



MEETING AGENDA

Thursday 22 November 2018

6:00 pm arrival for 6:30 pm to 8.30 pm Meeting

Venue: Cleanaway Landfill Office - Lot 2 Banksia Road, Dardanup

Item	Description	Action
	6.00 to 6.30 Tea, coffee, light dinner	Group
1	<p>Introductions</p> <ul style="list-style-type: none"> • Round table introductions and reason for being on the group • Facilitator's background and independent role on group • Clarify purpose for meeting (keeping community updated and information sharing) • Overview of agenda and key topics • Meeting guidelines (refer to draft Objectives and Commitments) 	Ian Watkins
2	<p>Update from Cleanaway</p> <ul style="list-style-type: none"> • Convey Cleanaway's purpose for establishing CRG and commitment to open communication and engagement. • Provide an overview of recent operational updates 	Louis Sparks/ Steve Davis
3	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Review and gain agreement on the Terms of Reference (opportunity for community to input and make amendments to draft document) 	Ian Watkins
4	<p>Communications</p> <ul style="list-style-type: none"> • Establish lines of communication between Cleanaway and the group 	Louis Sparks
5	<p>Standard Agenda Items</p> <p>Establish generic agenda items to ensure community information priorities are addressed at each meeting: such as:</p> <ul style="list-style-type: none"> • Operational Updates (includes changes to operations, planning applications) • Environmental Management (includes remediation practices, updates and compliance) • General Business or Others? 	Group
6	<p>Frequency of meetings</p> <p>Proposed quarterly:</p> <ul style="list-style-type: none"> • Thursday 28 February 2019 • Thursday 30 May 2019 • Thursday 22 August 2019 • Thursday 28 November 2019 	Group
7	Date of Next Meeting: Thursday 28 February 2019, 6.00 pm to 8.30 pm TBC	