

APPENDIX 5– MINUTES

WOODMAN POINT COMMUNITY REFERENCE GROUP MEETINGS

These minutes were taken during the initial approval process.

(29 PAGES)



Water Technologies Division
Woodman Point Community Reference Group Meeting #1 - Minutes
27 June 2006

MEMBERS: Roz Walker (Independent Chairperson); Mark Herbert (Water Corporation); Mike Pokucinski (Water Corporation); Colin Scrimshaw (Department of Environmental Protection); John Hardy (City of Cockburn); Daryll Smith (Coogee Progress Association); Fran Logan MLA (Member of Parliament); Robyn O'Brien (Resident); Phillip Tolj (Resident); Keith Proctor (Resident); Klaus Koenig (Resident); Carol Reeve-Fowkes (Resident); Stuart McCarthy (Resident); Steve Mackenzie (Water Corporation – CRG Executive Officer).

ATTENDEES: Roz Walker (Independent Chairperson); Mark Herbert (Water Corporation); Mike Pokucinski (Water Corporation); Colin Scrimshaw (Department of Environmental Protection); John Hardy (City of Cockburn); Geoff Sach (Proxy for Daryll Smith - Coogee Progress Association); Robyn O'Brien (Resident); Phillip Tolj (Resident); Keith Proctor (Resident); Klaus Koenig (Resident); Carol Reeve-Fowkes (Resident); Stuart McCarthy (Resident); Steve Mackenzie (Water Corporation – CRG Executive Officer).

GUESTS: None

APOLOGIES: Fran Logan MLA (Member of Parliament); Daryll Smith (Coogee Progress Association); Bernie Dwyer (Austal Ships)

Agenda Item	Actions/Update	Who
1. Welcome & Overview		
2. Induction – safety, environment and security	Provided by Mike Pokucinski.	
3. Background to CRG	Provided by Mark Herbert.	
4. Introductions and overview of the way forward	Provided by Roz Walker.	
5. Plant Overview – Operation and proposed enhancements.	A hard copy of Mark Herbert's PowerPoint presentation was distributed to all CRG members. Stuart McCarthy requested a Gantt chart showing the proposed timing for the various aspects of the plant upgrade. There was some interest in the Mayor Road pumping station, which although located next to the Woodman Point WWTP, was operated and serviced by a separate section of the Water Corporation – the Perth Region business group. Request was made for the Perth Region to attend the CRG and give a presentation about its responsibilities and explain how its operations interact with those of the Woodman Point WWTP.	Steve Mackenzie Mark Herbert Mark Herbert

<p>6. Discuss Draft CRG Terms of Reference</p>	<p>To provide some background to the discussion, Robyn O’Brien handed out the Terms of Reference used by the Cockburn Cement Community Reference Group.</p> <p>Robyn O’Brien requested that the Water Corporation ask the Environmental Protection Authority to release to the public a copy of the independent review of the Woodman Point WWTP Strategic Environmental Review conducted by Owen Pitts.</p> <p>Robyn O’Brien requested that the Water Corporation release to the public its comments on the "Katestone" review of the odour modelling in the SER.</p> <p>There was some discussion on what was the appropriate avenue to access information from the Water Corporation. For general facts and figures on plant operational matters, CRG members could make direct enquiries to the Water Corporation via Mark Herbert or Mike Pokucinski. However, information requests of relevance to the whole CRG, such as requests for information from other Government departments or agencies, should be channeled through the CRG Chairman.</p> <p>It was requested that a copy of the Brian Curtis report into the operations of the former Woodman Point WWTP CRG be circulated to all the new CRG members.</p> <p><i>1. Terms of Reference</i></p> <p>Dot point one was modified to take out the word ‘treatment’ so that the advice would be relevant to broader social and environmental issue. It now reads: “<i>Provide advice to the Water Corporation in its decision-making processes relating to wastewater issues impacting on neighbouring communities.</i>”</p> <p>Dot point two was modified to include the words <i>reduction</i> and</p>	<p>Mark Herbert</p> <p>Mark Herbert</p> <p>Steve Mackenzie</p>
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within a reasonable timeframe. It now reads: "Provide input to odour assessment and modeling activities and on the development of odour reduction management strategies with a reasonable timeframe.

Dot point three remained unchanged.

2. Independent Chair

The Water Corporation, in consultation with the Department of Environment, recommended that the term of the initial chairperson's role would be for 12 months. Also, that the CRG would be given the opportunity after that time to review the Chairman's suitability/performance and make a decision about continuation. Accordingly, the second paragraph be modified to read: *The initial chairperson's role will nominally be for a period of 12 months. The CRG will review the chairperson's performance/suitability after that time and make a recommendation about that person continuing in the role. The CRG will have a role in determining the next Chairman, whose role will also be subject to CRG review after a 12-month period.*

3. Membership

Membership of residents from the community surrounding the plant should be changed from 'up to five' to *a minimum of five and a maximum of 10 representatives.* This would give greater flexibility to the composition of the group, especially if new people came into the area and wanted to participate. This means that the overall size of the CRG needs to be increased to a

	<p>maximum of 17 members. Accordingly, the Terms of Reference be modified to read: <i>The membership of the new group will be made up of up 17 members. It will include: <u>A minimum of five and a maximum of 10 representatives from the community surrounding the plant (preference will be given to residents living in the near vicinity of the plant ie. within about a 5 kilometre radius).</u></i></p> <p>A letter should be written to the Cockburn City Council asking it if an elected council member for the relevant local area (Central Ward) would be interested in joining the CRG.</p> <p>The option of community members attending CRG meetings as observers was raised. It was agreed that this option will be considered at a later date when the CRG was better established.</p> <p>Key stakeholders groups such as the Coogee Beach Progress Association can nominate proxies to attend the CRG meetings, if the primary representative was unable to attend. It was incumbent on individual community members of the CRG to attend the meetings as regularly as possible.</p> <p>The issue of a quorum for the meeting attendance was raised. It was agreed that this was not relevant, as the CRG was not generally organisation that was required to make decisions based on majority vote.</p> <p>4. Resourcing</p> <p>No change.</p>	<p>Steve Mackenzie to draft on Roz Walker's behalf.</p>
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	<p>5. Meeting procedure and agendas</p> <p>It was agreed that for the CRG would meet monthly for the next six months on the fourth Wednesday of each month. Meeting frequency would then be reviewed. The start time would remain at 5pm and that the target meeting duration would be two hours.</p> <p>CRG minutes would be distributed to members within two weeks of the meeting and would be discussed for confirmation at the next meeting.</p> <p>Agenda items for CRG meetings need to be tabled with the Independent Chairman at least one week prior to the next meeting.</p> <p>6. Reporting</p> <p>Mark Herbert advised that that the Wastewater Treatment Branch no longer produces its own annual report. Therefore the following paragraph should be deleted: <i>The CRG will be invited to provide independent input to the Wastewater Treatment Plant annual report.</i></p>	
<p>7. Upcoming business for the CRG</p>	<p>Location for meetings</p> <p>An outside location for the CRG meetings was considered desirable by the Water Corporation. The City of Cockburn offices are not available for a number of months because it is undergoing renovations. The next CRG meeting will take place at Woodman Point WWTP as some CRG will (prior to the meeting) take part in a tour of the facility.</p>	



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	<p>Suggestions for possible future suitable venues for CRG meetings are to be investigated by CRG members and discussed at the next meeting.</p>	<p>All</p>
<p>8. General</p>	<p>During the course of the meeting, Robyn O'Brien tendered her resignation as a member of the CRG. The CRG resolved not to accept the resignation. The Chairman was to make contact with Ms O'Brien to encourage her to reconsider her decision.</p> <p>Contact to be made with the Coogee Progress Association to see if it was interested in having a Water Corporation presentation on the Woodman Point WWTP.</p> <p>Colin Scrimshaw advised that the Department of Environment and Conservation had a document out for community comment entitled 'Interim Industry Guide to Community Involvement'. A copy of this document was to be sent out to CRG members with the meeting minutes.</p> <p>Philip Tolj raised the issue of bringing along to CRG meetings independent experts to verify findings presented by the Water Corporation. Mark Herbert confirmed that the Water Corporation would facilitate the provision of an independent second opinion if the CRG, as a whole, considered it was necessary.</p> <p>Ground rules for meeting procedure were discussed and need to be formalised. Suggested items for inclusion were: All new issues need to be raised through the Chair. It is the role of Chairperson to ensure that meetings start and</p>	<p>Roz Walker</p> <p>Mike Pokucinski</p> <p>Steve Mackenzie</p>



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	<p>end on time.</p> <p>There should be respect for the opinions of other CRG members.</p> <p>CRG sub-committees can be formed where relevant to address issues of specialised concern.</p> <p>The CRG has the ability to facilitate presentations to the general community on matter of public interest ie. Open community forums.</p>	
9. Next meeting and close	<p>To be held on Wednesday 26 July 2006.</p> <p>The meeting will start at 5pm. However, CRG members interested in touring the site are asked to be on site at 3.45pm for a 1-hour tour starting at 4pm.</p>	

Roz Walker
INDEPENDENT CHAIRPERSON



Water Technologies Division
Woodman Point Community Reference Group Meeting #3 - Minutes
26 July 2006

MEMBERS: Roz Walker (Independent Chairperson); Mark Herbert (Water Corporation); Mike Pokucinski (Water Corporation); Colin Scrimshaw (Department of Environmental Protection); John Hardy (City of Cockburn); Daryll Smith (Coogee Progress Association); Fran Logan MLA (Member of Parliament); Robyn O’Brien (Resident); Phillip Tolj (Resident); Keith Proctor (Resident); Klaus Koenig (Resident); Carol Reeve-Fowkes (Resident); Stuart McCarthy (Resident); Steve Mackenzie (Water Corporation – CRG Executive Officer).

ATTENDEES: Roz Walker (Independent Chairperson); Mark Herbert (Water Corporation); Mike Pokucinski (Water Corporation); Colin Scrimshaw (Department of Environmental Protection); John Hardy (City of Cockburn); Geoff Sach (Proxy for Daryll Smith - Coogee Progress Association); Robyn O’Brien (Resident); Phillip Tolj (Resident); Keith Proctor (Resident); Klaus Koenig (Resident); Carol Reeve-Fowkes (Resident); Stuart McCarthy (Resident); Steve Mackenzie (Water Corporation – CRG Executive Officer).

GUESTS: Ray Claudius (Department of Environment and Conservation – EPA Special Services Unit); Gill Harris (Water Corporation); Kevin Guppy (Water Corporation); Siva Sivanathan (Water Corporation)

APOLOGIES: Fran Logan MLA (Member of Parliament); Daryll Smith (Coogee Progress Association); Carol Reeve-Fowkes (Resident)

Agenda Item	Actions/Update	Who
1. Welcome & Apologies	A folder containing background information on the activities of the Woodman Point WWTP was distributed to all CRG members. It contained: <ul style="list-style-type: none"> - Woodman Point WWTP Strategic Environmental Review 2005 (on disc). - Woodman Point WWTP Strategic Environmental Review 2005 - Executive Summary (hard copy). - Woodman Point WWTP EPA Licence 2005. - Woodman Point WWTP EPA Licence 2004. - Woodman Point WWTP Department of Environmental Protection Annual Monitoring Report 2004-05. - Review of the Woodman Point CRG (August 2005) – conducted by independent consultant Brian Curtis. 	

<p>2. Acceptance and Action of Previous Minutes</p>	<p>Robyn O’Brien moved that the minutes be accepted subject to an extra dot point relating to accessibility of information be added to the ‘reporting’ section of the draft Terms of Reference. The CRG agreed that the meeting minutes should in future be produced as a summary overview with action items listed. There was no need for a full transcription of the meeting discussion. The CRG meeting would continue to be recorded and the tapes kept in case a full transcription was requested.</p>	<p>Steve Mackenzie</p>
<p>3. Status of EPA Advice to Minister on Woodman WWTP Strategic Environmental Review.</p>	<p>Provided by Ray Claudius – Department of Environment and Conservation – EPA Special Services Unit. (Copy of presentation attached) Mr Claudius advised there would be EPA Board Meeting on 17 August 2006 and it would listen to presentations on the Woodman Point Strategic Environmental Review from key stakeholders. Robyn O’Brien advised she would to co-ordinate representation of community members of the CRG at the Board meeting. Mr Claudius confirmed that the EPA would not publicly release the Owen Pitts' Independent Review of the SER and accordingly would not give authority for the Water Corporation to do so.</p>	
<p>4. Overview of proposed WWTP enhancements to meet growth and levels of services increases.</p>	<p>Provided by Siva Sivanathan - Water Corporation (Copy of presentation attached).</p>	
<p>5. Overview of options considered for odour control and the Water Corporation’s chosen option as outlined in the Strategic Environmental Review.</p>	<p>Provided by Siva Sivanathan - Water Corporation (Copy of presentation attached). The suggestion was made that Woodman Point WWTP odour levels could be measured in winter just prior to the works starting to get a more accurate baseline to measure</p>	<p>Mark Herbert</p>

	<p>improvements. The Water Corporation indicated that it would consider such a proposal.</p> <p>Information was requested on the today dollar cost to just cover the Woodman Point WWTP's Sequencing Batch Reactor.</p>	Gill Harris
6. Details on the status of the Water Corporation's current planning.	Provided by Kevin Guppy – Water Corporation (Copy of timeline attached)	
7. Discuss draft CRG Terms of Reference.	The draft Terms of Reference were to be included as an agenda item at the next CRG meeting. A number of CRG members had left the meeting when this item came up for consideration.	Steve Mackenzie
8. Buffer Zone Discussion	<p>Robyn O'Brien wanted the CRG as a group to write a letter to the EPA requesting it that consider setting the odour buffer for the Woodman Point WWTP at 500 metres – not 750 metres. Certain key stakeholder members of the CRG – notably the Water Corporation and the Department of Environmental Protection - advised that they could not support such a proposal and it was considered that it was not appropriate for a CRG general letter to be sent as all members of the group were not in agreement on the subject.</p> <p>The City of Cockburn suggested that the request for such a letter was outside the CRG's draft Terms of Reference. It also advised that it had already made a submission to the SER supporting a 500-metre buffer zone.</p> <p>It was decided that it was appropriate that interested 'community' members of the CRG were at liberty to endorse such a letter, which was to be drafted and circulated for signature by Robyn O'Brien.</p>	

	<p>meeting.</p> <p>Background information of the WC's Odour Improvement Strategy to be provided to CRG members as background reading prior to the next CRG meeting.</p> <p>It was suggested that it might be appropriate for a public meeting to be convened on the issue. Mark Herbert indicated that the Water Corporation would consider.</p> <p>Engineers Australia Infrastructure Rating</p> <p>To clarify a comment made at the last CRG meeting, Mark Herbert explained that Engineers Australia employs GHD to develop a rating of infrastructure in various States, presumably as part of the pressure to draw attention to the need for Government's to keep spending money to maintain infrastructure.</p> <p>For wastewater in WA, the year 2005 report notes that <i>"Asset condition is rated 'B' (GOOD). Woodman Point, Subiaco and Beenyup WWTPs in WA have recently undergone major upgrading to improve both the quality of the water produced and the mitigation of odour emissions". Asset management (in the case of the Water Corporation is rated good. The overall, rating for all wastewater systems in WA is rated 'B-' because of concerns about effluent reuse and spills in the reticulation system.</i></p> <p>UWA Student Projects in Woodman Point Region</p>	<p>Gill Harris</p>
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	<p>Mark Herbert clarified the Water Corporation's involvement in community studies being conducted around Woodman Point WWTP by University of WA students. He advised that final year students at UWA are carrying out several projects into various aspects of 'sustainability' in the Woodman Point region. The projects are entirely the responsibility of the students and UWA. The Water Corporation has assisted in some tasks by providing data (eg. copies of the publicly available SER for Woodman Point) and data on odours from Lake Coogee.</p> <p>Robyn O'Brien advised that she had been in contact with the UWA Communication's Officer who advised that the Water Corporation was the 'client' on this matter. Several projects were considered and the WC made a recommendation as to which ones were appropriate. Robyn O'Brien said it offensive that the community had not been informed of these studies given the sensitive nature of the land issues involved.</p> <p>Katestone Review</p> <p>The Water Corporation has not commented on the Katestone Review, which was commissioned by independent landowners living near the Woodman Point WWTP, as they specified that the EPA should not release that document to the Water Corporation.</p> <p>Other</p>	
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	<p>The Botica Report to be included as an agenda item at the next CRG meeting. Geoff Sach to ask the next meeting of the Coogee Progress Association if it was interested in a Water Corporation presentation on the Woodman Point WWTP. Geoff Sach recorded his thanks for the comprehensive Water Corporation presentations provide to the CRG.</p>	<p>Steve Mackenzie Geoff Sach</p>
11. Next meeting and close	<p>To be held on Wednesday 30 August 2006. The meeting will start at 5pm.</p>	

Roz Walker
INDEPENDENT CHAIRPERSON



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	<p>presentation on the Woodman Point WWTP operations. The Association meets on the first Monday of each second month (if it clashes with a public holiday it defers to the second Monday of the month). Mike Pokucinski to make direct contact with Mr Smith to discuss.</p>	<p>Mike Pokucinski</p>
<p>3. Presentation on Woodman Point Odour Audit</p>	<p>Provided by Jamie Reilly – Auditor SAI Global. Mr Reilly said he was satisfied that the existing odour control devices at the Woodman Point WWTP were operating in compliance with the Operating Licence conditions There was eight conditions specified in the Operating Licence and there was compliance with 7 conditions and ‘substantial’ compliance with the remaining condition, which related to the pre/primary chemical scrubber.</p>	
<p>4. Presentation on the Botica Report .</p>	<p>Provided by Robyn O’Brien – CRG member. A copy of the Botica Report to be provided to all CRG members.</p>	<p>Steve Mackenzie</p>
<p>5. Presentation on the Woodman Point Draft Odour Improvement Plan.</p>	<p>Provided by Gill Harris - Water Corporation. Mr Harris stressed that it was a draft and that it was open to public comment until 1 October 2006, when it was due to be submitted to the Department of Conservation and Environment. There would be further opportunity to comment on the plan through the DEC after the 1 October 2006 deadline. Mr Harris provided details, as requested, on the costs to cover the SBR as well as other odour measures as part of Odour Control Stage 3 - Stack : \$1.5 million - Odour Control Facilities: \$26.9 million - SBR Covers: \$37.8 million</p>	

	<p>- Ductwork: \$6 million Stage 3 Total: \$72.2 million</p> <p>There was a discrepancy between the odour units tabled in the Botica Report and the Strategic Environmental Review and these needed to be explained.</p> <p>The Water Corporation needed to confirm the target for the reduction in odour emissions. This was some lack of clarity on the figures specified in the Licence Conditions and the Water Corporation need to resolve this by speaking with consultant Ian Wallis.</p> <p>The CRG input/feedback to the draft odour improvement plan was summarised as:</p> <ul style="list-style-type: none"> - Ongoing input to the plan by CRG / community. - Workshop to be conducted. - EPA / DEC process provides for further community input. - Confirm odour emissions data / targets / timeframe. - Audit the performance – monitoring before and after installation. - Work to start as quickly as possible - assist the Water Corporation. - Faster implementation. - Include detailed activities / timelines. - It is possible the SBR can be covered quadrant by quadrant by 2009. - Show the difference between the SER stage 1 and the new stage 1. - Appeals committee report to Minister on community 	<p>Gill Harris</p> <p>Gill Harris</p>
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	<p>consultation to be made available to the workshop.</p> <ul style="list-style-type: none"> - Buffer issues to be resolved more quickly than 2011. - Odour reduction by 1 November 2008 will allow a 500 metre buffer under EPA odour standards. <p>A CRG workshop to focus exclusively on the draft odour improvement plan to be convened as soon as practical prior.</p> <p>A mechanism needs to be developed to report back to the wider community via a column in the local newspaper or community newsletter to keep it informed about relevant plant activities – including the draft Odour Improvement Plan.</p>	<p>Steve Mackenzie</p> <p>Steve Mackenzie</p>
<p>6. Discuss position of new CRG Chair</p>	<p>The Water Corporation re-advertised for Expressions of Interest in the CRG Independent Chairperson role.</p> <p>There were two applicants - Bart Houwen and Carolyn Jacobsen. CV of the two candidates were distributed to the CRG members for consideration.</p> <p>Mark Herbert stated that the Water Corporation could not support the application of Bart Houwen, as he is a former CRG member and lives in the Urban Deferred Area, therefore could not be considered to be impartial.</p> <p>Carolyn Jacobsen was the remaining candidate for CRG Chairperson. A meeting was to be set up for CRG members to meet Ms Jacobsen on an informal basis. The CRG will discuss the appointment of the Chairperson at its next meeting.</p> <p>Although resigning as Chairperson, Roz Walker expressed an interest in remaining on the CRG as a community member representative.</p>	<p>Steve Mackenzie</p>
<p>7. Discuss draft CRG Terms of Reference.</p>	<p>This item was not discussed as the meeting was running overtime.</p>	



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	The draft CRG Terms of Reference is to be included for discussion as the first agenda item at the next CRG meeting.	Steve Mackenzie
8. General Business	In the absence of a CRG Chairperson, any agenda items should be submitted to the Executive Officer.	
9. Next meeting and close	To be held on Wednesday 27 September 2006. The meeting will start at 5pm.	

Roz Walker
INDEPENDENT CHAIRPERSON



Water Technologies Division
Woodman Point Community Reference Group Meeting #4 - Minutes
25 October 2006

MEMBERS: Mark Herbert (Water Corporation); Mike Pokucinski (Water Corporation); Colin Scrimshaw (Department of Environment and Conservation); John Hardy (City of Cockburn); Daryll Smith (Coogee Beach Progress Association); Fran Logan MLA (Member of Parliament); Phillip Tolj (Resident); Keith Proctor (Resident); Klaus Koenig (Resident); Carol Reeve-Fowkes (Resident); Stuart McCarthy (Resident); Roz Walker (Resident); Geoff Sach (Resident); Val Oliver (City of Cockburn Councillor); Steve Mackenzie (Water Corporation – CRG Executive Officer).

ATTENDEES: Mark Herbert; Colin Scrimshaw; Klaus Koenig; Carol Reeve-Fowkes; Stuart McCarthy; John Hardy; Daryll Smith; Phillip Tolj; Keith Proctor; Klaus Koenig; Val Oliver; Geoff Sach; Steve Mackenzie.

GUESTS:

APOLOGIES: Fran Logan MLA; Mike Pokucinski; Roz Walker.

Agenda Item	Actions/Update	Who
1. Welcome & Apologies		
2. Acceptance and Action of Previous Minutes	<p>The minutes of the previous meeting were accepted. There were questions about the University of Western Australia’s ‘School of Environmental Systems Engineering – Outline of Projects’ by final year students, which was an agenda item at the previous CRG meeting. However, it was not discussed due to lack of time. Background information was photocopied and provided to Phillip Tolj and Darryl Smith, who did not attend the previous CRG meeting. Phillip Tolj requested a copy of the current Beenyup and Subiaco WWTP environmental licences, which are issued by the Department of Conservation and Environment.</p>	Steve Mackenzie



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3. Discuss appointment of Independent Chairperson	<p>Darryl Smith indicated that he supported the concept of a 'Chairperson' as opposed to a 'Facilitator' for the CRG. Facilitators were appropriate for workshops and single issue discussions, but a Chairperson was more appropriate for the CRG to act as its spokesperson if required.</p> <p>Klaus Koenig supported the concept of a Facilitator, who would mediate opposing points of view but not have CRG voting rights.</p> <p>Geoff Sach supported the concept of a Chairperson, saying that it was important that the person in the role have 'opinion' and be allowed to put that view to the CRG.</p> <p>Carolyn Jakobsen indicated that the role should be that of a Chairperson, who could contribute comment to the debate and that she had an interest and knowledge in waste management issues.</p> <p>In the terms Terms of Reference it was agreed to:</p> <ul style="list-style-type: none">- change the word 'Facilitator' to 'Chairperson';- that the Chairperson would not have a casting vote;- that if there was a difference of opinion within the CRG that could not be resolved, that difference of opinion would be reflected in the meeting minutes, with both views presented to the Water Corporation for consideration.	
4. Discuss draft CRG Terms of Reference.	Section 1 'Role'	

	<p>Darryl Smith was concerned that the 'role' description could be interpreted as being too narrow and that it could inhibit discussion if taken too literally.</p> <p>The CRG agreed that a fourth dot point should be added that reads 'Facilitate feedback to, and seek input from, the community on any other issues that the CRG determines is relevant.'</p> <p>Section 5 – 'Meeting procedures'</p> <p>Timing – the aim should be to keep meetings to 2-hours. However, the timing of meetings can vary as considered appropriate by CRG members.</p> <p>Minutes – only summary minutes of the CRG meetings may be posted on the Water Corporation website.</p> <p>Terms of Reference Review – The Terms of Reference should be reviewed at least annually, or as determined by the CRG.</p> <p>Agenda – Time should be allocated at each CRG meeting to identify agenda items for the next meeting. Outside of the meeting, new agenda items need to be sent via the Executive Officer to the Chairperson for consideration.</p> <p>Section 6 – 'Reporting'</p> <p>The paragraph reading 'All requests for information to be progressed via the CRG Executive Officer and be copied to the Independent Facilitator. Relevant information to be circulated to all CRG members' to be replaced with 'Requests for</p>	
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	<p>information tabled at the CRG meeting will be responded to by the Water Corporation.’</p> <p>Minutes will be in the form of notes/action items rather than a verbatim transcript.</p> <p>Clarify in the wording that CRG members will only have their name and contact numbers publicized if they agree.</p> <p>There were some concerns that widely publicising the names and contact numbers of the CRG members might lead to a high number of calls on issues that are more relevant for the Water Corporation to deal with. Keith Proctor therefore wanted the 1800 odour reporting number more widely publicised and communicated to all the CRG members. Also, he sought advice as to whether this number was included in the Water Corporation section of the telephone book.</p> <p>Keith Proctor suggested that the CRG/Water Corporation might use the Coogee Beach Progress Association newsletter as a vehicle to help disseminate information to the community. This relationship was already in place and it was used to publicise the review period for the Woodman Point Odour Improvement Plan. The Water Corporation agreed to fund the distribution of the newsletter to the suburb of Munster (some 2,000 extra households), when it contained information on relevant issues relating to the operations of Woodman Point WWTP.</p> <p>Section 7 – ‘Observers/Guests’</p> <p>Visitors should be encouraged to attend CRG meetings. Each CRG member should be allowed to bring along one guest to</p>	
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	<p>meetings and the Executive Officer should be advised at least a week in advance.</p> <p>There needed to be a distinction between ‘observers’ and ‘guests’. Observers can only speak when invited at meetings, or during general question time at the end of the meeting. Whereas, guests were invited presenters or technical experts who could contribute to the meeting proceedings.</p> <p>Section 8 – ‘Decision Making’</p> <p>Section be changed to read: <i>Wherever possible, decision making will be by consensus view of the CRG community representatives. A minimum of half the community members of the CRG would be required to achieve a quorum and the Chairperson would not have voting rights.</i></p> <p>General</p> <p>It was requested that the Executive Officer produce more comprehensive CRG minutes.</p> <p>It was agreed that an update on the operations of the Woodman Point WWTP be included as a standing item on all future CRG agendas.</p> <p>It was agreed that the purpose of the tapes of the CRG meetings was to check and clarify the minutes, if required, and it was not to be generally available for distribution to CRG members. It was generally considered that the having the tapes available to</p>	
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	CRG members might compromise confidentially and stifle conversation.	
5. Presentation and discussion on the Beenyup WWTP	This was postponed to another meeting at Phillip Tolj's request as he waiting on more information.	
6. General Business	<p>Mark Herbert gave an update on SBR replacement works. Mark Herbert advised that there was an overflow on Sunday 22 October at the Mayor Road Pumping Station due to a Western Power power failure.</p> <p>An Odour Management Workshop will be held on Wednesday 1 November at which independent odour consultant Ian Wallis will give a presentation.</p> <p>Darryl Smith reiterated that the community's target for odour emissions after stage 3 of the upgrade was 50,000 odour units.</p>	
7. Next meeting and close	<p>To be held on Wednesday 22 November 2006.</p> <p>The meeting will start at 5pm.</p> <p>Items to be include on the agenda for the next meeting include: Phillip Tolj's presentation on Beenyup WWTP Perth Region presentation on Mayor Road pumping station Update on Woodman point WWTP plant performance.</p>	

Steve Mackenzie
EXECUTIVE OFFICER