



WSN Environmental Solutions Ryde Waste and Recycling Centre

Community Advisory Committee Terms of Reference

Adopted 16 August 2005

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1. Purpose

These Terms of Reference define the role of WSN Environmental Solutions' Ryde Community Advisory Committee (CAC) and provide a framework for its establishment and operation. All members of the CAC will be asked to agree to these Terms of Reference.

2. Role of the CAC

The CAC is a consultative forum where representatives of the community and WSN staff can discuss the operations of the Ryde Waste and Recycling Centre (WRC). The role of the CAC is advisory - WSN Environmental Solutions will consider comments and suggestions made by the group, and provide responses to the comments and suggestions. The CAC will be asked to provide advice on a range of items brought forward by WSN Environmental Solutions and may bring forward matters of importance to members. This will assist WSN Environmental Solutions to make robust decisions in relation to its facilities.

The CAC is not required to reach consensus or express unified views on matters discussed. WSN Environmental Solutions believes that the views of each CAC member are valid and should be expressed and respected by the group.

2.1 Objectives of the CAC

The objectives of the CAC are:

- To facilitate community awareness of the operations, environmental performance and any upcoming development of the WRC.
- To enable community members to monitor the operations of the WRC.
- To provide community members with the opportunity to raise any issues of concern related to the WRC.
- To foster understanding and cooperation between community members and WSN Environmental Solutions staff in minimising the impact of the WRC on the local community.

The activities of the Ryde CAC may include the following:

- Cooperatively addressing any issue related to the WRC, such as potential changes to the amount or type of waste processed, changes in access arrangements or changes to the impact on local amenity.
- Commenting on options for the future usage of the site.
- Providing advice on broader WSN Environmental Solutions initiatives, such as the shift to resource recovery or the introduction of an organisation-wide odour management program.

3. Membership

Participation in the CAC is voluntary and open to any interested person who lives, works or has an interest in the vicinity of Ryde WRC. There is no maximum number of CAC members, and a group may be represented by more than one person. Members may represent the following groups:

- Local residents
- Local businesses
- Local environmental groups and community groups (eg precinct committees and progress associations)
- Local Council staff
- Local Councillors
- Local Members of Parliament
- Department of Environment and Conservation
- Commercial operators involved with the WRC.

WSN Environmental Solutions staff including Centre Managers, Environment and Workforce Safety Officers, and the Manager Community Engagement will regularly attend meetings. Other WSN Environmental Solutions staff will attend meetings to discuss particular topics.

If an actual or potential conflict of interest arises in relation to a particular issue, CAC members must inform WSN and the rest of the CAC as soon as practicable. If the conflict of interest is considered to be significant, the member may be required to vacate the meeting room during discussion of the relevant issue.

WSN Environmental Solutions will, at the request of the CAC, undertake communication activities to attract new members to the group. The WSN Environmental Solutions website will always include information on how to get involved with the CAC. Regular attendance by members is encouraged as this supports continuity, more informed discussion and resolution of issues.

If a CAC member wishes to resign, they are requested to give their resignation in writing to WSN Environmental Solutions. If requested, they may continue to receive CAC meeting minutes and other information from WSN Environmental Solutions.

4. Protocol for participation in the CAC

All members agree to:

- Undertake agreed actions within the timeframes specified.
- Advise the WSN Manager Community Engagement of proposed agenda items in advance of CAC meetings.
- Enable all members to be equally heard, not speak over each other and listen to all other members' points of view.
- Take all relevant information into consideration.
- Act reasonably, with honesty, in good faith.

- Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment.

4.1 CAC meeting facilitation

CAC meetings will be facilitated by the WSN Environmental Solutions Manager Community Engagement.

The Facilitator agrees to:

- Facilitate CAC meetings in a fair, unbiased manner conducive to open and frank and outcomes-focussed discussion.
- Ensure all members have an opportunity to make comments, ask questions and raise issues.
- Set a meeting agenda that is relevant to the CAC's objectives and addresses the needs of all members and circulate this agenda two weeks in advance of the meeting.
- Manage the meeting so that all agenda items are discussed within a reasonable timeframe and that meetings start and finish at the agreed time. The facilitator may extend the finish time of a meeting or schedule another meeting if it is evident that further discussion on a specific item is warranted.
- Arrange for meeting notes to be prepared and distributed within three weeks of the meeting.

4.2 WSN Environmental Solutions responsibilities and outcomes

WSN Environmental Solutions is a NSW Government-owned corporation established under the *Waste Recycling and Processing Corporation Act 2001*. It is responsible to the NSW Minister for the Environment.

WSN Environmental Solutions agrees to:

- Proactively inform CAC members of new developments, issues or decisions related to the WRC through a standing agenda item.
- Consider all recommendations made by CAC members and provide the CAC with a timely response
- Respond promptly to requests for information.
- Ensure attendance of appropriate WSN Environmental Solutions staff members at CAC meetings, in order to enable informative discussion, progression of issues and achievement of outcomes.
- Help promote the profile of the CAC both within WSN Environmental Solutions and within the local community.

4.3 CAC members responsibilities and outcomes

CAC members are encouraged to seek and represent the views of the local community concerning the operations of WSN Environmental Solutions' Ryde WRC.

CAC members agree to:

- Attend meetings regularly and actively participate in discussion in accordance with these Terms of Reference.
- Put forward the views of the wider community in addition to their own views where possible.
- Provide feedback from the CAC to the wider community where possible.
- Focus on issues related to the operations of WSN Environmental Solutions.

4.4 Differing views and consensus

The aim of the CAC is to represent a diversity of viewpoints and stakeholder issues and concerns. It is not a requirement, or anticipated, that consensus will always be reached among members on the issues discussed. Where group members hold a range of perspectives on a particular issue, the differing viewpoints will be noted and taken into consideration.

4.5 Media protocol

CAC members agree to speak to the media only on their own behalf. They may not speak on behalf of the CAC without the knowledge and consent of all other members and of WSN Environmental Solutions. No member may discuss views expressed by another member without their knowledge and consent.

WSN Environmental Solutions will not publicly identify any CAC members in the media without their knowledge and consent.

4.6 Privacy

All CAC members will be required to provide WSN Environmental Solutions with telephone and email/post contact details to allow for distribution of minutes and communication between meetings. WSN Environmental Solutions will not provide contact details to any other without the consent of the CAC member/s in question.

CAC members may wish to circulate their contact details amongst the group to facilitate interaction between meetings. This would occur by agreement of the group.

5 CAC meeting procedures

5.1 Meeting frequency, timing and length

The frequency of CAC meetings will be agreed by the CAC, in order to meet the needs of the members of the group. Future meeting dates will be set annually, at the last meeting of each year. The frequency of meetings will be revisited annually.

WSN Environmental Solutions or a CAC member may call a special meeting of the CAC if there is an important matter to be communicated to the group in between the scheduled meetings or if there is sufficient interest on a particular issue to warrant a dedicated meeting. CAC members wishing to call a special meeting are requested to contact WSN Environmental Solutions, who will advise other members of the special meeting.

The time for CAC meetings will be agreed with CAC members, taking into consideration the differing personal and work commitments of each member. The timing for CAC meetings will be revisited annually.

WSN Environmental Solutions acknowledges that CAC members are attending the CAC in their own time. Therefore, it is important to ensure meetings run efficiently. In order to allow sufficient time for discussion of agenda items in a productive environment, it is expected that meetings last for not more than two hours.

5.2 Meeting venue

CAC meetings will be held in a venue in the vicinity of the Ryde WRC. WSN Environmental Solutions will meet all expenses associated with the venue hire and catering.

5.3 Mailing address

The postal address of the Ryde CAC is:
C/- Manager Community Engagement
WSN Environmental Solutions
Locked Bag 7699
Chatswood DC 2067

5.4 Meeting agenda

WSN will prepare an agenda for distribution to CAC members in advance of each CAC meeting. The agenda will be prepared with consideration of:

- Regular agenda items – agreement on previous minutes, report back on actions, site and environmental reports etc.
- Items proposed by WSN Environmental Solutions regarding developments at the site, issues and events.



- Items proposed by CAC members.

The agenda will be distributed two weeks prior to the meeting.

5.5 Meeting notes

WSW will arrange for meeting notes to be taken at each meeting. The notes will summarise the discussion that occurred, agreements made and actions to be undertaken.

Meeting notes will not be a verbatim record of discussion.

The notes will not identify CAC members by name or initials. Attendees names and contact details will be provided on a separate cover sheet that will be distributed to CAC members but not included with the adopted version of the meeting notes that is placed on the WSN Environmental Solutions website.

Draft meeting notes will be distributed to all attendees and regular CAC members within three weeks of the meeting. The notes will be agreed upon at the next meeting and any changes required will be noted in the notes of that next meeting.

Agreed meeting notes will be posted on the WSN Environmental Solutions website and provided to the local library.

5.6 Documents and correspondence

If community or business members distribute their own materials to other group members or to the wider public, this information must clearly indicate that it is not official WSN Environmental Solutions documentation issued by WSN Environmental Solutions. It cannot include any WSN Environmental Solutions logos or branding.

When advised by WSN Environmental Solutions, some documents may need to be treated as 'commercial in confidence'.

In the eventuality that CAC members wish to write a letter to a third party, it may constitute a conflict of interest for WSN to write that letter. In this case, the letter would be written by a CAC member who would circulate a draft of the letter to all other members for agreement. WSN would meet any out-of-pocket expenses incurred by CAC members.

5.7 Actions and timeframes

Actions agreed to be undertaken by CAC members and WSN Environmental Solutions staff will be captured in the meeting notes, together with the agreed timing for implementation. All parties are generally required to undertake those actions to which they have agreed within the timing specified unless a reasonable explanation for the delay is given.



A report back on actions will be a standing agenda item at CAC meetings. All parties will be required to report back on the actions assigned to them. If unable to attend a CAC meeting, the member should report back to WSN prior to the meeting.

Outstanding actions will be noted in the meeting notes and a written response shall be included in the meeting notes or the action item will be carried over to the following meeting.

5.8 Referral of items to the Sustainability Reference Group

The CAC may refer items of a strategic nature to the Sustainability Reference Group (SRG) for their consideration. The Manager Community Engagement will be responsible for raising the item at the next meeting of the SRG and reporting the SRG's response back to the CAC.

The SRG may refer matters (such as operational and local issues) to the Ryde CAC for input. The Manager Community Engagement will be responsible for raising the item at the next meeting of the CAC and reporting the CAC's response back to the SRG.

6 Evaluation

CAC members will be asked to evaluate the effectiveness of WSN Environmental Solutions community engagement process and the Ryde CAC on an annual basis. The results of the evaluation will be made available to the CAC with recommendations agreed to address issues raised.