

FINAL Meeting minutes

Meeting 4: MRL CRG 2018

Date:	Thursday, 7 February 2019
Time:	6.30pm – 7:30pm
Location:	Community Information Centre, Melbourne Regional Landfill, Christies Road, Ravenhall

Meeting called by	Cleanaway
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Type of meeting	Melbourne Regional Landfill Community Reference Group
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Facilitator	Susan McNair, Currie Communications
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Notetaker	Ryan Ong, Currie Communications
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Please read	Previous meeting minutes
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Invitees

Attendees	<ul style="list-style-type: none"> • Marlene Gormon, Community member • Marion Martin, Community member • Sharon Lee, Community member • Mia Marevic, Community member • Sophie Gove, Environment Protection Officer, EPA • Daniel Hunt, Manager, EPA • Olga Ghiri, Stakeholder and Community Engagement Manager, Cleanaway • Lachlan James, Environmental Business Partner, Cleanaway • Meldina Klehic, Regional Manager, Cleanaway • Guy Edgar, Senior Environmental Business Partner, Cleanaway • Cr Bob Turner, Melton City Council • Cr Bruce Lancashire, Brimbank City Council • Sophie Thompson, Strategic Planning Coordinator, Brimbank City Council
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Apologies	<ul style="list-style-type: none"> • Monika Thomas, Community member • Alistair Nairn, Advisor - Community and Environmental Partners, EPA
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Non-attendance	<ul style="list-style-type: none"> • Frank Alexopolous, Community member • Melissa Westin, GM Metropolitan Remand Centre, Dept of Justice and Regulation • Bob Baggio, Manager Planning Services, Melton City Council • Cr Goran Kesic, Melton City Council
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About these minutes

These minutes/supporting information are in line with the agreed Terms of Reference. Any concerns/queries about papers supporting the MRL CRG should be raised with the Chair/Facilitator, Susan McNair by emailing susan@curriecommunications.com.au.

Meeting opened: 6:30pm

1. Community Reference Group governance

Summary of governance provided post meeting.

Meeting agenda and minutes governance

- Meetings held every three months
- Quorum = 5 members (including a minimum of 3 community members, 1 Cleanaway representative and the Chair)
- DRAFT minutes to be provided the community members within two weeks of meeting for comment
- Review period for DRAFT minutes is 21 days (3 weeks)
- Finalised minutes to be distributed and posted on Cleanaway website within 5 working days of finalisation.
- AGENDA items to be proposed to Chair seven working days before the next meeting.
- AGENDA and papers to be distributed five working days before next meeting.

2. Actions items

ACTION items	Update
ACTION 180906_5: D.Hunt to pass on community members' concerns about litter on Christies Road to Matt Walsh from VicRoads.	EPA reported that he had called Matt Walsh multiple times and left a voicemail message. D.Hunt agreed to try to contact him again. Further update at 9 May 2019 meeting.
ACTION 180530_8: O.Ghiri will provide an update on Cleanaway's MRL Community Fund.	O.Ghiri to include in her update. <i>Remove action item from ongoing action list.</i>
ACTION 181129_1: L.James agreed to present Cleanaway's new litter management plan.	L.James to include in his update. <i>Remove action item from ongoing action list.</i>

3. Environmental compliance

S.Gove provided an environmental compliance update from the EPA, summarised as follows:

- EPA conducted a licence compliance assessment on 4 January 2019. From that assessment, 15 pieces of advice were provided to Cleanaway. This advice focused on opportunities for Cleanaway to improve its record keeping such as improving their monitoring program's documentation. No remedial notices were written.
- EPA has continued to visit the Melbourne Regional Landfill site every month. They meet with Cleanaway and deliver a report to them including any advice and/or actions for them to follow up on.
- In January, EPA received 14 odour reports. Reports did not meet the threshold that would trigger EPA officers to visit the site. The reports have been investigated and there was no correlation for location and direction. Cleanaway has also investigated some of these reports but could not verify the claims.
- EPA noted the upcoming compliance due date (August 2019) of the litter management pollution abatement notice (PAN).
- The PAN on leachate levels is still ongoing. Cleanaway is providing updates but has encountered challenges in bringing leachate levels down. There is variation cell to cell, some cells are exceeding the prescribed leachate levels (more detail in the Cleanaway update below).

S.Lee voiced concern about that no gauging was conducted on leachate levels last year. L.James from Cleanaway noted that gauging occurred last year and referred to the Monthly Leachate Gauging data in Attachment 2 of the previous minutes.

M.Marevic enquired about the odour direction cited in the odour reports received by the EPA. D.Hunt from EPA highlighted that the direction is usually unclear when reported. M.Martin asked if the EPA could provide the locations of the odour reports. D.Hunt agreed to provide suburb-level information, but further detail was not possible for privacy reasons.

ACTION 190207_1: D.Hunt agreed to provide community members with the breakdown of suburbs that the January odour reports originated from.

L.James provided an update from Cleanaway about leachate levels, summarised as follows:

- Cleanaway and the EPA are concerned with ensuring that leachate does not affect groundwater. While there is leachate in some sumps that are not compliant, the auditor has confirmed that Cleanaway is not currently having an impact on groundwater.
- Cleanaway is attempting to reduce leachate to compliant levels. The challenge is that when drilling occurs to reduce leachate levels, there is a risk that the drill will disturb the liner protecting the groundwater. If this liner is disturbed, there will be a much more significant impact on groundwater.
- Cleanaway is working with the auditor and the EPA to develop a drilling construction quality plan. The auditor will conduct a risk assessment on this plan. The PAN has been extended due to this challenge.

Cr B.Lancashire asked if Cleanaway knew if they were close to disturbing the liner when drilling. L.James responded that they did know and explained the need to drill deeper into

the rock layer, as the shallower waste layer has a higher compaction rate which hinders the extraction of leachate.

S.Lee raised concern about how long it is taking for Cleanaway to have compliant leachate levels. L.James highlighted that since the PAN, Cleanaway has pulled out 30 megalitres (ML) of leachate and achieved compliance along the eastern section of the site. L.James clarified that the process is lengthy because Cleanaway does not want to risk compromising the liner which would have more damaging outcomes.

M.Martin asked where the leachate was being dumped. L.James noted that the leachate is stored in two leachate ponds which can store seven ML each. Cleanaway uses aerators to disturb the leachate and prevent it from becoming anaerobic which will lead to odour. The leachate is evaporated from these ponds. M.Martin asked the EPA if the evaporated leachate that goes over homes could have a negative impact. D.Hunt said he would provide an answer at the next meeting.

ACTION 190207_2: D.Hunt agreed to seek expert advice from within the EPA on the potential impacts of evaporate leachate on nearby residents and provide information on these impacts.

4. Site operations

L.James provided a site operations update (See Attachment 1) summarised as follows:

- Cell 3B is progressively having an intermediate cap installed on the batters (slopes) of the cell. There remains airspace in the cell that is expected to be captured within the next twelve months.
- Cell 4A is now up and is an active cell. The floor has now been covered and Cleanaway is starting its second lift.
- A rock aggregate is about to go down on Cell 4B-1 which Cleanaway hopes will come online in mid-March.
- A clay sub-grade is being placed in Cell 4B-3. The timing is likely to be late July, although this is dependent on weather that could delay construction.
- Cleanaway has amended its litter management plan in response to the litter outbreak in August 2018. This plan determines how the site's litter controls work. Should all controls be compromised, Cleanaway will close the site. This means bins will not be collected. The site closed three times last year.
- A 12m perimeter fence has been set up to manage litter and will continue to be extended. Installing of 7m nets around the active cell are being prioritised. An additional 2km of 6m fence will be installed in the coming months.
- The biogas plant saw a reduction in gas flowing into the plant in October, but gas flow is expected to rise back up again as an issue with one of the flow lines is fixed.
- The detailed design of the land fill gas well has been all but completed and will be used to go to tender.

There was no time to go over the groundwater monitoring event, L.James noted he would talk about this at the next meeting.

ACTION 190207_3: L.James to talk about the groundwater monitoring event at the next meeting.

There were queries about cell heights –

S.Lee asked whether cell 4A was reaching the height capacity. L.James replied that the cell won't reach height capacity to begin with, due to operational constraints. To address this, Cleanaway is building cell 4B-1 which will form an L-shaped cell with both 4A and 4B-1, this will enable Cleanaway to fill the height of the contours

M.Martin relayed that she had heard that corners of the site appeared to be growing in size, with some residents noting a change in size and shape. L.James clarified that survey data indicated the site's south-east corner's height had dropped by approximately 6m. This drop is a result of improved gas extraction and pulling leachate out of the corner cells, resulting in significant subsidence. The survey revealing the height decrease is conducted every three months.

M.Martin asked if contaminated sulphate was being put in the site corner. L.James replied that Cleanaway is not putting waste in that corner, but they are putting clean fill there. And mulch is being added for erosion control.

M.Martin was sceptical about the survey data and asked for Cleanaway to provide the data. L.James noted that the survey data was confidential, but they could provide it to the EPA for verification. D.Hunt agreed to review Cleanaway's survey data and report back. M.Martin agreed to this approach.

ACTION 190207_4: L.James to provide survey data to the EPA.

ACTION 190207_5: D.Hunt to review the survey data and report back.

There were queries about rehabilitation and planting –

Cr B.Lancashire asked about timing on planting to improve the viewshed and to reduce wind. M.Klehic responded that the current area being rehabilitated is a phytocap and will only allow for specific vegetation. A specific program has not yet been decided. The best guess for timeframe was 30 years before trees could be planted. This is due to the risk tree roots pose to the cap.

S.Thompson asked if there were public documents available on the rehabilitation plans. M.Klehic highlighted that the rehabilitation plan gets submitted as part of a post-closure PAN (PC-PAN) and made available on the EPA website. D.Hunt clarified that PC-PANs are only provided at the final closure of the landfill. O.Ghiri also directed attendees to diagrams that show what the area will look like once rehabilitated.

S.Lee claimed that Cleanaway's community tours had given the impression that the landfill would become parkland, which runs counter to the 30 year timeframe provided by M.Klehic. O.Ghiri clarified that the more extensive level of rehabilitation referred to by S.Lee could only occur once the last cell is filled. The community cannot access the landfill while cells were still active. While extensive rehabilitation was not yet possible, Cleanaway was progressively capping each cell and grassing it over.

S.Lee and M.Gorman raised concern that the community believes there will be trees in a shorter timeframe. O.Ghiri noted that this has not yet been an issue with other community members, but acknowledged their concern. M.Klehic clarified that while there won't be trees in that timeframe, Cleanaway may plant shrubs whose roots will not damage the cap.

Cr B.Lancashire asked if the reference group could provide their opinion on the shrubs that will be planted, and the areas and timeline of the planting. M.Klehic said Cleanaway could report back on this, as well as capping phase and types.

ACTION 190207_6: L. James to report back to the group at the August meeting on vegetation options for rehabilitation, timing of shrub planting, capping phases and types of caps.

M.Martin voiced concern about other sites where there was a rehabilitation effort and the vegetation has died. M.Klehic speculated that trees were planted and died due to methane under the surface. L.James made reassurances that landfill science has improved so that rehabilitation is better. D.Hunt also noted that phytocaps were new and will ensure that you will see vegetation relatively quickly once the cells are capped.

M.Maravic asked what Cleanaway was doing in the Clayton landfill in terms of replanting. O.Ghiri will report on this at the next meeting.

ACTION 190207_7: O.Ghiri to report what Cleanaway is doing for rehabilitation and replanting at the Clayton landfill at the next meeting.

There were queries about litter management –

Cr B.Lancashire enquired about site closure and alternative measures for Council in these situations, such as redirecting to Wyndham landfill. L.James noted that closing a site is not a light decision and is logistically difficult, and Cleanaway prefers to engineer the site so that closure is not required. L.James highlighted that Cleanaway will notify customers on high-wind days to limit the influx of waste but otherwise can only control their site. L.James directed Cr Lancashire to the Metropolitan Waste and Resource Recovery Group.

S.Lee raised concern about litter on the highway on windy days coming from trucks, and asked Cleanaway to tell their customers to prevent litter outbreak. L.James highlighted that he has serious discussions with customers about this and he audits them, noting the risk that Cleanaway staff take picking up the litter.

M.Martin relayed an incident about a truck with a top off leaving litter on the road. L.James recommended she note the truck's registration and report it to the police room. L.James said that Cleanaway is more than happy to report non-compliant customers to the EPA.

S.Thompson asked about the maintenance protocol for the nets. L.James responded that a crew use a vacuum to clean up the nets. During high winds, nets are inspected every hour.

5. Community engagement

O.Ghiri provided an update on Cleanaway's community engagement, summarised below:

- Cleanaway has established a community fund of \$50k for the Melbourne Regional Landfill community. The fund will be an annual program.
- Members of this reference group are invited to be part of the review panel to assess applications as they come through for this fund.
- Cleanaway is looking for people representing Brimbank and Melton, as well as three community members.
- Advertisements about the fund will go out this month with strict criteria on funding eligibility. There will also be a targeted mail out to encourage groups to apply.
- Those eligible for the fund include NFPs, friends' groups, environmental groups, schools or rotary clubs. The application must be something that enhances community health and wellbeing, a sustainable enterprise, environmental regeneration projects or improvements in waste reduction. Groups under the wing of council are also eligible.
- Applications will be assessed in mid-March. Applicants will be notified by the end of March. Agreements will be signed by the end of April. Funds will be distributed in May.
- More information about the fund can found in Attachment 2.

Other business

The Chair invited participants to raise any other business.

S.Lee highlighted a disparity in the numbers between the two tables provided in Attachment 2 of the last meetings minutes. She highlighted that the leachate levels for LP16A in Table 5 appeared to exceed the compliance levels in Table 6.1. L.James agreed to look at the tables and report back. He noted that sometimes surveys can report false positives when foaming of the leachate occurs. Isolated spikes might have been due to this foaming.

ACTION 190207_8: L.James to provide the committee with a clear understanding of the disparity between the leachate and compliance levels for LP16A/B provided in Tables 5 and 6.1.

6. 2019 meetings

- Thursday 9 May 2019
- Thursday 15 August 2019
- Thursday 14 November 2019

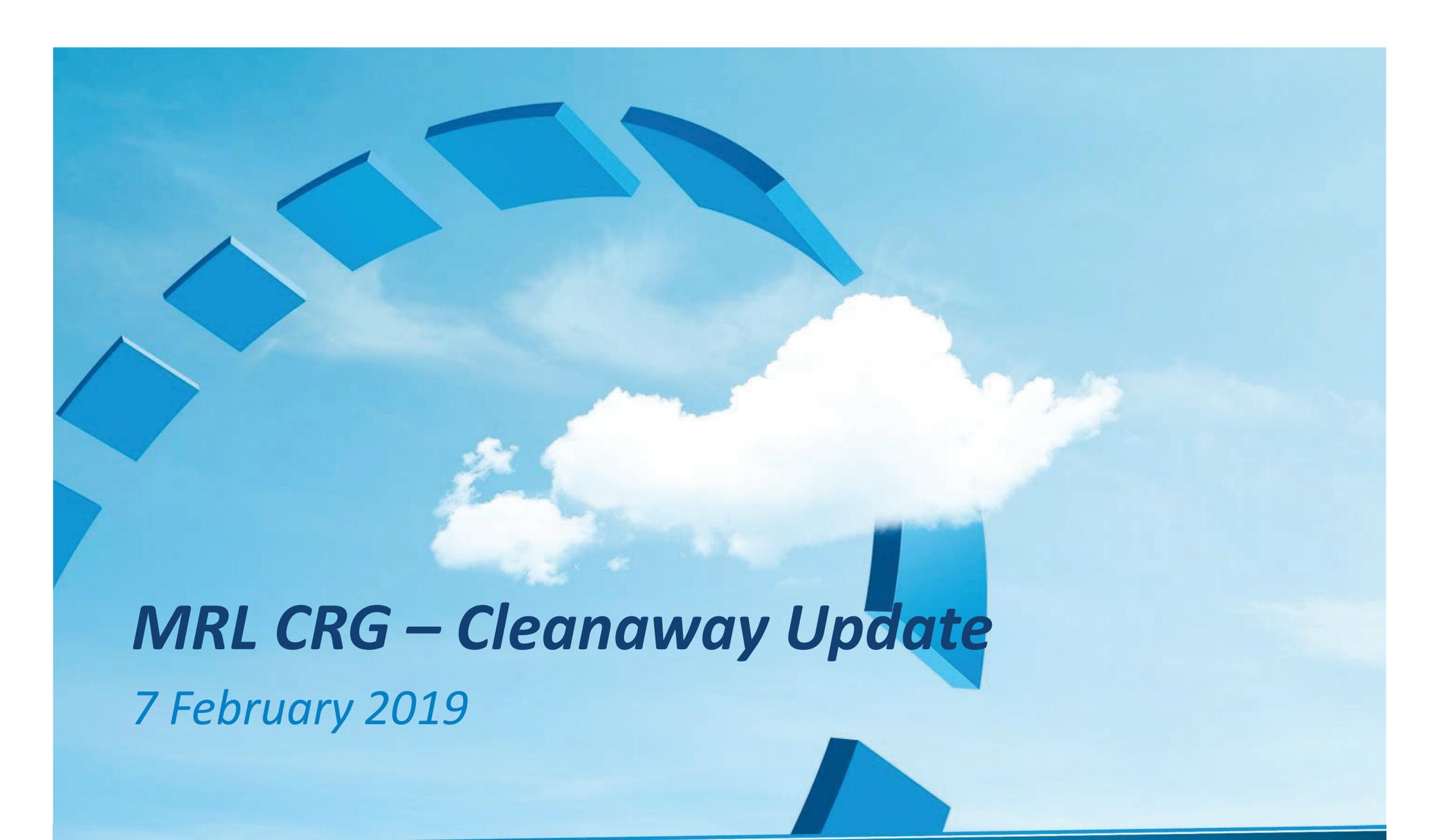
Summary of meeting deadlines provided post meeting

MTG 1 2019 (7 Feb 2019)	
AGENDA items to be proposed to Chair	29 Jan 2019
AGENDA and papers to be distributed	31 Jan 2019
Meeting 6:15pm for 6:30 PM start - 8:30 PM	7 Feb 2019
Draft minutes to be provided for comment	21 Feb 2019
Draft minute review	14 Mar 2019
Finalised minutes to be distributed and posted on Cleanaway website	21 Mar 2019
MTG 2 2019 (9 May 2019)	
AGENDA items to be proposed to Chair	29 April 2019
AGENDA and papers to be distributed	2 May 2019
Meeting 6:15pm for 6:30 PM start - 8:30 PM	9 May 2019
Draft minutes to be provided for comment	23 May 2019
Draft minute review	6 June 2019
Finalised minutes to be distributed and posted on Cleanaway website	13 June 2019

Meeting closed: 7.30pm

New and ongoing actions items as at 7 Feb 2019	
Action	Comment
ACTION 180906_5: D.Hunt to pass on community members' concerns about litter on Christies Road to Matt Walsh from VicRoads.	EPA reported that he had called Matt Walsh multiple times and left a voicemail message. D.Hunt agreed to try to contact him again. Further update at 9 May 2019 meeting.
ACTION 190207_1: D.Hunt to provide community members with the breakdown of suburbs that the January odour reports originated from.	To provide at 9 May 2019 meeting.
ACTION 190207_2: D.Hunt agreed to seek expert advice from within the EPA on the potential impacts of evaporate leachate on nearby residents and provide information on these impacts.	To provide at 9 May 2019 meeting.
ACTION 190207_3: L.James to talk about the groundwater monitoring event.	To provide at 9 May 2019 meeting.
ACTION 190207_4: L.James to provide survey data to the EPA.	To provide by 31 Mar 2019.
ACTION 190207_5: D.Hunt to review the survey data and report back that the top of waste contours have not been exceeded.	To provide at 9 May 2019 meeting.
ACTION 190207_6: L. James to report back to the group at the next meeting on vegetation options for rehabilitation, timing of shrub planting, capping phases and types of caps.	To provide at 15 May 2019 meeting.
ACTION 190207_7: O.Ghiri to report what Cleanaway is doing for rehabilitation and replanting at the Clayton landfill at the next meeting.	To provide at 9 May 2019 meeting.
ACTION 190207_8: L.James to provide the committee with a clear understanding of the disparity between the leachate and compliance levels for LP16A/B provided in Tables 5 and 6.1 of Attachment 2 in the previous minutes.	To provide at 9 May 2019 meeting.

Attachment 1



MRL CRG – Cleanaway Update

7 February 2019

Site Update – Overview

- Cell 3B – intermediate capping
- Cell 4A – active cell
- Cell 4B-1 – leachate aggregate being placed . Expected completion mid-March
- Cell 4B-3 – clay subgrade being placed. Expected completion late July.
- Cell 4B-2 – next cell to be constructed. Timing TBC.



Site Update – Overview



Litter Response – Litter Management Plan

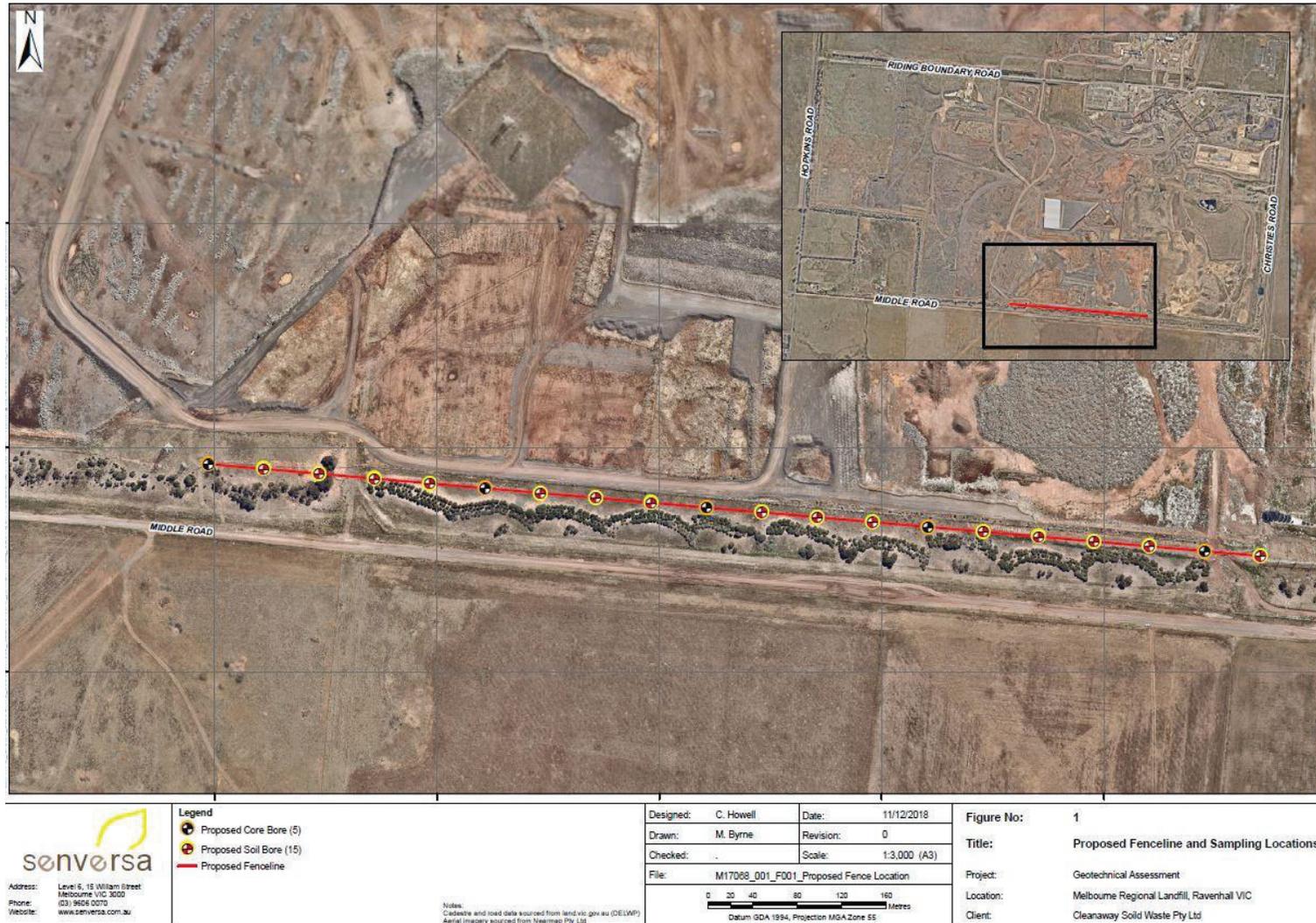
Average Wind Speed (kph)	Actions
0 – 25	<p>Business as usual. Monitor site conditions with standard inspection frequency. Ensure that daily cover material is available and ready for placement if required. Where on-site litter is present outside of the litter controls, then the Labour Leading Hand is to organise collection.</p>
25 - 50	<p>Operations Supervisor and Technical Supervisor meet to re-asses the daily fill plan, and the controls on the site. Site conditions are to be monitored in accordance with Section 4.4.</p> <p>Daily cover and/or the Tarpomatic is to be available at the working face for immediate use (if required). Assess if the working face size can be reduced. Inform weighbridge and customers of potential delays at the working face.</p> <p>Assess safety for certain trucks (eg. Semi Tippers). Encourage customers to delay the disposal of waste until after the high wind event has passed.</p> <p>Litter picking crews to be mobilised to maintain litter fences and collect any wind-blown litter.</p> <p>Technical Supervisor and Operations Supervisor to provide regular updates to the Western Operations Manager and the Regional Manager.</p>
>50	<p>Working face operations are to be modified by reducing working face size. Customers and the weighbridge are to informed of the expected delays. Adequate daily cover stockpile is required at the working face to cover all exposed waste.</p> <p>Site will be closed to semi tippers.</p> <p>If it is safe to do so, litter picking crews will be mobilised.</p> <p>Site conditions will be monitored at a frequency equal to or greater than what is specified in Section 4.4. If perimeter litter controls have failed, then operations are to cease, and the site closed. Refer to Section 5.3 for site closure.</p>

Litter Response – Upcoming Works

- **12 m perimeter fence:** Geotechnical works completed in January 2019. Contractor engagement expected early April 2019.
- **6 m perimeter fence:** Approximately 1.5 km on-site. An additional 2 km of fence to be installed in the coming months. Green – current nets. Blue – future nets.

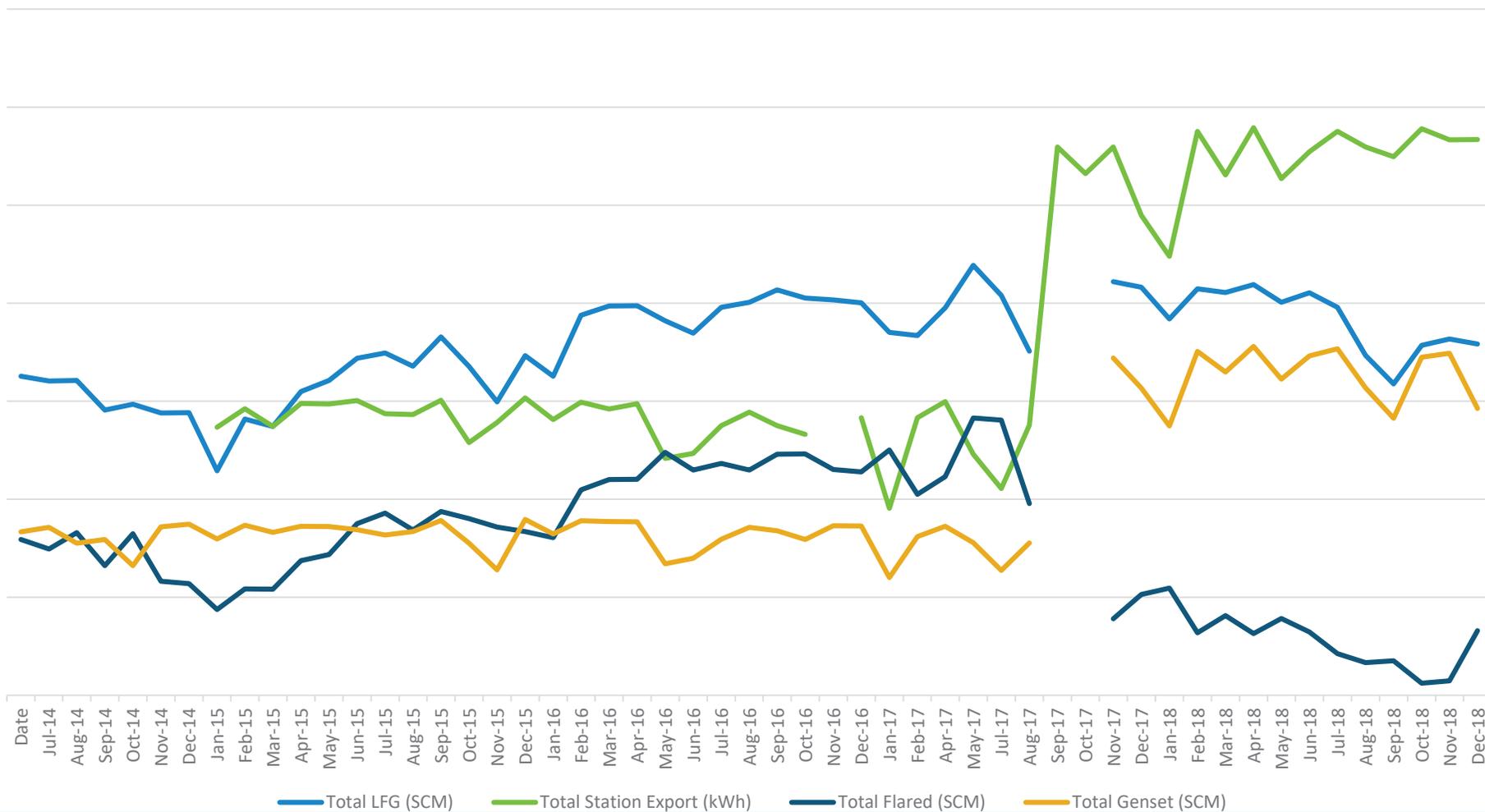


Litter Response – Upcoming Works



Site Update – Biogas Plant

Monthly LFG Production



Site Update – Groundwater Monitoring Event



Source: <https://esemag.com/water/groundwater-sampling/>

Attachment 2



Cleanaway Community Benefit Fund

Supporting a sustainable community

Objective

Establish a \$50,000 *Community Benefit Fund* budgeted FY18/19, to encourage applications from Friends groups, not for profit organisations, schools, volunteers and environmental groups, within a 5km radius of the Melbourne Regional Landfill.

The fund aims to support sustainable enterprises, environmental regeneration projects, waste reduction initiatives, and/or programs that promote community collaboration, health and well-being, community events, sporting activities, training courses or employment schemes.

Examples include:

- Implementing a practical activity or project that improves the local environment.
- Tree planting or other type of environmental regeneration program.
- Construction of gardens, greenhouses or compost systems to promote waste reduction.
- Installation of solar panels at school or a community building
- Purchasing additional recycling bins in schools or community buildings to increase recycling.
- Charitable pursuits that support communities in need
- Events or programs that encourage community connectivity, health and well-being.

Key Milestones

1. Advertise call for Expressions of Interest – **27 February 2019**
2. Invitations sent to targeted groups to apply – **27 February 2019**
3. Applications close - **5pm 29 March 2019**
4. Applications assessed – **12 April 2019**
5. Successful applicants are notified – **19 April 2019**
6. Agreements signed – **3 May 2019**
7. Funds distributed – **17 May 2019**
8. Funding period expires and grant projects to be completed– **17 May 2020.**

Fund Guidelines

Applications

Call for community applications will be completed as follows:

1. Call for Expressions of Interest to be advertised in local newspapers – Caroline Springs Community Update and Melton Leader newspaper.
2. Invitations to Friends groups, charitable or not for profit organisations, environmental agencies, and volunteer groups within a 5km radius of the Melbourne Regional Landfill.
3. Invitations to schools in Caroline Springs, Deer Park, Derrimuit, Ardeer, Cairnlea and Albanvale.
4. Exposure on Council websites (Melton and Brimbank)
5. Social media promotions.

Eligibility Criteria

To be eligible for the grant funding:

1. Must be a Friends Group, charitable or not for profit organisation, environmental agency, school or volunteer group.
2. Project must align with the assessment criteria and benefits the community or environment within a 5km radius of the Melbourne Regional Landfill.
3. Project must be completed within 12 months.
4. Groups can only apply for one grant per financial year.

Ineligible Projects

Applications will not be considered if:

- Project does not align with the funding criteria and/or guidelines provided.
- Applications are not completed or submitted using the appropriate paperwork.
- Commercial enterprises.

Assessment Process

Applications to be assessed against the following criteria:

1. Capacity of the applicant to deliver on project outcomes.
2. Clearly defined project aims.
3. Alignment with grant funding objectives
4. Realistic budget including quotes.

All applications to be assessed using the following weighted criteria:

Project idea? (20%)

- What are the objectives and aims of the project?
- How does the project contribute to the objectives of the grant?
- How will the project's success be measured?

Potential to achieve improved sustainability or community well-being? (30%)

- How will the project benefit the local community?
- How will your project assist to achieve positive environmental outcomes?
- How will the project be adopted within your area to ensure continuous behavioural change?

Longevity of project (20%)

- What long term benefits will your project have on the local community or local environment?
- How long will the proposed system/improvement last?

Project innovation / non-duplication of existing service (20%)

- Does your project offer a new initiative or opportunity?
- Does your project promote community well-being or sustainability?

Timeline and Budget (10%)

- Has a detailed budget detailing all monetary and in-kind support been provided?
- Has a timeline that estimates when key objectives and tasks will be undertaken and completed by been provided?

Review Panel

Applications for grants to be assessed by a panel consisting:

- Up to two representatives from Cleanaway
- One representative from Melton Council
- One representative from Brimbank Council
- One community representative

The review panel will assess all applications and submit its recommendations for final endorsement to Cleanaway's General Manager, Collections Victoria.

Conditions

- Successful applicants must enter into a Funding Agreement and adhere to all conditions outlined in the agreement.
- Recipients must provide quarterly updates outlining progress of funded project.
- A copy of your current Public Liability Insurance Certificate (minimum \$10 million) and/or other agreed insurance arrangements must be submitted as part of your application.
- A copy of your budget outlining the project.
- Any in-kind contribution in support of your project must be detailed in your application form.

For further information contact:

Olga Ghiri - Stakeholder and Community Engagement Manager

Olga.ghiri@cleanaway.com.au