

MRLCRG

Melbourne Regional Landfill
Community Reference Group

Terms of reference

Background

On 1 March 2015, Cleanaway became the owner and operator of the Melbourne Regional Landfill on Christies Road in Ravenhall.

The landfill disposes of residual waste from households and businesses across the metropolitan area and produces renewable energy that powers local homes and businesses.

Cleanaway established a community forum called the **Melbourne Regional Landfill Community Reference Group (MRLCRG)** 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 a reference body for Cleanaway, their stakeholders and the community. The CRG is an advisory group, not a decision-making body and operates as a regular consultative forum where representatives of Cleanaway, the community, regulators and other interested parties can discuss the operations of Cleanaway's Melbourne Regional Landfill.

Cleanaway will consider comments and suggestions shared at the CRG and provide responses where warranted. The CRG will be asked to provide input on a range of topics raised by Cleanaway and members of the CRG.

The CRG may make recommendations to Cleanaway, however, it is not required to reach consensus or express unified views on matters discussed.

As Cleanaway is accountable for its own actions, final decisions regarding the Melbourne Regional Landfill will always rest with Cleanaway and relevant regulatory authorities. However, the CRG process will ensure that Cleanaway's decisions in relation to its facilities are robust.

Objectives

The objectives of the MRL CRG are to:

- Provide a genuine opportunity for community members to have a voice on matters of concern relevant to the landfill.
- Foster community understanding and confidence in the operation of the landfill and its compliance with licence conditions through the provision of factual and unbiased 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 and to raise any matters of concern relating to the operations for open discussion at the meetings. For further information or questions outside of the meetings, members can [contact](mailto:susan@curriecommunications.com.au) the CRG facilitator Susan McNair on susan@curriecommunications.com.au or 0439 389 202.
- Cleanaway also offers a free **24/7 Community Hotline— 1800 213 753** for members and local residents to call anytime to speak directly with an operator to report any issues regarding our facilities. All calls are investigated and followed up within 24 hours.

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.

It is important to note the CRG will have 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 concerns.

Membership

The CRG seeks to comprise a diverse community representation as follows:

- An independent Chairperson / Facilitator (appointed by Cleanaway); and
- Up to 12 community members
- Representatives from EPA Victoria
- Representatives and/or Councillor from Melton Council
- Representatives and/or Councillor from Brimbank Council
- Representative of Corrections Victoria
- Representatives of neighbouring organisations (ie. Boral, Prison)
- Cleanaway's Operations Manager, Environmental Compliance Manager and operational staff.

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

- Interest in being informed of the facts about the landfill operations, environmental compliance and site remediation.
- A willingness to share presentations and information with the broader community.
- Preparedness to actively participate in discussions in a manner that is productive and in accordance with appropriate behaviours and conduct.
- Commitment to ongoing and regular participation.

Community members will be appointed for up to 2 years. Cleanaway will undergo public advertising process every 2 years to encourage new memberships and to provide other community members an opportunity to join the group.

At this time, Cleanaway will also consult with existing members to discuss recommendations for new applicants. Existing members who wish to stay on beyond the 2 year term will also be considered as part of the review process.

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 social media aimed at encouraging community awareness and participation.

Additional information regarding membership guidance is as follows:

- Prior to the expiration of the 2 year term, public nominations will be called for the next term.
- Existing MRLCRG 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 by an independent Chair and notes will be prepared and distributed by an independent Secretariat who will also schedule meetings and compile meetings agendas with the Chair and in consultation with members.

All meeting records will be publicly available on our website -

<https://www.cleanaway.com.au/crg/mrl>

Role of members

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.

Authority

The CRG is a reference group only and 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. Such decisions will generally be made by the Operations Manager, who will be a member of the group and authoritative representative of Cleanaway.

The Chair will aim to identify whether there is consensus regarding views that are expressed by members. Where consensus cannot be reached, minutes and reports will clearly 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 Group. This means that members cannot represent MRLCRG in the media, however they may say that they are a member of MRLCRG or have been informed about an issue at a MRLCRG meeting.

Operating Procedures and Principles

Meeting frequency and organisation:

- Meetings will be held every 4 months initially (or as deemed necessary) to fulfil the objectives. A meeting schedule will be determined at the first meeting in consultation with members
- Meetings will be held at Cleanaway's *Community Information Centre* at the Melbourne Regional Landfill – or online - and will generally not exceed 90 minutes. Meetings will run from 6:30pm to 8:00pm on a weeknight, at a frequency to be determined by the group.
- 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.
- If at any meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be adjourned.
- 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.

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 <https://www.cleanaway.com.au/crg/mrl> 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 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. Otherwise, meetings are not to be recorded (other than by minutes or hard copy transcript) without prior approval of all members.
- All agreed documentation including Minutes, Agendas and Supporting Documents will be uploaded to a dedicated page on Cleanaway's website <https://www.cleanaway.com.au/crg/mrl>

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

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 and provide reasonable remuneration in recognition of the time involved.

Other

All members are expected to note the following:

1. Contact details for MRLCRG 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 prior to the evening meetings.

Review and Amendments

These Terms of Reference may be amended, varied or modified in writing by the Chair, after consultation with MRLCRG members at the first meeting.

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.