

Community Task Force - Meeting Notes

Date: 2nd Nov 2010

Venue: EMRC office



Attendee		Attendee		Attendee	
Martin Chape	✓	Peter Jensen	✓	Stephen Fitzpatrick	✓
Jan Foster-Hawkings	✓	Greg Jones	✓	Prapti Mehta	x
Noel Hales	✓	Peter Pearson	✓	Joel Levin	✓
Max Jamieson	✓	Noelene Wigmore	x	Other:	o
Other:		Other:		Other:	
Present ✓ Apology = x Observer/Presenter = O					

Meeting Opened: 6:35pm **Meeting Chair:** Joel Levin

Meeting was preceded with a briefing by Stephen Fitzpatrick on technology options.

Item	Issue/Topic	Discussion
1.	Previous Minutes	<p><i>Previous minutes were approved at this meeting based on process clarification outlined in these minutes and agreed amendments.</i></p> <p><i>Past action items were reviewed.</i></p> <p>Item 1: <i>Terms of reference circulated at this meeting for signatures (Two CTF members absent, will seek signatures on their return).</i></p> <p>Item 2: <i>Briefing session on technology held prior to this meeting</i></p> <p>Item4: <i>Site tour occurred, discussion held over till later in this meeting. Notes from the meeting arrived the afternoon of this meeting and were circulated to the CTF. It was noted that where ever possible EMRC should send information to CTF members ahead of time so members have a chance to review before the meeting.</i></p> <p>Item6: <i>There was some discussion of expectations for the use of the "Raw data". The agreed action were as follows:</i></p>
	Action/Resolution 1.	Raw data to be put onto the web site (CTF and public site) including responses from question 4 (technology) Who 1 EMRC
	Action/Resolution 2.	Summary document to be developed from the Raw data to show key themes and frequency of these themes Who 2 EMRC
	Action/Resolution 3.	Email to be sent to Community forum participants letting them know the data is available and how it will be used by the CTF (ie: informing the CPA and TEC development) Who 3 EMRC

<p>2. Minute Taking and Sign off process</p>	<p>Based on the email and other discussions ‘out of meeting’ about the previous minutes the group discussed what they wished to have captured in the minutes. Most CTF members were happy with the current ‘volume’ and pitch of the minutes, however it was acknowledged that it is important for the minutes to be understandable by people NOT at the meeting and that individual comments/views should be able to be captured in relation to a specific topic if a member wished them to be so noted. This was seen as particularly important for members that are representing the view of specific community groups</p> <p>CTF members agreed that individuals can ask for specific views to be noted (individual not to be identified).</p> <p>There was also clarification of the minute sign off process. The agreed process was</p> <ul style="list-style-type: none"> • Minutes sent electronically to CTF members after the meeting • CTF members have two days to review and comment.(Silence is taken as consent) • Suggested amendments/changes by individuals sent back to the group for confirmation • Matters that are not able to be resolved in this fashion can be held over till the next meeting for further discussion/clarification • Minutes sent with a read receipt request <p>The rationale for electronic sign off was to maintain the information flow back to the community through having the minutes available ASAP.</p>
<p>Action/Resolution 4. Action/Resolution 5. Action/Resolution 6.</p>	<p>CTF members agreed that individual views can be noted and that members are free to ask for this to occur. Who 4 ALL</p> <p>Amend minutes of the Sept meeting to reflect individuals Who 5 Joel</p> <p>CTF members agree to the minute taking and sign off process draft above Who 6 ALL</p>

<p>3. EPA Process</p>	<p>As per discussion in the last meeting and subsequent discussions outside of the CTF meeting, a meeting was held to discuss concerns with the proposed EPA process.</p> <p>This meeting was held on 28th Oct and was open to all CTF members to attend. Four members of the CTF attended, along with Peter Schneider (CEO EMRC), John King (Cardno) and Joel Levin (CTF Facilitator). A number of concerns were discussed about the proposed process and a series of options were developed relating to potential amendments/inclusion into the EPA and broader consultation process. These options are now with the EMRC to consider and respond to.</p> <p>Steve Fitzpatrick updated the group on the current EPA appeals process. The EMRC was invited to respond to the current appeals and submitted its response on Oct 20th. In their response the EMRC have agreed to/suggested consultation period be extended to eight weeks.</p> <p>The appeals convenor is waiting on a response from the EPA, before making their ruling.</p>
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<p>4. Neerabup Site Visit</p>	<p>On the 13th Oct Mindarie Regional Council (MRC) hosted the CTF members for a site visit of their Neerabup facility. This tour was followed by a meeting between the MRC Community Engagement and Advisory Group (CEAG) and CTF.</p> <p>CTF members saw value in both elements of the visit, gaining a better understanding of the potential site layout and the pro's and con's of the technology employed at the site. CTF members also valued the advice of CEAG members to ensure the role of the CTF was more than a rubber stamp and to be proactive in providing advice and guidance to the EMRC.</p> <p>If was felt that other site tours would be of value if there was a suitable match for technology (eg: WMRC).</p>
<p>Action/Resolution 7.</p>	<p>Identify opportunities and timing for a site tour to the WMRC</p> <p style="text-align: right;">Who 7 EMRC</p>

<p>5. CPA and TEC</p>	<p>The remainder of the session was dedicated to commencing the process of building the CPA and TEC criteria. At this stage there has been no distinction made between criteria than might relate to the CPA or the TEC. The process is currently focused on ensuring the draft criteria capture all the relevant factors.</p> <p>The list of draft criteria developed will be written up and circulated to CTF members to carry out a cross check with the following documents</p> <ul style="list-style-type: none"> - Feedback provided from the community forum - Mindarie Regional Council CPA <p>CTF members requested an additional meeting in mid December to progress the CPA and TEC further. Time would be 5:30-8:30</p> <p>There was some discussion about the need for both documents (ie: CPA and TEC) if the EMRC agreed to having the CPA as part of the tender response requirements. NO decision was made on this matter as CTF members were happy to see how the document development progressed.</p> <p>During this discussion, the issue of and need for behavioural change in the wider community in relation to their recycling and waste management habits was raised as an important facet of any discussion about a refuse and recycling facility.</p>
<p>Action/Resolution 8.</p>	<p>Write up list of draft criteria developed during this meeting</p> <p style="text-align: right;">Who 8 Joel</p>
<p>Action/Resolution 9.</p>	<p>CTF members to review draft criteria in line with other documentation listed</p> <p style="text-align: right;">Who 9 ALL</p>
<p>Action/Resolution 10.</p>	<p>New meeting date to be determined in mid Dec</p> <p style="text-align: right;">Who 10 ALL</p>

<p>6. Meeting Closed</p>	<p>8:30pm</p>	<p>7. Next meeting</p>	<p>Additional meeting: December 10th (to be confirmed) Regular Meeting: February 1st 2011</p>
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These minutes have been ratified by ALL members of the CTF as a true and accurate record of the meeting

Signed on behalf of CTF Members:  **Joel Levin (Independent Facilitator)** **Date: 9/11/2010**

ACTION LIST

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Action/Resolution 5.	Amend minutes of the Sept meeting to reflect individuals	Who 5 Joel
Action/Resolution 6.	CTF members agree to the minute taking and sign off process draft above	Who 6 ALL
Action/Resolution 7.	Identify opportunities and timing for a site tour to the WMRC	Who 7 EMRC
Action/Resolution 8.	Write up list of draft criteria developed during this meeting	Who 8 Joel
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