

FREEDOM OF INFORMATION STATEMENT 2023 - 2024



**Resource
Recovery
Group**

Recycle. Innovate. Educate.



**Resource
Recovery
Group**

Recycle. Innovate. Educate.

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Canning Vale Centre

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FREEDOM OF INFORMATION STATEMENT 2023 - 2024

INTRODUCTION

The *Freedom of Information Act 1992* (FOI Act) provides for public access to documents, and for the public to ensure that personal information in documents is accurate, complete, up to date, and not misleading.

Part 5 of the FOI Act requires Resource Recovery Group to prepare and publish an annual Information Statement.

The Information Statement should convey information to the public about our operations, including the structure and functions of the organisation. The kinds of documents we hold and the procedures for accessing the documents. Documents must be made available for inspection or purchase by the public if requested.

It is the aim of the Resource Recovery Group to make information available informally and promptly wherever possible. Whenever possible documents will be provided outside of the FOI process.

This document has been created to comply with this requirement and is published on our website - <https://www.resourcerecoverygroup.com.au/documents/freedom-of-information-statement>

Further information can be provided by contacting the FOI Coordinator:

Telephone: (08) 9329 2700

Email: admin@resourcerecoverygroup.com.au

Mail: PO Box 1501, Booragoon WA 6954

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HISTORY

In 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville, and Rockingham came together to form a regional approach to waste management. The Councils realised that an individual approach for alternative waste management solutions would be too expensive for a single council, and environmentally unsustainable. A solution was required for the thousands of tonnes of waste that were being sent direct to landfill each year with little consideration of the future social, economic, and environmental implications.

As a result, the Councils formed the South-West Waste Management Council to provide environmentally sustainable waste management solutions for the benefit of the community and member councils. In 1998, this was changed to the Southern Metropolitan Regional Council (SMRC).

The member local governments jointly established the SMRC under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

There are two core projects, being:

1. The Regional Resource Recovery Centre (RRRC) Project and;
2. The Office Accommodation Project.

The Regional Resource Recovery Centre (RRRC) is an integrated waste precinct in Canning Vale. In addition to the two projects, we support activities such as administration, education and research.

Over the period the following local governments for a variety of reasons have withdrawn from the regional group: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

Our external customer base has continued to expand and our business to diversify, to reflect this in 2021 the organisation re-branded itself and is now known as **Resource Recovery Group**.

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OUR FUNCTIONS

We operate a Regional Resource Recovery Centre at Canning Vale where we process the waste for over 145,000 people in our communities across East Fremantle, Fremantle and Melville along with other external customers.

- **Fogo Processing Facility**
Organic waste (household food waste and small garden waste) is collected using the green top bins, processed and turned into compost at the Fogo Processing Facility.
- **Materials Recovery Facility**
Paper, plastics, and metals are collected from households using the yellow top bins, are sorted and recovered in the Materials Recovery Facility, and then sold to recycling processing markets; and
- **Green Waste Facility**
Green waste is collected from the kerbside of households and turned into mulch at the Green Waste Facility.
- **Waste Audit Facility**
The Waste Audit Facility undertakes audits in the regions waste and recycling stream of material product. The Waste Audit Facility is able to monitor residential behaviour, satisfy compliance requirements and identify opportunities for increasing diversion from landfill and enabling local governments or service providers to report on the performance of a chosen waste, recycling or material stream.

Our Resource Recovery Centre was the first of its kind in Western Australia, and remains a model for other local, regional, and state governments seeking sustainable solutions for waste.

Education

- **Tours**
The Resource Recovery Group Education Centre is an important education resource for surrounding schools, regional community and other visitors. It features a number of interactive models and learning experiences. We provide free tours of the Canning Vale Centre which are designed to educate visitors about the recycling process and allows safe and exciting views from observation decks into various facilities.
- **Recycle Right**
The Recycle Right education campaign encourages and assists residents and businesses to recycle, reduce their rubbish and buy more recycled products. It provides a variety of resources including the Recycle Right App.

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Recycle Right also founded a volunteer group, the Recycle Right Rangers (also previously known as the WREN and CAG), who have been helping to provide education and advice since 2009.

- **Bin Tagging Program**

The bin tagging program is undertaken in selected households across the region to help educate residents to “recycle right”. The program aims to educate residents about how to correctly use their kerbside bins and provide individual feedback to improve their efforts at home.

Resource Recovery Group is committed to assisting the State Government to work towards achieving its recovery targets outlined in the State’s Waste Strategy 2030.

As an organisation we inject over \$20 million per year into the economy, employ over 50 staff and provide work for 100 local small businesses and contractors each month.

VISION & MISSION

Our Vision

***A circular economy with less waste
and lower carbon emissions***

Our Mission

We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains

LEGISLATION

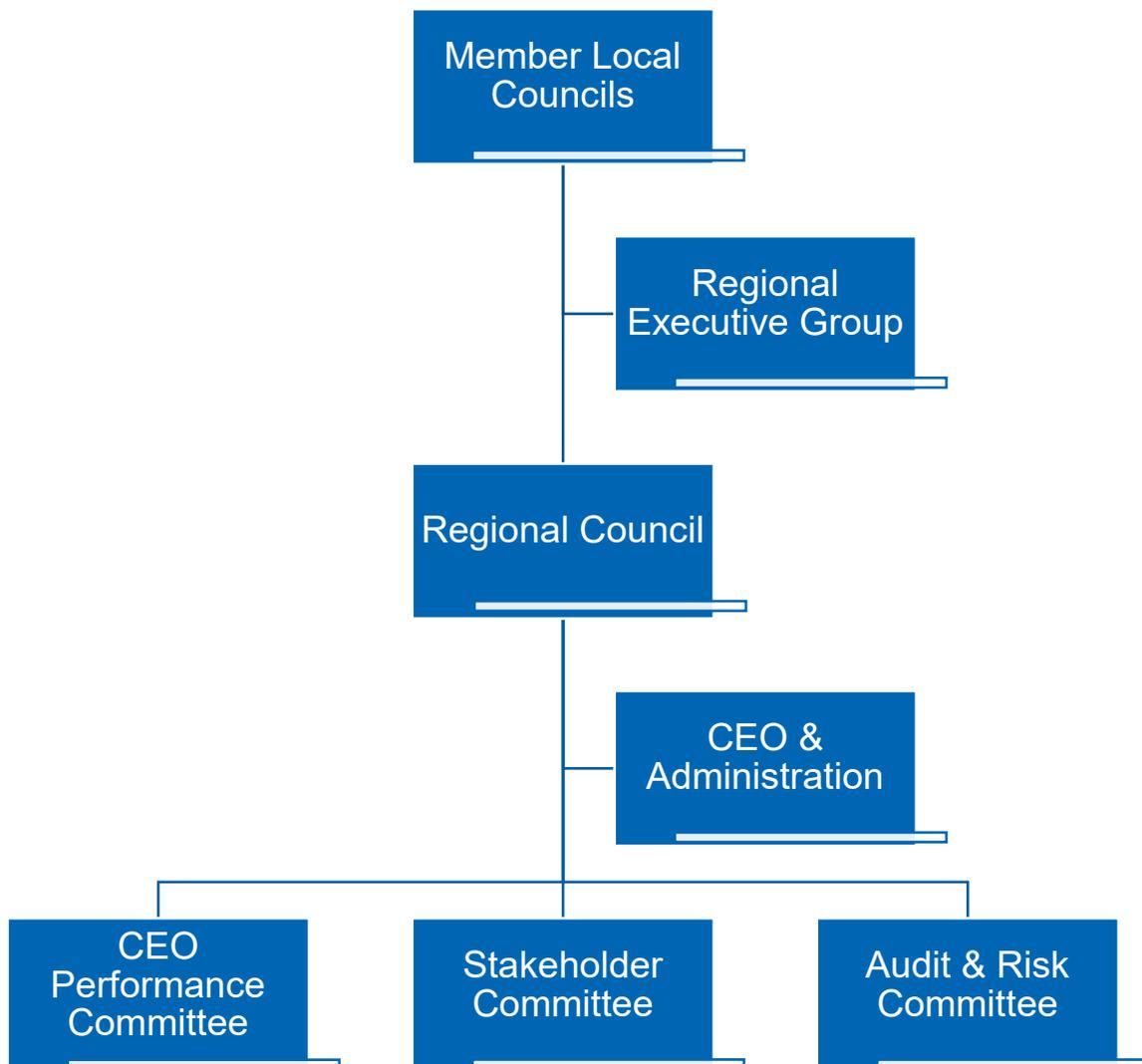
The Resource Recovery Group is established and operates in accordance with the *Local Government Act 1995*, its operations are governed by the Regional Council under the Establishment Agreement.

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COUNCIL STRUCTURE

The Council structure comprises of elected Councillors from each of the member councils. It holds ordinary meetings throughout the year, with special meetings called from time to time.

A Chairperson is elected by members of the team for a term of two years. Each Councillor has equal voting rights, except the Chairperson who may exercise a second vote in the event of a tied vote.



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COUNCIL COMMITTEES

Committees are established and appointed by Council

Audit & Risk Committee

The Audit & Risk Committee meets regularly and is made up of Regional Councillors and staff of the Resource Recovery Group. Its purpose is to review the audit function and performance and risk management processes of the organisation.

Stakeholder Relations Committee

The Stakeholder Relations Committee was created to review, consider and discuss the Resource Recovery Group's communication strategy. It is made up of Regional Councillors and holds regular scheduled meetings as required.

CEO Performance Review Committee

The CEO Performance Review Committee reviews the performance of the Chief Executive Officer. The committee is made up of all Councillors and meets annually, or as needed during the year.

Council Advisory Groups

These groups are not appointed by Council

Regional Executive Group

The Regional Executive Group consists of two senior officers from each of the member local governments. The Regional Council appoints members to the group from recommendations from each member local government. Its purpose is to engage in a consultative and communication network between the Regional Council and its member local governments.

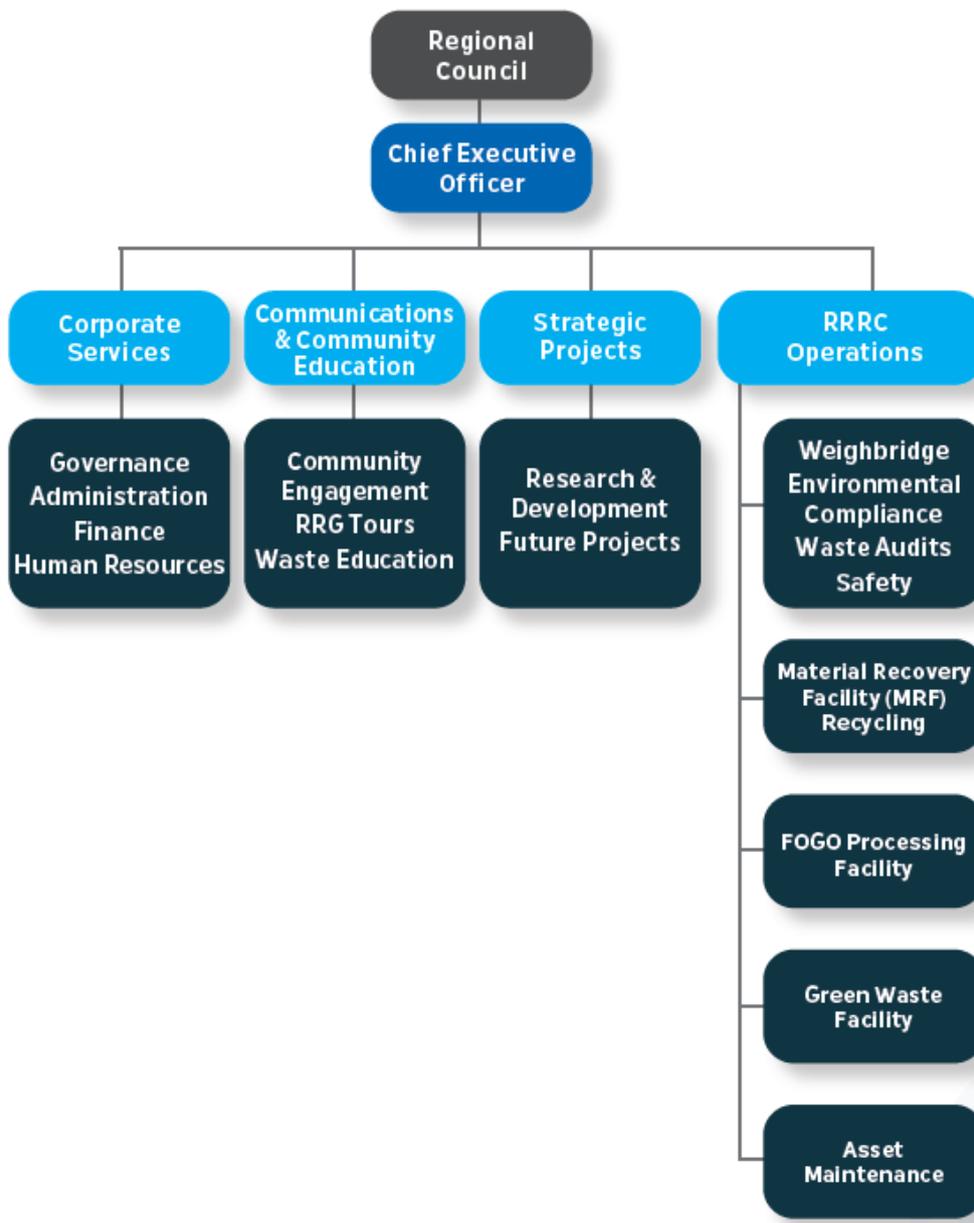
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ORGANISATION STRUCTURE

The CEO's role is to ensure corporate, operational efficiency, effectiveness and future sustainability through research and development into waste treatment technologies and methodologies to minimise environmental impacts and cost reduction.

There are four main areas to the organisation:

- Corporate Services
- Communication & Community Education
- Strategic Projects
- Regional Resource Recovery Centre



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PUBLIC PARTICIPATION

a) Public Question Time at Council Meetings

Members of the public are able to ask questions (preferably in writing) on any matter affecting the Resource Recovery Group in the time set aside for this purpose at meetings of the Council and Committee meetings that are open to the public.

b) Deputations at Council Meetings

In accordance with the Resource Recovery Group's Standing Orders Local Law, a member of the public can request to the CEO a deputation that may relate to an item on a meeting agenda, or a matter concerning the affairs of the Resource Recovery Group generally.

c) Petitions

Written petitions can be presented to the Council on any issue within the Council's jurisdiction

d) Contacting Elected Member representatives from each member local government

Members of the public can contact the Resource Recovery Group Elected Members to discuss any issue relevant to the Resource Recovery Group. Refer to website for details.

e) Contacting the Resource Recovery Group CEO by writing, phoning or requesting a personal meeting

Telephone: 08 9329 2700

Email: admin@resroucerecoverygroup.com.au

Write to: PO Box 1501, Booragoon WA 6954

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DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

The following documents are available for public inspection on the Council's website – www.resourcerecoverygroup.com.au or by request.

Council Meeting Minutes & Agendas
Annual Reports
Annual Financial Statements
Business Plans
<ul style="list-style-type: none"> • Adopted budget • Strategic Community Plan • Corporate Business Plan • Long Term Financial Plan • Strategic Waste Management Plan 2016 • SMRC Waste Plan • RRRC Project Participants Agreement with deed of variation • SMRC Establishment Agreement
e-News (Environmental)
<ul style="list-style-type: none"> • Resource Recovery Group e-news
Policies
<ul style="list-style-type: none"> • Code of Conduct for Councillors • Stakeholder Relations Committee • Acknowledgement of Service – Regional Councillors • Audit and Risk Committee • Conference & Industry Events Attendance • Council Meeting Structures • Media Statements • Members Fees and Allowances • Councillors Reimbursement of Expenses • CEO Performance Review Committee • Code of Conduct for Employees • Public Question Time • RRRC Project Committee • Council Member Professional Development • CEO Recruitment, Performance and Termination • Accounting Policies • Authorisation & Payments of Accounts • Payment to Employees in Addition to Contracts or Awards • Occupational Health & Safety • Misconduct, Fraud & Corruption Prevention • Internal Audit Charter • Related Party Disclosures

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<ul style="list-style-type: none"> • Record Keeping
<ul style="list-style-type: none"> • Acting Chief Executive Officer
<ul style="list-style-type: none"> • Environmental
<ul style="list-style-type: none"> • Quality
<ul style="list-style-type: none"> • Purchase Order Conditions
Public Registers
<ul style="list-style-type: none"> • Register of Gifts & Contributions to Travel
<ul style="list-style-type: none"> • Register of Primary and Annual Returns
<ul style="list-style-type: none"> • Register of Council Member Fees, Expenses & Allowances
<ul style="list-style-type: none"> • Register of Council Member Training
<ul style="list-style-type: none"> • Register of Council Member & CEO Events Attendance
<ul style="list-style-type: none"> • Register of Council Member Minor Breach Complaints
Regulations
<ul style="list-style-type: none"> • March 2022 – FPF/GWF Licence
<ul style="list-style-type: none"> • March 2022 – MRF Licence
Research Projects
<ul style="list-style-type: none"> • 28 September 2018 Results of FOGO implementation trial
<ul style="list-style-type: none"> • 28 April 2016 Waste Audits Contract Final Report
<ul style="list-style-type: none"> • 02 May 2012 - Climatewise – Greenhouses 2005/06 Evaluation
<ul style="list-style-type: none"> • 30 April 2012 - Climatewise – Greenhouses 2004/05 Evaluation
<ul style="list-style-type: none"> • 24 December 2009 – Climatewise – Energy Actions
<ul style="list-style-type: none"> • 20 February 2009 – Assessment of E-Waste Options for Metropolitan Perth, WA
<ul style="list-style-type: none"> • 31 July 2008 – Climatewise – Sustainable Public Lighting Workshop
<ul style="list-style-type: none"> • 31 July 2008 – Climatewise – Climate Actions Exe Summary
<ul style="list-style-type: none"> • 31 July 2008 – Climatewise – Climate Actions Report
<ul style="list-style-type: none"> • 01 August 2007 – Climatewise – Community Greenhouse Education Energy Actions
<ul style="list-style-type: none"> • 01 November 2006 – Climatewise – Greenhouse Gas Reduction Behaviours Research
<ul style="list-style-type: none"> • 01 June 2006 – Climatewise – Targeted Action Campaign
<ul style="list-style-type: none"> • 01 May 2006 – Climatewise – Local Centres Project
<ul style="list-style-type: none"> • 29 August 2005 – Climatewise – Local Centres Research Project
<ul style="list-style-type: none"> • 01 June 2005 – Climatewise – Greenhouses South Perth
<ul style="list-style-type: none"> • 01 June 2004 – Climatewise – Greenhouses Pilot Project
Tender Register

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AMENDMENT OF PERSONAL INFORMATION

An individual has the right to apply to the Council for the amendment of personal information about the individual contained in a document of the Council if the information is inaccurate, incomplete and out of date or misleading. There is no fee for making an application to amend personal details.

All applications must:

- Be in writing;
- Give enough information to enable the documentation that contains the information to be identified;
- Give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading.
- Give the reasons for holding that belief;
- Give details of the amendments that the person wishes to have made;
- Provide an address in Australia to which notices under the Act can be sent;
- Be lodged with the Resource Recovery Group.

If Resource Recovery Group agrees to amend the information the record will be altered or a note added in relation to the record.

The Resource Recovery Group will inform the Applicant of its decision for arriving at that decision.

FREEDOM OF INFORMATION

Right to Access Documents

The Freedom of Information Act gives Applicants a legally enforceable right to apply for access to documents held by Resource Recovery Group. It is our intent to make information available informally wherever possible in accordance with the Act.

Resource Recovery Group is required to:

- Assist Applicants in making an application;
- Assist Applicants in obtaining access to documents at a reasonable cost;
- Ensure that personal information captured in documents is accurate, complete, up to date and not misleading.

Types of documents that may be requested include paper files, computer records, maps, plans, photographs, tape recordings, films, video tapes and electronically stored information.

Access may be granted by way of inspection, a copy of a document, a thumb drive, copy of audio or video tape, a transcript of a recording, shorthand or encoded document or other relevant format.

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Exemptions

Although the FOI Act provides a general right of access to documents it also recognises that some documents are exempt as outlined in Schedule 1. Exemptions may include:

Personal Information

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the FOI Act.

Business and Commercial Information

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person may be exempt under Schedule 1 Clause 4 of the FOI Act.

Deliberative Processes of Government

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act.

Legal Professional Privilege

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the FOI Act.

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LODGING AN APPLICATION

When lodging a Freedom of Information Application, it is important to note the application must:

- The request must be in writing
- Give enough information so that documents requested can be identified
- Give an Australian address to which notices can be sent
- Be lodged with Resource Recovery Group with any applicable fee payable

Photocopying and processing fees will apply in the case of large applications. Large applications are defined as taking more than two hours of processing time or comprising more than 50 pages being released to the Applicant.

Applications and enquiries should be addressed to:

**Freedom of Information Coordinator
Resource Recovery Group**

In person:

9 Aldous Place
Booragoon WA 6154

By mail:

PO Box 1501
Booragoon WA 6954

Email:

admin@resourcerecoverygroup.com.au

Telephone:

(08) 9329 2700

Applications will be considered officially lodged when the application fee has been paid and both parties have agreed on a manageable scope.

Applications will be acknowledged in writing within 10 calendar days.

NOTICE OF DECISION

A notice of decision will be issued within 45 calendar days from when the application was lodged with Resource Recovery Group although the Resource Recovery Group aims to respond as soon as practicable to any application. The applicant will be provided with a notice of decision which will include:

- The date the decision was made;

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- The name and designation of the officer who made the decision;
- If the document is an exempt document, the reason for classifying the matter as exempt, or the fact that access is given to an edited document;
- Information on the right to review and the procedures to be followed in order for the Applicant to exercise those rights.

REVIEW AND APPEAL OF DECISIONS

If you are dissatisfied by a decision of Resource Recovery Group regarding access to documents or amendments of personal information, you can apply to the Council for a review of the decision. The process is as follows:

- **Internal Review**

You can make an application for an internal review of the decision provided it is lodged within 30 days of being notified of the original decision. There is no charge for an internal review but the request must be made in writing.

- **External Review**

If following the internal review you are still dissatisfied you may request a review by the Information Commissioner. External review requests must be made in writing to the Information Commissioner and give details of the application and decision to which the request relates. Your complaint must be lodged within 60 days after being given written notice of the decision.

If you are a third party to an application for access to personal, commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the decision.

- **Appeals to the Supreme Court**

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application, and the payment of a deposit for charges.

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FEES AND CHARGES

The following fees and charges have been set under the FOI Act Regulations

Details	Fees and Charges
Personal information about the applicant	No charge
Application fee (for non-personal information)	\$30.00
Charge for time dealing with application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00
Photocopying staff time – (per hour, or pro rata) Per photocopy	\$30.00 20 cents
Transcribing from tape, film or computer (per hour, or pro rata) Delivery, packaging and postage	Actual cost Actual cost
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable may be reduced by	25%
Advance Deposits	25%
a) Advance deposit which may be required by an agency under Section 18(a) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.	
b) Further advance deposit which may be required by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.	75%

Waiver or Reduction of Fees

Under section 3 of the FOI Regulations, fees may be reduced where the Applicant is:

- a) Impecunious, or
- b) The holder of a valid pensioner concession card.

The reduction or waiver of fees only applies to associated processing costs, not the original application fee (if applying for non-personal information. Proof of the above may be required by Resource Recovery Group.

OFFICE OF THE INFORMATION COMMISSIONER

Should you wish to obtain more information you can visit the website of the Office of the Information Commissioner - <https://www.oic.wa.gov.au> A copy of the Freedom of Information Act 1992 and associated regulations is available by visiting the State Law Publisher website – www.slp.wa.gov.au