ACT Government
Transport Canberra and City Services

FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI reference: TCCSFOI 2019-102

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	Not published
4. Additional information identified	No
5. Fees	n/a
6. Processing time (in working days)	46 days
7. Decision made by Ombudsman	yes
8. Additional information identified by Ombudsman	n/a
9. Decision made by ACAT	n/a
10. Additional information identified by ACAT	n/a

From: [redacted]
To: TCCS_FreedomOfInformation
Subject: ABC News FOI request: ACT waste
Date: Thursday, 3 October 2019 9:06:39 AM

To the FOI officer,

I am seeking documents under the Freedom of Information Act 2016 from City Services regarding waste management.

I am also filing a request to EPSDD with the same questions – I am happy for one Directorate to coordinate the whole request if that is easier for you.

If you require me to file separate requests for the relevant Ministers (regarding Qs 1, 2 and 3) please let me know ASAP.

Specifically, I am seeking:

1. All briefings to the Minister for City Services regarding Mugga Lane Materials Recovery Facility created between 1 July 2018 and now.

2. All briefings to the Minister for City Services regarding the Visy paper mill in Tumut created between 1 July 2018 and now.

3. Any documents created between 1 July 2018 and now regarding ACT waste being sent overseas held by the executive team of TCCS or the Minister's Office.

4. Any documents detailing the ACT's international waste arrangements, that is, arrangements for where waste is sent, and the companies contracted to process that waste.

5. Any communications sent or received by the executive team of TCCS regarding the Visy paper mill at Tumut between 1 July 2018 and now regarding processing of ACT waste.

I am [redacted] and as such I request a total reduction in fees and charges as the release of information will contribute to community understanding on an important issue, inform debate and improve government accountability. Further, [redacted] is a non-profit, [redacted] and warrants a remission of fees and charges on that basis.

I would also like to request a five-day waiting period before provision of the information I've sought is published on any disclosure log, as this will assist [redacted] in the preparation of any material and ensure the accuracy of anything published or broadcast.

If I can help in any way with the processing of my request, including negotiation of scope, please don't hesitate to contact me by phone or email at any time.

Thanks for your time, I look forward to hearing from you.

Regards,

[redacted]

-

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ACT Government

Transport Canberra and City Services

[redacted]

By email: [redacted]

Dear [redacted]

Freedom of Information request: Reference 19-102

I refer to your application under section 30 of the Freedom of Information Act 2016 (the Act) received by Transport Canberra and City Services (TCCS) on 3 October 2019 in which you sought access to:

1. All briefings to the Minister for City Services regarding Mugga Lane Materials Recovery Facility created between 1 July 2018 and now.
2. All briefings to the Minister for City Services regarding the Visy paper mill in Tumut created between 1 July 2018 and now.
3. Any documents created between 1 July 2018 and now regarding ACT waste being sent overseas held by the executive team of TCCS or the Minister's Office.
4. Any documents detailing the ACT's international waste arrangements, that is, arrangements for where waste is sent, and the companies contracted to process that waste.
5. Any communications sent or received by the executive team of TCCS regarding the Visy paper mill at Tumut between 1 July 2018 and now regarding processing of ACT waste.

Thank you for agreeing to an extension until 6 December 2019.

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

In accordance with the Act, a search was conducted of information held by TCCS. The search identified that TCCS Holds 10 documents (48 pages) in scope of point 1 of your request.

I have decided to grant partial access to these documents. The schedule of documents is at Attachment A. Please see the documents subject to release at Attachment B.

The search was unable to locate any information in scope of points 2-5 of your request. I have decided that TCCS does not hold the information you are seeking.
A reason why this information is not held by TCCS is that the service provider, Re.Group, is the owner of waste recovered from the Mugga Lane Material Recovery Facility (MRF). While the contract with the Territory requires the processing and management of waste at the

MRF, the commercial agreements with downstream processors is a business decision by Re.Group. You may wish to contact Re.Group directly on this matter.

Reasons for decision

Factors considered in favour of disclosure (Schedule 2.1):

2.1 (a)(i) - promote open discussion of public affairs and enhance the government's accountability;

2.1(a)(ii) - contribute to positive and informed debate on important issues or matters of public interest; and

2.1(a)(iv) - ensure effective oversight of expenditure of public funds.

Factors considered in favour of non-disclosure (Schedule 2.2):

2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person;

2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;

2.2(a)(iv) – impede the administration of justice generally, including procedural fairness;

2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person;

2.2(a)(xvi) - prejudice a deliberative process of government; and

2.2(a)(xiii) - prejudice the competitive commercial activities of an agency.

Public Interest

I have considered the public interest in relation to waste management services provided by the ACT Government. This assessment indicates that services provided by the ACT Government and its contractors is a matter of public interest as it directly relates to Government accountability and the expenditure of public funds.

However, some information within the documents at Attachment B contain information, on balance, that is not in the public interest to disclose.

In reviewing your application, I have decided that the factors favouring the non-disclosure of personal and private information, information subject to deliberative process, information relating to business affairs and information which could impede the administration of procedural fairness is paramount.

Personal and private information

Personal information means information or an opinion whether true or not about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. The *Information Privacy Act 2014* prescribes the way in which government collects, uses, shares and stores this information.

The protection of this information outweighs factors favouring its disclosure in this instance.

Documents subject to deliberative process

Pages 3 and 15 contains, in part, information which forms a deliberative process of thinking. This deliberative thinking also relates to information which is subject to a cabinet process.

In this instance, I have decided it is contrary to the public interest for this information to be released.

Business affairs

Some of the information within this document relates to the business affairs of Re.Group, including information on its business decisions and operational budget.

In this instance, I have decided it is contrary to the public interest for this information to be released.

In addition, consultation was sought from Re.Group on information which could be a concern to its business affairs in accordance with section 38 of the Act. TCCS has informed Re.Group of the decision on this application, however I must defer the release of some of the information to you until the end of the review period. This information has been redacted in orange, and TCCS will advise you when the review period has concluded.

Charges

The information to be provided to you is less than 50 pages, which is inside of the fee-free threshold.

Disclosure log

Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. You may view the TCCS' disclosure log at http://www.tccs.act.gov.au/about-us/freedom_of_information

In this instance, I have decided that your application and the record of my decision is of interest to the public as it provides transparency of process. As the documents relate to a matter which is of a personal nature, they will not be included in the publication. All private information will be removed prior to publication. Publication will occur within 3-10 business days from the date of this letter.

Review rights

You may apply to the ACT Ombudsman to review my decision under section 73 of the Act. An application for review must be made in writing within **20 days** of my decision being published in the disclosure log.

You may submit a request for review of my decision to the ACT Ombudsman by writing

in one of the following ways:

Email (preferred):	actfoi@ombudsman.gov.au
Post:	The ACT Ombudsman GPO Box 442 CANBERRA ACT 2601

More information about ACT Ombudsman review is available on the ACT Ombudsman website at: http://www.ombudsman.act.gov.au/Freedom-of-Information.

ACT Civil and Administrative Tribunal (ACAT) review
Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any queries concerning the directorate's processing of your request, or would like further information, please contact the directorate's FOI Coordinator on 6205 5408 or email tccs.foi@act.gov.au.

Yours sincerely

Cherie Hughes
Information Officer

December 2019

FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Factors favouring non-disclosure (Freedom of Information Act 2016 (FOI ACT)):

2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;

2.2(a)(iv) – impede the administration of justice generally, including procedural fairness;

2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person;

2.2(a)(xvi) - prejudice a deliberative process of government; and

2.2(a)(xiii) - prejudice the competitive commercial activities of an agency.

Other Considerations:

Information Privacy Act 2014

Information is out of the scope of the request;

Access to information is deferred under section 38(6) of the FOI Act.

File No	WHAT ARE THE PARAMETERS OF THE REQUEST
TCCS FOI 19-102	**All briefings to the Minister for City Services regarding Mugga Lane Materials Recovery Facility created between 1 July 2018 and now.**

Ref No	No of Folios	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	**1**	Email **Subject –** Dot points for Minister's Meeting on Monday	8 March 2019	Partial access	• Information is out of scope; • Factor 2.2(a)(xi);	All documents to be published

	2-4	Attachment: Dot Points			• Factor 2.2(a)(iv); • Factor 2.2(a)(xvi); and • Section 38(6) FOI ACT.	
	5-11	Attachment: Photos				
2	**12-13**	Email Subject - FW: Dot points for Minister's Meeting on Monday	15 March 2019	Partial access	• Information is out of scope; • Factor 2.2(a)(xi); and • Section 38(6) FOI Act.	
	14-15	Attachment: Dot Points				
	16-18	Attachment: Photos				
3	**19-20**	Email Subject - FW: Dot points for Minister's Meeting on Monday	22 March 2019	Partial access	• Information is out of scope; • Factor 2.2(a)(xi); • Section 38(6) FOI Act.	
	21-24	Attachment: Photos				
4	**25-26**	Email Subject - Dot points for Minister's Meeting on Monday 1 April 2019	29 March 2019	Partial access	• Factor 2.2(a)(iv); and • Factors 2.2(a)(xi).	
5	**27-35**	Email Subject - Re MRF update - week ending 5 April	3 May 2019	Partial access	• Factor 2.2(a)(ii); • Factor 2.2(a)(iv); • Factors 2.2(a)(xi); • *Information Privacy Act 2014* and • Section 38(6) FOI Act.	
6	**36-37**	Email	10 May 2019	Partial access	• Factor 2.2(a)(iv);	

		Subject - RE: MRF update - week ending 5 April			• Factor 2.2(a)(xi); and • Section 38(6) FOI Act.	
7	**38-39**	Email Subject - FW: MRF Update week ending 17/5/19	17 May 2019	Partial access	• Factor 2.2(a)(iv); • Factor 2.2(a)(xi); • Factor 2.2(a)(ii); • *Information Privacy Act 2014* and • Section 38(6) FOI Act.	
	40-42	Attachment: Photos				
8	**43-44**	Email Subject - RE: MRF Update week ending 24 May 19	24 May 2019	Partial access	• Factor 2.2(a)(iv); • Factor 2.2(a)(xi); • Factor 2.2(a)(ii); and • Section 38(6) FOI Act.	
9	**45-46**	Email Subject - RE: MRF Update week ending 24 May 19	31 May 2019	Partial access	• Section 38(6); and • Factor 2.2(a)(ii)	
10	**47-48**	Email Subject - RE: MRF Update week ending 24 May 19	28 June 2019	Partial access	• Factor 2.2(a)(ii); • Factor 2.2(a)(iv); • Factors 2.2(a)(xi); and • Section 38(6) FOI Act.	
Total No of Docs – 10						

From: Rose, Jason
Sent: Friday, 8 March 2019 12:59 PM
To: Trushell, Michael
Cc: Slaven, Jill; Smith, Adam
Subject: RE: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]
Attachments: Dot Points - Jim Corrigan - MRF Update 28 Feb 19.docx; MRF Comingled stockpile 8 March.jpg; MRF Comingled stockpile 2 8 March.jpg; MRF Comingled stockpile 3 8 March.jpg; MRF Southern End Semi Processed Glass Pile.jpg; MRF Temporary Storage Area 1 8 March.jpg; MRF Temporary Storage Area 2 8 March.jpg; MRF Southern end stockpiles 8 March.jpg

UNCLASSIFIED

Hi Michael

Please find dot points for Jim below:

- Re.Group reported a machinery breakdown on Monday 4 March with the plant becoming operational at midday on Tuesday 5 March. As a result, stockpiling of co-mingled material has occurred on the eastern side of the building.
- We requested a formal action plan from Re.Group as to how they will manage this stockpile, whilst ensuring that the recycling co-mingled collections from the ACT will not be affected.
- Re.Group have advised that they added some extra operators on Thursday (7 March) evening shift to start processing the stockpile in addition to the CDS material. This will be repeated on Friday (8 March), with a full overtime shift planned for Saturday (9 March) to finish processing the excess material.
- They expect that [redacted] the excess material should be back inside the receival hall by Monday 11 March.
- [redacted]
- Re.Group have shipped of some of the semi processed glass pile to market. 600 tonnes have gone [redacted].
- The temporary storage area is looking clearer as more of the mixed plastic bales going to market each week.
- Photos are attached. Main photos are of the co-mingled stockpile that is mentioned above. Also photos of the southern area of the MRF and the temporary storage area.

Cheers
Jason

Jason Rose | Director, Service Delivery
Phone: 02 6205 0721| **Mobile:** [redacted] | Email: jason.rose@act.gov.au
ACT NoWaste| Transport Canberra and City Services| ACT Government
Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602
GPO Box 158 Canberra ACT 2601 |www.act.gov.au

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ACT Government
Transport Canberra and City Services

Dot Point Request

Requested by: Jim Corrigan

Business Unit: ACT NOWaste

Subject: MRF Update

MRF Operations Update

- ACT NoWaste is maintaining twice weekly compliance checks on the MRF internal and external site. These checks will continue for the foreseeable future.
- The new traffic management plan onsite has been deployed, allowing for loading of B-double semi-trailers on the site – freeing up the access lane to the receival halls.
- [redacted]
- All unprocessed materials are situated within the receiving area, which indicates Re.Group is managing to process the incoming material.
- [redacted]
- Re.Group have reported that a buyer has been found for the baled mixed plastic that is currently being stockpiled in the temporary storage area. A total of 100 tonnes per week has commenced leaving the site from Monday 18 February and will continue for 6 weeks. However mixed plastics remain a key risk.

[redacted]

[redacted]

- [redacted]
- [redacted]
- [redacted]

ACT Government

Transport Canberra and City Services

[redacted]

- [redacted]
- [redacted]

[redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

ACT Government

Transport Canberra and City Services

Action Officers: Anthony Haraldson and Jason Rose

Executive Branch Manager: Michael Trushell

Date: 1 March 2019

3

2
JCB

Your recycling is sorted here!
MATERIALS
RECOVERY
FACILITY
SAFETY VESTS
MUST BE WORN
HT
ACT
Government

From: Trushell, Michael
Sent: Friday, 15 March 2019 4:20 PM
To: Corrigan, Jim
Cc: Rose, Jason; Neal, Colleen; Smith, Adam
Subject: FW: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]
Attachments: Dot Points - Jim Corrigan - MRF Update General.docx; MRF Infeed Comingled 15 March.jpg; MRF Semi Processed Glass Pile 15 March.jpg; MRF Trommel Semi processed glass 15 March.jpg; MRF Infeed CDS 14 March.jpg

[redacted]

From: Trushell, Michael
Sent: Friday, 15 March 2019 12:38 PM
To: Corrigan, Jim <Jim.Corrigan@act.gov.au>
Cc: Neal, Colleen <Colleen.Neal@act.gov.au>; Finnigan, Rebecca <Rebecca.Finnigan@act.gov.au>; Rose, Jason <Jason.Rose@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>
Subject: FW: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

Hi Jim – this is this week's report (please disregard my earlier email as it is last week's report – apologies).

Thanks, Michael

From: Rose, Jason
Sent: Friday, 15 March 2019 11:34 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Slaven, Jill <Jill.Slaven@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>
Subject: RE: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Michael

Please find below the weekly MRF Update for Jim:

- Re.Group have managed some of the unprocessed co-mingled material but there still remains co-mingled material outside the infeed area on the eastern side of the building. (see photos above). An action plan has been requested from Re.Group outlining how this will be managed and removed as soon as possible.
- Re.Group have commenced using a small trommel onsite to process the stockpile of semi-processed glass. This pile was contaminated, and the treatment through the trommel will allow the glass to be reprocessed and turned into glass fines that can be on sold. The semi-processed glass pile has reduced significantly and Re.Group expect this to be clear by mid-next week. This will free up a significant amount of space onsite to compliment the new traffic management plan in place.
- [redacted]

- [redacted]
- Photos from Thursday 14 and Friday 15 March 2019 are attached.

Regards
Jason

Jason Rose | Director, Service Delivery
Phone: 02 6205 0721| **Mobile** [redacted] | Email: jason.rose@act.gov.au
ACT NoWaste| Transport Canberra and City Services| ACT Government
Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602
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[redacted]

[redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

ACT Government

Transport Canberra and City Services

[redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Action Officers: Anthony Haraldson and Jason Rose

Executive Branch Manager: Michael Trushell

Date: 1 March 2019

EXIT

From: Trushell, Michael
Sent: Friday, 22 March 2019 1:56 PM
To: Corrigan, Jim
Cc: Rose, Jason; Smith, Adam; Slaven, Jill; Neal, Colleen
Subject: FW: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]
Attachments: Comingle outside bay2.jpg; Fire door1-02.jpg; IMG20190321113757.jpg; Unprocessed glass and sand.jpg

Hi Jim – please see below Service Delivery Team's status report for the Hume MRF for your meeting with the Minister on Monday. [redacted]

Thanks, Michael

From: Rose, Jason
Sent: Friday, 22 March 2019 12:45 PM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Slaven, Jill <Jill.Slaven@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>
Subject: RE: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Michael

Please see below the weekly MRF update for Jim:

- Re.Group have managed the co-mingled materials – there is still some minor stockpiling taking place but this is being processed quickly. This is mainly due to the size of the infeed area and the need to keep the CDS material segregated from the co-mingled material. The two way truck movement on the eastern side of the building is being maintained.
- Re.Group are undertaking some routine maintenance on the plant over the coming weekend.
- [redacted]
- Processing of semi-processed glass is almost complete with the majority of the stockpile being re-processed through the trommel and the glass plant. Further cleaning of the glass area will take place over the coming weekend.
- Photos from Thursday 22 March are attached.

Regards
Jason

Jason Rose | Director, Service Delivery
Phone: 02 6205 0721| **Mobile:** [redacted] Email: jason.rose@act.gov.au
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From: Rose, Jason
Sent: Friday, 15 March 2019 11:34 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Slaven, Jill <Jill.Slaven@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>
Subject: RE: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

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Jason

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2

2
FIRE
HOSE
REEL

Your recycling is sorted here!
MATERIALS
RECOVERY

From: Trushell, Michael
Sent: Friday, 29 March 2019 3:00 PM
To: Corrigan, Jim
Cc: Rose, Jason
Subject: Dot points for Minister's Meeting on Monday 1 April 2019 [SEC=UNCLASSIFIED]

Jim

[redacted]

Thanks, Michael

From: Trushell, Michael
Sent: Friday, 22 March 2019 1:56 PM
To: Corrigan, Jim <Jim.Corrigan@act.gov.au>
Cc: Rose, Jason <Jason.Rose@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>; Slaven, Jill <Jill.Slaven@act.gov.au>; Neal, Colleen <Colleen.Neal@act.gov.au>
Subject: FW: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

Hi Jim – please see below Service Delivery Team's status report for the Hume MRF for your meeting with the Minister on Monday. [redacted]

Thanks, Michael

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Sent: Friday, 22 March 2019 12:45 PM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Slaven, Jill <Jill.Slaven@act.gov.au>; Smith, Adam <Adam.Smith@act.gov.au>
Subject: RE: Dot points for Minister's Meeting on Monday [SEC=UNCLASSIFIED]

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Jason

Jason Rose | Director, Service Delivery
Phone: 02 6205 0721| **Mobile:** [redacted] | Email: jason.rose@act.gov.au
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From: Rose, Jason
Sent: Friday, 3 May 2019 11:05 AM
To: Trushell, Michael; Corrigan, Jim
Cc: Smith, Adam; Slaven, Jill
Subject: RE: MRF update - week ending 5 April

Hi Michael and Jim

Please see below the MRF Update for the week ending 3 May 2019.

Inspections

The site has been well maintained over the last week. Four inspections were completed with the following observations:

* Weeds have been sprayed and the weeds growing in the rood gutters will be included in the horticulture/ maintenance plan
* A fire door/ hose reel obstruction was observed at Door 4 near the alchemy hopper
* Silt fencing will be repaired by Monday of next week.
* General litter picking around fence line and nature strip is ongoing.
* Loose material in the storage area still an issue and is being monitored.

Worksafe Visit

[redacted] (Safety and Environment Manager) met with Worksafe on Tuesday 30th April and discussed the below issues:

* Plant (fixed and mobile) were still missing guards that either had been removed recently or not refitted since the initial inspection
* Interactions/ segregation between human traffic and mobile plant.
* Lack of line markings and traffic management in general
* Cleanliness in staff areas i.e. toilets, break rooms etc.

[redacted]
Adam will be kept informed sent the final version of the document so that we can also monitor the progress and include the latest set of issue in our inspection routine.

Other matters

* Roller doors have been assessed and a report will be given to Re.Group. [redacted] is still finding out on why the roller doors were removed and where they are being stored.
* Water jet pump out of drains is scheduled for 12/5/19

* [redacted]
* Site appearance has been maintained well. The focus will remain on cleanliness with a renewed focus on traffic management and segregation between human and plant/ vehicle traffic. Further improvements are expected over the coming weeks once Re.Group begin working towards Worksafe s new set of improvements

Performance Management Committee

The first meeting of the PMC will take place on Monday 13 May 2019 at the MRF. Attending will be Jason Rose (Chair), Adam Smith (Secretariat), [redacted].

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

GPO Box 158 Canberra ACT 2601 |www.act.gov.au

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From: Rose, Jason
Sent: Friday, 26 April 2019 8:44 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Smith, Adam <Adam.Smith@act.gov.au>; Slaven, Jill <Jill.Slaven@act.gov.au>
Subject: RE: MRF update - week ending 5 April

UNOFFICIAL

Hi Michael

Please see below for the MRF Update for the week ending 26 April 2019

Inspections

The site is very clean at the moment. General housekeeping issues identified:

* Gas pump cage impeded by comingle- Please remove and provide evidence upon completion
* Weeds along the site access fence, beside the main switchboard cabinet and along the shed roof require removal- images attached
* Stormwater drain covers in the carpark and in the delivery area require litter and debris removal- images attached
* Corrugated iron panel between doors 2 and 3
* Unbaled material located in the stock yard
* Tree limb located in the stock yard requires removal
* Silt fence is damaged/missing

Breakdown

[redacted] notified NoWaste of a trommel breakdown within the main plant on Wednesday 24 April. The MRF was not operational for approximately 2 hours. This did not affect collections and all comingled material remained inside the receivals door.

Meeting

A meeting was held between [redacted] (COO, Re.Group), [redacted] (Safety and Environment Manager, Hume MRF) and [redacted] (Operations Manager, Hume MRF) ,Michael Trushell, Jason Rose, Anthony Haraldson, Ann Denholm and [redacted] on Tuesday 23 April. Discussions included the expectations and role of the new Safety and Environment Manager and the drafting of improvement plans, the consultancy work of logistics expert [redacted]. [redacted]

The first meeting of the Performance Management Committee (PMC) will be held on Monday 13 May 2019. The PMC will be chaired by the Director, Service Delivery and will also consist of the ACT NoWaste MRF Contract

Manager, [redacted]. At this stage, it is expected the PMC will meet every month, moving to quarterly meetings when the MRF's operations and performance have improved.

Cheers

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Thursday, 18 April 2019 10:04 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Smith, Adam <Adam.Smith@act.gov.au>; Slaven, Jill <Jill.Slaven@act.gov.au>
Subject: RE: MRF update - week ending 5 April

UNOFFICIAL

Hi Michael

Please see below for the MRF Update for Jim for week ending 18 April 2019

Inspections

* Four inspections were carried out this week

* Tuesday s site visit included [redacted] who attended for a site tour with [redacted] and myself to provide [redacted] with context around site operations, processes and challenges. [redacted] is undertaking the internal audit into the Worksafe Shutdown of the MRF.
* No further information regarding the missing roller doors at the MRF. Re.Group will provide an action plan for the replacement of the roller doors.
* Worksafe attended site last week and highlighted cleanliness as a priority. This aligns with the ACT NoWaste s observations over the last two weeks the focus on cleanliness will continue.
* EPA have sent their new officer to inspect the site who is inspecting on behalf of [redacted] while he is on leave this was a follow up from the previous week where glass sand was sighted as an issue.
* Street sweepers were engaged over the weekend to clean up glass sand that has migrated around the site. The street sweeper broke down 2 hours and completed 1/3 of the site, The sweeper will return in a couple of weeks to complete the job. Re.Group/MRF will be prioritised as soon as the truck s pump is repaired.
* Loads of stored comingled material at Mugga Lane RMC left over from the shut down are in the process of being sent to the MRF and have increased over the last week. This has contributed to unprocessed material stockpiles outside of the shed Remondis is working with Re.Group to find a balance.
* Maintenance on the infeed conveyor, cleaning of the infeed area and some minor welding was completed over the weekend.
* Pot holes along the south eastern side of the site are being filled with glass fines as a temporary measure.
* No fire safety breaches were identified over the last week.
* One WHS issue was identified where the gas pump cage was blocked this was rectified at the time of inspection.

The majority of issues identified on site were regarding asset condition and housekeeping:

* Missing roller doors, bollards and fence repair (action plan to be advised)
* Condition of outside shed and delivery doorways.
* Surface cleanliness and condition i.e. potholes

Action plans

To be provided over the next week:

* Street sweeping program
* Landscaping plan with a focus on weeding of the fence line and gutters
* Repair/ maintenance plan for assets i.e. roller doors, bollards, fence and shed exterior repair.
* Pot hole repairs

The site has a higher volume of unprocessed material due to the increased loads being transported from Mugga. It is expected that unprocessed comingled will be back inside the shed over the weekend along with CDS and cardboard.

Meeting

A meeting has been scheduled with [redacted] (COO, Re.Group), [redacted] (Safety and Environment Manager, Hume MRF) and [redacted] (Operations Manager, Hume MRF) for Tuesday 23 April. Attending from

ACT NoWaste will be Michael Trushell, Jason Rose, Anthony Haraldson, Ann Denholm and [redacted]. This is an initial meet and greet meeting, but also an opportunity for the Territory to discuss expectations around the new Safety and Environment Manager role and discuss the work undertaken by [redacted] moving forward.

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Friday, 12 April 2019 8:53 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Smith, Adam <Adam.Smith@act.gov.au>; Slaven, Jill <Jill.Slaven@act.gov.au>
Subject: RE: MRF update - week ending 5 April

UNOFFICIAL

Hi Michael

Please see below for the MRF Update for Jim for week ending 12 April 2019

Inspections

* Due to staff availability only three inspections were carried out his week.
* There are no high priority action items unactioned.
* There is a security issue identified where roller doors at the site have been removed without notice to the Territory this is being investigated.
* There has been a greater focus on asset condition i.e. shed exterior, fence line and surfaces. This will be monitored via agreed action plans with the Contractor.
* No fire safety breaches aside from a leaking fire hose inside the facility which is minor and will be seen to over the coming week.
* Traffic flow within the site has improved. Truck movement plans for comingled, commercial and b-double vehicles have been completed and sent to the Territory.
* The cleanliness of the site continues to improve with operational space being managed well. There is a more obvious focus on site safe compliance by the Contractor with all staff identifying acts of non-compliance.

The majority of issues identified on site were asset based and house keeping:

* Missing roller doors
* Condition of assets i.e shed walls, fences, bollards, drains
* Litter picking, gathering of wind blown litter; dirt and dust

Actions from Meeting with Re.Group

* Draft Deed of Variation for funding for the Safety and Environment Manager sent to Nathan Lopez for review on Friday 12 April.
* A meeting has been organised on Tuesday 23 April with [redacted] (new COO, Re.Group), [redacted] (MRF Operations Manager) and [redacted] (Safety and Environment Manager) to agree a short-term approach to safety monitoring and to discuss the standing up of the Performance Management Committee.
* Adam has requested from [redacted] (Re.Group Operations Manager) an action plan on delaying the processing of Mugga Lane Comingled material in the temporary holding area to allow processing of glass.

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Friday, 5 April 2019 9:59 AM
To: Trushell, Michael <Michael.Trushell@act.gov.au>
Cc: Smith, Adam <Adam.Smith@act.gov.au>; Slaven, Jill <Jill.Slaven@act.gov.au>
Subject: MRF update - week ending 5 April

UNOFFICIAL

Hi Michael

Please see below for the MRF update for Jim for week ending 5 April 2019

Inspections

A summary of site inspections for weekend ending 5/4/19.

* Five inspections were carried one per day.

* There are no high priority action items identified by NoWaste and unactioned by Re.Group.

* One high priority action item was recorded which was the blocking of an internal traffic sign (stop sign).

* There were no fire safety breaches identified.

* The majority of issues identified on site are housekeeping issues:

* Litter picking and weeding
* Unbaled/loose or broken bales stored with baled material
* Bollards damaged or removed
* Clearing of drains/ stormwater grill
* Fence repair

Safety and Environment Manager

Re.Group have advised that they have appointed a Safety and Environment Manager for the MRF, who will commence on the 15 April 2019. [redacted]

Cheers

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Friday, 10 May 2019 11:00 AM
To: Trushell, Michael
Cc: Smith, Adam; Slaven, Jill
Subject: RE: MRF update - week ending 5 April

UNCLASSIFIED

Hi Michael

Please see below the MRF update for the week ending 10 May 2019

Inspections

The site continues to improve in cleanliness each week. Four inspections were completed with the following observations:

* No fire safety obstructions were noted this week
* Steam cleaning of the bathroom and toilets completed this week
* A focus on cleaning the site will continue in to next week targeting cleaning of fixed plant walkways and raised platforms
* Inspection of fixed plant work areas showed that more safety structures needed to be installed i.e. guards, rails etc. [redacted], MRF WHS officer, is working on a scheduling improvements which he keep me informed of.
* Main issues identified

* Walkways cluttered with overflow of waste i.e. contamination picked out of the recycling process. Build up of dust and excess recyclable material. Slip and trip hazards/risks were identified and then treated.
* Continual blocking of confined spaces under fixed plant is ongoing but is being addressed by [redacted] through toolbox meetings and inspections made by him.
* Ladders some require extending and/or safety cages to be installed
* PPE Hard hats and dust masks are not always being worn but MRF staff. The importance of PPE to be included in toolbox discussions and monitored by [redacted].

The above safety issues will be monitored through ACT NoWaste s daily site inspections.

[redacted]

[redacted]

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Little, Vicki
Sent: Friday, 17 May 2019 12:39 PM
To: Trushell, Michael
Cc: Rose, Jason
Subject: FW: MRF Update week ending 17/5/19
Attachments: IMG_1563.JPG; IMG_1578.JPG; IMG_1545.JPG

UNCLASSIFIED

Hi Michael

Can I just say Adam has done a great job keeping on top of the MRF issues. The first two images attached above are inside the receiving hall and the third is outside the CDS bunker. Great to see everything in the Shed.

MRF update for week ending 17 May 2019 below:

Inspections
The site continues to improve with fewer improvement observations recorded each week. The focus on cleanliness and site/ plant maintenance is progressing well.

Some minor observations are:

- Four inspections were completed this week;
- No medium or high priority issues were identified;
- All access to fire safety equipment and exits were clear and accessible;
- Removing loose material from between stacked bales on adjacent storage area;
- Removing broken bales from adjacent storage area; and
- Pest/ vermin control is needed after clearing out the delivery hall of all material.

Maintenance

- No breakdowns of fixed plant since Monday 6 May 2019;
- Processing speed has increased to 17/18 tonnes per hour;
- Main electrical panel works to commence on Saturday 18 May 2019 (no processing shifts to be run this weekend as a result);
- Trommel infeed conveyor repair and belt change scheduled for Saturday 18 May 2019;
- Extension of CDS drop off bay has been completed 14 May 2019;
- 5 hours of street sweeping was completed 11-12 May 2019 as part of the fortnightly sweeping schedule;
- Night lighting project is starting 18 May 2019 to improve lighting for after dark operations;
- Cardboard hopper will be rebuilt 18 May 2019 with a heavier gauge of reinforced steel;
- A new bund has been purchased for oil storage; and
- Once operations are running smoothly a whole day of maintenance will be incorporated each week.

Improvements and other progress

- The comingled shed, Door 2, will be totally empty COB 17 May 2018. Once empty, maintenance and cleaning will take place;
- Preventative maintenance schedule has been incorporated during the shift swap at 2pm each day (a minimum of 2 hours preventative maintenance has been completed each day over the past week);
- Drains in the yard have been cleared and are working;
- New tagging inventory system is in use for baled ACT CDS material;
- Leftover stockpile at MRMC has reduced significantly with no CDS remaining. The final loads (45 tonnes) of comingled and paper cardboard will be transported to the MRF on Monday 20 May 2019;
- [redacted] drivers have been giving positive feedback on the condition of the site; and

- All internal walkways will be cleared with only diamond plate steel flooring visible in walkways i.e. drinking fountains are an obstruction and will be removed with drink bottles issued as replacements.

Performance Management Committee (PMC)

- The first PMC meeting was held on Monday 13 May 2019;
- The WHS manual and accompanying plans are being worked in with an initial draft due by 23 May 2019;
- Discussions were held around improvements in reducing levels of contamination in loads delivered to the MRF. Early reports from [redacted] are that improvements at RDOCs and the ability to divert trucks with loads that are grossly contaminated have noticeably reduced contamination;
- The Scheduled Preventative Maintenance Plan is taking shape with large scale works to be completed during weekends and minor preventative maintenance during the week. This has resulted in a significant improvement in plant processing;
- Further discussions are being held around the Business Improvement Plan over the next two weeks before a final agreed version of the plan is finalised with costings and prioritised outcomes; and
- [redacted]

Kind regards

Vicki Little | Assistant Director - Contracts
Service Delivery
Phone: 02 6207 2410 |Email: vicki.little@act.gov.au
ACT NOWaste | Transport Canberra and City Services Directorate | ACT Government
Level 1, 490 Northbourne Avenue, Dickson 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
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Every recycled
plastic bottle
Saves enough energy
to power a light bulb
for 6 hours
LEFT BEHIND
CAUTION
DUAL CONTROL

11:58 am Wed 15 May 98%

10.2.1.174-2. Co-Mingle Pit

From: Rose, Jason
Sent: Friday, 24 May 2019 10:19 AM
To: Trushell, Michael
Cc: Smith, Adam; Slaven, Jill; Neal, Colleen
Subject: RE: MRF Update week ending 24 May 19

UNCLASSIFIED

Hi Michael

Please see below for the MRF Update from Adam for week ending 24 May 2019.

Inspections

The site has improved from last week with the continuation of maintenance and cleaning programs.

Inspection observations:

* Four inspections were completed this week
* No high priority issues were identified
* All access to fire safety equipment and exits were clear and accessible.
* Two medium priority issues were identified relating to cleanliness (unprocessed material blocking stairs) and PPE issues which were rectified at the time of inspection.
* Lack of general tidiness of the entrance/ carpark was identified i.e. squashed boxes and CDS bags, being the case. This is being put down to the CDS audit taking place with audit team not storing material and items for the audit appropriately. This has since been rectified.
* Litter picking along the carpark fence line was also needed
* Removing loose material from between stacked bales on adjacent storage area is continuing with visible improvement.
* Removing broken bales from adjacent storage area will be ongoing and monitored closely. Bales tend to split if they are grabbed to tight by the forklift which will become less frequent as newer forklift operators become more competent.

Maintenance

* No breakdowns of fixed plant since Monday 6th May with preventative maintenance continuing to make a big difference in plant up time and productivity.
* [redacted]
* Main electrical panel works were completed with only a short delay leading in to Monday s processing
* Trommel infeed conveyor was repaired without issue. Barriers were also installed to reduce the amount of material that spills over the side of the conveyor which will improve infeed amounts while reducing spillage and cleaning.
* Night lighting project is starting this weekend to improve lighting for after dark operations
* Cardboard hopper rebuild works were partially completed and will be finished this coming weekend. Reason for this is that not all of the prefab steel was built with the correct dimensions with only some of the new steel able to be installed.

Other matters

* All unprocessed material has been kept well inside the shed this week which is now the expectation moving forward.
* The last of the leftover stockpile (45t) at MRMC will be completed by the end of today.
* Delegates from South Korea visited for a tour of the Recycling Education Hub on 23/5/19. The site was presented well, clean and in working order which gave the visitors a clear understanding of how the site operates. After some Q & A, Robbie ran the visitors through the VR recycling game, the obvious highlight.

Improvement Plans

* [redacted] (Safety and Environment Manager, Hume MRF) has given ACT NoWaste copies of the improvement plans to cover the existing WHS Plan, Emergency Plan, Traffic Management Plan, Environment Plan and Workforce and IR Plan. The improvements listed are extensive and aim to ensure the future plans will meet all applicable standards and legislative requirements. It is expected that the final plans will be given to ACT NoWaste by 30 June 2019.

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Friday, 31 May 2019 10:36 AM
To: Trushell, Michael
Cc: Smith, Adam; Slaven, Jill; Neal, Colleen; Haraldson, Anthony
Subject: RE: MRF Update week ending 24 May 19

UNCLASSIFIED

Hi Michael

Please find the MRF Update for the week ending 31 May 2019

Inspections

The site has coped well with the wet and windy conditions over the last week.

* Four inspections were completed this week. From next week inspections will be reduced to three times a week to gauge if less supervision is appropriate.
* Cardboard, like all material, was kept inside and dry which helped keep the material dry and maintain processing efficiency.
* Two fire safety access issues were identified and treated at the time of inspection. Re.Group were reminded that despite no fire safety issues being reported over the past month; and the identified blockages appearing being minor i.e. loose litter present at fire door exits, it is still considered a safety breach and that more attention needs to be given. The importance of attention to detail when it comes to fire safety will be tool boxed by Re.Group.
* The windy conditions has increased wind blown litter around the site. Re.Group have been reminded to keep a closer eye on litter picking.
* Silt fencing still requires some work a timeline to be given for completion by mid next week.
* MLRMC temporary stockpile removal is almost complete with the final loads and fence removal scheduled for completion on Monday.
* Street sweeping to continue this weekend provided the weather conditions are suitable.
* Regular maintenance continues to make a difference with no unplanned plan downtime recorded since Monday 6th of May.

Regards

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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From: Rose, Jason
Sent: Friday, 28 June 2019 11:31 AM
To: Trushell, Michael
Cc: Smith, Adam; Slaven, Jill; Neal, Colleen
Subject: RE: MRF Update week ending 24 May 19

UNCLASSIFIED

Hi Michael

Please find below the MRF update for week ending 28/6/19.

Inspections

The site is being managed well with the receival hall being completely cleared every 7-10 days.

* 3 inspections were completed this week;
* No high priority issues were identified;
* No fire safety access and equipment issues were identified on site;
* Baled and unprocessed material is being managed well with unprocessed material kept inside the shed and bales material being moved off site and a steady rate;
* Street sweeping is due to take place again this Saturday 28 June 2019.

Meeting - Business Improvement Plan

* The second meeting was held on Thursday 27 June 2019;
* Each line item in the plan is being discussed with the aim of deciding which improvements are relevant and the priority of relevant improvements;
* Upgrades and site layout options have been discussed;
* Process improvements will discussed at the next meeting which is tentatively scheduled for Thursday 4th July 2019.

Meeting Performance Management Committee (PMC)

* The second meeting was held on Wednesday 26 June 2019;
* The first draft version of the plans are expected to be finalised by COB Friday 28 June 2019;
* [redacted]
* [redacted].

Other matters

* MRF staff are being trained to obtain their working at heights certificate, which will allow onsite staff to undertake minor repairs and improvements;
* [redacted]
* [redacted] which is a great outcome for the business improvement and performance process.

Cheers

Jason

Jason Rose | Director, Service Delivery

Phone: 02 6205 0721| Mobile: [redacted] | Email: jason.rose@act.gov.au ACT NoWaste| Transport Canberra and City Services| ACT Government Level 2, WOTSO House, 490 Northbourne Ave, Dickson, ACT 2602

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