

# Minutes



## WASTE MANAGEMENT ADVISORY COMMITTEE

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY, DENMARK,  
ON TUESDAY, 14 FEBRUARY 2017, COMMENCING AT 9.00AM.

Contents	Page No.
TERMS OF REFERENCE	
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ANNOUNCEMENT BY THE PERSON PRESIDING	3
4. CONFIRMATION OF MINUTES	3
4.1 Committee Meeting 11 October 2017	3
5. REPORTS AND UPDATES	3
5.1 Regional Waste Group MOU	3
5.2 Department of Environment Regulation McIntosh Road Compliance Inspection	4
5.3 McIntosh Road Transfer Station Development Plan	4
5.4 Green Skills MOU Update	5
5.5 Domestic Rubbish Bin Audit Update	5
5.6 Recent/Future Improvements at McIntosh Road Landfill	5
5.7 Revenue from Scrap Metal Recycling	5
6. GENERAL BUSINESS	6
6.1 Cleanaway MRF Tour	6
6.2 Peaceful Bay Special Lease Holders Kerbside Waste Collection	6
7. NEXT MEETING	6
8. CLOSURE	6
ATTACHMENT 1 - Waste Minimisation Regional Partnership – Memorandum of Understanding between the City of Albany, Shire of Plantagenet and Shire of Denmark	7

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

*9.04am – The Presiding Person, Cr Caron, declared the meeting open.*

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

MEMBERS:

Cr Peter Caron (Presiding Person)  
Cr Ceinwen Gearon  
Cr Jan Lewis  
Cr Janine Phillips

STAFF:

Mr Gilbert Arlandoo (Director of Infrastructure Services)  
Ms Seonaid Leslie (Waste & Compliance Officer)

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

**3. ANNOUNCEMENTS BY THE PERSON PRESIDING**

*Cr Caron welcomed Cr Phillips as a new member and thanked Cr Allen for his guidance and support while a member of the committee.*

**4. CONFIRMATION OF MINUTES**

**4.1 Committee Meeting 11 October 2017**

Note: The Mover of a motion to confirm the Minutes of a Council or Committee meeting has to have been present at that meeting.

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 4.1
MOVED: Cr Ceinwen Gearon	SECONDED: Cr Jan Lewis

That the minutes of the Waste Management Advisory Committee meeting held on 11 October 2017, be confirmed as a true and correct record of the proceedings.

CARRIED: Unanimous

**5. REPORTS AND UPDATES**

**5.1 Regional Waste Group MOU**

*Cr Carron and the Director of Infrastructure Services provided a brief background to the Regional Waste Group.*

*The Director of Infrastructure Services explained that the Memorandum of Understanding (MOU) proposed for endorsement is not a commitment to any actions, but an agreement*

*to collaborate with the Shire of Plantagenet and City of Albany. Outcomes resulting from the decisions of the Regional Waste Group will be brought to the Committee for comment.*

*Members expressed their support of the wording of the MOU and agreed that it be tabled at the next Council meeting.*

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 5.1
MOVED: Cr Ceinwen Gearon	SECONDED: Cr Jan Lewis
That the Waste Management Advisory Committee recommends to Council, that with respect to the Waste Minimisation Regional Partnership Memorandum of Understanding, Council:	
1) Endorse the Waste Minimisation Regional Partnership Memorandum of Understanding between the City of Albany, Shire of Denmark and Shire of Plantagenet.	
2) Authorise the CEO to sign the Memorandum of Understanding on behalf of the Shire of Denmark.	
CARRIED: Unanimous	

## **5.2 Department of Environment Regulation McIntosh Road Compliance Inspection**

*The Director of Infrastructure Services summarised the site inspection. Members were advised that Shire officers are in close communication with DER and all non-compliances with site licence L6862/1997/11 will be actioned as soon as possible. The following were identified;*

- Transfer bins do not have lids. Transfer bin lids must be kept closed when not in use and when premises is closed (L6862/1997/11 - Table 1.3.3. Item l)).*
- Incomplete bund around green waste collection site. A bund must be installed and maintained around the green waste storage area and a firebreak of no less than 5m must be maintained around the green waste storage area (L6862/1997/11 - Table 1.3.3. Item s) and t).*

*The Director of Infrastructure Services brought to member's attention the McIntosh Road Transfer Stations Liquid Waste Management Plan. This licence requirement was identified by DER officers as a priority action, and must be submitted by the end of March. A copy of the plan will be provided to members at the next committee meeting.*

*Members commented that public relations regarding liquid waste at McIntosh Road Transfer Station should be considered by the Shire due to past media attention on this subject.*

### Committee Actions

- The Director of Infrastructure Services will provide members with a copy of the McIntosh Road Transfer Stations Liquid Waste Management Plan submitted to DER.*

## **5.3 McIntosh Road Transfer Station Development Plan**

*The Director of Infrastructure Services provided a brief background to the McIntosh Road Transfer Station Development Plan.*

*Cr Caron requested that a site tour be organised for committee members that were unable to attend the tour in 2016.*

### Committee Actions

- The Waste & Compliance Officer will forward waste history from committee meeting on 5 July 2016 to Cr Phillips.*
- The Waste & Compliance Officer will organise a site tour of McIntosh Road Transfer Station and Peaceful Bay Landfill site for Cr Phillips and Cr Gearon.*

#### **5.4 Green Skills MOU Update**

*The Director of Infrastructure Services provided a brief background to the Green Skills MOU revision. Members were advised that the Shire is waiting to hear from Green Skill's insurance company regarding scrap metal scavenging. Once discussions are finalised the Shire will draft a new MOU, which will be brought to the committee. Members requested that Green Skills be invited to attend the meeting in which their MOU with the Shire is discussed.*

#### **5.5 Domestic Rubbish Bin Audit Update**

*The Director of Infrastructure Services summarised the background to the Domestic Rubbish Bin Audit project and advised members that all bin stickers have been mailed to residents in January and the first audit will be conducted in March 2017.*

#### **5.6 Recent/Future Improvements at McIntosh Road Landfill**

*The Director of Infrastructure Services and the Waste and Compliance Officer presented the following improvements at McIntosh Road Landfill site;*

- Waste oil collection for recycling is now more efficient and safe for Shire staff and residents. A pump has been installed so large containers of oil do not need to be handled but can remain on the vehicle and be pumped out instead. This improvement meant no bulk containers of waste oil need to be stored on site so the old cement bund was removed which provided more space for vehicles and reduced the risk involved with storing bulk containers.*
- Green Skills Tip Shop carpark has been resealed. A chip seal and drainage improvement works have been completed to provide a safer parking and storage site.*
- Green waste acceptance procedures have improved to ensure the green waste stored on site is not contaminated and complies with the sites licence definition; "green waste means waste that originates from flora and which does not contain or has not been treated or coated with preserving agents, biocides, fire retardants, paint, adhesives or binders".*
- The glass pit will be closed at the end of February and signage and extra bins provided to accommodate additional recycling.*
- Signage across the site is being improved to better direct and educate residents.*
- Waste tyre storage is intended to be best practice once tyres have been collected and recycled in March.*
- Fencing has been upgraded on the north and northeastern site boundary to prevent unauthorised access to the site.*

*Members thanked Shire Officers for their efforts.*

#### **5.7 Revenue from Scrap Metal Recycling**

*The Director of Infrastructure Services advised members that the Shire has made \$9263 from the sale of scrap metal on December/January to AAA Metal Recycling Australia.*

**6. GENERAL BUSINESS**

**6.1 Cleanaway MRF Tour**

*Cr Caron suggested all Waste Management Advisory committee members attend a tour of the Cleanaway Materials Recovery Facility (MRF) in Albany to provide information on the Shires current recycling methods. The date of the tour will be confirmed by Cr Caron in consultation with Cleanaway and the Shires Waste & Compliance Officer.*

Committee Actions

- *Cr Caron will confirm Cleanaway MRF tour in consultation with the Shires Waste & Compliance Officer.*

**6.2 Peaceful Bay Special Lease Holders Kerbside Waste Collection**

*Cr Phillips explained to members that approximately 100 special leaseholders in Peaceful Bay are limited to residing on their properties for 6 months of the year and only 12 weeks consecutively. Cr Phillips suggested a third waste collection sticker be issued to these lease holders so they can receive a kerbside rubbish collection weekly during the peak season (1st November to 30<sup>th</sup> April) instead of fortnightly throughout the year. This recommendation is a result of numerous Peaceful Bay residents complaining that it is not fair for them to pay for an annual fortnightly bin collection service (26 collections), when they are not present all the time.*

*Discussion ensued and councillors agreed to refer this topic to the next Ordinary Meeting, as it will need to be included in budget considerations.*

Committee Actions

- *Item will be raised at the next Ordinary Meeting for further discussion.*

**7. NEXT MEETING**

*The next meeting of the Waste Management Advisory Committee will be advised.*

**8. CLOSURE OF MEETING**

The meeting closed at 10.10am.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: \_\_\_\_\_

*Bill Parker – Chief Executive Officer*

Date: \_\_\_\_\_

These minutes were confirmed at a meeting on the \_\_\_\_\_.

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*

# Memorandum of Understanding

## WASTE MINIMISATION - REGIONAL PARTNERSHIP

Between

City of Albany      Shire of Denmark      Shire of Plantagenet

In July of 2015, the Local Governments of Albany, Denmark and Plantagenet entered into a Memorandum of Understanding to further economic development in the sub-region, to be achieved by, among other things:

***Collaborating in the management of resources and knowledge to increase efficiency and provide consistency in planning and resource sharing across the region.***

Further, in 2014 the local governments entered into a Regional Waste Strategic Plan (2014 – 2018), the objectives of which were:

- To confirm current waste infrastructure and levels of service.
- To identify, through the development of this Strategic Waste Minimisation Plan, priority actions and associated costs and timelines to incrementally improve waste management in the local government areas covered by this Plan.
- To form partnerships with other local governments, businesses and industry to achieve economies of scale where feasible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.

The local governments now acknowledge that the collection, treatment and disposal of domestic and commercial waste across the sub-region falls within intent and direction of both the Strategic Waste Minimisation Plan plus the Strategic Regional Economic Development Plan Memorandum of Understanding in that should the resources involved in waste collection, treatment and disposal be handled on a regional basis, efficiencies may be developed and consistency of planning provided.

The three local governments therefore agree to collaborate to:

1. Develop a consistent approach to the collection, treatment and disposal of domestic and commercial waste.
2. Investigate emerging technologies relating to waste treatment, including but not limited to, Pyrolytic conversion, anaerobic digestion, gasification, composting, bio-conversion of bio-mass, refuse derived fuel and incineration.
3. Investigate the potential need and possible development of a regional landfill site which may include existing sites within the sub-regional area or new sites both within and without of the sub-regional area.
4. Improve recycling and re-use in the sub-regional area.
5. Develop efficiencies for the treatment of waste which may include the location of transfer stations, pre-treatment of waste (eg baling), home composting and home strategies for reduction of the waste stream.
6. Develop education programs in the sub-region to develop knowledge of the waste stream, treatment and recycling to encourage positive attitudes towards efficiencies in waste treatment.
7. Allocate sufficient funds for the implementation of the strategies set out in this agreement. Funding would be subject to budgetary constraints and the agreement of parties to the division of costs.
8. Review this agreement annually and amend as required to achieve the desired outcome.

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City of Albany

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Shire of Denmark

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Shire of Plantagenet