Terms of Reference

Community Reference Group for the proposed Cedar Grove Wastewater (sewage) Treatment Plant

Logan City Council
## Document Control

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1. Project Background

The Queensland Government’s South East Queensland Regional Plan 2009 – 2031 (July 2009) and the revised Shaping SEQ South East Queensland Regional Plan 2017 identify areas in Logan City where substantial residential, commercial and industrial growth will occur in the future. These areas are centred in the city’s south west corridor and include the Greater Flagstone Priority Development Area (PDA). This area will be developed as an urban community with a full range of services including housing, employment and transport options.

The Greater Flagstone PDA population (as projected in 2016/17) is forecast to increase from around 3,000 people to more than 145,000 people over the next 25 years, making this largely greenfield area one of the largest job and industry growth regions in Australia. To service this predicted growth and facilitate development, significant investment in wastewater infrastructure is required. At present, there is limited wastewater treatment and conveyance capacity within the Greater Flagstone PDA. A temporary wastewater treatment plant (WWTP) is located off Outlook Crescent at Flagstone (0.5 ML/day), currently servicing around 2,300 equivalent persons (EP).

In May 2016, a Logan South Wastewater Servicing Strategy was prepared by Cardno for Economic Development Queensland to guide sustainable infrastructure development for south west Logan. This strategy, which was subsequently endorsed by Logan City Council (Council), identified a viable option for providing wastewater infrastructure for development. This option would see much of the wastewater from the Flagstone PDA transferred to a new permanent WWTP at Cedar Grove and provision of connecting trunk infrastructure.

1.1 Scope of works

The Cedar Grove WWTP will be developed in stages, with the first stage to service 20,000 EP. This stage includes:

- inlet works
- a bioreactor system (two trains)
- an integrated membrane system (four trains)
- aerobic digestion and dewatering (centrifuge)
- a chemical dosing unit
- an administration building
- a blower building / switchboard building
- outfall to the Logan River downstream of the weir
- a switchroom
- a substation
- a solar array
- constructed wetlands with natural vegetation habitat
• a supporting ‘nutrient offsets program’ including restoration of upstream sections of the Logan River bank to provide environmental benefits to the catchment

A copy of the concept masterplan for the Cedar Grove WWTP site is provided at Appendix A.

2. **Purpose of the reference group**

Council proposes to establish and operate a community reference group throughout the detailed design and delivery phases of the Cedar Grove WWTP. The purpose of this group is to:

• enhance communication between Council and community members affected by the project (including receiving, considering and making representations to Council on behalf of the community)
• increase Council’s understanding of community issues and concerns about wastewater management and the development of the Cedar Grove WWTP
• increase community understanding of the need for appropriate wastewater management in Logan’s growing south-western communities
• identify ways to minimise impacts on, and maximise opportunities for, community members affected by the development of the Cedar Grove WWTP
• seek input on a range of environmental and social issues, and potential benefits, associated with development of the WWTP

The community reference group is not a decision-making body, and members of the group will not be required to reach a consensus on all issues discussed. However, where consensus is achieved in reaching a recommendation about the Cedar Grove WWTP, Council will consider the recommendation in its decision-making processes.

3. **Activities of the reference group**

Community reference group members will:

• receive briefings about the Cedar Grove WWTP
• share information about the project with the wider community
• provide comments, advice and recommendations about the projects to Council, with a view to influencing aspects of the project which have the potential to affect community interests and assets
• represent community views regarding local issues, and project benefits and impacts
• oversee the community engagement process for the Cedar Grove WWTP in relation to its fairness, transparency and accountability

In its dealings with the community reference group, Council will:
Terms of Reference
Community Reference Group

- provide relevant project information to members in a timely manner (wherever practical) to enable the community reference group to consider potential impacts of the project on the community
- consider recommendations made by the community reference group to Council, and provide appropriate responses
- seek to incorporate feedback from the community reference group in project decision-making wherever appropriate.

4. Membership of the reference group

To represent the diversity of viewpoints and community interests that may be associated with development of the Cedar Grove WWTP, the community reference group will comprise up to seven (7) members plus a chairperson.

Council personnel will also participate in the operation of the reference group as secretariat providers, technical presenters and advisors, and observers (but these personnel will not be reference group members).

Membership of the reference group will be on a voluntary basis, and no payment will be made for participation. Council will cover the cost of the meeting venue, refreshments and secretariat services.

4.1 Selection process

Community members can nominate themselves for the reference group by emailing Logan Water Infrastructure Alliance’s community engagement team at community@loganwia.com.au. A letter inviting community members to participate in the nomination process will also be posted to all Cedar Grove residents.

People wishing to become a reference group member will be required to complete a nomination form, outlining information about themselves which demonstrates their ability to effectively represent their local community.

Review and selection of reference group members will be undertaken by a selection committee formed by the chairperson and Council water business representatives.

The selection committee members include:

- Cr Trevina Schwarz – Division 11
- Cr Phil Pidgeon - Chair of the City Infrastructure Committee
- Silvio Trinca – Director Road and Water Infrastructure
- Tony Goodhew – Water Infrastructure Manager
- Mark Vaughan – Project Development Group Leader

The following selection criteria will be used by the selection committee in its consideration and selection of reference group members:

1. must be members of the Cedar Grove community
2. must demonstrate relevant knowledge of the project area and / or social issues relating to the area
3. must possess a willingness to attend and contribute positively to meetings
4. have an ability to look beyond personal interests when considering infrastructure / WWTP site use strategies and concepts

5. demonstrate an ability to represent community interests and provide feedback to other community members

6. consent to the publication of their name and suburb represented upon becoming a member

7. be able to commit to a minimum of 12 months membership

8. be able to travel to destinations in Logan City (i.e Cedar Grove, Jimboomba, or Council Administration Building at Woodridge) to attend meetings.

If there are insufficient nominations from people who meet the selection criteria, the selection committee will review the composition of the reference group and may issue invitations directly to individuals who can demonstrate that they meet the criteria.

If there are too many nominations for available positions on the community reference group, the selection committee will assess nominees against the selection criteria (using a 10 point scale for each criterion). The highest ranking nominees will be identified. Following this process, should there still be too many nominees, a ballot will be undertaken.

Once selection of reference group members has been made, all applicants will be advised of the names of successful nominees. Members of the reference group will also be announced via a statement on the Council website.

5. Terms of membership

Depending on available project funding and approvals, the community reference group will be established, and will continue, throughout the detailed design and delivery phases of the project.

The terms of membership include:

- reference group members will be required to commit to a minimum term of 12 months
- reference group members will be required to attend at least 75% of all scheduled meetings, and provide written advice to Council 24 hours before a meeting if they cannot attend
- reference group members can speak to the media (about the project) as individuals, but not as spokespeople for the reference group or Council
- if the reference group requires appointment of a new member mid-term, the selection committee may seek further nominations to fill the position
- a member’s position becomes vacant if they provide their resignation in writing
- a member’s position may also become vacant if:
  - they fail to attend more than two consecutive meetings, without prior written agreement with Council (as secretariat)
they breach agreed reference group meeting protocols (eg disrespecting other members or continually disrupting meetings)

− they leave Cedar Grove (primary residence) or the local community group that they represent

− they become an employee of Council.

Membership of the reference group will be reviewed on an annual basis at which time nominations will be taken from new stakeholders and / or existing members can nominate to continue their involvement with the group.

6. Operational protocols

6.1 Code of conduct

Community reference group members will agree to the following code of conduct to assist with the effective operation of the group:

• members will respect the rights, views and property of other members

• members will participate openly and honestly in meetings and other project forums

• members will share project information accurately and in good faith with groups / communities they represent

• members will maintain any reasonable confidentiality requirements advised by Council (eg matters of a commercial-in-confidence nature)

• members will declare any conflict of interest to the chairperson in relation to a particular project issue or item of discussion (note: a conflict of interest refers to any influence a member can exert to gain a non-competitive advantage in investment or other gain not afforded to the general population). In these cases, members may be excluded from discussion of the issue.

6.2 Involvement by Council

Council (including Logan Water Infrastructure Alliance) personnel will attend reference group meetings to provide briefings, record minutes and respond to issues raised by the group.

Council personnel will report back to the reference group (at subsequent meetings) with responses to questions and recommendations raised by the group. Personnel will also prepare minutes of reference group meetings, obtain approval of these from the chairperson, and distribute them to members.

Council may recommend / coordinate guest speakers for particular reference group meetings to provide information on technical issues.

6.3 Involvement by the chairperson

Councillor Trevina Schwarz (Division 11) or her delegate will be the chairperson of the community reference group.
Reference group meetings will be conducted in a manner determined by the chairperson, subject to these terms of reference. The chairperson will also:

- participate in the reference group selection committee
- approve meeting agendas
- approve meeting minutes prior to dissemination to members
- participate in any required dispute resolution.

The reserve chairperson for the community reference group will be Chair of the City Infrastructure Committee, Cr Phil Pidgeon.

6.4 Format of meetings
At its first meeting, the reference group will agree on the frequency, location and format of meetings. Generally, meetings will be held monthly for approximately two hours on a weekday evening in or around Cedar Grove, Jimboomba or the Council Administration Building at Logan Centra.

6.5 Meeting minutes
Council will not prepare verbatim records of meetings, and meeting minutes will not attribute comments to individuals.

A summary of the key issues raised at meetings will be placed on the Council website within 15 working days of the meeting.

6.6 Dispute resolution
It is not a requirement that consensus be reached among reference group members regarding issues discussed. Differing views will be noted and taken into consideration.

In the event of any dispute between the reference group, the chairperson may seek to resolve the issue in consultation with Council.

6.7 Dissolution of the reference group
If it is deemed by reference group members or by Council that the role of the reference group is no longer required, the group may be dissolved. Any request for dissolution must be provided to the chairperson, and must demonstrate why the reference group is no longer required. At the final meeting, opportunities for the reference group to continue to participate in future stages of the project will be tabled.
APPENDIX A

CONCEPT MASTER PLAN

Proposed Cedar Grove Wastewater Treatment Plant

For further information contact 3412 9609 or community@loganwia.com.au

www.logan.qld.gov.au

This concept plan is indicative only and is subject to change. Information correct as at February 2018.