

**GUILDFORD MATERIALS RECOVERY FACILITY REDEVELOPMENT
COMMUNITY REFERENCE GROUP (CRG)**

MEETING MINUTES

Thursday 09 April 2020 4:30 pm to 5.30 pm

Venue: Teleconference

ATTENDEES AND DISTRIBUTION	
PRESENT	
John Mulholland	Cleanaway, Regional Manager WA
Les Egerton	Cleanaway, Environmental Business Partner
Ian Hocking	Cleanaway, Project Manager
Sang Chi	Cleanaway, Manager of Business Recycling
Cassie Rowe	State Member of Parliament, Member for Belmont
Vera Waldby	City of Swan, Place Manager and Stakeholder Relations
Rebecca McIlroy	South Guildford Community Association
Lenda Oshalem	Newgate Communications
Shona Gallacher	Newgate Research – Independent Facilitator
APOLOGIES	
	Nil.

Item	Description	Action
1	<p>INTRODUCTIONS/ATTENDEES/APOLOGIES</p> <p>Shona Gallacher introduced the Cleanaway representatives and the new members and thanked them for their involvement in the CRG. The introduction included an outline of the general purpose of the CRG as being to share information about the redevelopment process with community members who represent the interests of the wider community.</p> <p>1.1 Initial Member Introductions – The following new members have joined the CRG:</p> <ul style="list-style-type: none"> • Cassie Rowe - State Member of Parliament, Member for Belmont. • Vera Waldby - City of Swan, Place Manager and Stakeholder Relations. <p>1.2 Attendee Involvement –</p> <ul style="list-style-type: none"> • Although present at the initial meeting, Rebecca McIlroy of the South Guildford Community Association will be replaced by an alternative representative at future meetings. • Cleanaway representatives will also be streamlined for future meetings. • Although present at the initial meeting, Lenda Oshalem of Newgate Communications will only attend the preliminary meetings to help support the set up and ensure the future smooth running of the CRG. <p>1.3 Facilitator Involvement - Shona Gallacher will continue to act as Independent Facilitator and provide notes and feedback on the outtakes and actions required by the CRG.</p>	
2	<p>TERMS OF REFERENCE</p> <p>2.1 Terms of Reference – A copy of the document was circulated to members via email on Tuesday 08 April 2020.</p> <p>Lenda Oshalem introduced the Terms of Reference. It was reiterated the scope of influence for the CRG is to focus on the redevelopment activities on site. It is planned to provide the CRG with an overview of the project and regular updates throughout the development. Feedback from the CRG on</p>	

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<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>community concerns and aspirations will be welcomed to the group for consideration. Constructive participation was highlighted as the principle aim of the CRG.</p> <p>Circulation of Meeting Collateral - It was confirmed the general operating procedures and principles, meeting agendas and meeting notes will be circulated to the CRG.</p> <p>Publication of Meeting Collateral – It was confirmed that Cleanaway is in the process of developing a site-specific website link for the CRG agendas and meeting notes to be stored and made publicly available. Refer to Terms of Reference that meeting notes would be approved by CRG members prior to publication and that CRG community representatives would be provided the agenda for contribution one week ahead of any scheduled meetings.</p> <p>CRG Resourcing Responsibility – It was confirmed that Cleanaway is responsible for resourcing the CRG.</p> <p>Intent to Note the Terms of Reference – It was suggested that all CRG members read through the Terms of Reference with a view to formally noting them at a future meeting when additional community and commercial representation is present.</p> <p>No questions were raised on the Terms of Reference.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p>	<p>CRG MEMBERSHIP</p> <p>Future Membership – The intention to increase CRG membership was outlined. It was agreed to pursue an additional 2-3 community representatives and a commercial neighbour to provide more widespread representation of the community.</p> <p>Lenda Oshalem invited the group to provide suggestions on any potential additional constructive participants to the CRG.</p> <p>Community Membership Suggestion - Rebecca McIlroy raised that the Guildford Association were</p>	<p>ACTION:</p> <ul style="list-style-type: none"> • Lenda Oshalem to follow up with John Mulholland regarding an approach to WesTrac and Les Egerton regarding approach to DBCA <p>ACTION:</p> <ul style="list-style-type: none"> • Lenda Oshalem to draft an invitation to participate note for

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3.3	<p>particularly active and long-standing contributors to the community and would therefore be a valuable potential additional member to the CRG. Vera Waldby supported this suggestion.</p> <p>Additional Membership Suggestion - Les Egerton suggested the inclusion of a representative of the Department of Biodiversity, Conservation and Attraction (DBCA). Given the DBCA's previous involvement with the potential for river contamination they were suggested as an interesting addition to the CRG. Rebecca McIlroy supported this suggestion.</p>	distribution to Guildford Community Association, South Guildford Community Association and via City of Swan Cleanaway webpage and email list
3.4	Commercial Neighbour Membership Suggestion - John Mulholland suggested WesTrac as a commercial neighbour that could be invited to join the CRG.	
3.5	Community Membership Suggestion - Rebecca McIlroy suggested the consideration of including representation from a nearby residents' association via a letter drop EOI process.	
3.6	Membership Reach out - There was group agreement that Lenda Oshalem will draft a note that can be circulated by the City of Swan, the South Guildford Community Association and the Guildford Association along with the Terms of Reference. The note will invite people to formally register their interest in participating in the CRG. It was agreed that Lenda Oshalem would then conduct initial discussions with interested parties and provide recommendations of additional members to the CRG.	
3.7	<p>Inclusion on Cleanaway website – Lenda Oshalem asked groups members if they were comfortable to be named on the Cleanaway site specific website as someone who could be contacted.</p> <p>Cassie Rowe confirmed she was comfortable with this suggestion.</p>	
4	DEVELOPMENT APPLICATION UPDATE	
4.1	Development Application Status – Ian Hocking provided an update on the progress and content of the Development Application.	

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4.2	<p>Ian Hocking confirmed the Development Application was submitted to the City of Swan on Friday 03 April 2020. It is anticipated the Development Application will be made available and advertised for public comment after Easter.</p> <p>Development Application Considerations – Ian Hocking provided confirmation that the Development Application incorporate guidelines that have been prepared by the Victorian EPA and the NSW Fire and Rescue Services. The Department of Fire and Emergency Services (DFES) has requested that Cleanaway ensures the facility design works within the guidelines in conjunction with Cleanaway developing its own controls.</p>	
4.3	<p>Site Demolition – Ian Hocking confirmed the demolition started week commencing Monday 06 April 2020. The demolition will be partial and a link to a time lapse of the process is available.</p> <p>No further questions were raised on the Development Application.</p>	
5	OTHER BUSINESS	
5.1	<p>Confidentiality – Rebecca McIllroy raised a question regarding the confidentiality of the Development Application details. It was confirmed to the group that this information will likely be made available to the public by the City of Swan after Easter.</p> <p>No other business raised.</p>	
6	NEXT MEETING	ACTION:
6.1	<p>Date of Next Meeting - Thursday 07 May 2020 was suggested for the next meeting. The group agreed this date would be confirmed once discussed further with additional community members and commercial neighbour.</p>	<ul style="list-style-type: none"> • Lenda Oshalem to confirm date of next meeting
6.2	<p>Format of Next Meeting – It was agreed to consider changing the format of the meeting to Microsoft Teams or Zoom in the future.</p>	<p>ACTION:</p> <ul style="list-style-type: none"> • Lenda Oshalem to confirm digital platform for next meeting
7	FUTURE MEETING DATES	

Item	Description	Action
7.1	Frequency of Future Meetings - The group agreed to discuss the frequency of future meetings at the next CRG meeting, to incorporate feedback from the additional new members.	