

## South eastern Edwardstown Environmental Assessment Program

### Community Working Group Terms of Reference

#### 1. Introduction

The Environment Protection Authority (EPA) is currently undertaking an environmental assessment program in the south eastern Edwardstown area. A Stakeholder Engagement Strategy has been prepared to ensure local residents and other key stakeholders in the area are kept informed of key milestones and outcomes and have the opportunity to be involved in discussion and decision making with the EPA throughout the delivery of the program.

A key element of this strategy is the establishment of the south eastern Edwardstown Community Working Group. The EPA Stakeholder Engagement Team will be responsible for supporting the Community Working Group by organising and facilitating meetings and preparing agendas and meeting notes.

The Working Group comprises representatives from the EPA, local residents and other key stakeholders from the community.

#### 2. Purpose of the Community Working Group

The purpose of the Working Group is to:

- Ensure community questions and concerns are addressed in a timely and consistent manner.
- Gather feedback from the community to understand what information they would like to receive.
- Act as a two-way communication link between the EPA and the community.
- Share and discuss information relating to works being undertaken in the community as part of the project, so residents have an understanding of what is planned before it happens.
- Provide suggestions, advice or recommendations to the EPA for consideration with regard to communications, information provision and various aspects of the project where possible.

#### 3. Membership

Membership of the Working Group includes representation from:

- The local community within the EPA Assessment Area including residents and property owners.
- The broader community of Edwardstown, Ascot Park and surrounding suburbs.
- City of Marion staff and elected members.
- Office of the State Member for Elder.

Membership will be reviewed from time to time throughout the project to ensure all appropriate stakeholder groups continue to be represented.

### **3.1. Contact details and privacy**

The contact details of all members of the Working Group will be held privately as a default position. There are some situations in which EPA may seek to share your information, but will not do this without your permission. These situations include:

- Including your name on the Working Group meeting notes which will be made publically available
- Including your name and contact details (phone number and email) on a register that is distributed to other members of the Working Group, and
- Providing your name and contact details to the media to be contacted for comment.

Working Group members will be asked when signing in for the 24 November 2015 meeting to identify in which situations they are prepared to share their information. If a member of the community chooses not to have their name published with the minutes, they will be listed "local resident" or "resident within the Assessment Area."

### **4. Meeting times and length of meetings**

All meetings will be hosted by the EPA. Meetings will be held as needed and agreed to by the group prior to the conclusion of each meeting. The regularity of meetings will be determined by the Community Working Group.

Meetings will commence at 6:30pm and be concluded no later than 8:30pm. Dinner will be provided from 6.00pm.

### **5. Conflict resolution**

The Working Group is not a decision making group, however if a vote is required in order to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position.

While a collaborative approach to decision making will always be preferred, overall responsibility for all decisions for the project will rest with the EPA.

It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach a common ground agreement, this may not always be possible. In such cases, individual member views will be documented subject to the approval of the relevant member(s).

Where a resolution cannot be reached despite the efforts of all parties, members may decide on their own independent course of action.

### **6. Communication protocols**

As a member of the Working Group, the following will apply:

- Attend meetings and provide apologies in advance where attendance is not possible.
- Assist the EPA by participating in group discussions and providing feedback to ensure the group continues to receive relevant information.
- Respect the ideas, questions and comments of all members and provide an atmosphere where all members feel comfortable to participate.

- Conduct their ongoing relationship with fellow group members and the project team with courtesy and sensitivity.
- Communicate in a manner that is non-confrontational and collaborative in approach.
- Contribute in a positive way to finding solutions to issues or concerns.
- Remain focussed on the south eastern Edwardstown Environmental Assessment Program. While it is understood that other questions concerning the EPA or various Government Departments may be raised, they will not be discussed in detail at Working Group meetings.

### **6.1. Media liaison**

There may be times when members of the media seek to interact with Working Group members individually, or the group as a whole. The following guidelines are intended to provide a framework for how to manage these enquiries:

- If the media asks to attend a meeting of the Community Working Group, the group will be asked for permission. Any such request should be forwarded to Tim Saul from the EPA in order for the request to be put to the group for approval.
- Unanimous approval from the group is required for the media to be granted access to any meeting of the Working Group.
- Working group members are free and welcome to interact with the media as individuals – your membership of the Working Group should NOT be mentioned in your comments to the media as an individual to ensure your comments are portrayed as your personal views.
- An individual member of the Working Group is not authorised to speak on behalf of the south eastern Edwardstown Community Working Group. The Working Group will nominate a spokesperson to represent the views of the group if requested by the media.
- The EPA will not provide contact details for any individual members of the group to the media without first seeking their approval.

### **7. Meeting notes/Documents**

- A record of meetings of the Working Group will be made available to the public via the EPA website once they have been passed and accepted by all members as an accurate record of the meeting. Prior to being passed by the members, meeting notes will be treated as draft.
- Meeting notes will be posted to group members that do not have access to the internet.
- Any advice or recommendations made by the group will be clearly recorded in the notes.
- Individuals within the group will not be recorded against the comments, outcomes and decisions, unless they specifically request to be named in the meeting notes.