



MINUTES OF THE WASTE AUTHORITY MEETING

held on Wednesday 6 August 2008
Department of Environment and Conservation
10.10 am – 5.20 pm

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1. WELCOME & APOLOGIES

The Chairman declared the meeting open at 10.10am and welcomed members and Department of Environment and Conservation (DEC) officers to the meeting. The Chairman advised that Professor Paul Hardisty has tendered his apologies for the meeting. Ms Susan Hunt introduced Mr Stuart Cowie as the A/Director, Sustainability for a period of three months. She advised that Mr Cowie has many years of senior experience within Government and is the appointed Director of the Environmental Enforcement Unit within DEC.

MEMBERS PRESENT

Mr Barry Carbon	Chairman
Ms Jan Grimoldby	Deputy Chair
Ms Carolyn Jakobsen	(left at 3.45pm)
Mr Marcus Geisler	

ATTENDEES

Ms Susan Hunt	Delegate for Director General, DEC	Left meeting at 3.20pm
Mr Stuart Cowie	A/Director, Sustainability, DEC	
Mr Michael Kerr	Manager, Waste Management Branch, DEC	
Dr Jill Lethlean	A/Manager, Waste Management Branch, DEC (11 Aug 2008 onwards for 1 month)	Attended meeting between 10.00am to 11.45am & during agenda item 7.3.
Mr Bernard Ryan	Manager, Policy and Evaluation, DEC	Left meeting at 3.05pm Attended meeting between 10.00am to 11.45am.
Mr Paul Ward	Senior Project Coordinator, WARRA, DEC	Attended meeting between 10.30 to 11.45am.
Mr Peter Tapsell	Senior Project Coordinator, Stakeholder Programs	
Ms Diane McKinnon	Executive Officer	Minutes/Actions

APOLOGIES

Prof Paul Hardisty

2. CONFLICT OF INTEREST DECLARATIONS

No conflicts of interest were declared by members during the meeting.

3. CONFIRMATION OF MINUTES AND ACTIONS ARISING

The minutes of the Waste Authority meeting held on 3 July 2008 were confirmed as a true and accurate record of the meeting, subject to minor amendments discussed during the meeting and resolution at item 7.1 – Work Plan for 2008/09 (for discussion at the meeting):

Moved: Ms Grimoldby
Seconded: Ms Jakobsen

The Chairman requested that DEC officers confirm/cross reference amounts highlighted for projects in the 2008/09 work plan in the minutes of 3 July to ensure consistency with amounts reflected in Attachment 1 at 7.1 – Work Plan for 2008/09.

The Chairman advised that the confirmation of minutes (agenda item 3) would also include discussion on actions arising from the minutes (agenda item 4). Members reviewed actions from the previous meeting. The following items required clarification or an update on status during the meeting:

Actions from 3 July 2008 meeting:

3. Confirmation of Minutes

Although the minutes of the 3 July meeting were not available on the *Towards Zero Waste Website* within 5 working days of the meeting, the Chairman advised that he remained hopeful that this would occur hereon in due to streamlining the approvals process. Members noted that the first draft of the minutes will be forwarded direct to the Chairman (not via DEC) for his approval.

6.1 Outline of Work Plan 2008/09

- 6.1.1** In relation to the Authority having decided to cap funding levels for both State and local government, the Chairman advised of an invitation received from the Municipal Waste Advisory Council (MWAC) for the Authority to attend the 20 August 2008 MWAC meeting to discuss key issues highlighted. The Authority agreed to attend the meeting and that advice be forwarded to Ms Rebecca Brown accordingly. The Authority agreed to conduct a separate meeting with a smaller group of Authority/MWAC officers prior to the MWAC meeting to discuss agenda items proposed.

The Authority agreed that in addition to the items highlighted for discussion by MWAC, the following items would be included as part of the discussion:

- 1) the issue of capping funds provided to local government;
- 2) data collection/reporting – advice regarding the possibility of not having specific funds for data and local government expectations in this regard;
- 3) discussion around ‘best practice’ kerbside collection systems; and
- 4) local government expectations of a ‘promote recycling’ campaign.

6.1.19 Strategic Partnerships. In relation to the Authority’s support for the Centre of Excellence in & Cleaner Production (and other partnerships such as Green Stamp, WALGA etc) and

6.1.20 specifically the requirement for a detailed report to be presented to the Authority within six months if future funding is sought, the Authority requested that a letter be prepared to the Centre of Excellence in Cleaner Production (CECP) and other groups advising that the Authority has considered the budget for the current financial year, and recommended to the Minister that support be approved. The letter should advise groups of the requirement for them to come back to the Authority within 6 months (prior to end of 2008) if they have a proposal for future funding and a submission detailing outcomes of the program, achievements to date and future intentions.

6.1.21 The Chairman advised that he has met with Conservation Council. Appropriate paperwork & has been forwarded to Ms Hunt requesting authorisation to approve expenditure of \$100,000
6.1.22 in support of the partnership arrangement.

6.1.30 Organics Communication and Industry Support. The Chairman sought feedback on the status of industry providing funding towards the proposed joint government/industry initiative. Dr Jill Lethlean advised that she would provide confirmation in writing to the Authority as soon as industry confirms joint partnership arrangements.

6.2 Strategic Waste Initiatives Scheme Round 1/2008 – Deferred Grants. The Authority queried why names of organisations receiving grants were not included in the minutes. DEC advised that this was a decision of the previous Board. Mr Paul Ward advised that in releasing names of organisations, it was considered that this would pre-empt the announcement by the Minister of the Authority's recommendations. The Authority agreed to discuss this matter further at a future meeting. The Authority also requested to be included on the circulation list for all media releases by the Minister on issues relating to waste.

6.5 Landfill Levy – Category 63 and Geographical Extension. The Authority / DEC outlined the following status of actions for matters relating to this item:

- Applicants and invitees to speak at the landfill levy workshop were from the Waste Management Association (Mr Bruce Bowman), C&D Recycling (Mr Adrian Lester), DEC (Mr Robert Atkins), Eclipse Resources (Mr Rob Sippe) and WALGA (speaker details to be confirmed). The Authority noted that an application may be submitted from the Conservation Council.
- The Authority agreed to organise a meeting of all parties interested in presenting at the workshop (together in the same meeting) to discuss the program for the upcoming landfill levy workshop at the Waste & Recycle Conference. It was agreed that the Chairman and Mr Bernard Ryan would determine the date and details of the meeting.
- The Authority agreed that presenters be required to provide a one page summary of their presentation (to be sought from presenters during the pre-landfill levy workshop meeting). The Authority also agreed that a one page summary be provided as part of any written submission to the Authority on the landfill levy category 63 and associated matters.
- The Authority agreed that stakeholders be advised as soon as possible that non-metropolitan forums will not be held at this time due to current incapacity to arrange. Non-metropolitan forums will occur at a future time. Advice on website to be updated accordingly.
- The Authority requested maps of the metropolitan area and tyre exclusion zones to be provided to members as soon as possible. The Chairman requested that DEC draft a letter for his consideration to the WA Planning Commission, seeking clarification/information on any proposed new boundaries for the metropolitan area.
- The Authority requested details to be provided to them on any relevant background papers on life cycle analysis studies of landfill/recycling of inert waste.

6.8 Temporary Arrangements to cover expenses of Waste Management related activities. In relation to costs incurred during July 2008 for Waste Avoidance and Resource Recovery Account funded activities, the Authority noted that this matter requires further action. The Chairman requested that a resolution from the Authority's 3 July 2008 meeting be recorded within the minutes, outlining that the Chairman requested that he and the Deputy Chair's signatures be registered to allow expenditure from the Waste Avoidance and Resource Recovery Account.

RESOLUTIONS / ACTIONS OF DISCUSSION:

- 3.1** The minutes of the Waste Authority meeting held on 3 July 2008 were confirmed as a true and accurate record of the meeting, subject to minor amendments discussed during the meeting and resolution of item 7.1 – Work Plan for 2008/09.
- 3.2(a)** The Authority agreed to accept an invitation from the Municipal Waste Advisory Council (MWAC) to attend its 20 August 2008 meeting to discuss key issues highlighted in MWAC's letter of 31 July.
- 3.2(b)** The Authority agreed to seek a separate meeting with a smaller group of Authority/MWAC officers prior to the MWAC meeting to discuss agenda items proposed.
- 3.2(c)** In addition to proposed agenda items for the 20 August MWAC meeting, the Authority agreed to include as part of the discussion at this meeting (and pre-meeting), the following:
- i)** the issue of capping funds provided to local government;
 - ii)** data collection/reporting – advice regarding the possibility of not having specific funds for data and local government expectations in this regard;
 - iii)** discussion around 'best practice' kerbside collection systems; and
 - iv)** local government expectations of a 'promote recycling' campaign.
- 3.3** The Authority requested that a letter be prepared to the Centre of Excellence in Cleaner Production (CECP) and other groups as highlighted during the meeting, advising of the Authority's 3 July resolution to provide support in the current financial year (subject to Ministerial approval). The letter to advise groups of the requirement for them to come back to the Authority within 6 months (by the end of 2008) if they have a proposal for future funding and a submission detailing outcomes of the program, achievements to date and future intentions.
- 3.4** In relation to industry support for the Organics Communication activity, DEC (Dr Jill Lethlean) to advise the Authority in writing as soon as industry provides confirmation of joint partnership arrangements.
- 3.5** The Authority agreed to discuss at a future meeting, the naming of SWIS/CGS grant recipients within the minutes at the time the Authority considers approvals.
- 3.6** The Authority requested to be included on the circulation list for all media releases by the Minister on issues relating to waste.
- 3.7(a)** In relation to the Authority's workshop on the landfill levy at the forthcoming Waste & Recycle Conference, the Authority agreed to conduct a special meeting of parties interested in presenting at the workshop (at the same time) to discuss the program for the workshop. It was agreed that the Chairman and Mr Bernard Ryan would determine the date and details of the pre-workshop meeting of presenters.
- 3.7(b)** The Authority agreed that presenters be required to provide a one page summary of their presentation (to be sought from presenters during the pre-landfill levy workshop meeting).
- 3.7(c)** The Authority agreed that a one page summary be sought from any party as part of any written submission to the Authority on the landfill levy category 63 and associated matters.
- 3.7(d)** The Authority agreed that stakeholders be advised as soon as possible that non-metropolitan forums will not be held at this time due to current incapacity to arrange at this time. Non-metropolitan forums will occur in the future. Website information to be updated accordingly.

- 3.7(e) The Authority requested maps of the metropolitan area and tyre exclusion zones to be provided to members as soon as possible.
- 3.7(f) The Authority agreed that a letter be drafted by DEC for the Chairman's consideration to the WA Planning Commission, seeking clarification/information of any proposed new boundaries for the metropolitan area.
- 3.7(g) The Authority requested that details be provided to them on any relevant background papers on life cycle analysis studies of landfill/recycling of inert waste.
- 3.8 The Authority agreed that the minutes of 3 July include resolution that the Chairman requested that his and the Deputy Chair's signatures be registered to cover expenditure from the Waste Avoidance and Resource Recovery Account.

4. ACTIONS FROM PREVIOUS MEETINGS

Members reviewed the status of actions from previous meetings during agenda item 3 – confirmation of the minutes (refer above).

5. CHAIRMAN'S REPORT

5.1 Invitation to meet Minister at Parliament House on 13 August 2008

5.1 Invitation to meet Minister at Parliament House on 13 August

The Chairman advised members of a meeting with the Minister at Parliament House on 13 August 2008. Members agreed to attend. Members agreed to meet at 10.30am in the Chairman's office (13th Floor, Allendale Square) on 13 August to discuss the agenda prior to meeting with the Minister.

5.2 Letter from Minister to Authority re Commencement of the WARR Act 2007

The Chairman advised members of a letter he had received from the Minister regarding the Commencement of the Waste Avoidance and Resource Recovery Act 2007, dated 29 July 2008. The Chairman expressed his disappointment in the department in the manner in which the letter communicates matters, rather than being as a result of mutual discussion and decision.

In relation to the Minister's letter and in particular, the requirement that a business plan be prepared by 30 September 2008, including allocation to DEC for its regulatory functions under the WARR Act and requirement for DEC to implement nominated key Government policies or commitments, the Authority provided the following comments:

- A business plan would be difficult to produce in the timeframe required as it would not allow adequate time to allow due process to occur.
- It is appropriate for the Authority to have an action plan that specifies a capped amount the department will spend.
- The Chairman expressed that collectively, the Waste Authority and DEC is failing. He outlined his dismay at their being no mechanism after three months, for the Authority to expend monies at this time, and the relationship between the Authority and DEC staff remains unclear due to no firm working/reporting arrangements in place.
- Authority agenda items, briefing notes, reports etc produced by DEC need to be compiled in accordance with a direction of the Authority (following appropriate discussion). The current situation whereby staff produce briefing notes, leaving staff to set direction (that may be inconsistent with the direction of the Authority) is unacceptable.

- Other mechanisms within the Act allow for the Minister to approve expenditure of monies in the absence of a business plan.
- Clarification was sought on what is meant in the letter drafted by the department by 'regulatory function' and how broad the description of regulatory functions under the WARR Act is. In the absence of any discussion with the Authority regarding allocations to DEC, the Authority is hesitant to progress.
- The Chairman indicated that the Waste Authority is not a department, nor a statutory authority.

In regards to the relationship between the Authority and DEC, Ms Susan Hunt advised that a point of disagreement remains the Authority's keenness to move staff into officers of the Waste Authority. She advised that DEC's preferred model would see officers remain as DEC employees that provide services to the Authority.

In response to the Minister's letter, the Authority requested/resolved the following:

- DEC to provide advice on what it will expend monies on for the 2008/09 period, consistent with its priorities. The Authority agreed it is appropriate for it to have an action plan that specifies a capped amount that DEC will expend.
- Ms Susan Hunt to provide advice in her view of what the regulatory functions under the WARR Act are.
- A revised Code of Conduct for the Waste Authority to be available for discussion at the next meeting.
- The WARRA Account to be held within DEC indefinitely, on the understanding that this be a separate account (ledger) and subject to review should circumstances change (e.g. move to shared service environment).
- Annual reports (including financial statements) to be drafted by DEC prior to auditing requirements for the Authority's consideration.
- DEC to draft a letter for the Chairman's consideration as soon as possible to the Director General, DEC advising of the Authority's wish for the Director General, DEC to create a senior position to bring together the roles of incurring officer with authorised officer (by the Authority) (dual appointment) authorised by the Authority to expend WARRA monies and to be accountable for both expenditure and delivery. It is anticipated that the Authority would authorise this person (most senior person working on activities for the Waste Authority) to make decisions. It was agreed that this officer would be 'authorised' to spend monies on behalf of the Authority, not delegated. 'Authorised' means decide on the basis of what the Authority would decide.

It was agreed that the Chair should write to the Minister explaining the timing and sequence for work plans, business plans, strategic plans etc.

The Chairman requested that a resolution without meeting decision regarding the Authority's confirmation that the *'Chairman and Deputy Chair be delegated to act on behalf of the Authority on issues and actions resolved by the Authority at a meeting regarding the ongoing management of matters'* be recorded in the minutes. Note that at the time of this resolution, two members were traveling and it will be necessary to procure their signatures or otherwise obtain their agreement in writing.

RESOLUTIONS / ACTIONS OF DISCUSSION:

- 5.1 The Authority agreed that it would meet with the Minister at Parliament House on 13 August 2008 at 12.00 noon. The Authority also agreed to meet at the Chairman's Allendale Square Office (13th Floor) at 10.30am prior to the meeting with the Minister to discuss agenda items.**
- 5.2 The Authority requested DEC to provide itemised advice on what monies it seeks from the WARR Account for the 2008/09 period, consistent with its priorities. The Authority agreed that it is appropriate for it to have an action plan that specifies a capped amount DEC will expend.**
- 5.3 The Authority requested DEC (Susan Hunt) to provide advice in her view of what the regulatory functions under the WARR Act encompass.**
- 5.4 The Authority resolved that a draft Code of Conduct for the Waste Authority be presented for its consideration at the next meeting.**
- 5.5 The Authority resolved that the WARR Account be held within DEC accounts indefinitely, on the understanding that this be a separate account (ledger) and be subject to review should circumstances change (i.e. move to shared service environment).**
- 5.6 The Authority resolved that Annual reports (including financial statements) be drafted for the Authority's consideration by DEC prior to auditing requirements.**
- 5.7 The Authority requested DEC to draft a letter for the Chair's consideration as soon as possible to the Director General, DEC advising of the Authority's wish for the Director General, DEC to create a senior position to bring together the roles of incurring officer with authorised officer (by the Authority) (dual appointment) authorised by the Authority to expend WARRA monies and be accountable for both expenditure and delivery – in line with discussion at the meeting.**
- 5.8 It was agreed that the Chair would write to the Minister explaining the timing and sequence for work plans, business plans, strategic plans etc.**
- 5.9 The Chairman requested that a resolution without meeting decision regarding the Authority's confirmation that the 'Chairman and Deputy Chair be delegated to act on behalf of the Authority on issues and actions resolved by the Authority at a meeting regarding the ongoing management of matters' be recorded in the minutes. [Note: At the time of this decision two members were travelling and it will be necessary to procure their signatures or otherwise obtain their agreement in writing].**

6. STRATEGIC DISCUSSION

As part of the exercise in developing its Strategic Direction / Strategy, the Authority agreed that its key stakeholders include local government, the community, waste generators, collectors, disposers and regulators.

The Authority briefly discussed (but did not agree to) its mission being around resource efficiency, sustainability and best practice.

As part of the exercise in preparing its strategic plan/direction/strategy, the Authority identified the following values:

- resource efficiency
- contingencies in the system
- create an investment environment (certainty, longevity, security)

- sustainability
- acceptance by community (of Authority goals)
- providing a framework to make it happen
- involvement and empowerment of the community
- value for money for the levy
- accountability - measurement, key performance indicators, transparent process

DEC officers added the following values:

- innovative, leading edge
- key performance indicators/targets
- certainty of direction, process
- simplicity
- active communicator
- be aware / knowledge base – look beyond borders.

The Authority identified and agreed that its four main areas of focus are as follows:

Leadership:		Minister's Expectation (need to influence/develop)
Partnerships:	Grants, activities etc (LG, Community Groups) }	Partnerships & Fix to have carriage by 1 or 2 Authority members and key DEC/external sources
	}	
Fix:	Select major projects and make them happen }	
Making It Happen:	Administration, Management, \$ Staff	

In relation to its Strategic Plan / Strategy, the Authority agreed/resolved the following:

- that the Strategic Plan be no more than 2 pages (brevity).
- the Plan should not have a lot of detail. It should talk about values to achieving and outline intention of where to go in the next few years.
- key themes to include leadership, partnership, fix (find a better word) and governance.
- 2-3 key objectives under each theme area to 'show the way' are to be included.
- activities outlined in the Strategic Plan describe the Authority only (not State wide Strategy).
- the Waste Strategy is part of the Authority's Strategic Plan. The Plan will document characteristics/values and provide a manner in which to make things happen. This will provide input for the Authority in developing its State-wide Strategy. Consistent values will apply to the Strategy, business plan and other Authority business.
- DEC to draft a 2 page Strategic Plan for its early consideration. The Plan should include the above requirements. The Chairman outlined that the Plan will dictate how the Authority does business around the table and how it will relate to and work with external parties. He added that it will make a statement about Authority priorities and expectations, provide an indication to where it is heading and help guide DEC officers in providing briefing papers.

- Authority needs to take carriage of one major large-scale activity. To indicate the scale of such projects, this could be related to CDL (subject to Government position/decision on CDL and determination of driver). Alternatively, major activity could be to build a glass plant. Options to be explored at future meetings.
- Core allocation of WARRA monies will fall into the following three main areas:
 - capped amount to State Government
 - capped amount to Local Government
 - grants

Other areas for allocation thereafter include partnerships, projects and executive support.

- That the 2008/09 Work Plan be revised (projects to be incorporated into main focus / budget allocation areas as outlined above) and be forwarded to the Minister as soon as possible in the revised format, seeking approval to fund. It was agreed that areas of focus should be supported with a project description in broad terms, in line with government priorities.

RESOLUTIONS / ACTIONS OF DISCUSSION:

- 6.1.1 The Authority agreed that key focus groups be established in line with the discussion during Strategic Planning in the areas of 'leadership', 'partnerships' and 'fix', that would involve carriage by one or two Authority members along with relevant DEC officers and external stakeholders.**
- 6.1.2 The Authority resolved that DEC draft a 2 page Strategic Plan for its early consideration. Plan to include requirements as discussed.**
- 6.1.3 The Authority agreed to take carriage of one major large-scale activity. It agreed that options in this regard be explored at a future meeting.**
- 6.1.4 The Authority agreed that the core allocation of Waste Avoidance and Resource Recovery Account (WARRA) monies falls into three main areas, including:**
- i) capped amount to State Government;**
 - ii) capped amount to Local Government; and**
 - iii) grants**
- other areas for allocation thereafter include partnerships, projects and executive support.**
- 6.1.5 The Authority resolved that DEC provide a revised 2008/09 work plan in accordance with the main focus / budget allocation areas agreed to, and be forwarded to the Minister as soon as possible, seeking approval to fund.**
- 6.1.6 The Authority agreed that areas of focus should be supported with a project description in broad terms, in line with government priorities.**

7. ITEMS FOR INFORMATION AND/OR DISCUSSION

7.1 Work Plan for 2008/09

DEC referred to the briefing note regarding the interim work plan for 2008/09 and in particular, attachment 1 which provided an outline of the plan. Resolution from the Authority was sought on how to deal with matters not resolved in relation to the work plan agreed to at the 3 July meeting, including staffing resources and deferred projects. The Authority confirmed the following:

- In accordance with discussion at item 3 (confirmation of the minutes), the Chairman requested that DEC confirm/cross reference amounts highlighted for projects in the 2008/09 work plan in the minutes of 3 July to ensure consistency with amounts reflected in Attachment 1 at 7.1.

- The Authority agreed that reference to the Regional Funding project (page 2) be deleted due to duplication.
- The Authority agreed that an appropriate expenditure as prescribed (up to \$100,000) be included within the work plan to provide extra support to the Authority for media purposes, consultancies, contractors etc. DEC (Michael Kerr) to include this allocation within the interim work plan.
- In relation to staff resources, the Chairman sought the Authority's approval for it to enter into a mutual arrangement with DEC for the provision of waste staff services. The Authority agreed.
- The Authority requested that edits as discussed be undertaken on the interim work plan, including the reformatting of the plan consistent with focus areas agreed to at item 6 (Strategic Discussion) and that it be forwarded to the Minister as soon as possible seeking the Minister's approval of the budget.

RESOLUTIONS OF DISCUSSION:

- 7.1.1 The Authority agreed that an appropriate expenditure as prescribed (up to \$100,000) be included within the work plan to provide extra support to the Authority for media purposes, consultancies, contractors etc. DEC (Michael Kerr) to include this allocation within the interim work plan.**
- 7.1.2 The Authority agreed that reference to the Regional Funding project be deleted due to duplication.**
- 7.1.3 The Authority agreed to enter into a mutual arrangement with DEC for the provision of waste staff services.**
- 7.1.4 The Authority agreed that edit as discussed be undertaken by DEC (Michael Kerr) on the interim work plan, including the reformatting of the plan consistent with focus areas agreed to item 6 – Strategic Discussion.**
- 7.1.5 The Authority agreed that following completion of resolutions 7.1.1 – 7.1.4, DEC to forward the revised work plan to the Minister as soon as possible, seeking formal approval of the budget.**

7.2 Data Briefing

At its 3 July meeting, the Waste Authority resolved to defer a decision on funding of the 2008/09 data program and the 2008-2011 Local Government Data Collection and Reporting Development Program until the next meeting.

DEC provided a briefing on data requirements and sought endorsement by the Authority on the allocation of funds from the WARRA in accordance with the 2008/09 interim work plan as follows:

- Annual total recycling activity review - \$65,000 (\$55,000 operational);
- Waste audit protocols – C&I and drop-off - \$100,000 (\$70,000 operational);
- Annual local government survey - \$75,000 (\$25,000 operational);
- Mining the archives - \$60,000 (\$10,000 operational).

Endorsement was also sought for the 2008 – 2011 (a 5 year budgetary commitment) Local Government Data Collection and Reporting Development Program in accordance with Attachment 2 of the briefing.

The Authority referred to its earlier discussion regarding the impending meeting with MWAC on 20 August (item 3 – confirmation of minutes, resolutions 3.2 (a) – (c) refers). As a direct consequence of the scheduled meeting, the Authority agreed to defer decision on funding allocations for data until after the meeting.

The Authority agreed that discussion at the meeting with MWAC will include (but not be limited to) the capping of WARRA monies available to local government, local government priorities for expenditure and data collection/reporting requirements. The Authority noted its previous resolution that a separate meeting of individuals from the Authority and MWAC would be arranged prior to the 20 August meeting to discuss relevant matters.

RESOLUTIONS / ACTIONS OF DISCUSSION:

- 7.2.1 The Authority agreed to discuss with the Municipal Waste Advisory Council (MWAC) at its meeting on 20 August, the 'capping' of WARRA monies to local government. The Authority agreed that local government be requested to indicate priorities for expenditure.**
- 7.2.2 The Authority deferred decision on providing funding to support data projects (as highlighted in the briefing note) until after it meets with MWAC on 20 August. A decision will be determined thereafter.**
- 7.2.3 The Chairman agreed to meet with Dr Jill Lethlean, DEC, to discuss data matters further (prior to meeting with MWAC).**
- 7.2.4 DEC (Jill Lethlean) to confirm what data is currently available, what the 'system' will deliver anyway, what extra data is required and how to get it and data comparisons elsewhere across Australia.**

7.3 Preferred Service Kerbside Collection Systems

The DEC briefing paper presented sought approval of the Authority to a cooperative consultation between DEC and the Municipal Waste Advisory Council (MWAC) to develop guidelines for preferred service kerbside collection systems. DEC also requested approval to use the paper provided to initiate the consultation process at the scheduled best practice kerbside workshop at the Waste and Recycle conference.

The Authority provided the following comments in relation to the consultation document:

- Clarification was sought on the purpose of the consultation document – whether it is intended to be used as a tool in the decision making process, a guideline for preferred kerbside collection systems, a policy position for adoption or a discussion paper written for the purposes of the workshop at the Waste and Recycle conference.

DEC confirmed that it is a discussion document for the purposes of being used as a tool to assist in the decision making process. It is also intended to form the basis for discussion at the best practice kerbside workshop at the Waste and Recycle conference.

- The Authority agreed that the paper be referred to as a discussion document aimed at being used as a tool to assist in the decision making process. The Authority requested that all references to the document being a 'guideline' be removed from the document title and throughout the text.
- The Authority agreed (subject to removal of 'guideline') that the discussion paper would form the basis for discussion at the best practice kerbside workshop at the Waste and Recycle conference on 10 September 2008.
- The Authority requested that the discussion document include reference to the collaborative approach between State and local government in producing the paper – acknowledging that this is encompassing of the needs of the community. It was noted that it provides capacity in the system to allow for the desirability of the community to be involved in the process of waste management. The Authority stressed the importance of allowing the community to have this

input. This addition to be included within the text and table of the public participation outcome area.

RESOLUTIONS OF DISCUSSION:

- 7.3.1 The Authority provided its in-principle support to the use of the document as a starter for consultation exploring kerbside collection systems on the understanding that reference to the document being a 'guideline' be removed from the title and throughout the text.**
- 7.3.2 The Authority agreed that the consultation paper be referred to as a discussion document for the purposes of being used as a tool to assist in the decision making process.**
- 7.3.3 The Authority agreed that the document (subject to removal of 'guideline' reference and minor amendments) would be used to form the basis for discussion at the best practice kerbside workshop at the upcoming Waste & Recycle Conference.**
- 7.3.4 The Authority requested that the document include reference to the collaborative work between the State and local government – acknowledging that this is encompassing of the needs of the community. (To be included within the text and table of the public participation outcome area).**

7.4 Landfill Levy – Category 63 and Geographical Extension

The Authority provided resolutions on this matter at item 3 – confirmation of minutes. Refer to resolution 3.7 (a) – (g) for additional information on this item.

In addition to the earlier discussion, the Authority provided information about the discussion forum for placing on the Towards Zero Waste Website to provide an understanding of how the 2 hour session will run. This included that the Chairman agreed to facilitate the workshop, five presenters will speak for an allocated time of 10 minutes each and provide a one page summary of their positions as handouts. Questions from the floor will be allowed for.

The Authority noted that the Chairman's introductory comments, presented in the context of 'outstanding variables' would include the following:

- Whether or not clean material is waste and therefore should be licensed; what is meant by clean material;
- Is it waste if it goes into a landfill even if it is clean sand?
- Does an increase of the landfill levies to \$9/tonne and \$9/cubic metre (as previously scheduled) remove the incentive to separate putrescible from inert waste?
- Should the quantum of the landfill levy reflect the quality of the landfills?

RESOLUTIONS OF DISCUSSION:

- 7.4.1 The Authority noted the preparations undertaken by DEC for holding a metropolitan discussion forum on 9 September 2008 as part of the Waste & Recycle Conference.**
- 7.4.2 The Authority resolved to postpone the proposed landfill levy discussion forums in non-metropolitan areas. DEC to advise stakeholders accordingly. Geographic extension details to be amended accordingly on website.**
- 7.4.3 The Authority considered the expressions of interest to speak at the discussion forum. The Authority referred to its earlier resolutions as part of item 3 – confirmation of minutes [resolution 3.7 (a) – (g)].**

7.4.4 The Authority noted the Chairman's introductory comments at the workshop as outlined during the meeting.

7.5 Strategic Waste Initiatives Scheme (SWIS) and Community Grants Scheme (CGS) Timelines – Round 2 - 2008

DEC sought Authority member nominations to form a sub-committee to meet to assess grant applications. Members were also requested to note the timelines for the Strategic Waste Initiative Scheme (SWIS) and the Community Grants Scheme (CGS) as highlighted in Attachment 1 of the briefing.

The Authority referred to its earlier discussion at item 6 where it had resolved to establish key focus groups that would involve carriage by Authority members. The Authority agreed that a working group to assess grant applications would be formed and include Authority member Carolyn Jakobsen. The Authority noted that the working group would form part of the Partnership focus area of the Authority's strategic plan, focussing on SWIS and CGS grants, sponsorship, partnership funding and waste wise schools grants (excluding the waste wise schools program).

RESOLUTIONS OF DISCUSSION:

7.5.1 The Authority agreed that a working group to assess grant applications would be formed, and that this would include Carolyn Jakobsen.

7.5.2 The Authority noted that the working group would form part of the Partnership focus area of Authority's strategic plan, focusing on SWIS and CGS grants, sponsorship, partnership funding and waste wise schools grants.

7.5.3 The Authority noted the timelines for SWIS and CGS.

7.6 Campaign around Promotion of Recycling at the Household Level across WA

The DEC briefing paper outlined a joint State and local government promotional recycling campaign aimed at raising community awareness of the environmental, social and economic benefits of recycling and to increase participation in household based recycling across WA. It included a request to fund the proposed recycling campaign, at an estimated cost of up to \$1.3 million.

The Chairman advised that he is keen for the Authority to receive the appropriate authorisation of the Minister to prescribe WARRA expenditure in accordance with the revised work plan (item 7.1) and the strategic discussion (item 6) prior to considering a 'promote recycling' campaign. He also advised that the provision of services for a media journalist to directly assist the Authority in this type of work has been included for within the revised work plan.

The Authority provided the following comments in relation to the request for a promotional recycling campaign:

- The proposal should be put on hold due to limited details being provided, the Authority having no specific input into the development of it and uncertainty on the key messages being conveyed.
- It would appear unreasonable to run a promotional recycling campaign without obtaining any form of agreement with material recovery facilities (MRFs). Efforts would be better focused on consulting with the recycling industry (both collectors and processors), obtaining their advice on current happenings within the industry and seeking their determinations on what can be collected. The Authority stressed the importance of the need to have these discussions first, prior to considering any promotional recycling campaign.

- It would be appropriate for the Authority to discuss with local government (as part of the MWAC meeting on 20 August) its expectations of what is required to be promoted; confirmation that key messages do not conflict with local government efforts; and their advice on how to engage key stakeholders within the industry together to discuss pertinent issues associated with the 'promote recycling' campaign.

Mr Michael Kerr advised that a collaborative working group has already been established to address most of the issues raised by the Authority. The group has met twice. Mr Kerr advised that the collaborative approach highlights the importance of consistency in conveying key messages and demonstrates that both levels of government are behind engaging with the community to become involved and obtain a clear understanding about what they can and cannot do with regards to recycling. It will also assist in alleviating skepticism of what happens to recyclables after they are collected.

RESOLUTIONS OF DISCUSSION:

- 7.6.1 The Authority agreed that the appropriate authorisation of the Minister to prescribe WARRA expenditure in accordance with the revised work plan and the strategic discussion occurs first prior to the consideration of any promotional campaign.**
- 7.6.2 The Authority noted that the provision of services for a media journalist to assist the Authority in this type of work has been included for within the revised work plan.**
- 7.6.3 The Authority agreed that the 'promote recycling' proposal should be put on hold at this time due to limited details being provided, the Authority having no specific input into the development of the campaign and uncertainty on the key messages being conveyed.**
- 7.6.4 The Authority agreed to obtain the opinions of stakeholders in the recycling industry (both collectors and processors) regarding the collection/processing of recyclable materials.**
- 7.6.5 The Authority agreed to discuss with local government (as part of the MWAC meeting on 20 August) its expectations of what is required to be promoted; confirmation that key messages do not conflict with local government efforts; and their advice on how to engage key stakeholders within the industry together to discuss pertinent issues associated with the collection and processing of recyclable materials.**
- 7.6.6 The Authority agreed that invitations be forwarded from the Chairman (to be drafted by DEC), inviting key recycling industry stakeholders (those that own or are contracted to operate MRFs) to meet with the Authority (through its appropriate working group) to provide feedback on issues associated with the collection and processing of recyclable materials.**

7.7 Funding Acknowledgement Guidelines and Brand Identities

DEC sought clarification on the use of Waste Authority branding arrangements including Towards Zero Waste, Act Now for the Future, waste smart etc and clarification on the use of logos and funding acknowledgements for the support individuals and organisations receive through SWIS, CGS and the Waste Wise Schools Grant Scheme.

The Authority noted examples of logo graphics provided at Attachment 1 of the briefing. Draft funding acknowledgement guidelines for SWIS and CGS (proved at Attached 2) were also noted by the Authority.

RESOLUTIONS OF DISCUSSION:

- 7.7.1 The Authority endorsed the use of the Waste Authority logo at Figure 3 (Attachment 1) – Government of Western Australia Globe design with Waste Authority text.
- 7.7.2 The Authority endorsed the use of Act Now for the Future with the Waste Authority Logo at Figure 5 when use of Act Now is an essential requirement. The Authority agreed that the use of the Act Now logo be minimal.
- 7.7.3 The Authority agreed to maintain use of the Towards Zero Waste branding for the website only (the Authority did not provide preference for Figure 1 or 2). The Authority did not support the use of Towards Zero Waste on any Authority publication or grant recipient publication.
- 7.7.4 The Authority agreed to use *waste smart* (lower case in italics) at the bottom of business cards and Waste Authority letterhead.
- 7.7.5 The Authority endorsed a modified version of Option 2 of WARRA acknowledgement for grants, i.e. *'This/the project is supported by the Western Australian Landfill levy Fund.'*

7.8 Waste Strategy – Scope, Preparation and Commencement

The Authority noted the scoping paper prepared by DEC to assist the Authority in the development of a Waste Strategy and referred to its earlier discussion at item 6 for further development. The Authority noted that the discussion provides a good start to progress this important work.

RESOLUTION OF DISCUSSION:

- 7.8.1 The Authority noted the scoping paper prepared by DEC to assist the Authority in the development of a Waste Strategy.

7.9 Progressing Outcomes of the Landfill levy Review Report

The DEC briefing paper sought the Authority to note issues arising from the Landfill levy Review Report and associated processes that are still outstanding. Attachment 1 of the briefing provided a list of issues that have arose in the levy review process to date, and provided notes on whether the previous Waste Management Board has addressed each of the issues.

The Authority provided the following comment/determination of issues from the Landfill Levy Review Report:

- **There is little evidence to indicate that the landfill levy (in its current form) has been an effective instrument for influencing waste management practices, including reducing waste to landfill.** The previous Board noted that it is only effective in limited circumstances and imprecise. The Authority agreed.
- **Differences in environment impact and in the nature and costs of different waste streams provide a sound rationale for maintaining differential rates for putrescible should continue based on differential impacts.** No position was adopted by the previous Board. The Authority deferred this matter for discussion until after the outcome of the proposed workshop at the Waste and Recycle conference.
- **Extending the levy to rural and regional councils.** A position was adopted by the previous Board. Authority currently investigating extending the levy to significant population centres.

- **Levy effectiveness for landfill diversion for putrescible waste.** A position was adopted by the previous Board. Not effective at low rates for levy and not effective where there is no behaviour – cost feedbacks. The Authority agreed that in its present form, the levy cannot be expected to be a behavioural change item for domestic putrescible material. The levy itself is not having a direct effect on household waste to landfill.
- **EPR will complement the levy vis-à-vis landfill diversion.** A position was adopted by the previous Board. It agreed that EPR will complement the levy in this way. The Authority agreed.
- **A sound priority setting framework in essential for the levy, to be set within a strategic planning context and based on appropriate criteria that can be applied consistently and rigorously to prospective investment opportunities.** No position was adopted by the previous Board. The Authority agreed with the statement and referred to consistency with values highlighted during the strategic discussion above.
- **[Participative strategic planning and priority setting process involving representatives from key stakeholder groups who all share divergent perspectives on current and future opportunities and threats is an effective way of setting direction and defining priorities in the context of the strategic directions that are owned and understood by all stakeholders. - to be clarified at the next meeting].**
- **Increase communication about supported projects.** A position was adopted by the previous Board. Communication should be funded sufficient for it to be comprehensive and consistent. The Authority agreed. Increased communication about supported projects and celebrating successes needs to occur. The Authority acknowledged that the establishment of the key stakeholder working group outlined during the strategic discussion (item 6) provides an effective way of setting direction in this regard.
- **Differential levy rates for residual wastes after resource recovery and for good landfill management practices may lead to increased waste to landfill.** No position was adopted by the previous Board. The Authority deferred discussion on this item
- **As the levy rate rises, alternatives will become more attractive, especially for inert wastes.** No position was adopted by the previous Board. The Authority agreed with the statement.
- **Levy setting framework should include a quantitative element that measures the demand response for landfill and alternatives arising from levy changes.** No position was adopted by the previous Board. The Authority deferred discussion on this item.
- **Separation of strategic and policy development role of the Board (Authority) from the regulatory role of DEC will be facilitated by the implementation of the WARR Act 2007.** No position was adopted by the previous Board. The Authority deferred discussion on this item at this time.

Other Issues raised by DEC:

- **Total landfill externalities are very difficult to assess and are not relevant, in any case, to the setting of the levy.** No position was adopted by the previous Board.
- **Rate differentiation increases the need for a clear levy setting framework.** No position was adopted by the previous Board. The Authority noted the statement.
- **That the twin levy rationales make it difficult to make changes to the levy systematically.** No position was adopted by the previous Board. The Authority agreed with the statement.

- **Proposed levy setting mechanism.** No commitment was given to this by the previous Board. The Authority intends to undertake work in this area as part of the review process.
- **It may be appropriate to articulate a formal position on landfill and its proper role within sustainable waste management.** No position was adopted by the previous Board.
- **A new landfill classification should be investigated, but only for new sites, not existing landfill operators.** No position was adopted by the previous Board. The Authority deferred discussion on this item until after the landfill levy workshop at the Waste and Recycle conference.

RESOLUTION OF DISCUSSION:

7.9.1 The Authority decided its position on issues from the Landfill Levy Review Report as indicated at the dot points above.

7.10 Consultation on Best Practice Waste Management

The briefing paper referred to the Ministers commitment to participants of the Ministerial Waste Summit (held in September 2007) regarding amongst other matters, that he would implement consultation on a framework for best practice. The briefing recommended that the framework to be taken forward to stakeholders, ideally should cover both the municipal sector and industry (covered by a product stewardship model). The briefing was supported by a paper outlining an approach to applying best practice under the Waste Management Strategy.

The Authority provided the following comments on the briefing and the approach outlined in Attachment 1 in applying best practice under the Waste Management Strategy.

- Clarification was sought on what ‘best practice framework’ means. Mr Michael Kerr advised that it refers to a requirement within the WARR Act that outlines that the waste strategy be linked to best practice.
- The Authority expressed its confusion on the apparent duplication and overlap of briefings relating to apparently similar matters. Item 7.3 previously discussed by the Authority sought approval to cooperative consultation between DEC and MWAC to develop a discussion paper for preferred service kerbside collection systems. The consultation on best practice waste management also seeks consultation on a best practice model for municipal waste management. It was noted that both approaches provide different ways of achieving the same objective. The Authority queried what would be produced in addition to this or be more comprehensive than the consultative work already supported. DEC advised that it would establish a set of principles on how to set best practice.
- The Authority noted that the information relating to a best practice approach for product stewardship, and in particular the flow chart diagram demonstrating this was useful.
- The Authority agreed that a framework outlining how best practice matters fit together would be beneficial. It was noted that DEC had previously provided a briefing that discussed more broadly, the context of how best practice inter-relates through various mechanisms. DEC highlighted the difficulty in doing this in the absence of a framework for strategic direction.
- The Authority agreed that further discussion on this matter occur, supported with flow charts that demonstrate where we are going with the strategic direction and where we are at heading towards a State-wide strategy. Clarification is required on where both the ‘State-wide best practice’ and ‘kerbside collection systems best practice’ fits in with this.

- The importance of the community being provided with an opportunity to have input into this was agreed. It was noted that the municipal community could start consultation as part of the Waste and Recycle conference proceedings.
- In accordance with the strategic discussion outlined at item 6, the development of EPR policy options will occur under 'fix', industry consultation will occur under 'partnerships.'

RESOLUTIONS OF DISCUSSION:

7.10.1 The Authority agreed that further discussion on this matter occur, supported with flow charts that demonstrate where we are going with the strategic direction and where we are at heading towards a State-wide strategy. This should include clarification on where both the 'State-wide best practice' and 'kerbside collection systems best practice' fits in with this.

7.10.2 In accordance with the strategic discussion outlined at item 6, the Authority agreed that EPR policy options will occur under 'fix', industry consultation under 'partnerships' and the municipal community could start consultation as part of the Waste and Recycle conference proceedings.

7.11 Items Referred by the Waste Management Board

The Authority noted items referred to it by the former Waste Management Board as outlined in Attachment 1 of the briefing. The Authority acknowledged that the majority of items for referral have already occurred. It was noted that a draft Extender Producer Responsibility / Product Stewardship Approach would be presented at the Authority's next meeting.

RESOLUTION OF DISCUSSION:

7.11.1 A draft Extended Producer Responsibility / Product Stewardship Approach to be presented for consideration by the Authority at its next meeting.

7.12 List of 2008/09 Consultancies

The Authority noted the consultancy listing for 2008/09 and agreed to receive quarterly consultancy reports for hereon in (rather than monthly).

RESOLUTION OF DISCUSSION:

7.12.1 The Authority agreed to receive a quarterly listing of consultancy reports.

7.13 Recent Consultancy Reports Received

Mr Michael Kerr advised that it is anticipated that a significant amount of work will be outsourced to consultants in the future, which will require the Authority to determine how it wishes to best deal with the information. DEC outlined an approach for the Authority's consideration on how best to deal with consultant reports received.

Mr Kerr outlined an approach which would see completed consultants' reports being placed directly on the *Towards Zero Waste Website* once the final version is received by DEC, to be supported by an appropriate disclaimer. It was proposed that the link to the report on the website be emailed to Authority members at the same time the report is placed on the website. A briefing paper if necessary would also be presented to the Authority, recommending how to deal with the information in the report.

The Authority expressed concern about the prospect of final reports being placed on the website prior to it having an opportunity to review and approve release.

RESOLUTION OF DISCUSSION:

7.13.1 The Authority agreed that protocols for the way in which the Authority manages requests for and receives consultancy reports be placed on the agenda of a future meeting for discussion.

8. ITEMS FOR INFORMATION AND/OR DISCUSSION

8.1 Snapshot of key information on Waste Management in WA

The Authority noted a snapshot of key information on waste and recycling in Western Australia based on DEC landfill levy data at Attachment 1 of the briefing. It was noted that while it demonstrated metropolitan waste to landfill by sector and levy generated by sector, it would be useful to see individual amounts totalled against the percentage of waste (and the percentage of the total).

RESOLUTION OF DISCUSSION:

8.1.1 The Authority noted the snapshot of key information on waste management in WA and suggested minor edits to the information as discussed.

8.2 Agency Governance Review

The Authority noted the report by Cressida Consulting of a summary of working arrangements between a range of statutory authorities and various departments of State from which services of staff are sourced. The document sets out a general appreciation of the place a Memorandum of Understanding may take in shaping the relationship between the Waste Authority and DEC, without providing specific recommendations at this stage.

The Chairman indicated that Ms Susan Hunt may have an understanding of when the Authority may see further work on this matter.

ACTION:

8.2.1 DEC (Susan Hunt) to provide advice regarding when the Authority may receive further work on a Memorandum of Understanding/Service Level Agreement between the Authority and DEC.

8.3 Waste Management and Recycling Account – SWIS and CGS Schemes – Final Reports

The Authority noted the final evaluation project reports received from:

- Sunset Events – Ecobound & Green Roots, SWIS 2007;
- Southern Metropolitan Regional Council – Municipal Solid Waste Compost Market Development Program, Waste Management & Recycling Fund 2003;
- Timber Development Association – Product Stewardship of Timber Packaging, SWIS 2007;
- Rainbow Coast Neighbourhood Centre Inc – Living Smart Workshops, CGS 2007.

RESOLUTION OF DISCUSSION:

8.3.1 The Authority noted the final evaluation project reports received and that resource implications as they relate to completed projects will be determined once a decision is made regarding promotions support.

8.4 Significant Correspondence – Ministerial / Authority

The Authority noted the list of incoming and outgoing correspondence outlined in the briefing and noted a copy of an email from the Chairman to the Shire of Gingin of 23 July 2008 and subsequent response from the Shire of 30 July which was circulated with the meeting papers. Recent correspondence received from the Minister regarding commencement of the WARR Act 2007 was discussed during the Chairman's Report at item 5.2.

The Chairman requested that copies of correspondence highlighted during the meeting, including the Chairman's letter to the A/Director General, DEC regarding WARR Act requirements with respect to waste plans and subsequent response, be circulated to members with the draft minutes. The Chairman requested that DEC inform local government of the response as appropriate.

ACTIONS:

8.4.1 Authority Executive to circulate copy of the letter to DEC re WARR Act requirements with respect to waste plans and subsequent response to members with the draft minutes.

8.4.2 In relation to 8.4.1, the Chairman requested copies in order to inform local government at the forthcoming meeting of the response received from the A/Director General DEC regarding WARR Act requirements with respect to waste plans.

8.5 Benefits of Recycling Calculator

The Authority acknowledged receipt of the report and on-line calculator distributed during the meeting that allows members of the public to estimate the environmental benefits derived from dry recycling of kerbside municipal waste has been completed.

The Authority was unable to determine a preferred public release strategy for the document as it had not had an opportunity to review it and required clarification on whether the document belongs to DEC or the Authority.

RESOLUTIONS OF DISCUSSION:

8.5.1 DEC to confirm if the Environmental Benefits of Recycling – Calculator Explanatory Notes is a DEC or Authority document.

8.5.2 The Authority resolved that the document be discussed at the next meeting if 8.5.1 confirms it has been produced on behalf of the Authority.

9. OTHER BUSINESS

9.1 Waste & Recycle Conference 2008 – Waste Authority Attendance

DEC circulated a copy of the Registration Brochure for the Waste and Recycle 2008 Conference and sought confirmation from members on their attendance. The Chairman, Deputy Chair Ms Jan Grimoldby and member Carolyn Jakobsen confirmed their attendance at the event. Ms Grimoldby advised that although she would attend the full conference proceedings, she was unable to attend the conference dinner.

The Authority noted that as a gold sponsor of the event, it receives two complimentary attendances at the full conference and dinner. All member attendances thereafter will be covered under the Waste Avoidance and Resource Recovery Account.

RESOLUTION OF DISCUSSION:

9.1.1 Authority Executive to register Authority member attendances at the conference as discussed at the meeting and follow-up attendances of Mr Geisler and Mr Hardisty.

10. PRESENTATIONS

Nil.

11. NEXT MEETING

The next meeting of the Waste Authority will be held on Wednesday 3 September, commencing at 12.00 noon with a working lunch at the Department of Environment and Conservation Atrium Office, 4th Floor Board room, 168 St Georges Terrace, Perth.

12. CLOSE

The meeting closed at 5.20pm.

APPROVED / APPROVED WITH AMENDMENT



Barry Carbon, Chairman
WASTE AUTHORITY

3 September 2008