

Meeting summation



Informal Meeting - MRL CRG										
1.23.2017	6:30pm – 8.30pm	Community Information Centre, Melbourne Regional Landfill, Christies								
Meeting called by	Cleanaway									
Type of meeting	Informal Community Reference Group meeting									
Facilitator	Susan McNair, Currie Communications									
Notetaker/Timekeeper	Belinda MacLeod-Smith									
Attendees	<table border="0"> <tr> <td style="padding-right: 20px;">Community</td> <td>David Anderson, Haileluel Gebre-Selassie (HGS), Monika Thomas, Eyal Cohen, Marion Martin, Margaret Hewitt, Sharon Lee</td> </tr> <tr> <td>Local Government</td> <td>Cr Bob Turner - Melton City Council</td> </tr> <tr> <td>EPA</td> <td>Alistair Nairn, Advisor - Community and Environmental Partners</td> </tr> <tr> <td>Cleanaway</td> <td>Mark Globan - Regional Manager Post-Collections, Nick Stuhlemer - Landfill Operations Manager, Olga Ghiri - Stakeholder and Community Engagement Manager</td> </tr> </table>		Community	David Anderson, Haileluel Gebre-Selassie (HGS), Monika Thomas, Eyal Cohen, Marion Martin, Margaret Hewitt, Sharon Lee	Local Government	Cr Bob Turner - Melton City Council	EPA	Alistair Nairn, Advisor - Community and Environmental Partners	Cleanaway	Mark Globan - Regional Manager Post-Collections, Nick Stuhlemer - Landfill Operations Manager, Olga Ghiri - Stakeholder and Community Engagement Manager
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Apologies	<table border="0"> <tr> <td style="padding-right: 20px;">Community</td> <td>Frank Alexopolous, Mia Marevic</td> </tr> <tr> <td>Local Government</td> <td>Bob Baggio – Manager Planning Services, Melton City Council, Cr Goran Kesic – Melton City Council, Cr Virginia Tachos – Brimbank City Council</td> </tr> <tr> <td>EPA</td> <td>Daniel Hunt – Unit Manager, Metropolitan Region</td> </tr> <tr> <td>Department of Justice and Regulation</td> <td>Melissa Westin - General Manager Metropolitan Remand Centre</td> </tr> </table>		Community	Frank Alexopolous, Mia Marevic	Local Government	Bob Baggio – Manager Planning Services, Melton City Council, Cr Goran Kesic – Melton City Council, Cr Virginia Tachos – Brimbank City Council	EPA	Daniel Hunt – Unit Manager, Metropolitan Region	Department of Justice and Regulation	Melissa Westin - General Manager Metropolitan Remand Centre
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Summary Agenda	<ol style="list-style-type: none"> 1. Welcome/Member introductions 2. Draft Terms of Reference (review) 3. Group purpose/participation 4. Topics for future discussion 5. 2017 meeting logistics/preferences 									
<p>About these notes</p> <p>As this was an informal meeting, these notes provide a summary of key discussion points and will only be shared among members of the MRL CRG.</p> <p>Future meeting minutes will be managed in line with the agreed Terms of Reference.</p> <p>Any concerns/queries regarding these or future minutes should be raised with the Chair/Facilitator, Susan McNair by emailing susan@curriecommunications.com.au</p>										
1. Welcome/Member introductions										
Discussion	Attendees introduced themselves and provided brief background information on what they bring to the group.									
Conclusions	<p>Suburbs represented include Deer Park, Caroline Springs, Melton West, Werribee, Deer Park and Taylors Hill.</p> <p>Community reference group members present hold significant local knowledge, with some members having lived locally for many decades. Several members identified as being active in the 'Stop the Tip' movement, and all members are passionate advocates for their communities and/or organisations.</p>									
Action Items	Person	Deadline								
Nil for informal meeting.	n/a	n/a								

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2. Draft Terms of Reference (review)	
Discussion	A renewed draft Terms of Reference (ToR) was presented for review and feedback. Feedback was captured in writing, and via group discussion. Feedback is summarized below using ToR section numbers raised by the group.
	<ol style="list-style-type: none"> 1. Background: As a general comment, Eyal suggested that information presented to this group be factual and avoid unnecessary claims or promotion. He believes the second paragraph is incorrect about <i>'waste that cannot be recycled'</i>, and that the statement regarding renewable energy is incorrect/misleading. 2. Objectives: Group would like to see reference made to community input into decision making, and that communication is a two-way process. 3. Scope: Group would like scope to include the point that Cleanaway is <i>'responsive to concerns'</i>. 4. Membership: <ol style="list-style-type: none"> a. Section to be updated to reflect new membership number of 18. Increased representation in 9 community members (was 6) and 3 Melton City Council (was 2). b. Concerns raised that previous membership was never terminated in writing – this is seen as poor governance. c. Appointment length was of some concern, with agreement that a 2-year term is too short. An agreeable term is somewhere between 3 and 5 years. d. Any member missing 3 consecutive meetings should have membership revoked (in writing). e. Group expressed a preference that new members to be appointed in consultation with existing members. f. Suggestion that a clause is included that indicates members not contributing in a positive manner can have their membership terminated. 5. Role of members: No concerns raised. 6. Authority: No concerns raised. 7. Operating procedures and principles: Quorum numbers to be revised to align with increased group numbers. 8. Meeting agenda and minutes: Group raised multiple concerns that previous minutes did not accurately reflect discussions and/or decisions. Group dismissed the need for the previously supplied <i>'Snapshot'</i> as it was perceived as being promotional as opposed to factual. Group also suggested <i>'blow by blow'</i> transcripts of meetings were not necessary. There was agreement that the meetings be recorded for the purposes of accurate minutes, however these recordings will not be made public. 9. Code of conduct: No concerns raised. 10. Resourcing of the CRG: No concerns raised. 11. Other: No concerns raised. 12. Review and amendments: Group questioned the stipulation that ToR can only be reviewed once, after first meeting. Review/amendments to be possible at any time in consultation with MRLCRG members. 13. Breach of these ToR: No concerns raised.
Conclusions	Cleanaway staff will provide advice on negotiable and non-negotiable elements at the first formal meeting.

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Action Items	Person	Deadline
Cleanaway to incorporate/consider priority CRG ToR feedback. Updated ToR to be supplied with Agenda for first formal meeting.	Olga Ghiri	15.2.17

3. Group purpose/participation

Discussion	The group brainstormed what they intend to bring to each meeting, and what they expect/would like to see.	
Conclusions	<p>Priorities highlighted by the group are as follows, in order of importance:</p> <ol style="list-style-type: none"> 1. Knowledge sharing 2. Trust/trustworthy behavior 3. Communication of accurate information 4. Focus on legacy – the future that’s being created for local communities 5. Honest and authentic behavior and intentions 6. Timely response to concerns 	

Action Items	Person	Deadline
Nil for informal meeting.	n/a	n/a

7. Topics for future discussion

Discussion	<p>Group brainstormed topics to be addressed at the first formal meeting. Topics were captured as follows:</p> <ul style="list-style-type: none"> ▪ Site operations ▪ Community engagement ▪ Methane leak – status of the fix ▪ Road litter ▪ Perimeter bore update – gas ▪ General day to day waste management ▪ Truck arrangements – covers, speed? ▪ Bird/vermin control ▪ Odour control ▪ Leachate ▪ Any future developments – updated, information more in layman’s terms so more accessible ▪ Long term impact of MRL ▪ Assurance of rehab after filling finished ▪ Rehab/aftercare ▪ Environmental compliance ▪ General landfill updates ▪ Approval processes – cell construction/other ▪ Get rid of meeting snapshot ▪ EPA update as standing agenda item ▪ What can MRL contribute to the community ▪ Remediation ▪ Leachate – current status of reported breach? Is the fix in place? ▪ Industry initiatives/changes ▪ Reporting of breaches 	
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Meeting summation

Conclusions	<p>It is suggested that a standing agenda for all meetings be based on key themes within this list. Suggested standing agenda points are as follows:</p> <ol style="list-style-type: none"> 1. Site operations <ol style="list-style-type: none"> a. Air/water quality b. Amenity c. Vermin control d. Truck movements 2. Environmental compliance 3. Remediation and rehabilitation 4. Community engagement 5. Other 	
Action Items	Person	Deadline
Develop and distribute agenda for first formal meeting based on suggested topics.	Cleanaway/Currie	15.2.17
6. 2017 meeting logistics/preferences		
Discussion	Group identified that Tuesday evenings would preclude the attendance of local government representatives due to Council meeting schedules.	
Conclusions	Group agreed that Thursday evenings presented the best attendance option, with a 6.15pm for 6.30pm starting time for a two hour meeting.	
Action Items	Person	Deadline
Send meeting invite to all members for agreed date/time.	Olga Ghiri	27.1.17