GBP Products Community Liaison Committee (GBPCLC)

Terms of Reference

8th April 2016

1. Background

This committee was brought together due to the recommendation of the Environmental Protection Agency (EPA) to establish a committee and to provide evidence of consultation between GBP and the Poowong community with regard to GBP's current Works Approval and any other issues bought to attention by residents.

The community acknowledges that GBP is a vital local industry and major employer and is keen to work with GBP to ensure future growth plans are sustainable for all concerned.

2. Purpose and Role

"To establish a positive relationship to achieve harmony and trust between GBP and the community"

The overall aims of broadening the community engagement process for GBP are to:

- Build community understanding of, and confidence in, how the GBP facility works and its performance is reviewed
- The committee's role is to discuss matters in relation to current works approval and general issues bought forward by the community.
- To assist GBP achieve their objective to "strive for best practice in Environmental Management for Beef Processing."

4. Membership

a) The GBPCLC membership may include:-

i) Representatives from GBP management.

ii) Representatives from the Environment Protection Authority.

iii) A South Gippsland Shire Council officer upon request of the committee.

iv) Representative's of the Local Community.

v) Other community representatives or consultants may be required, to be determined by the committee on an 'as needed' basis.

5. Committee Operations & Meetings

a) The Committee will meet Monthly until it is determined that quarterly meetings are appropriate.
b) The duration of each meeting should generally not exceed 1 hour.
c) Meetings will follow standard meeting procedures.
d) The agenda will be prepared by the Chair and distributed to Committee members at least 7 days before the meeting. Committee members are encouraged to contribute agenda items, and
e) Minutes will be taken for each meeting and distributed to all members during the following week.

5.1 Meeting protocol and ground rules

- One person holds the floor at any one time
- Respect for differing views
- Stay on topic
- Avoid blame
- Everyone empowered to call table to order
- Conversations limited to issues between GBP and the community
- Monthly Thursday afternoon meetings @ 10am – commencing 5-4-16 for a maximum of 1 hrs duration.
- The committee is seen as an advisory group and decisions in regard to operations at GBP will remain GBP responsibility, although all views and recommendations from committee members will be taken into account.

5.3 Conduct

The collective membership of the GBPCLC will, as far as possible, capture the diversity of backgrounds and views of the facility's broad set of stakeholders. Therefore, diversity of opinion within the group is expected. Members are required to respect the views of others at all times and to contribute to discussion in a manner that provides members with an equal voice. The members will also actively seek to engage with, and learn from, others.

Since the GBPCLC is not democratically constituted and has no formal decision-making powers, every effort will be made to develop recommendations and reach conclusions by consensus.

5.4 Review

The committee's terms of reference are to be reviewed at least annually.

6. Communication with the wider community

In order to ensure balanced reporting of the GBPCLC's discussions, the notes of meetings will be reviewed by the whole group as outlined under 'Meetings' above. Once meeting notes are confirmed by the GBPCLC, they will be circulated to the members. In the interests of an open process, members will allow their names and contact numbers to be publicised in the local community.

6.1 Contact with the media

Members of the GBPCLC are not permitted to speak individually as spokespersons for the group or to circulate information acquired at GBPCLC meetings unless specifically agreed to by the group. If the GBPCLC believes a media statement would be helpful to the engagement process at any point, the GBPCLC will endeavour to agree the content of the statement and delegate the drafting of it, in the first instance, to the Chairperson. The Chairperson will act as the coordinator for media inquiries in relation to these media statements.

7. Confidentiality

The Committee may deal with items of a confidential nature. This requires confidentiality, discretion and sensitivity. If there are members of the public (that are not members of the Committee) in attendance they should be asked to leave during such discussions.

8. Misconduct

The Committee can withdraw the membership of any person found to be acting outside the interests of GBP and the Community.

9. Dispute resolution and grievance procedure

Should a dispute or grievance arise, the Committee should attempt to resolve the matter. If unable to resolve the matter, it should be referred to an independent mediator who will arrange guidance and an appropriate dispute resolution, as necessary.

10. Unscheduled Meetings

An unscheduled meeting may be called at any time by the Chair with appropriate notification no less than 24 hours prior to the time and date set for the meeting.

Signed:

Version	Date Amended	Approved By	Description
1.0	8/4/16	Chairperson/ N.Murphy	Establish terms of reference based off Burra foods document
1.1	19-5-16	Chairperson/ N.Murphy	Update document to suit committee
1.2	9-6-16	Chairperson/ N.Murphy	Update to include unscheduled meetings