

**Expression of Interest**

 **Household Hazardous Waste Program Temporary Collection Days**

Expressions of Interest are sought from Local Governments or Regional Councils interested in participating in the Household Hazardous Waste (HHW) Program, by hosting a Temporary Collection Day (TCD) event.

The Household Hazardous Waste Program is funded by the Waste Authority through the Waste Avoidance and Resource Recovery Account and is administered by WALGA. The HHW Program recently held five successful TCDs in June 2019 and are now looking for locations for more events over the coming years. Interest is sought in both the Metropolitan and the Non Metropolitan areas, as the Program is looking to extend services to areas not covered by existing permanent facilities.

Temporary Collection Days are one off events hosted by Local Government/Regional Councils at suitable locations where public are able to bring eligible HHW materials for free during the opening hours of the event. Events are normally held on a Saturday from 9am till 1pm. TCDs will be open to all public dropping off eligible domestic HHW materials, not just residents of the Local Government area the TCD is held in. The HHW Program funds the TCD event, including the waste contractor to run the event, the recycling of the materials collected and promotional activities for the event. The HHW Program does not cover any Local Government/Regional Council staff time, or any waste collected outside the allocated drop off time or location of the TCD event.

WALGA is seeking interest for TCDs that can be held in the remainder of the 2019/20 financial year and for 2020/21 through to 2022/23 financial years also.

**To be considered for hosting a TCD, your Local Government/Regional Council will need to:**

* Have a suitable location where a TCD can be held, ideally a large carpark, works depot, oval, or similar. The location must be able to allow the waste contractor to set up HHW drop off stations, bring in their transport and storage equipment, as well as have enough room where traffic can line up and not impede traffic, especially on any surrounding busy roads.
* Be able to liaise with WALGA and the HHW waste contractor to organise and promote the event
* Be able to allocate at least one staff member to attend the event to answer Local Government specific waste questions that are asked from public attending the event.

HHW materials accepted at TCDs must be from households only (no business waste) and will be restricted to a limit of 20kg or Litres per material type.

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| --- | --- | --- |
| Acids (excludes hydrofluoric acid) | Flammable liquids - hydrocarbons and fuels | Organic peroxides |
| Acids - hydrofluoric  | Flammable solids | Paint - metal based |
| Aerosols - CFC based | Flares | Paint - other including isocyanates and amines |
| Aerosols, flammable - paint and lacquers | Fluorescent tubes and light fittings | Paint - recyclable |
| Aerosols, flammable - pesticide | Gas cylinders - other | Paint - solvent based, including resins and adhesives |
| Alkali | Gas cylinders - propane | Paint - water based |
| Arsenic based products | General household chemical e.g. cleaners | PCB materials |
| Batteries - household | Heavy metal compounds | Pesticides - non Schedule X |
| Cyanides | Inorganic oxidising agents e.g. pool chlorine | Pesticides - Schedule X |
| Engine coolants and glycols | Low level radioactive substances e.g. smoke detectors | Solvents - halogenated |
| Fire extinguishers - non halon | Mercury - elemental | Toxics |

**The successful Local Government/Regional Council must commit to:**

* Allow access to TCD site for the HHW waste contractor:
	+ Prior to the event, for site inspection
	+ Before and after TCD open times to set up and pack down equipment
	+ To access ablutions for staff.
* Provide a main contact person to liaise with WALGA and the waste contractor to organise the logistics of the event.
* Ensuring there are no other events on at the location during the TCD open hours.
* Check if there are any road works scheduled that may impact the traffic management at the event.
* Organise traffic management for the day.
* Permit the public to drop off accepted HHW materials for free (including non-residents of the LG/RC area).
* Allocate at least one staff member to attend the event to answer Local Government specific waste questions that are asked from public attending the event.
* Liaising with your internal marketing teams to share/promote any promotional materials (such as Facebook event pages) which will be developed and paid for by the HHW Program.
* Ensure that any promotional activities undertaken by the Local Government/Regional Council (e.g. media statements, articles, social media, advertisements, newsletters, brochures, printed materials etc.) have the Waste Authority funding acknowledgement. Acknowledgements must include the Waste Authority logo in a prominent position (which must be obtained from the Waste Authority logo website) and must contain the words: ‘This Project is funded by the Waste Authority through the Waste Avoidance and Resource Recovery Account.’

**WALGA agrees to:**

* Liaise with the Local Governments/Regional Councils and the waste contractor to organise the logistics of the event.
* Attend the event to supervise and take visitor surveys (asking for attendees’ Suburb and how they heard about the TCD).
* Organise promotional materials for the event.

**The HHW Program will fund:**

* The waste contractor to run the event, including supplying equipment and staff to collect the HHW from attendees and transport to remove the waste after the event.
* The recycling/treatment/disposal of the HHW collected at the event.
* Promotional activities and materials developed by WALGA for the TCD events.

**Submitting an Expression of Interest**

Please submit your completed Expression of Interest to Tazra Hawkins, HHW Program Coordinator by email thawkins@walga.asn.auby **COB Friday, 22 November 2019**.

**Expression of Interest – Household Hazardous Waste Program Temporary Collection Days**

This Expression of Interest will be treated like a Memorandum of Understanding, and therefore must be signed off from the CEO. If your Local Government/Regional Council is selected you must commit to hosting an event and agree to the terms laid out in this EOI.

**LG/RC Main Contact Person:**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Local Government |  |
| Phone number |  |
| Email |  |

Has your Chief Executive Officer approved the submission of this Expression of Interest?

[ ]  Yes

[ ]  No

**Household Hazardous Waste Temporary Collection Day Location Details:**

Please provide the proposed address you would be able to host a TCD event.

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Are you able to liaise with WALGA and the HHW waste contractor to organise this event and provide at least one staff member to attend the day of the event?

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Please indicate which financial year you prefer to host a TCD event. Please also indicate preference on dates or months if you have any.

[ ]  Jan – June 2020: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  2020/21: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  2021/22: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  2022/23: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any additional comments or requests (including any events in your area that should be avoided (such as recycling drop off days)?

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*Please submit your completed Expression of Interest to Tazra Hawkins, HHW Program Coordinator by email* *thawkins@walga.asn.au**by***COB Friday, 22 November 2019**.