



Meeting notes

prepared by	Sam Schilling
meeting subject	Elf Farm Supplies Community Liaison Committee
location	Windsor High School - assisted learning centre
date of meeting	26 November 2014
attendees	<p>Chair - Nicola Wass</p> <p>Members - Bret Cansfield, Garry Baldry, Will Litjens, Steve Bannano, Bill Sneddon, Kim Smith, Lyn Creamer, Trevor Wilson, Danny Ung, Trevor Crunkhorn, Danielle Wheler, David Tolson, Terry Schulz, Annette Cam</p> <p>Guest - Rob Tolson</p> <p>Notes - Sam Schilling</p> <p>Apologies - Treacy Bugeja, Rob Hogan</p>
distribution	All committee members

Welcome and introductions

Item No.	Business
1.	Welcome led by Nicola Wass
	Welcome and thank you address by Rob Tolson
	Introductions led by Nicola Wass - members were asked to introduce themselves and provide a short description of why they were interested in being a member on the community liaison committee (CLC). Participants were also asked to provide their top three expectations and barriers for the CLC, (attached at appendix A and B.)



Terms of Reference and Code of Conduct - review, amendments and agreement

Item No.	Business	Action	Due Date
2.	<p>Code of conduct was reviewed and all members were asked to identify:</p> <ul style="list-style-type: none"> Any items missing from the list of agreed behaviours that should be included? Any behaviour on the list that members felt should not be there? If they were able to commit to the agreed code of conduct <p>All members unanimously agreed to the code of conduct.</p>	Finalise code of conduct and distribute to members	3 December 2014
	<p>Terms of reference were reviewed:</p> <ul style="list-style-type: none"> Introduction (agreed, grammatical changes required) Purpose of CLC (agreed) Membership (agreed) Format/Agenda/Meeting notes: <ul style="list-style-type: none"> Agreed that meeting notes would be provided for membership review one week following meeting Members to review and provide feedback within one week. Meeting notes to then be finalised and made available publically Suggestion that meeting notes be made available through local paper (Hawkesbury Gazette). Other options discussed included blog or website access to meeting notes Discussion held regarding disagreement of notes and/or reporting on contentious issues within the CLC. Suggestions were that contentious issues or notes that were not agreed to by all members would not be published. Roles and Responsibilities (agreed) 	Amend and finalise terms of reference and distribute to members	3 December 2014

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Item No.	Business	Action	Due Date
	<ul style="list-style-type: none"> Review of CLC (agreed). <p>There was discussion whether alternate venues and catering options could be considered for future meetings and this was agreed.</p>		

Presentation - EPA and licensing

Item No.	Business	Action	Due Date
3.	<p>Short presentation given by Trevor Wilson on behalf of EPA</p> <ul style="list-style-type: none"> EPA's involvement with Elf Farm Supplies and licensing of the facility Odour surveys carried out by the EPA and the odour unit that led to the pollution reduction plan (PRP) as a licence variation A concern regarding the EPA enforcing conditions of the PRP was expressed by a few members A need for committee members to have more information about Elf Farm Supplies in order to: <ul style="list-style-type: none"> - Understand the stages currently being undertaken and planned for the future - Report back to their community Elf Farm is awaiting approval from Department of Planning to incorporate bio-filters which are currently being built overseas. <p>Q: Is there a timeframe for when changes in relation to the PRP will be made to the site?</p> <p>A: This information is available publically (at the EPA website)</p> <p>Q: Is the current extension being undertaken going to include an increase in production?</p>		

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Item No.	Business	Action	Due Date
	<p>A: No, extension is to accommodate for odour mitigation and will accommodate bio-filter</p> <p>Q: Regarding the three conditions that have been set out in PRP to be addressed by 7 November 2014, have these been met?</p> <p>A: - Containment of fugitive odours from site - Yes - CLC - Yes - Buildings and conveyors to be constructed to contain fugitive odours - Yes , currently being progressed</p> <p>Q: Have the above compliance conditions been checked by EPA?</p> <p>A: Not as yet. EPA is yet to conduct compliance check. Member (Terry Schulz) advised that conditions have been met as he understands it</p> <p>Q: If bale wetting is the major source of odour from the site, why is this area not under negative pressure, and is there a timeframe for this?</p> <p>A: An element of Elf Farm Supplies identifying the sources of fugitive odours has been to conduct an odour inventory. This has been conducted and determined that bale wetting is not the major source of fugitive odours.</p>		

Presentation - Odour and odour mitigation

Item No.	Business	Action	Due Date
4.	Short presentation given by Terry Schulz (The Odour Unit) on odour		
	<p>An odour emission inventory has been undertaken, which will be able to assist the identification of fugitive odour sources</p> <p>It is expected that this report and inventory will be</p>		

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Item No.	Business	Action	Due Date
	<p>available at the next CLC meeting</p> <p>Further clarification and discussion regarding process and terminology to be discussed at the next meeting to assist with a better collective understanding among members.</p> <p>At future meetings, explanation and understanding will be required for the steps in identifying and mitigating odours at the site</p> <p>Some members requested access to odour complaints data</p> <p>A site visit to the facility was suggested and all but one member agreed that this would be beneficial</p> <p>Conducting a survey of random community members to determine if odours are present and offensive was suggested. It was agreed that this is not required</p> <p>Frustration was expressed by some members with the time delays and that this matter has been an issue for many years without resolution</p> <p>Terry Schulz discussed that engineered solutions take time and that it is necessary to understand the location of odour to be able to design a solution to resolve concerns.</p>	<p>Site visit to be arranged</p>	<p>Early 2015</p>

Complaints line development and procedure

Item No.	Business	Action	Due Date
5.	<p>Discussion regarding the formation and process of a 24 hour complaints line was led by Nicola Wass</p>		
	<p>Given the lack of time left in conducting the meeting, it was agreed amongst members that Straight Talk would develop complaints handling procedure and forward this to all members for review and comment</p> <p>Q: Do you know when the odour is generated?</p>		

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Item No.	Business	Action	Due Date
	<p>A: No, there is a cycle to the production and it is not simple to pinpoint exactly when the odour is generated.</p> <p>Q: Could the odour be reduced/stopped over the Christmas period.</p> <p>A: No, as it is an ongoing production cycle</p>		

Next meeting

Item No.	Business	Action	Due Date
6.	<p>Draft meeting schedule for two year term was provided to all members for review and confirmation of dates</p>	Members to advise of any date clashes	10 December 2014
	<p>A member raised that given the amount of technical information that will come throughout the CLC meetings a standing agenda item be incorporated to address technical matters and concerns</p> <p>Meeting closed.</p>		



Appendix A: Expectations

Committee Members were asked to identify their top three expectations for the committee. Various expectations were identified:

Transparency of operation
Kept up-to-date with information and progress
Outcome reached that we understand and hopefully improves our situation regarding the smell.
Information about odours and environmental impacts made public
Open communication between operator and community
Clear evidence of resolution of issues to the community's satisfaction.
Upgrade facilities to improve release of odour
Maintain production to keep employment in district
Continue to liaise with complaints as required.
Information from EPA of when the odours are likely to cease
Better understanding by community members of the issues of odour reduction
What impacts the odour is having on different parts of the community.
Open discussion (amicable) transfer of information
Allow a view and ideas to be heard
Appreciation for each other's views.
Feedback, good/bad
Understanding where odour is coming from

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Working together to solutions.
Outlining community concerns, children/tourism, transport along railway between Vinyard and Mulgrave
Timeframe on which a solution can be met
Health and safety information.
Elf does not pollute i.e. stink beyond their boundary
Elf complies with all EPA requirements now
Elf are not granted permission to extend their factory until it is proven over more than 12 months that they no longer stink and the community say so.
Nil fugitive odours beyond the fence line
Open release of all odour testing in public forum. Also not just on computer website
Community complaints re. Odours, taken seriously. Not as anecdotal items without credibility and producing a result for complainants. Note - In the past any complaint re. Odour held nil credibility if not from councillor or EPA staffer.
Give constructive feedback
Allow community to better understand Elf
Develop a timeframe for introduction of filters for exhaust.
Verification of odours when detected
Community understanding the improvements proposed for Elf Farm Supplies
Understanding of the industry within the Hawkesbury.
Good reasons to be brought forward at the meetings
Ideas and solutions

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Trying to get people to understand where odours and smell come from in the neighbourhood.

Middle ground where all stakeholders are happy

Understand committee members views and ideas

Understanding of Elf services.

Expect to provide technical assistance to decision making

Expect to communicate technical material in simple layman's terms

Expect a better level of understanding by community on what is happening.



Appendix B: Barriers

Committee Members were asked to identify three potential barriers that may prevent for the committee. Various expectations were identified:

Negative attitudes
Steadfast views from either side - not willing to compromise
Over the term of this committee, no change in the smell.
Difficult to agree on issues
Other odour sources in the area
Assumption odour is coming from Elf (smelling with the eyes).
Very complex science in relation to odour
Long term issue so it is highly emotive
All people need to be willing to listen and communicate.
Elf farm intransigence to meeting community. Nil odour targets expected. Past history of denial of odours and problems. Pattern of intransigence and broken promises
Many operational problems on the site, doors left open by staff, working out of hours approved, foul water discharge to south creek, staff control in day to day workings, site out hours noise
Elf not operating site to design expectations and to EPA requirements.
Elf ignore EPA requirements and once again the community comes last
Elf pay smell fines from EPA "drop in ocean"
No time frames set in concrete ever. EPA toothless tiger.
Is the technology required available and affordable?
Agreement may be difficult to reach if no consensus

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Timeframes may not be realistic.
EPA - Information - Communication - Odour unit
Government and council - no change
Elf - Technology, does it work - finances.
Misunderstanding detail and information or not enough to make a judgement on
New technology and how it's going to work
Differences in committee needs.
Over 40 years has been change - but has not been stopped
Different odour distinction - compost, sewage, fertilisers
Tolerance and living within designated area - rural or housing.
Not agreeing on issues
Time to reduce odour issues because of lack of commitment.
Community anger
Community gives up before real change is achieved.
Impatience of the community.
Attitude of members including govt.
Unrealistic expectations.
Get other new neighbours to understand different odours from other industries.
Conflict of interest.