

Report on	Update on prepayment system at Recycling Centres
Date of Meeting	15 th June 2021
Reporting Officer	Mark McAdoo, Head of Environmental Services
Contact Officer	John Murtagh, Waste Contracts Compliance & Data Management Officer

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

1.0	Purpose of Report
1.1	To update members on the operation of the prepayment system for the acceptance of commercial waste at Cookstown, Drumcoo and Magherafelt Recycling Centres.
2.0	Background
2.1	A previous internal audit carried out identified the handling of cash received for the acceptance of commercial/trade waste at Recycling Centres as a theft/fraud risk.
2.2	As a result a pre-payment system was introduced on 4 th June 2018 at Cookstown, Dungannon and Magherafelt Recycling Centres (the only sites where commercial residual waste is accepted and which have weighbridges to weigh such waste).
2.3	One year later in June 2019 functionality was added to the Council website which permitted online payments to be made on the system. At this point all cash payments/handling for commercial waste disposal at the three sites ceased.
2.4	The installation of the prepayment system was a planned contribution to one of the Council's four Corporate Improvement Objective for 2017-19 namely, <i>"to improve the accessibility of our services by increasing the number available online"</i> .
2.5	An internal audit on the system was received in February 2020 which provided a satisfactory level of assurance. However one of the recommendations of the audit was that six monthly updates would be provided to Committee on the operation of the system; hence the submission of this paper for members information.
3.0	Main Report
3.1	Commercial customers are required to maintain a minimum credit balance on their account in order to use their card at a Recycling Centre (this is currently set at a level of £35 – about a quarter of the current cost to dispose of one tonne of waste).

3.2	As of 31 March 2021 there were a total of 634 customers registered on the system (up from 393 at the end of June 2020).
3.3	In the twelve month period between 01 April 2020 and 31 March 2021 a total of £41,413.54 income/revenue has been processed through the prepayment system i.e. credited onto swipe card/accounts.
3.4	During the same period a total of 98 online payments amounting to £9570.24 have been received accounting for over 23% of the total payments made on the system. (up from 20% for the period June 2019 – June 2020).
3.5	The cashless card/swipe system has proved beneficial during the recent pandemic as there has been no need for interaction between site attendants and customers.
3.6	The GenWaste prepayment system includes a waste data and recording function which is also being utilised at the Councils three waste transfer stations located at Drumcoo, Magheraglass and Magherafelt to record and report all municipal waste transported in and out of from these sites by either the Council or our contractors. This function has also benefitted officers in the reporting of quarterly Waste Management Licensing and Waste Data Flow returns to DAERA.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: The cost of installing the GenWaste prepayment system in 2018 was £25,000. Since that time a further £3,500 has been spent on developing the online payment functionality and related reports as well as the purchase of additional swipe cards.
	Human: Office time required for developing the system in partnership with Precia Molen Ltd
	Risk Management: The prepayment system has reduced the risk of fraud/theft from cash handling.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	Members are asked to note the content of this report.