

National Environment Protection (Used Packaging Materials) Measure

ANNUAL REPORT BY LOCAL GOVERNMENT AUTHORITIES

USER GUIDE AND STANDARD NATIONAL PARTICIPATION RATE SURVEY METHODOLOGY

- ◆ You must complete the *Annual Report by Local Government Authorities (LG1)* if you provide a kerbside recycling collection service. This applies to all local government authorities in Australia.
- ◆ The requirement to report is provided under Clause 17 of the National Environment Protection (Used Packaging Materials) Measure (the “NEPM”).
- ◆ The Report (LG1) must be completed and sent to the Environment Protection Authority at the end of the financial year. The report is due to be returned to the EPA by no later than the **4th September 2009**.

WHERE TO GET HELP?

Contact

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for any administrative queries.

GETTING STARTED

- ◆ The Annual Report by Local Government Authorities (LG1) must be used with the User Guide. You must complete the Annual Report by Local Government Authorities (LG1). The numbers in the Annual Report by Local Government Authorities (LG1) correspond to the numbers in the User Guide. You will find useful definitions in the User Guide.
- ◆ Please enter all amounts on the Materials Collected page in whole metric tonnes. (Amounts less than 0.5 tonne should be rounded down; amounts 0.5 tonne and above should be rounded up.)

Annual Report by Local Government Authorities User Guide

ITEM 1 Council/Regional Group

WHAT YOU MAY NEED

The Name of your Council or the Regional Group. (You may report as an individual Council or as a part of a Regional Group. Please consult with your Environment Protection Agency if you have any queries.)

- STEP 1** Record the Council Name or Regional Group details including postal address, contact person, phone and fax numbers and e-mail address.
- STEP 2** If you are reporting for a Regional Group, record the names of all Local Government Authorities in the region.
- STEP 3** If you cannot provide details for a section; for example you do not have an e-mail address, insert "Not Applicable" or "N/A".

CHECK THAT YOU HAVE

- Provided all of the information required at Item 1.
- Provided the latest information for the Council/Regional Group's details.

ITEM 2 Residential Population

WHAT YOU MAY NEED

- The Estimated Resident Population as at 30 June of the relevant year.

- STEP 1** Record the Estimated Resident Population for the latest financial year. The Australian Bureau of Statistics publishes the Estimated Resident Population as at the 30 June for each year. This is released around December of each year. This means there may be a lag in recording. For example, if the financial year is 2008/2009 the population recorded would be that recorded at 30 June 2007 as the population at 30 June 2008 would not have been released. However, if you have a more recent accurate population from another source, please record it.

CHECK THAT YOU HAVE

- Provided the correct and latest population for the relevant year.

ITEM 3 Year (Reporting Period)

WHAT YOU MAY NEED

- The financial year details.

STEP 1 Enter the reporting period during which waste quantities have been recorded. The reporting period is the last financial year (1 July to 30 June). Therefore, the reporting period requires insertion of the relevant financial years. For example, 08 and then 09.

CHECK THAT YOU HAVE

- Provided the correct reporting period as a financial year.

ITEM 4 Type of Recycling Service Provided

WHAT YOU MAY NEED

- The kerbside recycling service provided, that is, the type of container used by residents to deposit their **recyclables** into.

STEP 1 Enter the type of service that is provided for example, whether it is a **kerbside** recycling service such as a crate, split bin, dual bin service (e.g. as one bin for paper and another for aluminium/glass/plastics/steel), bag or other container if applicable or a **drop off** recycling service. A **drop off service** is a Council provided place where people can deposit their materials for recycling. If you have separate services for different areas in your Council area, please itemise them. **Please note: it is optional to supply details on drop off recycling services.** If you can only supply figures for all services aggregated please note this on the reporting form.

CHECK THAT YOU HAVE

- Recorded the type of service details in the space provided.

ITEM 5 Total Number of Premises or Households in your Council Area

WHAT YOU MAY NEED

- The total number of premises or households in your Council area.

STEP 1 Enter the total number of residential and non-residential premises. For example, a Council has 1000 premises in total and 100 premises are non-residential then the Council would record **100** non-residential premises. If the remaining 900 out of the total 1000 are residential premises, then **900** residential premises would be recorded.

CHECK THAT YOU HAVE

- Recorded the correct total number of residential and non-residential premises that could be serviced by kerbside recycling collection.

ITEM 6

Number of Premises or Households Serviced by Council's Kerbside Recycling Collection

WHAT YOU MAY NEED

- The number of premises or households who have a container to deposit their recyclables and/or the number of households/premises who are serviced by a truck coming to collect recyclables from their area on a regular basis. You may also record the number of premises/households who are serviced by a drop off centre in your Council area. This should be divided into a number of residential and non-residential premises (eg trade and industrial premises).

STEP 1 Record the number of residential and non-residential premises or households.

For example, a Council has 1000 premises in total and 100 are non-residential. Of the 100 non-residential premises, 20 are provided with a kerbside recycling collection service, then the number of non-residential premises serviced is **20**. If there were 900 residential premises and 850 were serviced by a kerbside recycling collection service then **850** would be recorded as the number of residential premises serviced. If Council has a drop off service then this could also be recorded. ***Please note it is optional to supply details on drop off recycling services.***

STEP 2 If you have aggregated (ie no breakdown for residential and non-residential) details please note on the form. Also if non-residential premises are included in residential premises figures recorded, please note this on the form.

CHECK THAT YOU HAVE

- Recorded the correct number of residential and non-residential premises serviced by kerbside recycling.

ITEM 7

Per Premises Fee Charged by Council for its Kerbside Recycling Service

WHAT YOU MAY NEED

- The amount in dollars that each household or premises is charged by Council to provide a kerbside recycling collection service.

STEP 1 Record the amount per household that you charge for your kerbside recycling service. If you have an amalgamated waste charge for garbage and recycling please estimate the proportion attributable to the recycling service. If you have differential pricing for example, have a different charge for residential and non-residential premises, please provide both. For instance, a Council may charge \$10 per household (residential) and \$12.50 per premises (non-residential). Also if you have differential pricing for different types and/or sizes of containers (eg 120 litre and 240 litre bins) for residential collections then it would be helpful if you provided these charges also.

CHECK THAT YOU HAVE

- Recorded the amounts in dollars each residential and non-residential premises is charged for Council's kerbside recycling service.

ITEM 8 Participation Rate incl. Survey Methodology

WHAT YOU NEED TO DO

- Provide a participation rate for your Council Area. This information may be provided from:
 - your own surveys previously conducted; or
 - alternatively using the recommended method of conducting a survey of 3 streets to determine how many premises/households participate in your kerbside recycling service.

Please note if you already collect participation rate information you may be able to submit it. This is subject to you using a robust method comparable to the one set out below. Please discuss with the Environment Protection Agency to ensure the method and information collected are acceptable.

Note: **participation rate = number of households in the survey area putting out a kerbside container divided by total number of households in the area surveyed multiplied by 100**

The following methodology is preferred.

- STEP 1** Your minimum sample should be 100 premises. Randomly select a number of streets in your Council area that are serviced by a kerbside recycling collection in one cycle. A cycle is the time it takes to collect from all households serviced by kerbside recycling in your Council's area (for example a week, fortnight, month etc). Random selection may be carried out:
- using a computer (ask it to select a number of streets randomly and, then survey households at consistent intervals along these streets eg. every fifth house) **or**
 - simply by using a random number table and selecting the street (eg using a list of streets, select a random number, for example, 43, and count down the list for the 43rd street and then choose two more random numbers from the table and select the corresponding streets in the list).

- STEP 2** Organise for a person to drive down the randomly selected streets on the day the kerbside recyclables are collected. This should be done just before Council or the contractor collects the kerbside recycling materials. Count how many of the selected premises have put out kerbside recycling containers for collection in the street/s. Check that at least 100 premises have been surveyed. Make sure that premises not serviced by Council for kerbside recycling collection are excluded from the sample.

- STEP 3** You should have 2 figures for each street, eg:

Street/s	Number of Households/ Premises Surveyed (A)	Number of Households/ Premises that Put out their Kerbside Recycling Container for Collection (B)	Participation Rate (B/A x 100)
Street 1	X	a	eg 91%
Street 2	Y	b	eg 81%
Street 3	Z	c	eg 86%
Street n	N	n	eg n%
Total	(at least)100	sum	eg 86%

The participation rates are determined by dividing the number of households putting out their kerbside recycling container by the total amount of households surveyed in the street/s. The information for each street may also

provide an indication of the participation rate for different socio-economic areas. Please note a larger sample size would be required if you needed more accurate information for a particular socio-economic area.

STEP 4 Record the total participation rate on the form in the space provided. If you wish you can provide any more detailed information as an attachment.

CHECK THAT YOU HAVE

- Followed the methodology as stated above or as accepted by the Environment Protection Authority and entered the correct figure in the reporting form (ie total participation rate as a percentage).

ITEM 9 Amount of Kerbside Recycling Materials Collected

WHAT YOU MAY NEED

- Records from the person who sorts the collected materials. This could be:
 - your Council collector or contractor who collects kerbside recycling materials; AND/OR
 - in the case of commingled loads, the facility the materials are transported to eg Materials Recovery Facility (MRF) for sorting; AND/OR
 - reprocessor/recycler eg Australian Paper Manufacturers, AMCOR, VISY or other in the case of paper gathered for recycling.

STEP 1 In Table 1, you need to record the amount of kerbside recycling materials collected by your Council, the amount going to recycling or to energy recovery and the amount of contaminants (residual) disposed of to landfill. This needs to be recorded for each material type (eg paper, glass, plastics, aluminium and steel etc) in tonnes.

STEP 2 Your Council should be able to obtain the amounts from the facility the materials are delivered to as they will record the amount and charge or pay you accordingly. In the case of commingled loads estimated amounts will be adequate. Percentage volumes for each material type supplied by facilities can be calculated with estimated densities for each material type to determine weights in tonnes.

STEP 3 Record the amounts of each material collected from the kerbside, sent to secondary use (including energy recovery) and contaminants (residual) to landfill. Useful definitions for each material type are provided from Page 8.

In most cases it is unlikely that figures can be separated for drop off and kerbside recycling. If you do, however, insert this data in table 2. ***Please note drop off data is optional.***

CHECK THAT YOU HAVE

- Recorded the correct data in the reporting form (ie residential kerbside recycling collected, sold/sent for secondary use, and contamination disposed of to landfill).

ITEM 10 Certification

Note:The certification section of the Annual Report by Local Government Authorities, Form LG1 **MUST** be completed to ensure the information in the report is valid

How to certify the Annual Report by Local Government Authorities?

Complete **ITEM 10**.

Who must certify the Report?

The Chief Executive Officer or person holding delegated authority (for example, the Manager of Waste Services, Health, Environmental Services etc) must sign the Reporting Form.

WHAT YOU MAY NEED

- Title of the person authorised to sign.
- Authority to sign – Ensure the person signing the report has the appropriate authority or delegation.

CHECK THAT YOU HAVE

- Provided all of the information required in the certification section.

Return completed Reporting Form to:

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