

WASTE MANAGEMENT ADVISORY COMMITTEE

HELD IN THE SHIRE ADMINISTRATION BUILDING,
COMMITTEE ROOM,

THURSDAY 19 SEPTEMBER 2013, COMMENCED AT 1:30 PM.

Contents	Page No.
TERMS OF REFERENCE	
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ANNOUNCEMENT BY THE PERSON PRESIDING	3
4. CONFIRMATION OF MINUTES	3
4.1 WASTE MANAGEMENT ADVISORY COMMITTEE MEETING 18 JUL 2013	3
5. BUSINESS ARISING	3
5.1 MCINTOSH RD LAND TRANSFER	3
5.2 DEC SITE AUDITS – REPLY SENT	4
5.3 KERNUTTS RD LAND ACQUISITION	4
5.4 EWASTE UPDATE	5
6. GENERAL BUSINESS	5
6.1 PEACEFUL BAY SITE MANAGEMENT REVIEW	5
6.2 MCINTOSH RD LIQUID WASTE ISSUE	6
6.3 STRATEGIC WASTE MINIMISATION COMMITTEE MEETING WITH CEO'S	7
6.4 DALE CHAPMAN WALGA PURCHASING PANEL OCT 2013	7
7. NEXT MEETING	7
8. CLOSURE	7
APPENDIX I REPORT DISPOSAL OF LIQUID WASTE	8

Council Committee Meeting

19 September 2013

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1:34pm The Chairperson Cr Syme, declared the meeting open.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCEMEMBERS:

Cr Alex Syme Chairperson
Cr Ian Osborne
Cr Jan Lewis
Cr Adrian Hinds

STAFF:

Gregg Harwood Director of Community and Regulatory Services
Erica Sayer Engineering Administration Officer

APOLOGIES:

Cr Kelli Gillies

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Rob Whooley Director Infrastructure Services
Barry Moore Manager Works and Services

DECLARATIONS OF INTEREST:

Name	Item No	Interest	Nature

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Cr Syme announced that this will be his last meeting as his term with Council is expiring and he will not be re nominating.

4. CONFIRMATION OF MINUTES**4.1 COMMITTEE MEETING**

Item 6.5 in the previous minutes dated 15 August 2013 word 'question' be replaced with 'grievance debate'

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 4.1
MOVED: Cr Osborne	SECONDED: Cr Hinds
That the minutes of the Waste Management Advisory Committee meeting held on 15 August 2013, be confirmed as a true and correct record of the proceedings.	
CARRIED: 4/0	

5. BUSINESS ARISING**5.1 MCINTOSH RD LAND TRANSFER**

At the previous meeting held 15 August 2013 the item of the land transfer from Department of Parks and Wildlife was noted by committee and has been added to the agenda as a follow up until a response has been received and an action has taken place on the transfer of the section of land along the boundary of the McIntosh Rd Refuse Site.

No further correspondence has been received from Peter Keppell and this item will remain on the agenda until a response has been received.

5.2 DEC SITE AUDITS – REPLY SENT

As requested by the WMAC at the 15 August 2013 meeting, the Director of Community and Regulatory Services (DCRS) has written a memo to Director of Infrastructure Services and Denmark Works Manager to invite them to the next scheduled meeting on the 19 September 2013 to outline their strategy for addressing all of the items identified in the recent DEC audits of the McIntosh Rd and Peaceful Bay Waste Transfer Facilities on achieving ongoing DER licence compliance.

Director of Infrastructure Services addressed the committee relating to auditing the site on a regular basis. The Committee agree that the Environmental Health Officer could do a 3 monthly check and the staff at the tip increase their reporting on the audit compliance areas at the sites. Discussion ensued.

OFFICER RECOMMENDATION

ITEM 5.2

MOVED: Cr Syme

SECONDED: Cr Hinds

That the Committee requests that a system of written monthly internal audit/inspections on operational matters be implemented by Infrastructure Services at the Peaceful Bay and McIntosh Rd waste facilities and the results of the audit/ inspections be tabled at the following Waste Committee meetings.

CARRIED:4/0

5.3 KERNUTTS RD LAND ACQUISITION

The Water Corporation's hydrologists are satisfied that a landfill on the proposed acquisition will not contaminate their remaining tree farm land.

David Morgan of the Water Corporation provided the below advice and Ian Watkins has been instructed to proceed with submitting a licencing application to the DER.

"As discussed, the Water Corporation's Principal Hydrologist has assessed the contamination risks associated with the proposed landfill, and the possible impacts on the Water Corporation land that would be retained on the west side of the valley.

He found that there is a potential contamination risk from surface water contamination moving down into the valley, and subsequently into the groundwater. However, the 'hydraulic divide' caused by the valley means that the risk to the west side of the valley is low. This issue could also be further addressed by transferring the dams/water course to the Shire, and Water Corporation taking an easement over the water in return. (This is not an endorsed position - simply an idea at this stage!).

Therefore, provided that the issue of surface runoff is adequately dealt with, the Water Corporation does not object to the environmental assessment proceeding with DER.

Once DER has assessed the application and granted approval for a landfill, we can obtain valuations and establish a Contract of Sale."

Ian has provided the following scope and has estimated that this phase of the project will cost between \$20,000 - \$30,000 dollars with an additional \$3,000 – 4,000 in peripheral costs. These costs go beyond the current budget authorisation and have been authorised by the CEO.

- Confirm with the Shire scope of activities to occur on site (IWP activity)
- Initial discussion with DER (information sharing) (IWP activity)

- Shire to undertake a detailed site topographic survey
- Concept design for the overall landfill development (IWP activity)
- Detailed design for the first two landfill cells (IWP activity)
- Compile Works Approval documentation (IWP activity)
- Submit documentation to the DER (IWP activity)
- DER verify the documentation
- Provide additional information to DER if required (IWP activity)
- Obtain the Application Identification Number (IWP activity)
- Submit electronic application on DER website (IWP activity)
- DER send the Shire the application invoice
- The Shire pays the invoice (and the clock starts ticking - theoretically 60 working days to process)
- DER assess the application
- Respond to any DER queries (IWP activity)
- DER issue the draft Works Approval
- Confirm acceptance of the draft conditions (IWP activity)
- DER finalise and issue the Works Approval
- Construction is able to commence.

Tabled item; extract from uncorrected Hansard (COUNCIL- Wednesday 18 September 2013) Hon Robin Chapple; Hon Helen Morton. Inserted into WST 10 file.

Report on Kernutts Rd is noted by Committee with thanks.

5.4 EWASTE UPDATE

A flyer promoting the Ewaste drive has been distributed via various social networks, the front gates of both waste facilities and an insert in the bulletin.

The program has been highly successful and it is envisaged that six skip bins of Ewaste will be taken to Active Industries for recycling.

Noted by Committee with thanks.

6. GENERAL BUSINESS

6.1 PEACEFUL BAY SITE MANAGEMENT REVIEW

The Director of Community and Regulatory Services (DCRS) met with Richard Pedro on 3 September 2013 at the Peaceful Bay Waste Facility to discuss the management of the Peaceful Bay site and charges.

Richard Pedro advised that they:

- 1) Typically work an hour a day extra principally emptying the trailer and doing a quick tidy at the site afterwards.
- 2) That the trailer was a real chore and often resulted in rubbish being placed next to it and money is rarely left in the honour box. The DCRS is of the opinion that it is a redundant service now that Peaceful Bay has a weekly refuse collection service and Richard Pedro indicated that they would be prepared to open either for longer or more days in summer if the trailer was removed.
- 3) All of the pushing up work at the site is performed by a contractor that is paid directly by Council.
- 4) They have 4 or 5 half day working bees a year where they spring clean the site.
- 5) That a toilet is needed so that they can employ female attendants.
- 6) Contracted opening hours of the facility to the public are generally Wed 9am -1pm, Sunday 1pm – 4:30pm with additional hours during peak periods.
- 7) Richard was open about what they pay their staff and offered up their unaudited books for my examination if I required. This was declined but based on the figures he quoted SCEG's basic operating parameters are as follows:

Staff Paid \$125 on Wed or \$25/hr	45 Weeks	540 hours	\$13,500
Staff Paid \$175 on Sun or \$35/hr	7 Weeks	147 hours	\$5,145
TOTAL	52 Weeks	687 hours	\$18,645

Contract Costs Paid to SCEG	P/A Cost	P/A Wages	Annual Profit
\$42k div 687 hours = \$61.20/hr	\$42,000	-\$18,645	\$13,355

It should be noted that this profit is prior to adding in the administrative costs of managing the contract, insurances and other overheads. Indicatively, based on the above wage estimates there is an administrative overhead of 125%.

The CEO has indicated that given the annual cost on manning is in the vicinity of \$42,000 per year that this should not be simply given to SCEG on a rolling annual basis as it is a breach of P040220 PURCHASING POLICY and is contrary to good local government business practice.

Given the CEO's comments it is suggested that the Committee recommend to Council that Council undertake an expression of interest/ quote or tender process to determine the best process for manning the site based on a brief for delivering the required services. Indeed an alternative could be that Council employs a person appropriate to undertake the service.

Discussion ensued relating to the Contractor that is working at the Peaceful Bay Site and where the initial question was raised in relation to SCEG. Cr Hinds reminded the Committee that this came up during the budget workshop period. There is a partially completed agreement awaiting completion by the Director of Finance and Administration.

3:19pm Barry Moore left the room and didn't return.

3:19pm Rob Whooley left the room and didn't return.

COMMITTEE RECOMMENDATION

ITEM 4.1

MOVED: Cr Osborne

SECONDED: Cr Hinds

That the Waste Management Advisory Committee request the CEO to request staff to develop a scope of service for managing the Peaceful Bay Waste Facility prior to the Committee considering the matter being referred to Council.

CARRIED: 4/0

6.2 LIQUID WASTE ISSUE

Due to recent parliamentary grievance debate regarding the suitability of liquid waste sites in the Region where the Shire of Denmark's McIntosh Rd Site was mentioned, the committee asked that the processes involved in accepting liquid waste at McIntosh Rd be investigated and reported back to the committee. The Committee requested Erica Sayer to research the process currently in place to control liquid waste at the McIntosh Rd Site and to report back to the WMAC at the next scheduled meeting.

Please find attached report (appendix I) outlining the process in which takes place with the Sullage at the McIntosh Rd Transfer Station Sullage Ponds. The Committee received the report Discussion ensued and the committee would like the report placed on the WST10 file.

COMMITTEE RECOMMENDATION

ITEM 6.2

MOVED: Cr Osborne

SECONDED: Cr Hinds

That the report on Liquid Waste Reveal Procedure for McIntosh Rd be received by the Committee and incorporated into the minutes.

CARRIED: 4/0

6.3 STRATEGIC WASTE MINIMISATION COMMITTEE MEETING 19 SEP 2013

Meeting scheduled to be held prior to WMAC meeting a brief update on outcomes will be given to the WMAC.

Director of Community and Regulatory Services Gregg Harwood gave a brief on what was discussed at the SWMC and brought the committee up to date with new strategies discussed.

Outcome: *A request from the Committee to have a copy of the minutes to be emailed to them for their information.*

6.4 DALE CHAPMAN WALGA PURCHASING PANEL 10 Oct 2013

A special meeting WMAC meeting has been scheduled for the 10 October 2013 to meet with Dale Chapman to discuss the benefits of WALGA's preferred panel procurement process for its next Recycling Service Contract and for the supply of a new compacter truck for Council's house waste collection service.

This is particularly relevant given that planning to retain its current unit as a spare second truck and purchase a new truck outright.

It is envisaged that from 9.30am -12.30pm will be allocated to the Waste Management Advisory Committee and that afterwards he will meet with the CEO and other relevant staff to go through our truck requirements etc.

Discussion ensued relating to the truck purchase and the Committee have agreed that it is not their area of expertise and it be left to the Director of Infrastructure Services. The WALGA panel will be attending Council on the 10th October 2013 to address the Committee with the new process involved in purchasing.

7. NEXT MEETING

The next meeting of the Committee will be a special meeting held on 10 October 2013 9:30am, to meet with Dale Chapman from the WALGA Purchasing Panel.

8. CLOSURE OF MEETING

With no further business the meeting closed at 3:58pm. Cr Hinds requested that it be formally recorded that Cr Syme has chaired the committee since July 2008 and the Committee would like to express their gratitude to Cr Syme for his extended service to the Waste Management Advisory Committee.

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

Signed: _____
Dale Stewart – Chief Executive Officer

Date: _____

These minutes were confirmed at the meeting of the _____

Signed: _____
(Presiding Person at the meeting at which the minutes were confirmed.)

APPENDIX I

Report By Engineering Administration Officer Erica Sayer - Process taken to dispose of Liquid Waste.

The Sullage pond situated at the McIntosh Rd Transfer Station is one that is clay based and lined to the standard of Department of Environment and Conservation. This pond is also small in size and limited to what content it is able to accept. At its 15 August 2013 meeting the Waste Management Advisory Committee requested that Erica Sayer research the process in which takes place for Denmark Liquid Salvage to drop the liquid waste at the sullage pond. There was question as to what happened out of hours and if all of the waste that was pumped into the ponds was accountable.

The Department of Environmental Regulation have a reporting system in which all liquid waste contractors are required to use if they are to retain their liquid waste handling and disposal license. There was question as to whether this system could be avoided and liquid waste dumped illegally or without the knowledge of Department of Environmental Regulation and or the Shire of Denmark and after researching the process the following steps are what take place with the Liquid Waste Disposal.

- Contractor is required to apply for a permit to go and retrieve the waste from customer.
- Contractor Login to DER website and complete application.
- Contractor goes to customer house/business and records the owners name, type of waste and litres pumped.
- Contractor logs in and enters the details (name litres and type of waste) into the DER system.
- Contractor takes tracking form and provides it to McIntosh Rd Facility staff upon entering the site. *(NB: if the facility is not open the contractor attends the Shire Administration Office to collect a key and it is signed out by the contractor, at that point he is required to show the staff on the front counter his tracking form for the details to be entered into the register at the front counter he then must return the key immediately and sign it back in).*
- Once the liquid waste has been pumped into the sullage pond the contractor then submits the tracking form to the Shire of Denmark for staff to enter into the DER website that it has been dumped. Engineering Administration Officer manages the recording of these forms.
- Once finalised, the Contractor is then required to login again to the DER website to close off the tracking form and complete the job/s in the system.

This report was compiled for the Denmark Shire Waste Management Advisory Committee as there was question as to how the system was opened and closed and if there were any gaps in which liquid waste could be dumped at Denmark Shires McIntosh Rd Sullage Pond without it being recorded or processed through the correct channels. As the key that is obtained by the contractor is one that is secure and cannot be recut or copied the system is believed to be one that cannot be short cut.

The laws in which DER work under are covered very clearly with the application and permit process for the contractors and this looks as though it has been adhered to as Council also has a role in the recording process and if it does not tally at the end of a reporting period DER notify all parties for it to be investigated.