

Securing the future of our coastline

Terms of Reference

West Beach & Henley Beach South Community Working Group

1. Introduction

A Working Group has been established to enable dialogue and information exchange with community stakeholders and key interest groups in West Beach and Henley Beach South regarding the *Securing the future of our coastline* project.

The project will:

- Construct a sand recycling pipeline from Semaphore to West Beach to move sand from beaches where it builds up.
- Deliver a large quantity of sand (500,000 cubic metres) to West Beach from outside of Adelaide's beach system to make up for losses that have occurred since the late 1990s.
- Restore sand dunes using best practice techniques and native plants in partnership with local councils and coastal community groups.

Before the pipeline is built and the external sand is delivered, sand needs to be moved by truck to protect West Beach in the interim.

The Working Group will help to inform the Department for Environment and Water (DEW) regarding key issues of interest to help guide and shape the project.

2. Purpose, role and objectives of the West Beach & Henley Beach South Community Working Group

The group's purpose, role and objectives includes:

- To facilitate an open, accurate, reciprocal communication channel between the project team and community representatives to ask questions, raise issues, concerns and opportunities, and seek clarification or further information.
- To give feedback and present community views with respect to the project, in particular regarding the pipeline, external sand and dune restoration components.
- To comment on and influence the broader communications to the West Beach and Henley Beach South communities regarding the project to the community.
- To review ideas and concepts and provide feedback with respect to the project.

2.1 The role of DEW

DEW will:

- Actively seek input, feedback and ideas from the Working Group with respect to the project.
- Respond where possible to key issues and concerns that the community has raised taking these into account when addressing future plans.

- Clearly articulate the constraints and barriers to the project and provide technical advice regarding the feasibility of ideas and options that might be discussed.
- Arrange site visits and other engagement and communications activities as agreed by the Working Group.
- Facilitate broader communications to the community and relevant groups as required.
- Participate in discussions as a stakeholder and member of the Working Group and where possible seek to find agreement on an approach to the respective works.
- Retain overall decision making for the delivery of the *Securing the future of our coastline* project noting that overall accountability for the management of the coast resides with the government.

DEW will also be responsible for supporting the administration of the Working Group by:

- Providing a facilitator to coordinate and manage the meetings
- Providing executive officer support to ensure agendas are set and minutes are prepared
- Ensuring issues are recorded and steps taken where possible to manage matters of importance to the community

3. Membership

The Working Group will include representation from local community members/residents of West Beach and Henley Beach South and key interest groups that have a specific interest in restoring West Beach. This includes:

- Local residents
- Save West Beach Sand
- Henley Dune Care Group
- City of Charles Sturt Council

It is noted that other key interest groups may be represented on the overarching Community Reference Group for the project.

If there are other stakeholders and or members of the community at any point interested in attending meetings of the Working Group, this will be discussed by the members and agreed in the first instance.

The group will be supported by the Department for Environment and Water.

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 DEW may seek to share this information but will not do this without permission of the individual or the organisation they represent.

The exception to this position will be with respect to Minutes and Agendas which will include names only of attendees/apologies. Meeting minutes and agendas may be made public once ratified by the members of the Working Group.

4. Meeting times and length of meetings

All meetings will be hosted by DEW. Meetings will be held as needed and agreed to by the Working Group prior to the conclusion of each meeting. The regularity of meetings will be determined by the Working Group and in line with the project milestones. Meetings will not exceed two hours.

5. Conflict resolution

The Working Group is not a decision-making group, however every effort will be made to seek agreement and work collaboratively. Overall responsibility for all decisions will rest with DEW, taking into account and weighing up all matters including but not limited to community opinion, budget, project objectives, technical considerations, environmental constraints and timing.

It is acknowledged that members 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).

6. Communication protocols and values

Members will always respect each other and act professionally. As a member of the Working Group, the following protocols apply:

- Attend meetings and provide apologies in advance where attendance is not possible
- Participate in group discussions and provide feedback to ensure the Working 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 ongoing relationships with fellow Working 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 focused on the project scope.

6.1. Media liaison

There may be times when members of the media seek to interact with members of the Working Group or the groups that members represent. The following guidelines are intended to provide a framework for how to manage these enquiries:

- Working Group members are free and welcome to interact with the media as individuals or representatives of their respective community groups – however, comments should not be made on behalf of the Working Group.
- Members of the Working Group are not authorised to speak on behalf of the Working Group.
- DEW will not provide contact details for any individual members of the Working Group to the media without first seeking their approval.
- Should there be a need for the Working Group to make comment to the media, a process for comment will be determined by DEW in accordance with government policies and procedures.

7. Meeting notes/documents

- A record of meetings of the Working Group will be prepared and made available for comment by the members
- Meeting notes will be treated as draft until approved by the members
- Meeting actions will be clearly recorded
- Individual names will not be recorded against the comments, outcomes and decisions, unless specifically requested.

Please note: this list may be subject to change:

Group/sector	Name
Save West Beach Sand	John Dundon
City of Charles Sturt	Garry Griffiths
Henley Dunes Group	Bernadette Cranwell
Henley Dunes Group	Lisa Redman
Local resident	Jock (Peter) McKenzie
Local resident	Belinda Schiphorst
Local resident	Dr Josephine Varney
Local resident	Jo Mitton
Local resident	Richard Wedding
Local resident	Stephen Perry
Local resident	Paul Rafanelli
Local resident	Daniel Spooner
Local resident	Les Burdett
Local resident	Norm Collins
Local resident	Kay Dempsey
Local resident	Karl Kruser
Local resident	Don Gyles
Local resident	Jill Hill
Local resident	David Ellis
Local resident	David Brown
Local resident	Alan Young

The Working Group will be supported by the following resources:

Role	Name
Project Manager	James Guy
Executive Officer	Janet Pryor
Facilitator	Steve Dangerfield