



Wyndham Refuse Disposal Facility Community Reference Group **Terms of Reference**

Adopted by Wyndham City Council
2 October 2018

1. Purpose

The Wyndham Refuse Disposal Facility Community Reference Group (CRG) has been established to provide a forum for consultation, provision of advice and information exchange in relation to waste management and resource recovery and the Wyndham Refuse Disposal Facility (RDF) between Wyndham City, key stakeholders and the community. It is not intended that the CRG will have any delegated powers to make decisions.

2. Objectives of the CRG

The objectives of the group are to:

- Provide for information exchange between residents, community groups, government agencies, Council and other stakeholders in relation to the RDF and waste management and resource recovery generally.
- Facilitate community awareness of the strategic planning, operations, environmental performance and any short, medium and long term development of the Facility.
- Foster understanding and cooperation between community members and Council staff in minimising the impact of the Wests Road RDF on the local community; and
- Provide input into Council's planned community engagement and education activities in relation to the Wests Road RDF and waste management and resource recovery generally, including recycling and waste diversion.

A preliminary list of issues that the group considers are within the scope of this broad topic are listed in Attachment 1. The CRG is not limited to these matters.

3. Membership

The membership of the CRG will include:

- An independent chair

Wyndham City Council

- Up to three Wyndham City Councillor representatives, including the Mayor of the day or their representative, and at least one Ward Councillor.
- One (1) executive officer
- One (1) technical officer / facility manager
- One (1) Metropolitan Waste and Resource Recovery Group (MWRRG) representative

Community members

- One (1) abutting land owner representative
- One (1) environment group representative
- One (1) ratepayer association, advocacy or business group representative
- Up to six (6) residents of Wyndham

4. Attendance by non-members

Attendance by non-members at particular meetings may be helpful to the CRG to provide additional expert knowledge, comparable experience or strengthening links and understanding of interests not fully represented on the group. The Chair, following consultation with the Group, but at the Chair's absolute discretion, may also invite representatives of agencies and other persons who are not formal members of the Group to provide relevant information and assist in discussions, including but not limited to:

- Additional officers or Councillors
- Expert consultants
- Environment Protection Authority (Vic)
- Other members of the community

Membership of the CRG is for a maximum term of three years or until such time as their replacement may become necessary due to a vacancy. For the purpose of retaining core committee knowledge and refreshing the membership of the group, membership replacements are to be staggered with the term of three community members concluding each year.

A vacancy arises if a member:

- resigns in writing;
- ceases to reside in Wyndham or adjacent to the Facility in the case of the abutting landowner representative.
- is absent from two consecutive meetings without leave being granted by the Chair; or
- fails to abide by the requirements of the Group, including, but not limited to, core values and principles

Full term members are to be appointed through a competitive selection process. Expression of interest will be invited from all Wyndham residents and organisations, through a public notice in the local papers, and by direct contact with relevant organisations and abutting land owners as appropriate. Outgoing members may apply for a new term.

Candidates to fill a mid-term vacancy are to be identified through a process of nomination by the CRG, Chair or Council. The membership term of a person appointed to a mid-term vacancy is the remainder of the term of that position.

A selection panel, consisting of the Chair, Councillor and Council Executive will consider all applications and recommend membership appointments to Council. Membership appointments to the CRG must be approved by Council resolution.

Community members will be chosen on the basis of knowledge and understanding of issues that may include:

- the environment;
- community liaison;
- rehabilitation;
- development of landfills;
- an ability and interest to be involved in local community affairs;
- advocacy; and
- networks.

5. Independent Chair

The Independent Chair is appointed by the Council. The Chair is responsible for the orderly running of the CRG meeting, setting the agenda and managing business of meetings. They are to act in the interests of a fair and constructive process and endeavour to remain independent and impartial.

The Chair will review and edit the 'raw' notes of CRG meetings before they are circulated as a draft to members to ensure they reflect a balanced record of key points of agreement, action and conclusions.

If the Chair or any other member of the CRG becomes aware of any circumstances that might reasonably be considered to affect the Chair's ability to act impartially, the CRG will be informed of those circumstances and its advice will be sought on how best to manage them.

6. Core Values and Principles

Members are expected and encouraged to:

- commit time to prepare for and attend all CRG meetings and actively participate in discussions.
- respect and value the different contributions made by members and any invited guests.
- discuss matters raised at CRG meetings with their respective organisations and networks, and to bring feedback on any matters within the CRG's scope to the CRG.
- pass on accurate information and knowledge gained through the CRG process whatever their personal views may be (subject to confidentiality clause below).

Participation in the CRG does not affect participants' rights to participate in any statutory decision-making processes concerning the operation or future plans for the RDF, or to be involved in other forums or processes for input to policy on waste management or resource recovery in general.

Members are not required to endorse any particular Council decisions or outcomes resulting from community engagement or education around waste management or resource recovery. It is important for members to be able to express different views while also being respectful of individuals and the group.

In order to ensure clear and consistent communication about the CRG process (eg in response to media enquiries), only the Chair will act as a spokesperson for the CRG and then only with the agreement of the members as to the key points to be covered. Individual members are not constrained from expressing their or their interest group's opinions provided they make it clear they are not representing the whole CRG and they do not quote other members.

Matters identified as confidential should not be discussed outside the CRG. If a member does not accept or agree that the matter should be confidential then this should be raised with the Chair prior to any discussion.

Members should declare to the Chair any beneficial interest they have in a matter being discussed.

7. Extent of Authority

The CRG will be a forum for consultation, provision of advice and information exchange. The CRG has no power to commit Council to any decision or action or to direct Council officers in their duties.

The CRG is authorised to provide information and advice to the Council and community (subject to confidentiality clause above) on matters discussed in relation to the West Road RDF and to waste management and resource recovery in general.

8. Notes of meetings

In order to ensure balanced reporting of CRG meetings, the notes will be review by the whole group following an initial review by the Chair. Once confirmed by the group, they will be made available on Council's website and members are free to disseminate them to their networks.

Attachment 1

Preliminary list of issues within the scope of the CRG's discussions

The Refuse Disposal Facility (RDF)

- the strategic context for the RDF; its regional role and community awareness of this
- the height of the facility
- the amount of waste accepted at the RDF
- the image and stigma impacts, both locally and more broadly
- the financials; revenues from the RDF and how they are spent
- statutory requirements of landfills; eg re cell construction, infrastructure (including gas capture system) and capping/ rehabilitation requirements
- approvals associated with the construction of a leachate pond
- health impacts of bio aerosols associated with use of biomass as a capping material
- monitoring program (to ensure statutory compliance)
- the plan for the future of the RDF.

Waste management and resource recovery generally

- Council and State policy; how have these evolved over time?
- Community education about recycling and resource recovery; what goes in the bin
- the potential for an organics (green and food waste) "third bin"