

**Woodman Point Wastewater Treatment Plant
Community Reference Group – 2006**

DRAFT TERMS OF REFERENCE – 2 November 2006

** Changes to last draft in italics*

1. Role

The Woodman Point WWTP Community Reference Group (CRG) shall be the first point of contact for the Water Corporation's (WC) liaison with the local community and will:

- Provide advice to the Water Corporation in its decision-making processes relating to wastewater issues impacting on neighbouring communities;
- Provide input to odour assessment and modelling activities and on the development of odour reduction management strategies within a reasonable timeframe;
- Facilitate feedback to, and seek input from, the community on the operations of the wastewater treatment plant; and shall
- *Facilitate feedback to, and seek input from, the community on any other issues relating to wastewater treatment that the CRG determines is relevant.*

2. Independent Chairperson

An independent person, resourced by the Water Corporation, will be appointed to *chair* the CRG. The person will be agreed to be recommended by the CRG and endorsed by the WC and the Department of Environment and Conservation (DEC).

The initial *Chairperson's* role will nominally be for a period of six months. The role of the *Chairperson* will be to support the CRG achieve its objectives and run efficient meetings.

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 *chairperson*, whose role will also be subject to review by the CRG.

The role of the *Chairperson* will be performance based and formally evaluated on agreed criteria.

3. Membership

The membership of the CRG will be made up of up to 20 members. It will include:

- *Independent Chairperson*

- 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);
- Senior Water Corporation officers – Manager Wastewater Treatment and Woodman Point WWTP Manager;
- City of Cockburn representatives – elected representative and relevant council officer;
- Representatives of affected industry (two people maximum);
- Member for Cockburn, or representative; and
- A DEC representative.

Additional WC staff will attend as requested by the CRG.

Community representation will be called for by public nomination via a newspaper advertisement in the local community newspaper, and final membership to be agreed to by both the WC and DEC.

Membership of the CRG will be nominally for a period of two years. This term will be flexible where ongoing projects may benefit from continuity of community involvement.

4. Resourcing

The WC will provide administrative support to the *Chairperson* and the CRG in the form an Executive Officer.

5. Meeting procedures and agendas

The group will meet at a frequency as agreed to by the group. The agenda for each meeting will be set by the *Chairperson*, in consultation with the group. *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.*

Minutes will be circulated to participants within two weeks of the meeting. CRG meeting agendas will be sent out to members at least one week prior. *Minutes will be in the form of notes/action items rather than a verbatim transcript. Only summary minutes of the CRG meetings may be posted on the Water Corporation website.*

Meetings should be kept to about 2-hours duration. However, the timing of meetings can vary as considered appropriate by CRG members.

The CRG Terms of Reference should be reviewed at least annually, or as determined, by the CRG.

6. Reporting

The CRG is to provide a report every six months on its activities/achievements/issues to the public, through either a community newsletter or paid advertorial in the local community newspaper. The draft will be endorsed by the CRG prior to publication.

Information on the CRG activities will be regularly updated on the Water Corporation website, which, *if each CRG member agrees*, will have their names and contact numbers for the CRG members.

For general facts and figures on plant operational matters, CRG members can make direct enquiries to the Water Corporation via its representatives on the CRG. *Requests for information tabled at the CRG meeting will be responded to by the Water Corporation.*

7. Visitors

Visitors are welcome to attend CRG meetings. Each CRG member should be allowed to bring along one guest to meetings and the Executive Officer should be advised at least a week in advance.

Visitors are allowed to attend CRG meetings as ‘observers’ only. They are not allowed to comment during the meeting’s deliberations *unless invited, or can comment during general question time at the end of the meeting.*

Guests are people invited to the CRG to provide technical advice or to provide relevant presentations. Guests are allowed to contribute the CRG discussion.

8. Decision making

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.