



Shire of Dardanup

APPENDICES

PART THREE

ORDINARY MEETING

To Be Held

Wednesday, 27 November 2019
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.

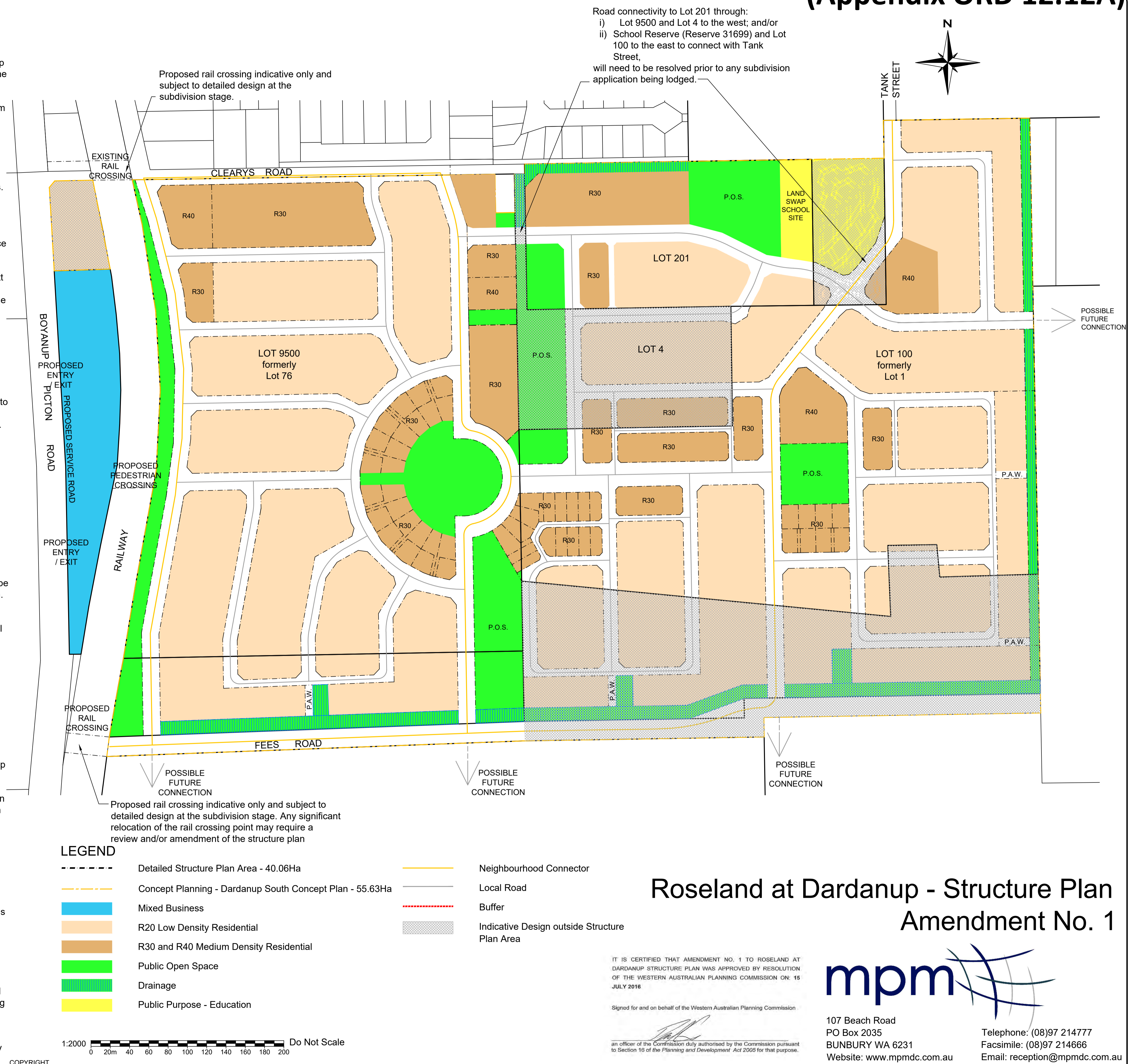
Roseland at Dardanup Structure Plan

Subdivision and Development Requirements

- This structure plan is prepared in accordance with Clause 3.15.7.1 of the Shire of Dardanup Town Planning Scheme No. 3 which provides a framework for future detailed planning at the subdivision and development stage.
- The Structure Plan requires a variety of residential lot sizes and densities, including medium density (R30 and R40), in conjunction with a primary residential density of R20 to be implemented as depicted on the plan.
- Residential development shall be in accordance with the Residential Design Codes unless otherwise provided for in the Shire of Dardanup Town Planning Scheme.
- All development to be provided with connection to reticulated water and sewerage services.
- The local street networks depicted shall be subject to refinement and modifications at subdivision stage.
- Road design, drainage and public open space linkages are required generally in accordance with the structure plan and the endorsed Local Water Management Strategy.
- Detailed road and drainage design will need to be provided relating to the extension of Brett Place to the structure plan area. The drainage design will include the removal of drainage infrastructure currently located in Brett Place to be incorporated into drainage systems in the Structure Plan Area.
- Existing dwellings to be retained should have access to an internal subdivision road.
- All lots with a density of R30 and R40 on the plan shall be subject to detailed design guidelines indicating interface with public open space, surveillance, fencing, paths, landscaping and building orientation.
- The eastern and southern lots adjoining the drainage reserve and laneways to be oriented to face east or south respectively. Pathways to be provided as an interface between the lots and drainage reserve. Design Guidelines are required to be prepared prior to development.
- A 'Detailed Area Plan' is to be prepared for the Mixed Business site to address appropriate land uses. The types of uses considered appropriate for this site are showrooms, warehouses, trade displays, hardware, farm supplies, art/craft studios and sales, plant nursery and veterinary clinic. The detailed design of site will ensure that heritage values, drainage, public open space, traffic management, parking, pedestrian linkages, and design guidelines are integrated.
- The following shall be finalised, to the satisfaction of the Shire of Dardanup prior to subdivision approvals in the structure plan area:
 - Implementation of the Department of Water endorsed *Local Management Strategy* through the production of an Urban Water Management Plan being submitted with the applications for relevant stages of subdivision.
 - The key outcomes of the Shire endorsed Sustainability Implementation Strategy are to be implemented through subdivision design and where necessary conditions of subdivision.
 - Preparation of a traffic study and a paths plan in accordance with the Shire's guidelines.
 - The preparation of suitable landscaping plans. Any such plans are to include the use of local endemic plant species that occur within the relevant vegetation complexes and soil types in the locality.
 - A cost contributions schedule is to be prepared and endorsed by the Shire of Dardanup prior to the clearance of relevant subdivision that identifies necessary community facilities, public open space development, Dardanup Primary School site and infrastructure to the satisfaction of the Shire of Dardanup and the Western Australian Planning Commission and the Department of Education and Training.
 - The Multiple Use Corridors, location and width, are subject to further assessment at the detailed design stage. Corridors are to be established to provide open space and drainage linkages, pedestrian and cycle movements.
- The following shall be requested as conditions of subdivision for the relevant stage:
 - A masonry wall is required to be constructed on the boundary between the sewer pump station and the R20 site and landscaping to be installed within the sewer pump station site, subject to Watere Corporation approval.
 - The Noise Mitigation Study is to be assessed by the Public Transport Authority and Main Roads (if required) in accordance with SPP 5.4 and where required any noise mitigation measures to be implemented.
- Suitable arrangements being made to guarantee the full construction of the north-south neighbourhood connector linking with Tank Street in conjunction with any subdivision approval granted for Lot 100 Tank Street.

Dardanup South Concept Plan Notes

- The expansion of the Dardanup Primary School site is to form part of the costs contributions plan to ensure equitable compensation of the landowner(s) that cede the site by the payment in lieu from the Shire of Dardanup and agreed land swap by the Education Department.
- A land swap is required to be entered into between the Department of Education and landowner of Lot 201 prior to subdivision to be confirmed by way of a memorandum of understanding signed by the Department of Education.
- Significant stands of vegetation on the Dardanup Primary School site will be preserved and the Department of Education and Training is to take this into consideration when developing the plans for the site in the future.
- The existing dwelling on Clearys Road may be retained and have access to an internal subdivision road.
- All proposed and existing railway crossings and associated intersections are indicative only and subject to detailed design at the subdivision stage.





Your Ref : PL53036
Enquiries : Frank Scibilia (Ph 9791 0577)



Chief Executive Officer
Shire of Dardanup
P O Box 7016
EATON WA 6232

**Approval Subject To Condition(s)
Freehold (Green Title) Subdivision**

Application No : 153036

Planning and Development Act 2005

Applicant	: Mcrobert Pippin Coutts Pty Ltd Trading As Mpm Development Consultants 107 Beach BUNBURY WA 6230
Owner	: Thomas Fields Pty Ltd Po Box 547 BUNBURY WA 6230
Application Receipt	: 16 December 2015

Lot Number	:
Diagram / Plan	: 404215
Location	:
C/T Volume/Folio	: 2871/300
Street Address	: Lot 9500 Clearys Road, Dardanup
Local Government	: Shire of Dardanup

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped **16 December 2015** once the condition(s) set out have been fulfilled.

This decision is valid for **four years** from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by **11 March 2020** or this approval no longer will remain valid.

Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005*, the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to

South West Office, Sixth Floor, Bunbury Tower, 61 Victoria Street, Bunbury, Western Australia 6230
Tel: (08) 9791 0577; Fax: (08) 9791 0576; TTY: (08) 9264 7535; Infoline: 1800 626 477
e-mail: corporate@wapc.wa.gov.au; web address: http://www.planning.wa.gov.au
ABN 35 482 341 493



reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 3A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 3A and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to: the State Administrative Tribunal, Level 6, State Administrative Tribunal Building, 565 Hay Street, PERTH, WA 6000. It is recommended that you contact the tribunal for further details: telephone 9219 3111 or go to its website: <http://www.sat.justice.wa.gov.au>

Deposited plan

The deposited plan is to be submitted to the Western Australian Land Information Authority (Landgate) for certification. Once certified, Landgate will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to Landgate is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or Local Government. Form 1C and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or Local Government noted in brackets at the end of the condition(s) identify the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or Local Government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or Local Government has been obtained, it should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the deposited plan.

If there is no agency/authority or Local Government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.



Prior to the commencement of any subdivision works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or Local Government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or Local Government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or Local Government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or Local Government.

The condition(s) of this approval, with accompanying advice, are:

CONDITION(S):

1. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.

As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the Local Government the cost of such road works as estimated by the Local Government and the Local Government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)

2. All local streets within the subdivision being truncated in accordance with the Western Australian Planning Commission's *Liveable Neighbourhoods* policy. (Local Government)
3. Satisfactory arrangements being made with the Local Government for the partial cost of upgrading and/or construction of Clearys Road and Brett Place. (Local Government)
4. Clearys Road being widened in accordance with the approved plan of subdivision (attached) by the landowner/applicant transferring the land required to the Crown free of cost for the purpose of widening Clearys Road. (Local Government)
5. The section of Clearys Road widened in accordance with this approval, is to be constructed and drained at the full cost of the landowner/applicant. (Local Government)



6. A suitable agreement being entered into with both the Local Government and Main Roads WA to ensure the provision of a new, or upgraded rail crossing (in consultation with the Public Transport Authority) and intersection with South Western Highway including the preparation of a staging plan. (Local Government and Main Roads WA)
7. A traffic impact study is to be prepared to the satisfaction of the Western Australian Planning Commission demonstrating that the proposed subdivision will not compromise the function of the road network in the locality. (Local Government)
8. Satisfactory arrangements being made with the Local Government for the partial cost of upgrading the Charlotte Street and Ferguson Road intersection. (Local Government)
9. Engineering drawings and specifications are to be submitted and approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications to ensure that:
 - a) street lighting is installed on all new subdivisional roads to the standards of the relevant licensed service provider;
 - b) roads that have been designed to connect with existing or proposed roads abutting the subject land are coordinated so the road reserve location and width connect seamlessly;
 - c) temporary turning areas are provided to those subdivisional roads that are subject to future extension; and
 - d) embayment parking is provided abutting the proposed public open space reserves to the satisfaction of the Western Australian Planning Commission. (Local Government)
10. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, for the provision of shared paths through and connecting to the application area to the satisfaction of the Western Australian Planning Commission. The approved shared paths are to be constructed by the landowner/applicant. (Local Government)
11. The width of the battleaxe legs being widened to not less than 3 metres for each lot. (Local Government)
12. The proposed access way(s) being constructed and drained at the landowner/applicant's cost to the specifications of the Local Government. (Local Government)
13. The landowner/applicant entering into an agreement with the Local Government to ensure reciprocal rights of access over adjoining battle-axe access ways. (Local Government)



14. Suitable arrangements being made with the Local Government for the provision of vehicular crossover(s) to service the battleaxe lot(s) shown on the approved plan of subdivision. (Local Government)
15. Suitable truncation is to be provided at the junction of the access way and the proposed road reserve for all battleaxe lots. (Local Government)
16. A Noise Mitigation Study is to be prepared and implemented in accordance with *SPP 5.4 - Road and Rail Transport Noise and Freight Considerations in Land Use Planning* to the satisfaction of the Public Transport Authority and Main Roads WA and the Local Government. (Public Transport Authority)
17. A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

'The lot/s is/are situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected by transport noise.' (Local Government)
18. The land accommodating the noise barrier, associated landscaping and drainage, as required under Conditions 16 and 19, to form part of a separate 'Reserve for Landscape Buffer', as established by survey, of a sufficient width that is satisfactory to the Shire of Dardanup, being shown on the Deposited Plan to be vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown. (Local Government)
19. The subdivider preparing and implementing a Landscape Plan to the specification of the Local Government for the:
 - i) Reserve for Landscape Buffer;
 - ii) public open space reserves; and
 - iii) planting of street trees within road reserves, as identified on the structure plan. (Local Government)
20. Uniform fencing at a height of 1.8 metres being constructed along the boundaries of the proposed Landscape Buffer reserve abutting existing railway reserve to prevent unauthorised vehicular access to or across the railway reserve, except where a noise wall is approved under Condition 16. (Public Transport Authority)
21. Uniform fencing being constructed along the boundaries of all of the proposed lots abutting Public Open Space reserves. (Local Government)
22. Remedial works being undertaken on the POS reserve adjoining the existing Water Corporation sewer pump station lot (Lot 10), including the construction of a masonry wall on the common boundary and landscaping to the satisfaction of Local Government and Water Corporation. (Local Government)



23. A notification, pursuant to Section 165 of the *Planning and Development Act 2005* is to be placed on the certificates of title of the proposed lot(s) advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:
- 'This lot is in close proximity to known mosquito breeding areas. The predominant mosquito species is known to carry viruses and other diseases.'* (Western Australian Planning Commission)
24. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:
- lots can accommodate their intended use; and
 - finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)
25. Prior to the commencement of subdivisional works, an urban water management plan is to be prepared and approved, in consultation with the Department of Water, consistent with any approved Local Water Management Strategy. (Local Government)
26. Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)
27. The land being filled, stabilised, drained and/or graded as required to ensure that:
- lots can accommodate their intended development; and
 - finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and
 - stormwater is contained on-site, or appropriately treated and connected to the local drainage system. (Local Government)
28. The landowner/applicant is to:
- Prior to the commencement of subdivisional works provide a pre-works geotechnical report certifying that the land is physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development; and



- b) In the event that remediation works are required, provide a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report. (Local Government).
29. Suitable arrangements being made for connection of the land to the comprehensive district drainage system at the landowner/applicant's cost. (Local Government)
30. Drainage easements and reserves as may be required by the Local Government for drainage infrastructure being shown on the diagram or plan of survey (deposited plan) as such, granted free of cost, and vested in that Local Government under Sections 152 and 167 of the *Planning and Development Act 2005*. (Local Government)
31. Local Development Plan(s) being prepared and approved for the R30 and R40 coded lots shown on the plan dated 16 December 2016 (attached) that address the following, but not limited to:
- a) interface with POS;
 - b) surveillance;
 - c) fencing;
 - d) paths;
 - e) landscaping;
 - f) building orientation;
- to the satisfaction of the Western Australian Planning Commission. (Local Government)
32. The landowner/applicant shall make arrangements to ensure that prospective purchasers of lots subject of a Local Development Plan are advised in writing that Local Development Plan provisions apply (Local Government).
33. Measures being taken to ensure the identification and protection of any vegetation on the site worthy of retention that is not impacted by subdivisional works, prior to commencement of subdivisional works. (Local Government).
34. The landowner/applicant contributing towards development infrastructure provisions pursuant to the Shire of Dardanup Local Planning Scheme No. 3. (Local Government)
35. The proposed reserve(s) shown on the approved plan of subdivision being shown on the diagram or plan of survey (deposited plan) as reserve(s) for Recreation and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown. (Local Government)
36. Arrangements being made for the proposed public open space to be developed by the landowner/applicant to a minimum standard and maintained for two summers through the implementation of an approved landscape plan providing for the development and maintenance of the proposed public open space in accordance



with the requirements of Liveable Neighbourhoods and to the specifications of the Local Government. (Local Government)

37. An acid sulphate soils self-assessment form and, if required as a result of the self-assessment, an acid sulphate soils report and an acid sulphate soils management plan shall be submitted to and approved by the Department of Environment Regulation before any subdivision works or development are commenced. Where an acid sulphate soils management plan is required to be submitted, all subdivision works shall be carried out in accordance with the approved management plan. (Department of Environment Regulation)
38. The landowner/applicant is to prepare, have approved by the Water Corporation, and implement a detailed plan demonstrating the location and capacity of fire emergency infrastructure to the satisfaction of the Western Australian Planning Commission. (Department of Fire and Emergency Services)
39. Arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
40. Arrangements being made with the Water Corporation so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
41. Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power for the provision of an underground electricity supply service to the lot(s) shown on the approved plan of subdivision. (Western Power)
42. The transfer of land as a Crown Reserve, free of cost to Western Power for the provision of electricity supply infrastructure. (Western Power)

ADVICE:

- i. Where the Water Corporation is the designated Utility Services Provider for the proposed subdivision relating to water, sewerage and/or drainage, the subdivider shall make satisfactory arrangements with the Corporation for the provision of the requisite services.
- ii. Where required, the subdivider shall provide service connections, make financial arrangements, set aside land, grant easements, apply notices or other requirements, to protect existing and proposed Corporation assets to the satisfaction of the Water Corporation.
- iii. Upon receipt of a request from the subdivider, a Land Development Agreement under Section 67 of the Water Agencies (Powers) Act 1984, will be prepared by the Water Corporation which will document specific requirements for the proposed subdivision.



- iv. With regard to Condition 41, Western Power provides only one point of electricity supply per freehold (green title) lot and requires that any existing overhead consumer service is required to be converted to underground.
- v. If an existing aerial electricity cable servicing the land the subject of this approval crosses over a proposed lot boundary as denoted on the approved plan of subdivision, satisfactory arrangements will need to be made for the removal and relocation of that cable.
- vi. With regard to Condition 42, the specific location and area of land required is to be to the satisfaction of the WAPC on the advice of the Local Government and Western Power.
- vii. The landowner/applicant is advised that the Department of Environment and Regulation has prepared dust control guidelines for development sites, which, outline the procedures for the preparation of dust management plans. The dust management plans are generally approved, and their implementation overseen, by Local Government. Further information on the guidelines can be obtained from the Department of Environment and Regulation's website: www.der.wa.gov.au under air quality publications.
- viii. With regard to Condition 27, the Local Government advises that cut and fill is to be contained within the proposed lot boundaries by the construction of masonry retaining walls.
- ix. The landowner/applicant is advised that further public open space will be required at the next stage of subdivision in accordance with the WAPC endorsed Roseland Structure Plan, to address the shortfall in POS resulting from this stage of subdivision.
- x. The landowner/applicant is advised that a structure plan amendment will be necessary to address the following:
 - a) appropriate zoning and residential density coding's of proposed residential lots which are currently designated 'Public Open Space' on the structure plan and vice versa;
 - b) modifications to the residential density coding's;
 - c) other road layout modifications.
- xi. Condition 37 makes reference to an 'acid sulphate soils self-assessment form'. This form can be downloaded from the Western Australian Planning Commission's website at: www.planning.wa.gov.au



The 'acid sulphate soils self-assessment form' makes reference to the Department of Environment Regulation's 'Identification and Investigation of Acid Sulphate Soils' guideline. This guideline can be obtained from the Department of Environment Regulation's website at: www.der.wa.gov.au

A handwritten signature in black ink that reads 'Kerrine Blenkinsop'.

Kerrine Blenkinsop
Secretary
Western Australian Planning Commission
11 March 2016

ADVICE TO LOCAL GOVERNMENT

Proposals/suggestions for a new access road to the subdivision from Boyanup-Picton Road cannot be considered at this point in time as they are not reflected on the WAPC-endorsed structure plan, and cannot be reflected as a stand-alone subdivision condition. If the indicative southern access road is not favoured an alternative access is required/preferred, then the structure plan should be modified accordingly to ensure formalisation of this infrastructure and timely contributions towards its construction.

The Traffic Impact Study will be required to reflect agreed access arrangement to Boyanup-Picton Road at the time of clearance.



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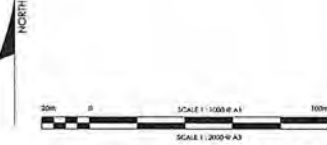
Rev	Description	Date
A	ISSUED FOR APPROVAL	
B	MINOR AMENDMENTS	

LOCATION PLAN



- LEGEND
- SUBJECT LAND
 - 9500 EXISTING LOT DESCRIPTION
 - 9500 PROPOSED LOT DESCRIPTION
 - CONTOURS
- Do Not Scale

NOTE
Lots to be filled and vegetation removed.



PROPOSED
SUBDIVISION
PLAN



107 Beach Road
PO Box 2035
BUNBURY WA 6231
Website: www.mpmc.com.au

Telephone: (08)97 214777
Facsimile: (08)97 214666
Email: reception@mpmc.com.au

Client: THOMAS FIELDS PTY LTD
Project: LOT 9500 CLEARYS ROAD
DARDANUP

Drawing Number: 09 08 10
Original Size: A1

Revision B

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Management Order Request – Lot 500 Macleay Street

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

7 - Environment Management

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	Mosquito breeding may occur in standing water if drainage basin is left unmanaged.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	By not accepting management of the reserve the Shire will not have access to maintain its drainage infrastructure. Through not maintaining the infrastructure at some stage there would be a cost to the Shire to move and or replace the infrastructure in another location	Major (4)	Possible (3)	High (12 - 19)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of the shires drainage infrastructure can occur.	Major (4)	Unlikely (2)	Moderate (5 - 11)
SERVICE INTERRUPTION	The reserve has been created in accordance with an endorsed structure plan at subdivision stage. If the Shire does not accept the management order the Shire will not have the necessary access to the land to ensure the landscaping and infrastructure is properly maintained.	Major (4)	Possible (3)	High (12 - 19)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of the shires drainage infrastructure and landscaping can occur.	Major (4)	Unlikely (2)	Moderate (5 - 11)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Community perception may be that the Shire is responsible for the management of the land.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	Unmanaged crown land could look untidy, create a fire risk and the drainage basin may not operate correctly if left unmanaged.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Use of recycled goods and/or services in Shire day-to-day operations and projects

RISK THEME PROFILE:

7 - Environment Management
13 - Project/Change Management

15 - Supplier and Contract Management

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	Recycled items include content that could impact on health. For example, crushed concrete could include asbestos.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Requiring the use of recycled content results in increased expenditure and need for over budget expenditure.	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Products containing recycled content does not perform as required	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Products containing recycled content does not comply with specifications	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Recycled content failure or contamination issue draws negative attention from media and community.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	Recycled items include content that could impact on environment. For example, crushed concrete could include	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

Appendix ORD: 12.13A)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	materials that leach into water table.							

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Waste recovery and recycling remains at its current service levels

RISK THEME PROFILE:

7 - Environment Management
13 - Project/Change Management

15 - Supplier and Contract Management

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Costs are high due to high contamination levels in recycling	Moderate (3)	Almost Certain (5)	High (12 - 19)	Implement a waste education program regarding recycling and waste recovery	Moderate (3)	Possible (3)	Moderate (5 - 11)
FINANCIAL IMPACT	State waste levy is introduced to regional areas	Major (4)	Possible (3)	High (12 - 19)	Implement a third bin system with a FOGO collection to reduce waste to landfill.	Moderate (3)	Possible (3)	Moderate (5 - 11)
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	State mandates to change to three bin system, FOGO service or other landfill reduction requirement.	Major (4)	Possible (3)	High (12 - 19)	Implement a third bin system with a FOGO collection to reduce waste to landfill.	Minor (2)	Possible (3)	Moderate (5 - 11)
REPUTATIONAL	Poor recovery and recycling rates attracts negative attention from media and community.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	Significant amount of material that could be recovered and recycled is going to landfill and adding to landfill issues and environmental contamination risk.	Major (4)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

Appendix ORD: 12.13A)



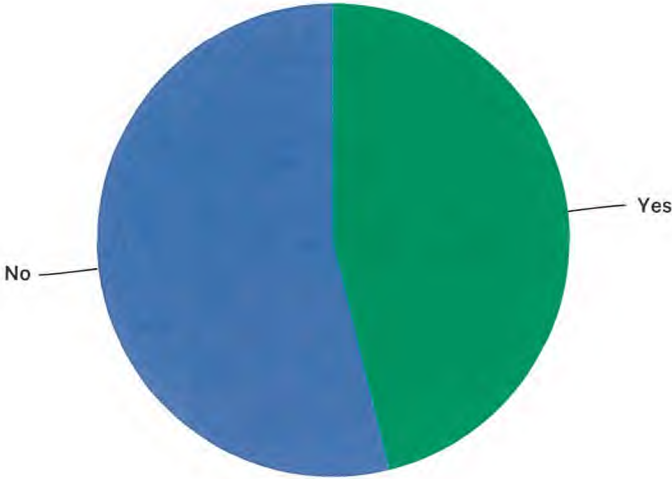
STAFF SURVEY

SUSTAINABLE PROCUREMENT AND RECYCLING PRACTICES

11 November 2019

Q1 Do you or your team purchase any items that are recycled or contain a recycled content?

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	46.15%	6
No	53.85%	7
TOTAL		13

Q2 If you have answered yes to Q1 please list the recycled items that you currently purchase below.

Answered: 7 Skipped: 6

#	RESPONSES	DATE
1	Some of the packaging used by vendors to package IT equipment is recycled.	11/8/2019 3:09 PM
2	None	11/8/2019 2:32 PM
3	Coffee cups and lids Chip cups Wooden stirrers Milk Bottles Flavoured milk drinks Paper Straws Can cool drinks Water and soft drink bottles Boxes the products come in Oil containers Cleaning product containers Lolly containers	11/8/2019 10:33 AM
4	NA	11/8/2019 10:18 AM
5	We purchase used books in good condition from the State Library as part of our SLWA funding allowance. We have also purchased recycled shelving from other libraries when it has been required. We are also donated used books by customers which in turn frees up funds to purchase non-recycled items.	11/7/2019 4:26 PM
6	Recycled plastic bollards. Recycled plastic park benches. Mulching accumulated greenwaste in the gravel pit from time to time. e.g. This year we are mulching 1800 m3 and using this mulch on Shire parks and gardens. Have purchased recycled concrete in the past, but last lot was contaminated with plastic, therefore, this practice has been discontinued. Rubber softfall in playgrounds is made from recycled tyre rubber.	11/7/2019 9:01 AM
7	we use coconut fibre materials for erosion control, and also bamboo stakes, which are internally recycled if they can be, but are also sourced as a sustainable item as they are made from a highly renewable material.	11/7/2019 8:36 AM

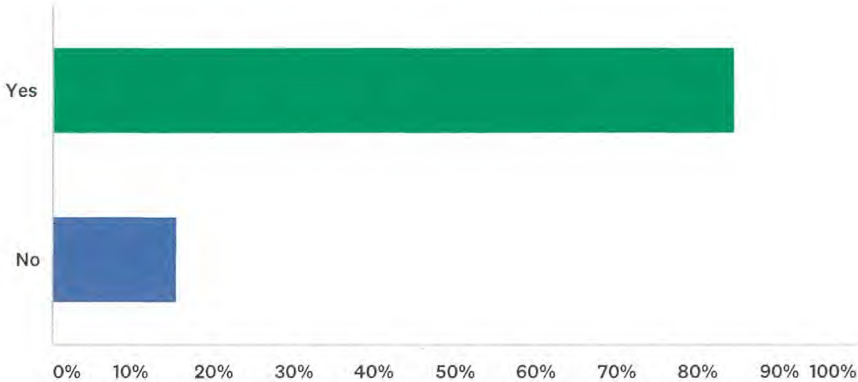
Q3 Are there further items recycled items that could be considered for purchase in the future by your team? Please list.

Answered: 7 Skipped: 6

#	RESPONSES	DATE
1	NO	11/8/2019 3:09 PM
2	Using recycled paper.	11/8/2019 2:32 PM
3	Recycled paper for printer	11/8/2019 10:18 AM
4	Recycled paper, technology such as iPads and smartphones, tables, chairs and other furniture, shelving.	11/7/2019 4:26 PM
5	Unknown	11/7/2019 9:16 AM
6	No	11/7/2019 9:01 AM
7	Possibly recycled bags for planting. We Should already be using recycled bags for dog poo in parks but I am not 100% sure if we do or not. these are readily sourced and most councils use them. Greenwaste should also be recycled. we could be sourcing park equipment in future that is recycled - park benches etc	11/7/2019 8:36 AM

Q4 Are there any items within your team operations that can be reused?

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.62%	11
No	15.38%	2
TOTAL		13

Q5 If you have answered yes to Q4 please list the items within your team operations that can be reused.

Answered: 11 Skipped: 2

#	RESPONSES	DATE
1	Cardboard boxes are offered to staff for reuse. Old keyboards and mice and other non-functioning equipment is sent to the library and rec centre creche for learning and play.	11/8/2019 3:09 PM
2	All printer cartridges are sent for recycling	11/8/2019 2:32 PM
3	Items for events are used all year and only repaired/replaced as necessary. ie banners, lighting, notice boards etc	11/8/2019 10:56 AM
4	Bottle lids for prosthetics	11/8/2019 10:33 AM
5	Disposed IT assets	11/8/2019 10:18 AM
6	Uniforms;	11/8/2019 10:15 AM
7	Toner Cartridges Paper	11/8/2019 9:27 AM
8	Computers and computer accessories, plastic items such as water bottles can be used for craft activities, paper that has been printed on can be used for note pads and craft activities, books and magazines, shelving etc.	11/7/2019 4:26 PM
9	Printer cartridges	11/7/2019 9:16 AM
10	Empty chemical containers are taken to the transfer station for recycling via DrumMuster. Greenwaste from maintenance activities - parks and gardens trimmings as well as roadside pruning, fallen trees etc. (trees, branches, weeds, lawn clippings), are stockpiled in the gravel pit for recycling. Logs are stockpiled in the gravel pit. Lawn clippings from contract mowing services are taken to Malatesta Green Organics and Recycling for turning into compost. Carboard from packaging is taken to the transfer station and put with the greenwaste for recycling by Bunbury Harvey Regional Council into compost. Reuse guardbeam recovered during road construction. e.g. Pile Rd Rock recovered during road construction e.g. Pile Rd - reused for drainage works (rock pitching). Basecourse and bitumen during road widening works is ripped, wind rowed, crushed and reused in construction of the shoulders. Trees recovered have been used in the past for building furniture e.g. trees from King Tree Rd were provided to the Crooked Brook Forest Association and gazebos were built from the timber.	11/7/2019 9:01 AM
11	Computer screens and office furniture	11/6/2019 4:35 PM

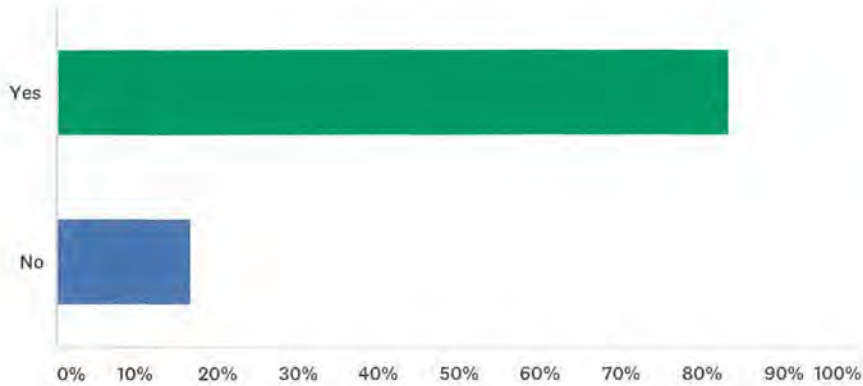
Q6 If you have answered no to question 4 please list the items within your team operations that could be reused in the future.

Answered: 2 Skipped: 11

#	RESPONSES	DATE
1	Stockpiled logs could be reused for nature playgrounds and possibly some kinds of park furniture.	11/7/2019 9:01 AM
2	we should have recycling bins at the depot and at all operations sites and in the office for all staff and all staff should have training in what can be recycled and what can't. this would also spill out into the community and affect all of Dardanup.	11/7/2019 8:36 AM

Q7 Are there any products that your team purchases or uses that can be recycled or repurposed at the end of its useful life (to reduce landfill)?

Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	83.33%	10
No	16.67%	2
TOTAL		12

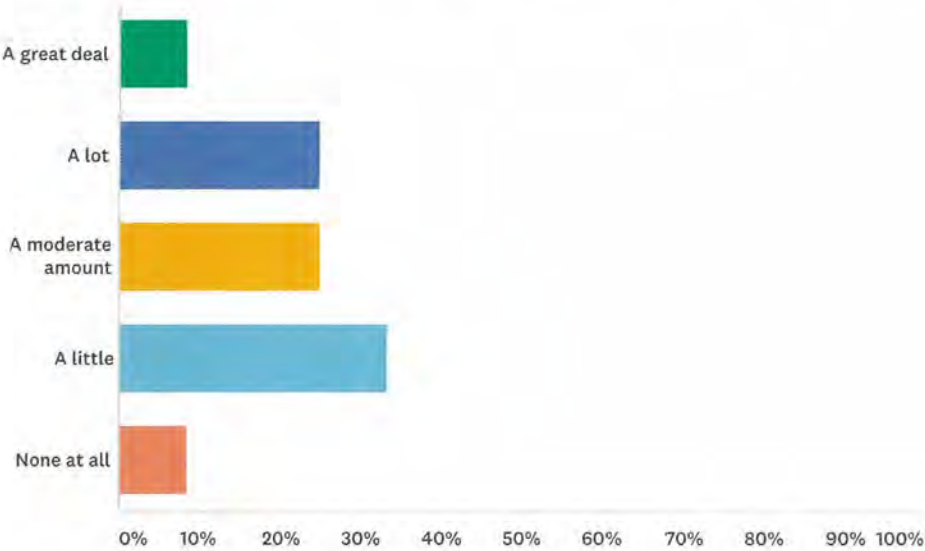
Q8 If you have said Yes to Q8 please specify any purchases that can be recycled or repurposed at the end of its useful life (to reduce landfill)?

Answered: 9 Skipped: 4

#	RESPONSES	DATE
1	All old IT equipment is sent to the electronic recycling waste facility and doesn't go to landfill.	11/8/2019 3:09 PM
2	All paper products and printing consumables are recycled	11/8/2019 2:32 PM
3	IT hardware	11/8/2019 10:18 AM
4	Printer & Copier Cartridges; General Recyclable Sundries; All excess paper is recycled.	11/8/2019 10:15 AM
5	Toner Cartridges Papaer	11/8/2019 9:27 AM
6	pens, paper, plastic cups, cardboard from boxes	11/7/2019 4:26 PM
7	Paper Printer cartridges	11/7/2019 9:16 AM
8	see comments above about bins in the depot and also consider worm farms or a compost bin if we are not going to progress to a 3rd bin	11/7/2019 8:36 AM
9	IT screens and office furniture	11/6/2019 4:35 PM

Q9 Overall how well do you think that your team supports recycling in your day to day operations?

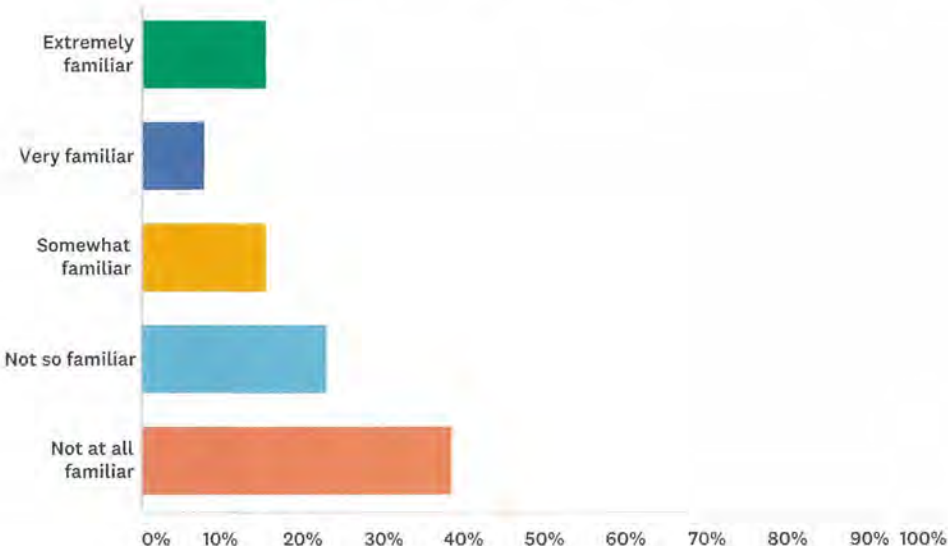
Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
A great deal	8.33%	1
A lot	25.00%	3
A moderate amount	25.00%	3
A little	33.33%	4
None at all	8.33%	1
TOTAL		12

Q10 Are you aware of the Shire's Procurement Policy with regard to environmental considerations?

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Extremely familiar	15.38%	2
Very familiar	7.69%	1
Somewhat familiar	15.38%	2
Not so familiar	23.08%	3
Not at all familiar	38.46%	5
TOTAL		13

Q11 Please provide any further comments you would like to contribute.

Answered: 3 Skipped: 10

#	RESPONSES	DATE
1	My team produces designs so we do not actually purchase any goods. We do, however, produce designs that incorporate recycled material - for example recycled plastic decking.	11/8/2019 1:14 PM
2	Providing recycle bins in the centre for public use would be valuable. Overall we could get better.	11/8/2019 10:33 AM
3	At the library we would be very happy to engage with a recycling policy and also introduce recycling education for the community.	11/7/2019 4:26 PM

Zero Point Energy SE

DARDANUP RECYCLING AUDIT

2019



About Zero Point Energy SE

Zero Point Energy Social Enterprise (ZPE) started its journey in 2017 with a vision to contribute to the circular economy within the community. Since then, we have provided waste management services to multiple events and festivals. We are now focused on assisting local councils with their needs in waste. We are dedicated to serving the collective mission of reducing landfill. There is a requirement for clear tracking and measurement of waste streams (green waste, recyclables, general waste). We offer auditing services to provide this data.

Introduction

Dardanup Audit

The audit was enacted by Suez in accordance with the Contract for the Supply of Services (Processing of Recyclables).

The following parties participated in the audit process; Suez, The Shire of Dardanup and Zero Point Energy SE (independent auditor) over the course of 4 days, Tuesday 24th - Friday 27th September 2019.

Purpose of the audit was, and is, to:

- Verify contamination rates.
- Gain understanding into sources of contamination.
- Highlight items of confusion (contestable)

Zero Point Energy SE was onsite from the 24th - 25th September 2019.

In this time ZPE:

- Witnessed and verified Suez auditing process for 3 sample loads. Thursday and Friday samples were witnessed and verified by Shire of Dardanup officer.
- Audited contestable items for 3 x sample loads.
- Audited contaminants for 2 x sample loads.

ZPE categorised items of contestables and contaminants to, most simply, satisfy clients needs to:

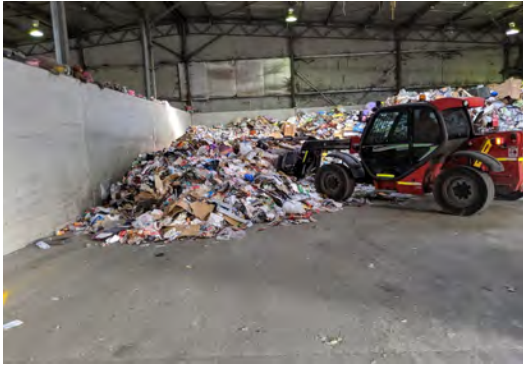
- Provide a clear break down of contestable and contaminated items.
- Find the top 3 - 5 contamination causes to target through education.

Auditing Process (Suez)

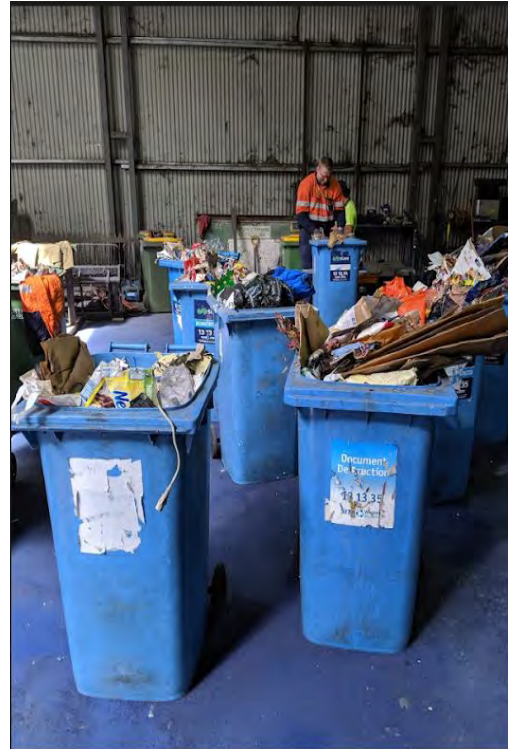
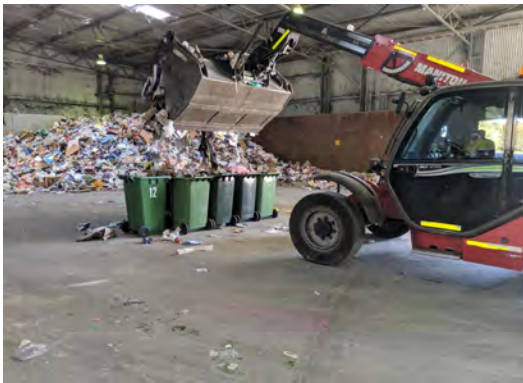
5 random recycling loads had been selected as the sample loads for the week. The process is as follows.

1. The Bin Collection Contractor drops off recycling load as usual.
2. Suez picks up a section of this load with a telehandler and bucket, and empties the contents into the 9 sample bins.
3. The bins are weighed and recorded, and then unloaded onto a sample conveyor.
4. Material is sorted by hand into 3 categories:
 - Contestables
 - Contaminants
 - Recyclables
5. These bins are weighed and recorded.





2



Bins ready for sorting



Scales to weigh bins

3



Bin unloaded onto conveyor

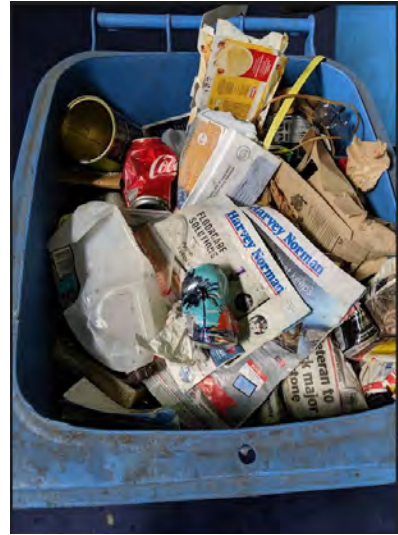
4



The sorting begins

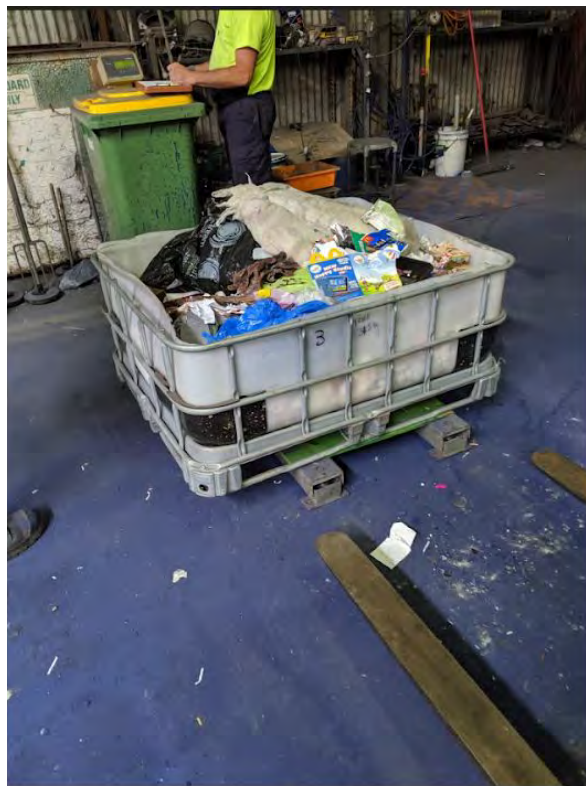


Recyclable Items Bins



Contestable Items Bin

5



Contaminants bin being weighed

Defining Recyclables, Contaminants and Contestables

For the purpose of the audit the following general guidelines apply to the 3 categories.

Recyclables

Items recyclable in agreement with Suez standards and the Shire of Dardanup Contract.

Contaminants

Items not recyclable, or considered too soiled or broken to be processed.

Contestables

Items where there is a discrepancy between the Shire of Dardanup contract and Suez accepted items. Also includes items which are minimally soiled.

Further Analysis by ZPE

Further analysis was carried out by ZPE on selected samples to obtain data on the contestable and the contaminated items.

The following categories were established to highlight the cause/ reason of the contamination/ contestable item.

Contaminants
Combined Items
Plastic containers - too soiled or full
Clothes
Mixed plastics - non recyclable / soiled
Cardboard / Paper - soiled
Metals / Cans soiled
Non Recyclables
Sift through items

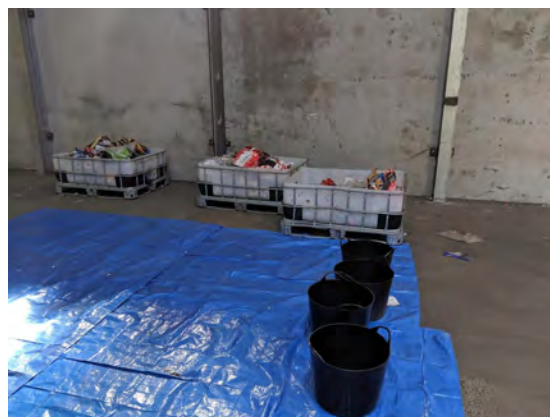
Contestables
Bottles with Lids
Bottles - Soiled
Soft Plastics
Meat trays and Slightly Soiled 1-6 Plastics
Tins / Cans - Slightly Soiled
Cardboard / Paper Slightly Wet / Soiled
Combined Items
Newspapers with Plastic
Aerosols
Tetra Packs (non recyclable)
Coathangers

Notes:

Combined Items refer to items that are bundled/ boxed together. These can be multiple recyclables, but become contaminants because Suez cannot process bundled items.

Non Recyclables is mostly wrappers, take away containers and small docketts.

Sift Through Items refer to food scraps, small plastics, small paper, dirt and grass clippings.



Further Sorting of Contaminants

Verification of Measurement Device

Scales Calibration

See below for Pallet Scales Calibration Certificate provided by Suez.

SCALE VERIFICATION / TEST REPORT

Report Number
1343491-1

Customer Name: SUEZ Medical Solutions
Customer Address: 1-7 Faliper Street, WELSHPOOL WA 6106
Instrument Location: As above
Purpose: Non-Trade Report (Equipment not for trade use)

SI Unit: kg

INSTRUMENT DETAILS
Make: DIGI Class: N/A Serial No.: 13615688
Model: DI-162 Capacity: 1500 NSC/NMI No.: N/A
Type: WEIGH BARS Graduation: 0.5 Location:

VISUAL INSPECTION - Trade Verification
Comply with NMI Approval: N/A Date and Characteristics: N/A

REPEATABILITY TEST RESULTS		ECCENTRICITY TEST RESULTS			
1. 1000.0	Test Load: 1000	500.0	500.0	500.5	500.0
2. 1000.0	Max Diff: 0.0				
3. 1000.0	Result: Pass	Test Load: 500	Result: Pass		

WEIGHING PERFORMANCE TEST

Set Up		Initial Weighing Results			Weighing Results After Adjustment		
Applied Load	MPE +/-	Reading (Increasing Load)	Reading (Decreasing Load)	Result	Reading (Increasing Load)	Reading (Decreasing Load)	Result
0	0.25e	0.0	0.0	Pass			
10		10.0	10.0	Pass			
250		250.0	250.0	Pass			
500		500.0	500.0	Pass			
1000		1000.0	1000.0	Pass			
1500		1500.0	1500.0	Pass			

Over-range Blanking: NA Weighing Performance: Pass

OTHER PERFORMANCE TEST RESULTS

Accuracy, Zero Indication: NA Sensitivity: NA
Accuracy, Tare Setting: NA Price Indication: NA
Discrimination: NA Printed Information: NA

Details of Reference Masses Used: WS-113 TO WS-117 ; WS-500-6 ; WS-200-1 ; 6

Comments: Tested and Calibrated Scale. Weighing Accurately. Issued Test Report.
Overall Result: Pass
Tested By: Usman Latif Report Date: 24/07/2019
Signature: *Usman Latif* Suggested Retest Date: 07/02/20

NMI Servicing Licence
Wedderburn is a holder of an NMI issued Wedderburn Servicing Licence Number SL-0097 which allows verification of measuring instruments for trade for classes and subclasses or measuring instruments as stated on the Servicing Licence certificate.

Instrument Verification
The testing results recorded on the front of this report were carried out in accordance with the requirements of the National Instrument Test Procedures NITP 6.1 - 6.4 issued by the National Measurement Institute (NMI).
The following table is the required Maximum Permissible Error (MPE) values allowed for non-automatic weighing instruments used for trade:

MPE	For loads m, expressed in verification scale intervals e			
	Class I	Class II	Class III	Class III
± 0.5 e	0 ≤ m ≤ 50 000	0 ≤ m ≤ 5 000	0 ≤ m ≤ 500	0 ≤ m ≤ 50
± 1 e	50 000 < m ≤ 200 000	5 000 < m ≤ 20 000	500 < m ≤ 2 000	50 < m ≤ 200
± 1.5 e	200 000 < m	20 000 < m ≤ 100 000	2 000 < m ≤ 10 000	200 < m ≤ 1 000

Instrument testing
Instrument testing is performed to the National Instrument Test Procedures NITP 6.1 - 6.4 where such tests are relevant, the results of the test are only intended to display performance of the instrument under test. The test results presented are not intended to propagate measurement traceability.
If you require a NATA endorsed calibration test report for your weighing instrument then please contact Wedderburn to have this arranged through one of our NATA accredited laboratories.

Reference mass used
All reference masses used for this test have a current certificate of verification of a reference standard of measurement in accordance with Regulation 13 of the National Measurement Regulations 1990 (Cth) and the National Measurement Act 1960 (Cth).

Australian Trade Measurement Regulator
The National Measurement Institute (NMI) is the Government body responsible for trade measurement in Australia. <http://www.measurement.gov.au>

Audit (Suez)

Sample 1



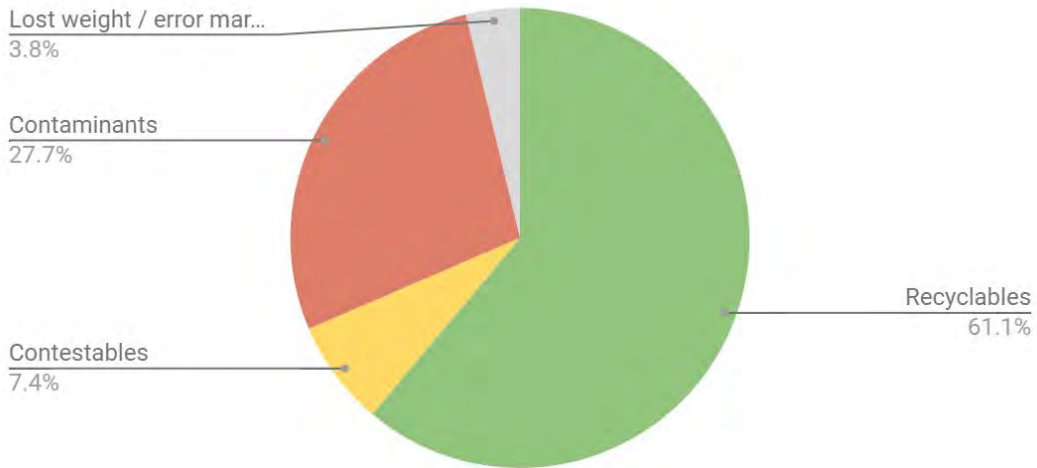
Sample 1 sorting on conveyor belt

Date	23-Sep									
Shire	Dardanup									
Truck Rego	SW15583									
Receival time	14.19									
Sample No	1									
Weight	1.64 (Ticket 10007405)									
Bin (IN)	1	2	3	4	5	6	7	8	9	
Tare Weight	13.00	12.00	13.00	13.00	12.00	12.00	12.00	13.50	13.00	
Gross Weight	61	40	36	58	39.5	24	32	39.5	60	
Total	48.00	28.00	23.00	45.00	27.50	12.00	20.00	26.00	47.00	276.50
Bin Number (OUT)										Glass Fines
Recyclable	20	19	22	19	21	20	22		3	
Tare Weight	12.5	13.5	12.5	12.5	12.5	13.5	13.5		34	
Gross Weight	35.5	40	45.5	27	31	26.5	18		70	
Total	23	26.5	33	14.5	18.5	13	4.5	0	36	169
Non-Recyclable	1	2								
Tare Weight	34.5	34.5								
Gross Weight	86	59.5								
Total	51.5	25								76.5
Contestable	2	1								
Tare Weight	11.5	12								
Gross Weight	22	22								44
Total	10.5	10								20.5

Suez Audit Sheet

SAMPLE	1	
	weight (kgs)	Percentage
Total Weight of Input	276.5	100.00
Recyclables	169	61.12
Contestables	20.5	7.41
Contaminants	76.5	27.67
Lost weight / error margin	10.5	3.80

SAMPLE 1



Sample 2



Sample 2 sorting on conveyor belt



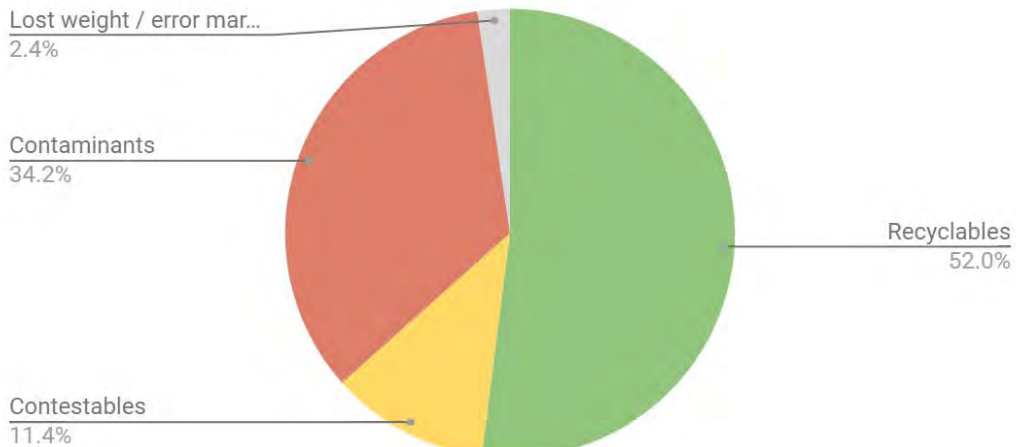
Further sorting into contestables and contaminants

Date	25-Sep									
Shire	Dardanup									
Truck Rego	1ELA130									
Receival time	8.53									
Sample No	2									
Weight	6.26 (Ticket 10007428)									
Bin (IN)	1	2	3	4	5	6	7	8	9	
Tare Weight	13.00	12.00	13.00	13.00	12.00	12.00	12.00	13.50	13.00	
Gross Weight	45.5	36.5	44.5	31	57	50	41.5	43.5	40	
Total	32.50	24.50	31.50	18.00	45.00	38.00	29.50	30.00	27.00	276.00
Bin Number (OUT)										
Recyclable	19	20	21	22	21	20	19	22		
Tare Weight	12.5	13.5	12.5	12.5	12.5	12.5	12.5	12.5		
Gross Weight	33.5	30	36.5	35	24	32	28	25.5		
Total	21	16.5	24	22.5	11.5	19.5	15.5	13	0	143.5
Non-Recyclable	1	3								
Tare Weight	34.5	34.5								
Gross Weight	80.5	83								
Total	46	48.5								94.5
Contestable	2	1	1							
Tare Weight	11.5	12	12							
Gross Weight	26.5	26.5	14							67
Total	15	14.5	2							31.5

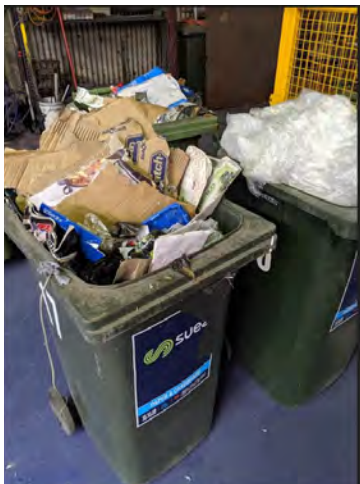
Suez Audit Sheet

SAMPLE	2	
	weight (kgs)	Percentage
Total Weight of Input	276	100.00
Recyclables	143.5	51.99
Contestables	31.5	11.41
Contaminants	94.5	34.24
Lost weight / error margin	6.5	2.36

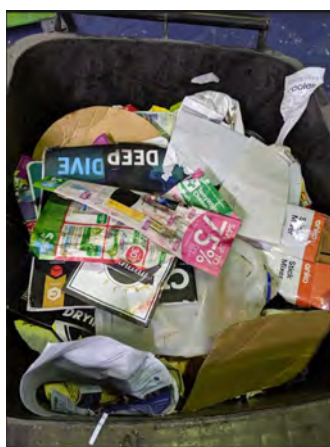
SAMPLE 2



Sample 3



Bins before sorting (left) and contaminants (right)



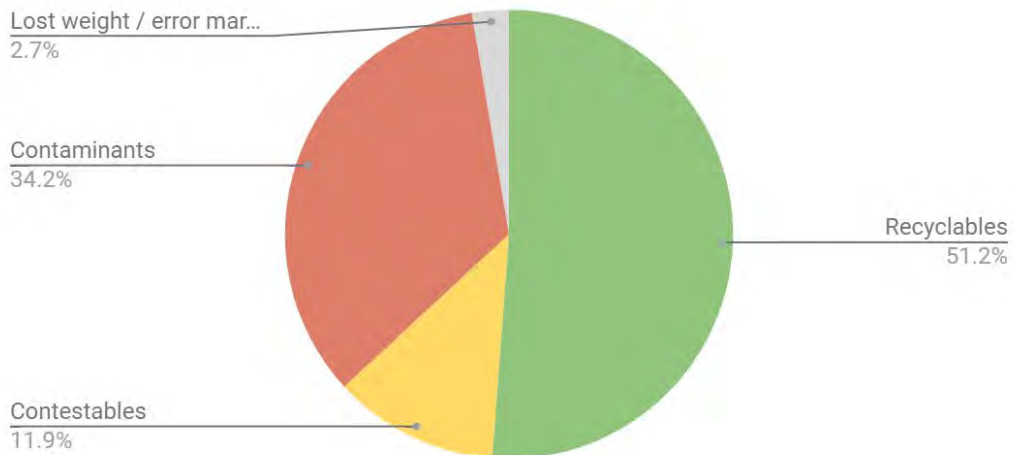
Recycling in separated bins

Date	9/25/2019									
Shire	Dardanup									
Truck Rego	BSN616C									
Receival time	9.03									
Sample No	3									
Weight	5.28 (Ticket 10007429)									
Bin (IN)	10	11	12	13	14	15	16	17	18	
Tare Weight	11.50	11.00	11.50	11.00	11.50	12.50	12.50	12.50	11.00	
Gross Weight	25.5	28.5	45	35	26	27.5	30	49	27	
Total	14.00	17.50	33.50	24.00	14.50	15.00	17.50	36.50	16.00	188.50
Bin Number (OUT)										
Recyclable	19	20	21	22	21	20				
Tare Weight	12.5	13.5	12.5	13.5	12.5	13.5				
Gross Weight	32.5	29.5	30.5	32.5	28.5	21				
Total	20	16	18	19	16	7.5	0	0	0	96.5
Non-Recyclable	1		3							
Tare Weight	34		34.5							
Gross Weight	63		70							
Total	29	0	35.5							64.5
Contestable	1	2								
Tare	12	11.5								
Gross	25	21								
Total	13	9.5								22.5

Suez Audit Sheet

SAMPLE	3	
	weight (kgs)	Percentage
Total Weight of Input	188.5	100.00
Recyclables	96.5	51.19
Contestables	22.5	11.94
Contaminants	64.5	34.22
Lost weight / error margin	5	2.65

SAMPLE 3



Sample 4



Sample load 4 in bins before sorting



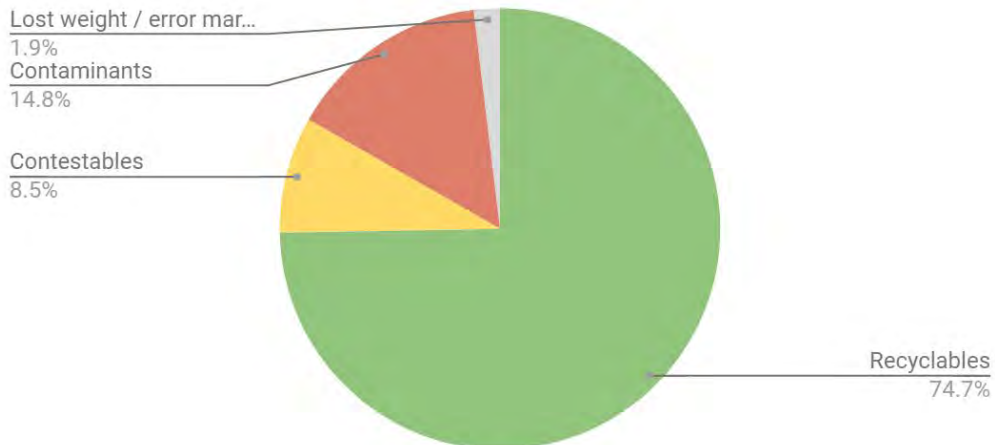
Contamination bin

Date	9/26/2019									
Shire	Dardanup									
Truck Rego	SW15583									
Receival time	12.10									
Sample No	4									
Weight	4.60 (Ticket 10007451)									
Bin (IN)	1	2	3	4	5	6	7	8	9	
Tare Weight	13.00	12.00	13.00	13.00	12.00	12.00	12.00	13.50	13.00	
Gross Weight	33	23.5	36	43	28	35	35	33.5	28.5	
Total	20.00	11.50	23.00	30.00	16.00	23.00	23.00	20.00	15.50	182.00
Bin Number (OUT)										
Recyclable	19	20	21	22	22	20	19	20	22	
Tare Weight	12.5	13.5	12.5	13.5	13.5	13.5	12.5	13.5	13.5	
Gross Weight	33	36.5	32.5	29.5	22.5	25.5	25	21	29	
Total	20.5	23	20	16	9	12	12.5	7.5	15.5	136
Non-Recyclable	3									
Tare Weight	34.5									
Gross Weight	61.5									
Total	27	0	0							27
Contestable	1	2								
Tare	12	11.5								
Gross	18	21								
Total	6	9.5								15.5

Suez Audit Sheet

SAMPLE	4	
	weight (kgs)	Percentage
Total Weight of Input	182	100.00
Recyclables	136	74.73
Contestables	15.5	8.52
Contaminants	27	14.84
Lost weight / error margin	3.5	1.92

SAMPLE 4



Sample 5



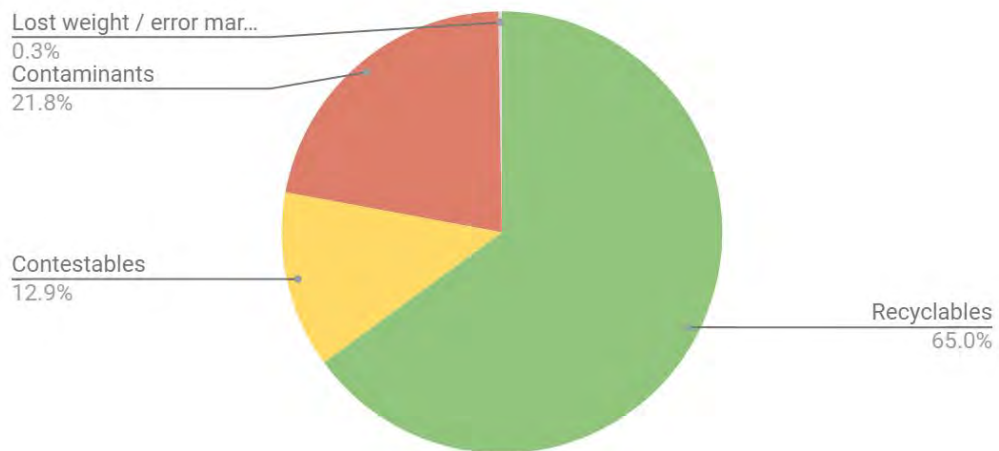
Combined items (Recyclables in bag) - Not recyclable

Date	9/26/2019									
Shire	Dardanup									
Truck Rego	SW15583									
Receival time	3.46									
Sample No	5									
Weight	4.5 (Ticket 10007457)									
Bin (IN)	1	2	3	4	5	6	7	8	9	
Tare Weight	13.00	12.00	13.00	13.00	12.00	12.00	12.00	13.50	13.00	
Gross Weight	29.5	37.5	31.5	30.5	27.5	34.5	33	30.5	44.5	
Total	16.50	25.50	18.50	17.50	15.50	22.50	21.00	17.00	31.50	185.50
Bin Number (OUT)										
Recyclable	19	20	21	22	20	19				
Tare Weight	12.5	13.5	12.5	13.5	13.5	12.5				
Gross Weight	27.5	25.5	32	40	44	29.5				
Total	15	12	19.5	26.5	30.5	17	0	0	0	120.5
Non-Recyclable		2	3							
Tare Weight		34.5	34.5							
Gross Weight		50	59.5							
Total	0	15.5	25							40.5
Contestable	1	2								
Tare	12	11.5								
Gross	17.5	30								
Total	5.5	18.5								24

Suez Audit Sheet

SAMPLE	5	
	weight (kgs)	Percentage
Total Weight of Input	185.5	100.00
Recyclables	120.5	64.96
Contestables	24	12.94
Contaminants	40.5	21.83
Lost weight / error margin	0.5	0.27

SAMPLE 5



Contestable Samples

As mentioned earlier in the report, contestable items are those items that were highlighted by Suez as being in dispute regarding acceptance of the items as recyclable. Contestable items also include minimally soiled components.

The data below is from samples 1, 2 and 3 where we scrutinised the contestables for further details and clarification.

Sample 1

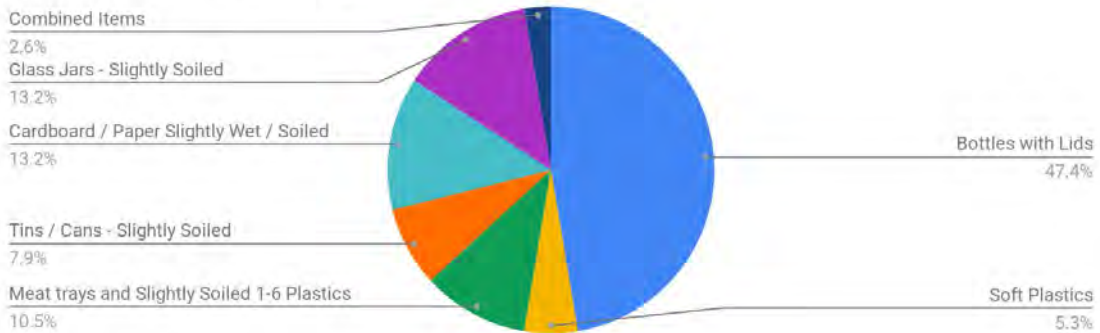


Various contestables after sorting

CONTESTABLES	
SAMPLE	1
	weight (kgs) Percentage
Total Weight of Contestables	20.5 100.00
Bottles with Lids	9 43.90
Bottles - Soiled	
Soft Plastics	1 4.88
Meat trays and Slightly Soiled 1-6 Plastics	2 9.76
Tins / Cans - Slightly Soiled	1.5 7.32
Cardboard / Paper Slightly Wet / Soiled	2.5 12.20
Glass Jars - Slightly Soiled	2.5 12.20
Papers with Plastic	
Mixed Plastics	
Aerosols	
Tetra Packs (non recyclable)	x11
Coathangers	
Combined Items	0.5 2.44
Add Check - Weight	19 92.68
Error	1.5 7.32

Sample 1 contestables breakdown

SAMPLE 1 CONTESTABLES



Sample 2

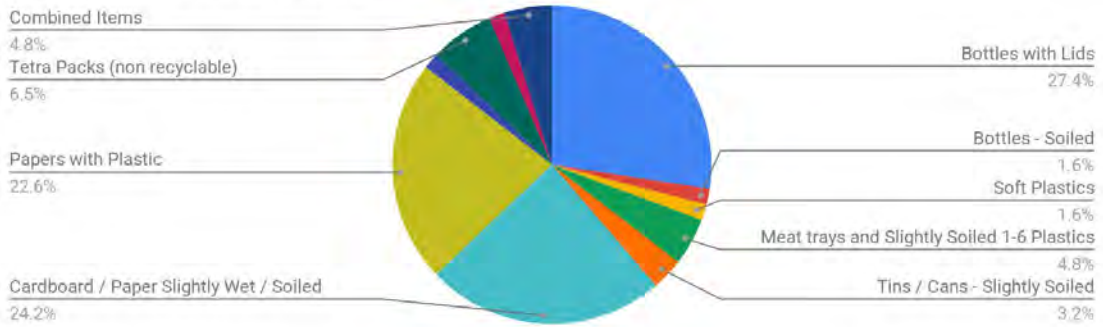


Contestables sorted and audited by ZPE

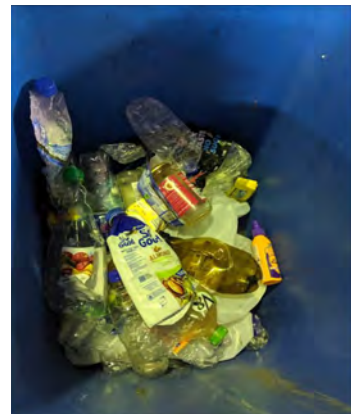
CONTESTABLES		
SAMPLE	2	
	weight (kgs)	Percentage
Total Weight of Contestables	31.5	100.00
Bottles with Lids	8.5	26.98
Bottles - Soiled	0.5	1.59
Soft Plastics	0.5	1.59
Meat trays and Slightly Soiled 1-6 Plastics	1.5	4.76
Tins / Cans - Slightly Soiled	1	3.17
Cardboard / Paper Slightly Wet / Soiled	7.5	23.81
Glass Jars - Slightly Soiled		
Papers with Plastic	7	22.22
Mixed Plastics	0.5	1.59
Aerosols		
Tetra Packs (non recyclable)	2	6.35
Coathangers	0.5	1.59
Combined Items	1.5	4.76
Add Check - Weight	31	98.41
Error	0.5	1.59

Sample 2 contestables breakdown

SAMPLE 2 CONTESTABLES



Sample 3

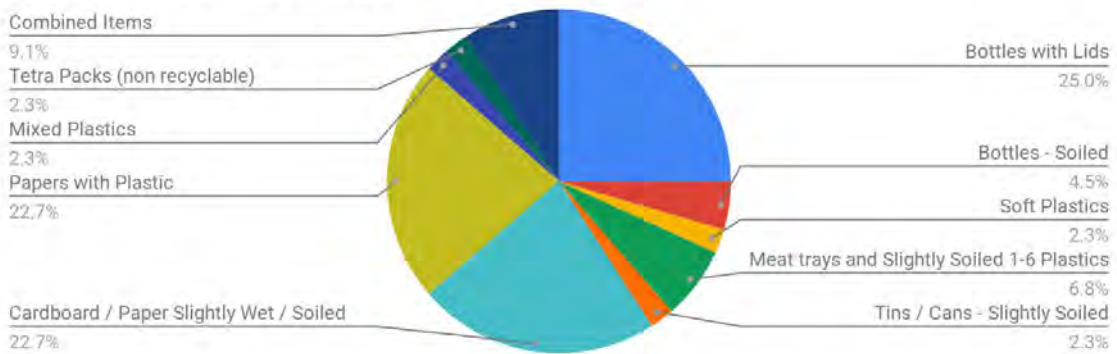


Contestables sorted and audited by ZPE

CONTESTABLES		
SAMPLE	3	
	weight (kgs)	Percentage
Total Weight of Contestables	22.5	100.00
Bottles with Lids	5.5	24.44
Bottles - Soiled	1	4.44
Soft Plastics	0.5	2.22
Meat trays and Slightly Soiled 1-6 Plastics	1.5	6.67
Tins / Cans - Slightly Soiled	0.5	2.22
Cardboard / Paper Slightly Wet / Soiled	5	22.22
Glass Jars - Slightly Soiled		
Papers with Plastic	5	22.22
Mixed Plastics	0.5	2.22
Aerosols		
Tetra Packs (non recyclable)	0.5	2.22
Coathangers		
Combined Items	2	8.89
Add Check - Weight	22	97.78
Error	0.5	2.22

Sample 3 contestables breakdown

SAMPLE 3 CONTESTABLES



Contaminant Samples

Contaminated items were classified in this audit process as items that are incorrect materials for recycling, or items/ materials that have not been adequately prepared. This includes food residue in containers and recyclables in plastic bags.

The data below is from samples 1 and 3 where we analysed the contaminated items for further details and clarification.

NOTE - Sift Through Items refer to food scraps, small plastics, small paper, dirt and grass clippings.

NOTE - Non Recyclables are mostly wrappers, take away containers and small dockets.

NOTE - Combined Items refer to items that are bundled/ boxed together. These can be multiple recyclables but become contaminants because Suez cannot process bundled items.

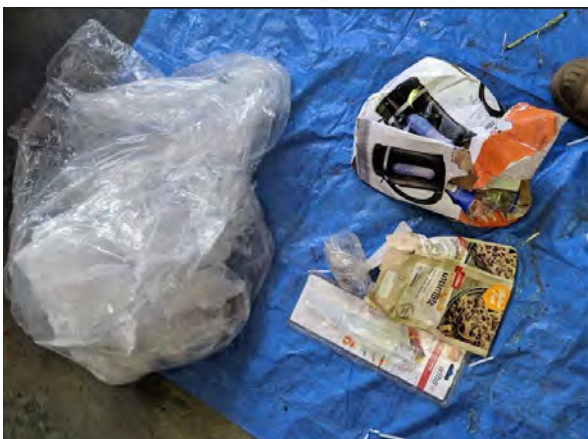
Sample 1



Sift Through Items



Non recyclable saucepan



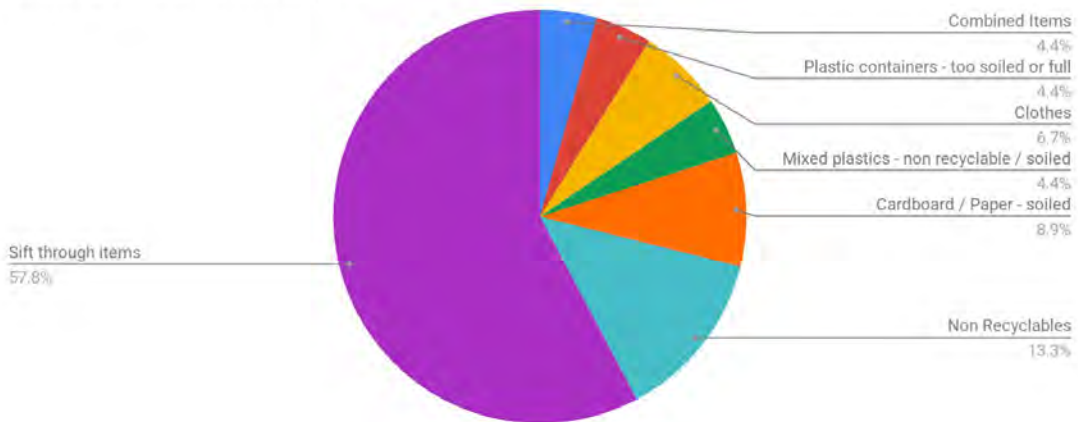
Combined Items



Bottles with cigarette butts inside

CONTAMINANTS	
SAMPLE	1
	weight (kgs) Percentage
Total Weight of Contaminants BIN Analysed	51.5
Combined Items	0.5 0.97
Plastic containers - too soiled or full	1 1.94
Clothes	0.5 0.97
Mixed plastics - non recyclable / soiled	1.5 2.91
Cardboard / Paper - soiled	0.5 0.97
Non Recyclables	7 13.59
Sift through items	40.5 78.64
Half a bag of concrete	
Tin cans - Soiled or full	
Soft Plastics	
E-Waste	
Add Check - Weight	51.5 100.00
Error	0 0.00

SAMPLE 1 CONTAMINANTS



Sample 3



Textiles



Mixed plastics - soiled



Sift through items



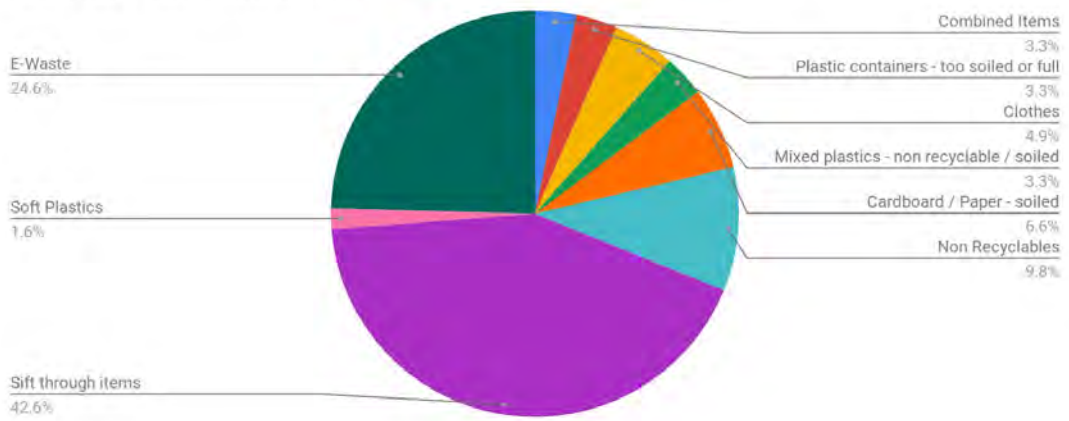
E-waste

Contaminants sorted into categories

CONTAMINANTS		
SAMPLE	3	
	weight (kgs)	Percentage
Total Weight of Contaminants BIN Analysed	30.5	
Combined Items	1	3.28
Plastic containers - too soiled or full	1	3.28
Clothes	1.5	4.92
Mixed plastics - non recyclable / soiled	1	3.28
Cardboard / Paper - soiled	2	6.56
Non Recyclables	3	9.84
Sift through items	13	42.62
Half a bag of concrete		
Tin cans - Soiled or full		
Soft Plastics	0.5	1.64
E-Waste	7.5	24.59
Add Check - Weight	30.5	100.00
Error	0	0.00

Sample 3 contaminant breakdown

SAMPLE 3 CONTAMINANTS



Total result details

Overall, 1108.5kgs of input material was audited. Below are the totals, which are an accumulation of all 5 samples, beginning with the simple breakdown.

As the data shows, the samples combined contained 71.99% Recyclable, 10.28% Contestable and 27.33% Contaminated items.

It's important to note, and reflect on:

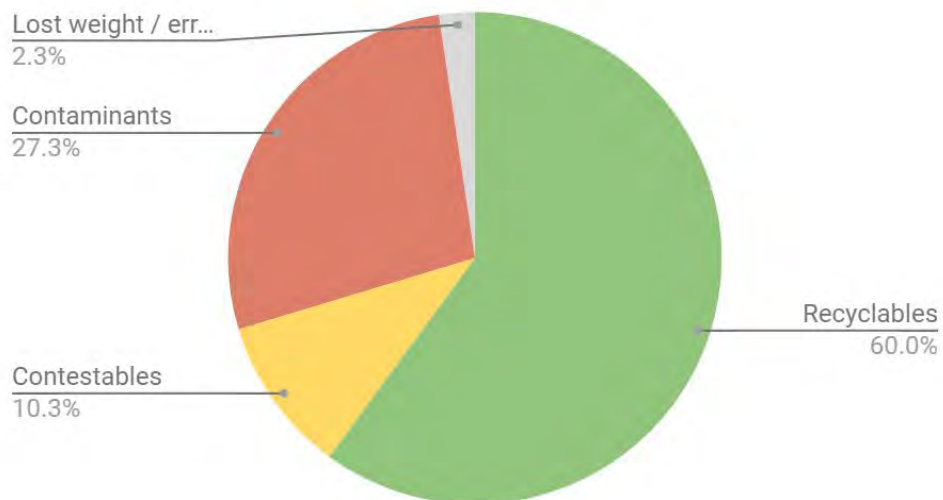
Recyclables are items recyclable in agreement with Suez standards and the Shire of Dardanup contract.

Contaminants are items not recyclable, or considered too soiled to be processed.

Contestables are items where there is a discrepancy between the Shire of Dardanup contract and Suez accepted items. This also includes items which are minimally soiled.

SAMPLE	TOTALS	
	weight (kgs)	Percentage
Total Weight of Input	1108.5	100.00
Recyclables	798	71.99
Contestables	114	10.28
Contaminants	303	27.33
Lost weight / error margin	26	2.35

TOTALS



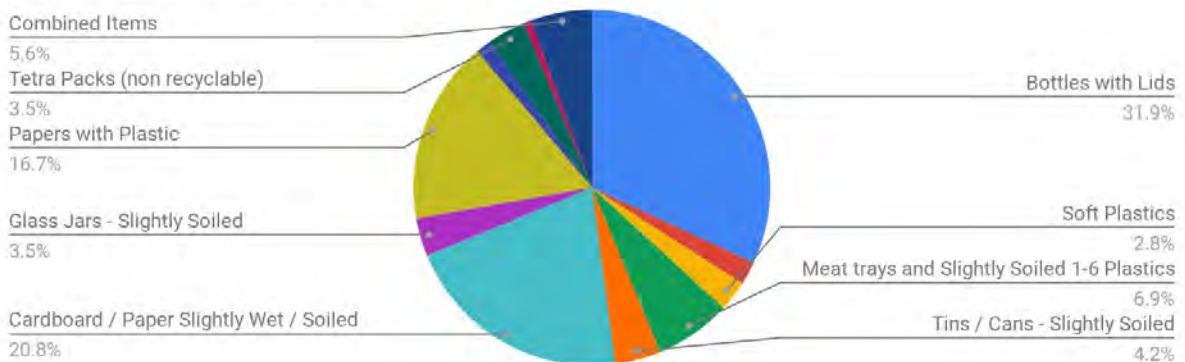
Contestable Totals

Of the 114kgs of contestables, 74.5kgs were audited by ZPE.

The data below is an accumulative total of these samples (1,2 and 3). The results show a stand out of 30% of contestables are bottles with lids, with cardboard and paper slightly wet/ soiled next at 20% and papers with plastic also at 16%.

CONTESTABLES		
SAMPLE	TOTALS (of analysed samples)	
	weight (kgs)	Percentage
Total Weight of Contestables	74.5	100.00
Bottles with Lids	23	30.87
Bottles - Soiled	1.5	2.01
Soft Plastics	2	2.68
Meat trays and Slightly Soiled 1-6 Plastics	5	6.71
Tins / Cans - Slightly Soiled	3	4.03
Cardboard / Paper Slightly Wet / Soiled	15	20.13
Glass Jars - Slightly Soiled	2.5	3.36
Papers with Plastic	12	16.11
Mixed Plastics	1	1.34
Aerosols		
Tetra Packs (non recyclable)	2.5	3.36
Coathangers	0.5	0.67
Combined Items	4	5.37
Add Check - Weight	72	96.64
Error	2.5	3.36

TOTALS CONTESTABLES



Contaminant Totals

82kgs of contaminated items were audited, out of the total 303kgs. Below is the total breakdown of these items.

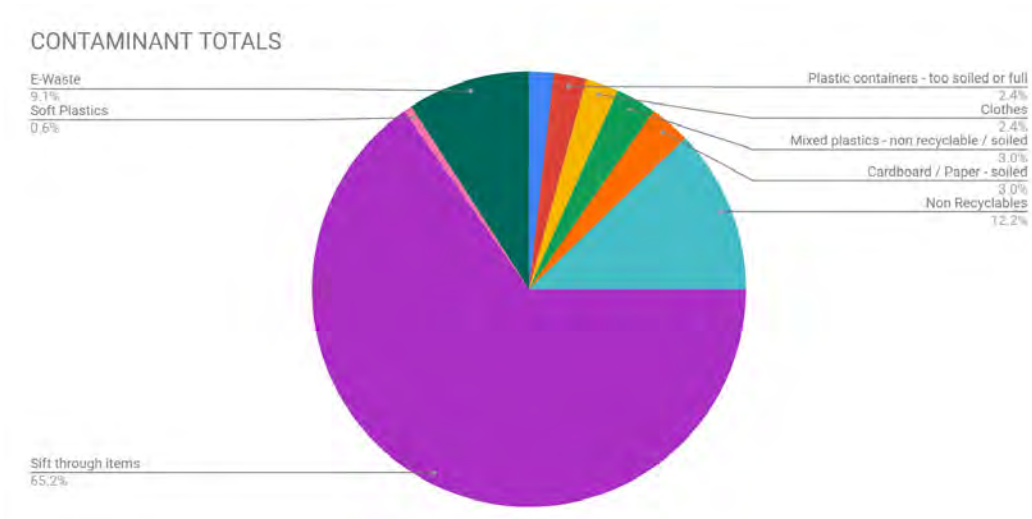
You will see sift through items as being the highest weight at 65%. Non recyclable items are next at 12% and then E-Waste equates to just over 9%.

CONTAMINANTS		
SAMPLE	TOTALS (of analysed samples)	
	weight (kgs)	Percentage
Total Weight of Contaminants BIN Analysed	82	
Combined Items	1.5	1.83
Plastic containers - too soiled or full	2	2.44
Clothes	2	2.44
Mixed plastics - non recyclable / soiled	2.5	3.05
Cardboard / Paper - soiled	2.5	3.05
Non Recyclables	10	12.20
Sift through items	53.5	65.24
Half a bag of concrete		
Tin cans - Soiled or full		
Soft Plastics	0.5	0.61
E-Waste	7.5	9.15
Add Check - Weight	82	100.00
Error	0	0.00

NOTE - Sift Through items refer to food scraps, small plastics, small paper, dirt and grass clippings.

NOTE - Non Recyclables are mostly wrappers, take away containers and small docketts.

NOTE - Combined items refer to items that are bundled/ boxed together. These can be multiple recyclables but become contaminants because Suez cannot process bundled items.



Summary

1108.5kgs of curbside recycling input material was audited for the Shire of Dardanup in conjunction with Suez from the 24th - 27th of September 2019. This came from 5 samples which were each taken from 5 different loads dropped off from the bin collection contractor.

The data presented in this report addresses the purpose of:

- Verifying contamination rates.
- Gaining understanding into sources of contamination.
- Highlighting items that are contestable.

This information contributes to the recommendations at the end of this summary.

The percentage of contamination within these 5 samples audited was 27.33%.

From the data, and our observation, we estimate that 70% of this contamination was made up of items that are non recyclable. This includes the sift through items, non recyclables, clothes, and large items like plastic water jugs.

We estimate the remaining 30% of contaminants are items that are recyclable, although contain too much contamination on/ inside them to be processed, or can be recycled through alternative avenues like E-waste.

The sources of this contamination is split into two categories:

- Deposited with contamination.
- Has become contaminated after mixing in bin or garbage truck.

There were clear signs during the audit of 'one off' contamination loads such as grass clippings deposited in bins that were contaminating and mixing with recyclables.

There were also clear signs of items (mostly containers) that had been deposited still filled with food or residue.

This report also addresses the following:

- Provides a clear break down of contestable and contamination items.
- Finds the top 3 - 5 contamination causes to target through education.

The break down of contestable items is presented throughout the report.

As we addressed, in the totals results, 'bottles with lids' made up 30.87% of contestable items.

These items are considered a contaminant by Suez, as they cannot be processed with a lid attached. They are considered a recyclable according to Shire of Dardanup's Recycling Contract, as both the lid and the bottle are a 1-6 plastic.

The other stand out contestables were slightly soiled paper/cardboard (20%) and newspapers with plastic (16%). Paper and cardboard, by its nature, is deposited clean (unless food packaging), although becomes contaminated in the bin or truck as it comes into contact with liquids and residue. Newspapers with plastic is clearly deposited already contaminated (a combined item due to the soft plastic and paper which is not recyclable by Suez). This is indicated below as an area to target through education.

As the data shows, there was no clear specific stand out result in regards to contaminant items. The sources of contaminants themselves however are more clear.

Large deposits of contaminants such as dirt or lawn clippings cause many items to be contaminated. This is supported through 'Sift through items' being the highest percentage contaminant.

E-Waste, although a fairly low percentage, were a recurring item throughout the audit process.

Combined items were also a recurring item but came out as the second lowest contaminant (some items were categorised as contestable). These are items that are recyclable, though due to being bundled together, cannot be processed.



Lawn clippings in recycling



Combined Items

Recommendations

From the information summary, we recommend the following in regards to education;

- a focus on education on removing lids from bottles,
- a focus on education on placing items in recycling bins separated (loose) - this includes removing plastic from newspapers,
- a focus on education on the deposit locations for E-waste (or implementing new ones), and
- media release on audit results to raise awareness on recycling and the effects of contamination.

For the purpose of creating clarity between the Shire of Dardanup and Suez, we recommend the following:

- amending the contract (or creating a separate agreement) to give reference to a new item list of recyclables.

This item list would be fluid to allow for changes as the recycling markets change. This list would also state, with reasonable accuracy, the amount of contamination within containers which is acceptable, and include other clarifying details like the requirement to separate items before placing into the bin.

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RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Creation of a new Policy – Significant Accounting Policies

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

1 - Asset Sustainability Practices

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	(Brief Explanation of the 'Health' risk event) Or: No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Ad-hoc financial managements practices lead to non-compliance with Australian Accounting Standards and Local Government Act 1995 and Regulations	Moderate (3)	Possible (3)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non compliance with Financial legislation could lead to penalties being imposed on the Shire.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: South West Development Commission – Nomination of Board Member

RISK THEME PROFILE:

6 - Engagement Practices

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Inability to adhere to the eligibility criteria which specifies that should Cr Bennett no longer be a serving Elected Member he will resign from the SWDC board as a Local Government representative.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Request for Tender - Tender for replacement of cardio and strength fitness equipment

RISK THEME PROFILE:

10 - Management of Facilities, Venues and Events
15 - Supplier and Contract Management

1 - Asset Sustainability Practices
13 - Project/Change Management

RISK ASSESSMENT CONTEXT: Project

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	There is a risk that the supplier could suffer financial difficulties i.e. insolvency, bankruptcy thus preventing the supply of gym equipment.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	There is a risk that services at the ERC could be interrupted due to non-supply or delay in the supply of gym equipment.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	There is a risk that the non-supply or delay in the supply gym equipment may result in action being taken to remedy any non-supply or delays.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	There is a risk that services at the ERC could be interrupted due to non-supply or delay in the supply of gym equipment. This may result in public	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	complaints, adverse media.							
ENVIRONMENT	There is a risk that the new gym equipment will be packaged in cardboard, plastics that may be disposed of by being sent to landfill and not recycled.	Moderate (3)	Likely (4)	High (12 - 19)	<ul style="list-style-type: none"> • Terms and conditions of supply agreement will require any packaging etc to be recyclable and disposed of in a sustainable manner by the supplier. • Council officers will check to ensure compliance. 	Moderate (3)	Unlikely (2)	Moderate (5 - 11)