

<b>Report on</b>	Introduction of prepayment system at Recycling Centres
<b>Date of Meeting</b>	8 <sup>th</sup> May 2018
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the introduction of a pre-payment system for the acceptance of commercial waste at Cookstown, Drumcoo and Magherafelt Recycling Centres.
<b>2.0</b>	<b>Background</b>
2.1	A previous internal audit identified the handling of cash received for the acceptance of commercial waste at Recycling Centres as a theft/fraud risk which requires attention.
2.2	The installation of a pre-payment system was therefore identified as a target in the Environmental Services Service Improvement Plan for 2017/18 and also as one of the actions under the Corporate Improvement Objective for 2017-19 " <i>to improve the accessibility of our services by increasing the number available online</i> ".
2.3	There are approximately 250 commercial customers using the facilities at present.
<b>3.0</b>	<b>Main Report</b>
3.1	As part of our work to improve the accessibility of our services on-line and to reduce cash-handling at our three main Recycling Centres, we are introducing a pre-payment system for the disposal of commercial waste at Cookstown, Drumcoo and Magherafelt Recycling Centres (the only three sites where residual commercial waste is accepted).
3.2	This means that from Monday 4 <sup>th</sup> June 2018 our commercial customers will need to use a swipe card, credited in advance with sufficient funds, to pay their waste disposal charge.
3.3	To register as a pre-payment customer and to receive a swipe card customers have been instructed to complete and return a set up form by Friday 4 <sup>th</sup> May 2018 (see appendix 1).
3.4	For customers to be accepted for registration they must hold a valid Waste Carriers Registration as issued by the Northern Ireland Environment Agency (NIEA) and details of how to obtain this have been circulated to all existing customers; these are available at:  <a href="https://www.gov.uk/waste-carrier-or-broker-registration-northern-ireland/northern-ireland-environment-agency">https://www.gov.uk/waste-carrier-or-broker-registration-northern-ireland/northern-ireland-environment-agency</a>

3.5	Once customers have received their card they can add credit online via the Council website or alternatively by calling into one of the depots (Cookstown, Dungannon and Magherafelt) where staff will be able to accept payment using new chip and pin devices.			
3.6	The rates for the disposal of commercial waste are shown below (minimum charge £5.00)			
	<b>Material</b>	<b>Rate per Tonne</b>	<b>VAT</b>	<b>Total Per Tonne</b>
	General Waste	£140	£28	£168
	Wood	£75	£15	£90
	Hard Plastic	£100	£20	£120
	Plasterboard	£150	£30	£180
	Fridges/Freezers	£50 Each	£10	£60 each
	Oil filters & rags	£750	£150	£900
	Green (garden) waste	£50	£10	£60
	Paint (including cans)	£500	£100	£600
	Rubble	£20	£4	£24
	<p>It should be noted that the above rates will not apply to household waste which is brought to the site by a commercial operator. However in such instances the commercial operator will be required to provide a waste transfer note or signed declaration clearly showing the contact name and address of the property from which the household waste arose for verification purposes. In the absence of suitable evidence a disposal charge will apply.</p> <p>Paper, cardboard, batteries, fluorescent tubes, electrical appliances, textiles, scrap metal, plastic bottles, glass bottles and cooking oil will continue to be accepted free of charge</p>			
4.0	<b>Other Considerations</b>			
4.1	<b>Financial, Human Resources &amp; Risk Implications</b>			
	Financial:			
	The total cost of installing the pre-payment system at the three sites is £25,000 + VAT.			
	Human:			
	Site staff will be trained on the operation of the new system during the month of May.			
	Risk Management:			
	The installation of the new pre-payment system will eliminate the risk of theft/fraud associated with the handling of cash as identified in previous internal audit report.			
4.2	<b>Screening &amp; Impact Assessments</b>			
	Equality & Good Relations Implications: N/A			
	Rural Needs Implications: N/A			
5.0	<b>Recommendation(s)</b>			

5.1	Members are asked to note the content of this report outlining the introduction of the new pre-payment system at Cookstown, Drumcoo and Magherafelt Recycling Centres.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Recycling Centre Commercial Customer Setup Form