



## CONFIRMED MINUTES OF THE WASTE AUTHORITY MEETING

held on Wednesday 5 May 2010  
Department of Environment and Conservation  
11.00 am – 4.15 pm

Meeting No. 06/2010

### MEMBERS PRESENT

Ms Jan Grimoldby                      Acting Chair  
Ms Carolyn Jakobsen  
Mr Marcus Geisler

### APOLOGIES

Prof Paul Hardisty

### ATTENDEES

Mr Robert Atkins	Deputy Director General – Environment, DEC (Delegate for Director General, DEC)	
Ms Catherine Rayner	General Manager, Office of the Waste Authority	
Ms Debra Bala	Executive Officer, Office of the Waste Authority	Minutes/Actions
Ms Diane McKinnon	Executive Officer, Office of the Waste Authority	
Mr Ian Hill	Special Contract Adviser	
Ms Linda Thoresen	Manager, Policy, Office of the Waste Authority	
Mr Bernard Ryan	Manager, Waste Management Branch, DEC	
Dr Jill Lethlean	Manager, Programs, DEC	Items 7.2 & 7.3
Mr Tony Beeson	Manager, WARR Account, DEC	Items 7.1, 7.4, 8.1, 10.1 & 10.2

### GUESTS

Mr Bruce Bowman	State President, WMAA (WA Branch)	For item 9.1
Dr Dick van Beers	GHD Consulting	For item 9.2
Mr John Davis	Senior Project Coordinator, DEC	For item 9.2
Ms Susanna Beech	Senior Project Coordinator	For item 9.2

## 1. WELCOME, APOLOGIES & INTRODUCTIONS

The meeting opened at 11.00am. Ms Grimoldby welcomed members and staff to the meeting.

## 2. DECLARATIONS OF INTEREST

**Marcus Geisler** – In relation to the presentation by the Waste Management Association of Australia (WA Branch) at item 9.1, regarding its strategic partnership projects and 3 year proposal, Mr Geisler advised that he is Treasurer for the Waste Management Association (WA Branch). Mr Geisler acknowledged that he has a standing conflict of interest for voting on financial matters relating to the Waste Management Association of Australia (WA Branch).

## 3. ANNOUNCEMENTS BY THE A/CHAIR

The A/Chair advised members that invitations seeking participation on the Authority's E-Waste Committee had been forwarded, with a number of organisations responding with nominations.

Recruitment for the position of Manager Strategic Partnerships, Office of the Waste Authority, is currently underway.

The A/Chair informed members of her recent meeting with Mr Andy Gulliver (Compost WA) regarding assistance in funding the implementation of projects identified through strategic partnership arrangements.

## 4. MINUTES OF THE PREVIOUS MEETING

### RESOLUTION:

**4.1 The minutes of the Waste Authority meeting number 04/2010 held on 7 April 2010 were accepted as an accurate record of proceedings subject to a number of minor typographical amendments and the following corrections:**

**4.1.1 Amendment to Resolution 11.1.1 to: 'The Authority agreed to become a Gold Sponsor of the Waste and Recycle Conference 2010, and to allocate up to \$15,000 from the Waste Avoidance and Resource Recovery Account to the event.'**

**4.1.2 Amendment to Resolution 11.2.1 to: 'The Authority agreed to allocate up to \$10,000 from the Waste Avoidance and Resource Recovery Account to fund the Waste Authority Awards in 2010.'**

**Moved:** Ms Jakobsen  
**Seconded:** Mr Geisler  
**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. Specific item updates were:

### **Actions from Meeting 04/2010 held on 7 April 2010:**

#### **7.1.4 Support for Charitable Organisations**

The Minister for Environment (the Minister) has been advised by letter that a meeting will be arranged with Community Clothing Bin Collection Agencies (CCBCA) and a Waste Authority representative to consider options for addressing matters raised by the Minister.

### **7.2.3 Regulation of Data Collection from Local Government**

The A/Chair requested that the letter to the Director General DEC seeking the collection of data from local government and waste recycling companies be finalised and sent as soon as possible.

#### **Actions from Meeting 02/2010 – 5 March 2010**

### **3.4 Announcements by the A/Chair**

The Authority noted that advice regarding membership of the Waste Authority is currently with the Minister for her consideration.

#### **Actions from Meeting 16/2009 – 2 December 2009**

### **7.2.2 Local Government Data Collection**

The Authority noted that funding for out-years in relation to local government data collection is currently with the Minister for consideration.

#### **Actions from Meeting 07/2009 – 3 June 2009**

### **11.2.3 Correspondence – Waste Authority/Ministerial**

The A/Chair requested that a meeting be arranged with the Chairman of the Western Australian Planning Commission to discuss future urban area planning.

#### **Actions from Meeting 01/2009 – 11 February 2009**

### **7.5.2 Organics Policy**

In relation to the Alternative Waste Technology Derived Organic Residual Fraction (AWTDORF) report, the Authority agreed that this matter be deferred until the Office of the Waste Authority has a full complement of staff. This will ensure consistency with the upcoming Business Plan and capacity to deliver.

#### **RESOLUTION:**

##### **The Authority:**

- 5.1 Noted the status of actions listed in the ‘*Waste Authority – Status of Actions Arising from Meeting*’ table.**
- 5.2 Requested that the draft letter to the Director General DEC regarding the collection of data from local government and recycling companies be finalised and sent as soon as possible.**
- 5.3 Requested that a meeting with the Chairman of the Western Australian Planning Commission be arranged to discuss future urban area planning.**
- 5.4 Agreed to defer further discussion on the Alternative Waste Technology Derived Organic Residual Fraction (AWTDORF) report until the Office of the Waste Authority has a full complement of staff.**

## **6. OUT OF SESSION ITEMS**

Nil.

## 7. DISCUSSION / DECISION ITEMS

### 7.1 Quarterly Financial Report – Waste Avoidance & Resource Recovery Account (3<sup>rd</sup> Quarter)

The Authority noted that the third quarter budget projected expenditure is on track in most instances except for costs associated with the implementation of the Waste Strategy.

The Authority noted that the DEC indirect charge re-coup has not been accounted for due to the decision to make the payments at the end of each quarter. Members noted that this will pose a problem at the end of the financial year because the charge will not be realised in the current financial year. The Authority therefore rescinded the previous decision to recoup in arrears and provided its authorisation to DEC to re-coup indirect costs quarterly in advance.

Staff informed the Authority that there appears to be a significant drop in inert tonnages (in the order of up to 50%) and a 10 – 20% drop in putrescible tonnages since the increase in the landfill levy. Staff stressed that the reports are recent and actual volumes are subject to the verification of claims, but early indicators would suggest that the increase in the levy has provided increased incentive to reduce disposal.

In regards to landfill levy tonnages, the Authority noted that a desk-top study to verify data is currently underway. The Authority requested that a comparison of the current levy return data with the previous quarter be made available and noted that this is likely to be available within the next two months.

#### **RESOLUTION:**

##### **The Authority:**

**7.1.1 Noted and approved the information in the third quarter financial report.**

**7.1.2 Authorised DEC to re-coup indirect costs quarterly in advance.**

**7.1.3 Noted that data providing a comparison of the last two quarterly levy returns is currently underway and would be available within the next two months.**

### 7.2 Support for E-Waste Collection Days – 12/13 June 2010

An application from the Western Australian Local Government Association (WALGA) requesting support for the publicity of an Apple E-waste collection event to be held in June 2010 was discussed. The application requested promotion of the event on the Authority's website and other appropriate publications.

Members queried how the current request relates to an offer made to the Australian Information Industry Association (AIIA) to provide assistance towards e-waste collection days. Staff advised that they were currently awaiting feedback from the AIIA in relation to their intentions of carrying out e-waste collection days separate to the Apple collection days.

Staff advised that the organisers have arranged for 9 collection sites to be included for the event.

#### **RESOLUTION:**

##### **The Authority:**

**7.2.1 Supported the proposed Apple E-Waste collection event to be held 12-13 June 2010 through the promotion of the event on the Authority's website and other appropriate publications.**

**7.2.2 Agreed to provide funding of \$10,000 from the Waste Avoidance and Resource Recovery Account to WALGA for publicity relating to the E-Waste collection event to**

**be debited to the Sponsorship account, and required that the Waste Authority be acknowledged as part of the promotion material.**

### **7.3 Household Hazardous Waste Funding & Committee Update**

The Authority was informed of the discussions and actions from the Household Hazardous Waste (HHW) Committee meeting held on 15 April 2010 and noted the proposed Household Hazardous Waste Program budget for the next three financial years.

The Authority noted that the Household Hazardous Waste Committee is looking at long term strategies for household hazardous waste, including moving towards the establishment of permanent facilities for metropolitan and non-metropolitan areas.

The Authority discussed the work of the Master Painters Association with regards to paint recycling and noted the Association's keenness to participate in a program to reduce paint waste. The Authority discussed the progression of a product stewardship program for paint recycling and disposal and considered that this should be given priority.

#### **RESOLUTION:**

##### **The Authority:**

- 7.3.1 Noted the Unconfirmed Minutes of the Household Hazardous Waste Committee held on 15 April 2010.**
- 7.3.2 Approved in principle, the proposed Household Hazardous Waste Program budget for the next three financial years for inclusion in the 2010/11 Business Plan.**
- 7.3.3 Agreed that the progression of a product stewardship program for paint be given priority.**

### **7.4 SWIS/CGS Round 1 2010 Recommendations**

The Authority considered recommendations for funding in relation to Round 1 – 2010 of the Strategic Waste Initiatives Scheme (SWIS) and the Community Grants Scheme (CGS).

25 applications for SWIS and 17 for CGS were received. The Waste Authority SWIS/CGS Sub-Committee considered all applications at a meeting held on 21 April 2010.

The Sub-Committee recommended 9 projects for funding under SWIS and 7 projects under CGS. The Authority agreed that one application for SWIS funding would be funded subject to confirmation of a number of details. A second SWIS application was deferred, pending management changes in the organisation and the provision of further information. The A/Chair agreed to write to this applicant advising of the deferral.

The Authority reviewed the recommendations of the Sub-Committee and subject to minor amendments, approved the recommended projects, and one of the two deferred applications.

#### **RESOLUTION:**

##### **The Authority:**

- 7.4.1 Approved the projects recommended for funding subject to amendments discussed during the meeting.**
- 7.4.2 Agreed to fund the project for which further information had been sought; and**
- 7.4.3 Agreed to consider a further project out-of-session.**

## **7.5 Draft II Waste Strategy & Draft Business Plan**

### **Draft II Waste Strategy**

A copy of the detailed analysis of the feedback received on draft II of the Waste Strategy prepared by CSG Consulting was tabled at the meeting. Members requested hard copies of the document as soon as possible (this was provided to members at the close of the meeting).

The Authority discussed options for finalising the draft Waste Strategy and agreed that major issues identified within the feedback analysis document be further examined and aggregated by the Consultants, highlighting any implications for change to the draft Waste Strategy. The Authority agreed that CSG Consulting be requested to aggregate key issues from the submissions by Friday 7 May 2010.

The Authority agreed that the A/Chair and relevant staff of the Office of Waste Authority and Waste Management Branch would finalise amendments discussed at the meeting, taking into account aggregated key issues from CGS Consulting, by Wednesday 12 May. Members delegated to the A/Chair responsibility for reviewing and recommending any minor amendments to the draft Waste Strategy.

It was agreed that a further meeting of the Authority to discuss the draft Waste Strategy and draft Business Plan would be held on Friday 14 May (9am to 11 am) to finalise the document. This meeting will replace the business planning meeting previously scheduled for 19 May. A copy of the amended draft Waste Strategy and draft Business Plan will be emailed to members prior to this meeting.

### **Draft Business Plan**

The Authority reviewed the revised draft Business Plan following a workshop held on Friday 21 April 2010 and discussed further amendments to the document. It was agreed that amendments to the draft Business Plan would be incorporated into a revised plan for a meeting to be held on Wednesday 12 May, between the A/Chair and relevant staff of the Office of the Waste Authority and Waste Management Branch.

The draft Business Plan will be finalised at the meeting arranged for Friday 14 May.

#### **RESOLUTION:**

##### **The Authority:**

- 7.5.1 Requested CGS Consulting to aggregate key issues from the draft II Waste Strategy submissions by 7 May 2010, highlighting any implications for change to the draft Waste Strategy.**
- 7.5.2 Agreed that the A/Chair and relevant staff of the Office of Waste Authority and Waste Management Branch would finalise amendments to the draft Waste Strategy by 12 May 2010.**
- 7.5.3 Delegated responsibility for reviewing and recommending amendments to the draft Waste Strategy to the A/Chair.**
- 7.5.4 Agreed to conduct a further meeting of the Authority on 14 May 2010 to finalise the draft Waste Strategy and draft Business Plan.**
- 7.5.5 Noted that a copy of the amended draft Waste Strategy and draft Business Plan would be emailed to members prior to the meeting on 14 May 2010.**

## 8. CORRESPONDENCE FOR INFORMATION

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

#### Terminated Projects:

- **Earthwise Community – Naming the Waste, CGS 2007, \$4,250 plus GST.** The project funded as a demonstration site for the reuse of materials by providing permanent signage describing recycling processes on site and assisted in establishing a website with similar Information available. The project was due to be completed by 30 June 2008. Members were advised that no correspondence has been received from Earthwise Community. The Authority noted that the project has been terminated and \$2,125 plus GST has been reinstated back into the WARR Account.

#### Final Reports Received for Completed Projects:

- **Bus Preservation Society of WA (Inc) – Dead Battery Recycling Project, CGS 2009, \$3,625 plus GST.** The project funded a two axle car box-trailer to assist volunteers of the Bus Prevention Society to expand their collection of hazardous waste (old car and truck batteries). The volume collected in recent years has been exceeding 20 tonnes per year. The new trailer has allowed the Society to expand their collection of old batteries over a wider area.
- **The Faery Folk (Cara Walker) – Save the Faeries, CGS 2008, \$20,000 plus GST.** The project funded the launch of an education program into the community using performance, festivals and schools for the distribution of waste and recycling information. A Faerie tea party, workshop and Green Festival were held over a number of months, with the festival raising over \$1,700 donated to City Farm community gardens. The waste management themed events had information stalls, activities and stories teaching children and adults about reducing, re-using and recycling.
- **Cape to Cape Catchment Group – Message in a bottle, CGS 2009, \$8,840 plus GST.** The project allowed for school and community tours of the catchment, involving meeting with landholders who were using sophisticated means to reduce the amount of waste produced on their property and to ensure wastes did not enter major waterways or landfill. Another component of the project involved students learning about the practices implemented by local businesses to manage their waste. Business owners were surveyed by the students to gauge their understanding of issues and current waste management practices. Three tours of local waste disposal sites were also undertaken. The project has allowed for positive communication between local government, businesses and community groups regarding waste management practices in the area.

#### **RESOLUTION:**

##### **The Authority:**

**8.1.1 Noted the termination of Earthwise Community – Naming the Waste project and the return of \$2,125 plus GST to the Waste Avoidance and Resource Recovery Account.**

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

- **Bus Preservation Society of WA (Inc) – Dead Battery Recycling Project (CGS 2009);**
- **The Faery Folk (Cara Walker) – Save the Faeries (CGS 2008); and**
- **Cape to Cape Catchment Group – Message in a bottle (CGS 2009).**

## **8.2 Correspondence – Waste Authority/Ministerial**

The Authority discussed the list of incoming and outgoing correspondence provided.

## **9. PRESENTATIONS**

### **9.1 Waste Management Association of Australia (WA Branch) – Report on Strategic Partnership Projects and Future Plans**

The A/Chair welcomed Mr Bruce Bowman, State President of the Waste Management Association of Australia (WA Branch) to the meeting. Mr Bowman expressed the Association's appreciation to the Waste Authority's for its Gold Sponsorship of the upcoming Waste and Recycle 2010 Conference.

Mr Bowman advised that with the aid of the 2009/10 Partnership funding, WMAA (WA Branch) has been able to express the views of its members on waste related issues, undertake research and provide comment on several key areas of importance for waste management in Western Australia. The membership of the WMAA (WA Branch) totals 133 members, all of whom are volunteers. He commended the membership for the completion of projects within the timeframe required.

Mr Bowman provided an overview of the completed projects undertaken by the WMAA (WA Branch) under its strategic partnership arrangement with the Waste Authority. In summary, this included completion of the following projects:

- Comment on the Draft State Waste Strategy;
- Comment on the Standing Committee Recommendations for the Review of Municipal Waste Management in Western Australia;
- Completion of a Commercial and Industry (C&I) Recycling Guide;
- Review of Landfill Licence;
- Alternative Waste Technology Guideline Discussion Paper; and
- Waste Education Database.

Mr Bowman provided an overview of the WMAA (WA Branch) proposal to the Waste Authority for continuation of funding under the strategic partnership arrangement over the next three years. A total of 20 projects had been listed with priority given to five projects in the first year.

Following completion of the briefing the A/Chair thanked Mr Bowman for attending the meeting. Mr Bowman left the meeting.

The Authority discussed the projects proposed by the WMAA (WA Branch) and noted the value in the independent work produced by an informed body of stakeholders.

#### **RESOLUTION:**

##### **The Authority:**

**9.1.1 Noted the presentation by Mr Bruce Bowman, State President of the Waste Management Association of Australia (WA Branch).**

**9.1.2 Requested staff to review the work already undertaken by the WMAA (WA Branch) and review the list of proposed projects for 2011-2013 and prepare recommendations for the June meeting of Authority.**

## **9.2 Report on Zero Waste Plan Development Scheme & Regional Funding Program**

The A/Chair welcomed Dr Dick van Beers and Mr Bill Grace of GHD Consulting to the meeting.

Dr van Beers briefly outlined the review of the Zero Waste Plan Development Scheme (ZWPDS) and the Regional Funding Program (RFP) pilot to assess the value of the programs and outlined the successes and weaknesses. He also provided recommendations arising from the findings of the review.

An overview of the key findings and recommendations of the draft report was provided to the Authority. Members discussed the key findings and recommendations.

The A/Chair thanked Dr van Beers and Mr Bill Grace for taking the time to brief Authority members. Dr van Beers and Mr Grace left the meeting.

The Authority discussed the recommendations outlined in the draft report and agreed that staff would prepare a collective response to the findings of the report. Following consideration by the Authority of the response to the findings of the report, the Authority will formally receive the Draft Report and make it available on the website.

### **RESOLUTION:**

#### **The Authority:**

**9.2.1 Noted the presentation by Dr Dick van Beers and Mr Bill Grace, GHD Consultants.**

**9.2.2 Requested staff to prepare a collective response to the findings of the report.**

**9.2.3 Following consideration of the collective response document, the Authority agreed to formally receive the Draft Report on the Review of the Zero Waste Plan Development Scheme and the Regional Funding Program Pilot and place it on the website.**

## **10. INFORMATION ITEMS**

### **10.1 Monthly Report – Actual WMB Staff Numbers**

The Authority noted that the Waste Management Branch has a total of 18 staff members as at 15 April 2010. Members noted that recruitment is currently underway for a number of positions, to fill the Authority's approved number of 24 staff for the Branch.

### **10.2 Consultants Listing – Status Report**

The Authority noted the consultancy projects outsourced through the Waste Management Branch from July 2009 to March 2010. One consultancy has been completed and two consultancies are currently underway.

## **11. OTHER BUSINESS**

### **11.1 Fitzroy Valley Housing Project – C&D Waste and Remote Community Landfills**

The A/Chair circulated an email received from the Fitzroy Valley Housing Project coordinator, responsible for coordinating a municipal services program through 28 communities in the Fitzroy Valley. The program includes the management of rubbish collection in these remote communities.

The A/Chair highlighted that housing construction is currently underway in the region and much of the waste generated through this process is being disposed of in community tip areas which are not designed for this purpose.

A request has been made to the Authority to assist in negotiations to ensure that construction and demolition waste from the Fitzroy Valley Housing project is either removed from the communities or if new landfills are established, that these are sited to ensure the protection of the communities health and safety.

**RESOLUTION:**

**11.1.1 The Authority provided delegation to the A/Chair to contact the Department of Housing representative to discuss concerns with the Fitzroy Valley Housing Project.**

**11.2 Waste and Recycle 2010 Conference**

With regards to its sponsorship of the Waste and Recycle 2010 Conference, the Authority is keen to ensure that organisers have a clear understanding of where and how the Authority's logos are to be used and requested details.

**RESOLUTION:**

**11.2.1 The Authority requested staff to follow up with the organisers of the Waste & Recycle 2010 Conference, details on the proposed use of Waste Authority logos at the event.**

**12. CLOSE**

The meeting closed at 4.25 pm.

**13. NEXT MEETING**

A workshop to discuss the draft Waste Strategy and draft Business Plan will be held on Friday 14 May 2010 commencing at 9.00 am – 11.00 am at a venue to be determined.

The next ordinary meeting of the Waste Authority will be held on 2 June 2010, commencing at 11.00am in the 4<sup>th</sup> Floor Boardroom, Department of Environment and Conservation, The Atrium, 168 St Georges Terrace, Perth.

APPROVED / APPROVED WITH AMENDMENT



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Jan Grimoldby (Ms)  
**A/CHAIR, WASTE AUTHORITY**

2 June 2010