

11 June 2020

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

1. *Background*

Cleanaway's Perth MRF had capacity to process up to 200,000 tonnes of recyclables per annum. 125,000 tonnes were processed over the last 12 months.

The facility suffered a catastrophic fire in November 2019 and immediate focus was on site safety.

Since the fire, Cleanaway has sought to utilise all additional recyclable processing capacity within the Perth market (including SMRC which has 75,000 tonnes per annum and Suez which had 20,000 tonnes per annum).

A development application for the replacement MRF has been submitted for approval, in an effort to ensure Cleanaway can return Perth's recyclables processing market capacity to the pre-fire level.

Rebuilding the facility is critical to ensuring Perth, and Western Australia's recyclables processing capacity can continue growing into the future.

Cleanaway is establishing the **Guildford MRF Redevelopment CRG** to share information about the redevelopment process with community members who represent the interests of the wider community.

The primary purpose of the CRG is to function as a reference body for Cleanaway, their stakeholders and the community. The CRG is an advisory group only and not a decision-making body and operates as a regular consultative forum where representatives of Cleanaway, the community, individual residents and other interested parties can discuss the redevelopment of the Guildford MRF.

Cleanaway will consider comments and suggestions made by the CRG and provide responses where warranted.

The CRG may make recommendations to Cleanaway, including communication of a negotiated position that reflects community members' views, for Cleanaway to consider and respond to as part of the CRG process. However, the CRG is not required to reach consensus or express unified views on matters discussed.

As Cleanaway is accountable for its own actions as a publicly listed corporate entity, final decisions regarding the Guildford MRF redevelopment will always rest with Cleanaway and relevant regulatory authorities. However, the CRG process will ensure that Cleanaway's decisions in relation to its redevelopment are robust and informed by community sentiment.

2. Objectives

The objectives of the CRG are to:

- Provide a genuine opportunity for community members to have a voice on relevant matters of concern; and
- Foster community understanding and confidence in the redevelopment plans of the Guildford MRF.

3. Scope of influence

Discussions will be focussed on the redevelopment activities on site (such as demolition of current site, dust mitigation, etc.), aiming to provide an overview of the project and updates throughout the development.

Cleanaway commits to working with the CRG to ensure that community concerns and aspirations are considered in decisions made. Cleanaway will also provide feedback on how the group's input influenced redevelopment decisions.

4. Commitments of contributing parties

The Independent Facilitator commits to:

- Convening meetings in a fair and independent manner;
- Circulating the meeting agenda and any relevant documentation at least one week prior to a meeting;
- Running the meetings to ensure that all agenda items are adequately addressed;
- Ensuring discussions are conducted in a manner that is polite, respectful and productive to achieving the objectives of the CRG;
- Ensuring that all members get an opportunity to provide input into matters being discussed;
- Compiling and circulating draft meeting notes for review by all group members within one week of a meeting;
- Finalising the meeting notes based on comments received; and,
- Monitoring the progress of action items to ensure they are completed within agreed timeframes.

Cleanaway commits to:

- Listening to community concerns and keeping them informed of progress of the Guildford MRF redevelopment; and
- Providing regular updates and reporting back on issues taken on notice.

Community members commit to:

- Showing a willingness to build trust and acceptance of the facts presented about redevelopment plans;
- Open and unbiased sharing of information and outcomes achieved through the CRG with the broader community;
- Providing input into achieving meeting objectives consistent with community aspirations; and
- Attending all scheduled meetings; submitting an apology if unable to attend; and requesting a leave of absence or to be replaced on the group if unable to attend for three meetings in a row.

5. Membership

Membership is between 6 to 8 people, plus 2 representatives from Cleanaway's project team (totalling no more than 10 people). This could include:

- 2-3 residents identified by the City of Swan or through interactions directly with Cleanaway
- 1 City of Swan officer level representative
- 1 State Member of Parliament representative
- 1 commercial neighbour (identified by Cleanaway)

Meetings commenced initially with 1-2 community representatives and the first meeting of the CRG considered the process to identifying and recruiting 1-3 more community and neighbouring commercial representatives.

Cleanaway representatives (2) will include either of the following:

- John Mulholland, Regional Manager WA;
- Sang Chi, Manager of Business Recycling;
- Ian Hocking, Project Manager; and
- Les Egerton, Environmental Business Partner

Selection of community members is based on each individual's:

- Ability to represent community views through well-established networks within the local community;
- Ability to work collaboratively with stakeholders with different views;
- Sincere willingness to be informed about the redevelopment plans;
- Active participation in discussions in a manner that is productive and in accordance with behaviours and conduct to be collectively agreed to by the group; and
- Commitment to ongoing and regular participation.

Meetings will be chaired by an Independent Facilitator who will also prepare and distribute meeting notes and agendas in consultation with group members.

6. Role of community members

It is expected that all members will monitor and bring forward broader community and stakeholder views in respect to redevelopment plans.

Members are expected to represent the range of opinions relating to their community, group or interest area without bias, and avoid promoting individual agendas or opinions.

7. Authority

The CRG is an advisory group only and not a decision-making body and operates as a regular consultative forum where representatives of Cleanaway, the community, individual residents and other interested parties can discuss the redevelopment of the Guildford MRF redevelopment.

The Facilitator will aim to identify whether there is consensus regarding views that are expressed by members. Where consensus cannot be reached, meeting notes and reports will clearly outline differing points of view.

Recommendations, proposals, media releases and other advice must be directed through the Facilitator. Members are not permitted to speak individually as spokespersons for the Group.

This means that members cannot represent the CRG in the media; however, they may say that they are a member of CRG or have been informed about an issue at a meeting.

8. Operating procedures and principles

The CRG will operate for 15 months starting in March 2020 and concluding in June 2021 to cover an overestimated redevelopment period.

Meeting frequency and organisation:

- Meetings will be held every three months initially (or as deemed necessary) to fulfil the objectives of the CRG;
- A meeting schedule will be determined at a meeting held in May 2020 in consultation with members;
- Meetings will be held via videoconference using a platform suitable to members and will generally not exceed two hours;
- Subject to discuss with members at a meeting in May 2020, meetings will run from 4:30 pm to 5:30 pm, every three months, on a Thursday evening; and
- Special meetings may also be convened as deemed needed to provide specific updates or deal with pressing issues.

9. Meeting agenda and notes

- All meetings shall have an agenda to guide the meeting proceedings and notes to document meeting proceedings and to facilitate information flow to the broader community.
- The Facilitator will take notes of the meeting proceedings.
- Notes will reflect items discussed, outcomes achieved and future actions.
- Draft notes will be provided to all group members within one week after the meeting for review and comment.
- Comments on the meeting notes are to be provided to the Facilitator within a week of receiving the draft meeting notes.
- Meeting notes will be finalised after receiving all comments.
- Finalised meeting notes will be distributed to all group members and posted on Cleanaway's website (<https://www.cleanaway.com.au/perth-materials-recovery-facility-redevelopment/>) within a week of finalisation. Members are encouraged to circulate the meeting notes within their respective networks.
- There will be an opportunity at the subsequent meeting to correct any errors or misrepresentation in the meeting notes.
- Items proposed for the Agenda need to be sent to the Facilitator at least one week prior to a meeting.
- The Agenda and any relevant papers will be distributed by the Facilitator to all group members a week prior to a meeting.
- Hard copies of meeting papers and presentations will be available at the start of each meeting when/if meetings are held in-person in the future.
- Items not listed on the Agenda will not be discussed unless time permits and the group agrees that the item(s) should be discussed.
- Meetings may be voice recorded by the Facilitator for the purposes of compiling meeting notes only. Audio files and transcripts will be held confidentially by the Facilitator and destroyed upon confirmation of the meeting notes by members at the subsequent meeting. Otherwise, meetings are not to be recorded (other than by meeting notes or hard copy transcript) without prior approval of all members.
- All documentation including agendas, meeting notes and relevant supporting documents will be uploaded to a dedicated community consultation page on Cleanaway's website (<https://www.cleanaway.com.au/perth-materials-recovery-facility-redevelopment/>).

10. Code of conduct

All members are expected to work together in a manner that fosters trust, honesty and communication, regardless of difference of opinions, including:

- Use information provided at the meetings with integrity and openly share the information with the broader community
- Provide accurate, forthright, trustworthy, relevant and specific information
- Answer questions fully and specifically, or if a question cannot be answered, explain why this is the case
- Remain open and transparent
- Keep comments short and succinct, trying not to repeat
- Refrain from interrupting others
- Make space for all to contribute
- Disagree respectfully – focusing on the issues, not the person

11. Resourcing of the CRG

Cleanaway will fund the conducting of CRG meetings and provision of refreshments when/if meetings are held in-person in the future. Cleanaway will appoint an Independent Facilitator for the CRG.

12. Term of the CRG

The CRG will operate for 15 months starting in March 2020 and concluding in June 2021 to cover an overestimated redevelopment period.

13. Other

All members are expected to note the following:

- Contact details (email address only) for CRG members will be made available to the community via Cleanaway's website (<https://www.cleanaway.com.au/perth-materials-recovery-facility-redevelopment/>) and other publications as approved by the group;
- Majority and minority opinions will be presented in all meeting notes and reports.

14. Review and amendments

These Terms of Reference will be reviewed and finalised in consultation with CRG members at a meeting of the group in May 2020.

During the term of the CRG, when deemed necessary by the group, these Terms of Reference can be reviewed and amended.

15. Breach of these Terms of Reference

If a CRG member breaches these Terms of Reference, particularly in regard to communication with the wider community, Cleanaway or the Facilitator may, exercising reasonable discretion and revoke the membership of the CRG member.