



Waste Authority

CONFIRMED MINUTES OF THE WASTE AUTHORITY MEETING

held on Friday 5 March 2010
Department of Environment and Conservation
11.45 am – 1.35 pm

Meeting No. 02/2010

1. WELCOME, APOLOGIES & INTRODUCTIONS

MEMBERS PRESENT

Ms Jan Grimoldby	A/Chair
Ms Carolyn Jakobsen	
Mr Marcus Geisler	
Mr Robert Atkins	Deputy Director General – Environment, DEC (A/Delegate for Director General, DEC)

ATTENDEES

Mr Barry Carbon	(Former Chairman, Waste Authority) Note: Mr Carbon had advised members and the Minister by email on 20 th February 2010 that he had stood down from the position of Chairman of the Waste Authority on receipt of advice regarding potential or possible perceived conflict of interest.	Attended between 11.45am – 12.10pm
Mr Bernard Ryan	Manager, Waste Management Branch, DEC	
Dr Jill Lethlean	Manager, Programs, DEC	
Mr Tony Beeson	Manager, WARR Account, DEC	
Ms Diane McKinnon	Executive Officer, Waste Authority	Minutes/Actions

APOLOGIES

Prof. Paul Hardisty (overseas)

The A/Chair declared the meeting open at 11.45am and welcomed members and staff to the meeting.

2. DECLARATIONS OF INTEREST

Nil.

3. ANNOUNCEMENTS BY THE CHAIRMAN

The A/Chair welcomed Mr Barry Carbon to the meeting and invited him to address members and to discuss any handover matters.

Mr Carbon circulated to members a letter notifying of his retirement from the position of Chairman, Waste Authority and provided members with some background to his decision to retire from the position.

Mr Carbon advised members that the Minister had received advice provided by the Public Service Commissioner, that in his view there was potential for an actual and/or perceived conflict of interest to exist between Mr Carbon's appointment as non-Executive Chairman of BRL and his chairmanship of the Waste Authority. In light of this, Mr Carbon immediately stood down from his position of Chairman, Waste Authority at that time (20th February 2010) while the matter was being considered. He informed the Waste Authority that he had subsequently decided to retire from his position on the Waste Authority. He expressed his disappointment that he found himself in a position where his retirement was, in his view, in the best interests of the Waste Authority and reiterated his concern that the suggestion that he had a perceived conflict of interest was creating a precedent which would adversely impact on not only the Waste Authority but also other boards and committees where individuals had been selected for their involvement, understanding and experience in specific industries.

Mr Carbon discussed a few handover issues with members during the meeting. In relation to the E-Waste Collection Program for WA and the receipt of additional information provided by the Australian Information Industry Association (AIIA), Mr Carbon advised members that in his view, the package received is significantly different to previous advice. He advised members that he would forward relevant emails in relation to E-waste, including those from the AIIA and FORC to the A/Chair. Members noted that this matter would be discussed at item 7.2 on the meeting agenda.

Mr Carbon advised that a Household Hazardous Waste Committee has formally been established under the WARR Act. He advised that he had chaired the inaugural meeting which went well. He added that participants of the Committee are well informed and very aligned to a cooperative approach. The minutes of the inaugural meeting are available on the Towards Zero Waste Website.

In relation to the Draft Waste Strategy for Western Australia, Mr Carbon advised that he has kept the Minister informed on all progress with the draft through regular briefings.

Mr Carbon confirmed that people have been offered positions to fill the four new positions within the Office of the Waste Authority. Mr Carbon acknowledged the enormous effort of Bernard Ryan, Jan Grimoldby and Carolyn Jakobsen in securing staff for these positions. He advised that the final (fifth) Office of Waste Authority position was held up while undertaking redeployment options and that process has now been completed. He advised members that the location of the Office of the Waste Authority needs to be determined as soon as possible. Members noted that space is available on the 7th Floor of the Atrium building to house staff and that staff will be located at the Atrium in the first instance.

On behalf of the Waste Authority, the A/Chair Ms Jan Grimoldby acknowledged with sincere regret, Mr Carbon's retirement from the Authority. Ms Grimoldby advised that Barry's active public service career has spanned over 40 years, with his involvement in developing innovative and inclusive waste minimisation and avoidance strategies for Western Australia being one of the many legacies of his public service career.

Ms Grimoldby outlined how grateful she is to Mr Carbon for his enormous commitment, contribution and work over the past two years. She informed Mr Carbon and members of how much she has learnt from Barry in dealing with complex issues involving the public sector and industry, and the conflicts that arise from that.

Mr Carbon thanked the A/Chair for her kind words and wished the Waste Authority all the best in the future. He left the meeting at 12.10pm after saying goodbye to members and staff.

In relation to Mr Carbon's departure from the Waste Authority, the Authority agreed to host a private farewell function in appreciation of his enormous contribution to waste and recycling initiatives through his role on the Authority. Members discussed hosting a dinner event and agreed to pursue possibilities with Mr Carbon.

The A/Chair advised members that under the WARR Act 2007 [Schedule 1 (5)] that if the Chairman is unable to act, the deputy chairman must perform the functions of the chairman.

The A/Chair also informed that under the WARR Act 2007 [Schedule 1 (6. (2))], if the member who is the deputy chairman is performing the functions of the chairman, the Minister may appoint another person to act in the place of the deputy chairman. The appointment of a person under this clause may be terminated at any time by the Minister.

Members noted that staff would provide a briefing to the Minister in relation to possible options for filling positions on the Waste Authority.

The Authority acknowledged the sad passing of Mr Gavin Watters and the dreadful loss to the waste and recycling industry in Western Australia. In honour of Gavin's remarkable contribution, the Authority agreed to look into establishing an annual award as part of the Authority's Annual Waste Awards. Members briefly discussed this possibly recognising innovation within the waste industry/local government.

<p>RESOLUTION OF DISCUSSION:</p> <p>The Authority:</p> <p>3.1 Acknowledged the retirement of Barry Carbon from the position of Chairman, Waste Authority.</p> <p>3.2 Agreed to host a private farewell function for Barry Carbon in appreciation of his contribution to the Waste Authority.</p> <p>3.3 Noted the acting arrangements outlined in the WARR Act 2007 in relation to members of the Authority.</p> <p>3.4 Noted that a briefing would be provided to the Minister outlining options in relation to filling positions on the Waste Authority.</p> <p>3.5 Acknowledged the sad passing of Mr Gavin Watters and agreed to look into establishing an annual Award as part of the Authority's Annual Waste Awards.</p>
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4. MINUTES OF THE PREVIOUS MEETING

<p>RESOLUTION OF DISCUSSION:</p> <p>4.1 The minutes of the Waste Authority meeting number 01/20109 held on 3 February 2010 were confirmed as a true and accurate record of the meeting, subject to minor amendments.</p>
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Moved: Mr Geisler
Seconded: Ms Jakobsen
CARRIED

5. REPORT ON ACTIONS FROM PREVIOUS MEETINGS

The Authority reviewed the actions from previous meetings. The status of actions listed were acknowledged and noted by members. Updates on some items were discussed at agenda items tabled during the meeting.

6. OUT OF SESSION ITEMS

Nil.

7. DISCUSSION / DECISION ITEMS

7.1 National Packaging Covenant Projects and 2010 Funding Round

Staff advised that in the final year under Mark II of the National Packaging Covenant (NPC), the National Packaging Covenant Council has resolved to hold a final funding round for 2010. Staff advised that currently Western Australia has 14 operating projects (including Colmax's glass processing plant worth \$5.4 million) under the NPC. A summary of the Western Australian projects was provided to members, along with an outline of the 2010 application approval process.

Following the closure of CLAW Environmental, staff informed that plastic has been identified as an emerging issue for Western Australian recyclers.

In the final round of funding under the current Covenant, staff informed of an opportunity for the Authority to assess and endorse projects, rather than through the Jurisdictional Projects Group (JPG).

The Authority considered the opportunity of assessing and endorsing projects for the last round of projects under the current Covenant, but was reluctant to change the process for the last round. The Authority therefore agreed to continue with the set process of assessments being undertaken by the JPG for the final round. Members noted and endorsed that the focus of the last round of projects under the Covenant for Western Australia will be on plastics.

RESOLUTION OF DISCUSSION:

The Authority:

- 7.1.1 Noted the information summarising the status of Western Australian projects funded by the National Packaging Covenant (NPC).**
- 7.1.2 Endorsed the upcoming NPC funding round to be focused on strategic funding opportunities for plastic recycling in Western Australia.**
- 7.1.3 Agreed that the Jurisdictional Projects Group be charged with assessing projects for Western Australia in the last round, consistent with the established process.**

7.2 E-Waste Collection – Western Australia

At its February meeting, the Authority requested further documentation from the Australian Information Industry Association (AIIA) regarding its proposal for the establishment of a collection and recycling scheme for end of life IT equipment in Western Australia. Following this request, documentation was received from the AIIA on 18 February.

Following its review of the documentation, staff informed that the re-drafted proposal from the AIIA raised some significant issues which may need to be resolved before the proposal could be seen as representing the best way forward for Western Australia on the management of e-waste.

The Authority discussed alternative options for the collection of e-waste in Western Australia. Discussion included the option of the Authority funding e-waste collections from existing metropolitan sites for up to 6 months (including televisions) whilst longer term issues for computers and televisions were being addressed.

In conjunction with determining that support would be provided for local government permanent e-waste collection depots (potentially in partnership with the Forum of Regional Councils), the Authority agreed that the AIIA should also be invited to run some temporary e-waste collection days similar to the previous Apple collection day for which the Authority would provide financial support of up to \$20,000.

The Authority discussed the merits of establishing an industry sub-committee with members comprising the Waste Authority, local government, AIIA, Product Stewardship Australia, state government preferred suppliers, key retailers, Waste Management Association (WA Branch) and recycling industries with the view of finding solutions for broader e-waste issues (including televisions) for Western Australia prior to the introduction of a National scheme.

RESOLUTION OF DISCUSSION:

The Authority:

- 7.2.1 Agreed to prepare and forward a terms of reference for consideration by the Minister for the establishment of an e-waste sub-committee with members comprising the Waste Authority, local government, AIIA, Product Stewardship Australia, State Government preferred suppliers, Waste Management Association (WA Branch), key retailers and recycling industries.**
- 7.2.2 Agreed that the sub-committee outlined at 7.2.1 be charged with investigating options on the best way to deal with an interim e-waste collection and recycling program (including televisions and computers) for Western Australia prior to the National roll-out, reporting back to the Authority by the end of June 2010.**
- 7.2.3 Agreed to support the operation of permanent collection depots in the metropolitan area for the collection, recycling and disposal of e-waste (including televisions and computers) for at least six months while alternative options for an interim scheme are finalised. This included a commitment of funding up to a total of \$200,000 from the WARR Account.**
- 7.2.4 Agreed to provide financial support of up to \$20,000 to the AIIA to organise and run up to 2 temporary end-of-life computer equipment collection days within the next six months whilst alternative options for an interim scheme are finalised.**

7.3 Format of Waste Authority Business Planning Day – 17 March 2010

The Authority discussed the forthcoming Waste Authority Business Planning Day scheduled for Wednesday 17 March. Members agreed that the planning day would run from 11.00am to 4.00pm and noted that the venue would be confirmed soon.

Members agreed that the planning day should focus primarily on the development of the business plan. Staff informed that a draft structure for the business plan has been developed and agreed to in principle by the Authority. Staff informed that the proposed structure along with the draft Waste Strategy sets out the manner in which programs will be described within the business plan,

including outcomes, timeframes etc. Members agreed that a 5 year financial forecast was required as part of the business plan.

The Authority agreed that the discussion include the development of new projects/programs to support proposed strategies and focus areas. Members agreed that staff circulate details of proposed projects and details of big picture ideas/projects previously identified at past meetings.

Members agreed that priorities be identified as part of the planning day. It was agreed that these would focus primarily on 5 priority actions outlined in the Waste Strategy. Members agreed that priorities be based on tonnages (either increases in recovery or reductions in landfill).

The Authority discussed the need to clearly identify projects and subsequent funding approvals within the business plan for 1 – 5 year projects. Members agreed that budget variations need to be built into the business plan. Members outlined their preference for projects to be approved for consecutive years (where required), rather than seeking one year funding approvals only. Members also agreed that future funding approval requests to the Minister should clearly outline reasons for up-front consecutive year commitments.

The Authority agreed that following the planning day, the Authority intends to work towards providing the business plan to the Minister seeking approval by end April 2010.

<p>RESOLUTION OF DISCUSSION:</p> <p>The Authority:</p> <p>7.3.1 Agreed on the format of the upcoming Business Planning Day to be held on 17 March 2010.</p> <p>7.3.2 Requested staff to circulate to members within the next 7 working days, details of proposed projects and details of big picture projects.</p> <p>7.3.3 Agreed to work towards providing to the Minister for her consideration, a business plan by end April 2010.</p>

7.4 Re-drafted Waste Strategy - Update

The Authority had previously discussed the proposed release of the Draft Waste Strategy, where it had been anticipated for release in February and public comment throughout March 2010. The Minister was provided with a copy of the draft. The A/Chair advised that advice received from DEC last week indicated that the Minister did not want the revised draft released prior to the Minister being briefed on it. Members noted that this request was not made to the Waste Authority.

The A/Chair advised that she has requested to meet with the Minister as soon as possible to discuss the revised draft Strategy and indicated that this was not likely to occur prior to 18 March. She informed that she had also contacted the Minister's Office to advise that she would be speaking about the draft Waste Strategy in Denmark, regarding its potential impact on rural and regional communities in WA as a representative of the Waste Authority. The A/Chair informed that this commitment had been agreed to in early February.

Members discussed options in relation to this presentation in light of the Minister's request. The Authority agreed that the A/Chair remains obligated to fulfil this commitment and agreed that the presentation in Denmark should proceed. Members noted that the presentation would be around the priority actions identified within the Strategy and that the revised draft document would not be released at the presentation.

The Authority discussed matters associated with the delayed release of the Strategy. Members remained keen to fulfil earlier promises made to stakeholders and the wider community that the

revised document would be made available for public comment as soon as possible, noting that this had been documented in earlier meetings of the Authority.

The Authority agreed that staff determine with the Minister's Office as a matter of priority, whether a written briefing to the Minister in relation to changes to the Strategy would be sufficient due to difficulties in establishing a personal briefing with the Minister within the immediate timeframe and prior to the A/Chair's presentation. If it was determined that this would not be sufficient, the Authority agreed to seek a written instruction from the Minister, advising the Waste Authority not to release the revised draft Waste Strategy.

RESOLUTION OF DISCUSSION:

The Authority:

- 7.4.1 Noted the current status regarding the release of the revised draft Waste Strategy.**
- 7.4.2 Agreed that the A/Chair remained obligated to speak in Denmark regarding the draft Waste Strategy, and agreed to inform the Minister of this.**
- 7.4.3 Agreed that staff determine with the Minister's Office as a matter of priority, whether a written briefing to the Minister in relation to changes to the Strategy would be sufficient due to an inability to establish a meeting with the Minister in the immediate timeframe.**
- 7.4.4 Agreed that should a written briefing not be sufficient, the Authority would seek a written instruction from the Minister to not release the revised draft Waste Strategy.**

8. CORRESPONDENCE FOR INFORMATION

8.1 Strategic Waste Initiatives Scheme & Community Grants Scheme – Final Reports / Terminations

The Authority received final reports for completed and terminated projects as detailed below:

Terminated Projects:

- **Mandurah Bins – MRF Market Research and Education Program (SWIS 2008, \$27,500 plus GST).** Plans to upgrade the Material Recovery Facility for inert waste to various recycling material were well advanced. As part of this development, a market research and education program was planned for the Mandurah region to quantify and qualify waste building materials and conduct an education program. Contracts for this project were not returned within 30 days in 2008. Following contact in 2009, the project was considered for reinstating the project, but no further contact or correspondence was received. \$27,500 will be reinstated into the WARR Account.

Final Reports Received for Completed Projects:

- **City of Stirling – E-Waste Recycling and Monitoring (SWIS 2008, \$24,500 plus GST).** The project allowed for the operation of a permanent e-waste collection facility at the Recycling Centre Balcatta through financial assistance until July 2009. A monitoring program to produce data on volumes, brands and types of e-waste was also collected. From 1 July to December 2009 a total of 68.1 tonnes of e-waste was collected and recycled. CRT televisions were the largest number collected. Only 3.5 tonnes of materials collected was classified as waste.
- **Xearth Pty Ltd – WA Onsite Recycling. SWIS 2008, \$90,000 plus GST).** The project allowed for the use of new innovative recycling concepts to implement the sorting and removing of building site wastes such as concrete, bricks, timber offcuts and plastic stripping. The WA

On Site recycling system involved the use of small green bins and a bulker bag for plastics. A recycling schedule was set up, and a purpose built truck for recycled product and a shredding trailer was available on site as required. The difficulties in providing intensive and regular training to educate tradespeople to separate materials somewhat limited the implementation of the recycling system.

- **Department of Corrective Services (Hakea Prison) – Investigating the Opportunities for Organic Waste Management in Hakea Prison (SWIS 2009, \$3,000 plus GST).** The project allowed for the engagement of a consultant to visit Hakea Prison and assess the various sources of organic waste generated and report on possible options for onsite organic waste management consideration the specific situations of the prison environment.

Hakea Prison engaged consultants in late 2009. The prison had an average of between 820 – 900 inmates per day during the past financial year. The kitchen operates every day of the year preparing food 3 times per day, which generates a considerable amount of organic waste to landfill. The prison pays the Council for the disposal of significant amounts of both organic and non-organic waste.

Based on recommendations from the report prepared by the Consultant, prison management considered options available within the restrictions imposed on a maximum security prison environment. The report recommended some of the following options:

Composting Bays – using prison labour, a number of brick bays have been built that will be used for general composting to reduce waste and enhance soil quality.

Anaerobic Biogas Plant – the plant offers major benefits in using food waste, but presents safety and security issues due to the production of methane gas as a bi-product. The prison is due to commence a significant building redevelopment and this plant will be re-visited following completion of building works.

Recycling – a new position of Recycling Officer has been approved and recently advertised, with an appointment expected to be made soon. The position will review all recycling options available with cardboard and aluminium cans foremost for compacting and recycling.

Chicken Pens have also been introduced and are effectively using waste green vegetable matter and providing eggs on a daily basis.

RESOLUTIONS OF DISCUSSION:

The Authority:

8.1.1 Noted the termination of the Mandurah Bins project – MRF Market Research and Education Program and the reinstating of \$27,500 to the WARR Account.

8.1.2 Noted the final evaluation project reports received for completed projects from the following organisations:

- **City of Stirling – E-Waste Recycling and Monitoring (SWIS 2008);**
- **Xearth Pty Ltd – WA Onsite Recycling (SWIS 2008);**
- **Department of Corrective Services (Hakea Prison) – Investigating the Opportunities for Organic Waste Management in Hakea Prison (SWIS 2009).**

8.2 Correspondence – Waste Authority/Ministerial

The Authority received a list of incoming and outgoing correspondence outlined in briefing papers provided.

9. INFORMATION ITEMS

9.1 Household Hazardous Waste Committee - Update

The Authority received an update on the inaugural meeting of the Household Hazardous Waste Committee held on 10 February 2010 and noted the draft unconfirmed minutes of the meeting.

9.2 Monthly Report – Actual WMB staff numbers – February 2010

The Authority received a report highlighting staffing numbers within the Waste Management Branch, DEC. There were 16 staff members within the branch as at 5 March 2010.

9.3 Results of Markets Workshop (held at Waste & Recycle Conference 2009)

The Authority received a final report on the Waste and Recycling Conference Contracting Workshop conducted at the Waste and Recycle Conference in 2009.

9.4 Alternative Waste Technologies – Final CECF Report

The Authority received a final report from the Centre of Excellence in Cleaner Production of an *'Evaluation of Technologies for the Treatment of Municipal Solid Waste in Western Australia'* of February 2010.

9.5 Waste Wise Schools Program - Update

The Authority received a briefing of the current status of the Waste Wise Schools program which included the impact of staff salary increases on the operational capacity of the program.

9.6 Current Listing of Registered Lobbyists

The Authority received a current listing of registered lobbyists on the State Government's Lobbyist Register.

9.7 Establishment of the Office of the Waste Authority

The Authority noted that temporary arrangements for staff of the Office of the Waste Authority to be located on the 7th Floor of the Atrium Building has been made. It was noted that alternative options may be explored following the commencement of the General Manager.

10. CLOSE

The meeting closed at 1.35pm

11. NEXT MEETING

A Waste Authority Business Planning day will be held on Wednesday 17 March 2010. Details for this meeting will be confirmed as soon as possible.

The next ordinary meeting of the Waste Authority will be held on 7 April 2010, commencing at 11.00am in the 4th Floor Boardroom, DEC Atrium.

APPROVED / APPROVED WITH AMENDMENT



Jan Grimoldby (Ms)
A/CHAIR, WASTE AUTHORITY

7 April 2010