

Tweed Shire Water Supply Augmentation Community Working Group

Terms of Reference

1. Background

The Tweed Shire Water Supply Augmentation Community Working Group (Community Working Group, or CWG) was established by Tweed Shire Council. It consists of members of the Tweed Shire community and aims to be representative cross-section of the Tweed Shire community.

The CWG's aim is to assist Council to select a preferred option from four shortlisted water supply augmentation options. The role of the group will be to investigate the options in some detail, collect and disseminate information with stakeholders and the wider community, and to work with Council to identify the key environmental, social and cultural issues associated with each option.

2. Purpose

The overall purpose of the CWG

The CWG supports Tweed Shire Council during this phase of the water supply augmentation process to find the best solution(s) to the following challenge:

Which option or combination of options will enable Council to provide a secure water supply to the community while:

- *Respecting the local and regional environment*
- *Minimising adverse impacts of construction and operation on people, homes, and businesses*
- *Supporting the economic, social and cultural life of the area*
- *Maintaining a safe, reliable and cost effective water supply that meets the Shire's needs to the year 2036*

The CWG will address this challenge by meeting the following objectives

Objectives of the CWG

To be a forum:

- to establish and build positive relationships between the Council, key stakeholders and the broader community
- to support two-way communication with key stakeholders and the broader community
- to provide information to stakeholders and the broader community about the options, assessment processes and issues used to determine a preferred option
- for stakeholders and the broader community to provide feedback on the options, assessment processes and issues used to determine a preferred option
- in which members can work together to identify environmental and community impacts of the options and to provide feedback on their prevention, minimisation and mitigation
- in which members can work together to identify opportunities for Council to communicate and consult with the broader community, and to provide feedback on the Council's consultation and communication plans and activities
- which drafts a report representing the views, interests and issues of members together with a summary of group recommendations for consideration by Council

3. Membership

Criteria for members of the CWG

Members will:

- Represent an identified relevant stakeholder group. Ideally members will be formally acknowledged as a representative of that group.
- Be available to attend meetings – typically held on a weekday evening. The proposed draft meeting schedule is outlined in Section 5 below.
- Have ready access to a substantial network of community members and commit to communicating on a regular basis with that network.
- Have a demonstrable interest in one or more issues relevant to the options for water supply augmentation. Areas of interest include (but are not limited to)

the environment, the local economy, social and community impacts, engineering, water-related issues.

- Be willing and able to actively participate in the business of the CWG.
- Be willing and able to commit to the role and responsibilities of CWG members
- Commit to working to the Terms of reference for the CWG.

Membership of the CWG

The CWG is a forum of members representing key stakeholder groups and the broader local community, with membership consisting of representatives from the Tweed Shire local government area. Stakeholder groups to be represented include:

- Residents of Tweed Shire's three geographical residential regions, namely: Tweed Heads, Murwillumbah and rural communities, and the Tweed coast
- Landholders who's land would be directly physically affected by one of the options
- Representation from the Aboriginal Community
- Business and Commercial community within Tweed Shire
- Relevant environmental organisations and interests
- Local government Councillors
- Fisher, water user, or catchment user groups relevant to the options

The CWG will include two representatives of Tweed Shire Council, three community representatives, two affected landholders, two business or commercial interests, two environmental representatives, one water user representative and at least one Aboriginal representative. The CWG will also include an independent Chairperson.

Apologies are to be submitted to either the Chairperson or the Secretariat prior to the meeting. Alternates may be nominated to the Chairperson for approval prior to the meeting.

Term of Membership

The term of membership to the CWG will be for the period up to Council's decision which determines the next phase of the augmentation process. This is expected to occur at the April 2010 Council Meeting.

Remuneration and costs

Tweed Shire Council will not remunerate any members of the CWG for their participation, nor will any expenses incurred by members through participation in the CWG be payable by Tweed Shire Council.

4. Roles and Responsibilities

Decision Making

The CWG is consultative in nature. It is not a decision making body. Decision making powers are retained by Tweed Shire Council.

CWG members representing stakeholders and the broader community will:

- Openly discuss their interests – who they represent, what they desire from the process, what is a good or bad outcome for them
- Have their contact details made public and be contactable by members of the public by phone, fax and/or email
- Regularly and proactively communicate with those they represent, and the broader community where possible, highlighting issues that affect that group
- Report to the CWG at each meeting on communication with those they represent, and input received
- Respect confidentiality of company, community and residents' communications and documents where required or requested
- Honestly share their opinions and listen respectfully to the opinions of others
- Commit to working constructively and cooperatively as a part of the working group
- Accept the workload of members, including:
 - Attending each meeting
 - Occasional local site tours
 - Reviewing minutes of meeting
 - Communicating with stakeholders and the broader community
 - Verbally reporting to the CWG on communication activities
 - Reviewing and commenting on correspondence
 - Reviewing and commenting on Council reports and plans
 - Providing information to Council staff on relevant issues
 - Providing feedback on the options, assessment processes and issues used to determine a preferred option

The Independent Chairperson will:

- Help focus activities and discussion to meet the overall purpose and objectives of the CWG
- Help to establish and support the group agreement
- Work with members to ensure meetings are productive and efficient
- Work with the CWG to ensure all perspectives are heard and acknowledged
- Provide a point of contact for all stakeholders
- Be open, transparent and independent as a facilitator and convenor.

Tweed Shire Council will provide project staff who will:

- Honestly share their opinions and listen respectfully to the opinions of others
- Provide relevant, current and accurate information to the CWG, within agreed timeframes, and help people understand that information
- Be open and transparent with information and decision-making
- Follow-up relevant action items in an appropriate timeframe
- Provide feedback to the CWG on how community input has been actioned, or how it did or did not influence decisions made
- Support CWG members to communicate with the broader community
- Provide information direct to the broader community
- Provide a secretariat and logistical support for the CWG

Communications

CWG members are encouraged to discuss issues and disseminate information about water and the water supply augmentation options with stakeholders and the wider community.

Only the Independent Chairperson may publicly represent the CWG's position on behalf of the CWG, and these statements will first be agreed by the whole group.

Requests to keep information confidential to the CWG will be considered by the whole CWG. Where consensus cannot be reached on whether or not to keep information confidential, the decision of the Chairperson will be binding.

5. Operations

Meeting Protocols

Meetings will be held at Tweed Shire Council offices unless otherwise advised. An extraordinary meeting may be convened to discuss any matter warranting urgent consideration. Requests are to be made to the Chairperson, who will determine whether an extraordinary meeting is warranted.

Whilst the CWG will not be making decisions about the preferred option, it may make decisions on matters relating to the operation of the CWG. Such decisions will be made by consensus. Where consensus is not possible it will be by a two thirds majority. The independent Chairman does not have a vote.

Meeting Timing

Up to six meetings (and no less than four) are proposed to be convened – typically held on a weekday evening. The first meeting is proposed for early Dec 2009, and then up to five subsequent meetings at two week intervals from mid January 2010.

Meeting Agendas and Minutes

A call for agenda items will be distributed to members of the CWG at least 10 days prior to the next scheduled meeting. A final agenda will be circulated at least 5 days prior to the meeting.

A Council staff member will draft and prepare minutes within 48 hours of the meeting and circulate them to CWG members within 5 days of the meeting. Minutes will be endorsed by the Independent Chairperson prior to distribution to CWG and Project Team members.

Members are requested to return any proposed changes within five days to Tim Mackney at waterTSC@tweed.nsw.gov.au or Fax (02) 6670 2557.

The minutes will be treated as draft until they are adopted at the next meeting of the Community Working Group as which time changes will be considered and the minutes will be accepted as final. The draft minutes will also be distributed to registered Interested Parties as well as being displayed on Council's website.

Final minutes are to be redistributed to the CWG, registered Interested Parties and the public.

Amendments

Amended 01.02.2010 That the Community Working Group has the ability to attach caveats to the recommendations made to Council that include advice regarding Demand Management.