

MINUTES: Meeting of 4 March 2019

For limited consultation and confidential



New Chum Community Reference Group

Date: 11/03/2019 **Time:** 6:00pm – 8:20pm

Venue: 100 Chum Street, New Chum

Host: Cleanaway

Attendees: Duchense Broad – Community Member
Greg Broad – Community Member
Heidi Case – DES (accompanying Eloise Williams)
Brett Davey – Development Planning Manager, Ipswich City Council
Jim Dodrill – President, IRATE
Mark Doonar – Chair, New Chum CRG
Doug Hughes – Regional Manager, Cleanaway
Neil Perry – General Manager Major Projects and Development
Meg Saunderson - Principal, Riverview State School
Eloise Williams - DES (proxy for David Darvall)
Geoff Yarham – Secretary, IRATE

Apologies: Dave Darvall – Manager Strategic Compliance, DES (noting Eloise Williams attending as his proxy, and Heidi Case accompanying Eloise)

Actions

#	Actions	Who by	Status
1.	<p>Item 3: Renewing the CRG</p> <p>After the meeting each CRG member will:</p> <ul style="list-style-type: none">- Review the priority stakeholder list:<ul style="list-style-type: none">o The State Department of Environment and Scienceo Ipswich City Councillorso IRATEo IRRAo The State Member of Parliamento ICC Staffo Residentso Traditional ownerso The 5 schools nearbyo Community groups (3-5km)	Each CRG member	To be undertaken before the next meeting

#	Actions	Who by	Status
	<ul style="list-style-type: none"> - Consider which entities or individuals (where relevant) ought to be listed as a potential nomination for approaching with a view to considering membership of the CRG - Forward their considerations to the Chair for collation for consideration at the next CRG meeting - Manage the material in accordance with the parameters for maintaining confidentiality, and specifically this means that no CRG member is to approach any individual or organisation on this matter after this meeting. 		
2.	<p>Item 4: New Chum development application update</p> <p>The Regional Manager, Cleanaway will check the text on Cleanaway's website regarding the acceptance of putrescible waste and rectify any anomaly.</p>	The Regional Manager, Cleanaway	To be advised at the next meeting
3.	<p>Item 5: Operations Report</p> <p>All CRG members will review the Operations Report and make any suggestions on how the template could be improved to the Chair in time for inclusion in items for discussion at the next CRG meeting.</p>	All CRG Members	Operations Report attached – suggestions to be made to the Chair before the next meeting
4.	<p>Item 5: Operations Report</p> <p>Each CRG member will publicise and promote the New Chum Community Benefit Fund 2019 through their respective memberships, social media, and networks.</p>	All CRG Members	To be undertaken before the next meeting
5.	<p>Item 5: Operations Report</p> <p>Cleanaway will check illegal uses using Cleanaway's private road and report back.</p>	Cleanaway	To be advised at the next meeting
6.	<p>Item 5: Operations Report</p> <p>Cleanaway's answers to the IRATE Secretary's questions about the 2016/2017 National Pollutant Inventory Report will be attached to the minutes</p>	Chair	Attached
7.	<p>Item 5: Operations Report</p> <p>Cleanaway will make the Operations Report (for the next CRG meeting) available to the Chair for issuing with the meeting notice and papers, and CRG members will be able to issue questions on the report to the Chair prior to the meeting. The Chair will consider the most appropriate timing for this process so that the meeting can be streamlined.</p>	Cleanaway, the Chair	To be advised for the next meeting
8.	<p>Item 6: Review of Minutes of the meeting 3 September 2018</p>	Chair	Finalised minutes accompany

#	Actions	Who by	Status
	Nil. The draft minutes of the meeting of 4 June 2018 are an accurate record of the meeting and these and the minutes of the meeting of 3 September 2018 can be finalised.		this document
9.	Item 6: Review of Minutes of the meeting 3 December 2018 Outstanding/pending matters were noted for inclusion in General Business, subject to available time	Chair	Not considered due to lack of time
10.	Item 6: Review of Minutes of the meeting 3 December 2018 The Chair will produce minutes that are limited to that which was discussed and actioned at the meeting. Additional items, such as documents tabled during the meeting, can be attached to the minutes and will form part of the minutes.	Chair	Noted
11.	Item 6: Review of Minutes of the meeting 3 December 2018 The Chair will revisit the minutes of the meeting of 3 December 2018 to reflect what was decided at the meeting and issue with the draft minutes of the 4 March 2019 meeting.	Chair	Attached

Minutes

Documents that form part of these minutes

The minutes include the notice of the meeting and the associated documents, summarised below and attached to these minutes, along with the documents tabled at the meeting, and now accompanying these draft minutes due to decisions of the CRG at the 4 March 2019 meeting:

Document	Overview
The Agenda for the 4 March 2019 meeting	<ul style="list-style-type: none"> - Meeting notice - Agenda for the meeting - Motions for dealing with outstanding matters from the meeting - Workshop program for the CRG renewal item - Outstanding matters from previous meetings
CRG Terms of Reference	<ul style="list-style-type: none"> - As background to the CRG renewal item, and for reference regarding matters labelled 'for limited consultation and confidential'
Draft minutes of the CRG meeting of 3 December 2018, updated	<ul style="list-style-type: none"> - Updated to include changes requested by CRG members prior to the 4 March 2019 meeting
Special Note	<ul style="list-style-type: none"> - This accompanies the draft minutes of the CRG meeting of 3 December 2018, and deals with matters raised by a representative of IRATE. It includes a motion for the CRG to express its endorsement of the Chair's actions in proactively following up on matters in an effort to assist the CRG
New Chum Community Benefit Fund 2019 flyer	<ul style="list-style-type: none"> - (Hard copy distributed at the meeting)
Cleanaway Operations Report (4 March 2019)	<ul style="list-style-type: none"> - The report tabled at the 4 December 2019 meeting

Document	Overview
Cleanaway report – Various quires regarding the 2016/2017 National Pollutant Inventory Report	- The report tabled at the 4 December 2019 meeting
The finalised minutes of the CRG meeting of 3 September 2018	- As a result of the check made at item 6a of the meeting 4 December 2019
The finalised minutes of the CRG meeting of 4 June 2018	- As a result of the check made at item 6a of the meeting 4 December 2019

Minutes

Draft minutes
<p>Item 1: Welcome and Apologies</p> <p>The Chair opened the meeting shortly after 6:00pm and welcomed everyone.</p> <p>The General Manager, Major Projects and Development, Cleanaway, gave an acknowledgement of country.</p> <p>The Regional Manager, Cleanaway, gave a safety introduction.</p> <p>Apologies:</p> <p>David Darvall co-opted Eloise Williams to fulfil his duties, and Eloise was accompanied by Heidi Case. Rhiannon Stewart did not attend as she was on leave.</p> <p>The Chair asked each CRG member to briefly introduce themselves to Eloise and Heidi.</p> <p>The IRATE Secretary quizzed Eloise and Heidi on their oversight of the site. They advised that their work included the operation of the site.</p> <p>The IRATE Secretary expressed his view that there was a lack of continuity in the Department’s attendance.</p> <p>The Chair advised that a voice recording of the meeting was being attempted.</p> <p>Actions: Nil</p>
<p>Item 2: The agenda for this meeting</p> <p>The Chair drew the CRG’s attention to the proposed agenda that was provided with the meeting notice and meeting papers. Hard copies were also provided to each CRG member at the meeting.</p> <p>The Chair sought the CRG’s agreement on the agenda.</p> <p>In discussion several matters were raised, including:</p> <ul style="list-style-type: none"> - The Chair’s strong suggestion that the renewal of the CRG be important work to continue and progress. There was general agreement on this. - The Chair also suggested that matters which remained outstanding at the end of the meeting could be progressed via a flying minute to CRG members. This suggestion was not progressed. - The IRATE Secretary disagreed with the proposed agenda wanted time on the CRG Renewal item matter minimised and limited, and wanted IRATE’s issues and questions to take precedence. <p>After discussion it was agreed to proceed, with an eye on the time being taken on the item.</p> <p>Actions: Nil</p>

Draft minutes**Item 3: Renewing the CRG**

Work on this item used the large TV monitor.

The Chair reviewed the workshop program provided in the meeting papers.

The workshop was to be undertaken in four phases:

- 3.1 Current direction, recent suggestions
- 3.2 Stakeholder identification, influence and impact
- 3.3 Prioritised stakeholders, stakeholder needs
- 3.4 Next steps

Actions: Nil

3.1 Current direction, recent suggestions

The CRG briefly reviewed the matters taken from the draft minutes of the CRG meetings on 3 September 2018 and 3 December 2019.

The Chair asked each CRG member to nominate what they felt the most important thing to do was in renewing the CRG.

Responses captured, and which were the subject of some discussion amongst the CRG were:

- *Come to arrangements that keep the CRG members questions resolved – maybe different ways of asking/answering questions*
- *More info from Cleanaway about the post-operation uses*
- *Better balance of engaged community members – people who are interested invite community members through an agreed process*
- *Additional attendance, ‘sitting at the back’ – hear what’s happening, not second hand info – need management/process for managing agendas*
- *Different types of meetings to better suit the interest of attendees, meet in different (nearby) venues*
- *Separate the CRG into 2 components – eg compliance and wider issues*
- *‘compliance’ need some expertise in the attendees – procedure for Q&A that helps things keep moving*
- *Reports tabled with the meeting papers prior to the meeting*
- *Continuity of departmental/other org staff*

Actions: Nil

3.2 Stakeholder identification and their influence/impact

This activity involved the CRG brainstorming and discussing suggestions for who the relevant stakeholders are in the operation of the site:

- These were listed in the left hand column in the table below.
- Then each of those were reviewed in terms of the stakeholder’s level of interest in the site (columns 2, 3, and 4). For clarity and to aid discussion, the colour coded preferences of the CRG were allocated to each stakeholder – red being a perceived high level of interest, yellow being a perceived medium level of interest, and green being a perceived low level of interest.

Draft minutes

- Then each was reviewed in terms of their ability to influence operations on the site (columns 5, 6, and 7). Colour coding ordered as per columns 2, 3 & 4.
- Comments were recorded where additional clarification was noteworthy (column 8)

The resulting table from the activity is below:

Stakeholder	Level of interest			Their ability to influence operations			Other comments
	High	Med	Low	High	Med	Low	
1 Ipswich City Councillors	High	Med	Low	High	Med	Low	May not be divisional, can be high influence
2 ICC staff	Med	High	Low	High	Med	Low	
3 State Member	High	Med	Low	High	Med	Low	
4 DES	High	Med	Low	High	Med	Low	
5 West Moreton Health	Med	High	Low	High	Med	Low	
6 DSDMIP (SARA – DAs)	Med	High	Low	High	Med	Low	Only when there are DAs
7 Federal Member	Med	High	Low	High	Med	Low	
8 IRATE	High	Med	Low	High	Med	Low	
9 IRRA	High	Med	Low	High	Med	Low	
Traditional Owners	Med	High	Low	High	Med	Low	
10 Fertiliser Factory	Med	High	Low	High	Med	Low	
11 Clay Pave	Med	High	Low	High	Med	Low	
12 Dyne property	Med	High	Low	High	Med	Low	
13 Abutting neighbours	Med	High	Low	High	Med	Low	
14 Residents (occasionally)	Med	High	Low	High	Med	Low	Can be 'high' with DAs
15 The 5 schools nearby	Med	High	Low	High	Med	Low	
16 Community groups (3-5km)	Med	High	Low	High	Med	Low	Maybe specific groups 'medium'
17	Med	High	Low	High	Med	Low	
18 [nearby residents]	Med	High	Low	High	Med	Low	
19 [nearby schools]	Med	High	Low	High	Med	Low	
20 [nearby community facilities]	Med	High	Low	High	Med	Low	
21 [nearby businesses]	Med	High	Low	High	Med	Low	
22	Med	High	Low	High	Med	Low	
23	Med	High	Low	High	Med	Low	

Draft minutesCRG's interpretation – **stakeholders level of interest:**

- The CRG perceives the stakeholders with the highest level of interest are:
 - Ipswich City Councillors (this can depend on the nature of the electoral structure of the new Councillors in 2020)
 - The State member of Parliament*
 - The State Department of Environment and Science
 - IRATE
 - IRRA

(* The CRG recorded that their perception of the State Member of Parliament's level of interest was 'High-Medium')

- The CRG perceives the stakeholders with a medium level of interest are:
 - ICC staff
 - The State member of Parliament (as noted above)
 - Traditional owners ^
 - Residents <
 - The 5 schools nearby
 - Community groups (3-5km from the site) >

(^ it was noted that there are no known native title issues or claims over the site.
< It was noted that residents' interest can be high, eg when development applications are put on public exhibition.
> It was noted that there may be specific groups within this catchment that would have a medium level of interest)

- The CRG perceives the stakeholders with the lowest level of interest are:
 - West Moreton Health
 - The State Department of State Development Manufacturing Infrastructure and Planning (DSDMIP) +
 - The Federal Member of Parliament
 - Nearby neighbours (fertiliser factory, Clay Pave, Dyne property, abutting neighbours)

(+ It was noted that this interest would be specifically when the State Assessment and Referral Agency [SARA] was involved in development applications)

CRG's interpretation – **stakeholders ability to influence operations:**

- The CRG perceives the stakeholder with the highest ability to influence operations is the State Department of Environment and Science

- The CRG perceives the stakeholders with a medium ability to influence operations are:

Draft minutes

- Ipswich City Councillors *
- ICC Staff
- The State Member of Parliament *
- The State Department of State Development Manufacturing Infrastructure and Planning (DSDMIP) (qualified as above)
- IRATE
- Residents <

(* The CRG thought that their perception of the Ipswich City Councillors and the State Member of Parliament's level of interest was 'High-Medium'.

< It was noted that residents' interest can be high, eg when development applications are put on public exhibition.)

- The CRG perceives the stakeholders with the lowest ability to influence operations are:

- Ipswich City Councillors (qualified as above)
- The State Member of Parliament (qualified as above)
- West Moreton Health
- The Federal Member of Parliament
- IRRA
- Traditional Owners
- Nearby neighbours (fertiliser factory, Clay Pave, Dyne property, abutting neighbours)
- The 5 Schools nearby
- Community groups (3-5km) >

(> It was noted that there may be specific groups within this catchment that would have a medium level of interest)

In discussion it was agreed that the **priority stakeholders** (who had the highest and or medium levels of interest in the site and who would have the highest and or medium levels of ability to influence operations on the site) were:

- The State Department of Environment and Science
- Ipswich City Councillors
- IRATE
- IRRA
- The State Member of Parliament
- ICC Staff
- Residents
- Traditional owners
- The 5 schools nearby
- Community groups (3-5km)

Draft minutes**Actions: Nil****3.3 Prioritised stakeholders and their needs/actions**

The list of priority stakeholders was added to the table below, ready for an activity which would consider the level of information that each needs as a priority stakeholder, the timing of their influence, and the barriers to their involvement.

The progress that was made by the CRG is set out below.

Key Stakeholders	Level of information			When do they influence?	Barriers to involvement
	High	Med	Detailed		
1 Ipswich City Councillors				- Development applicants - Complaints	- Potential conflicts of interest
2 ICC Staff				-	-
3 State Member				- Licensing/compliance - Complaints	- Potential conflicts of interest
4 DES				-	-
5 IRATE				-	-
6 IRRA				-	-
7 Residents				-	-
8 Nearby schools				-	-
9 Community groups (3-5km)				-	-
10 Traditional owners				-	-
11				-	-
12				-	-
13				-	-

Draft minutes

By the time this activity was begun the IRATE Secretary verbalised that the allocated time had expired.

So in the interests of time and making progress, it was agreed that the Chair would:

- Capture the work done to this time, and
- Set out an exercise to be undertaken by each CRG member after the meeting in readiness for the next meeting – and this exercise would be
- To review the priority stakeholder list

Draft minutes

- To consider which entities or individuals (where relevant) ought to be listed as a potential nomination for approaching with a view to considering membership of the CRG.

The Chair noted during the meeting the matters around these matters have been labelled “for limited consultation and confidential” in keeping with the CRG’s Terms of Referenced requiring each CRG member to manage the material in accordance with the parameters for maintaining confidentiality, and specifically this means that no CRG member is to approach any individual or organisation on this matter after this meeting.

Actions:

After the meeting each CRG member will:

- **Review the priority stakeholder list:**
 - o **The State Department of Environment and Science**
 - o **Ipswich City Councillors**
 - o **IRATE**
 - o **IRRA**
 - o **The State Member of Parliament**
 - o **ICC Staff**
 - o **Residents**
 - o **Traditional owners**
 - o **The 5 schools nearby**
 - o **Community groups (3-5km)**
- **Consider which entities or individuals (where relevant) ought to be listed as a potential nomination for approaching with a view to considering membership of the CRG**
- **Forward their considerations to the Chair for collation for consideration at the next CRG meeting**
- **Manage the material in accordance with the parameters for maintaining confidentiality, and specifically this means that no CRG member is to approach any individual or organisation on this matter after this meeting.**

Item 4: New Chum development application update

4.1 Outstanding matters from the 3 December 2018 meeting

4.1A Regarding additional info being uploaded to PD online after the formal public exhibition of the DA had started - Cleanaway will get a clarification note from its DA personnel and/or responsible consultants, and advise the Chair with a view to the information being made immediately to CRG members.

The Regional Manager, Cleanaway advised that Cleanaway have submitted all the reports which form part the development application, and that this has been confirmed by Cleanaway’s town planning consultant.

The IRATE President asked if the Ipswich City Council’s PD online is up to date.

Draft minutes

The Ipswich City Council representative advised that he believed it is.

Actions: Nil

About why Cleanaway did not advise the community that it would seek to expand the footprint of the fill area in its consultation activity in April 2018. Cleanaway has taken this question on notice.

The Regional Manager, Cleanaway advised that they were not final drawings, they were concepts, and intended to publicise the upcoming site works and improvements and seek comment from the public.

The IRATE Secretary asked why the material was still being shown on the Cleanaway website, and suggested it was misleading, referring to areas which may have been addressed in the concept drawings, but which were not part of the development application.

The Cleanaway representatives advised that the most recent material has been uploaded to the Council's PD Online.

The Ipswich City Council representative advised that the Council had made a suggestion to Cleanaway to make this matter clear, but acknowledged that it was a matter for Cleanaway.

The IRATE Secretary said that the information is misleading.

The Cleanaway representatives advised that information (both the material that was used in the public engagement in April 2018) and the material that forms part of the development application is publicly available on the Cleanaway website and the Council's PD online. If the information was now taken off the Cleanaway website, Cleanaway would be concerned that interested persons might accuse Cleanaway of hiding information.

Actions: Nil**4.2 New Chum development application update**

The General Manager, Major Projects and Development, Cleanaway gave a quick update on the status of Cleanaway's development application.

Cleanaway has responded to additional requests for information from the development assessment authorities, and has either responded to those requests or is in the process of generating the responses to those requests.

The IRATE Secretary asked why the Cleanaway website lists food waste as one of the waste products that will be accepted. The Regional Manager Cleanaway advised that putrescible waste is not accepted at the site. The IRATE Secretary handed the Regional Manager a page which seemed to verify the assertion. The Regional Manager advised he would investigate this and rectify any anomaly.

Actions: The Regional Manager, Cleanaway will check the text on Cleanaway's website regarding the acceptance of putrescible waste and rectify any anomaly.

Item 5: Operations report**5.1 Outstanding matters from the 3 December 2018 meeting:**

5.1A *How many times were random inspections made on the Sunday 25/11/18 morning? Cleanaway advised they would take that question on notice*

Draft minutes

The Regional Manager, Cleanaway advised there was one documented inspection and one undocumented inspection.

The Chair asked for that response to be emailed to the Chair for inclusion in the minutes.

The IRATE President asked what was burning.

The Regional Manager, Cleanaway advised that while no one could be sure, it was probably timber or plasterboard, or maybe some plastics.

The IRATE President asked if Cleanaway accepts plastics, particularly those plastics that might carry putrescible waste as would be found in eg Council transfer station.

The Regional Manager, Cleanaway advised while Cleanaway is not at liberty to disclose commercially sensitive information about where the material comes from, putrescible waste can make up to 5% in plastics in line with the allowance for incidental material that Cleanaway can/will legally accept.

The IRATE Secretary stated that Cleanaway just confirmed that it does accept putrescible waste.

The Cleanaway representatives clarified that incidental putrescible waste is accepted up to the limits of Cleanaway's license, under conditions such as those explained earlier.

The IRATE Secretary told a short anecdote about a recent experience where he was sure (by odour) there was putrescible waste in a bin marked 'general', and said that Cleanaway accepts general waste. After the IRATE Secretary clarified the nature of the bin and the extent of the odour, and the likely contents of the bin, the Cleanaway representatives were able to confirm that that material would not go to the New Chum site.

Actions: Nil

5.1B Operations Report

The Regional Manager, Cleanaway, gave a verbal report based on a written Operations Report at hand. The written report was, by agreement, issued to the Chair after the meeting for inclusion in the minutes as an attachment.

The Regional Manager, Cleanaway, asked all CRG members to review the Operations Report, and to make suggestions on how the template for it could be improved.

Actions: All CRG members will review the Operations Report and make any suggestions on how the template could be improved to the Chair in time for inclusion in items for discussion at the next CRG meeting.

The Regional Manager, Cleanaway, advised that Cleanaway was launching, at this CRG meeting, the NEW CHUM COMMUNITY BENEFIT FUND 2019. Hard copies of the A4 flyer were distributed to CRG members at the meeting. Details of the fund are included in the attached Operations Report.

Actions: Each CRG member will publicise and promote the New Chum Community Benefit Fund 2019 through their respective memberships, social media, and networks.

Draft minutes

The Regional Manager, Cleanaway, presented the Operations Report, under the headings of the Community Benefit Fund, Safety Update, Employment, Development updates, Website statistics, Other Operational Points, Equipment Update, Inspections, and Complaints. For details refer to the attached Operations Report.

The IRATE Secretary asked Cleanaway to check the illegal uses using Cleanaway's private road.

Actions: Cleanaway will check this matter and report back.

The IRATE President asked why the complaints in the Operations Report specified that all the complaints were by one person.

The Regional Manager, Cleanaway, advised that they were made by one person, and that is relevant to the CRG's interests. At least one other CRG member thought this was helpful information.

The Regional Manager, Cleanaway, summarised the complaints.

The IRATE President advised that the complainant (of all 6 complaints listed in the Operations Report) was the IRATE Secretary (he named the person).

The IRATE President advised that when the IRATE Secretary (the person) has made or makes a complaint it was/is on behalf the IRATE organisation.

The representatives of Cleanaway thanked the IRATE President for this clarification, and advised they had not known whether the numerous complaints they and the CRG had received were/are being made by the person and not necessarily the IRATE Secretary.

Actions: Nil

The IRATE Secretary asked about the other questions/complaints that the IRATE Secretary had made to Cleanaway, in particular that Cleanaway is not complying with its site based management plan, eg litter on the fence.

In discussion, the Cleanaway representatives disagreed with the IRATE Secretary, and noted that the recent complaints had only recently been received.

With regard to the IRATE Secretary's questions:

- *Discharge in the working areas by a tanker* – Cleanaway response: Cleanaway uses the tanker to recirculate leachate collected from onsite ponds
- *Operation of the truck depot* – Cleanaway response: Cleanaway does not operate a truck depot
- *Various questions about the 2016/2017 National Pollutant Inventory Report* – Cleanaway response: Answers/responses to each have been written and will be made available to the Chair for inclusion in the minutes of the meeting. This was agreed. This document is attached.

The IRATE Secretary advised that he was concerned that it appears Cleanaway has provided misleading information to the Ipswich City Council and the State Government in its development application and the delay in providing answers demonstrates a lack of true consultation by Cleanaway (with particular reference to the 2016/2017 National Pollutant Inventory Report) and this has not assisted the IRATE organisation to make proper extra submissions to the Ipswich City Council and the State Government on Cleanaway's development application.

Draft minutes

The Cleanaway representatives disagreed and asserted that by raising these matters in the CRG meeting Cleanaway demonstrates its commitment to consultation.

The IRATE Secretary asserted the CRG was not the forum for his questions on this matter.

- *Compliance with Cleanaway's current landform profile* – Cleanaway's response: Survey pegs have been placed across the site for review, and the review indicates Cleanaway complies with its currently approved profile.

The IRATE President asked if the Council has seen that review. Cleanaway's representatives advised that Council can ask for it if it wants.

Actions: Cleanaway's answers to the IRATE Secretary's questions about the 2016/2017 National Pollutant Inventory Report will be attached to the minutes.

A CRG member asked for clarification around whether Operations reports for future CRG meetings will be made available, suggesting that having the report in advance of the meeting will enable the CRG members to frame questions about the report in advance of the meeting, and hopefully streamline the meeting.

There was general agreement about this.

The Cleanaway representatives agreed and gave an undertaking with the Chair to do this.

The Chair considered some practical procedural aspects of how to best manage this suggestion. For example, it may require an earlier issuing of the meeting papers.

Actions: Cleanaway will make the Operations Report available to the Chair for issuing with the meeting notice and papers, and CRG members will be able to issue questions on the report to the Chair prior to the meeting. The Chair will consider the most appropriate timing for this process so that the meeting can be streamlined.

Item 6: Review of minutes

6.1 Meeting of 3 September 2018

6.1A Outstanding/pending matters

Cleanaway will provide a photo of the temporary wheel wash to the CRG.

This matter was partially addressed in the next agenda item, the draft minutes of the 3 December 2018 meeting.

Actions: Nil

The Chair reviewed the material circulated with the meeting papers regarding the request made at the 3 December 2018 for additional words to be included in the minutes of the CRG meeting of 4 June 2018.

At the 3 December 2018 meeting it was resolved that Chair would listen to the recording of the 4 June 2018 meeting and ascertain what should be recorded as an accurate record of the meeting.

Draft minutes

The Chair advised that he has listened to the recording of the meeting and the final sentence of those minutes: *"This meeting closed at 8:00pm following a long discussion"* seems an adequate expression of the actual events.

There were no questions or discussion on this matter.

Actions: Nil. The draft minutes of the meeting of 4 June 2018 are an accurate record of the meeting and these minutes of the meeting of 3 September 2018 can be finalised.

6.2 Meeting of 3 December 2018

6.1A Outstanding/pending matters

These matters are set out in the papers which accompanied the meeting notice. The Chair suggested that in the interests of time the matters could be addressed in General Business, if there was still time.

Actions: Noted for inclusion in General Business, subject to available time

6.1B Draft minutes of the meeting 3 December 2018, updated with requests for changes received from CRG members

The Chair referenced the document and noted that it set out:

- The draft minutes of the 3 December 2018 meeting as circuited after that meeting
- Requested changes received from CRG members for consideration, with these being either **in red** and/or **"struck through" in red**
- Issues about the process of recording the minutes, raised by the IRATE Secretary, and these were addressed in the separate document "Special Note for meeting 4 March 2019"

Discussion centred on three matters:

- Matter #1: The 'red pen changes'
- Matter #2: Item 2B, regarding the draft minutes of the CRG meeting of 4 June 2018
- Matter #3: The issues discussed in the Special Note for meeting 4 March 2019

The Chair asked which of these matters the CRG would like to address first. The IRATE Secretary asked for the third matter to be addressed first.

Matter #3: The issues discussed in the Special Note for meeting 4 March 2019

The Chair paraphrased the main points in the special note, these being:

- These issues raised are about the Chair's actions, not those of Cleanaway's.
- The IRATE secretary raised these substantive matters during the CRG meeting of 3 December 2018, and the Chair was expediting the answers/information for the IRATE Secretary (and the CRG).
- In each instance the draft minutes are appropriately worded to reflect the Chair's actions post-meeting.

Draft minutes

- The Chair clarified with the IRATE Secretary that it was not the substantive matters that he was now concerned about, but the presentation of an accurate record of the minutes. The IRATE Secretary agreed.

In a discussion, some CRG members advised of their preference for an accurate record of the meeting over the Chair being helpful and assisting the CRG to move matters along post-meeting.

Actions: The Chair will produce minutes that are limited to that which was discussed and actioned at the meeting. Additional items, such as documents tabled during the meeting, can be attached to the minutes and will part of the minutes.

Matter #2: Item 2B, regarding the draft minutes of the CRG meeting of 4 June 2018

The IRATE secretary drew the CRG's attention to the reference in the draft minutes (with updates) of the matters addressed in item 6 (above) regarding whether or not words proposed by the IRATE Secretary should be recorded in the minutes when they have been shown to be incorrect.

There was an animated discussion about the substantive nature of the matter, and other substantive matters related to it, and the accepted and preferred processes of recording minutes.

Some CRG members expressed the view that incorrect comments should not be minuted, particularly where the incorrect comments pass comment on the character of an individual.

The IRATE Secretary asserted that the IRATE organisation felt that some of the previous minutes were written to run against IRATE's interests.

Some CRG members expressed the view that what the IRATE Secretary wanted was unfair, untrue, incorrect and was establishing precedent in the process of the conduct of the CRG meeting that would allow any assertions to 'end up in the minutes' when the facts may show they are incorrect.

The Chair expressed the view that he understood the argument about the procedure of recording minutes, and of the considering and making amendments to draft minutes, but that the substantive nature of the what the IRATE Secretary said had been proven wrong, and so to promulgate a falsehood was also wrong.

Actions: The Chair will revisit the minutes of the meetings of the 3 December 2018 to reflect what was decided at the meeting and issue revised draft minutes with the draft minutes of the 4 March 2019 meeting.

Matter #1: The 'red pen changes'

These were noted. There was no discussion.

Actions: Nil

Item 7: Other business

There was no time left to deal with other business.

Item 8: Close

Draft minutes

The Chair thanked the CRG members for their participation in the discussions, and noted that the meeting had gone over time due to the extended discussions.

The Chair pointedly noted to all CRG members that:

- All discussions about the renewal of the CRG have been done 'for limited consultation and confidential', and urged all CRG members to NOT talk to others outside the CRG, and
- All correspondence about CRG matters must go through the Chair, in accordance with the CRG's Terms of Reference.

The meeting finished at approx. 8:20pm