

AGENDA
REGIONAL WASTE MANAGEMENT FACILITY COMMITTEE
ALICE SPRINGS TOWN COUNCIL
12pm, THURSDAY 4 FEBRUARY 2021
COUNCIL CHAMBERS - CIVIC CENTRE, 93 TODD STREET

1. WELCOME, ATTENDANCE & APOLOGIES
2. DISCLOSURE OF INTEREST
3. MINUTES OF PREVIOUS MEETING
 - 3.1. [UNCONFIRMED Minutes - Regional Waste Management Facility Committee - 26 November 2020](#)
 - 3.2. Business Arising from the previous minutes
 - 3.3. [Action items from the previous meeting](#)
4. CORRESPONDENCE
 - 4.1. [Email from Councillor Cocking - Re: Illegal Dumping - AELERT Membership](#)
5. FINANCIAL STATEMENTS
 - 5.1. [Financial Statement for the period ending October 2020](#)
 - 5.2. [Financial Statement for the period ending November 2020](#)
 - 5.3. [Financial Statement for the period ending December 2020](#)
6. GENERAL BUSINESS
 - 6.1. [RWMF Directorate Update – Manager RWMF](#)
 - 6.2. RWMF Environmental Management Plan - Acting Director Technical Services
 - 6.3. [Illegal Dumping - AELERT Membership](#)
7. NEXT MEETING / ADJOURNMENT
12noon Thursday, 1 April 2021

CONFIDENTIAL

8. RESUMPTION OF MEETING IN CONFIDENCE
9. APOLOGIES, WELCOME AND ATTENDANCE
10. DECLARATION OF INTEREST - CONFIDENTIAL
11. MINUTES OF PREVIOUS MEETING - CONFIDENTIAL
 - 11.1. [CONFIDENTIAL - UNCONFIRMED Minutes - Regional Waste Management Facility Committee - 26 November 2020](#)
 - 11.2. Business Arising from the previous meeting
 - 11.3. [CONFIDENTIAL - Action items from the previous meeting](#)
12. GENERAL BUSINESS - CONFIDENTIAL
 - 12.1. [Risk Management - Acting Director Technical Services](#)
 - 12.2. [RWMF Master Plan - Acting Director Technical Services](#)
13. CLOSE

MINUTES OF THE REGIONAL WASTE MANAGEMENT FACILITY (RWMF) COMMITTEE HELD
THURSDAY 26 NOVEMBER 2020 IN THE COUNCIL CHAMBER AT THE CIVIC CENTRE, 93
TODD STREET, ALICE SPRINGS

PRESENT

Mayor Damien Ryan (Acting Chair)
Deputy Mayor Jacinta Price
Councillor Jamie de Brenni

OFFICERS IN ATTENDANCE

Mr Scott Allen - Director Technical Services
Ms Sabine Taylor - Director Corporate Services
Mr Takudzwa Charlie - Manager Technical Services
Mr Oliver Eclipse - Manager RWMF
Ms Charlotte Klempin - Environment Officer
Ms Stephanie Dominguez - Executive Assistant (Minutes)

13 th Alice Springs Town Council Regional Waste Management Facility Meeting - Attendance List 2020/2021				
	26 Nov 2020	4 Feb 2021	1 Apr 2021	3 Jun 2021
Mayor Damien Ryan	✓			
Deputy Mayor Jacinta Price	✓			
Councillor Jamie de Brenni	✓			
Councillor Eli Melky	A			
Councillor Matt Paterson	A			

✓

Attended

✓

Proxy

Proxy attended in place of committee member

A

Apology received

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No attendance and no apology recorded

Not a member of the Committee at this time

The meeting opened at 11:00 am with a quorum.

1. APOLOGIES

Councillor Eli Melky
Councillor Matt Paterson
Mr Robert Jennings - Chief Executive Officer

2. DISCLOSURE OF INTEREST

Nil

3. MINUTES OF THE PREVIOUS MEETING**3.1 Minutes - Regional Waste Management Facility Committee - 4 June 2020****RESOLVED:**

That the minutes of the Regional Waste Management Facility Committee meeting held 4 June 2020 be confirmed as a true and correct record of the proceedings

Moved: Mayor Ryan

Seconded: Councillor de Brenni

CARRIED

RWMFC 26.11.2020

3.1

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES**4.1 Meeting with Department of Infrastructure Planning and Logistics (DIPL) in regard to Illegal Dumping**

The Director Technical Services advised an initial meeting with DIPL had been undertaken to discuss ways of how the issue of illegal dumping could be addressed. He hoped to hold a follow-up meeting prior to the end of the year and would report back to the Committee following any further discussions.

4.2 Town Camp ExpenditureAction:

Manager Finance to provide an update on the Town Camp Expenditure for the Financial Year to date for the next meeting.

4.3 Potential re-brand of the RWMF

The Director Technical Services advised that a meeting had taken place with Councillor Melky, and it had been resolved not to pursue his concept of a re-brand of the RWMF any further.

4.4 CBD Litter Collection

The Committee received and noted the information provided by the Manager RWMF in regard to the impact of COVID-19 on *CBD Litter Collection*

4.5 Impact of Change of Hours at Rediscovery Centre

The Committee received and noted the information provided by the Manager RWMF in regard to the *Impact on Change of Hours at the Rediscovery Centre*.

4.6 Food Organics Garden Organics (FOGO) Trial

The Manager RWMF described the process of covering the FOGO product to reduce the instance of flies around the RWMF, and around the FOGO stock-pile.

Discussion ensued in regard to drainage of the FOGO stockpile area and of the facility during rainfall, and progress and hurdles of the trial which would be reviewed in the overall assessment of project.

5. CORRESPONDENCE

Nil

The Director Technical Services left the meeting at 11:10 am

The Director Technical Services returned to the meeting at 11:12 am

The Director Corporate Services entered the meeting at 11:12 am

RWMFC 26.11.2020

3.1

6. FINANCIAL STATEMENTS**6.1 Financial Statement for the period ending July 2020****6.2 Financial Statement for the period ending August 2020****6.3 Financial Statement for the period ending September 2020**

The Committee received and noted the Financial Statements for the RWMF for July, August and September 2020.

The Manager RWMF answered questions about the expenditure to date for *Tools & Equipment* and *Signage*, where the percentage of budget spend was over the expected spend for the time of year, advising that licensing and operational requirements dictated this spend.

Action:

The Director Technical Services took an item on notice to provide information on plans for the \$392,930 remaining *Capital Expenditure* from the \$440,000 allocated in the annual budget.

The Director Corporate Services left the meeting at 11:20 am

7. GENERAL BUSINESS**7.1 Regional Waste Management Facility Report - Manager Technical Services**

The Committee received and noted the Manager RWMF reports for July, August and September 2020. The Manager RWMF advised a large amount of demolition waste that had been received will affect the recycling figures in the short term, and reported on the availability of space dedicated for asbestos disposal.

Discussion ensued in regard to items that the Manager RWMF and Director Technical Services see as essential to the operation and improvement of the facility. The Committee resolved the following recommendation:

RESOLVED

That it be a recommendation from the RWMF Committee to Council

That Council Officers present a business case for the acquisition of a shredder, and include in this business case the provision of shredding services to other clients

Moved: Councillor de Brenni

Seconded: Deputy Mayor Price **CARRIED**

7.2 RWMF Environmental Management Plan

The Manager Technical Services advised that the current licence for the RWMF expires in November 2021, and Officers were in the process of renewing the Environmental Management Plan to submit to NT EPA and meet all the licensing requirements prior to the licence renewal.

Action:

Officers to include recognition of work within the RWMF Environmental Management Plan within the new Climate Action Plan.

7.3 RWMF Condition of Roads

The Director Technical Services reported that some of the roads at the RWMF were starting to show signs of deterioration and that Officers would at some stage need to initiate a process of construction, or reconstruction of the roads.

RWMFC 26.11.2020

3.1

8. **NEXT MEETING**

Thursday, 4 February 2020 at 12:00 pm.

The meeting adjourned at 11:35 am to resume in Confidential.

Moved: Deputy Mayor Price

Seconded: Councillor de Brenni

CARRIED

UNCONFIRMED

From: Takudzwa Charlie
Sent: Tuesday, 19 January 2021 7:43 AM
To: Jimmy Cocking; Scott Allen; Robert Jennings
Cc: Stephanie Dominguez
Subject: RE: Illegal Dumping

Morning Councillor Cocking,

Appreciate the info.

This will be forwarded and placed on the agenda at the upcoming RWMF Committee

Takudzwa (TK) Charlie - MIEAust

Manager Technical Services
Alice Springs Town Council
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From: Jimmy Cocking
Sent: Monday, 18 January 2021 4:30 PM
To: Scott Allen ; Takudzwa Charlie ; Robert Jennings
Subject: Fwd: Illegal Dumping

Hi all,

As mentioned previously where we had hit some roadblocks with Lands and Planning in regards to illegal dumping, we could also look at joining forces with the NTEPA as the NSW local council and the NSW EPA did.

There is also the opportunity for joining AELERT (link below) which may have some useful resources and contacts for supporting our need to deal with the illegal dumping plaguing the outskirts of town.

Let me know what your thoughts are on this.

Thanks

Jimmy

Get [Outlook for iOS](#)

From: John Tyne <John.Tyne@nt.gov.au>
Sent: Monday, January 11, 2021 11:52 am
To: jcocking@astc.nt.gov.au
Subject: Illegal Dumping

Hi Jimmy,

Good to speak with you this weekend at the Telegraph Station.

As discussed, the NSW EPA had developed Regional Illegal Dumping Squads (RID) to tackle illegal dumping. The positions were co-funded by the NSW EPA and the local council, and focused on illegal dumping.

<https://www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/prevent-illegal-dumping/regional-illegal-dumping-squads>. It could be a model to consider to tackle the local dumping issues.

The organisation I was talking about was AELERT, <https://www.aelert.net/about-aelert/overview>, I don't know if the council is a member, but AELERT have good online resources, run good face-to-face training courses, and ran a very good and well attended conference last March in Adelaide.

Cheers,

John Tyne

Wildlife Ranger
Wildlife Operations Alice Springs
Parks and Wildlife Commission of the Northern Territory
Department of Environment, Parks and Water Security
Northern Territory Government

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ALICE SPRINGS TOWN COUNCIL

Regional Waste Management Facility Financial Performance
For the period ended 31 October 2020

	YTD Actual	Annual Budget	% of Budget	Expected % of Budget
Revenue				
Sales - Rediscovery Centre	132,311	260,000	50.89%	33.33%
User Charges & Fees - Weighbridge	1,620,125	2,998,644	54.03%	33.33%
<i>User Fees broken down as follows;</i>				
- Residential	57,062			
- Commercial	1,563,063			
Bulk Recycling	-	50,000	0.00%	33.33%
Town Camp funding	118,707	215,830	55.00%	33.33%
Cardboard processing facility	10,551	10,000	105.51%	33.33%
Proceeds from sale of vehicles	-	22,500		
Transfer from reserves	323,625	317,500		
Total Revenue	2,205,318	3,874,474	56.92%	
Expenditure				
Employee Costs	582,294	1,969,475	29.57%	33.33%
Materials & Contracts	187,314	688,500	27.21%	33.33%
Water Consumption	4,124	20,000	20.62%	33.33%
Advertising	-	11,000	0.00%	33.33%
Advertising - covered by transfer from reserves funding	5,850	-		
Courier & Freight	4,000	31,000	12.90%	33.33%
Vehicle Registration	-	10,000	0.00%	33.33%
Vehicle Repairs	45,261	95,000	47.64%	33.33%
Fuel & Oils	31,665	125,000	25.33%	33.33%
Electricity	3,060	16,500	18.55%	33.33%
Capital expenditure	47,070	440,000	10.70%	33.33%
Cardboard Facility	120	25,000	0.48%	33.33%
Signage	5,946	10,000	59.46%	33.33%
Tools & Equipment	9,393	20,000	46.97%	33.33%
Vandalism	-	5,000	0.00%	33.33%
Town Camp	16,655	120,000	13.88%	33.33%
Insurance	78,560	75,000	104.75%	100.00%
Total Expenditure	1,021,313	3,661,475	27.89%	
Net Operating Position	1,184,005	212,999		

NOTE:**Above operating position is exclusive of**

- Depreciation
- Committed expenditure of \$512,451

Income notes

- NTG Town Camp - 55% of funding has been released to date, remaining 45% due for release Dec 2020
- 47% of total income received for the Weighbridge from 1 account holder

Expenditure notes*Overspent based on expected budget*

- Insurance: actual costs higher than anticipated budget costs largely attributable to revaluation 1 July 2019
- Vehicle repairs: higher costs than budgeted at this point in the year. Loader and Compactor repairs
- Signage: higher costs mainly in relation to complying with licensee requirements
- Tools & equipment: purchases to assist in fixing RWMF's own machines

ALICE SPRINGS TOWN COUNCIL

Regional Waste Management Facility Financial Performance
For the period ended 30 November 2020

	YTD Actual	Annual Budget	Actual % of Annual Budget	Expected % of Annual Budget
Revenue				
Sales - Rediscovery Centre	164,339	260,000	63.21%	41.67%
User Charges & Fees - Weighbridge	1,878,091	2,998,644	62.63%	41.67%
<i>User Fees broken down as follows;</i>				
- Residential	70,536			
- Commercial	1,807,555			
Bulk Recycling	-	50,000	0.00%	41.67%
Town Camp funding	118,707	215,830	55.00%	41.67%
Cardboard processing facility	12,911	10,000	129.11%	41.67%
Proceeds from sale of vehicles	-	22,500		
Transfer from reserves	323,625	317,500		
Total Revenue	2,497,673	3,874,474	64.46%	
Expenditure				
Employee Costs	750,727	1,969,475	38.12%	41.67%
Materials & Contracts	211,484	688,500	30.72%	41.67%
Water Consumption	4,124	20,000	20.62%	41.67%
Advertising	-	11,000	0.00%	41.67%
Advertising - covered by transfer from reserves	5,850	-		
funding				
Courier & Freight	4,000	31,000	12.90%	41.67%
Vehicle Registration	-	10,000	0.00%	41.67%
Vehicle Repairs	48,341	95,000	50.88%	41.67%
Fuel & Oils	37,628	125,000	30.10%	41.67%
Electricity	4,172	16,500	25.29%	41.67%
Capital expenditure	47,187	440,000	10.72%	41.67%
Cardboard Facility	120	25,000	0.48%	41.67%
Signage	6,755	10,000	67.55%	41.67%
Tools & Equipment	10,096	20,000	50.48%	41.67%
Vandalism	-	5,000	0.00%	41.67%
Town Camp	16,655	120,000	13.88%	41.67%
Insurance	78,560	75,000	104.75%	100.00%
Total Expenditure	1,225,700	3,661,475	33.48%	
Net Operating Position	1,271,973	212,999		

NOTE:**Above operating position is exclusive of**

- Depreciation
- Committed expenditure of \$550,988
- Due to reporting restrictions, accrued costs have not been incorporated into this report
(impacts some expense line items like utilities and other contracted costs)

Income notes

- NTG Town Camp - 55% of funding has been released to date, remaining 45% due for release Dec 2020

Expenditure notes**Overspent based on expected budget**

- Insurance: actual costs higher than anticipated budget costs largely attributable to revaluation 1 July 2019
- Vehicle repairs: higher costs than budgeted at this point in the year. Loader and Compactor repairs
- Signage: higher costs mainly in relation to complying with licensee requirements
- Tools & equipment: purchases to assist in fixing RWMF's own machines

ALICE SPRINGS TOWN COUNCIL

Regional Waste Management Facility Financial Performance
For the period ended 31 December 2020

	YTD Actual	Annual Budget		Actual % of Annual Budget	Expected % of Annual Budget
Revenue					
Sales - Rediscovery Centre	190,304	260,000		73.19%	50.00%
User Charges & Fees - Weighbridge	2,097,954	2,998,644		69.96%	50.00%
<i>User Fees broken down as follows;</i>					
- Residential	87,124				
- Commercial	2,010,830				
Bulk Recycling	16,006	50,000		32.01%	50.00%
Town Camp funding	118,707	215,830		55.00%	50.00%
Cardboard processing facility	17,364	10,000		173.64%	50.00%
Proceeds from sale of vehicles	-	22,500			
Transfer from reserves	323,625	317,500			
Total Revenue	2,763,960	3,874,474		71.34%	
Expenditure					
Employee Costs	1,032,595	1,969,475		52.43%	50.00%
Materials & Contracts	294,893	688,500		42.83%	50.00%
Water Consumption	4,124	20,000		20.62%	50.00%
Advertising	1,080	11,000		9.82%	50.00%
Advertising - covered by transfer from reserves funding	5,850	-			
Courier & Freight	6,000	31,000		19.35%	50.00%
Vehicle Registration	-	10,000		0.00%	50.00%
Vehicle Repairs	55,684	95,000		58.62%	50.00%
Fuel & Oils	50,113	125,000		40.09%	50.00%
Electricity	6,683	16,500		40.50%	50.00%
Capital expenditure - operational	47,187	100,000		47.19%	50.00%
Capital expenditure - plant changeover	307,696	340,000		90.50%	100.00%
Cardboard Facility	120	25,000		0.48%	50.00%
Signage	7,498	10,000		74.98%	50.00%
Tools & Equipment	10,096	20,000		50.48%	50.00%
Vandalism	-	5,000		0.00%	50.00%
Town Camp	27,775	120,000		23.15%	50.00%
Insurance	78,560	75,000		104.75%	100.00%
Total Expenditure	1,935,954	3,661,475		52.87%	
Net Operating Position	828,006	212,999			

Alice Springs Town Council

Regional Waste Management Facility Financial Performance For the period ended 31 December 2020

NOTE:

Above operating position is exclusive of

- Depreciation
- Committed expenditure of \$252,263

Income notes

- NTG Town Camp - 55% of funding has been released to date, remaining 45% due for release Dec 2020 - as at month end not yet received

Expenditure notes

Overspent based on expected budget

- Insurance: actual costs higher than anticipated budget costs largely attributable to revaluation 1 July 2019
- Vehicle repairs: higher costs than budgeted at this point in the year. Loader and Compactor repairs
- Signage: higher costs mainly in relation to complying with licensee requirements
- Tools & equipment: purchases to assist in fixing RWMF's own machines
- Capital expenditure: all equipment per the plant changeover list have been purchased
- Employee costs are slightly ahead of expectation as at this point of the year; 3rd instalment of workers compensation insurance was paid during the month

Underspent based on expected budget

- Advertising: commitments are in place for this
- Courier & freight: expected costs lower than budgeted

TO: REGIONAL WASTE MANAGEMENT FACILITY COMMITTEE

AUTHOR: MANAGER REGIONAL WASTE MANAGEMENT FACILITY – OLIVER ECLIPSE

SUBJECT: RWMF DIRECTORATE UPDATE

REPORTING PERIOD: 22 SEPTEMBER 2020 TO 22 DECEMBER 2020

EXECUTIVE SUMMARY

This report provides a quarterly review of the Regional Waste Management Facility (RWMF) unit within the Technical Services Directorate.

1 DIRECTORATE UPDATE

This report provides an update of current waste management and recycling initiatives and projects, by financial year. Reporting dates are from the 22 September 2020 to 22 December

CARDBOARD:

Table 1: Total month by month recycled cardboard

Month of October 2020	Total Cardboard
Oct 2020	38.49 Tonnes
Month of November 2020	Total Cardboard
Nov 2020	0 Tonnes
Month of December 2020	Total Cardboard
Dec 2020	46.52 Tonnes

STEEL:

Table 2: Total month by month recycled steel

Month of October 2020	Total Steel
Oct 2020	0 Tonnes
Month of November 2020	Total Steel
Nov 2020	0 Tonnes
Month of December 2020	Total Steel
Dec 2020	224.09 Tonnes

ENVIROBANK:

Table 3: Total month by month recycled 10c containers

Month of October 2020	Total 10c Containers
Oct 2020	1.02 Tonnes
Month of November 2020	Total 10c Containers
Nov 2020	3.28 Tonnes
Month of December 2020	Total 10c Containers
Dec 2020	1.16 Tonnes

TUBE TERMINATOR:

Table 4: Total month by month recycled fluorescent lights

Month of Termination	Total Tubes
October 2020	477 Tubes
November 2020	150 Tubes
December 2020	140 Tubes

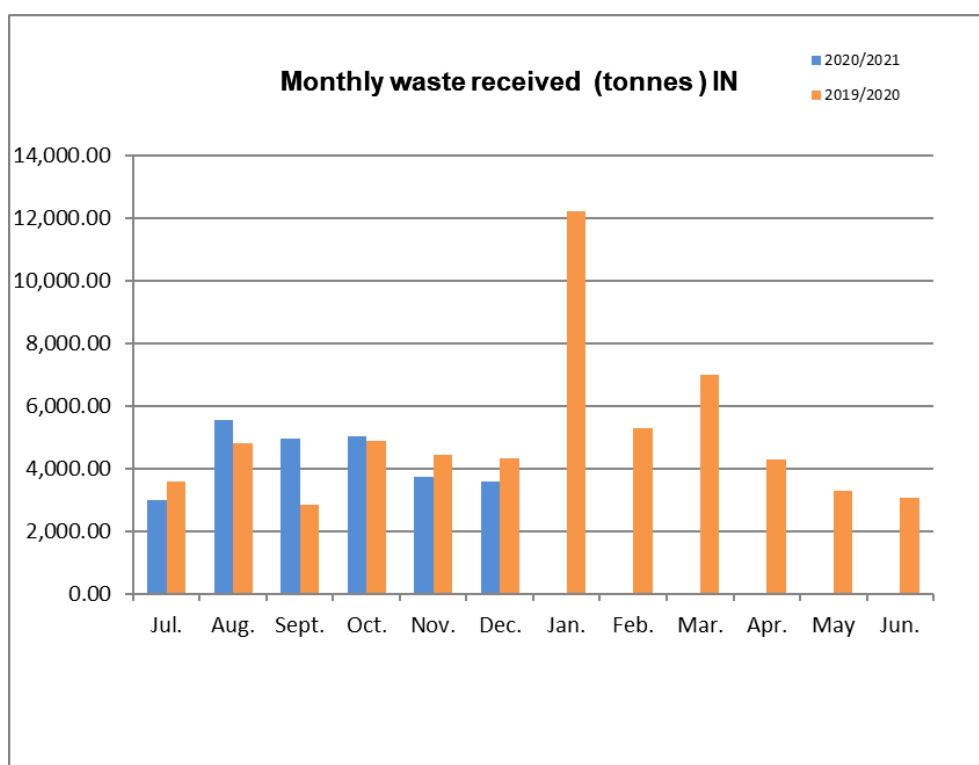
WEIGHBRIDGE WASTE AND RECYCLING TOTALS - FINANCIAL YEAR:

A total of 25,788.45 tonnes of waste (including clean fill) was collected at the RWMF and a total of 2,325.61 was recycled out Table (6) for the period of 22 July to 22 December 2020 compared to 25,836.06 tonnes for the same period in 2019 (Table 5).

Table 5: Waste totals through the weighbridge (not including clean fill) during the financial year (See Graph 1)

Financial Year	Tonnes
July 2019 to June 2020	59,957.74
July 2020 to June 2021	25,788.45

Graph 1: Monthly waste comparison by financial year (tonnes) received (IN)



Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	2,970.30	5,556.25	4,935.02	5,008.93	3,722.46	3,595.49	0.00	0.00	0.00	0.00	0.00	0.00	25,788.45
2019/2020	3,572.74	4,789.72	2,837.04	4,889.56	4,437.63	4,309.37	12,226.80	5,280.30	6,974.51	4,292.22	3,286.17	3,061.68	59,957.74

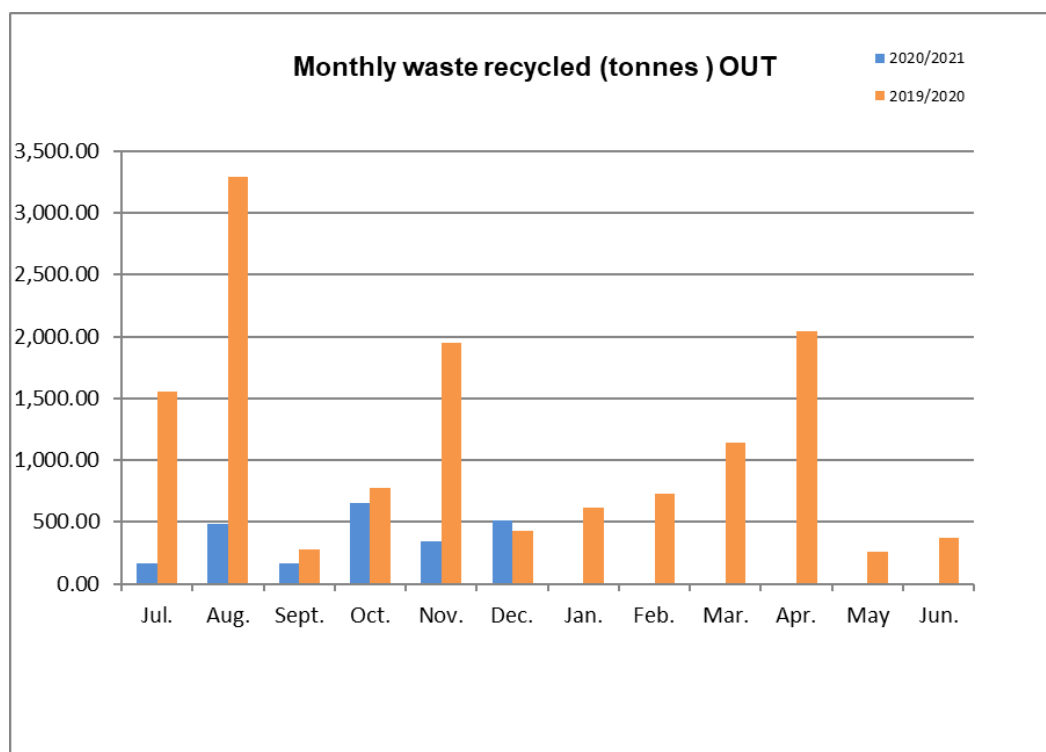
Monthly waste recycled IN - current year to date: 2020 / 21 25,788.45 Tonnes

Same period previous year (total previous year): 2019 / 20 25,836.06 (59,957.74 Tonnes)

- Peak in waste January 2019 due to demolition of Anzac High School

Table 6: Recycling totals through the weighbridge during the financial year (see also Graph 2)

Financial year	Tonnes
July 2019 to June 2020	13,419.23
July 2020 to June 2021	2,325.61

Graph 2: Monthly waste comparison by financial year (tonnes) recycled (OUT)

Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	167.21	481.22	164.90	652.48	345.21	514.59	0.00	0.00	0.00	0.00	0.00	0.00	2325.61
2019/2020	1,558.13	3,288.76	272.77	774.47	1,944.52	430.02	617.12	724.39	1,141.59	2,039.69	257.34	370.43	13419.23

Monthly waste recycled OUT - current year to date: 2020 / 21 2325.61 Tonnes
Same period previous year (total previous year): 2019 / 20 8260.35 Tonnes (13,149.23 Tonnes)

**Due to high volumes of domestic waste from Harts Range and impacts of COVID-19 (availability of recycling contractors and initiatives), the recycling % is low. *Peak in August 2019 was due to Recycled concrete being used on Ilparpa Road*

Table 7: Corrections waste collections (from Alice Springs)

Correction waste per Month	Total Waste
October* 2020	0 Tonnes
November 2020	38.13 Tonnes
December 2020	28.77 Tonnes

**No waste from corrections in the month of October*

WEIGHBRIDGE WASTE AND RECYCLING TOTALS – MONTHLY COMPARISON:

A total of 25,788.45 tonnes of waste (including clean fill) was collected, of which 10.83% of waste was recycled out from 22 July 2020 to December 2020.

**Due to high volumes of domestic waste from Harts Range and impacts of COVID-19 (availability of recycling contractors and initiatives), the recycling % is low.*

Table 8: Monthly comparison of waste totals Sep-Dec 2019 and Sep-Dec 2020.

	July 2019- Oct 2019		July 2019- Nov 2019		July 2019- Dec 2019		July 2020- Oct 2020		July 2020- Nov 2020		July 2020- Dec 2020	
	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT
Animal Carcass	3.86		4.50		5.49		7.03		7.60		8.25	
Asbestos	278.41		294.85		314.39		27.04		139.50		335.64	
Building Material		28.15		38.25		49.16		48.99		61.92		76.13
Cardboard & Paper	191.68	99.56	237.03	120.64	289.31	120.64	133.08	105.60	171.44	105.60	195.10	152.12
Chemicals								1.32		1.32	0.14	6.50
Clean Fill	5683.62	498.98	7095.54	2141.68	8779.24	2463.34	3148.74	562.00	3672.11	652.34	4315.79	693.72
Concrete	865.54	3472.20	1144.32	3472.20	1254.74	3472.20	1090.00	332.00	1259.45	450.08	1440.81	587.66
Container Deposit		21.10		22.23		22.53		9.04		12.32	0.00	13.48
Council Supported							0.00		0.00		0.00	
Demolition Materials	1419.03		1987.06		2402.04		7617.27		8354.32	0.00	8854.35	
Domestic Bins	2320.06		2883.46		3442.78		2155.30	0.00	2742.16	0.00	3306.06	
Drop off Zone* (Shop)		40.75		50.96		61.14		56.98		72.90		83.32
Electronic waste	29.45		39.44		48.92	13.52	43.27	14.53	57.17	14.53	71.89	14.53
FOGO							1.86	4.94	3.62	5.66	4.60	10.64
Glass **	38.40	4.14	50.92	57.84	59.34	59.62	36.12	68.79	51.45	125.39	61.11	125.39
Green Waste	722.03	186.68	913.66	186.68	1079.26	186.68	597.37	214.26	833.40	254.88	1026.54	277.88
Household Goods		34.81		40.71		42.80		21.18		27.74		33.09
Liquid Waste	375.07		449.43		550.37		242.56		315.00		431.64	
Mattresses	52.23		70.55		90.98		36.61		55.36		79.85	
Metals ***	135.49	702.16	187.09	770.96	252.77	786.54	67.94		118.76		168.99	224.09
Mixed Waste ****	4788.33		5849.59		6876.11		3188.64		4299.45		5296.17	
Timber & Pallets	180.25	796.48	311.34	927.06	381.20	981.06	71.02	25.20	102.70	25.36	180.88	26.08
Tyres	5.61		7.91	0.32	9.12	0.32	6.65	0.98	9.47	0.98	10.64	0.98
Total	17089.06	5885.01	21526.69	7829.97	25836.06	8260.35	18470.50	1465.81	22192.96	1811.02	25788.45	2325.61
Total minus clean fill	11405.44		14431.15		17056.82		15321.76	0.00	18520.85	0.00	21472.66	0.00
Percentage recycled		51.60		51.6%		48.4%		9.57%		9.78%		10.83%

Key:

Green: Totals of waste

Yellow: Recycling out from RWMF

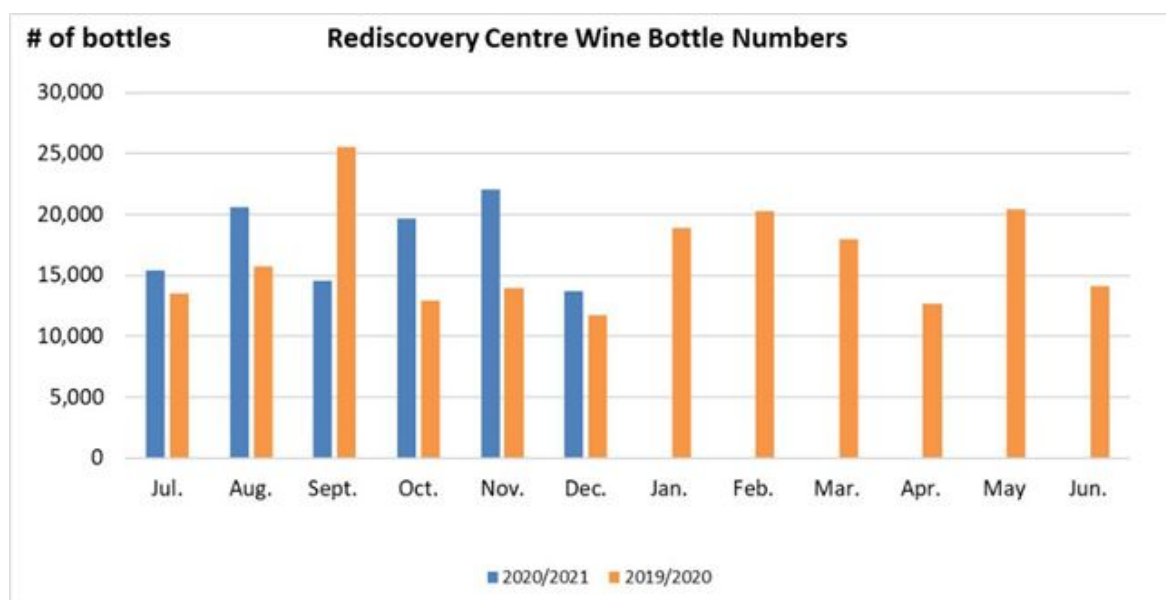
*	Drop off Zone - Goods dropped off by the public at the Rediscovery Centre
**	Glass Categories
***	Metal categories - include other categories (e.g. whitegoods etc.)
****	Mixed Waste - includes other categories (e.g. confidential burial; food surrender; transfer station, general waste; street clean, contaminated rocks)
*****	Timber & Pallets includes other categories (e.g. Firewood)
*****	Building Material includes other categories (e.g. Salvaging)

CASH-FOR-CONTAINERS:

This graph provides a total for the number of wine bottles collected at the Regional Waste Management Facility between 22 September 2020 to December 2020, and compares the results to the last financial year (Graph 3).

The wine bottles are crushed and used as part of Council's projects.

Graph 3: Monthly totals of wine and spirit bottles collected at the Regional Waste Management Facility

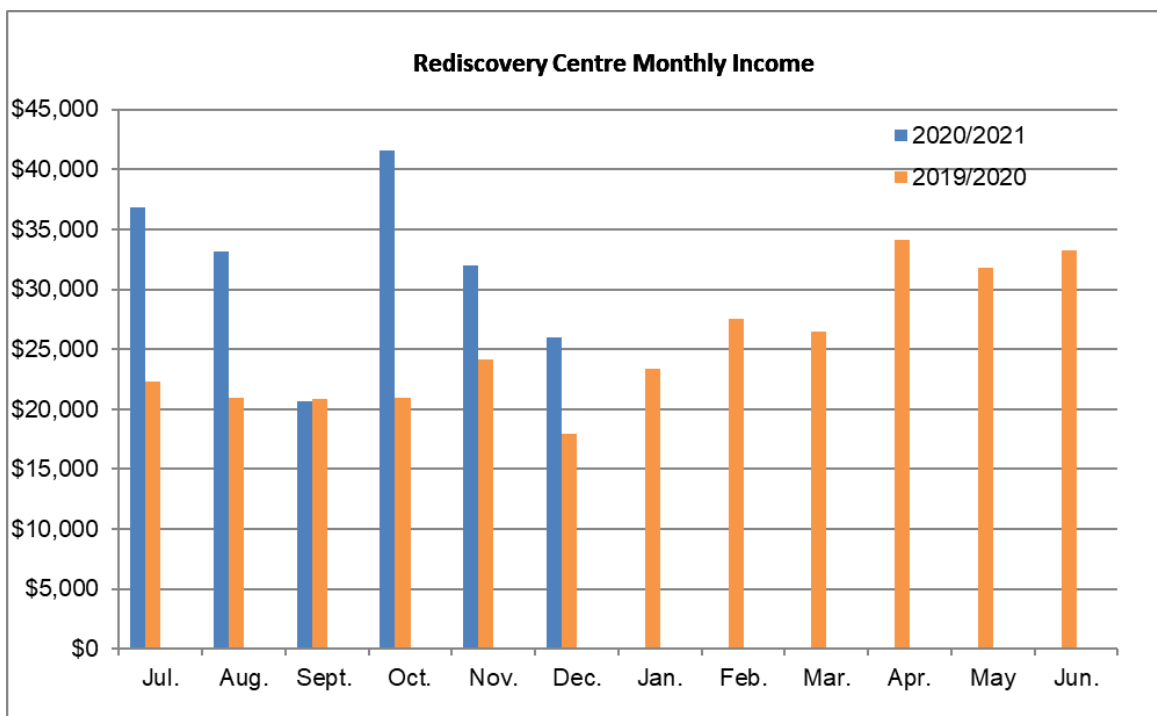


Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	15,416	20,563	14,547	19,686	22,010	13,727							105,949
2019/2020	13,540	15,720	25,497	12,960	13,960	11,750	18,909	20,227	17,983	12,700	20,388	14,126	197,760

Bottles collected - current year to date: 2020 / 21 105,949 Bottles
Same period previous year (total previous year): 2019 / 20 93,427 Bottles (197,760 Bottles)

REDISCOVERY CENTRE:

The graph below (Graph 4) shows \$190,304 income at the Rediscovery Centre for the period 22 September 2020 to 22 December 2020, compared to \$127,077 for the same period in 2019. Total stock intake at the Rediscovery Centre for the period 22 September 2020 to 22 December 2020 was 192.54Tonnes.

Graph 4: Income from the Rediscovery Centre

Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	\$36,846	\$33,154	\$20,688	\$41,623	\$32,028	\$25,965							\$190,304
2019/2020	\$22,294	\$20,934	\$20,834	\$20,951	\$24,149	\$17,915	\$23,344	\$27,577	\$26,447	\$34,104	\$31,812	\$33,248	\$303,609

Income from the Rediscovery Centre (year to date):	2020 / 21	\$190,304
Same period previous year (total previous year):	2019 / 20	\$127,077 (\$303,609.00)

Oliver Eclipse
MANAGER REGIONAL WASTE MANAGEMENT FACILITY



AELERT

A network for environmental regulators
across Australasia

6.3



AELERT Charter

NOVEMBER 2019

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1. AIMS

Beginning in 1991 as a series of informal meetings of Australian wildlife officers, the Australasian Environmental Law Enforcement and Regulators neTwork (AELERT) was formally established in 2003 as a network of regulatory practitioners concerned with the implementation of environmental law. Since then, AELERT has grown into a widely recognised professional network with a membership that spans all levels of government across Australia and New Zealand. From the time of its inception, AELERT has functioned primarily as a member-based organisation whose core aims are to:

- Facilitate cross-jurisdictional collaboration on mutual regulatory challenges
- Promote the development of the regulatory craft
- Foster capacity building across the Network.

AELERT's enduring relevance can be attributed to its responsiveness to member needs.

2. GOVERNANCE

AELERT agrees to provide the Heads of Environment Protection Authorities (HEPA) Forum with an update of its activities at each HEPA meeting as requested, based on agreed principles of working. Within the Council of Australian Governments (COAG) framework, AELERT is responsive to relevant Environment Minister's Councils as they may be constituted from time to time and additionally agrees to provide the Senior Officials Group with an update of its activities at each of their meetings as necessary. These arrangements can be modified by the Steering Committee as required.

AELERT's management structure consists of a Steering Committee and an Executive Committee, with one lead agency identified from each Australian state, the Northern Territory, Australian Capital Territory, Commonwealth and New Zealand to assist with local coordination and AELERT funding.

2.1. Steering Committee

The composition of the AELERT Steering Committee is reflective of a representative governance model. The Australian Commonwealth Government, New Zealand Central Government, all Australian States the Australian Capital and Northern Territory nominate a Jurisdictional Representative to sit on the Steering Committee. The Steering Committee is the chief decision-making body of AELERT. Steering Committee responsibilities are as follows:

- Leading the future direction of AELERT and the work of its Working Groups
- Identifying AELERT's work priorities via the AELERT Work Plan and monitoring and reporting on the progress and outcomes of them
- Facilitating beneficial connections within and external to AELERT to benefit all AELERT members
- Overseeing the biennial AELERT Conference and selecting recipients of the AELERT Achievement Awards
- Overseeing any scholarship applications
- Approving AELERT's annual operational and funding budgets
- Approving Project Proposals for Working Groups and Communities of Practice
- Undertaking governance reviews as required
- Endorsing Jurisdictional Representative nominations and Executive Officer Holder positions
- Approving Affiliate Member requests to access the members-only section of the website
- Responding to and making decisions on any other issues as they may arise.

2.1.1. Meetings

AELERT Steering Committee meetings are to be held in person three times a year. Where a Jurisdictional Representative cannot attend, they shall send a delegate as their proxy.

2.1.2. Decision Making

Steering Committee decisions are generally to be consensus-based. Where a vote is required to determine a decision, each jurisdiction will have one vote. The Chair will have a casting vote in the event of an evenly cast ballot.

2.1.3. Quorum

Quorum shall consist of the Chair, the Vice-Chair in their absence and half of the total number of jurisdictions plus one.

2.1.4. Out of Session Decisions

The Steering Committee may make decisions out of session, with quorum as defined in this document required for decisions.

2.1.5. Vacancies

Steering Committee members/Jurisdictional Representatives are requested to offer a minimum of four weeks' notice of their intention to vacate their committee and representative role and to provide connection to any jurisdictional colleagues that might be interested in taking their place. The same requirements as outlined in Section 2.2.3 will apply in the event of a temporary vacancy, with the role being offered on a temporary basis to match the advised absence.

2.2. Jurisdictional Representative

The AELERT Steering Committee is made up of one Jurisdictional Representative each from:

- Australian Capital Territory
- The Commonwealth Government
- New South Wales
- New Zealand
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia.

2.2.1. Key Requirements

Key requirements in performing the role of the Jurisdictional Representative are as follows:

- Recognised influence both within and across their jurisdiction
- Willingness and capacity to develop connections through own diverse networks to broaden the AELERT membership base across their jurisdiction
- Commitment to:
 - Attend Steering Committee meetings
 - Producing timely Jurisdictional Reports that include updates from across their jurisdiction
 - Liaising with other member agencies within their jurisdictions
 - Representing both their jurisdiction and the broader Network membership
 - Promoting the Network and the interests of its members.

2.2.2. Roles and Responsibilities

Jurisdictional Representative roles and responsibilities are as follows:

- Working collegiately with the Executive, Steering Committee and Secretariat to deliver the AELERT objectives and Work Plan and further promoting the interests of the Network
- Attending and representing their jurisdiction at Steering Committee meetings including producing Jurisdictional Reports in consultation with member agencies in their jurisdiction
- Liaising with other member agencies within their jurisdiction
- Acting as Sponsor to an AELERT Working Group/Community of Practice
- Working with and supporting the AELERT Secretariat by:
 - Forwarding communications to relevant jurisdictional teams
 - Producing content for the monthly AELERT newsletter to highlight activities and initiatives from their jurisdiction
 - Co-ordinating jurisdictional AELERT events and collaborations
 - Endorsing agency level membership applications
 - Assisting to grow the membership at both agency and officer level across their jurisdiction.

2.2.3. Nomination Process

The lead agency in each jurisdiction will seek and encourage nominees from across their entire jurisdiction, recommending their preferred appointment in consideration of the key requirements outlined in this Charter. The Steering Committee will then be asked to endorse the nominated representative.

2.2.4. Secretariat Support

Jurisdictional Representatives are supported by the AELERT Secretariat in their role and can seek assistance in the following areas:

- Coordinating AELERT events within their jurisdiction
- Building AELERT membership across their jurisdiction via, for example:
 - Roadshow events outlining the benefits of AELERT membership to potential member officers
 - Meeting with leads of potential member agencies to promote the benefits of AELERT membership
- Connections with member agencies across all AELERT jurisdictions as required for operational needs and innovations
- Membership data support
- Development of communications collateral for use across their jurisdiction
- Updating of website including upload of information relevant to their jurisdiction
- Showcasing their jurisdiction via the monthly AELERT newsletter.

2.3. Executive Committee

The AELERT Executive Committee is comprised of a minimum of four Office Holder positions. These positions are Chair, Vice Chair, and a minimum of two Directors. The Directors can be allocated portfolio areas such as Risk Management, as determined from time to time by the Steering Committee. Executive Officer Holder positions are appointed from within the AELERT Steering Committee for a period matching that of the Chair but may be extended at the discretion of the Steering Committee.

The role of Chair once appointed by the AELERT Steering Committee will serve a minimum term of four years. The agency from which the Chair originates will become the host agency to AELERT and its Secretariat function, unless otherwise agreed to by the Steering Committee. The Vice Chair will take on all responsibilities of the Chair in their absence.

2.3.1. Key Requirements

Criteria upon which Executive Committee members are selected include:

- Recognised influence both within and across their jurisdiction
- Commitment to:
 - Attend teleconference meetings as scheduled
 - Work collegiately to determine the strategic direction of AELERT
 - Take on additional portfolio responsibilities from time to time as determined by the Steering Committee.

2.3.2. Responsibilities

Responsibilities of the Executive Committee are as follows:

- Guiding and advising on the setting of strategy and positioning of AELERT in consultation with and for the endorsement of the SC
- Identifying and managing risk
- Acting as conduit between AELERT and the Heads of EPA (HEPA)
- Leading the collaboration between AELERT and its international partners, including INECE (International Network for Environmental Compliance and Enforcement)
- Representing AELERT to external stakeholders.

Further responsibilities of the AELERT Chair are as follows:

- Running AELERT Executive and Steering Committee meetings
- Approval of Steering and Executive Committee meeting agendas and Secretariat-led meeting papers
- Employment of the AELERT Secretariat staff via the Chair's home agency, unless otherwise agreed by SC
- Guidance of day to day work of the AELERT Secretariat staff including relevant approvals.

2.3.3. Meetings

Executive Committee meetings are to be held every six to eight weeks, ordinarily by teleconference.

2.3.4. Decision Making

Executive Committee decisions are generally to be consensus-based. Where a vote is required to determine a decision, each Executive Office Holder will have one vote. The Chair will have a casting vote in the event of an evenly cast ballot.

2.3.5. Quorum

Quorum shall consist of half of the Executive Committee members plus one.

2.3.6. Vacancies

Executive Committee members are requested to offer a minimum of four weeks' notice of their intention to vacate their committee role. Steering Committee members will be asked to nominate for the vacant position and the placement will be confirmed by endorsement of the Steering Committee. The same requirements will apply in the event of a temporary vacancy, with the role being offered on a temporary basis to match the advised absence.

3. QUADRENNIAL WORK PLAN

The AELERT Steering Committee will identify quadrennial work priorities which will inform AELERT's work plan. The work plan will be used to guide the work of the Working Groups and will be consulted when assessing Project Proposals. The work plan will be available for viewing on the AELERT website.

4. WORKING GROUPS AND COMMUNITIES OF PRACTICE

AELERT Working Groups (WG) and Communities of Practice (CoP) bring together practitioners from various agencies and jurisdictions to undertake collaborative work on mutual regulatory issues. Working Groups primarily function to complete work priorities identified by the Steering Committee while Communities of Practice are formed to facilitate information and knowledge sharing across the entire AELERT network. There is no formal reporting relationship required between Communities of Practice and Working Groups.

4.1. Working Groups

Working Groups are established and discontinued by the AELERT Steering Committee and function to complete the work priorities identified in the AELERT Work Plan. A Chair will lead each Working Group and the AELERT Steering Committee will endorse the Chair of each Working Group. Current AELERT Working Groups are:

- Better Regulation
- Capacity Building
- Legal Practice and Policy
- Operations
- Communications and Engagement
- Emergency Operations

Further, each Working Group:

- Is focussed via a Work Plan, directly linked to the AELERT Work Plan
 - Showing what AELERT can achieve in a given period, outlining deliverables
- May lead new work/direction for AELERT in consultation with the Steering Committee
- Is a point of collaboration to inform the work AELERT agencies do
- Offers space to coordinate a shared operation across AELERT in their given field/topic
- Can have project teams to address particular/short-term/issues-based items
 - Have the flexibility to band and disband as needed; nimble to meet the needs of the membership
 - Project ideas can be proposed either by the Working Group or by the Steering Committee
 - Work must be useful to AELERT and its members
- Will be supported by a Sponsor from the AELERT Steering Committee.

4.2. Communities of Practice

Communities of Practice are established by request from AELERT members with final decision for inclusion with the Steering Committee and are discontinued either by direction of the Steering Committee or at request of the members of that group. Communities of Practice are a forum to and encourage collaboration and knowledge sharing across AELERT in a particular area of environmental regulation. A Chair will lead each Community of Practice, endorsed by the Steering Committee. Current AELERT Communities of Practice are:

- Environmental Liabilities
- Intelligence and Analysis
- Water Compliance

Further, each Community of Practice:

- Facilitates AELERT members discussion on how they've completed a piece of work
- Enables sharing of ideas, knowledge and expertise across geographical borders and levels of government
- Is open and run by its members
- Can run project ideas; either

- In partnership with an AELERT Working Group
- By handing over the idea to an AELERT Working Group
- Will be supported by a Sponsor from the AELERT Steering Committee.

4.3. Project Teams

From time to time discrete project teams may be established under each Working Group in response to an approved project proposal (see templates).

4.4. Definition of new and current groups

The classification of any new AELERT group to either Working Group or Community of Practice will be made by the AELERT Steering Committee, with input from relevant parties. If the decision is not clear cut, a vote of the Steering Committee members will be held, recorded and advised to the group as the final decision. Any proposal to shift a current group from operating as a Working Group to a Community of Practice or vice-versa must be taken to the AELERT Steering Committee for final decision as above.

4.5. Leadership

4.5.1. Roles and Responsibilities of Chairs

The roles and responsibilities of Working Group or Community of Practice Chairs are as follows:

- Coordinating the development of a Work Plan
- Drafting triannual reports for the Steering Committee's consideration
- Facilitating regular meetings of the group, at a minimum of three per year
- Drafting, co-ordinating and distributing meeting agendas and minutes
- Driving the group's Work Plan and reporting on its progress to each Steering Committee meeting
- Ensuring timely delivery of project outcomes
- Seeking support from AELERT Secretariat as required
- Acting as liaison between group members, the Executive Sponsor and Steering Committee
- Identifying and reporting on emerging issues to the Executive Sponsor
- Maintaining a record of active group members that is circulated to the Secretariat for updating at the AELERT website
- Leading connection across AELERT Working Groups and Communities of Practice to ensure best possible collaboration on projects and no duplication of work.

All AELERT groups are encouraged to consider joint or co-chair arrangements within the group which allow the benefits of:

- Cross jurisdictional collaboration
- Diversity of skills thought and knowledge
- Sharing the workload across individuals and jurisdictions.

4.5.2. Steering Committee Sponsor

Each Working Group and Community of Practice will be appointed an AELERT Jurisdictional Representative to act as Executive Sponsor. The role of the Executive Sponsor is to:

- Act as a mentor to the group Chair
- Provide guidance on the groups' direction
- Champion the group
- Work with a group whose Chair is from a different jurisdiction to their own; aiding cross fertilisation of knowledge and experience
- Provide a strong and supportive link between the group and the Steering Committee, offering advice on:
 - The structure of communication to the Steering Committee
 - Gaining authority/resources to run projects.

Importantly, the Sponsor is not the lead of the group; they are there to assist the Chair to meet their groups' aims and minimise the risk of the group losing their way.

4.6. Establishment of new Working Groups or Communities of Practice

The establishment of a new Working Group or Community of Practice can occur upon meeting the below conditions:

- Working Groups: The group can demonstrate tangible deliverables that are of benefit to the wider AELERT membership
- Communities of Practice: The group can demonstrate their area of interest aligns with the overall goals and aims of AELERT and the AELERT Work Plan
- The work/area of interest of the group is sufficiently significant and separate from the work of any other AELERT Working Group or Community of Practice
- The group submits a detailed proposal to the Steering Committee which clearly demonstrates the need for its creation and its value to AELERT members.

Once a decision is made by the Steering Committee, the Secretariat appoints an Executive Sponsor from within the Steering Committee.

4.7. Joining a Working Group or Community of Practice

Only existing AELERT member officers are eligible to join. To join an AELERT group, members can contact the AELERT Secretariat via the AELERT website who will process their request in collaboration with the group Chair. Members may alternatively contact the Group's Chair who will inform the Secretariat.

4.8. Resource allocation and approval

The AELERT Steering Committee will consider applications from its groups using the Project Proposal templates. Proposals will be viewed favourably if they:

- Assist the Steering Committee in meeting the AELERT Work Plan
- Propose to develop emerging regulatory practices
- Include development of products or outcomes that benefit the AELERT Network
- Include endorsement of the group's Executive Sponsor.

Please note, funding will not be approved if or where this is capacity for jurisdictional support or if only a single agency or jurisdiction benefits i.e. travel costs or attendance at a conference. Funding proposals may be considered based on exception.

4.9. Templates

Following are several templates that will be developed and/or maintained for Working Group and Community of Practice members to use in their AELERT work:

- Working Group Terms of Reference
- Project Proposal
- Recognition letters for post project work
- Working Group Work Plan
- Outline for professional development framework.

5. AELERT SECRETARIAT

The Secretariat is responsible for facilitating and implementing the decisions of the AELERT Steering and Executive Committees. The Secretariat is also responsible for providing support for AELERT's activities as required.

The Secretariat is to comprise an Executive Officer and a Communications/Project Officer as determined by the Steering Committee.

The Secretariat is to be hosted within the member agency of the AELERT Chair, allowing for co-location unless the AELERT Steering Committee approves alternate arrangements.

The staff of the Secretariat will be employed by the hosting agency under its usual terms and conditions of employment with AELERT providing funds. The host agency will recruit Secretariat staff at the appropriate level commensurate with the funding for the AELERT Secretariat Officer positions.

The Secretariat will be administratively managed by the hosting agency but will be operationally responsive and answerable to the AELERT Chair and Executive Committee as appropriate.

The term of engagement of Secretariat staff should overlap the AELERT Chair's term of appointment by at least six months. This will ensure continuity of service and appropriate handover of corporate knowledge.

6. FINANCIAL MANAGEMENT

The Secretariat Operating Budget will be approved by the AELERT Steering Committee.

The host agency shall constitute an entity able to receive and distribute funds on AELERT's behalf.

The Secretariat Operating Budget will be held in a project specific cost centre within the host agency and administered in accordance with the Operating Budget approved by the AELERT Steering Committee.

6.1. Funding of Specific Activities

The AELERT Secretariat may expend funds for specific activities within existing budget allocations in the approved Secretariat Operating Budget for that financial year.

The Secretariat must report against approved expenditure as requested by the Steering Committee.

Funding (including requests from AELERT Working Groups and Communities of Practice) will meet the fiduciary interests of AELERT and its members in the pursuit of its core business outlined in the AELERT Work Plan and deliver value for money.

The Steering Committee may approve, by way of resolution, the expenditure of funds for specific activities that do not have existing allocation within the Secretariat Operating Budget but are aligned to the strategic objectives set within the AELERT Work Plan.

6.2. Housing and Disbursement of Funds

Profits or excess funds appropriated by AELERT may be used for any AELERT activities provided:

- they are for a proper purpose commensurate with AELERT's aims outlined in its Work Plan and Charter;
- expenditure is approved by the AELERT Steering Committee;
- expenditure is consistent with relevant financial management legislation, regulations, delegations and guidelines.

7. MEMBERSHIP

7.1. Membership types

Membership is offered at the agency and individual officer level.

7.1.1. Member Agency

Membership is open to any government agency in Australasia with environmental regulatory responsibilities. For the purpose of AELERT membership eligibility, environmental regulatory responsibilities are defined as responsibilities for administering legislation relating to the environment, heritage or natural resource management.

Agency membership will be granted with the advice of the relevant AELERT Jurisdictional Representative.

Agency membership involves the following responsibilities:

- Agency commitment to the Membership Principles outlined at 7.3
- Agency commitment to engage with their jurisdictional representative to participate in decision making at the jurisdictional level
- Agency commitment to contribute to the relevant jurisdictional report
- Nomination of an AELERT liaison officer as first point of contact for AELERT business matters
- Nomination of an after-hours contact in the event of emergencies.

7.1.2. Individual Member Officer

All individuals working in an AELERT Member agency are eligible to become AELERT Member Officers. Individual membership entitles officers to an individual website login and allows access to member-only resources, online discussion forums and news updates.

7.1.3. Affiliate Membership

Affiliate membership may be granted to organisations aligned to the goals of the AELERT Work Plan and for whom engagement with AELERT may be mutually beneficial and / or may further its objectives such as:

- Government agencies without environmental regulatory responsibilities
- Academic institutions
- NGO's and Not for Profits
- International environmental regulation, compliance and enforcement networks and organisations.

Affiliate membership may be granted at the discretion of the AELERT Steering Committee.

Commercial entities are not considered appropriate for AELERT affiliate membership. Any request to deviate from this will be via resolution of the Steering Committee.

7.2. Cessation of Membership

Members may withdraw from AELERT at any time. Cancellation of membership at the agency level will also result in the cancellation of agency staff individual memberships. The AELERT Secretariat will inform all affected members.

The AELERT Steering Committee via resolution may choose to rescind individual, agency or affiliate membership at any time if the membership is not aligned to the values and goals of AELERT as outlined in its Work Plan and Charter.

7.3. Membership Principles

When seeking AELERT membership, agencies agree to cooperate as far as reasonably practicable in matters such as:

- The prevention, detection, investigation and prosecution of offences
- New trends and methods used in committing offences
- New compliance and enforcement techniques, including special means of combatting offences
- Intelligence relating to the cross-jurisdictional movement of entities or objects, where non-compliance with relevant laws is suspected

- The development of policies, procedural guidelines and strategic planning
- The development and implementation of new regulatory regimes and systems, including advantages and limitations
- Agency successes and learnings, including legal outcomes and research results
- In-kind training and personnel exchange to advance regulatory practice.

Member agencies further agree to support their staff, where possible, to participate in discussion forums relevant to their work and other AELERT activities and events.

8. CHARTER AMENDMENTS

The AELERT Charter may be amended from time to time in response to changes in AELERT's operating environment or governance requirements. Amendments are to be approved by resolution of the AELERT Steering Committee.

A draft of any proposed amendments is to be circulated to the Steering Committee for comments prior to its adoption.