

# STAWELL LANDFILL COMMUNITY REFERENCE GROUP (SLCRG)

## Terms of Reference

### 1. Background

On 14 August 2020, Cleanaway became the owner and operator of the Stawell Landfill.

The landfill is licenced to receive putrescible and prescribed waste including asbestos and category C soils from households and businesses across western Victoria.

Cleanaway is establishing a community group called the **Stawell Landfill Community Reference Group (SLCRG)** to provide a forum to share information about our operations with community members who represent the interests of the wider community.

The primary purpose of the CRG is to function as an informative and consultative forum where representatives of Cleanaway, the community and other stakeholders, can discuss the operations of the Stawell Landfill.

The CRG will act as an advisory group, not a decision-making body. Cleanaway will consider comments and suggestions made by the CRG and will provide updates on operations, remediation, compliance and future projects as they arise.

Whilst any decisions regarding the operations of the Stawell Landfill will always rest with Cleanaway and relevant regulatory authorities, the CRG process ensures that Cleanaway's decisions in relation to its operations are informative and robust.

### 2. Objectives

The objectives of the SLCRG are to:

- Provide a genuine opportunity for community members to have a voice on relevant matters of concern.
- Foster community understanding and confidence in the operation of the landfill and its compliance with licence conditions through the provision of factual information, monitoring data, presentations and site tours.
- Develop broad understanding of Cleanaway's current and future priorities regarding the ongoing operation of the site.

- Members are encouraged to ask questions at the meetings and to raise any matters of concern relating to the operations for open discussion.

### **3. Scope of Influence**

Discussions will be focussed on matters that the CRG can influence, such as operational activities that include short-term and longer term remediation controls used at the landfill to mitigate odour, litter and dust.

On these matters, 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 operational decisions.

Whilst the CRG has limited influence on matters relating to the day to day operations of the site, Cleanaway is genuinely committed to ensuring the operation remains environmentally compliant with no impact on the local community.

Cleanaway will also keep the CRG informed of its operational and monitoring regime and will listen to and acknowledge any concerns raised by members.

### **4. Membership**

Expressions of Interest for membership of the CRG is a public process that is managed by Cleanaway through the placement of advertisements in the local newspaper, and through targeted invitations to local residents.

Members of the SLCRG shall be selected following an expression of interest process. The CRG will comprise the following:

- A Chairperson / Facilitator (appointed by Cleanaway); and
- Up to ten community members. We encourage a broad mix of residents and representatives from diverse community groups
- One representative from EPA Victoria
- Up to two Councillors or Officers from the Northern Grampians Shire Council
- Up to three Cleanaway staff: Operations Manager, Environment Manager, Stakeholder and Community Relations Manager.

Selection of members will be based on each individual's:

- Ability to represent a broad cross-section of the community through established networks within the local community.
- Commitment to ongoing and regular participation.
- Ability to work collaboratively with stakeholders with different views.
- Willingness to be informed of the facts about the operations, environmental compliance and site remediation.
- Willingness to share CRG presentations and information openly and unbiasedly with the broader community.

- Actively participate in discussions in a manner that is productive and in accordance with behaviours and conduct to be collectively agreed to by the group in the final Terms of Reference.

Additional information regarding membership guidance is as follows:

- Community members will be appointed for a term of up to 2 years.
- Prior to the expiration of the 2 year term, public nominations will be called for the next term.
- Existing CRG members will be able to renominate. However, ongoing memberships will be dependent on the number of new applications received and their suitability as assessed through the review process.
- All nominees will be required to complete the Expression of Interest documentation.

Meetings will be facilitated, and notes will be prepared and distributed in consultation with members. All meeting records will be publicly available on Cleanaway's website –

[www.cleanaway.com.au](http://www.cleanaway.com.au)

## **5. Role of members**

It is expected that all CRG members will monitor and bring forward broader community and stakeholder views in respect to management of the landfill.

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.

## **6. Authority**

The CRG has no delegated decision making authority with respect to Cleanaway operations. It will only provide advice and recommendations to Cleanaway, which in turn reserves its right to make decisions about the landfill and its operations.

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

Recommendations, proposals, media releases and other advice must be directed through the Chair. Members are not permitted to speak individually as spokespersons for the CRG. This means that members cannot represent the SLCRG in the media, without approval or consensus from the group.

## **7. Operating Procedures and Principles**

Meeting frequency and organisation:

- Meetings will be held approximately every 3 months, or as deemed necessary by the group, from 6:30pm to 8:30pm on a weeknight.

- A meeting schedule will be determined at the first meeting in consultation with members.
- Meetings will be held at a local venue.
- Special meetings may also be convened as needed to provide specific updates.
- A minimum of 4 members - comprised of at least two members of the community, and 1 senior representative from Cleanaway plus the Chair - constitutes a quorum.
- **Community members are asked that where possible, commitment to attend a meeting is given with 7 days' notice and that if there are fewer than two community members, the meeting automatically reverts to Zoom.**
- Formal written notification will be provided to members in the event the CRG is disbanded or a member is dismissed from the group for reasons determined by Cleanaway or the independent Chairperson, and/or in breach of the Terms of Reference.

## 8. Meeting agenda and minutes:

- All meetings shall have an agenda and minutes to facilitate information flow to the broader community.
- All minutes will be provided to members within 2 weeks of the completed meeting for their comment.
- Presenters will be given opportunity to check that their contribution has been correctly recorded and interpreted. Information provided after the meeting will be highlighted as such in the notes. The draft minutes will then be sent to the whole group for review for 21 days. If no further comments are received, the minutes will be published as final. Draft minutes can be discussed with others in the community, who should be advised of the draft status.
- Finalised minutes will be distributed to members and posted on Cleanaway's website [www.cleanaway.com.au](http://www.cleanaway.com.au) within 5 working days of finalisation. Members are encouraged to circulate the minutes within their networks.
- Items proposed for the Agenda need to be proposed to the Chair 7 working days before the next meeting.
- The Agenda and any relevant papers will be distributed to all members, 5 working days before the next meeting by the Chair or Secretariat. Hard copies of all meeting papers and presentations will be available at the start of each meeting, or beforehand if possible.
- 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 recorded by the Chair for the purposes of minutes only. Audio files and transcripts will be held confidentially by the Chair and destroyed upon confirmation of the minutes by all members.

## 9. Code of Conduct

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

- 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.

## **10. Resourcing of the CRG**

Cleanaway will fund the conduct of CRG meetings, including venue hire (where applicable) and provision of refreshments. Cleanaway will appoint the Chairperson of the CRG. If an external independent Chair is appointed, Cleanaway will pay fees and expenses.

## **11. Other**

All members are expected to note the following:

1. Contact details for SLCRG members will only be made available to the group and will not be disclosed to third parties.
2. Majority and minority opinions will be presented in all minutes and reports.
3. A light meal will be provided for all members at the meetings.

## **12. Review and Amendments**

These Terms of Reference are a DRAFT and will be reviewed and endorsed by all members at the first meeting before they are final.

## **13. 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 Chairperson may, exercising reasonable discretion, revoke the membership of the CRG member.