

## meeting notes

prepared by	Alyce Taylor
meeting subject	Elf Farm Supplies (EFS) Community Liaison Committee (CLC)
location	Windsor High School
date and time of meeting	23 November 2016, 6.00pm to 8.00pm – Site visit: 6.00pm to 7.00pm – Meeting: 7.15pm to 8.00pm.
attendees	Chair - Nicola Wass Members present – David Tolson, Trevor Wilson, Michael Hardman, Steve Bonanno, Emmanuel Isbester, Brenda McDonough, Bill Sneddon, Jennifer Hawken, Lyn Creamer. Notes - Alyce Taylor Apologies - Danielle Wheeler.
distribution	All CLC members

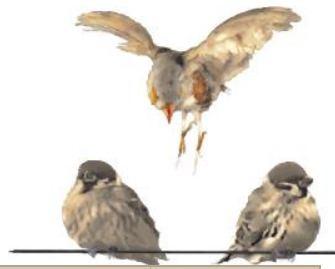
### Welcome and apologies

Item No.	Business	Action	Date
<b>1</b>	Nicola welcomed the CLC members and gave the meeting apologies. Nicola expressed on behalf of the Hawkesbury Environment Network representative her appreciation for the experience of working together with the CLC members.		

### Review of previous meeting notes

Item No.	Business	Action	Date
<b>2</b>	Nicola said that the previous meeting notes had been distributed, confirmed and published on the CLC website. Nicola then listed the following outstanding actions from the last CLC meeting and noted that all were complete.		

# straight Talk

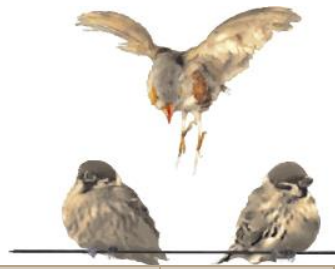


Item No.	Business	Action	Date
	<ul style="list-style-type: none"> <li>• Straight Talk had sent out the Community Consultation Strategy PDF with the previous meeting notes</li> <li>• Straight Talk had sent spare copies of the Construction Update One newsletter to CLC members who had requested additional copies</li> <li>• Straight Talk was to investigate the availability of odour maps previously presented to the CLC by The Odour Unit. Nicola stated she understands the maps form a part of EFS's DA modifications application and should be available on the Department of Planning and Environment website.</li> <li>• Straight Talk was to provide an analysis of odour complaints. Nicola stated that a report had been prepared and would be covered later in agenda item number 4</li> <li>• Straight Talk was to follow up a question from a CLC member about a second report, apparently entitled a 'Stevenson Report'. According to EFS's General Manager, this possibly refers to an environmental management review which is currently with the Department of Planning and Environment for approval.</li> </ul>		

## Mitigation works status and next steps

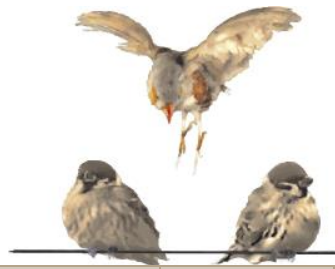
Item No.	Business	Action	Date
<b>3</b>	<p>The EFS representative provided a progress report on construction works that have occurred since the last CLC meeting. He stated that construction was going to plan and provide the following details.</p> <ul style="list-style-type: none"> <li>• The steel structure for the raw ingredients shed is now finished. The shed should be completed and fully enclosed before Christmas 2016</li> <li>• On Thursday 24 November 2016, a large (concrete) pour of the tunnel floor area was to commence. This will provide the base that the pipes and spiggots will be bolted onto. Concrete reinforcements will then be laid before a final layer of concrete is placed on top</li> <li>• All footings for the final building has been dug</li> </ul>		

# straight Talk



Item No.	Business	Action	Date
	<ul style="list-style-type: none"> <li>Construction of the bunded areas for the chemical storage tanks has commenced, as has construction of the area where the trucks will back into to transfer chemicals onto the site</li> <li>The hard stand area where the biofilter material will be located has been levelled and stabilised. The walls for the rear of the fan room of the six tunnels has commenced.</li> </ul> <p>It was then outlined that in future people can keep track of the construction works through the EFS website, quarterly information sessions, the EFS updates mailing list and quarterly construction newsletters.</p> <p>The following questions from the site visit to EFS Mulgrave facility prior to the meeting were then put to the EFS representative. All questions related to a recent fire which occurred at the EFS Mulgrave facility.</p> <ul style="list-style-type: none"> <li><b>Question:</b> Were the straw bales located in an approved area for bale storage and if so is it in the approval plans? <b>Response:</b> The area where the bales were stored had always been marked for storing bales and was approved</li> <li><b>Question:</b> What will happen to the spoiled straw? <b>Response:</b> The EPA is still deciding how the spoiled straw can be disposed because some bales have been contaminated with fire retardant and some were burnt. There are many reuse and disposal options because the fire retardant is biodegradable. EFS has proposed options to the EPA and they will assess the category of the spoilage and where it should go. The EPA representative said that this assessment was likely to take a week and required the input of technical consultants</li> <li><b>Question:</b> Was the amount of straw at the time of the fire normal? And what is the permissible amount of straw volume that EFS has approval to store? <b>Response:</b> EFS has no approved straw bale storage limit. The company tries to store only what it needs, with a little extra in case of an emergency such as a road blockage or floods, which tends to be at least a couple of weeks of stock. At the time of the fire approximately 1200 bales were being stored.</li> </ul> <p>The CLC was then shown CCTV still images demonstrating a time-lapse of the fire starting.</p> <ul style="list-style-type: none"> <li><b>Question:</b> Was the fire caused by spontaneous combustion? <b>Response:</b> It was not. The Fire Brigade investigated and classified the fire as accidental and not arson. When this</li> </ul>		

# straight Talk



Item No.	Business	Action	Date
	<p>occurs the Fire Brigade stops their investigation. However, EFS has requested the fire brigade further investigate the cause of the fire and provide guidance on how to better manage straw bale storage. The Fire Brigade is currently investigating other recent fires and is expected to have capacity to assist EFS in 2017</p> <ul style="list-style-type: none"> <li data-bbox="284 638 1098 1205"> <p>• <b>Question:</b> Could it have been started by one of the earlier fires that had ignited in the area on the same day? <b>Response:</b> Those fires started after the fire at EFS’s Mulgrave facility so it is very unlikely. The EFS representative said that it could have been caused by cigarette butt although video footage shows no movement in the area 30 minutes before the fire so it is also very unlikely. EFS is checking the suppliers of their new loaders to see if they did a diesel particulate burn off at that moment, but believe that it also seems extremely unlikely. The EFS representative said that it was more likely that the fire was started by a piece of glass concentrating the heat of the sun, and that once it ignited and turned to flames the fire rapidly grew. EFS will investigate investing in thermal imaging, thermal alarming and thermal cameras. The EFS representative said that some of this equipment may have been able to detect the fire at the charred level</p> </li> <li data-bbox="284 1227 1098 1615"> <p>• <b>Question:</b> What amount of straw was destroyed? <b>Response:</b> Not much of the straw was destroyed but EFS are not using the straw stored at the time of the fire because although most of it wasn’t burnt, most of it has been wetted. The EFS representative explained that water would have started breaking down the straw already, and could ruin the production process. Normally all bales are hard packed and so during rain water sheds off them quickly and the bales do not absorb a lot of water. In the case of the fire, the bale strings broke and the straw became loose which is why the straw has become water damaged</p> </li> <li data-bbox="284 1637 1098 1845"> <p>• <b>Question:</b> Why wasn’t the straw undercover, where are the sprinklers, and are there plans to enclose the straw bale area? <b>Response:</b> Feedback from the Fire Brigade indicates the advantage of the straw bales being in the open. The fire lasted for seven days but had the area been enclosed it would have burnt for much longer.</p> </li> </ul>		

# straight Talk



Hear every voice

## Quarterly complaints report

Item No.	Business	Action	Date
4	Nicola referred to the Complaints Analysis Summary report distributed to attendees and apologised for a page missing in the report. Nicola noted that since November 2015 the EFS complaints line and web portal had received 112 complaints or enquires. Nicola provided a succinct explanation of the investigation process and then provided details on the types of complaints and enquires received, and the outcome of the complaint investigations.	ST to send the full Complaints Analysis Summary report to the CLC members	7.12.2016

## Community issues and concerns – raw materials storage

Item No.	Business	Action	Date
5	<p>Raw materials storage (straw bales) had been discussed under the agenda item 'Mitigation works status and next steps', see section three.</p> <p>The EFS representative confirmed that it still planned to build a steel and concrete noise retention wall and that the straw bales would stay in their current location until this had occurred. EFS is getting advice on fire and noise factors to inform the development of the wall.</p>		

## Report on CLC feedback

Item No.	Business	Action	Date
6	<p>Nicola referred to the Feedback Summary Report that was provided to attendees. The purpose of the report was to share the feedback provided at the last meeting</p> <p>Nicola summarised the report by saying that feedback identified that generally everyone was satisfied with the CLC but were least satisfied with their attendance at the CLC being a good use of their time. Nicola reflected that the original intent of the CLC was to keep a watching brief on construction and that this had not occurred for most of the duration of the CLC.</p>		



# straight Talk



Item No.	Business	Action	Date
	participate in the committee, make the school's library available for the meetings and arrange catering. Although Nicola did personally thank the Principal after the meeting closed, she wishes to rectify the oversight in these notes and formally thank her for her additional contribution to the CLC].		