



Community Task Force - Meeting Notes

Date: 24th Aug 2010

Venue: EMRC office



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

Meeting Opened: 6:10pm **Meeting Chair:** Joel Levin

Item	Issue/ Topic	Discussion
1.	Previous Minutes	<i>Not required as it is the inaugural meeting</i>
no action arising		

2.	Welcome	<p>Joel Levin, Independent facilitator for the Community Task Force (CTF) welcomed the group and invited Mr Peter Schneider, CEO of the Eastern Metropolitan Regional Council (EMRC) to make a formal welcome to the group.</p> <p>Mr Schneider welcome the group and thanked them for their nomination and willingness to be part of the CTF. He provided an overview of the EMRC functions and history with recycling and reduction of waste going to landfill. He talked about the EMRC vision for this facility and the importance of the CTF in helping to ensure this facility meets the social and environmental expectations of local and wider residents.</p> <p>CTF members were then asked to introduce themselves and why they are on the committee.</p> <p>Mr Schneider thanked the group once again and excused himself to allow the CTF to deliberate on their own.</p>
No action arising		

3. Committee Objectives and timelines	<p>The objectives (as described in the CTF terms of Reference)of the CTF were reviewed and three primary objectives identified:</p> <ol style="list-style-type: none"> 1) Being a conduit for community opinion and views 2) Drawing on community views and opinions and shaping a CPA that would guide the long term operations and performance of the facility 3) Assisting with the development of the Tender Evaluation Criteria. These criteria will be used by the EMRC in the selection of the successful tenderer for the plant. <p>There was some discussion about objective 3. Some CTF members wanted to have a broader discussion about the various technology options and the various impacts. There was concern that if the discussion was limited, the outcome would be compromised.</p> <p>It was clarified that the CTF and community would be having a broader discussion about technology options at the community forum but the decision and selection of the option would be made by the EMRC. As such the CTF has a critical role to distil the learning from the discussion about technology options so that the EMRC can address concerns and adjust the tender evaluation criteria if needed.</p>
Action/Resolution 1.	CTF Objectives, as described in the CTF terms of reference were endorsed Who 1 All

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4. Terms of Reference	<p>The CTF reviewed and endorsed the rest of the Terms of Reference with the following clarification:</p> <ol style="list-style-type: none"> 1) Decision making: The CTF would operate using a formal consensus process for decision making. (See attached document) 2) Visitors: The meetings of the CTF are closed unless guests were invited by the CTF to provide specific information or background. 3) EMRC Staff: After some discussion is was agreed that EMRC staff would be part of the CTF to enable the formation of the partnership agreement (ie: you need the partners around the table to have an agreement) 4) Quorum: Half of the CTF membership plus one was deemed sufficient to have a quorum (ie: 6 of the 10 CTF members) 5) Observers: Some concern was expressed about the use of proxies and the potential impact on the group process and decision making. However, the CTF also acknowledge the importance of maintaining a clear information flow back to community. As such the CTF endorsed the use of an appointed 'observer' should a CTF member not be able to attend. Observers attended on the understanding that: <ol style="list-style-type: none"> a) The CTF member that appointed the observer to fully brief them prior to the meeting to minimise disruption to the decision making process and timelines b) The observers had no formal role in discussion or decision making. c) The CTF member did not relinquish their role as a conduit back to the community. ie: The observer would report back the CTF member and the CTF member would then clarify with other CTF members and communicate with the community. 6) Vacancies/resignation: If a member of the CTF needed to step down the EMRC would call for nominations for this seat. <p>All members of the CTF agreed that while there has been discussion about quorums and the appointment of an observer, each member of the CTF has made a commitment to the whole process as part of their nomination, which included attendance at meetings.</p>
Action/Resolution 2.	Amended Terms of Reference to be circulate to CTF and EMRC for approval Who 2 Joel

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<p>5. Communication</p>	<p>The CTF discussed how it would communicate with each other between meetings and how it would fulfil its role as conduit to the wider community.</p> <p>Communication with each other:</p> <p>A website has been developed for CTF members only as a “virtual filing cabinet and meeting room”. Documents can be loaded onto the site for all CTF members to access and any CTF member can start a discussion topic on the site for other members to respond to. Other correspondence would occur as required.</p> <p>Individual CTF member contact details are confidential.</p> <p>Communication with the community:</p> <ul style="list-style-type: none"> • Minutes from CTF meetings would be ratified by the CTF prior to them being made public. Advertisements would be placed in local newspapers to inform the community these minutes are available. • An email address will be created for members of the community to contact the CTF directly • Public website/pages will be established for the CTF that will have CTF minutes, profile of CTF members and other item relating to the CTF. • All CTF members also undertook to promote the CTF and inform other of meeting outcomes etc <p>Confidentiality: It was reiterated throughout the evening that items that have yet to be resolved by the CTF or individual opinions of various members of the CTF are confidential.</p>
<p>Action/Resolution 3.</p>	<p>CTF member contact details are confidential. Contact with the community will be through personal networks or the CTF email address</p> <p>Who 3 All</p>
<p>Action/Resolution 4.</p>	<p>Create public website or pages and email for the CTF</p> <p>Who 4 Steve</p>
<p>Action/Resolution 5.</p>	<p>CTF members agree to review meeting minutes within three business days of receipt to enable prompt circulation to the community.</p> <p>Who 5 All</p>
<p>Action/Resolution 6.</p>	<p>CTF members to send photo and a one paragraph bio to Joel for inclusion on the website</p> <p>Who 6 All</p>

Comment [S1]: Joel, what was the intention here please so I can get advice from IT, is it to send emails to CTF members directly via an EMRC alias?

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6. Community Forum	<p>The draft agenda for the community forum was circulated and feedback provided on the proposed structure and questions.</p> <ul style="list-style-type: none"> • Members were keen to ensure the process is not 'steering' people to just think about the positives. There needed to be enough room to talk about concerns. • Members felt people may need more time to 'sit with' and consider the draft tender evaluation criteria before commenting • Some layout changes to question 3 were suggested • Members felt there would be value in including a project overview at the forum for community members who may not have much background. <p>Members also considered how the workshop might be promoted. EMRC's current planned promotion;</p> <ul style="list-style-type: none"> • Local newspapers • CTF member promotion • Website • Letterbox drop to residents within 1km of the Red Hill site • Advertising through the respective progress associations • Contact to the existing database of interested people • Green pages newsletter. <p>The role of the CTF at this forum will be to interact and listen to as many people as possible and encourage people to make contact with them. The CTF will also stay behind after the forum to discuss their findings.</p>
Action/Resolution 7.	EMRC to review session question and timing in light of CTF feedback Who 7 Prapti

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7. Other items	<ul style="list-style-type: none"> • Other promotion: It was suggested EMRC consider a stall at the Giddegannup show as a way of profiling the project. • Meeting location: members decided to hold meetings at the EMRC office, with the option to move to other locations if required • Site tour: Members recommended the EMRC open day and Red Hill Site tour as a way for other members to further familiarise themselves with the site. • Meeting Date: Meeting to remain on Tuesday and occur every 6-7 weeks
Action/Resolution 8.	EMRC to review timing and potentials of a stall at the Giddegannup show Who 8 Steven
Action/Resolution 9.	Draft schedule of meetings for members to book into diaries. Who 9 Joel

8. Meeting Closed	8:10pm
9. Next meeting	TBA

These minutes have been ratified by ALL members of the CTF as a true and accurate record of the meeting **Date:**

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ACTION LIST

Action/Resolution 1.	Objectives Agreed	Who 1 All
Action/Resolution 2.	Amended Terms of Reference to be circulate to CTF and EMRC for approval	Who 2 Joel
Action/Resolution 3.	CTF member contact details are confidential. Contact through personal networks or the CTF email address	Who 3 All Who 4 Steve
Action/Resolution 4.	Create public website and email for CTF	
Action/Resolution 5.	CTF members agree to review meeting minutes within three business days of receipt to enable prompt circulation to the community.	Who 5 All Who 6 All
Action/Resolution 6.	CTF members to send photo and one paragraph bio to Joel for inclusion on the web site	
Action/Resolution 7.	EMRC to review session question and timing in light of CTF feedback	Who 7 Prapti
Action/Resolution 8.	EMRC to review timing and potentials of a stall at the Gidgegannup show	Who 8 Steven Who 9 Joel
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