

## **Organics Processing Plant – Terms of Reference for the Community Liaison Group**

<b>Consent:</b>	CRC080301.1 - Discharge Contaminants to Air – The discharges shall be only odour and dust from the Organics Processing Plant
<b>Consent Holder:</b>	Christchurch City Council (CCC), Condition 35, CRC080301.1
<b>Contractor:</b>	Living Earth (LE) operates Christchurch City Council's Facility, 42 Metro Place
<b>Regulator:</b>	Canterbury Regional Council (CRC)
<b>Meeting Organiser:</b>	Consent Holder - Christchurch City Council

### **Background**

Condition 35 of CRC080301.1, which commenced on 23 June 2011, required the consent holder to establish a Community Liaison Group (CLG). The main purposes of the CLG are to:

- "(i) Identify and address any adverse effects of discharges to air from the site, including possible remedial action;
- and (ii) Discuss the results of all monitoring and reporting required under this consent."

Monitoring under the consent is covered by conditions 30-33, and reporting is covered in condition 36. The purpose of these terms of reference is to specify operational matters relating to the CLG meetings and processes.

### **Community Liaison Group Attendees:**

Under condition 35(a) the consent holder is required to invite the following persons to establish the CLG and attend its meetings:

- Local residents and interested people;
- All parties who made a submission on the application to change consent conditions.
- All property owners and occupiers with boundaries adjoining, or but for the presence of roads, with boundaries immediately next to the site.

Condition 35(b) provides that a representative of the consent holder shall attend all meetings of the CLG and the Canterbury Regional Council shall be invited to send a representative to attend all meetings.

### **Chair:**

Independently selected by the CLG to:

- Accept items for consideration for the Agenda.
- Notify CLG of upcoming meetings with Agenda and quarterly reports from LE and ECan (Reports as per consent conditions CRC080301.1).
- To advise at start of meeting that meetings will be recorded. (This recording will then be saved for clarification/confirmation of discussions if needed at a later date).
- Chair to ensure effective and productive meetings to achieve the purpose of condition 35 - matters arising for quarterly period prior to the meeting. Ensure everyone is to be allowed right of reply or question further when someone answers one of their questions.
- Ensure attendees receive Minutes of meetings.

### **Minute Taker:**

- Independently selected via an agency to attend the meetings.
- Take the Minutes of the meeting; recording decisions made and summaries of discussion points to comprehensively reflect the issues raised.
- Tabled documents to be attached as appendices to minutes.
- Forward the Minutes to the Chair for CLG feedback, editing and confirmation.

### **Meeting Purpose:**

- Action points from previous Minutes to be addressed.

TRIM Reference: 16/989051

Version: 1.1

Dated: 15/05/2018

To be reviewed annually, at the first CLG meeting each year.

- Identify and address any adverse effects of discharges to air from the site, including possible remedial action for the quarterly period.
- Ensure that attendees concerns and feedback regarding odour and dust for the period is recorded for consideration by CCC and ECan.
- Discuss the results of all odour and dust monitoring and reporting required under this consent for the quarterly period prior to the meeting. Reports from ECan and CCC's Contractor.

#### **Meeting Schedule:**

Quarterly - once every three months on the third Tuesday of every quarter (February, May, August & November).

#### **CLG Process**

- This is an open public forum.
- Meetings will be held with local residents and interested people, representatives from CCC and ECan to achieve the objectives of the consent.
- Agenda, Minutes (previous CLG) and Reports from the regulator ECan and CCC's contractor to be received by the attendees prior to scheduled meeting.
- Attendees to the meeting, to be sent a draft copy of the Minutes for comment prior to being finalised and circulated to the group.
- The Chair may ask any CLG attendee to leave the current CLG meeting if the attendee breaches the Terms of Reference and/or displays antisocial behaviour.
- Should a 'state of emergency' be declared, or a Civil Defence situation/extreme weather event occur which may pose a health and safety risk for attendees to travel to the meeting, then the meeting will be postponed to the following Tuesday. This will be subject to confirmation as notified by the independent Chair, and to accommodate involvement from representatives from neighbouring properties. Should a meeting be cancelled for that quarter as a result of availability, then any subsequent individual conversations with neighbours and any outcomes or actions will be reported back to the Chair for inclusion in the minutes. The meeting schedule for the remaining year will remain unchanged in the event of a postponement, and meetings will be resumed as per the planned date for the following quarter.

#### **CLG Attendee Responsibilities**

- To participate in the meetings in a responsible and positive manner
- To attend all meetings or notify the Chair if unable to attend
- To focus on the quarterly reporting period and actions agreed from previous minutes.
- To respect other attendees and allow their input to the meeting
- To consider and respond constructively to submissions made at the meeting

#### **Responsibility of Council Officers, Consultants and Contractors Involved with the Project**

- To ensure that all concerns that are raised by the community are addressed and responded to
- To participate in the meetings in a responsible and positive manner
- To attend all meetings or notify the Chair if unable to attend and ensure a representative attends in their place.
- To focus on the quarterly reporting period and actions agreed from previous minutes.
- To respect other attendees and allow their input to the meeting.
- Areas of the community who complain the most will not be identified or individually referenced in reporting.
- To consider and respond constructively to submissions made at the meeting To ensure that full and accurate information is made available in a timely fashion to assist the attendees of the CLG at the meetings.
- To ensure that Council officers, consultants and contractor representative (subject to sufficient notice) are available to attend meetings of the CLG when requested. These requests should be dealt with by the Independent Chair and Council representative.

The parties concerned and present agree to abide by these Terms of Reference.

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