from whom more detailed information relating to the tender may be obtained; and</li> <li>v) the period within which the tender is to be lodged.</li> </ul> <p>b) tender documentation will either be made available via mail, email, or electronically;</p> <p>c) any electronic or online tendering process undertaken by Council will be in accordance with the requirements of the <i>Electronic Transactions Act 2000</i>;</p> <p>d) tender documentation may be sent directly to identified businesses, however, Council will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another);</p> <p>e) Council will endeavour to get a minimum of three bids of and seek at least one from a local business if available;</p> <p>f) in accordance with our <i>Purchasing Code of Conduct (Section 3.2)</i>, Council will ensure that all potential suppliers are provided with identical information upon which to base tenders and are given equal opportunity to meet the requirements;</p> <p>g) a copy of Council's <i>Procurement Policy</i> and <i>Code for Procurement, Tenders and Contracts</i> will be made available to tenderers, along with this procedure;</p> <p>h) when inviting tenders, Council will ensure that sufficient time has been provided to allow</p>

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	<p>bidders to prepare an adequate response. At a minimum, tenders will be open for 14 days. However, this may increase dependent on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/consortiums with other businesses in order to fulfil the requirements of the tender;</p> <p>i) when issuing a request for tender to a business, the details of that business will be recorded. The details recorded include:</p> <ul style="list-style-type: none"> <li>i) name of business;</li> <li>ii) address;</li> <li>iii) contact person;</li> <li>iv) email; and</li> <li>v) telephone.</li> </ul> <p>j) if for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and</p> <p>k) if it is necessary to extend the closing date of the tender then all businesses that have been issued with tender documentation will be advised in writing of the change in closing date.</p> <p><b>Offers</b></p> <p>Council will provide a locked tender box at the designated tender lodgement location. The tender box will not be opened until the time set for the closing of tenders has elapsed.</p> <p>Tenders lodged by electronic means will only be accepted if specified in the Tender document as an accepted means of lodgement.</p> <p>Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.</p>
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	<p>In receiving tenders, Council may reject non-compliant offers (in accordance with the terms of our tender documents) which:</p> <ul style="list-style-type: none"> <li>a) are lodged after the closing time without a valid reason;</li> <li>b) are not signed where required;</li> <li>c) are incomplete – for example, questions have not been answered, pages are missing, or required documentation has not been attached (eg: insurance certificates);</li> <li>d) do not comply with mandatory conditions of tender; or</li> <li>e) fail to meet mandatory specifications.</li> </ul> <p>Tender opening must not be held in public.</p> <p>When opening Tenders, Council will ensure that tenders are:</p> <ul style="list-style-type: none"> <li>a) opened in the presence of a minimum of two officers; and</li> <li>b) clearly identified and recorded.</li> </ul>
<p><b>Step 4 Evaluating Offers</b></p>	<p><b>Evaluating offers</b></p> <p>Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will Council modify the evaluation criteria or methodology after the Request for Tender has been released unless all potential tenderers are advised of the change in writing. In evaluating tenders, Council will undertake the following steps:</p> <ul style="list-style-type: none"> <li>a) <b>Evaluate compliance</b> – Screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers that do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that: <ul style="list-style-type: none"> <li>i) do not comply with the nature of the goods or services the Council requires;</li> <li>ii) do not include any identification details allocated to the contract;</li> <li>iii) have not complied with where the tender is to be lodged;</li> <li>iv) were lodged after the closing time, and/or are not signed where required;</li> </ul> </li> </ul>

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	<p>v) are incomplete – eg: questions have not been answered, pages are missing, or required documentation has not been attached (eg: insurance certificates); and</p> <p>vi) do not comply with mandatory conditions of tender; or fail to meet mandatory specifications.</p> <p>b) <b>Clarify offers</b> – It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought should be documented.</p> <p>c) <b>Evaluate qualitative non-cost criteria</b> – this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).</p> <p>d) <b>Shortlist offers</b> – This step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process eliminated offers are not yet totally rejected and may be re-visited later in the evaluation process.</p> <p>e) <b>Requests for Tenderers to make a formal presentation</b> – If appropriate, and tenderers have been forewarned in the <i>Conditions of Tender</i>, tenderers may be requested to make a formal presentation to the evaluation committee, clarifying their tender and providing the opportunity for the committee to ask questions. Under these circumstances, the tenderer will be directed to not introduce new or revised information. All information, questions and answers will be formally recorded by the Council.</p> <p>f) <b>Calculate value for money and compare offers</b> – The aim of Council's comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which Council take into consideration when evaluating value for money are:</p> <p>i) the quality of the proposed goods or services; that is, how well it meets the specified requirements; vs</p> <p>ii) whole of life costs; vs</p>
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	<p>iii) risk; that is, the capacity of the tenderer to deliver the goods or services, as specified, on-time and on-budget.</p> <p>g) <b>Select preferred tenderer</b> – when selecting the offer that represents the best value for money for Council and where two or more firms are ranked equally following the value for money assessment, preference will be given to a Tasmanian business over an inter-state or overseas business. In selecting a preferred tenderer for a high risk/high value or complex process, Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.</p> <p>h) <b>Write the evaluation report</b> – on completion of the evaluation process Council will document the selection of a successful tenderer in an Evaluation Report to be submitted to the relevant approval authority (eg: Tender Review Committee, General Manager and/or Elected Members). Council's evaluation reports include:</p> <p>i) a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and</p> <p>ii) reasons for overlooking lower priced tenders.</p> <p><b>Tender review committee</b> A Tender Review Committee will be established by Council to review the purchase/lease of all goods and services over \$250,000 (excluding GST), prior to the awarding of contracts, to ensure that Council's procurement policies are adhered to. This Committee must include a representative from the Accounting Services Team.</p> <p>The Tender Review Committee may review and consider the following aspects of a tender:</p> <p>a) the tender and evaluation process adopted;</p> <p>b) the final tender evaluation report;</p>
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	<ul style="list-style-type: none"> <li>c) critical dates (eg: when the contract is to start, when the current contract is due to expire, critical project milestones, expenditure constraints [eg: funds only available this financial year], etc.);</li> <li>d) any other relevant issues or information, such as a Probity Adviser's report; and</li> <li>e) a certification by the officer responsible for managing the tender process, verifying conformity with relevant Council policies and guidelines.</li> </ul>
<b>Step 5 Notification to Successful and Unsuccessful Bidders</b>	<p><b>Notification of successful and unsuccessful bidders</b></p> <p>Once the preferred tender is selected and all relevant Council approvals to proceed with the purchase have been granted, Council shall write and (in most cases) telephone the preferred tenderer to notify them that they have been successful. After the preferred tenderer has been notified, Council will notify all unsuccessful tenderers in writing of their non-selection.</p> <p>Council will advise the unsuccessful tenderers in writing of:</p> <ul style="list-style-type: none"> <li>a) the tender outcome, including the contract number and title;</li> <li>b) the successful contractor; and</li> <li>c) the term of the contract.</li> </ul> <p>All unsuccessful bidders will be offered a debriefing session.</p> <p><b>Debriefing unsuccessful tenderers</b></p> <p>The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which the tenderer's offer could be improved.</p> <p>Council will provide a debriefing interview to any unsuccessful bidder who requests one.</p>

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	<p style="text-align: center;"><b>WARATAH-WYNYARD COUNCIL</b></p> <p style="text-align: center;"><b>Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More</b></p>
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	<p>Where a multiple-stage purchasing process is used (eg: where Expressions of Interest are used to short-list tenderers) suppliers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.</p>
<p><b>Step 6 Ensure Documentation Registered</b></p>	<p>The Procurement Evaluation Form for purchasing other than tender/contracts is to be completed and registered under:</p> <p>FINANCIAL MANAGEMENT - AUTHORISATIONS- PROCUREMENT EVALUATION FORMS</p>
<p><b>Step 7 Reporting to Council</b></p>	<p><b>Reporting to Council</b> The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted.</p>

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## WARATAH-WYNYARD COUNCIL

## Policy Appendix B - Procedure for Making a Purchase up to \$100,000

**Step 1 Planning the Purchase**

Prior to the purchase of goods and services there must be sufficient justification to demonstrate that there is a need for the goods and services.

Only delegated officers with the written authority to approve the acquisition of goods and/or services are permitted to commit Council to the purchase of goods or services.

Delegated officers have responsibility to ensure:

- (a) The approval to purchase goods and services complies with this policy.
- (b) There is sufficient budget availability for the purchase of goods and services.
- (c) Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.

There are a number of procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table outlines the quotation and tender requirements based on the estimated value of the purchase.

**Quotation and Tender Requirements**

The following quotation and tender requirements will be utilised based on the total dollar value of the purchase:

Purchase Value (exc. GST)	Quotation & Tender Requirements
Below \$1,500	No formal quotation requirements.
\$1,500 - \$15,000	At least 2 quotations must be obtained. An approved purchasing arrangement may be used. (LG Vendor Panel or standing contract for multiple use that has already been subject to a previous a competitive assessment process).

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	\$15,000 - \$100,000	<p>At least 3 quotations must be obtained.</p> <p>An approved purchasing arrangement may be used.</p> <p>(LG Vendor Panel or standing contract for multiple use that has already been subject to a previous a competitive assessment process).</p>	
	\$100,000 - \$250,000	<p>Formal public tender; or an approved purchasing arrangement may be used (based on previous a competitive assessment process).</p> <p>The General Manager will decide on behalf of Council if tenders will be invited.</p> <p>Purchases of this value must be approved by the General Manager.</p>	
	Exceeds \$250,000	<p>Formal Public Tender.</p> <p>(unless exempt under the legislation).</p> <p>To be approved by Council.</p>	
<b>Step 2 Purchase Documentation</b>	<b>Below \$1,500</b> <b>Purchasing documentation</b>  No formal requirements except that approved delegations are observed.  Small, low cost items under \$75 may be purchased as per the Petty Cash Policy.	<b>\$1,500 - \$15,000</b> <b>Purchasing documentation</b>  Council will undertake most purchases below \$15,000 on a verbal basis.  At least 2 quotations must be obtained and documented on a <u>Purchase Decision Form</u> to substantiate the purchasing decision.  Council may choose to provide suppliers with a written specification and request a written quotation.	<b>\$15,000 - \$100,000</b> <b>Purchasing documentation</b>  The <u>Request for Quotation Form</u> is a document formally inviting offers from businesses to provide a specified good or service.  Council's quotation documents will include all terms and conditions of quotation, together with a clear description of the goods or services required, and the details of any applicable Council policies.  The complexity of the documentation will depend upon the nature and value of the purchase.

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			<p>Generally, the RFQ documentation will consist of:</p> <p>a) <b>Conditions of Quotation</b> – set out the terms under which Council will receive and evaluate offers. The conditions will usually include:</p> <ul style="list-style-type: none"> <li>i) evaluation criteria and a brief outline of the evaluation methodology to be used;</li> <li>ii) closing date, time and place of lodgement;</li> <li>iii) Council's contact details;</li> <li>iv) pricing requirements (eg: the price should exclude GST);</li> <li>v) relevant Council policies and principles;</li> <li>vi) the entitlement of unsuccessful bidders to be debriefed; and/or</li> <li>vii) information about the Council's complaints process.</li> </ul> <p>b) <b>Specification</b> – the specification clearly, accurately and completely describes the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications will usually include:</p> <ul style="list-style-type: none"> <li>i) functional requirements;</li> <li>ii) performance requirements; and</li> <li>iii) technical requirements.</li> </ul>
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	Below \$1,500	\$1,500 - \$15,000	\$15,000 - \$100,000
<p><b>Step 3 Inviting Offers</b></p>	<p>No formal requirements.</p>	<p><b>Inviting offers</b> Council will abide by the following procedures when inviting verbal quotations:</p> <ul style="list-style-type: none"> <li>a) provide each supplier with the same information and will give each supplier the same amount of time to prepare a quote; and</li> <li>b) seek at least one verbal quotation from a local business (if available).</li> </ul> <p><b>Offers</b> Council will hold details of any quotation received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices.</p> <p>All quotations that the Council receives will be clearly noted with the time and date of receipt and recorded in an appropriate schedule or register.</p> <p>The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.</p>	<p><b>Inviting offers</b> Council will follow the following procedures when inviting written quotations:</p> <ul style="list-style-type: none"> <li>a) where possible, seek at least three (3) written quotations of which a minimum of one (1) quotation will be sought from a local business if available;</li> <li>b) in some cases, choose to advertise a quotation if advantageous to do so;</li> <li>c) where appropriate, send the invitation to quote directly to identified businesses (such as businesses that already provide the service, and/or businesses identified during the market research phase);</li> <li>d) issue the request for quotation documentation either by mail or by email;</li> <li>e) when issuing a request for quotation to a business, the details of that business will be recorded. The details recorded include:                             <ul style="list-style-type: none"> <li>i) name of business;</li> <li>ii) address;</li> <li>iii) contact person;</li> <li>iv) email; and</li> <li>v) telephone;</li> </ul> </li> <li>f) the time the Council provides to bidders to respond to the request for quotation will depend largely upon the nature and the complexity of the purchase, but equal time will be given to all businesses</li> </ul>

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			g) requested to quote; and exemption from seeking quotations will only be granted at the discretion of the General Manager.
<b>Step 4 Evaluating Offers</b>		<b>Evaluating offers</b> When evaluating verbal quotations Council will do so with the objective of identifying the offer that best meets our requirements and provides the best value for money. When evaluating quotations, we take into consideration the following aspects of a bid: <ul style="list-style-type: none"> <li>a) value for money;</li> <li>b) estimated useful life;</li> <li>c) disposal value;</li> <li>d) maintenance requirements and costs;</li> <li>e) price;</li> <li>f) compliance with quotation specifications;</li> <li>g) quality, delivery, and service;</li> <li>h) the full benefits of sourcing locally;</li> <li>i) the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the particular product over its lifetime; and</li> <li>j) any relevant legislative requirements and Council policies, codes and procedures.</li> </ul>	
<b>Step 5 Notification of Successful and Unsuccessful Bidders</b>		<b>Notification of successful and unsuccessful bidders</b> Once the preferred quote is selected and all relevant Council approvals to proceed with the purchase have been granted, Council's Contact Officer shall contact the preferred supplier to notify them that they have been successful, including an authorised purchase order.	<b>Notification of successful and unsuccessful bidders</b> Once the preferred bid is selected and all relevant Council approvals to proceed with the purchase have been granted, Council shall contact the preferred provider to notify them that they have been successful.
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				After the preferred bidder has been notified, Council may notify all unsuccessful bidders.		After the preferred bidder has been notified Council may notify all unsuccessful bidders if appropriate.  Council will advise the unsuccessful bidders in writing of: a) the bid outcome; b) the successful bidder; and c) the term of the contract.  All unsuccessful bidders will be offered a debriefing session.	
Step 6 Ensure Documentation Registered		The completed <u>Purchase Decision Form</u> and/or the completed <u>Request for Quotation Form</u> must be registered in ECM under:  FINANCIAL MANAGEMENT - AUTHORISATIONS- PROCUREMENT EVALUATION FORMS					

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# Councillor Allowances

**Information Sheet**  
**21 October 2020**

This information sheet explains the process for adjusting allowances for councillors, mayors and deputy mayors annually by an inflationary factor. This information has been updated for the allowances payable from 1 November 2020.

## Legislative basis

Section 340A of the *Local Government Act 1993* (the Act) entitles councillors to allowances as prescribed in regulations. Mayors and deputy mayors are entitled to allowances in addition to those payable to them as councillors.

Regulation 42(2) of the *Local Government (General) Regulations 2015* (the Regulations) specifies the allowances payable to councillors, mayors, and deputy mayors. Regulation 42(2A) entitles deputy mayors to receive the allowance payable to the mayor when they act in the role for four consecutive weeks or more.

The allowances payable from 1 November 2014 are set out in Schedule 4 of the Regulations.

## Indexation

Regulation 42(2) establishes an indexation process so that allowances are adjusted from 1 November each year by multiplying the allowances for the previous year by the inflationary factor for the current year.

The inflationary factor is calculated using the ABS's Wage Price Index (WPI) for Tasmania. The Department of Treasury and Finance references this data in its WPI information sheet each quarter which can be found on Treasury's website:  
[www.treasury.tas.gov.au/economy/economic-data/economic-data-releases-for-tasmania](http://www.treasury.tas.gov.au/economy/economic-data/economic-data-releases-for-tasmania).

The formula for arriving at the inflationary factor is:

$$\frac{\text{Tasmanian June quarter WPI (current year)}}{\text{Tasmanian June quarter WPI (previous year)}}$$

The table on page 3 shows the allowances payable from 1 November 2020 (noting these are rounded to the nearest whole dollar, consistent with the Regulations).

### **Payment**

Regulation 42(3) requires the annual allowance to be paid in monthly or fortnightly instalments. Section 340A(2A) of the Act requires that allowances be paid in arrears.

### **Foregoing Allowance**

Section 340A(3) of the Act enables a councillor, mayor or deputy mayor to decide not to receive part or all of an allowance. Where this prerogative is exercised, the General Manager is to be notified in writing. As the allowances are annual allowances payable monthly or fortnightly in arrears, any such notification is not revokable retrospectively.

### **Councillor Expenses**

Regulation 43 enables councillors to be reimbursed for reasonable expenses in relation to telephone and internet usage, travelling, stationary and office supplies, and 'the care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor', in accordance with the council's policy under Schedule 5 of the Act.

### **Reporting**

Section 72(1)(cb) of the Act requires each council to include in its annual report a statement of the total allowances and expenses paid to the mayor, deputy mayor and councillors.

Indexed allowances payable to elected members from 1 November 2020

<b>Council</b>	<b>Allowance for councillors</b>	<b>Additional allowance for deputy mayors</b>	<b>Additional allowance for mayors</b>
Hobart City	\$38,099	\$24,605	\$95,248
Launceston City	\$38,099	\$24,605	\$95,248
Clarence City	\$30,844	\$21,432	\$77,106
Glenorchy City	\$30,844	\$21,432	\$77,106
Kingborough	\$30,844	\$21,432	\$77,106
Burnie City	\$23,358	\$18,256	\$58,396
Central Coast	\$23,358	\$18,256	\$58,396
Devonport City	\$23,358	\$18,256	\$58,396
West Tamar	\$23,358	\$18,256	\$58,396
Brighton	\$15,876	\$15,080	\$39,686
Huon Valley	\$15,876	\$15,080	\$39,686
Meander Valley	\$15,876	\$15,080	\$39,686
Northern Midlands	\$15,876	\$15,080	\$39,686
Sorell	\$15,876	\$15,080	\$39,686
Waratah-Wynyard	\$15,876	\$15,080	\$39,686
Break O'Day	\$13,268	\$12,700	\$33,172
Circular Head	\$13,268	\$12,700	\$33,172
Derwent Valley	\$13,268	\$12,700	\$33,172
Dorset	\$13,268	\$12,700	\$33,172
George Town	\$13,268	\$12,700	\$33,172
Latrobe	\$13,268	\$12,700	\$33,172
Glamorgan-Spring Bay	\$11,174	\$11,113	\$27,934
Kentish	\$11,174	\$11,113	\$27,934
Southern Midlands	\$11,174	\$11,113	\$27,934
West Coast	\$11,174	\$11,113	\$27,934
Central Highlands	\$9,777	\$10,319	\$24,441
Flinders	\$9,777	\$10,319	\$24,441
King Island	\$9,777	\$10,319	\$24,441
Tasman	\$9,777	\$10,319	\$24,441

Disclaimer: Advice on legislation or legal policy issues contained in this paper is intended for information and general guidance only. Such advice is not professional legal opinion.

Unconfirmed minutes of the  
**Waratah Community Board** meeting  
held at the Athenaeum Hall  
at 2.05pm on Saturday 26<sup>th</sup> September 2020.

- 
- 1. Present**  
Tony Schmidt, Rosemary Dick, Anne Dunham, & Cr. Kevin Hyland.  
Council Staff: Tracey Bradley & Richard Muir Wilson
  - 2. Apologies**  
Neil Thorne
  - 3. Declaration of Conflicts of Interest**  
Nil
  - 4. Presentation**
  - 5. Confirmation of the Minutes of the Waratah Community Board**  
Moved Rosemary Dick and Seconded by Tony Schmidt  
"That the minutes of the Waratah Community Board meeting held on the 18<sup>th</sup> July 2020 are a true and accurate record of the meeting." CARRIED
  - 6. Correspondence**
    - 6.1 Inward
      - Yvette EkmanMoved Rosemary Dick and Seconded by Tony Schmidt "That a letter of thanks and acceptance of Yvette's resignation from the WCB be forwarded to her". CARRIED
    - 6.2 Outward
      - Email: Minister for Health requesting an update on the Community Development Facilitator position in Waratah from the proceeds of the sale of the Health Centre.
  - 7. Business Arising**
    - 7.1 Whyte Hills Lookout, new art interpretation material as part of Western Wilds to be sought through an expression of interest process which has been extended to the 24<sup>th</sup> October 2020. The theme being water and Tasmanian aboriginals.
    - 7.2 Rail Bridge: *Request that Council provide a financial contribution to cover the difference between the State Governments grant of \$200,000 and the final cost of the project to construct a new pedestrian bridge with a viewing platform beside the historic Railway Bridge at Waratah*
    - 7.3 Fossey River Toilet upgrade: Council to contact DSG to determine where the proposed facility upgrade is at.
    - 7.4 A review of the Waratah Community Board and Waratah Community Plan will be undertaken later this year, the third year of its operation. Existing Board members are eligible to be reappointed for another three-year term
-

**8. Waratah Community Plan**

**8.1. Priority Project 1: Waratah Falls –**

Council has been advised by the State Government that they are committed to contributing \$100,000 in funding toward capital infrastructure.

**8.2. Priority Project 2: Community Development Facilitator and community social services**

Councils Community Development Officer is available to meet with residents and representatives of groups. Next visit to the Waratah Community Hub is on Wednesday 21<sup>st</sup> October from 10am to 4pm

**8.3. Priority Project 3: Railway Bridge Restoration -**

Covered in Business Arising 7.2 above.

**9. Update from Waratah Tourism Association**

10.1 Tony reported that Tom Wootton from WNW Tourism attended an Association meeting recently and announced that a seminar for Waratah tourism operators would be held soon

10.2 St. James Spring Fair to be held on the 7<sup>th</sup> November. Funds raised to go towards the Cenotaph seating project.

10.3 Membership. Full membership subscriptions are available at \$100 or as an Associate at \$20 a year.

Moved Rosemary Dick and Seconded by Anne Dunham "That the Waratah Tourism Report be received". CARRIED

**11. General Business**

11.1 Neil Thorne recently received correspondence from the Minister for Heritage regarding the heritage status of the Waratah Dam. The Minister advised that it had never been entered on the Tasmanian Heritage Register. While parts of the Waratah hydro system had been entered it was considered that the Waratah Dam had little remaining historic fabric having been almost completely reconstructed following the 1975 collapse. A subsequent renomination in late 2018 was also rejected.

11.2 Elma Fagan Community Centre.

Concerns had been passed on to Board members regarding the cleanliness of the Centre. Council to follow up with the Waratah Men's Shed who are currently responsible for cleaning.

**12. Next Meeting**

Next Meeting: 12pm Saturday 5<sup>th</sup> December 2020

Community BBQ to follow at 1pm. Both to be held at the Waratah Community Hub.

**13. Meeting Closed 3:30pm**

Date	Action	Who
18.07.2020	7.2 Natural Burials. <b>ACTION:</b> Natural burials and a dedicated area to be considered in the new Cemetery Strategy for Waratah Wynyard.	<i>Richard</i>

Board members then met with 2 Waratah residents in the main part of the Athenaeum Hall following the meeting.