



## UNCONFIRMED MINUTES OF THE WASTE AUTHORITY MEETING

held on Wednesday 4 August 2010  
Department of Environment and Conservation  
11.00 am – 3.10 pm

**Meeting No.10/2010**

### MEMBERS PRESENT

Ms Jan Grimoldby                      Acting Chair  
Ms Carolyn Jakobsen  
Prof Paul Hardisty  
Mr Marcus Geisler

### APOLOGIES

### ATTENDEES

Mr Robert Atkins	A/Deputy Director General – Environment, DEC (Delegate for Director General, DEC)	From 11.20am For items 7.2, 7.3, 13.1
Ms Catherine Rayner	General Manager, Office of the Waste Authority	
Ms Linda Thoresen	Manager, Policy, Office of the Waste Authority	For items 7.1, 11.4
Mr Ian Hill	Manager, Communications Media Relations	For items 11.2, 11.3
Ms Debra Bala	Executive Officer, Office of the Waste Authority	Minutes/Actions
Mr Bernard Ryan	Manager, Waste Management Branch, DEC	For items 7.5, 7.6
Dr Jill Lethlean	Manager, Programs, DEC	For items 7.7, 7.8
Mr Tony Beeson	Manager, WARR Account, DEC	For items 7.4, 9.1, 11.1, 11.3

### GUEST

Ms Wendy Muir                      Observer

## 1. WELCOME, APOLOGIES & INTRODUCTIONS

The A/Chair declared the meeting open at 11:05 am and welcomed members and staff to the meeting.

A special welcome was given to Ms Wendy Muir, Manager Strategic Partnerships, commencing at the OWA on Monday 9 August 2010. Ms Muir attended the meeting as an observer.

## 2. DECLARATIONS OF INTEREST

Nil.

## 3. ANNOUNCEMENTS BY THE A/CHAIR

The A/Chair advised members the following:

The next meeting of the Waste Authority, Wednesday 1 September 2010 has been rescheduled to be held on Wednesday 8 September.

The Acting Chair will be out of the country from 23 August to 5 September 2010 inclusive. While she will have access to email, members agreed that Ms Carolyn Jakobsen will provide a contact person on behalf of the Waste Authority for any day to day decisions required in the Acting Chair's absence.

Correspondence prepared by the A/Chair relating to the waste levy was forwarded to the Minister for Environment on behalf of Waste Authority members and a copy of that letter was provided to the OWA for the record.

The A/Chair attended the Enviro 2010 Conference held on 21-23 July 2010 and a report of the outcomes and issues raised will be prepared for members. State and Territories landfill levy rate comparisons were discussed at the Conference and the A/Chair requested staff to prepare a briefing note on state/territory landfill levy comparisons.

### RESOLUTION:

- 3.1 The A/Chair requested staff to prepare a briefing note on State/Territory landfill levy comparisons.

## 4. MINUTES OF THE PREVIOUS MEETING

### RESOLUTION:

- 4.1 The minutes of the Waste Authority meeting number 09/2010 held on 7 July 2010 were accepted as an accurate record of proceedings, subject to typographical amendments and an additional paragraph to be inserted under the heading "Blue Planet Energy (BPE) - Waste Oil to loNOX Onsite Field Trial Test (stage II), on p 11 of 14, as follows:
- "BPE failed in the attempt to introduce LoNOX as an alternative fuel as the IMO determined that electricity generation using LoNOX, a fuel developed from waste products, would be classed as a "scheduled rather than an intermittent" generation fuel. BPE also failed to obtain a commercial end-user on competitive market terms approval. The waste oil is currently being transported within the state, interstate and overseas."

**Moved** Mr Marcus Geisler  
**Seconded:** Prof Paul Hardisty  
**CARRIED**

## 5. REPORT ON ACTIONS FROM PREVIOUS MEETINGS

The Authority reviewed the actions from previous meetings. The status of actions listed was acknowledged and noted by members. Specific item updates were:

### Actions from Meeting 09/2010 held on 7 July 2010

**7.6.3 Agreed that staff determine the requirements of the PIA and progress action on the preparation of a PIA.**

Members were advised of workload issues with regard to progressing a PIA.

**7.6.4 Requested that staff obtain from the Department of Treasury and Finance a written determination as to whether amendments to the WARR levy would be captured.**

The A/Chair requested the letter be prepared.

**9.1.3 Requested staff to follow up with Encycle Consulting Pty Ltd regarding completion of their project.**

Awaiting further information from Encycle Consulting Pty Ltd.

### Actions from Meeting 08/2010 held on 2 June 2010

**10.5.3 Agreed that a number of facts sheets be developed for public release on the report's key findings.**

Members were advised the draft facts sheets are now ready for checking. The next step will be to forward the final documents to Manager Communications and Media Relations for uploading onto the Authority's website.

### Actions from Meeting 06/2010 held on 5 May 2010

**7.3.3 Agreed that the progression of a product stewardship program for paint be given priority.**

Members noted that a meeting has been arranged for Australian Paint Manufacturers Federation to brief officers on its pending product stewardship for paint trial for Victoria developed jointly with Sustainability Victoria and possible benefits for WA.

### **RESOLUTION:**

**5.1 The Authority noted the status of actions listed in the 'Waste Authority – Status of Actions Arising from Meeting' table.**

## 6. OUT OF SESSION ITEMS

Nil

## 7. DISCUSSION / DECISION ITEMS

### 7.1 Draft Conflict of Interest Policy/OPSSC presentation

At its meeting held on Wednesday 7 July 2010 members noted a draft Conflict of Interest Policy for their consideration and agreed that the draft Policy be considered at the August meeting.

The A/Chair welcomed Mr James Matthews and Mr Doug Tomlinson, Senior Consultants with the Public Sector Standards Commission, who were invited to attend the meeting to provide members with guidance regarding the Public Sector Standards Commissioner's role in setting standards for human resource and ethical codes and assisting boards/authorities in developing rules for conflict of interest and codes of conduct.

Mr Matthews outlined the benefits to members of Public Sector authorities having in place a Conflict of Interest Policy and commented on the draft Conflict of Interest Policy prepared for Waste Authority members. The document covers all the essential elements required, the Chair being responsible to oversee and manage the process as documented in the draft policy.

Conflicts of interest may be actual, perceived to exist, or potentially exist at some time in the future. Perceptions of conflict of interest are important to consider because it is vital that the community has confidence in the integrity of Western Australian public bodies.

The Chairman has responsibility for managing conflicts of interest and Members noted the procedures for declaring an interest.

The A/Chair thanked Mr Matthews and Mr Tomlinson for taking the time to attend the meeting. Mr Matthews and Mr Tomlinson then withdrew from the meeting.

Members discussed and agreed to adopt the draft Conflict of Interest Policy. The Authority further agreed to review the Conflict of Interest Policy in six months to see if the document meets the Authority's requirements.

**RESOLUTION:**

**The Authority:**

- 7.1.1 Noted the discussion of conflict of interest policies and how they are addressed in a range of government bodies.**
- 7.1.2 Agreed to adopt the draft Conflict of Interest Policy.**
- 7.1.3 Agreed to review the Conflict of Interest Policy in six months to see if the document meets the Authority's requirements.**

**7.2 Work Plan 2010-2011 – Additional Requests**

The Authority's revised interim Work Plan for 2011-12 was approved by the Minister in early July. As part of this approval the Minister agreed to assess additional initiatives and requested these be presented in greater detail with regard to scoping, anticipated outcomes, project costs and any impact on out year income and expenditure. These additional requests were agreed at the Waste Authority meeting of 7 July 2010.

Additional activities the Waste Authority would like to fund were examined in detail at the meeting and after considerable discussion amendments were made to accommodate out year implications.

**RESOLUTION:**

**The Authority:**

- 7.2.1 Noted the additional requests as agreed at the Waste Authority Meeting of 7 July, including the addition of the Construction and Demolition program.**
- 7.2.2 Noted the breakdown of funding commitments, including implications for out-years, as amended.**
- 7.2.3 Agreed to the detailed additional requests as amended being forwarded to the Minister for Environment for consideration and approval.**

### **7.3 Meeting with the EPA – 14 October 2010**

The Authority noted an invitation extended by the Environmental Protection Authority (EPA) to attend their meeting on Thursday 14 October 2010. Members were requested to advise whether they will be attending the meeting.

Current strategic issues were discussed and agreement was reached on items to be raised with the EPA.

#### **RESOLUTION:**

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

**7.3.1 Noted the invitation by the EPA for a meeting on 14 October 2010.**

**7.3.2 Noted the request to advise OWA of Member attendance.**

**7.3.3 Agreed to items for discussion to be provided to the EPA prior to the meeting.**

### **7.4 Quarterly Financial Report WARRA (4<sup>th</sup> Quarter)**

The Authority noted the last quarter budget and project expenditure is on track, except for Waste Strategy Implementation and some projects awaiting final completion in the Regional Funding Program.

Members discussed individual expenditure items and clarification of amounts against allocated areas.

#### **RESOLUTION:**

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

**7.4.1 Noted the information in the financial report – Fourth Quarter 2009/10.**

**7.4.2 Requested clarification of the over-expenditure in the Waste Management Branch direct costs given that the branch was below staffing complement throughout the year.**

### **7.5 Local Government – Model Waste Local Laws**

Members noted that the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) resulted in the transfer of certain provisions from the *Health Act 1911*, regarding the making of local laws with respect to waste services.

Currently when a local government authority drafts a local law a number of questions which require legal interpretation are being referred to the DEC legal services. DEC legal services has advised that it is not able to provide legal advice to local government. Therefore, WALGA is now developing a model (generic) waste local law for their manual, which local government will be encouraged to adopt. Waste Authority assistance is being sought to assist WALGA to develop a model local law.

The Authority discussed the mechanisms for developing local laws and was of the view that in agreeing to provide assistance to WALGA to prepare the model waste local laws there should be no cost to any local government in obtaining the waste local law from WALGA.

Staff were requested to investigate where funds could be redirected to this project as well as the possibility of DEC operational funding providing the funds required.

**RESOLUTION:**

**The Authority:**

**7.5.1 Noted the information provided in the briefing.**

**7.5.2 Resolved to request staff to determine the relevant funding area, for the amount of \$10,000, either from the WARR Account or from DEC operation funding for legal costs incurred by WALGA for the development of a model waste local law.**

**7.6 Waste Authority Awards**

The Waste Authority Awards will be presented on Wednesday 15 September at the 2010 Waste and Recycle Conference. Five categories require nomination. The sixth category is the Recognition of Excellence Award. The winner of this award is to be decided by the Waste Authority and will only be awarded in those years the Waste Authority identifies a suitable recipient. It was noted that this award will not be a cash prize.

Members agreed the award will be received this year.

**RESOLUTION:**

**The Authority:**

**7.6.1 Noted the information provided.**

**7.6.2 Resolved to provide a Recognition of Excellence Award.**

**7.6.3 Determined that the Award will be received this year.**

**7.7 Regional Funding Program – Funding Guidelines**

On 7 July 2010, the Authority considered the Regional Funding Program (RFP) paper and resolved that funding option two was the preferred funding model and requested DEC prepare funding guidelines for the RFP consistent with option 2 of the discussion at this meeting.

The proposed funding guidelines were discussed and amendments made to the templates, including percentage of funds to be held until completion of the project. Final reports/outcomes to include tonnage of waste diverted from landfill.

**RESOLUTION:**

**The Authority:**

**7.7.1 Considered the RFP Funding Guidelines and appendices.**

**7.7.2 Formally adopted the RFP Funding Guidelines and appendices subject to amendment and funding availability.**

**7.7.3 Agreed this form part of the additional request for funding approval to the Minister for Environment.**

## **7.8 Infrastructure Planning Workshop**

During the development of the draft Waste Strategy, the Waste Authority consulted extensively with the community, including waste industry stakeholders. Through this process issues relating to strategic planning for waste infrastructure and waste as an essential service were raised.

In response to these concerns, the Waste Authority made a commitment within the draft Waste Strategy to improve waste management and as a first step in this process the Waste Authority, through DEC, co-ordinated a Strategic Infrastructure Planning Workshop on 27 July 2010. Participants included representatives from Western Australian Local Government Association (WALGA), Municipal Waste Advisory Council (MWAC) and the Forum of Regional Councils (FORC).

The outcome from the workshop was the recommendation that a Waste Authority Strategic Infrastructure Planning Committee be formed and that approval for the establishment of the Committee be sought from the Minister for Environment.

Members requested staff to prepare terms of reference and suggested membership for the proposed Strategic Infrastructure Planning Committee, to be circulated Out of Session for endorsement by Members and to refer the recommendation to the Minister for Environment for consideration and approval. were requested to prepare a letter from the Authority to the Minister for Environment advising of the forthcoming request for the establishment of this Committee.

### **RESOLUTION:**

#### **The Authority:**

- 7.8.1 Noted the preliminary information outlined within the briefing note on the key issues raised during the workshop.**
- 7.8.2 Noted that a summary report on the key issues raised during the Workshop will be prepared by Facilitator, Maggie Leavitt and Associates and will be presented by DEC to the Waste Authority at its meeting in September 2010.**
- 7.8.3 Discussed and resolved appropriate terms of reference for the Committee by means of an out of session briefing note prior to referral to Minister for Environment for consideration and approval.**
- 7.8.4 Agreed to write to inform the Minister for Environment of the workshop outcomes and the recommended establishment of the Waste Authority Infrastructure Planning Committee under the *Waste Avoidance and Resource Recovery Act 2007*, and that a recommendation will be submitted for approval.**

## **8. COMMITTEE UPDATES**

### **8.1 E-Waste Committee**

Mr Geisler, Chair of the Waste Authority E-Waste Committee, advised members of the outcomes from the E-Waste Committee meeting held on Thursday 29 July and advised that agreement has been reached on the preferred model being permanent drop off sites for e-waste. Mr Geisler said two further meetings of the E-Waste Committee will take place.

Ms Cathy McGowan, Assistant Director, Product Stewardship E-Team briefed the E-Waste Committee on developing the National Television and Computer Product Stewardship Scheme.

Members were advised that Western Australia is the only state in Australia working towards the establishment of the National Plan due to commence in approximately 18 months.

The A/Chair requested staff to prepare a briefing note on E-Waste Committee recommendations for circulation to members and will be the basis of discussions with the Minister for Environment.

**RESOLUTION:**

**The Authority:**

- 8.1.1 Noted the oral briefing of the outcomes from the E-Waste Committee meeting held on Thursday 29 July, 2010.**
- 8.1.2 Requested staff to prepare a briefing note on E-Waste Committee recommendations for circulation to members which is also to be the basis of discussions with the Minister for Environment.**

**9. CORRESPONDENCE FOR INFORMATION**

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

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

**Dongara Charities Group – Dongara Recycled Centre**

The Shire of Irwin converted from a local landfill tip site to a regional transfer arrangement for waste disposal. The local Dongara Charities organisation came on board to assist with paper, cardboard and plastic recycling. A shed facility was required in which to operate the project. Most of the volunteers are retired and a safe working environment was required. The shed was also required for storage of packaged items prior to transport. The Project Report Proforma (old summary version of current final evaluation report) was received.

**Margaret River Regional Environment Centre – Zero-waste Demonstration Site**

The Margaret River Regional Environment Centre (MRREC) was building a demonstration site for zero-waste design, which was to become their new office space and site for an enviro-shop, a sustainability education centre and a community nursery for bush rehabilitation projects.

The project officer had met with the Council on a number of occasions to resolve various issues, including the lease, however to date, the Council still has no status on MRREC's lease and other major issues are still not resolve. The current project officer has chosen to cancel the grant and return the funds allocated (incl GST) already paid in 2009.

**Master Builders Assoc – Master Builders Green Living Commercial Construction Guide**

Master Builders Association (MBA) has prepared (in conjunction with builders, waste contractors and DEC) published, promoted and distributed a practical guide for commercial builders and subcontractors that sets out cost effective and environmentally sustainable steps to reduce, reuse recycle and dispose of building related waste.

The guide helped the industry to avoid, limit and recycle waste. The guide has been distributed extensively in WA with copies provided to builders as part of safety management documentation provided by MBA to assist industry members with managing safer work places. The guide has also been sent to other MBA organisations in Australian states and territories. Around 2000 MBA email newsletter recipients received a link to the guide on their individual emails.

Members noted the guide has been useful in contributing to achieving high levels of compliance. In terms of outcomes the MBA is to be commended. Professor Hardisty requested a copy of the guide.

**RESOLUTION:**

**The Authority:**

**9.1.1 Noted the final evaluation project reports/termination received for completed projects from the following organisations:**

- **Dongara Charities Group – Dongara Recycled Centre**
- **Margaret River Regional Environment Centre – Zero-waste Demonstration Site.**
- **Master Builders Assoc – Master Builders Green Living Commercial Construction Guide.**

**9.1.2 Noted that the MBA guide has been useful in contributing to achieving high levels of compliance.**

**9.2 Correspondence – Waste Authority/Ministerial**

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

**RESOLUTION:**

**9.2.1 Noted the incoming and outgoing correspondence.**

**10. PRESENTATIONS**

Refer Item 7.1 – Mr James Matthews and Mr Doug Tomlinson, Senior Consultants, Office of the Public Sector Standards Commission.

**11. INFORMATION ITEMS**

**11.1 Monthly Report – Actual WMB staff numbers**

The Authority noted that the actual staff numbers within the Waste Management Branch as at 31 July 2010 was 19 of an approved number of 24.

One staff member has accepted a position with the Department of State Development and the subsequent vacant positions will be advertised.

Ms Wendy Muir will commence employment with the Office of the Waste Authority on Monday 9 August 2010.

**RESOLUTION:**

**11.1.1 The Authority noted that the actual staff numbers within the Waste Management Branch is 19 of an approved number of 24 staff for the Branch.**

**11.2 Towards Zero Waste Website Statistics**

Mr Hill spoke to the Towards Zero Waste Website statistics for the month of July 2010.

**RESOLUTION:**

**11.2.1 The Authority noted the Towards Zero Waste Website statistics for the month of July 2010.**

### **11.3 Process for delivery of SWIS outcomes**

At the Waste Authority meeting held in July 2010 Members requested that as part of the assessment of Strategic Waste Initiative Scheme applications, consideration be given to how best to ensure projects deliver useful outcomes.

Members sought improvements to the application and assessment process to ensure that future projects:

- deliver real, measurable outcomes;
- contribute to sustainability through long-lasting and long-term benefits;
- underpin the Waste Strategy; and
- involve matching financial/value contributions wherever possible.

#### **RESOLUTION:**

**11.3.1 The Authority noted and endorsed the changes made to the SWIS application form.**

### **11.4 Remote Aboriginal Communities Working Group**

Members were briefed on the outcomes of the first meeting of the Landfills in Aboriginal Communities Working Group (LACWG) held on Thursday 29 July. Officers from the Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), and Western Australian departments of Housing, Health, Regional Development and Lands, Indigenous Affairs and Planning attended.

As previously reported to members the National Partnership Agreement on Remote Indigenous Housing is putting an enormous strain on rudimentary waste facilities in remote Aboriginal communities. Within the COAG framework, the Commonwealth and State will work together towards clearer roles, responsibilities and funding regarding municipal services and ongoing maintenance of infrastructure and essential services in remote areas and a timeframe for implementation.

The LACWG will work in close liaison with the Essential and Municipal Services and Infrastructure in Remote Aboriginal Communities Working Group, chaired by the Department of Indigenous Affairs. This working group has carriage of the strategic planning for the National Partnership funding.

The A/Chair requested staff to prepare a briefing note for discussion with the Minister for Environment regarding waste management facilities within remote Aboriginal communities.

#### **RESOLUTION:**

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

**11.4.1 Noted the oral briefing of the first meeting of the Landfills in Aboriginal Communities Working Group held on Thursday 27 July 2010.**

**11.4.2 Requested staff to prepare a briefing note for discussion with the Minister for Environment on waste management facilities within remote Aboriginal communities.**

## **12. OTHER BUSINESS**

### **12.1 SWIS grant – Request to Release Draft Specification Report**

Members were informed of a request to release for wide public distribution a draft specification report prior to completion within the SWIS grant process. Members discussed the request and agreed that all reports prepared with Waste Authority funding have a disclaimer included stating that the views expressed in the document funded by the Waste Authority are not necessarily those of the Authority or the Government.

**RESOLUTION:**

**The Authority:**

**12.1.1 Noted the request for release of a SWIS funded project relating to draft specifications for wide distribution and did not agree to the release.**

**12.1.2 Requested staff to prepare a disclaimer for use in all published documents funded by the Waste Authority that the views expressed in the document funded by the Waste Authority are not necessarily those of the Authority or the Government.**

**13. Next Meeting**

**13.1 September – Change of Meeting Date**

As noted in the Announcements by the Chair Members agreed to reschedule the next meeting of the Waste Authority to Wednesday 8 September 2010.

Members noted that Prof Paul Hardisty will be an apology for this meeting.

**14. Close**

The meeting closed at 3.10pm.

APPROVED / APPROVED WITH AMENDMENT



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

12 August 2010