



**TRANSWASTE CANTERBURY LIMITED**

**KATE VALLEY LANDFILL**

**COMMUNITY LIAISON GROUP**

**PROCEDURE FOR MEETINGS**

**MAY 2004**

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## 1 INTRODUCTION

The purpose of this document is to provide procedures and guidelines for the form, constitution, sequence, standing orders, duties of the Chairperson and Secretary, and obligations of Group Members of the Community Liaison Group (“the Group”) formed for the Kate Valley Landfill.

## 2 TERMS OF REFERENCE

The Environment Court has set out conditions under which the Kate Valley Landfill at Kate Valley will operate.

Condition 27 of the General Conditions for all resource consents granted states:

“The Consent Holder shall, prior to the landfilling of any waste, advertise (by way of a local mail out and community advertisements) and hold a public meeting to offer local residents the opportunity to establish a Community Liaison Group.

- (a) Any such Community Liaison Group shall consist of a maximum of three representatives of the property owners of the Waipara/Omihi area; two representatives of the property owners of Mt Cass Road; and one representative of the Consent Holder.
- (b) A representative from each of the consent authorities shall be invited to attend meetings in an observer capacity.
- (c) The members of the Liaison Group shall be offered the opportunity of a quarterly site inspection, a quarterly meeting opportunity, and provision of any information to which the Councils are entitled by virtue of these conditions regarding the development and operation of the site, at the Consent Holders expense.
- (d) The prime purpose of the quarterly meetings with the Community Liaison Group will be to:
  - (i) Explain the progress of the landfill operation;
  - (ii) Listen to, and discuss as far as practicable any community and cultural concerns with the landfill operation;
  - (iii) Present and discuss the complaints register and results of any monitoring and/or reporting as required by the conditions of regional and district council consents.”

## 3 MEETING FORM

The Group Meetings are intended to be semi-formal, and can be best described as discussion meetings.

Meetings will have simple, formalised standing orders to guide their functioning. This will lead to better communication and relations between Group Members. Such a process will encourage everyone to analyse each others views, to try to understand the reasons for these opinions, and then to review their own opinions accordingly.

Formal motions and voting will not be used as a means of settling differences of opinion. Instead, agenda items for discussion will be clearly stated by the Chairperson. A free exchange of ideas should follow between all present.

Everyone should prepare for the meeting, express their views in a positive way and be willing to co-operate and work with other members of the Group.

Since the success of the Group depends on co-operation among all those involved, everyone will observe the following guidelines:

- (a) The personal integrity and values of participants will be respected. Stereotyping will be avoided. Personal criticism will be avoided.
- (b) Disagreements will be regarded as problems to be solved rather than battles to be won.

If discussing the Group with media reporters, participants will be careful to present only their own views and not those of other participants. The temptation to discuss someone else's statement or attitude should be avoided.

## **4 CONSTITUTION**

### **NAME**

The name of the Group shall be:

Kate Valley Landfill – Community Liaison Group.

### **PURPOSE**

The purpose of this Group is to:

- Keep up to date with the progress of the landfill operation and disseminate information to the Community.
- Listen to any community and cultural concerns with the landfill operation and discuss as far as practicable ways of alleviating those concerns.
- Discuss the results of any monitoring and/or reporting as required by the conditions of regional and district council consents.

### **SCOPE**

The subjects discussed by the Group will be those matters relevant to the landfill operations that are of interest to local people in the Waipara/Omihi area.

## **MEMBERSHIP**

The composition of the membership shall be as follows:

### **Representatives**

1. One representative of Canterbury Waste Services Limited and Transwaste Canterbury Limited, who will be a senior member of the landfill management team. The Companies will also provide an alternative should this representative be unavailable.
2. Three representatives of the property owners of the Waipara/Omihi area. These representatives shall be elected by people who attend an advertised discussion meeting concerning the Group.
3. Two representatives of the property owners of Mt Cass Road. These representatives shall be elected by people who attend an advertised discussion meeting concerning the Group.
4. A representative each from Hurunui District Council and Environment Canterbury shall be invited to attend meetings in an observer capacity.

### **Officers**

1. A chairperson to be elected from within the Group Members.
2. A secretary to be provided by Canterbury Waste Services Ltd.

## **MEETINGS**

The Group shall meet quarterly.

Meetings should be as short as possible, commencing 7.00 pm on a suitable week night.

Any member of the public is able to attend and be heard at any meeting as long as prior notice is given to the Group.

## **TERMS OF REPRESENTATION**

The term of appointment to the Group is three years. Members may serve multiple terms.

The Chairperson may be changed or replaced from within the Group as necessary.

If any of the local representatives wishes to resign during a term of office, the resignee has the right to nominate a replacement, who may be appointed by unanimous resolution of the Group.

## **QUORUM**

At least four representatives present shall constitute a quorum.

## **MEETING PROCEDURES**

Meeting procedures set out in these Guidelines shall govern the Group, and the Group shall adopt no procedures that conflict with these Guidelines.

## **AUTHORITY**

The Group's role is to discuss matters of interest and to advise Canterbury Waste Services Ltd and/or Transwaste Canterbury Ltd regarding them. The Group does not have authority to make decisions regarding management of the facility.

## **COMMUNICATIONS**

### **Minutes**

Minutes will be compiled by the Secretary. Before distribution to Group Members they will be forwarded to the Chairperson for approval. Minutes will include notification of the date and time of the next meeting and must give at least one weeks notice to the Group Members. Canterbury Waste Services Ltd will provide a minute secretary for Group Meetings.

### **Agenda**

An agenda for the next meeting should accompany the minutes that are sent out to Members.

### **Newsletter**

Canterbury Waste Services Ltd will provide secretarial support for the Group. This will include preparation of a Group report for circulation in the Canterbury Waste Services Ltd newsletter to be distributed half-yearly to people in the Waipara/Omihi area.

### **Complaints**

Individual residents who have complaints should liaise with the Landfill Manager in the first instance. This is so that the complaint and the action to alleviate problems can be recorded. The Company will maintain a complaint recording procedure to deal with any problems that arise. Any complaints and further action are to be reported at each Group meeting. Any complaints received by the Group Members should be recorded and relayed immediately to the Landfill Manager for action.

### **Environmental Data**

Requests for environmental data from the facility may be made to the Company through Group Members.

## **5 SEQUENCE OF MEETING**

The meeting should start on time after the Chairperson has checked that there are enough members present to form a quorum.

The following agenda sequence is recommended:

1. Apologies.
2. Minutes.
3. Business arising from the minutes.
4. Correspondence.
5. Business arising out of the correspondence.
6. Reports.
7. Agenda items that have been forwarded to the Secretary prior to the meeting.
8. General business.
9. Date of next meeting.
10. Close.

## **6 STANDING ORDERS**

1. These Standing Orders shall be applicable to all Group Meetings.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice.

If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and the Chairperson shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.

3. Order in the meeting is vital. When the Chairperson addresses the meeting, any person speaking must cease. Moreover, the only person permitted to interrupt a speaker is the Chairperson. Only one person is to speak at any one time.
4. Members are allowed to address each other without going through the chair.
5. Any matters not dealt with in the above Standing Orders shall be at the discretion of the Chairperson.

## **7 CONCLUSION**

Procedures, duties and attitudes that will aid successful communication have been outlined in this document. It is the joint responsibility of every Group Member to ensure that these ground rules are observed.