

# Shire of Denmark

# Minutes



## SHIRE OF DENMARK SUSTAINABLE PROJECTS COMMITTEE

HELD IN THE COUNCIL CHAMBERS,  
953 SOUTH COAST HIGHWAY, DENMARK  
ON TUESDAY, 5 SEPTEMBER 2023 AT 2PM

### Contents

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	3
	Kim Frankowiak (Great Southern Living Soil) .....	3
	Mark McHenry .....	3
3.	DECLARATIONS OF INTEREST .....	3
4.	ANNOUNCEMENTS BY THE PERSON PRESIDING .....	3
5.	CONFIRMATION OF MINUTES .....	3
6.	PRESENTATIONS .....	4
	6.1 Kim Frankowiak (Great Southern Living Soil) .....	4
	6.2 Mark McHenry .....	4
7.	OFFICER REPORTS.....	4
	7.1 TREATED WASTEWATER PROJECT UPDATE .....	4
	7.2 POWER PROJECT UPDATE.....	5
	7.3 SUSTAINABLE BUILT AUDIT IMPLEMENTATION.....	7
8.	PRIORITISATION OF SUSTAINABLE ACTION PLAN PROJECT.....	8
9.	TASK LIST.....	8
10.	GENERAL BUSINESS.....	8
	10.1 Weeds Strategy Report .....	8
	10.2 Coastal Reserves Management Plan Report.....	8
	10.3 Electric Vehicle Fast Charger .....	8
11.	NEXT MEETING.....	9
12.	CLOSURE OF MEETING .....	9

## **Council Committee Meeting**

**5 September 2023**

### **DISCLAIMER**

These minutes and resolutions are subject to confirmation by the Committee and therefore prior to relying on them, one should refer to the subsequent meeting of the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

*2.05pm – The Presiding Person declared the meeting open.*

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

MEMBERS:

Cr Jan Lewis (Presiding Person)  
Cr Kingsley Gibson, Deputy Shire President (via Teams)  
Cr Clare Campbell  
Cr Donald Clarke

STAFF:

David King, Deputy Chief Executive Officer  
Damian Schwarzbach, Manager Sustainable Projects  
Laura Delbene, Sustainable Projects Officer  
Bohdan Davies, Manager Waste & Reserves

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Kim Frankowiak (Great Southern Living Soil)  
Mark McHenry

**3. DECLARATIONS OF INTEREST**

Nil

**4. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**5. CONFIRMATION OF MINUTES**

<b>COMMITTEE RESOLUTION &amp; OFFICER RECOMMENDATION</b>	<b>ITEM 5</b>
MOVED: Cr Clarke	SECONDED: Cr Campbell
That the minutes of the Sustainable Projects Committee Meeting held on the 25 July 2023, be confirmed as a true and correct record of the proceedings.	
CARRIED	

## 6. PRESENTATIONS

### 6.1 Kim Frankowiak (Great Southern Living Soil)

Mr Frankowiak provided the committee with an update on an Organics Recovery Strategy.

### 6.2 Mark McHenry

Mr McHenry provided the committee with an update on the Biochar Project.

#### Outcome 1

*Manager Waste & Reserves to provide notes to the committee on the pros and cons for alternate methods of composting.*

## 7. OFFICER REPORTS

### 7.1 TREATED WASTEWATER PROJECT UPDATE

<b>File Ref:</b>	PROJ.ENG.31.20/21
<b>Applicant / Proponent:</b>	Not Applicable
<b>Subject Land / Locality:</b>	Mclean Park
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	30 August 2023
<b>Author:</b>	Laura Delbene, Sustainable Projects
<b>Authorising Officer:</b>	David King, CEO
<b>Attachments:</b>	Nil

---

#### SUMMARY

1. The Shire of Denmark has entered into a recycled water supply agreement with Water Corporation. The agreement is for 15 years, supplying 140kL per day to irrigate the oval at Mclean Park. There is no recycled water supply charge to the Shire.
2. The Shire works for the project include works at Mclean Oval to be able to accept the treated wastewater and a pipeline connecting to the boundary of the wastewater treatment plant.
3. Water Corporation works includes necessary water treatments plant works and a pump station to provide pressure for delivery of the wastewater.
4. The Shire has installed a second 200kL tank and upgraded the irrigation system as part of the project. The project scope requires the Shire to establish a pipeline from Zimmerman Street to the tank at Mclean Park; this is in the draft budget for 2022/23.
5. The project aligns with the Shire's Sustainability Action Plan and delivers a positive outcome for our environment. Currently, all wastewater discharges to a creek that enters the Wilson Inlet adjacent to the Ricketts Reserve.

#### UPDATE

6. Water Corporation are nearing completion of the infrastructure works including installation of water level censoring equipment at the Mclean Oval tank site, connecting to the section of pipe installed by the Shire and a new tank and pump works at the treatment plant. Works are nearing completion at the treatment plant to fully commission the system.

7. The additional items that have been advised as requirements for Department of Health (DoH) approval (overflow sump, fencing, shut off valves) were endorsed through the budget and are being scheduled for installation. The Denmark Environment Centre and South Coast Bush Care Services were consulted for their input regarding the fencing extents. The fence installation will not require any removal of significant vegetation.
8. Once Water Corporation have completed the installation a process control table and operations manual will be completed and training of staff for water sampling undertaken.
9. Works are still on track for irrigation this coming season.

## RISK

Risk	Risk based on history and with existing controls			Proposed Treatment/ Control
	Likelihood	Consequence	Risk Rating	
<b>Reputational:</b> That Water Corporation does not complete its scope of works and the project remains incomplete	Moderate Substantiated, public embarrassment, moderate impact, moderate news profile 3	Unlikely The event could occur at some time 2	Moderate6	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring Accept Risk

## NEXT STEPS

10. Continue to work with Water Corporation to progress the DoH application and Recycled Water Quality Management Plan and monitor any issues that arise through the Water Corporation's undertaking of works. Officers will also now ensure the additional items are carried out to facilitate the Department of Health approvals testing.

## 7.2 POWER PROJECT UPDATE

<b>File Ref:</b>	PROJ.ENG.62.2021-2023
<b>Applicant / Proponent:</b>	N/A
<b>Subject Land / Locality:</b>	Various
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	30 August 2023
<b>Author:</b>	Laura Delbene, Sustainable Projects
<b>Authorising Officer:</b>	David King, CEO
<b>Attachments:</b>	Nil

## SUMMARY

1. The Shire of Denmark wishes to consume electrical energy with net-zero emissions. This can be achieved by installing additional behind-the-meter photovoltaic (PV) generation sufficient

to achieve an annual net-zero energy balance and/or contract from external renewable generation.

2. The project's first stage is to reduce the organisations dependence on external generation by installing PV. A typical approach to PV installation is to match daytime use. However, this approach would limit the project's success in missing the opportunity of existing roof space and requiring reliance on external generation for a significant load requirement outside of effective PV generation times.
3. It is proposed to maximise the Shire's PV opportunity by managing the energy balancing of timing mismatches between self-generation and loads with local energy storage.
4. Future stages would look to incorporate non-contestable supplies by including enough behind-the-meter PV to be eligible to enter the Wholesale Energy Market (WEM).
5. The final stage would be to purchase any shortfall via external renewable generation.

#### **UPDATE**

6. Officers have received the results of data logging at the meter and a revised set of costs for both the Shire Administration Zone and Mclean Park Zone which comprise the following services:

##### Administration Zone – Total 64MWh

Administration Building  
CEO House

##### McLean Park Zone – Total 76MWh

Recreation Centre  
McLean Oval

7. The revised costings which include estimates of all Western Power requirements to implement the project and future Photo Voltaic (PV) have been referred to the consultant. Along with the data logging results, a request has been made to the consultant for a recommendation on the expected payback period to determine if the project is viable to proceed with to Council.

#### **RISK**

8. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report whilst the project is in the feasibility stage.

#### **NEXT STEPS**

9. The CEO will seek an update from the consultant for the Pumped Hydro project and whether it is still feasible to pursue this collaboration in conjunction with the Shire's solar project.

### 7.3 SUSTAINABLE BUILT AUDIT IMPLEMENTATION

<b>File Ref:</b>	PROJ.ENG.62.2021-2023
<b>Applicant / Proponent:</b>	N/A
<b>Subject Land / Locality:</b>	Various
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	30 August 2023
<b>Author:</b>	Laura Delbene, Sustainable Projects
<b>Authorising Officer:</b>	David King, CEO
<b>Attachments:</b>	Nil

---

#### SUMMARY

1. In September 2022, the Shire was involved in a Sustainable Built Environment Audit as part of a Regional Climate Alliance project. The purpose of the audit was to identify where operational improvements could be made to Shire facilities to achieve practical energy, water, and emissions reductions.
2. Three sites were identified to partake in a physical audit which included the Shire's Administration Building, the Recreation Centre and the Depot, being the three highest energy use buildings.
3. The Sustainable Built Audit Implementation project aims to deliver energy efficient upgrades to the Recreation Centre and Shire Administration based on several recommendations from the audit, and whilst not included as part of the audit at the time, the Shire's Public Library has also been identified as part of this project as an asset that can achieve energy efficiencies which include lighting upgrades to LED fittings and replacing old hot water units with heat pump hot water systems. A solar photovoltaic (PV) system will also be considered for the library.
4. Solar photovoltaic (PV) systems will not be considered through this project for the Administration Building and Recreation Centre as this will potentially be addressed through the Power project initiated last year. Whilst the Power Project is still in its development stage to ensure the best design efficiencies and outcomes, progress can be made upfront by implementing some of the recommendations from the audit. This project is therefore complementary to the Power Project as it will ultimately result in reducing the energy demand that will need to be designed for through the Power Project.

**RISK**

Risk	Risk based on history and with existing controls			Proposed Treatment/Control
	Likelihood	Consequence	Risk Rating	
<b>Operational:</b> Interruption to normal business at the facilities –lighting, power and water services turned off periodically	Moderate 4	Moderate 4	Moderate 6	Schedule works around program times where possible and advise users of possible disruptions - Accept Risk

**PROGRESS**

- Officers have met with the facility managers to discuss timing of works and potential interruptions to operations. Facility managers are on-board to coordinate the installations in their buildings with contractors to minimise disruptions where possible such as afterhours works.

**NEXT STEPS**

- Officer to prepare quotation documentation and establish if a solar PV system is possible for the library.
- Prepare quotation documentation for each facility and ascertain the potential for a solar PV system at the library.

**8. PRIORITISATION OF SUSTAINABLE ACTION PLAN PROJECT**

Sustainable Action Plan Review held over until next meeting.

**9. TASK LIST**

Task List held over until next meeting.

**10. GENERAL BUSINESS**

**10.1 Weeds Strategy Report**

Held over until next meeting.

**10.2 Coastal Reserves Management Plan Report**

Held over until next meeting.

**10.3 Electric Vehicle Fast Charger**

Cr Gibson discussed the opportunity to secure access to 150kW of power for a DC Fast Charger.



<b>COMMITTEE RECOMMENDATION</b>	ITEM 10.3
MOVED: CR CLARKE	SECONDED: CR CAMPBELL
That Council APPROVE an amendment to the 2023/24 adopted budget to include a Western Power Network Upgrade to enable future DC fast charging infrastructure at the Community Resource Centre (CRC) carpark.	
CARRIED	

**11. NEXT MEETING**

The next meeting of the Sustainable Projects Committee to be decided in consultation with the Presiding Person.

**12. CLOSURE OF MEETING**

*3.45pm – There being no further business to discuss the Presiding Person declared the meeting closed.*

<p>These minutes were confirmed at the meeting of the _____</p> <p>Signed: _____</p> <p><i>(Presiding Person at the meeting at which the minutes were confirmed.)</i></p>
---