



MINUTES

PUBLIC COPY

Council Meeting held
on Thursday 26 March 2009

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14. CLOSURE OF MEETING

Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4.18pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (previously approved)

ATTENDANCE

Councillors Dunnet, Pinkerton, Bird, Boulter, Dean, Camarri, Taylor, and Lorkiewicz.

Shane Collie – Chief Executive Officer.

Ewen Ross – Manager Development Services.

Chris Wade – Works Manager.

Kevin Waddington – Administration Consultant (Minutes)

Rob Paul – Consultant Town Planner

VISITORS

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APOLOGIES

Nil.

LEAVE OF ABSENCE (previously approved)

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following questions From Mr R Blom were taken on notice at Council's Special meeting held 17 March 2009. Responses are being provided to Mr Blom and a copy of the questions and responses is as follows:

Question 1.

Is it the case that in the calling of tenders, at least 4 different instructions for email addresses for lodging of tenders are provided, as for the extracts below, including:

- "email system",
- Shire of Nannup via Ms Evelyn Pateman,
- "Ewen Ross, Manager Development Services", and,
- shane.collie@nannup.wa.gov.au ?

In that case is there not propensity for prejudice to transparently impartial public tendering standards?

(Note: The "extracts" include the following:

A Tender 1/09 was advertised stating, inter alia:

Tenders by facsimile or electronic mail will be accepted provided they are received before the deadline as determined by the electronic date stamping on the facsimile machine or email system. Council reserves the right not to accept any tender and canvassing of Councillors will disqualify.

and

Detail required to submit a tender including the form of tender are available by contacting Ms Evelyn Patman at the Nannup Shire office on 9756 1018 during normal office hours or by downloading from Council's website www.nannup.wa.gov.au

In the relevant tender documents issued to enquirers was included an "Architect's Brief" with cover page indicating:

Applications shall be submitted in a sealed envelope, clearly marked
'TimeWood Centre Redesign'
Ewen Ross
Manager Development Services
Shire of Nannup
PO Box 11
Nannup 6275

In the relevant tender documents issued to enquirers was included a "Respondent's Submission" form that included, inter alia:

The Submission is to be:

- (a) placed in a sealed envelope clearly endorsed with the Tender number and title as shown on the front cover of this document; and
- (b) delivered by hand and placed in the Tender Box at 15 Adam Street, Nannup WA 6275 (by the Respondent or the Respondent's private agent) or sent to the Chief Executive Officer:
 - through the mail to PO Box 11, Nannup WA 6275 or
 - via facsimile to 08 9756 1275
 - or by email to shane.collie@nannup.wa.gov.au

Electronic mail Submissions and Submissions submitted by facsimile will be accepted provided they are received before the deadline as determined by the electronic date stamping on the facsimile machine or email system.

Response 1.

Signed:

Dated 23 April 2009

As pointed out in the text to this question there was 1 email address listed for the lodgement of tenders.

Question 2.

Is it the case that Ian Molyneux telephoned Ms Evelyn Pateman on 20th February 2009 as per the above advisory information in the tender advertisement, was correctly informed that the official email system address of the Shire is nannup@nannup.wa.gov.au, and accordingly submitted his email tender to the transparent, impartial and correct address?

Response 2.

There was 1 email address listed for the lodgement of tenders. The use of the email address above nannup@nannup.wa.gov.au would also see emails arrive at the official tender lodgement address shane.collie@nannup.wa.gov.au. No form of tender was received at either email address prior to the tender close time. Tender condition 1.5 (a) was not complied with which stipulated that the form of tender needed to be completed or evaluation exclusion may apply. The document received prior to the tender close time was titled:

"Ref.: TENDER FOR ARCHITECTURAL SERVICES FOR REVISED TIMEWOOD CENTRE DESIGN."

The responsibility for ensuring that any tender arrives including the required information remains with the sender, not the recipient. The responsibility for ensuring that tenderers inform themselves of the conditions of tender remains with the tenderer.

Question 3.

Prior to public opening and publicly announcing tenders, and any date since, were steps taken to ascertain that all tenders to all and any of these addresses were received in their entirety?

Response 3.

Refer response Question 2.

Question 4.

Were all sealed hardcopy tenders opened before the opening and printing of emailed and faxed tenders, at the public opening, as is normally required to ensure no late and lower tender could be corruptly admitted after disclosure of the other tenders?

Response 4.

Tenders were opened in accordance with the Local Government (Functions and General) Regulations 1996.

Question 5.

Why was it that Ian Molyneux's later covering letter was read out as his "tender" (and incorrectly as being \$ 90,000-00 for design and documentation services) instead of the earlier email message and attachments comprising his actual tender and appendices thereto,?

Response 5.

The only information received from Mr Molyneux prior to the close of tenders was an email at 4.05pm with an attachment titled *"CoverLetter20Feb09.pdf"*. The attachment was a letter, the heading on the letter was:

"Ref.: TENDER FOR ARCHITECTURAL SERVICES FOR REVISED TIMEWOOD CENTRE DESIGN."

The document was subsequently printed off, date stamped, and placed in the tender box. The electronic record of transmissions is clear evidence that this is the case.

Question 6.

Is it now acknowledged that Ian Molyneux's tender, including signed "Response Form", witnessed by solicitor Dirk Avery, and including responses to "Compliance Criteria" and "Qualitative Criteria", "Schedule of Fees" and "Proposed Second Commission" submission, together with further explanatory Appendices 2 and 3, was emailed in good time at 2.50 pm on 20th February to the Shire's email address.

Response 6.

Refer response Question 5.

Question 7.

Is it now acknowledged that Ian Molyneux's tender cover letter dated 20th February 2009, was emailed at 4.05 pm on that day, clarifying and qualifying his responses in the light of inconsistencies in the tender documents?

Response 7.

Refer response Question 5.

Question 8.

Is it now acknowledged that the above tender email and attachments of Ian Molyneux, and covering letter, were acknowledged by return email from the CEO at 4.16 pm on 20th February 2009, with the message "*Hi and thanks Ian all received.*", both well in time before closing of tenders?

Response 8.

The acknowledgement sent to Mr Molyneux was in response to the information received from him as described in the response to Question 5. That information did not include a form of tender.

As noted in the response to Question 2 the responsibility for ensuring that the appropriate documentation arrives remains with the sender, not the recipient.

Question 9.

Is it the case that Ian Molyneux's further clarifying letter dated 22nd February 2009, emailed on that day and acknowledged as received, referred to the inaccuracy of his tender, as above erroneously read out as being \$ 90,000-00, at the opening of tenders?

Response 9.

That is correct and this was responded to by email on 23 February to Mr Molyneux confirming the price as \$67,500. Document checking had not been undertaken at that stage (initial tender opening 20/2/09) which would have picked this up. That checking once undertaken 23/2/09 confirmed the price as \$67,500 which was immediately acknowledged to Mr Molyneux.

Question 10.

Is it the case that a letter to Ian Molyneux dated 23rd February was sent to him stating that "Submissions are currently being assessed."?

Response 10.

That is correct acknowledgement letters were sent to all tenderers.

Question 11.

Is it the case that Ian Molyneux was advised by email from the CEO at 2.56 pm on Monday 23rd February, inter alia that "*Emailed tenders are fine also so no*

need for a hard copy", and that in any event the tender conditions specifically do not require confirmation of emailed tenders by subsequent hard copy?

Response 11.

That is correct.

Question 12.

Is it the case that by about 3rd March a list of the 22 tenderers, with a shortlist of 9 tenderers highlighted, excluding Ian Molyneux who was "commented" as "Form of tender not received" but also reported as having submitted a "Tendered Price" of \$ 67,500-00, had been circulated to the Timewood Centre Committee for comment and/or information?

Response 12.

No tender has been excluded from the tender process, either at this stage, or currently (18/3/09). A preliminary assessment of the tenders received has been undertaken based on the information received. At 3 March 2009 a Form of Tender had not been received from Mr Molyneux and any assessment work undertaken can only be undertaken on what has been received.

Question 13.

Would it be un-reasonable for Ian Molyneux to interpret the fact that such advice and comment was being sought from the Timewood Centre Committee, to mean that by 3rd March 2009 tenders had indeed been assessed, weighted and ranked in the past 8 days, and that he was not then being considered for the commission, and therefore would have nothing to gain by submitting a hard copy of his submission, especially because firstly tender conditions did not require it, and secondly, as above, having been advised it was not needed.

Response 13.

The tender assessment process had not concluded on 3 March 2009 and at the time of writing 18/3/09 has still not concluded.

Mr Molyneux was advised on 3 separate occasions, all of which are contained in printed record, that his Form of Tender had not been received. Mr Molyneux was also advised as soon as the tender checking process began on 23/2/09, again with written record, that his tender will be included in the assessment and that he should forward his form of tender. It was considered that as the letter referred to in the response to Question 5 was received prior to the close of tenders and was clearly an intent to tender including a price schedule that an evaluation should occur.

The completed tender form was received from Mr Molyneux on Tuesday 10 March 2009.

Clause 18 (2) of the Local Government (Functions and General) Regulations 1996 reads as follows:

"A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender."

Question 14

Is it the case that Ian Molyneux and the Chief Executive Officer met on Monday 16th March to discuss the fact, which was confirmed in the project briefing meeting held earlier that day, in which the Shire President confirmed that Ian Molyneux's tender had been received, that information was circulating in the community that, as above, Ian Molyneux's tender was not received and was not being assessed.

Response 14.

Mr Molyneux and the Chief Executive Officer did not meet on Monday 16th March. The information received from Mr Molyneux and when it was received is included in the response to questions 5 and 13.

Mr Molyneux was advised on 23/2/09, written record is available, that his tender was received (considered as letter referred to in response to question 5) and that his form of tender was not. The same transmission also clearly articulated that the tender would be included in the assessment and could he forward the Form of Tender.

Question 15

Is it the case that at that meeting with the Chief Executive on 16th March, that it was disclosed to Ian Molyneux that his email including tender of 20th February was not on the Chief Executive Officer's work station (aka computer). Did the Chief Executive then advise Ian Molyneux that the reports circulating in the community had not come from him. Is it the case that the CEO also advised Ian Molyneux that assessments had not commenced, and his tender of \$ 67,500-00 was legitimate, as having been received before the due time, and that the Chief Officer would accept a confirmatory copy of Ian Molyneux's missing email tender document for assessment, including the above signed "Response Form" (witnessed by solicitor Dirk Avery) and the other tender documents, etc.?

Response 15.

Mr Molyneux and the Chief Executive Officer did not meet on Monday 16th March. The information received from Mr Molyneux and when it was received is included in the response to questions 5 and 13. The statement regarding the assessments not commencing is not accepted as Mr Molyneux had already been informed by letter 23/2/09 (Response 10) that tenders had been received and were being assessed. Additionally in the meeting held on 9/3/09 just prior to Mr Molyneux and the Chief Executive Officer discussing the matter the status of the assessments was raised (as being some way from conclusion) in the presence of both people. To be attributed with a definitive contrary statement a matter of minutes later is not accepted.

The statement regarding the acceptance of Mr Molyneux's tender for assessment is correct and confirms the written advice provided to Mr Molyneux as stated in the response to question 13.

Question 16

How is the above status of assessments on 19th March (i.e., having not been done) consistent with the evidence of assessment having commenced by 23rd February through 3rd March, etc?

Response 16.

The question is unclear.

Question 17

Is it a fact that Ian Molyneux delivered, per favor of Councillor Tony Dean on Tuesday 17th March, the said confirmatory copy of his tender et al on compact disk, together with full size hard copy of drawings of major project for ALCOA (demonstrating experience with large scale projects) as is described in his tendered supporting Appendices?

Response 17.

No, the documents refereed to were delivered on Tuesday 10 March 2009.

Question 18

Is it now re-confirmed and acknowledged that Ian Molyneux's tendered monetary sum is \$67,500-00 for conceptual design, design and contract documentation for an overall project value up to \$ 2 million?

Response 18.

Refer response Question 9.

Question 19

Are Councillors and executive officers aware that the architectural profession, as is usual, is in the advance industry in experiencing the effects of recession, and, as reflected by the high number (22) of tenders from established firms, for what is ostensibly a tedious re-drafting commission, and that low tenders may accordingly represent unviable arrangements? Has the evaluation panel therefore applied due caution in discounting excessively low tenders, as likely to place a services contractor and a project into financial jeopardy? Is Ian Molyneux's monetary tender of \$ 67,500-00 within the mid range (i.e., \$67,106-00 being the average of the 22 monetary tenders, after discounting the two hazardously low tenders of \$ 36,000-00 and \$ 38,500-00) of tenders that are presumably realistically assessed and market-priced, competitive tenders?

Response 19.

Response to the first two questions are yes. The tender documents clearly articulated that *"the lowest priced proposal will not necessarily be selected"*. Mr Molyneux's tender is in the mid range of prices received. There has been no decision to exclude any tenders at this point in time 18/3/09.

Question 20

Given the numerous subjective judgements called for by the tender documents, how is it suggested that a panel of evaluators could assess 21 tenders and rank, weight, and shortlist them to 9, and then, 14 days later, to assess and compare a 22nd tender in isolation, with a clear and unbiased mind, favourably or adversely or otherwise? How can the tender of Ian Molyneux have been assessed without adverse discrimination?

Response 20.

Any assessment can only be undertaken on the information available as provided by tenderers. Information received from Mr Molyneux and when it was received is as described in responses 5 and 13. There has been no decision to exclude any tender at this point in time 18/3/09 nor has the tender assessment process concluded.

Question 21

Will Councillors and others involved in assessment and selection be required to declare any bias in favour of or against any tenderer for reasons other than tender criteria and absent themselves from assessment and selection processes, having regard to the following tendering instructions?

- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and

?

Response 21.

Tender selection is governed by the Local Government (Functions and General) Regulations 1996.

Question 22

Is it the case that 22 tenders have now been re-assessed, re-weighted, re-ranked and re-short-listed equitably, in the 4 days between the above delivery on 17th March and 20th March 2009?

Response 22.

The tender assessment process has not concluded at the time of writing 18/3/09 and as previously advised to Mr Molyneux per response to question 13 his tender will be assessed along with all others including the form of tender now that it has been received.

Question 23

Has such assessment been referred again to the Timewood Centre Committee, including an accurate and comprehensive presentation of Ian Molyneux's submission, including submissions on qualitative criteria and supporting appendices?

Response 23.

Not at this stage.

Question 24

What is the composition of the required evaluation panel and what are their qualifications and expertise in the areas of the qualitative criteria to be assessed?

Response 24.

The ultimate assessment panel will be the elected member body of the local government of the Shire of Nannup in accordance with the Local Government (Functions and General) Regulations 1996 and the Local Government Act 1995.

Question 25

Have any of the mandatory referees been contacted with respect to any of the tenderers?

Response 25.

Not at this stage.

Question 26

Have the mandatory registration and insurance credentials of the tenderers, as disclosed in tenders, been confirmed with the Architects Board and the insurers?

Note: The architect must be currently registered with the Architect's Registration Board of Western Australia.

Response 26.

Not at this stage.

Question 27

In addition to the monetary, compliance and qualitative criteria, the tender documents raise a number of other unweighted criteria; (e.g., "appropriately qualified", "greater than average", "relative importance" – albeit equally weighted, local preference, "affinity with the south-west", etc.). How, then, have they been assessed and weighted against any ranking that may have been made under the qualitative criteria?

(Note: These arise inter alia under the following tender document requirements:

The Shire of Nannup wishes to engage the services of an appropriately qualified architect to undertake a redesign (utilising the existing conceptual plans as the basis of the redesign), including concept design, detailed design and documentation of the proposed TimeWood Centre to be located on Lot 1 (Reserve 1788) Warren Road, Nannup.

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 2. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Tender will be assessed as satisfactory and will, in the first instance, attract an average score. The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or less than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 2 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Local Preference

Preference will be given to an architects or Architectural companies/groups with a knowledge and affinity with the south west, with proven experience in the design and development of community buildings that are sensitive to the local environment. An understanding of the type and style of buildings generally encountered in the south west and Nannup or similar historic timber towns in particular is an advantage. Council reserves the right to engage an architect from outside the south-west region if Council considers the preferred architect more suitably qualified and experienced.

Response 27.

The only unweighted criteria referred to in the tender documentation was for the proposed second commission – superintendence.

Question 28

With reference to the fact that numerical weightings are 75% for the monetary tender figure (i.e., the lowest tender must receive the maximum of 75 points), have the tenders been firstly ranked under the qualitative criteria that determine expertise, experience and demonstration of understanding of the nature of the project, in order that value for money can be assessed?

Response 28.

The tender assessment process has not concluded at the time of writing 18/3/09.

Question 29

How may the other qualitative criteria have any bearing on the outcome, once the lowest acceptable monetary sum (i.e, after discounting risky low level tenders) has been determined, and that tenderer having scored the top 75% points?

Response 29.

The qualitative criteria are as stated in the tender documentation.

Question 30

On what basis and on what matters and with what relevant expertise was the Timewood Centre Committee required to consider and participate in the assessment process on 3rd March, and with what transparency and lack of bias, and why would not the proposed tenants equally be each requested to participate in the assessment process? Is there a children's prize?

Response 30.

No response.

Question 31

Given the recent developments of evolution of the Telecentre concept, the withdrawal of proposed tenant/s, outdated and aged agreements with proposed tenants, the outdated and aged briefs of accommodation of tenants, the aged and uncertain funding promises, the aged assessments on viability of site vis a vis flooding, size, parking, traffic access, etc., etc., is it viable to enter into a contract with an architect at present, when delay and protraction may yet arise, and even the project may never start?

Response 31.

The action is in accordance with Council resolution.

Question 32

What non-competitively tendered penalty may apply to dissolving a contract with an architect, for standby, non-procedure, varied brief, etc., after execution of the agreement.

Response 32.

No response is given on speculation.

Question 33

What review of fees may be incurred in event of a deferred commencement and/or amendment of the brief?

Response 33.

Refer response to Question 32.

Question 34

What provision is made for unquantifiable disbursements such as travel, accommodation, vehicle, etc., etc.?

Response 34.

Unquantifiable disbursements do not form part of any provision in the tender documentation.

Question 35

Is it the case that Ian Molyneux's tender documentation and covering letter disclose that his tender includes proposed unrestricted sub-contract services of his usual draftsperson, Mr. Graham Morriss (who was the draftsman to the Shire for the preparation of the its existing aborted design and documentation drawings under, and for liaison with other specialist consultant engineers, etc.) and that this tender therefore includes the benefit of Mr. Morriss's familiarity with the site and with his existing CAD work, including any copyrights to the existing drawings?

Response 35.

Mr Molyneux's tender documentation discloses that his proposal includes sub-contract drafting services of Mr. Graham Morriss.

Question 36

Is it the case that Ian Molyneux's tender includes all risks with respect to engagement of Graham Morriss and an allowance of fees for CADD at approximately the CADD fees paid by the Shire for the aborted design, indicative of a full CADD re-draft as anticipated by that firm.

Response 36.

Refer response to question 35.

Question 37

How has it been otherwise provided and costed-in that other tenderers may interface and liaise with Mr. Morriss and his drawings, and what are the implications for other tenderers' allowances?

Response 37.

In accordance with the tender documentation tenderers would need to have informed themselves and would have been expected to factor in any such liaison and implications.

Question 38

With reference to the fact that the commission which is the subject of the tender documents does not include any supervision (sic) services, why have the 21 tenders been assessed, contrary to the implications of the tender documents, having regard to the "Second commission" (as shown in the "Comments" column

of the assessment of tenders referred to the Timewood Centre Committee) as well as on the monetary tenders.

Response 38.

The second commission is not a weighted assessment item which was clearly articulated in the tender documentation.

Question 39

Are the Councillors and its executives aware that ordinarily partial services would mean that a much greater degree of development of contract documentation is required of the architect, to ensure that the contract administrator and builder can faithfully interpret the client's approved design, and to ensure that the builder adheres to the requirements of the contract (including in terms of the required construction and scope required by tenancy agreements), and that appropriate fee tenders for documentation will therefore be inflated to reflect this condition of the project. How have the monetary sums tendered been assessed in this light, other than as "good", "ok", etc.? How can the Council assure the tenants that their expected requirements will be met?

Response 39.

It is speculation that fee tenders for documentation will be inflated and no response is given.

The tender assessment process has not concluded at the time of writing 18/3/09.

Council would seek to work in a constructive and harmonious manner with the chosen architect and the TimeWood Centre Committee, which comprises representatives of both key tenants, to ensure that reasonable expectations are met and positive outcomes are achieved.

Question 40

How can the use of the existing un-approvable plans be anticipated to result in an un-problematic approval process, and within the funding deadline and generally otherwise in the desired project timeframe?

Response 40.

Council is seeking to, if at all possible, make use of any information contained in the existing plans even if from a conceptual perspective. Given the time and effort that went into producing them this matter should at least be explored even if it is ultimately discounted.

Question 41

How can the use of existing plans be consistent with a re-design?

Response 41.

Refer response to Question 40.

Question 42

How can informed tenderers have allowed for anything less than a total re-design and re-drafting, to the same order of CAD drafting component as already abortively expended, plus architect's own design, liaison and staff direction costs?

Response 42.

Refer response to Question 40.

Question 43

How has it been ascertained the tenderers have a realistic understanding of the likely level of complexity and reiteration of the services in this project?

Response 43.

The tender assessment process has not concluded at the time of writing 18/3/09 and this will need to be determined throughout the selection process.

Question 44

How can the architectural commission proceed to a conclusive end when, in his undated letter to tenderers (ref "BLD 17") the Shire Clerk wrote that a vital condition (dealing with flood risk) is subject to amendments in the Town Planning Scheme, a long and circuitous process that could take literally years to resolve, if ever:

Flood Risk

The site is located within the 100 year floodplain. There are specific requirements pertaining to this in the Shire of Nannup's Local Planning Scheme No.3 and within the Building Code of Australia that must be addressed.

Again it is clear that the two areas which have been the cause of concern in project development have been statutory compliance with Council's Town Planning Scheme # 3 (TPS 3) regarding flood risk, and secondly the issue of streetscape design. While not desiring to lessen the importance of the streetscape issues, the flood compliance issue is statutory, and the streetscape issue is not. Put quite simply Council can not proceed with the building without altering the present plans to comply with the TPS 3 requirements relating to flood risk.

Hence the request for architectural services to "design out" the areas that do not comply with TPS 3, while additionally addressing the streetscape issues identified at the same time. All of the specific information on these matters is contained in the enclosed documentation, noting in particular the information contained in Attachment 3, the Council minutes of 25 September 2008.

It is worthwhile noting that Council is looking at the possibility of amending TPS 3 however if this does occur it is likely to be up to twelve months away.

Response 44.

The call for the redesign does not consider what Local Planning Scheme amendments may or may not occur in the future. The request for architectural services is based on the legislation in place at this point in time with a key factor being to "design out" the flood compliance issue associated with the initial design.

Question 45

Is the Council aware that the existing plan and roof form, to the extent that it could be recycled, will need to be rotated through 90 degrees if passive and sustainable energy efficiency is to be part of the brief, as for the tender documents?

- The building design should incorporate a high level of environmental sustainability and be energy-efficient.

Response 45.

This would be a key consideration in the redesign process and no doubt form part of the discussion with stakeholders and the chosen architect.

Question 46

Have the compatibilities and practicalities of sharing of the building, been examined in terms of the impact on Visitor Centre efficiency and independence when the realities of the evolving Telecentre cum Community Resource Centre uses and patronage are examined? How can two radically different businesses share office space and administration? What are the major resource cost items that can be effectively shared?

- To share office and administration functions and resources for cost effectiveness.

Response 46.

These matters have been considered in the initial development of the project however will now need to be reconsidered given the redesign process. Again it is anticipated that Council would seek to work in a constructive and harmonious manner with the chosen architect and the TimeWood Centre Committee, which

comprises representatives of both key tenants, to ensure that reasonable expectations are met and positive outcomes are achieved

4. PUBLIC QUESTION TIME

Mr G Happ

Q1. Enquired about the kerbing and laneway works on Adam Street (West), Forrest Street and Jephson Street, to be a similar standard to Higgins Street inclusive of footpath.

A1. Works Manager responded advising that land acquisition finalisation needs to occur prior to the area being sealed, kerbed and drained. Council has included these works in its future works program.

Q2. Question related to funding for main street drainage and paving, including ownership. Request for rebuild before it gets higher in relation to properties either side.

A2. The question was taken on notice.

Q3. Community Centre, Boiler needs attention as soon as possible. Additionally the entry to the Community Centre and football field surrounds required upgrade.

A3. The question was taken on notice.

Mr M Loveland

Comments on fire behaviour, folly development, Jerusalem and bonds. No discernable question.

Ms N Tang

QUESTION TO COUNCIL 26 MARCH 2009

BACKGROUND

In March 2008 a group of community representatives met with Barbara Dunnet and Margaret Bird to discuss the requirements, expectations and issues of Nannup residents in relation to mobile telephone coverage.

That meeting determined that there are numerous areas within the Shire of Nannup that have little to no mobile telephone coverage, primarily outside the town site.

The outcome was that a number of issues were brought to the attention of Shire CEO Shane Collie by way of a letter and a copy of the minutes of the meeting. In that letter, it was requested that a meeting be arranged with Ray Philips, Telstra Regional Manager, to inform him of the reasons why we need better coverage.

In August 2008 that meeting took place. Telstra indicated that they may be willing to construct additional towers within the Shire if funds (in the vicinity of \$200,000-\$400,000 per tower) are raised by the Shire (possibly in partnership with State and Federal Government bodies.) It was agreed at this meeting that Telstra would conduct a survey of the area to determine areas of low, poor and no coverage within the Shire.

ISSUES

Mobile coverage issues currently faced by residents of the Shire of Nannup include:

- Vehicle accidents and breakdowns requiring emergency and other assistance.
- Emergency management – agencies such as FESA frequently need to be able to communicate with a degree of confidentiality. An open radio channel does not allow for this.
- Remote operation of farm machinery from base stations - local farmers cannot take advantage of the latest advances in technology due to a lack of mobile coverage.
- Workers and volunteers on call or on stand by who live outside the Nannup town site cannot leave their homes while on call or stand by due to a lack of mobile coverage.
- Bush fire notifications - at a recent community meeting following the Balingup fires it came to light that many residents are isolated in relation to emergency notification, relying almost solely on land line telephones. There is little radio reception other than in cars and no mobile telephone coverage. The Victorian solution of using text messaging to phone users in areas of high bush fire danger cannot be used effectively in Nannup as we have insufficient coverage.

QUESTIONS

- What, if any response has been received from Telstra in regard to coverage within the Shire? Will the Shire follow up to obtain the promised information from Telstra?
- Is the Shire prepared to attempt to raise funds to try to improve safety and reduce risk for isolated residents of the Shire of Nannup?



Nancy Tang
Jalbarragup Resident
26 March 2009

A4 and A5. The questions were taken on notice.

Ms B Winfield

Q6. Does the Council support the Shire being GM Free?

A6. It is anticipated that Council will list this matter as an agenda item for the April 2009 meeting.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8126 BOULTER/BIRD

7.1 That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 26 February 2009 be confirmed as a true and correct record.

CARRIED 8/0

8127 PINKERTON/BOULTER

7.2 That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 17 March 2009 be confirmed as a true and correct record.

CARRIED 8/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Community Planning Day
Caravan Parks Advisory Committee
TimeWood Committee
Waste Management Committee

10. REPORTS OF OFFICERS

Signed:

Dated 23 April 2009

AGENDA NUMBER: 10.1 SUBJECT: Minutes of The Nannup Caravan Parks Advisory Committee LOCATION/ADDRESS: Brockman and Balingup Roads NAME OF APPLICANT: FILE REFERENCE: ASS21 AUTHOR: Manager Development Services DISCLOSURE OF INTEREST: DATE OF REPORT: 16 March 2009
--

- Attachments: 1. Minutes of the Nannup Caravan Parks Advisory Committee of 3rd March 2009
2. Council Agenda Item 10.4 September 2008

BACKGROUND:

A meeting of the Nannup Caravan Parks Advisory Committee was held on 3rd March 2009, minutes attached.

COMMENT:

There are three items that require Councils consideration:

1. Appointment of Mr Kim Roycroft as a committee member to fill the current vacant position.
2. Endorsement of the Terms of Reference: **Officer Comment:** Agreement to the terms of reference with exception of bimonthly meetings. The resource requirements to support bi-monthly meetings are insufficient and the justification for meeting more than quarterly should be identified.
3. Position of the Dump Point, Brockman Street. This was subject to previous request to Council in September and October 2008 and comment from the Councils Streetscape Advisory Committee. The Caravan Parks Advisory Committee have reconsidered the possible options and concluded that the location in Brockman Street remains the preferred option. (Agenda Item 10.4 September 2008 attached). **Officer Comment:** Location of the dump point in Brockman Street is not supported based on policy implications, funding and streetscape issues. Alternative locations should be investigated.

STATUTORY ENVIRONMENT:

The committee is established under the powers of the Local Government Act 1995 and any appointments to the committee are to be in accordance with this Act.

POLICY IMPLICATIONS: Nil**FINANCIAL IMPLICATIONS:**

Council has allocated \$2,500 to the installation of a dump point.

STRATEGIC IMPLICATIONS:

The provision of a dump point within Nannup and in particular within the Camping Ground is within the intent of the Councils Forward Plan, Sub Programme 13.3 and the ongoing improvements and retention of three star rating.

RECOMMENDATION:

It is recommended that:

1. Council appoints Mr Kim Roycroft as a committee member of the Nannup Caravan Parks Advisory Committee.
2. Council endorses the Nannup Caravan Parks Advisory Committee Terms of Reference dated 6 March 2009.
3. The Nannup Caravan Park Advisory Committee provides an alternative location for the dump point other than Brockman Street.

VOTING REQUIREMENTS:

Absolute majority decision required for the appointment of a committee member.

8128 BOULTER TAYLOR

That:

1. Council appoints Mr Kim Roycroft as a committee member of the Nannup Caravan Parks Advisory Committee.
2. Council endorses the Nannup Caravan Parks Advisory Committee Terms of Reference dated 6 March 2009.
3. The Nannup Caravan Park Advisory Committee provides an alternative location for the dump point other than Brockman Street.

CARRIED 8/0

NANNUP CARAVAN PARKS ADVISORY COMMITTEE
--

MINUTES

Meeting held at the Nannup Shire Council Chambers on Tuesday 3rd March 2009 at 1 pm.

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:**
Meeting was open with Councillor David Boulter in the chair

2. **RECORD OF ATTENDANCE/APOLOGIES:**

- a. Apologies received from Councillor Tony Dean and Wayne Jolley.
- b. Present was Councillors Boulter and Taylor, Member Elizabeth Pellican, Ewen Ross

3. **PUBLIC QUESTION TIME:** Nil public present

4. **PETITIONS/DEPUTATIONS/PRESENTATIONS:** Nil

5. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Nannup Caravan Parks Advisory Committee Meeting held in Nannup Shire Chambers on Thursday 6th November 2008 were confirmed as a true and correct record.

Moved: Cr Taylor
Seconded: Elizabeth

6. **BUSINESS ARISING:** The dump point which was deferred to agenda item.

7. **GENERAL BUSINESS**

- a. Draft Terms of Reference for the Caravan Parks Advisory Committee.
(Attached):

The TORs were amended to include Cr Tony Dean as a member and Mr Kim Roycroft to fill the vacant position.

ACTION: Amendment to be made: MDS
Request for Council to appoint Mr Kim Roycroft as a member: MDS

- b. Caravan Park Lease agreements:

Discussion that this has been under discussion for some time and depends on the Councils intent:

ACTION: Draft for the next meeting: MDS

- c. Caravan park licensing

Ewen provided comment that the caravan parks are licensable under the Caravan and Camping Ground Regulations 1989 and this provides for the minimum standards. Questioned if the Riverbend Caravan Park should be retained as a licensed facility at this stage and who is responsible for the operation of the Caravan and Camping Grounds, the license applicant/holder, the Tourism Board.

ACTION: Noted

d. Development Plans for the Caravan Parks: Discussion on the development of both caravan sites:

1. Riverbend: Concept development plan produced, project for person to carry out a development guide plan to be reviewed.

ACTION: MDS

2. Brockmand Street: Leigh and Wayne have gone someway down this track, meeting to be held with Wayne, Elizabeth and Ewen to resolve.

ACTION: MDS

e. Budget considerations 2008/09: Discussions concerning; whom budget is the funding in, whom raises works orders, what the allocations are for and what other money is available. Identified that without a plan of development and project manager to implement some work is not getting started, for example the grant money and council for site electrics of approximately \$35,000.

ACTION: MDS and Elizabeth

f. Budget considerations 2009/10: Discussion on possible budget for next year.

ACTION: Elizabeth

g. Outstanding issues;

1. Lighting in the Brockman Street Caravan Park: Discussion on lighting accepted that it is on the light side but would be addressed once a plan for the development is finalised and that power could be included in the ablution block development. Request additional power capacity be included in ablution block development for caravan development, lighting, sites, etc.

ACTION: MDS

2. location of the Dump Point, (Background Attached 2): Further investigations have been made with options considered:

- a. BP Service Station – declined,
- b. Caltex Service Station – declined,
- c. Inside Caravan Park - not best option due to access, possible location adjacent ring road between Caravan Park and arboretum using funds to upgrade road.
- d. Foreshore car park – good access
- e. Foreshore new ablution block – subject to final siting and utilisation of one way access system
- f. Brockman Street - preferred option and resolved to ask Council for reconsideration of previous submission.

ACTION: Refer to Council - MDS

3. New Ablution Blocks (Foreshore/Riverbend): Update provided that tenders closed, successful tender selected and advised. Request that a plan of the two new ablution blocks and there location be provided to meeting:

ACTION: MDS

**8. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF MEETING**

9. **NEXT MEETING:** 7th April at 1pm

10. **CLOSURE OF MEETING:** There being no further business the meeting was closed at 3.30pm

Cnr David Boulter
Chairperson

Dated 6 March 2009

Attachments:

1. Draft Terms of reference dated 6 March 2009



ATTACHMENT 1 TO
MINUTES DATED 6 MAR 09

6 March 2009

Our Reference: ASS 21

Nannup Caravan Parks Advisory Committee
Terms of Reference

Contents

Committee in Summary

- 1.0 Introduction
- 2.0 Name
- 3.0 Objectives
- 4.0 Duties and Responsibilities of the Committee
- 5.0 Powers of the Committee
- 6.0 Membership
- 7.0 Selection Criteria
- 8.0 Meetings
- 9.0 Reporting
- 10.0 Presiding Member
- 11.0 Quorum
- 12.0 Disclosure of Interests
- 13.0 Termination of Committee
- 14.0 Amendment to the Terms of Reference
- 15.0 Committee Decisions
- 16.0 Officer(s) Responsible for Management of Committee
- 17.0 Governing Legislation, Policies, Procedures and Standing Orders

Committee in Summary

Name:	Nannup Caravan Parks Advisory Committee
Established:	10 June 2003 (First record of minutes)
Membership:	Councillors x 2 Cr David Boulter Cr Robert Taylor Nannup Tourism Association Elisabeth Pellicaan Community Members Wayne Jolley Cr Tony Dean
Council Support:	Manager Services Development
(Non voting/not quorum)	
Meetings:	Bi - monthly
Current Chairperson:	Cr David Boulter
Instrument Review due:	20 August 2009 or upon re-establishment of the Committee (whichever is the earliest)
Quorum Requirement:	3 members
Term:	Committee disbands upon resolution of Council

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Nannup Caravan Parks Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Nannup and this Instrument.

2.0 Name

The name of the Committee shall be **Nannup Caravan Park Advisory Committee**.

3.0 Objectives

To assist Council in the assessment, planning and implementation of relevant caravan parks as they are presented to, or developed by Council.

Recommendations from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

The Council will set, annually, the terms of reference for the Committee.

4.0 Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 4.1 To provide a conduit between the Council and the Nannup Tourist Association in relation to Caravan Park matters.
- 4.2 To review and provide feedback to Council on issues and opportunities relating to the Caravan Parks.

- 4.3 To advise and make recommendations to Council on strategic matters related to ongoing development of the Nannup caravan parks.
- 4.4 To provide regular communication with the community and Council regarding the process and progress of projects.

5.0 Powers of the Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

5.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

5.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

6.0 Membership

The committee will consist of two (2) elected members, a Nannup Tourism Association Representative and three (3) Council appointed community members as listed below. All members shall have full voting rights.

Cr David Boulter
Cr Robert Taylor
Elisabeth Pellicaan (Nannup Tourism Association)
Cr Tony Dean
Wayne Jolly
Kim Roycroft

The CEO and Shire of Nannup employees are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee.

The Shire of Nannup shall provide secretarial and administrative support to the committee.

7.0 Selection Criteria

In making their selection for the community members of this Committee, Council shall take into account the following:

- 7.1 Relevant past or present experience in an Association that consistently uses the Caravan Parks.
- 7.2 Relevant skills in either business planning or community engagement,
- 7.3 Evidence of a long positive commitment or involvement in the Nannup community,
- 7.4 Quality of networks within the Nannup community.

8.0 Meetings

The committee shall meet on a quarterly basis. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 3 members)

12.0 Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee.

A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date: 20 August 2008
Adopted by Council:

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer(s) Responsible for Management of Committee

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer:	Manager Development Services
Deputy Shire Officer:	Chief Executive Officer

Specifically, the Manager Development Services is responsible for the following matters:

- The conduct of the election of a Presiding Member;
- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*

Adopted Committee Meeting: **3rd March 2009**

AGENDA NUMBER: 10.4
 SUBJECT: Nannup Caravan Parks Advisory Committee
 LOCATION/ADDRESS: Nannup
 NAME OF APPLICANT:
 FILE REFERENCE: TRS 5
 AUTHOR: Leigh Guthridge – Manager Development Services
 DISCLOSURE OF INTEREST:
 DATE OF REPORT: 11 September 2008

- Attachments:
1. Minutes Nannup Caravan Parks Advisory Committee Meeting held on the 12 August 2008 and 3 September 2008.
 2. Site Plan of Brockman Street and Pull off Area
 3. Plan of Dump Point - pull off area with indicative Recreational Vehicle (RV) inserted.

BACKGROUND:

Two meetings of the Nannup Caravan Parks Advisory Committee held on the 12th August 2008 and the 3rd September 2008 with 2 recommendations put forward for Council's consideration as follows:

1. *That Council approve the location of the "Dump Point" and construct a "pull off" area within the Brockman Street Road reserve where the existing driveway is located for Erich's Cottage. This area is to be sealed and kerbed.*
2. *That Council demolish the shed and prepare tender documentation for its removal (as a means to undertake demolition or relocation) including the removal of the concrete slab.*

Council will note that the two meetings have been presented as one set of minutes as a member had to leave the first meeting (held on the 12 August 2008) early which resulted in the meeting without a quorum. The 3rd September 2008 was set to complete the meeting.

COMMENT:

Location of the Dump Point

As stated in the minutes of the committee this area was defined given the closeness of this area to the sewerage service, it's easily accessible to all types of vehicles and there are no perceived traffic management implications. Council's Works Manager provided input to the decision making process.

In addition to the Committee's recommendation, Council is advised to construct a screened island with landscaping and this be located between the edge of the

Brockman Street road formation and the proposed pull off area to delineate the pull off area from the road formation and add a pleasant feature to the streetscape. A plan of the proposal is provided for Council as per attachment # 3.

However prior to Council deliberating on this issue, it is recommended to refer this proposal to the Streetscape Advisory Committee for its comments and a traffic engineer to assess the design for traffic management given that larger RV's will be using the dump point facility. Council has access to such a professional being Mr David Nicholson who resides in Nannup and is undertaking similar consultancy work for Council as reflected elsewhere in this agenda as per report 10.6.

Demolition of Shed

Despite the recommendation of the committee it is the officer's view that this issue be further investigated on the basis that the shed is satisfactory and a cost saving will be realised if it can remain in lieu of constructing a new shed elsewhere in the caravan park. To replace a shed of that size it is estimated to be \$8,000.

If the planned additional serviced sites and internal road system can be slightly modified to allow the shed to remain this should be pursued. After speaking with members of the committee (post meeting) it is felt that this outcome could be achieved.

It is therefore not recommended to demolish the shed but rather undertake further investigation into this matter. If necessary the shed could be improved (with far less expense) and still suit the operational needs of the Visitors Centre.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Council has allocated \$2,500 in the draft 2008/2009 operating budget for the installation of the Dump Point and associated access. There is also \$17,500 (carried forward) from the 2007/2008 budget for general capital improvements at the Brockman Street Caravan Park.

STRATEGIC IMPLICATIONS:

Council's Forward Plan Sub Program 13.3 – Caravan Parks details Council's direction with ongoing improvements and planning of the Caravan Parks.

Signed:

Dated 23 October 2008

RECOMMENDATIONS:

1. That Council refer the proposal to provide a "Dump Point" and construct a "pull off" area within the Brockman Street Road reserve (where the driveway is located for Erich's Cottage) to the Streetscape Advisory Committee for comments and a traffic engineer to assess traffic management implications given that larger Recreation Vehicles will be using the dump point facility.
2. That Council not support the demolition of the shed at this stage pending further investigation of how it can be integrated into the overall planned site improvements at Brockman Street Caravan Park subject to necessary modifications to the Brockman Street Caravan Park adopted at Council's March 2008 meeting.

8020 DEAN/TAYLOR

1. That Council refer the proposal to provide a "Dump Point" and construct a "pull off" area within the Brockman Street Road reserve (where the driveway is located for Erich's Cottage) to the Streetscape Advisory Committee for comments and a traffic engineer to assess traffic management implications given that larger Recreation Vehicles will be using the dump point facility.
2. That Council not support the demolition of the shed at this stage pending further investigation of how it can be integrated into the overall planned site improvements at Brockman Street Caravan Park subject to necessary modifications to the Brockman Street Caravan Park adopted at Council's March 2008 meeting.

CARRIED 8/0

Nannup Caravan Parks Advisory Committee

Minutes

of a meeting held at the Nannup Shire Chambers
on Tuesday 12 August 2008 (in part) and 3 September 2008 (in
part)

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The meeting was declared open at 2.25pm. Cr Boulter chaired the meeting.

2. RECORD OF ATTENDANCE

Mr Leigh Guthridge – Manager Development Services - Shire of Nannup
Ms Elisabeth Pellicaan – Manager Nannup Visitors Centre
Mr Tony Dean – President Nannup Tourism Association
Cr David Boulter – Shire of Nannup
Mr Chris Wade – Manager Works
Mr Wane Jolley – Nannup Tourist Association

APOLOGIES

Cr Robert Taylor

3. PUBLIC QUESTION TIME

Nil.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Tony Dean/Cr Boulter

*That the Minutes of the Nannup Caravan Parks Advisory Committee held in
Council's chambers on 7 May 2008 be confirmed as a true and correct record.*

Carried

6. BUSINESS ARISING

Council at its May 2008 meeting resolved as follows:

1. *That Council construct an ablution facility at the Rivers Bend Caravan Park in a central location on Area 3 (Rivers Bend Caravan Park – Conceptual Development Plan) as this area will be centrally located in the park and be positioned strategically to link with the improved stairs and lighting linking all three tiers of camping areas within the park.*
2. *That the ablution facility be constructed to service 40 serviced sites where the following fixtures are provided in accordance with the Caravan Parks and Camping Grounds Regulations as follows:*
 - *Mens: 3 water closets, 2 urinals, 4 hand wash basins and 4 showers.*
 - *Womens: 4 water closets, 4 hand wash basins and 4 showers.*
 - *Laundry: 2 washing machines and 2 troughs.*
 - *Facilities for persons with disabilities in accordance with AS 1428.*
3. *That Council facilitate the renewal of the lease between the Nannup Tourist Association and the Shire of Nannup with the view to addressing issues such as identifying the highest and best use of the public use area, future use of same, ongoing management of such areas and the pending removal of Erich's Cottage and that the review to involve all stakeholders in the review.*

BBQ's at River Bend

Wayne undertook some research with options to improve the BBQ's at the River Bend. The committee concluded that preferred options were too expensive and alternative options impractical.

Committee consensus is that the \$1,500 be allocated elsewhere for caravan parks improvements.

Disabled bay at the Brockman Street Caravan Park

The servicing of the disabled friendly bays adjacent the public toilets is complete. Access friendly paths from the ablution facility to the sites are being quoted at this time and it is anticipated to be implemented shortly.

Future Development at the Brockman Street Caravan Park

Nannup Tourist Association to implement and manage improvements as per approved plan.

Erich's Cottage

Cottage has been removed and final clean up has occurred.

7. GENERAL BUSINESS

Dump Easy Facility

The committee defined a preferred area being a "pull off" area within the Brockman Street road reserve in the area where the cross over is located for the driveway of Erich's Cottage. This area is to be sealed and kerbed. This area also provides for close connection to the sewerage system.

Chris Wade (Council's Works Manager) provided input into the proposal and confirmed that the proposal is satisfactory from a traffic management perspective.

Tony Dean/Cr Boulter

That Council approve the location of the "Dump Point" and construct a "pull off" area within the Brockman Street road reserve where the existing driveway is located for Erich's Cottage. This area is to be sealed and kerbed.

Carried

Future use of Shed – Ex Lot 222 Brockman Street

Discussion held about if the shed can be utilised for general storage for caravan park needs. A potential cost saving can be made by undertaking maintenance to the structure to suit the Visitors Centre needs rather than have it demolished and a new shed erected in a different location (to be confirmed) onsite.

The committee concluded that the shed in its current location potentially impedes the road and a caravan site with the proposed plan to create additional sites.

Tony Dean/Cr Boulter

That Council demolish the shed and prepare tender documentation for its removal (as a means to undertake demolition or relocation) including the removal of the concrete slab.

Carried

Elisabeth Pellicaan to investigate costs to improve the dilapidated wood shed at the rear of the Visitors Centre office.

Implementation of the improvements at Brockman Street and River Bend Caravan Park

General consensus that resources for project management need to be provided to ensure the improvements are undertaken in a timely and coordinated manner for both parks in relation to:

- Ongoing planning processes
- Procuring funds
- Implementing approved outcomes

8. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

9. NEXT MEETING

5th November 2008 in the Shire of Nannup Council Chambers

10. CLOSURE OF MEETING

3.25 pm

SEE ATTACHMENT #3

NELSON DISTRICT

NANNUP LOCALITY

FOREST ST

JEPHSON ST

BROCKMAN ST

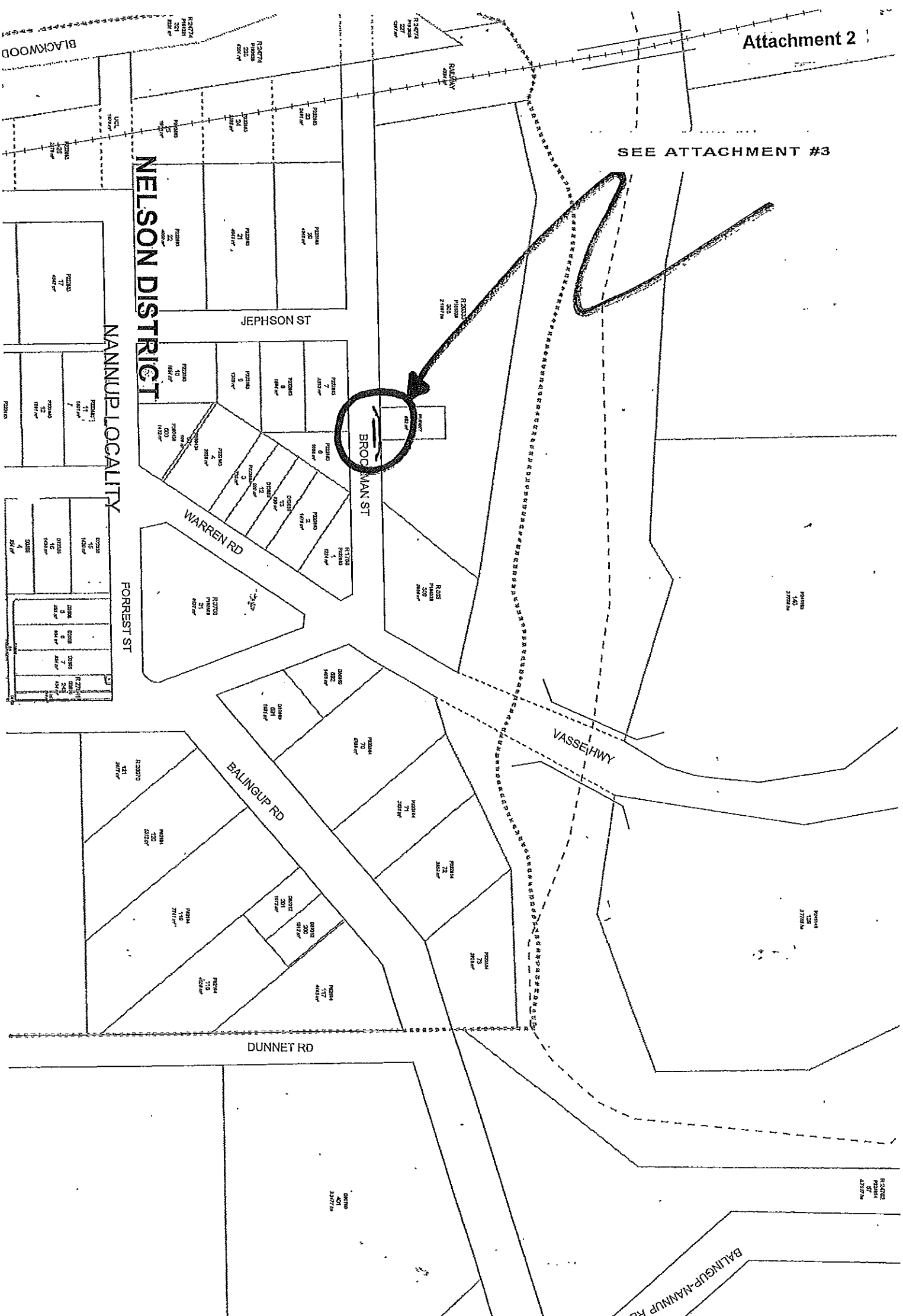
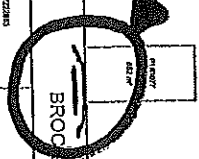
WARREN RD

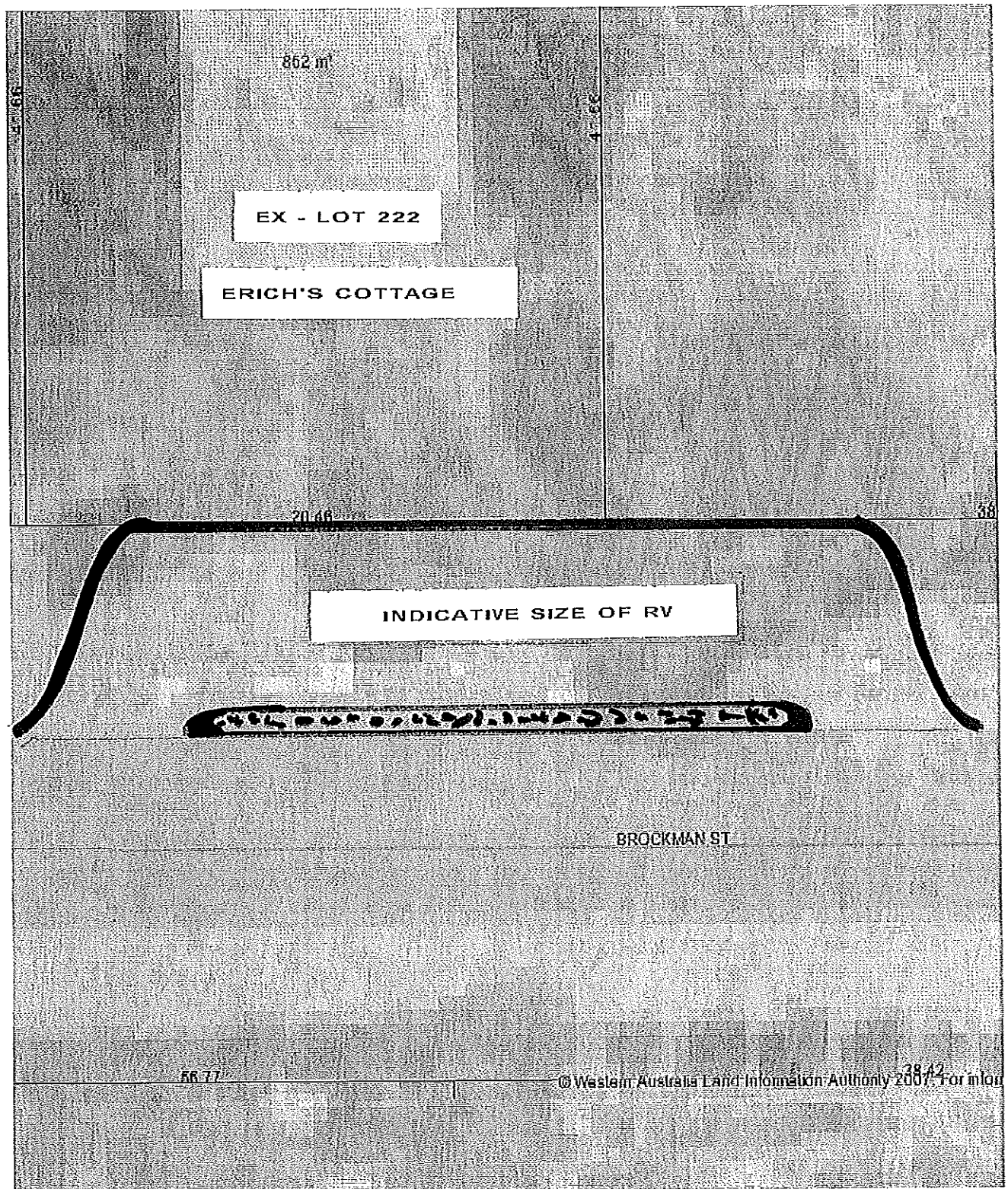
VASSE HWY

BALINGUP RD

DUNNET RD

BALINGUP-NANNUP RD





AGENDA NUMBER: 10.2
SUBJECT: Endorsement of the draft Towards Zero Waste Warren Blackwood Regional Strategic Waste Plan 2008 and the draft Nannup Strategic Waste Management Plan 2008.
LOCATION/ADDRESS: NIL
NAME OF APPLICANT: N/A
FILE REFERENCE: HTL17
AUTHOR: Ewen Ross – Manager Development Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 08 March 2009

Attachments:

1. Draft "Towards Zero Waste Warren Blackwood Strategic Waste Management Plan 2008".
2. Draft Nannup Strategic Waste Management Plan 2008

BACKGROUND:

As a requirement of the "Waste Avoidance Resource Recovery Act 2007, Councils are required to have a Waste Plan (s40 (3)) which includes:

- (a) Population and development profiles for the district;
- (b) an assessment of significant sources and generators of waste received by the local government;
- (c) an assessment of the quantities and classes of waste received by the local government;
- (d) an assessment of the services, markets and facilities for waste received by the local government;
- (e) an assessment of the options for reduction , management and disposal of waste received by the local government;
- (f) proposed strategies and targets for managing and reducing waste received by the local government;
- (g) proposed strategies and targets for the efficient disposal of waste that cannot be recovered, reused or recycled;
- (h) an implementation program that identifies the required action, timeframes resources and responsibilities for achieving these strategies and targets;
- (i) such other matters as may be prescribed by the regulations.

The Department of Environment and Conservation has developed a "Zero Waste Plan Management Plan" to assist local governments in aligning their activities

with the State's vision of "Towards Zero Waste by 2020" and to assist Councils to meet their requirements under the new Act.

In December 2005 the Waste Management Board proposed that organisations accessing funding from the Waste Management Recycling Fund should develop, maintain and implement an approved Zero Waste Plan (now called the Strategic Waste Management Plan - SWMP).

On 16 May 2007, the "Zero Waste Plan Development Scheme" (the ZWPDS) was officially commenced with the gazettal of Phase 1 Ministerial Conditions. This initial phase provided funding to assist local government to complete an on-line survey to establish baseline waste and recycling data across the State and to assist local governments identify where current data gaps exist. Ninety One percent of the State's local governments participated in Phase 1, the results from which were published in the 'Zero Waste Plan Development Scheme (Phase 1) 2006/07 Final Report' in March 2008. All four Councils in this region participated in the on-line survey.

On 12 September 2007 Phase 2 of the ZWPDS was announced with ministerial conditions for Phase 2 beginning gazetted on 28 September 2007. Phase 2 provided funding to assist local governments with the preparation of SWMPs.

The Shires of Manjimup, Bridgetown-Greenbushes, Nannup and Boyup Brook have agreed to collaborate and engage in the formulation of individual local and the Regional SWMP. A Memorandum of Understanding has been signed by the participating Councils to formalise and define the parameters and the participation of individual Councils in the regional plan.

There is no inference or intent that any Council participating in the Memorandum of Understanding is committed to a long term partnership association with fellow signatories in relation to waste management.

SWMPs were due to be submitted by 30 September 2008, but were extended to 31 March 2009. A draft Warren Blackwood Regional Strategic Waste Plan was submitted prior to the original date for DEC comments.

The revised plans need to be endorsed by Council, prior to the 31st March 2009, to enable Council to access payments for participating in Phase 2.

COMMENT:

The attached plans are addressing issues already identified and would improve waste management within the Shire. Note the original copies in colour are available. To obtain community participation the SWMPs needs to be open to public consultation with a view to a revised draft being endorsed in December 2009.

STATUTORY ENVIRONMENT: Waste Avoidance Resource Recovery Act 2007**POLICY IMPLICATIONS:**

There are no specific policies or strategies related to this issue.

FINANCIAL IMPLICATIONS:

Council has received \$1,000 for completing in stage one. They were eligible to receive a further maximum of \$8,000 to formulate a local SWMP, however through participating in the development of a regional SWMP it is now eligible to receive \$15,000 on Councils endorsements of the plans.

Through the forming regional waste management group the participating Councils are now eligible for a further \$59,450 additional funding (Pilot Regional Funding Program) as of November 2008. A Regional Investment Plan is required in response to this offer and that the funds are expended by December 2009.

Councils will not be able to apply for future government funding grants unless they have a SWMP.

STRATEGIC IMPLICATIONS: Regional organisation with a MOU.

RECOMMENDATIONS:

1. That Council endorse the *"Towards Zero Waste Warren Blackwood Regional Strategic Waste Plan 2008"* and that it is advertised for community comment until September 2009".
2. That Council endorses the *"Nannup Strategic Waste Management Plan 2008"* and that it is advertised for community comment until September 2009".

8129 BOULTER/PINKERTON

1. That Council endorse the *"Towards Zero Waste Warren Blackwood Regional Strategic Waste Plan 2008"* and that it is advertised for community comment until September 2009".
2. That Council endorses the *"Nannup Strategic Waste Management Plan 2008"* and that it is advertised for community comment until September 2009".

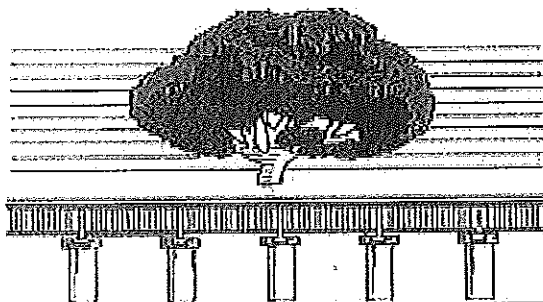
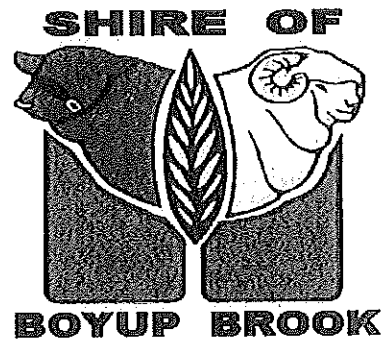
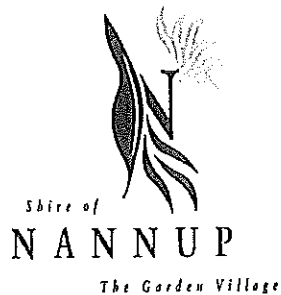
CARRIED 6/2

Councillors voting for the motion: Dunnet, Bird, Taylor, Pinkerton, Dean and Boulter.

Councillors voting against: Camarri and Lorkiewicz.

Towards Zero Waste

Warren Blackwood Regional Strategic Waste Plan 2008



*Shire of
Bridgetown-
Greenbushes*

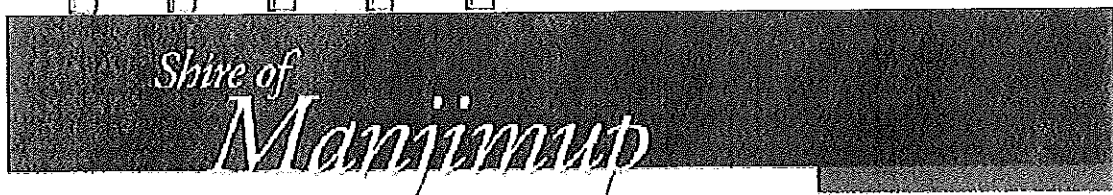


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Executive Summary

The *Warren Blackwood Regional Strategic Waste Plan* has been developed in alignment with the Waste Management Board of Western Australia's Zero Waste Plan Development Scheme. The purpose of this Plan is to provide strategies and actions to guide the Local Government and communities of the *Warren Blackwood Region* to improve waste management practices consistent with the State's vision of *Towards Zero Waste*. The report follows the template set out by the Department of Environment and Conservation.

The Shires of Manjimup, Bridgetown-Greenbushes, Nannup and Boyup Brook have agreed to collaborate and engage in the formulation of this regional plan. A Memorandum of Understanding has been signed by the participating Councils to formalise and define the parameters and the participation of individual Councils in the plan (refer to attachment 1).

The combined area covered by the participating Councils make up the majority land area in the South West Region.

There has been regional Council cooperation in waste management in the past. The Shires of Manjimup, Bridgetown-Greenbushes, and Donnybrook-Balingup, with funding from the State Government, undertook a Regional Waste Facility consultancy in 2001 to determine the availability of a regional landfill site to meet the future requirements of the participating Shires. The Shire of Manjimup currently provides waste management consultancy and advice to the neighbouring Shires of Bridgetown-Greenbushes and Nannup. All Shires are active participants in the South West Local Government Waste Management Advisory Committee, a body that disseminates and shares waste management information.

Desirable Key Waste Actions

- 1) Establishment of a regional waste disposal or processing facility – this may not include all the participating Councils in the short to medium term.
- 2) Indication or commitment of Council participation in regional waste management cooperation– this may include, but not be limited to :
 - Future regional waste services
 - Contract tendering and waste management consultancy.
 - Regional landfill
 - Establishment of a future regional organic processing facility or the combined Council's investigation for a suitable organic processing system for individual Councils.
 - Creation of a regional Waste Management Coordinator's position.
- 3) Regional waste management and waste minimisation education programs for the public and schools.

1. VISION

Towards Zero Waste

GOALS

- Minimisation of the direct and indirect environmental impacts of waste and its management over the next five years.
- Waste managed in a sustainable manner.
- Increased community awareness of the impact of waste issues on the environment.

PURPOSE AND OBJECTIVES

- To confirm current waste infrastructure and levels of service.
- To identify, through the development of this Strategic Waste Management Plan, priority actions and associated costs and timelines that may incrementally improve waste management within the local government areas covered by this plan.
- To form partnerships with the participants of the Warren Blackwood Regional group, business and industry to achieve economies of scale where possible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.
- To protect human health and the environment.
- To confirm current waste generation, infrastructure and levels of service.
- Where necessary identify priority actions and associated costs and timelines to incrementally improve waste management within the local government area covered by the plan.
- To be aware of future anticipated waste volumes and management requirements to reflect community requirements.
- Provide a base Regional Waste Management Plan to comply with the Waste Avoidance Resource and Recovery Act 2007.
- Table current and future government legislation, policies and strategies.
- To plan and investigate future waste processing as resource recovery.

PHASE 1 ANALYSIS - EXISTING WASTE SERVICES AND INFRASTRUCTURE

2.1 Regional Profile

The Shire of Bridgetown-Greenbushes, Manjimup, Nannup and Boyup have formed a regional grouping to formulate individual and a Regional Waste Strategic Waste Management Plans. A Memorandum of Understanding has been signed by the Councils to formalise this arrangement. This Memorandum of Understanding is not legally binding on any of the participants who all enter into it in good faith to fulfil the stated objectives, and may be amended at any time by mutual consent.

All residents of the Warren Blackwood Region are entitled to a clean healthy environment free of harmful contaminants. An environmentally sound, sustainable, efficient and cost effective waste management system should reflect this ideology.

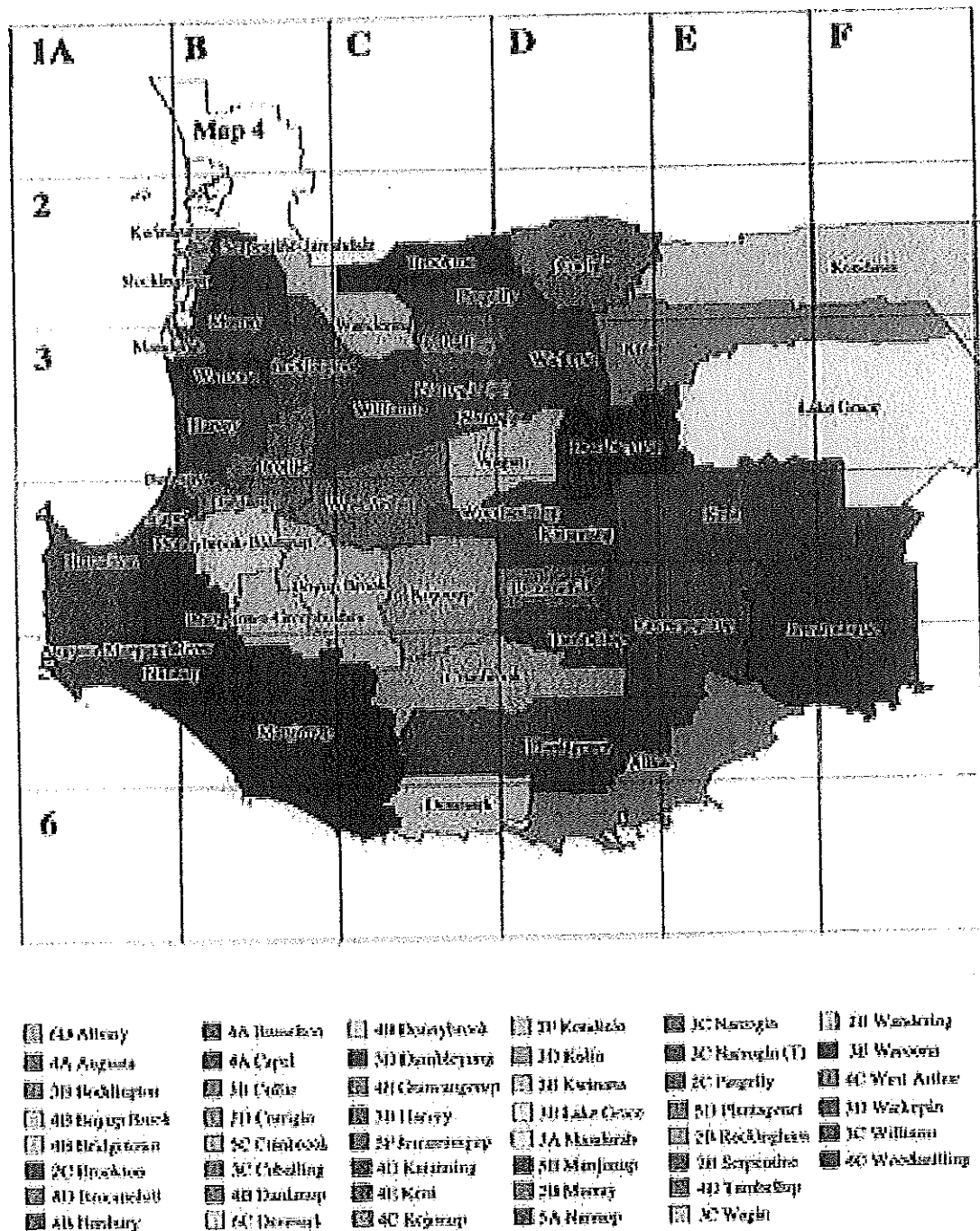
Past practices of land filling all waste is no longer accepted by the community, State Government or the Federal Government. Recycling and resource recovery are being seen as positive alternatives. State legislation now reflects the ideology that creation of waste in the first instance be avoided or minimised and that waste is a resource that should be recovered. Future waste management in the Region should be planned in the order of waste avoidance, minimisation, recycling, treatment and then as a last resort disposal.

The imminent introduction of the National Green House Gas Abatement Scheme may require Councils to review their current management practices to reduce their overall emissions. Better waste management may be one way to achieve this.

The Warren Blackwood Region has the problem of large tracts of uninhabited land. Most of the participating Councils in this strategic plan have large unrateable areas of land, in the form of National Parks and Crown land, in their Shires. This coupled with long distances between towns, communities and rural residents and the large influx of seasonal visitors makes for a challenging application of cost effective, sustainable waste management.

Because of the low population Regional cooperation may result in more cost effective and efficient waste management.

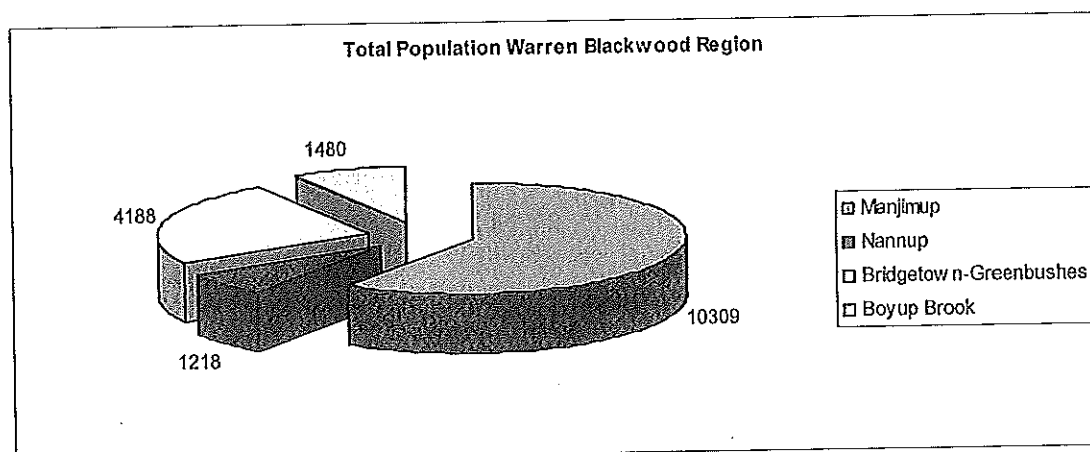
2.1.1 Map of Regional Grouping



2.1.2 Description of demographics and population centres and predicted growth.

According to the Department of Planning and Infrastructure the Warren Blackwood region has a current low to medium growth rate and has a medium to low growth potential. According to the DPI, Nannup and Boyup Brook will develop as "cultural centres of the region and will increase in importance for tourism based their cultural identities". Although DPI figures indicate a low

growth, the Shire of Boyup Brook believes that based on their research, their growth should be shown as medium potential. The DPI predicts that Manjimup will develop as a "centre for high value and specialised industries" and Bridgetown's role as a tourist cultural centre hosting festivals and cultural events will increase in importance.

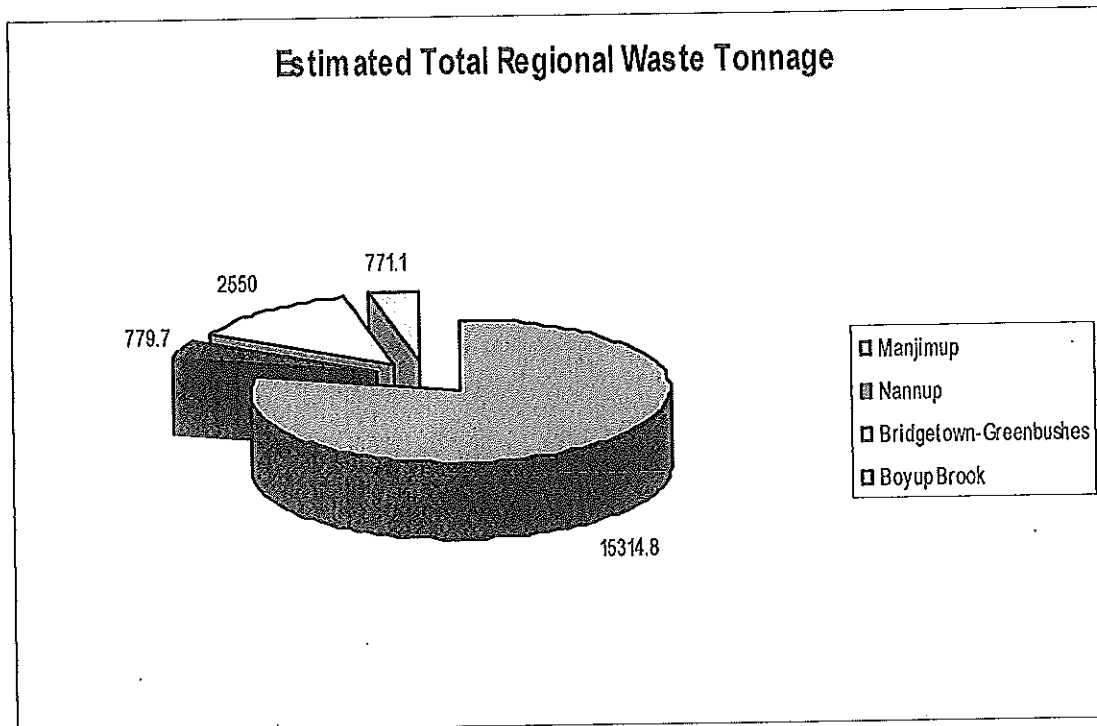


2.2 REGIONAL MUNICIPAL WASTE GENERATION

2.2.1 Major waste sources and generators

Manjimup	Bridgetown-Greenbushes	Nannup	Boyup Brook
Household	Household	Household	Household
Industrial	Industrial	limited Industrial	limited Industrial
Commercial	Commercial	Limited Commercial	Limited Commercial
Rural	Rural	Rural	Rural

2.2.2 Tonnage of waste estimated - annual total generated .



Total estimated tonnage is 19,415.6 tonnes

2.2.3 Estimated percentage composition of waste (Household/C&D/C&I

There has only been one kerbside waste audit conducted in this region and that was in 1999- that audit was conducted in Bridgetown. In lieu of other information, it is assumed that the figures would be similar throughout the region.

Waste Kerbside Waste Audit
Hofstede and Waterfall (Bridgetown 1999)

Newspaper	11
Cardboard	3.9
Liquid paper	2
Paper	16.1
Food waste	26
Garden waste	1.4
Glass	12.1
Plastics	15
Metal	4.3
Other	6.8
Hazardous waste	1.4
Total % by weight	100
* figures rounded	

Of the above figures 38.2% were deemed to be recyclable 37.6% compostable and 24.2 % non recyclable. These figures were calculated on contamination and current markets for recyclables.

2.2.4 Priority wastes identified

- Greenwaste – the majority of sites in the region burn collected green waste. There needs to be an investigation of the possible use of processed green waste
- E-Waste – computer and electronic waste is currently regionally being landfilled. Large amounts of potentially environmentally damaging material and large amounts of recyclables are not being diverted.
- Organic waste – this is possibly the most environmentally damaging waste stream presently going to landfill. Future issues with green house gas emissions should prompt investigations into alternate methods of dealing with this waste.
- Hazardous Household waste (batteries, smoke alarms- household chemicals) – some sites do not have dedicated storage facilities or programs to deal with HHW.
- Tyres – there is not currently any diversion of tyres from landfill in the region. Large volumes of tyres are being buried.
- Building, demolition and construction waste – large amounts of this waste is not being recycled with out consideration of some recycling. The major landfills main component by weight is this waste. Consideration should be given to storage and processing of concrete and bricks/tiles and recycling of building material.

2.2.5 Government policy/regulatory implications

This strategic plan needs to reflect the following legislation and waste management policies.

Existing legislation:

- Waste Avoidance Resource and Recovery Act 2007
Part 6 of this Act allows for waste services to be provided by local governments and supersedes the waste services formerly in the Health Act 1911 (refer to Schedule 4, page 72 of the WARR Act for details).
- Waste Avoidance Resource and Recovery Levy Act 2007
Sets the levy for waste received at Metropolitan landfills – there is discussion to include larger Rural Regional sites. Monies from the levies are used for waste initiatives determined by the Waste Authority.
- Local Government Act 1995
- Health Act 1911;
The Health Act is an act to consolidate and amend the Law relating to Public Health. This Act is largely superseded by the WARR Act.
- Health (Asbestos) Regulations 1992;

The Health Regulations deal with the handling, storage and reporting of asbestos and asbestos containing materials.

- Environmental Protection Act 1986;
Is an act for the prevention control and abatement of environmental pollution, for the conservation, preservation, protection, enhancement and management of the environment and for matters incidental to or connected with the foregoing.
- Environmental Protection Act (Controlled Waste) Regulations 2001;
This Act deals with the collection, storage, transport, handling and disposal of solid waste.
- Environmental Protection Act (Noise) Regulations 1997;
These Regulations are the prescribed standard for noise under the Environmental Protection Act 1986 and deals with noise passing from one premise to another.
- Environmental Protection Act (Liquid Waste) Regulations 1996
These Regulations deal with the collection, storage, transport, handling and disposal of liquid waste.
- Environmental Protection Amendment Regulations 1991 – re storage and disposal of tyres. Regulations to control disposal and storage of tyres.
- Contaminated Sites Act 2003

This act defines a "contaminated site"

This Act defines a 'contaminated site' as: "in relation to land, water or a site, having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value. "Where past or present land use activities involve, or have involved, the storage, handling or disposal of chemicals, there is an increased risk of contamination. Some Councils has closed a number of landfill sites and under the terms of this legislation may be liable for remediation should issues of contamination arise.

- Individual DEC landfill Licence compliance.

EXISTING POLICIES AND GUIDELINES:

- Code of Practice Rural Landfill Management (2002):
A guide to owners and operators of rural landfill sites on possible environmental impacts and recommended methods of management.

- Guidelines for Acceptance of Solid Waste Landfill 2001
- Guideline "Disposal of Asbestos Waste for Landfill Operators.
This guideline outlines several methods for the disposal of asbestos at landfills.
- Landfill Waste Classification and Waste Definitions 1996 (as amended)
These are the guidelines for the acceptance of different defined wastes into the correct class of landfill in W.A.
- Code of Practice (Management of Clinical and Related Wastes).
This code details best practice in the safe, cost effective transportation, treatment and disposal of clinical and related waste.
- Guideline for "Groundwater Monitoring at Municipal Landfill Sites" by Department of Minerals and Energy.
Outlines various techniques for the design, construction and monitoring of groundwater bores.
- National Packaging Covenant

2.3 Matrices of Infrastructure and Services Provided

- Appendix 2

2.4 INFRASTRUCTURE – BY REGIONAL GROUPING

2.4.1 Area Maps of Participating Councils

- Appendixes

3,4,5,6

2.4.2 Details of Waste Infrastructures --

2.4.2.1 Licensed Registered Landfills and Transfer Stations

Type of Premise	Manjimup	Bridgetown-Greenbushes	Nannup	Boyup Brook
Class 2 landfill	Ralston Road Windy Harbour	Bridgetown Boyup Brook Road	Keene Road	Boyup Brook Arthur River Road
Location and Reserve number	Lot 12617 - Reserve 25706	Located on Reserve 27433, Bridgetown Townsite lot 903, Boyup Brook Road.	Lot 13219 -reserve 38737	Reserve 36605- Loc 5616
Site life	40	5-6	15	40
Site management	Contractor	Council	Contractor	Contractor
Compaction equipment	Bomag landfill compactor	Traxcavator	Traxcavator	Bulldozer

Transfer stations	Pemberton	Northcliffe	Walpole	Boyup Brook
Locations	Pemberton to Northcliffe Road	Pemberton to Northcliffe Road	Plain Road.	Boyup Brook North Road
Type of operation	Waste compactor and bulk bins	bulk bins	Waste compactor and bulk bins	Semi trailer unit
Staff	One contracted	One contracted	One contracted	One contracted and community volunteers

It is proposed to replace the Windy Harbour landfill with transfer station in 2009

2.4.2.2 Material Recovery Facility

There is presently only one dedicated facility located in Gandy Street Manjimup, which is owned and managed by Warren Blackwood Waste. Currently the facility processes collected recyclables from the Shires of Nannup and Bridgetown-Greenbushes. Limited MRF type activities are conducted at the Bridgetown-Greenbushes, Manjimup and Nannup landfill sites and at the transfer station in Boyup Brook.

2.4.2.3 Recycling Drop-off Facilities

All waste disposal facilities in the region have drop off facilities and all have reuse facilities with the exception of Windy Harbour and the transfer station at Boyup Brook.

2.4.3 Government policy and regulatory impacts

As per landfill licence conditions and Waste Avoidance Resource Act 2007 Councils may be required under the WARR Act to provide certain services currently not provided (i.e. Recycling).

2.4.4. Data gaps

Presently there is limited data available on the volumes of the following problematic wastes received at waste disposal sites in the region:

- Green waste
- E-Waste
- Household Hazardous Waste
- Tyres

It must be noted that there is limited data on all categories of the waste stream going to landfill or volumes and percentages of waste being recycled in the region.

2.5 RESOURCE RECOVERY – BY REGIONAL AREA

2.5.1 Kerbside recycling

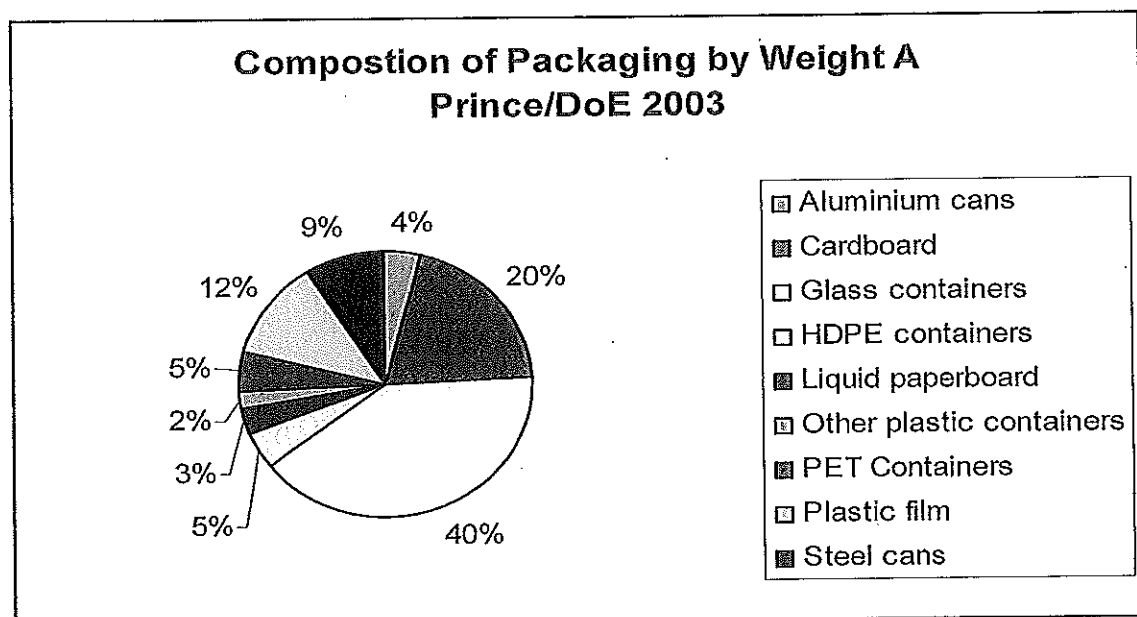
Type of Premise	Manjimup	Bridgetown-Greenbushes	Nannup	Boyup Brook
Provides a service	No – due to introduce one in July 2009	Yes	Yes	Yes
Collection numbers		1422	390	420
Cost	Estimated to be \$68 per annum	\$75 per annum	\$92 per annum	free
Processed in	Manjimup	Manjimup	Manjimup	Boyup Brook

The Shire of Boyup Brook provides a free recycling collection service to encourage ratepayers to recycle. The collected recyclables are processed at transfer station by volunteers.

2.5.2 Resource Recovery Type

- Kerbside recycling fortnightly 240 ltr Sulo bins in Bridgetown-Greenbushes; Nannup and bags in Boyup Brook.
- Drop off facilities at waste disposal sites and material recovery facility (MRF) in Gandy Street Manjimup and the Recycling Drop Off Centre in Greenbushes.

2.5.3 Recycling compositional analysis



Waste audit conducted in Bridgetown 2003

Prince Consulting and the then Department of Environment conducted an audit of waste packaging in three Councils in Western Australia in 2003. One rural and two metropolitan locations were involved in the survey. The funding for this audit was provided by the National Packaging Covenant. Unfortunately the audit only identified percentages of the various packaging and not volumes or percentage of packaging or recyclables in relationship to the total waste stream,

A previous audit was conducted by Murdoch University to establish volumes for a possible system to process waste by composting in 1999.

Waste Kerbside Waste Audit
Hofstede and Waterfall (Bridgetown 1999)

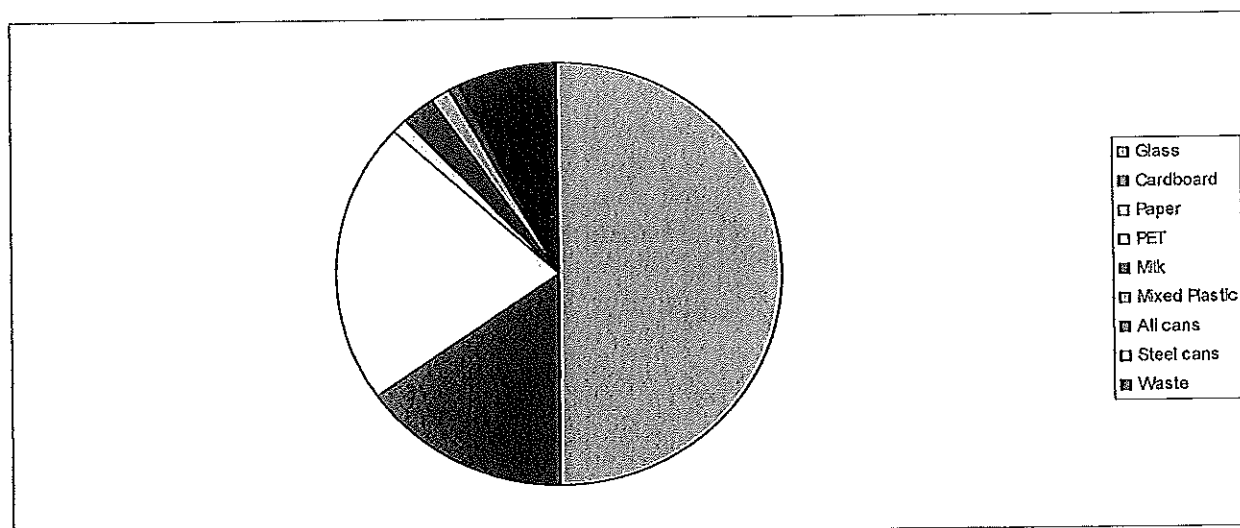
Newspaper	11
Cardboard	3.9
Liquid paper	2
Paper	16.1
Food waste	26
Garden waste	1.4
Glass	12.1
Plastics	15
Metal	4.3
Other	6.8
Hazardous waste	1.4
Total % by weight	100

There have been considerable changes in container collection types, the introduction of kerbside recycling in some Shires and the change of types and volumes of packaging since these two audits have been conducted. The tables above are the only current waste audit data available to date. There is an urgent requirement to contact regional waste audits.

Bulk Recycling Bin Waste Audit

The composition figures from an audit of a Manjimup bulk recycling bin transported to the Gandy Street MRF from a waste disposal site in the Shire of Manjimup in April 2008.

	Glass	C/board	Paper	PET	Milk	Mixed Plastic	AlI cans	Steel cans	Waste	Total
Kgs	980	300	425	21.8	47.5	30.5	13.5	3.6	140	1962
%	49.95	15.29	21.66	1.11	2.42	1.55	0.69	0.18	7.14	100.00



This is the most recent recycling audit conducted by the author of bulk bins provided in the Shire of Manjimup at all waste disposal sites. The contents of the bins are mainly from rural areas that currently do not receive a domestic waste collection service. An increasing number of town residents do use the bulk bin facilities.

The audit basically showed that glass was the heaviest component by weight and that cardboard was the largest component by volume.

2.5.4 Verge side hard waste collections

These collections are currently only conducted in the Shires of Manjimup and Nannup. A collection is being considered for Bridgetown-Greenbushes. Collections are currently provided by Warren Blackwood Waste. The items collected include old furniture, unwanted white goods, scrap metal and general junk. The service does not collect tyres, green waste or any chemicals.

2.5.5 Data Gaps

There is limited data on the amounts of the following waste streams in the region. Any future planning for programs to address those waste streams will require comprehensive data. A standard waste recording method and system should be considered throughout the region to record the different waste streams accepted at disposal sites.

- E – waste
- Green waste
- Organics
- Tyres
-

2.6 REGIONAL RESIDUAL WASTE DISPOSAL

2.6.1 Kerbside Waste Collection

Type of Service	Manjimup	Bridgetown-Greenbushes	Nannup	Boyup Brook
Domestic waste collection	Yes	Yes	Yes	Yes
Collection numbers	3093		340	420
Cost per annum	240 ltr Non pensioner \$283.50 240 Pensioner \$210.5 140 ltr Non Pensioner \$164.00 140 Pensioner \$125.50	\$74.00 120 ltr	\$99.00 240 ltr	\$150.00 240 ltr
Contractor	WBW	WBW	WBW	WBW

2.6.2 Verge side hardwaste collections

These collections are currently only conducted in the Shires of Manjimup (\$13500 per m³ annum) and Nannup (\$4000 per m³ annum). A collection is being considered for Bridgetown-Greenbushes. Collections are currently provided by Warren Blackwood Waste.

2.6.3 Commercial and industrial Waste Collection

Only the Shire of Manjimup provides a rear load bulk bin commercial and industrial waste collection service. That service is provided by Warren Blackwood Waste for the following charges:

Council owned bin	\$1700.00
Privately owned bin	\$1100.00
Additional service	\$1100.00
Extra additional one off pickup	\$35.00

There are a number of private companies in the region that also provide a bulk bin drop off and collection service.

2.6.4 Construction and Demolition Recycling

No local government area in the region provides C&D waste collection or recycling. Some limited amounts of C&D waste is used for internal road construction at the landfill site in Ralston Road Manjimup. Sorting of bulk bins containing C&D waste is time consuming and expensive. A tiered system of tipping fees should be considered to encourage pre sorting.

The total volumes and tonnage of C&D waste are not known in the region. Both Manjimup and Bridgetown have identified large amounts being received at their landfill sites.

2.6.5. Human Health Implications

- All local governments provide sharps disposal containers at public toilets. There have been limited instances of syringe littering reported.
- Most Councils in the region have facilities to store, for disposal, household hazardous waste (household chemicals).
- All landfill sites are managed as per Department of Environment and Conservation licence requirements.

2.6.6 Green Waste Collection and Processing

There is not presently any verge side collection of green waste in the region. The Shire of Manjimup is the only shire that processes green waste at its main landfill site. The processing negates the need to burn green waste on site and provides an additional source of revenue for the contractor. The public have access to the processed waste in the form of mulch or compost. The quality

of compost achieved is very good and the demand is quite high. Collected green waste at its waste transfer stations is currently burnt.

3. PHASE 1 ANALYSIS - ISSUES AND RECOMMENDATIONS

3.1 Issues

	Issues
Greenwaste and Organics	<ul style="list-style-type: none"> • There is a need to identify the quantity of domestic organic waste generated and determine a suitable management system that diverts or uses the putrescible component to reduce green house gas emissions. • An investigation of costs and ways to process greenwaste is required for landfill sites currently burning collected greenwaste. • The promotion of domestic compost bins and worm farms is required to divert green waste from landfill.
E waste	The Shires of Manjimup, Nannup, Boyup Brook and Bridgetown-Greenbushes are currently investigating the introduction of an E-waste recycling service to divert what is believed to be a ever increasing volume of potentially hazardous waste from landfill.
Household Hazardous Waste	There is currently three household hazardous waste drop off facilities provided within the region. There is a need to reduce the amount of household hazardous waste going into landfill.
Regional landfill and Regional waste management cooperation.	There is a need to combine resources and investigate the feasibility of a regional landfill and forming regional waste management cooperation. The formation of a regional waste coordinator may be possible.
Community and School waste education	There is a need to advertise information to the community on waste management issues, including littering, recycling, and waste minimisation and Tidy Towns promotion.
Tyres	A regional approach to the recycling of tyres is recommended.
Construction and Demolition waste	Systems need to be identified to be able to plan recycling or diversion of C&D wastes.

3.2 DEC Recommendations-Proposed Actions

Issue	DEC Recommendation	Response
Regional collaboration	Rationalisation of waste management services	Proposed in this plan and agreed to in discussion. Propose to cooperate in tyre and E-Waste recycling
Public event recycling	Regional pooling of resources Providing signage Event budgeting	Most of the event recycling will be resolved with the recent and impending introduction of kerbside recycling. That service will be extended to events. Councils with out recycling require event organisers to address recycling.
Landfill management	Rationalising landfills Improving compliance	Has been addressed in individual plans and the short life spans of some sites will necessitate rationalisation. Some Councils are utilising a contract WMO for landfill compliance advice.
Separation Treatment Disposal Strategies	Utilising transfer stations for the deposit of recyclables	This already occurs.

3.2 Minimising Direct and Indirect Environmental Impacts

Issues Identified:

The issues listed have been compiled by information supplied by the relevant Council officers responsible for waste management within the region.

Landfill consolidation

Future landfill space is an issue for the Bridgetown-Greenbushes Council in the medium term. Some site extension is planned, but the site will have to have facilities to transfer waste to another site in the future. The option of sending waste to the Manjimup Ralston Road site is being investigated by the two Councils.

Waste avoidance and minimisation options

There is presently a lack of community waste education. A Regional waste education program is proposed to promote and educate residents about waste avoidance, recycling and waste minimisation.

Compliance with Landfill Regulations

There are some sites that have issues regarding licence compliance. This is currently being partially addressed by a shared contracted waste management officer at some sites and may be able to be regionally addressed by a regional waste management coordinator.

Environmental Impact Monitoring

Monitoring bores are required at some landfill sites to ensure that no past or future adverse environmental impacts have been caused by waste disposal practices.

Waste Audit

An audit of construction and demolition, domestic waste and recyclables is required to clearly show exactly what volumes of the different type of waste are created. This information is vital to ensure correct future waste a regional audit would be the most cost effective.

Tyre Recycling

A Regional investigation to deal with tyres is required. Currently data on the numbers of tyres being landfilled is poor.

Organic Waste Recycling / Processing

There is presently very little organic waste recycling conducted in the region. It is limited to the provision of worm farms and compost bins by some Councils and the processing of green waste by the Shires of Manjimup and Boyup Brook. The Shire of Manjimup processes the majority of the green waste accepted at the Ralston Road Refuse and Recycling Centre.

It is proposed to instigate a regional based future investigation of organic processing, either a regional or local facilities that may include composting or vermiculture. The future implications of the Green Gas Abatement Scheme may be an incentive to investigate alternate processes to reduce Council's green house gas emissions.

3.3 Improving Existing Service Efficiencies

Issues Identified

Human resources

A regional waste coordinator position is required in the region to provide up to date waste management information regarding available grants, current recycling and waste minimisation programs to all Councils in the region. The coordinator could also prepare grant applications and project manage any regional waste initiatives.

Organics Processing – has discussed in the previous section.

Used Tyre Recycling - Same

Contract alignment

Any applicable new contracts that could be applicable to a number of Shires should be discussed. The proposed regional coordinator could arrange tender processes and monitor regional contracts.

Green waste processing

Some Councils are not processing greenwaste. Individual plans suggest measures to investigate processing. The processing of green waste could contribute to Councils green house gas reduction.

Construction and Demolition Waste Reuse

Some of the larger landfills in the region are land filling large tonnages of C&D waste. Measures are needed to put in place for the storage and future processing of C&D waste (e.g. concrete and bricks) and investigations into a tiered charge for pre-sorted C&D waste to be considered.

3.4 Raising Community Awareness of Waste Management Issues

- The Warren Blackwood Regional group Strategic Waste management Plan will be discussed at all four Councils.
- The Strategic Plan will be advertised for comments from the community during 2009. The plan will also be discussed at the various Community waste advisory committees. Revision of the plan is planned in 12 months.
- Articles in the local media are planned to promote the SWP.

3.5 Improving Local Government Waste Management Practices

Issues Identified

Industry promoted recycling initiatives

Some Councils are not involved in industry promoted recycling initiatives such as Mobile phone or fluorescent tube recycling. This is usually due to the lack of information received by those Councils. Smaller Councils do not have dedicated waste management staff that is in contact with the overall waste management environment to able to access current programs and funding opportunities. A regional coordinator would be able to investigate and disseminate that type of information or establish the service on behalf of Council.

4.0 ACTION PLANNING

TABLE 1 : ISSUES, ACTIONS and OUTCOMES 2008-2013

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		Event	Date			
Insufficient Waste Data	<ul style="list-style-type: none"> Work with DEC and Councils to standardise data collection and reporting. 	<ul style="list-style-type: none"> Waste characterisation and data collection and reporting standards adopted. 	March 2009	DEC	\$2,000	DEC Councils SWIS grants
	<ul style="list-style-type: none"> Implement standard data collection and reporting procedures at all waste sites. 	<ul style="list-style-type: none"> Council(s) formally adopts and commences implementation of data collection and reporting standards. 	December 2009	LG CEO	\$1,000	
	<ul style="list-style-type: none"> Organise regional waste audits 	<ul style="list-style-type: none"> Regional waste audit conducted. 	Jan 2010	Relevant Council officers Waste Auditor	\$15,109.60	
Lack of Community Waste Education	Source suitable program	Program sourced	August 2009	Regional Coordinator	\$20,000	DEC – SWIS Councils
		Program implemented thorough out region	August 2010			

Regional Waste Management cooperation	Investigate the funding and creation of a part time regional waste coordinator position. Position to be based at one of the participating Councils. This position would liaise and coordinate initiatives like regional waste education and waste audits.	Councils approve position Position established	July 2009 Sept 09	CEO's	\$10,000 per annum or on as required hourly basis.	SWIS – DEC Councils
Investigate eligible council's participation in a regional landfill.	Negotiate terms of reference.	Terms agreed.	Jan 09	CEO	nil	nil
Implement actions to address identified problem waste streams stage 1 E-waste	Confirm the problematic waste stream Investigate available funding and avenues to address problem waste such as tyres and e-waste. Liaise with participating Councils Identify suitable processors and allocate costs to implement a program.	Priority wastes identified Funding secured Participating Councils consulted and engaged systems established	April 09	Waste Coordinator Council Officers	\$16000	DEC Council Funds ZWP Funding

5.0 BUDGET

Planning Budget				
Item	Cost	Responsibility	Start Date	
Accurate Data collection	\$18,200	Council CEO's – Regional coordinator –Waste Auditors	Nov 08 –Sept 09	
Creation of a part time regional waste coordinator position.	\$10,000	WMO – Council CEO's	July 09	
Regional Community waste education program	\$20,000	WMO	Aug 09	
Problematic waste diversion programs – Stage I E-waste	\$16,000	Regional coordinator	April 09	
Total	\$64,200			

6.0 MONITORING AND REVIEW

6.1 Periodic Performance Monitoring

Monitoring of performance against identified targets and milestones will be undertaken on an ongoing and periodic basis.

In addition to monitoring key milestone dates for individual components and projects, annual monitoring of the plan will be undertaken. It should be noted that this document is not intended as a final plan, but be changed as required.



Strategic Waste Management Plan

**Shire of Nannup
2008**

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Executive Summary

The Shire of Nannup is committed to an environmentally sound, efficient and cost effective waste management system.

Past practices of land filling all waste is no longer accepted by the community, State Government or the Federal Government. Recycling and resource recovery is being seen as positive alternatives. State legislation now reflects the ideology that creation of waste in the first instance be avoided or minimised and that waste is a resource that should be recovered. Future waste management in the Shire of Nannup should be planned in the order of waste avoidance, minimisation, recycling, treatment and then as a last resort disposal.

The Shire of Nannup has a focused positive direction in its waste management. Council is aware of the current issues concerning its waste management. Council has a very active community waste management advisory council.

This Strategy should be annually reviewed as waste management practices, community expectations and waste processing technology are constantly changing.

The *Shire of Nannup* Strategic Waste Plan has been developed in alignment with the Waste Management Board of Western Australia's Zero Waste Plan Development Scheme. The purpose of this plan is to identify current waste management infrastructure and waste management practice, and provide strategies and actions to guide the Local Government and community of the *Shire of Nannup* to align or improve current waste management practices to those practices consistent with the State's vision of *Towards Zero Waste*.

Three main Waste Management issues currently facing the Shire of Nannup are (as requested by the Waste Smart WA)

1) Upgrade of Landfill Site

- There needs to be a revision and implementation of some of the recommendations in the *Waste Management Plan for Nannup Refuse Site prepared by Harold McKenzie in 2002*. the following recommendations in the plan need to be addressed in the short to medium term ;
 - Drainage
A drainage system and siltation ponds are required.
 - Gate house check point
To implement a proper data collection system and to ensure security of exactly what is deposited on site a proper barrier, traffic flow system and gatehouse is required.
 - Monitoring bores
At least two monitoring bores are required to be installed on site to establish and ensure that no adverse environmental damage is happening from the present land filling activities.

2) Waste Data Collection

1. A comprehensive data recording system is needed at the landfill site to confirm exactly what waste is being deposited.
2. A waste audit is required of town domestic waste and recycling bins.
3. Future waste management grant applications to the State Government may require more specific accurate data.

3) Community Waste Education

1. An adequate budget for Community waste management education and awareness programs will be required to ensure that significant future waste minimisation can be achieved.
2. Council recently approved the introduction of a kerbside recycling service in Nannup. There needs to be extensive monitoring and education to achieve the maximum diversion of recyclables and the least amount of contamination.

1. VISION, GOALS, PURPOSE AND OBJECTIVES

Vision and Goals

Towards Zero Waste

- Minimisation of the direct and indirect environmental impacts of waste and its management over the next five years.
- Waste managed in a sustainable manner.
- Increased community awareness of the impact of waste issues on the environment.

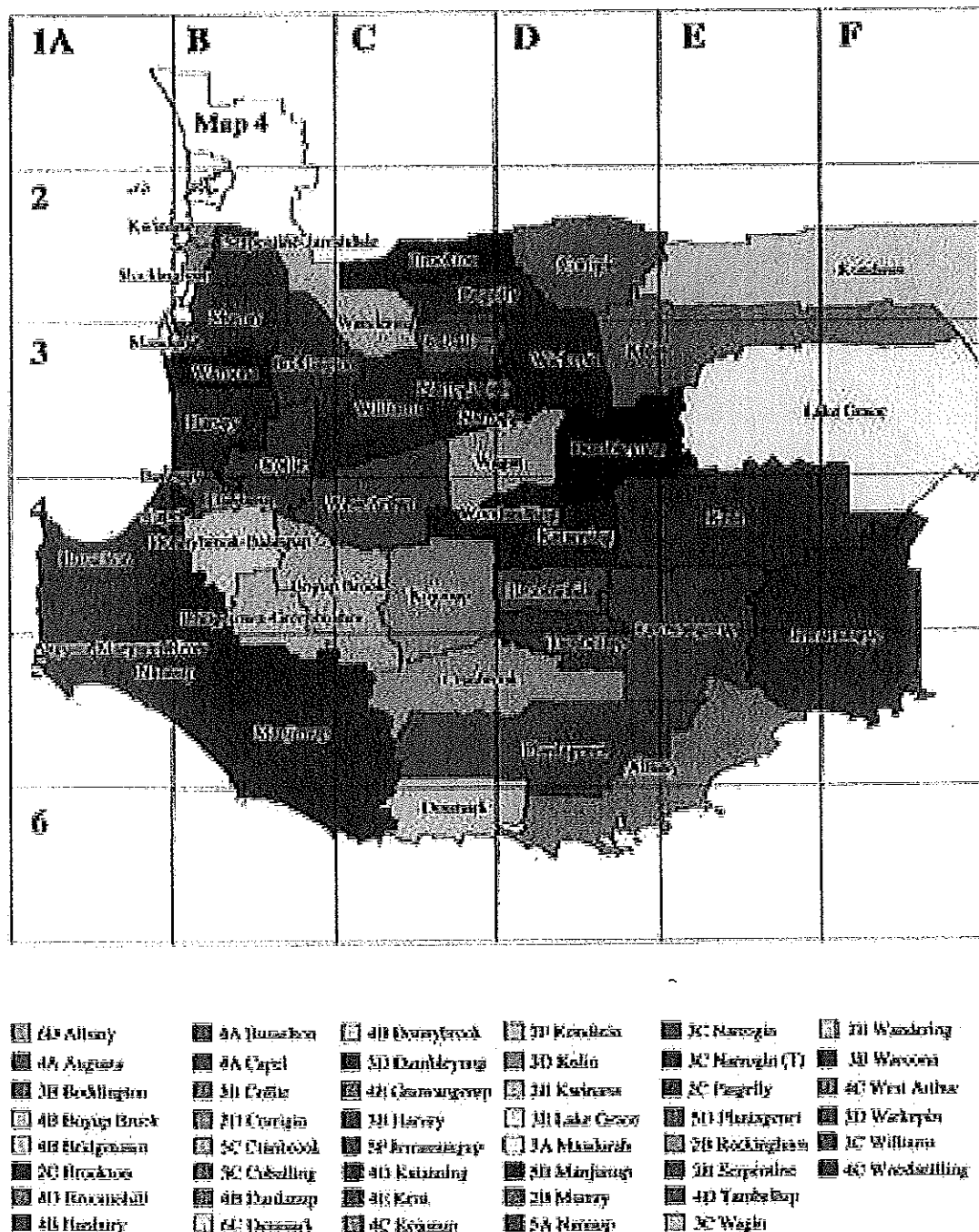
Purpose and Objectives

- To protect human health and the environment.
- To confirm current waste generation, infrastructure and levels of service.
- Where necessary identify priority actions and associated costs and timelines to incrementally improve waste management within the local government area covered by the plan.
- To form partnerships with other local governments, business and industry to achieve economies of scale where feasible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.
- To be aware of future anticipated waste volumes and management requirements to reflect community requirements.
- Provide a base waste management plan to comply with the Waste Avoidance Resource and Recovery Act 2007.
- Table current and future government legislation, policies and strategies.
- To plan and investigate future waste processing as resource recovery.

2. PHASE 1 ANALYSIS – EXISTING WASTE SERVICES AND INFRASTRUCTURE

2.1 REGIONAL PROFILE

The Shire of Bridgetown-Greenbushes, Manjimup, Nannup and Boyup Brook have formed a regional group to formulate individual and a regional Strategic Waste Management Plans. A Memorandum of Understanding has been signed by the Councils to formalise this arrangement.



2.1.1 Local Profile

The Shire of Nannup is located 288 km south of Perth in the South West area in Western Australia.

The area of the Shire is some 2,953 sq km and includes the localities of Nannup, Donnelly River, Bidella, Carlotta, Cundinup, Scott River, Lake Jasper, Darradup, Barrabup, Jalbarragup Nannup Brook and East Nannup.

The Shire of Nannup is bordered by the rural municipalities of Bridgetown-Greenbushes, Manjimup, Donnybrook Balingup, Augusta Margaret River and Busselton.

There are 537 dwellings with a Shire population of 1,187 (*ABS estimated resident population 30 June 2008*). The main town site and administrative centre is Nannup.

Nannup's economy is based primarily on agriculture, viticulture, aquaculture, the timber industry (including timber arts and crafts) and tourism.

2.1.2 Projected growth

According to the Department of Planning and Infrastructure Nannup has a current low growth rate and has a medium growth potential. It is estimated that the town site population is 500 and not expected to increase greatly in the short to medium term. According to the DPI, Nannup will develop as a "cultural centre of the region and will increase in importance for tourism based its local and cultural identity".

2.2 MUNICIPAL WASTE GENERATION – SHIRE OF NANNUP

2.2.1 Major waste sources and generators

All waste collected by kerbside collections in the shire requiring burial is transported to the Nannup Waste Disposal site. All collected kerbside recyclables for processing are transported to Warren Blackwood Waste MRF (material recovery facility) in Gandy Street Manjimup.

The major sources of waste processed at the Nannup landfill are collected and dropped off kerbside domestic, domestic, green waste and commercial waste.

2.2.2 ESTIMATED ANNUAL TOTAL TONNAGE OF WASTE GENERATED

It is estimated that 881.7 tonnes of waste is collected and deposited in landfill per annum.

2.2.3 Tonnage per household/ per capita – waste and recyclables

Number of bins collected per the present kerbside service

Currently there are approximately 340 240 litre Sulo bins for putrescible waste and 270 Sulo bins for recycled waste that are collected in the Shire of Nannup.

Weighing of kerbside and commercial collection trucks

A trial weighing of kerbside collection trucks in 2002 indicated that for a fortnight 6.8 tonnes of kerbside domestic waste was collected in the Shire of Nannup per fortnight. This would equate to 176.8 tonnes per year. However this trial was only conducted over 4 weeks and additional weighing trials haven't been conducted since.

Similar more recent trials in the neighbouring Shire of Manjimup have indicated the figure per collection is 1.3 tonnes. *Harold McKenzie December 2002 Waste Management Report* worked on the figure of 1000kgs per collection.

There is no major commercial or industrial source of waste in the Shire of Nannup.

There needs to be a comprehensive waste audit of both kerbside domestic waste and recycling undertaken in the Shire of Nannup to consolidate present and future waste management requirements.

2.2.4 Estimated percentage composition of waste (House hold/C&D/C&I).

There has only been one kerbside waste audit conducted in this region and that was in 1999- that audit was conducted in Bridgetown. It is assumed that the figures would be similar in Nannup.

**Waste Kerbside Waste Audit
Hofstede and Waterfall (Bridgetown 1999)**

Newspaper	11
Cardboard	3.9
Liquid paper	2
Paper	16.1
Food waste	26
Garden waste	1.4
Glass	12.1
Plastics	15
Metal	4.3
Other	6.8
Hazardous waste	1.4
Total % by weight	100
* figures rounded	

Of the above figures 38.2% were deemed to be recyclable 37.6% compostable and 24.2 % non recyclable. These figures were calculated on contamination and current markets for recyclables.

2.2.5 Priority wastes (in the Shire of Nannup)

Green and Organic Waste

A large proportion of the total waste volume received at the Nannup site is estimated to be green waste.

Logs carted to the Keene Road site could be chipped on site and the product used on Council parks and gardens or sold or given to the public. There is a large amount of depot logs, from storm damage and tree removal, that could also be chipped. Large limbs and logs that are from Council activities should be chipped on site by Council staff.

It would have to be established prior to any infrastructure purchase that there is an end use for processed green waste.

Organic waste makes up a large percentage of the contents of the average household bin. With the possible introduction of recycling a large part of the paper and cardboard and recyclables will be diverted. This would leave a putrescible component that would be ideal feedstock for further processing.

An onsite composting or vermiculture system could be used to process that component. Participation in a regional initiative to source a suitable process should be investigated.

Litter and Illegal Dumping

The Shire of Nannup has 536 km of road and litter is a problem on main roads, especially during the school holiday periods. Illegal dumping in reserves and bush is an ongoing problem.

- Ongoing education must be considered to influence future generations.
- Funding should be applied for road and Council reserve anti litter signage.
- Council should participate in any regional anti littering initiatives.
- Council should continue to actively support the introduction of a container deposit scheme (CDS) for the return of beverage containers.

Electronic Waste

The amount of e waste deposited at the waste disposal sites is increasing. At the moment it is only a visual estimate, but all waste disposal site staff have commented on this increase.

- E waste also includes microwaves and TVs.
- Increasingly it is more difficult and expensive to repair older electronic appliances and cheaper to buy new ones; subsequently items requiring repair being increasingly more landfilled.
- Council is currently negotiating to transport collected e- waste to Perth for recycling from all its waste disposal sites.
- Council should continue to lobby the Government for increased Extended Producer Responsibility. Producers of goods such as e waste should be required to have a take back system for old discarded goods.

Tyres

- Tyres are a continual problem as the permitted maximum storage number on site is 100 tyres and frequently large numbers are presented for disposal when the maximum storage number is already on site.
- Tyres are difficult to bury and if buried near the surface require a minimum of rain or machine activity to bring them to the surface.
- Negotiations are currently being conducted for the removal of tyres by a private tyre salvage company from Albany.
- Council should add tyres to the list of items to lobby for extended producer responsibility.

House Hold Hazardous Waste

- Currently there is no facility in the Shire to deposit and store HHW.

2.2.6 Government Policy /Regulatory Impacts

This strategic plan needs to reflect the following legislation, guidelines and waste management policies.

Existing legislation:

- *Waste Avoidance Resource and Recovery Act 2007*
Part 6 of this Act allows for waste services to be provided by local governments and supercedes the waste services formerly in the Health Act 1911 (refer to Schedule 4, page 72 of the WARR Act for details)
- *Waste Avoidance Resource and Recovery Levy Act 2007*
Sets the levy for waste received at Metropolitan landfills – there is discussion to include larger Rural Regional sites. Monies from the levies are used for waste initiatives determined by the Waste Authority.
- *Health Act 1911;*
The Health Act is an act to consolidate and amend the Law relating to Public Health. This Act is largely superseded by the WARR Act.
- *Health (Asbestos) Regulations 1992;*
The Health Regulations deal with the handling, storage and reporting of asbestos and asbestos containing materials.
- *Environmental Protection Act 1986;*
Is an act for the prevention control and abatement of environmental pollution, for the conservation, preservation, protection, and enhancement, management of the environment and for matters incidental to or connected with the foregoing?
- *Environmental Protection Act (Controlled Waste) Regulations 2001;*
This Act deals with the collection, storage, transport, handling and disposal of solid waste.
- *Environmental Protection Act (Noise) Regulations 1997;*
These Regulations are the prescribed standard for noise under the Environmental Protection Act 1986 and deals with noise passing from one premise to another.
- *Environmental Protection Act (Liquid Waste) Regulations 1996*
These Regulations deal with the collection, storage, transport, handling and disposal of liquid waste.

- *Environmental Protection Amendment Regulations 1991* – re storage and disposal of tyres. Regulations to control disposal and storage of tyres.
- *Contaminated Sites Act 2003*
This Act defines a 'contaminated site' as: "in relation to land, water or a site, having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value. "Where past or present land use activities involve, or have involved, the storage, handling or disposal of chemicals, there is an increased risk of contamination. Council has closed a number of landfill sites and under the terms of this legislation may be liable for remediation should issues of any contamination arise.

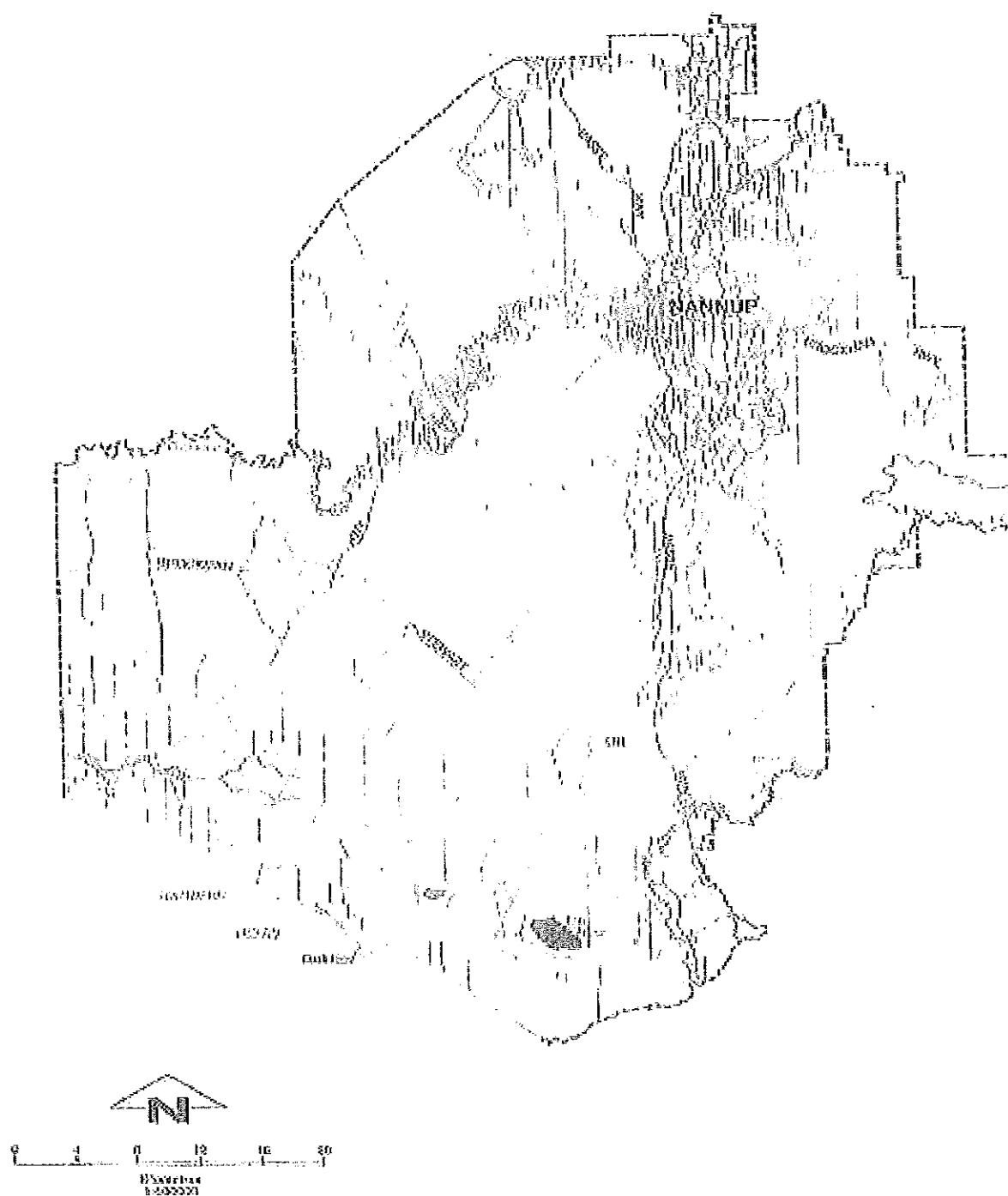
EXISTING POLICIES, LOCAL LAWS AND GUIDELINES:

- Code of Practice Rural Landfill Management (2002):
A guide to owners and operators of rural landfill sites on possible environmental impacts and recommended methods of management.
- Guidelines for Acceptance of Solid Waste Landfill 2001
- Guideline "Disposal of Asbestos Waste for Landfill Operators.
Outlines several methods for the disposal of asbestos at landfills.
- Landfill Waste Classification and Waste Definitions 1996 (as amended)
These are the guidelines for the acceptance of different defined wastes into the correct class of landfill in W.A.
- Code of Practice (Management of Clinical and Related Wastes).
This code details best practice in the safe, cost effective transportation, treatment and disposal of clinical and related waste.
- Guideline for "Groundwater Monitoring at Municipal Landfill Sites" by Department of Minerals and Energy.
Outlines various techniques for the design, construction and monitoring of groundwater bores.
- National Packaging Covenant

2.3 Matrices of infrastructure and Services provided

2.4 Infrastructure – Shire of Nannup

2.4.1 Shire of Nannup Map



2.4.2 Details of waste infrastructures

General Description

All waste collected from domestic waste kerbside collections in the Shire of Nannup is transported to and processed at the main landfill site in Nannup. The site is a class 2 Category No 64 – Putrescible landfill Site.

Waste Disposal Sites

Location and description

Nannup Waste Disposal Site (Landfill) Lot 13219 on Reserve 38737

This is the main and only landfill site and is situated north of the Nannup townsite on Keene Road off Vasse Highway (and then Mowen Road) , which leads north to Busselton and Bunbury. The total area of land in the Reserve is 12.2546 hectares.

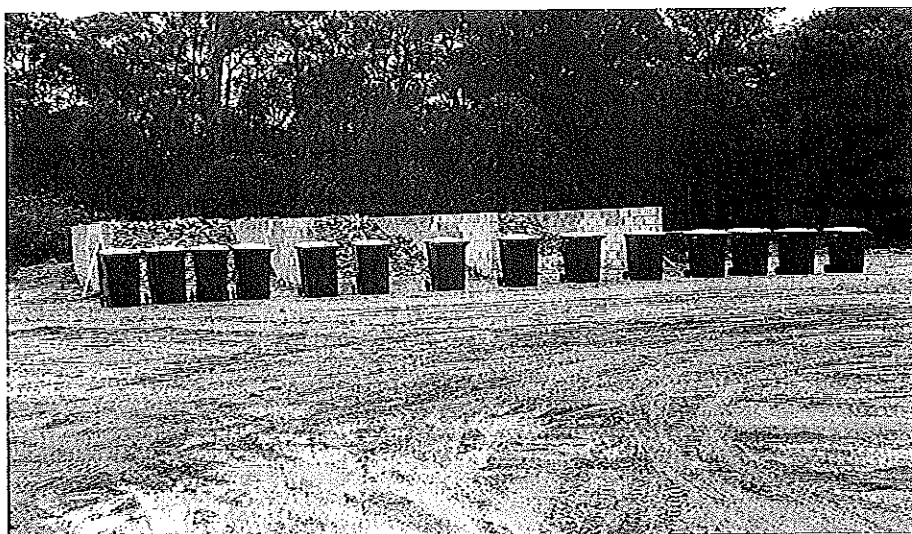
Licence Number

Licence 6835/6, File L60/97

Description of operations

This licensed Class 2 site accepts and processes mainly domestic waste collected by kerbside collection contractors, domestic and green waste deposited by residents and some construction/demolition, commercial and limited amounts of industrial waste.

The site is secure, is manned and has restricted hours. The site is privately managed by a contractor. The present contractor is Worthy Contracting and his contract is due to be reviewed for an additional 2 year extension in March 2010.



Recycling bins and glass recycling bunkers at Nannup Landfill

Recycling

The site also accepts free of charge – used motor oil and plastic oil containers, scrap metal and house hold green waste and triple rinsed farm chemical drums under the DrumMuster program.

The site also accepts domestic and commercial recyclables that are baled by an on site baler or placed in Sulo bins serviced by the kerbside collection contractor.

The site has a “second shop” for salvaged or unwanted items dropped off by residents.

There is no on site green waste processing – All collected green waste is currently burnt.

Buildings and Equipment on site

- Recycling shed.
- Used oil collection unit.
- Mesh gates and farm fencing.

Tonnage

It is estimated from the figure below that Nannup Waste Disposal Site receives 779.7 tonnes of waste per year.

Nannup Landfill Estimated Tonnage of Waste Received

Vehicle numbers	Random sample of monthly landfill volume sheets						Total	Average
	May-07	Aug-07	Dec-07	Feb-08	May-08	Jun-08		
Number of commercial vehicles	26	12	8	17	26	15	104	17.33
Number of domestic vehicles	381	408	624	546	590	572	3121	520.17
						Total	3225	537.5
m³ Received								
Commercial	25	24	22	34	52	34.2	191.2	31.87
Domestic	183.3	203.9	363.2	310.1	288.6	291.8	1640.9	273.48
						Total	1832.1	305.35
Average number of vehicles per year						6450		
Average m³ received per year						3664.2		
Conversion rate of .12						439.704	tonnes per year	
Total est. tonnes								
Kerbside collected waste	340tonnes	1.3 tonne each 340 collections per annum						
Total estimated tonnage	881.7							

However the neighboring Shire of Manjimup creates an estimated 1.3 tonnes per person, so a figure of about 1200 tonnes per annum would be more realistic. Improved data collection at the site is required and a kerbside waste and recycling audit is needed to determine correct tonnage.

Estimated lifespan

According to the *Waste Management Plan (Waste Management Plan for Nannup Refuse Site - McKenzie 2002 Report)*. The site with adherence' to the management plan has until 2020 until it reaches its capacity. This estimation did not take into consideration the introduction of kerbside recycling which should extend the life span to 2023.

Comments

The site requires some revamping of the entrance to be able to control, monitor and direct incoming traffic. Costs for this recommendation are presented in the planning section of this document.

Opening Hours

The site is open on:

Monday	8.00 am to 1.00 pm
Tuesday	1.00 to 5.00 pm
Wednesday	
Thursday	9.00 to 1.00 pm
Friday	1.00 to 5.00 pm
Saturday	8.00 am to 12.00 pm
Sunday	1.00 pm to 5.00 pm

The site is closed on Good Friday, Christmas Day and New Years Day.

2.4.3 Government policy /regulatory impacts

- As per land Licence requirements
- As per the WARR Act

2.4.4 Data Gaps

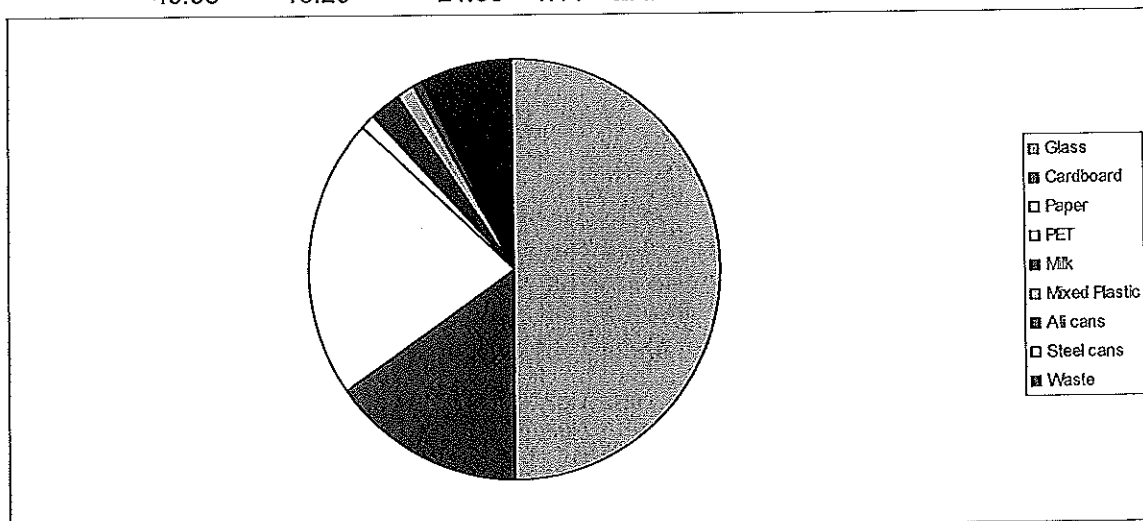
- Current waste composition and exact tonnage
- Volume of E- Waste being landfilled

2.5 Resource Recovery – Shire of Nannup

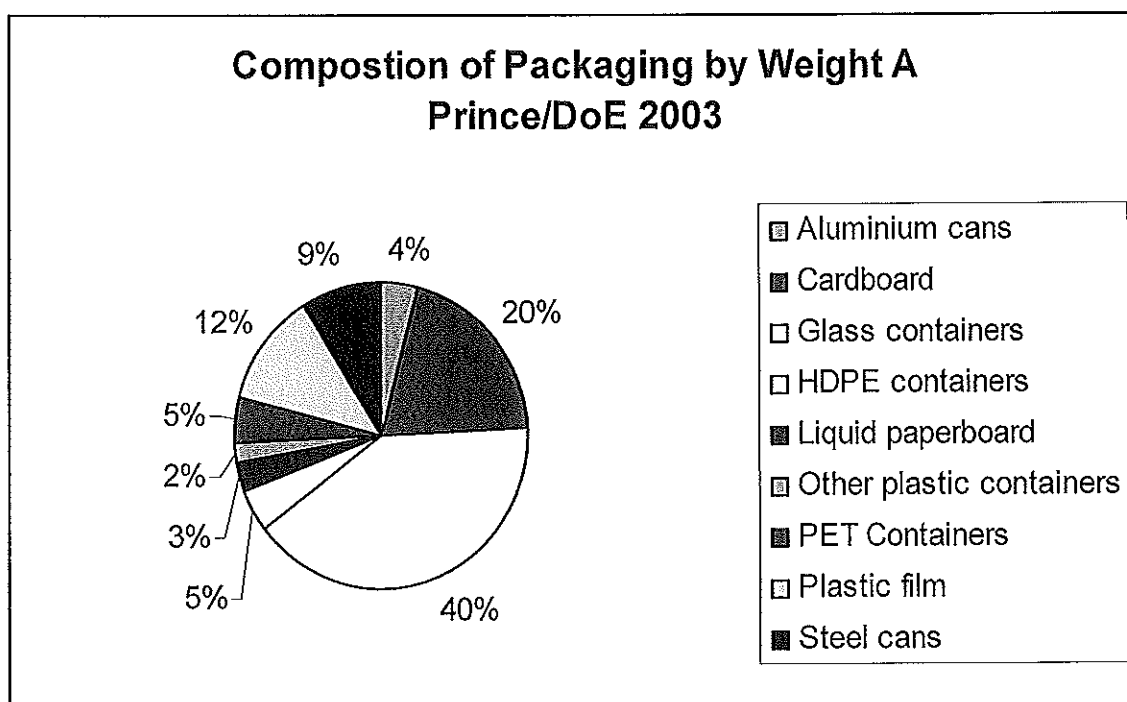
- Kerbside recycling
 - Currently the Shire of Nannup does have a kerbside recycling collection service.
 - There are 270 collections including bins at the landfill site.
 - The cost per fortnightly pickup is \$869.40
- Verge side collections
 - Council has committed to commence a yearly hardstand kerbside collection for Nannup. The service will collect white goods and general household waste.
- Greenwaste processing and reuse
 - Council does not provide a kerbside green waste collection.
 - All collected green waste at the refuse site is currently burnt.
- Recycling composition analysis (organics, ferrous plastics paper ali etc)

- The composition of a Manjimup bulk recycling bin transported to the Gandy Street MRF from a waste disposal site as per a waste audit conducted on this bin in April 2008.

	Glass	C/board	Paper	PET	Milk	Mixed Plastic	Ali cans	Steel cans	Waste	Total
Kgs	980	300	425	21.8	47.5	30.5	13.5	3.6	140	1962
%	49.95	15.29	21.66	1.11	2.42	1.55	0.69	0.18	7.14	100.00



As the rural communities of Manjimup and Nannup are similar it is presumed the above graph would be applicable to Nannup



- Drop off sites at landfill t/s MRF op shops

- The Nannup Waste Disposal Site has facilities for salvage storage and sales items either for salvaged or dropped off items.
- There are 30 Sulo bins on site at the landfill for the deposit of domestic recyclables. The bins are serviced by the kerbside contractor.

- Commercial and industrial, C&D recycling reuse

There is limited C&D waste recycling. It is restricted to some salvaged wood and scrap metal.

- Current markets

All collected recyclables are processed and sent to Perth by Warren Blackwood Waste. Currently most recyclables are being sent to Amcor.

- Cost of recycling by local government

Currently the Shire of Nannup has allocated approximately \$35,000 for present recycling in its landfill management contract. This cost is to be reviewed once kerbside recycling has commenced.

The price per kerbside recycling bin is \$3.22 per fortnightly collection.

2.6 Residual Waste Disposal – Shire of Nannup

Waste Collection and Disposal Services Provided in the Shire of Nannup

Domestic Waste Collection

- Weekly collection of 240 litre and 140 litre Sulo bins to households in Nannup
- Council has introduced Kerbside recycling in as of the 24th September the 2008.
- Currently there are 340 240 litre waste Sulo bins and 270 Sulo recycle bins collected in the Shire of Nannup.

Verge side collections

A hardstand service is to be provided yearly. Items suitable for collection include white goods furniture, scrap metal and general junk. The service will not collect green waste, tyres, chemicals or domestic putrescible waste.

Green waste management

- At this stage Council does not provide a kerbside green waste collection service. All Greenwaste is deposited at the main landfill site or at transfer stations.

Commercial and industrial waste services

- Council does not provide a collection service to industrial premises; but a Sulo bin service is available to commercial premises in town.

Commercial Cardboard Collection and Recycling

- The main landfill does accept commercial cardboard and paper. This is baled on site and transported to Perth.

Events Recycling

- Sulo recycling bins will be used at public events as part of the kerbside recycling collection contract.

Recyclables Drop Off Centres

The main landfill accepts the following recyclables:

- scrap metal, white goods, Steel cans
- Vehicle batteries
- Used motor oil.
- Paper and Cardboard
- Glass bottles and jars
- Aluminium cans and foil
- Plastic (including polyethylene terephthalate (PET) and polyvinyl chloride (PVC) and high density polyethylene (HDPE)
- Milk & juice cartons

The Nannup Refuse Site also accepts fluorescent tubes and mobile phones

Farm Chemical Containers

- The DrumMUSTER program has agreed to pay for collected chemical containers to be transported to Manjimup in the short term until a definite indication of the number of drums received at the landfill site is established.

Green waste

- The main landfill site at the Nannup Waste Disposal site receives the bulk of Greenwaste in the Shire. All collected green waste at the site is burnt.

Household Hazardous Waste

- Currently there is no facility to store collected household hazardous waste. It has been budgeted to install a small bunded garden shed to use as a chemical storage facility.

Asbestos and Special Burials

- Asbestos is accepted at Nannup's Refuse Site in accordance with DEP requirements. There is a dedicated signed area for asbestos burial.
- Depositors have to complete a disposal form.
- The site does not accept loose asbestos, except in bulk bags.
- No tipping of asbestos is allowed.

Used Motor Oil

- The landfill site has an oil recycling unit.

Used Printer Cartridge Recycling

- Council participates in the Planet Ark used printer cartridge recycling initiative

Mobile Phone Recycling

- Mobile phones can be deposited at all waste disposal sites and Council offices.

Fluorescent tube recycling

- Council currently provides fluorescent tube/globe recycling at the main landfill site

Electronic Waste Recycling

- Council is in the process of establishing an e waste recycling program at the main landfill site.

House Hold Battery collection

- Council currently does not have a scheme in place

Chemical Disposal

- Council is a participant in the ChemClear chemical collection program.

Litter

- Council provides free tipping to community litter clean up programs
- Council coordinates and supports Tidy Town committees.

Secondary waste treatments current

There is no current secondary waste treatment being conducted.

Minimisation programs

- Council has articles in the local media promoting waste minimisation – more regular information is planned.
- Council is investigating the provision of worm farms and compost bins at cost (plus administration costs).
- Contracted staff conducts school waste education sessions.

3.0 PHASE 1 ANALYSIS – ISSUES AND RECOMMENDATIONS

3.1 Data gaps

More robust detailed waste composition and waste weights figures need to be made available. It is suggested that comprehensive waste bins audits be conducted.

3.1.1 Issues identified

- Accurate waste weight recording at the landfill.
- House hold hazardous waste collection scheme..
- Green waste processing recycling
- E- waste recycling

3.1.2 DEC Recommendations – proposed actions

The DEC recommendations are covered in this plan and include data provision, public event and kerbside recycling, landfill management, investigation of waste processing and regional cooperation.

3.2 MINIMISING DIRECT AND INDIRECT ENVIRONMENTAL IMPACTS

Issues identified

- Absence of monitoring bores.
- Electronic waste recycling.
- Littering
- Collections of house hold batteries and hazardous waste.

3.3 Improving Existing service efficiencies

Issues identified

- Waste minimisation programs
- Littering
- Secondary waste processing (C&D and greenwaste)
- Improved Community waste education (waste minimisation).

Recommendations

- Source funding for littering campaigns and minimisation programs.
- Buy a chipper/mulcher.
- Plan to store suitable C&D waste at the landfill site for future processing and reuse.
- Commence community waste awareness education

3.3 Raising community awareness of waste management issues

Issues

- Recycling information dissemination.
- Green waste diversion public education.
- General waste management information.

Recommendations

- Council will ask the community for comment on this strategic plan.
- Conduct an extensive community green waste diversion program – continue and expand existing worm farm and compost bin supply and education.
- Continue to foster the Nannup Community Recycling and Waste Management Advisory Committee.

3.5 Improved Local Government Waste Management Practices

How the Shire of Nannup manages the waste created as a result of its own activities.

Council currently recycles:

- Used Printer Cartridge Recycling.
- Mobile phones.
- Recycles printer paper for second use.
- Fluorescent tubes.

Issues identified

- Council created green waste (from Parks and Gardens, storm damage and construction).
- E-waste recycling – Council redundant equipment.

Recommendations

- Purchase mulcher/chipper to be use by Parks and Gardens and Road crew and at the landfill site.
- Participate in proposed e-waste recycling initiative.

4. Action Planning

Actions and Outcomes

Issue	Action/Response	Outcomes		Responsibly	Estimated Cost	Potential Funding
		Event	Date			
Implementation of Harold McKenzie waste Management plan at the landfill site.	<ul style="list-style-type: none"> Contact water boring company. Improve signage. Install barrier, traffic flow system and small gatehouse. Install better internal litter fencing. Drainage and siltation ponds designed 	<ul style="list-style-type: none"> Install sampling bores - commence sampling and analysis. Barrier, traffic system, gatehouse in place. Drainage and ponds in place 	<p>June 2009</p> <p>Feb 09</p> <p>May 09</p>	<p>WMO - Bore contractor</p> <p>Manjimup Technical Services Contractor</p>	<p>\$2000</p> <p>\$1000</p> <p>\$2500</p>	Council
Accurate Data collection	<ul style="list-style-type: none"> Conduct domestic bin waste audits - contact companies. Implement detailed waste recording procedure for landfill. Construct entrance traffic control at landfill site. Weigh collection trucks. 	<ul style="list-style-type: none"> Kerbside domestic waste and recycling bin audit conducted. Domestic waste and recycling collection trucks weighed Traffic control installed. Waste recording procedure in place. 	<p>Sept 2009</p> <p>Sept 09 Feb 09 Nov 08</p>	WMO	\$4000.00	SWIS and Council funding
Diversion of domestic green waste and organics from domestic sources.	Provision of new designed compost bins - worm farms public awareness education	<ul style="list-style-type: none"> Bins available Increased public awareness through the media and direct contact at landfill site (handouts etc) 	June 2009	WMO	\$1500	SWIS and Council funding
No diversion of E-Waste from landfill	Provision of a recycling service	Transport bins provided - service commenced	March 09	WMO	\$1500	SWIS and Council
Lack of Household hazardous waste storage	Provide lockable bunded and vented storage shed	Shed constructed.	Dec- 09	WMO	\$4000	SWIS and Council
No present community waste -litter education	Investigate provision of a program Landfill signage costed	Program for community and schools in place - Signage in place at landfill - reserves	July 09	WMO	\$1000	Council -SWIS
Investigation into alternate processing of organic waste	Webb sit search - site visits - networking	System found - cost established	2011-12	WMO	\$500	Council funding - SWIS

5. BUDGET

Planning Budget				
Item	Cost	Responsibility	Start Date	
Implementation of Harold McKenzie Waste Management Plan at the landfill site.	\$5500	WMO	Jan 09	
Accurate Data collection	\$4000	WMO – Waste Auditors	Nov 08 –Sept 09	
Diversion of domestic green waste and organics from domestic sources.	\$1500	WMO	May 09	
Diversion of E-Waste from landfill	\$1500	WMO	Feb 09	
Household hazardous waste storage	\$4000	WMO	Nov 09	
community waste education	\$1000	WMO	June 09	
Investigation into alternate processing of organic waste	\$500	WMO	Ongoing	
Total				

6. MONITORING AND REVIEW

6.1 Periodic Performance Monitoring

Monitoring of performance against identified targets and milestones will be undertaken on an ongoing and periodic basis.

In addition to monitoring key milestone dates for individual components and projects, annual monitoring of the plan will be undertaken.

Reports reviewed

- *Waste management Strategy, Shire of Nannup and Bridgetown-Greenbushes, Eoctones & Associates, 1996.*
- *Waste Management Plan for Nannup Landfill Site, H McKenzie, 2002*
- *Waste management Process and Siting Study, Warren Blackwood Regional Waste Management Facility Study, Sinclair Knight Merz, 2002.*
- *SW Recycling Blue Print- Sinclair, Knight Merz 1995*
- *Town of Bridgetown- Community Survey, Waste Stream Audit and Waste Technology Review (Margaret Hughes, Murdoch University 1999).*
- *Regional Waste Management Authority Study – SWLGA – Martin Homisan (Bolide Solutions) June 2000.*
- *Assessment of Household Recycling and Mixed Waste bins for the Shire of Dardanup February 2004 – R. McCaskill – Murdoch University*