

Woodlawn Eco-Precinct Community Liaison Committee Charter & Procedures

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1 Role of the Community Liaison Committee

A Community Liaison Committee has been established by Veolia Environmental Services (Australia) Pty Ltd (Veolia) in accordance with the Conditions of Development Consent for the development of the Woodlawn Waste Management Facility.

The overall role of the Committee is to provide a direct link between Veolia and the people who live and work within the Woodlawn area. Veolia's intention is to work with the Committee to help build positive relationships with both the most directly affected community of neighbours to the project, and the broader community of the residents of the Goulburn Mulwaree Shire and Queanbeyan Palerang Region.

The role of Community Liaison Committee is consultative. It does not have a decision-making role.

The following list summarises some of the Community Liaison Committee main functions:

- Advise Veolia on community perceptions and concerns on relevant issues and activities;
- Promote and provide opportunity for community awareness and involvement in matters relating to the Woodlawn Eco-Precinct.

2 Selection Criteria

In selecting Community Liaison Committee members, Veolia seeks to bring together a range of representatives from the community including local government, local residents, environment, community and business groups including representatives of farming interest groups and neighbouring businesses.

The following criteria are proposed for evaluation of potential Community Liaison Committee members.

- Willingness to accept and contribute constructively within the boundaries of the Community Liaison Committee Charter.
- Interest in issues relating to the local area.
- Experience and ability to communicate community/stakeholder views.
- Experience and ability to provide feedback to members of the community and/or stakeholder groups.
- Reside within 20 km of the Woodlawn Eco-Precinct.

Veolia will seek to achieve a gender balance, an age spread and a blend of expertise.

Members do not need to be affiliated with a community group or other organisation.

Current employees of Veolia or a significant provider of goods and services to Veolia, unless acting in a professional capacity, are not eligible to join the Community Liaison Committee.

2.1 Selection Process

Goulburn Mulwaree Council and Queanbeyan Palerang Regional Council will each nominate one local government representative to the Community Liaison Committee, or otherwise advised by the nominating LGA. If necessary, community participants will be chosen by a panel that shall include an appropriate senior manager from Veolia, a community relations professional, and a person independent of Veolia such as a representative of the Environment Protection Authority of NSW.

If the Community Liaison Committee requires the appointment of a new member mid-term, Veolia may choose to seek further nominations to fill this position and membership selection will be at the discretion of Veolia.

3 Terms of Membership

3.1 Length of term

In the interest of consulting with a wide range of community members, membership will be for a set term of two (2) years.

At the end of the two-year term, a member may retire or seek nomination for a further two-year term. Depending on the number of places available, and the mix of the group, the selection panel may choose to appoint the person for additional terms.

A combination of continuing and retiring membership is generally considered desirable at any one time.

3.2 Termination of membership

A member's position on a Community Liaison Committee may be declared vacant if the member:

- completes a two year term and retires;
- resigns the membership in writing to the Chairperson;
- fails to attend more than two meetings per year without prior notice;
- acts in a way which is contrary to the values of the Community Liaison Committee and Veolia; or
- becomes an employee of Veolia or a significant provider of goods or services to Veolia.

4 How the Community Liaison Committee will operate.

4.1 Summary of Responsibilities

Veolia agrees to:

- pass on the Community Liaison Committees advice and recommendations to relevant Veolia staff;
- give Committee members feedback on how their recommendations have been used;
- report on project progress and monitoring and seek feedback from the Committee;
- encourage all Committee members to present their views;
- respond within agreed time frames to requests for information;
- support the smooth operation of the group by supplying a Coordinator and administrative assistance as necessary;
- help promote the Community Liaison Committee existence and objectives to the community and Veolia employees;
- consider suggestions made by the Community Liaison Committee on how the functioning of the Committee may be improved;
- work within the framework of the Community Liaison Committee Charter and Procedures; and
- advise any impending media coverage of the Community Liaison Committee.

Members of Community Liaison Committee agree to:

- attend meetings and actively participate in discussions;
- report their views and those of the wider community to Veolia;
- give feedback from the meetings to the wider community;
- allow all Committee members to present their views;
- suggest agenda items;
- make suggestions on how the functioning of the Committee can be improved;
- work within the framework of the Community Liaison Committee Charter and Procedures; and
- advise the Chair of any impending media items relating to the Community Liaison Committee or the Veolia.

Goulburn Mulwaree Council and Queanbeyan Palerang Regional Council agree to:

- pass on the Community Liaison Committees advice and recommendations to their respective Council and appropriate managers;
- give Committee members feedback on how their recommendations have been used;
- report on project progress and monitoring and seek feedback from the Committee;
- respond within agreed time frames to requests for information;

- help promote the Community Liaison Committee existence and objectives to the community and Council employees;
- work within the framework of the Community Liaison Committee Charter and Procedures; and
- advise any impending media coverage of the Community Liaison Committee.

Veolia acknowledges Community Liaison Committee member's rights to make public comment on matters other than confidential material.

5 Procedures of Community Liaison Committee

5.1 Chairing

The Committee will nominate and vote on a Chairperson.

5.2 Nature of issues to be considered

The Community Liaison Committee's primary concern is with matters relating to the construction and operation of the Woodlawn Eco-Precinct.

5.3 Issues for discussion

Issues for discussion at each Community Liaison Committee will be nominated by individual members of the Committee at the preceding Committee meeting or through the Chairperson or Coordinator.

The number of issues placed on the agenda will be limited to a number that will allow for appropriate levels of discussion.

5.4 Information Tools

Previous minutes, agendas and support material should be forwarded to members of the Committee at least two weeks before the meeting. Agendas should specify those items that are for discussion only and any other items that require a resolution.

Support material would ideally include a précis of issues and a summary of presentations to allow the consideration of Committee members prior to the meeting. Veolia will provide information within its possession or under its control as necessary, to allow the committee to operate effectively, other than confidential or privileged information.

5.5 Feedback & Follow-up

Veolia is aware of the importance of giving Committee members clear feedback on the way their suggestions helped to contribute to the decision-making process. Veolia will give feedback to

Committee members explaining how suggestions and ideas were factored into the decision-making process. Time will be set-aside at each meeting for this purpose.

5.6 Links with the Wider Community

Community Liaison Committee members are encouraged to discuss issues with the wider community including their specific interest groups where relevant.

5.7 Dispute Resolution Procedure

The aim of the Community Liaison Committee is to represent a diversity of viewpoints and stakeholder concerns. Where Committee members hold a range of perspectives on a particular issue, the differing viewpoints will be noted and taken into consideration.

It is not a requirement that consensus be reached among members on the issues discussed. When disagreement on an issue exists, the following procedure should in general be adopted:

- Establish working party to review issue and propose resolution,
- Bring issue back to Committee for further consideration,
- If disagreement continues to exist, record a clear understanding of the nature of the disagreement.

5.8 Conflict of Interest

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of the discussion, the member should make this position clear to the Chairperson and other Committee members. The Committee member will not be excluded from discussion on this issue

5.9 Confidentiality

From time to time, Committee members may be given confidential material. These materials are shown in good faith and Committee members will ensure that confidentiality is strictly maintained. Documents that are confidential will be marked accordingly.

5.10 Complaints Handling Procedure

Community Liaison Committee meetings focus on issues of local and regional significance. Issues of mainly personal interest are best raised with the Committee coordinator outside the meeting forum, and discussed directly with the relevant Veolia personnel. Complaints are dealt with through established, standard processes. Refer to Veolia's 'Handling Complaints - PRO-4702' Procedure.

5.11 Frequency of meetings

It is anticipated that the Community Liaison Committee will meet every two months (six times per year) or such other numbers as the Committee agrees.

5.12 Closed Meetings

Meetings of the Community Liaison Committee will not be open to any observers, except with the agreement of the Committee and Veolia.

5.13 Review of the Charter and Procedures

A formal review of the Charter and Procedures will be carried out every twelve months. The document is also open to review and improvement at other times at the request of either Committee members or Veolia's representatives.

6 Resourcing the Committees

6.1 Committee Coordinator

A Coordinator has been appointed. Members may contact this person for assistance regarding any Community Liaison Committee matter. Veolia will provide a written record of the meeting that will be distributed to participants in a timely manner.