

Securing the future of our coastline



Terms of Reference

Semaphore Working Group

1. Introduction

A Working Group has been established to maintain a conduit and to enable dialogue with key interest groups in the community regarding the short term strategy to move sand from Semaphore Beach (between the Semaphore and Largs Bay jetties). 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 process for moving sand from Semaphore beach.

The Working Group will also enable key interest groups to work with DEW in developing and implementing restoration plans required for dune and beach restoration works at Semaphore South.

The Working Group scope is limited to Semaphore South dune restoration planning and the moving of sand from Semaphore beach only. The moving of sand annually from Semaphore beach is a short term strategy to support the restoration of West Beach until the sand pumping pipeline has been constructed and commissioned.

2. Purpose, role and objectives of the Semaphore Working Group

The group's purpose, role and objectives as it relates to the moving of sand from Semaphore beach and restoration of Semaphore South dunes includes:

- Represent the issues, concerns and values of the various interest groups and communities (Semaphore South, Save our Shores: Semaphore Largs, Semaphore Largs Dunes Group and Port Adelaide Resident's Environment Protection Group).
- To facilitate an open, accurate, reciprocal communication channel to ask questions, raise issues and opportunities, and seek clarification or further information.
- To give feedback and present community views with respect to sand moving from Semaphore beach at specific project review milestones.
- To comment on and influence the broader communications regarding the sand moving project to the community.
- To seek answers to community questions and concerns from the project team in a timely and accurate manner.
- To provide a forum to identify and resolve possible issues of concern.
- To develop an understanding of the constraints and opportunities with respect to sand moving from Semaphore beach.
- To comment on and influence the government's approach with respect to the process of moving sand from Semaphore beach.
- To review ideas and concepts with respect to the restoration works for Semaphore South and provide feedback.

2.1 The role of DEW

DEW will:

- Actively seek input, feedback and ideas from the Working Group with respect to the moving of sand from Semaphore Beach and the restoration of Semaphore South.
- 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 sand moving operations 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.
- Seek to address matters of concern raised by Working Group members taking account of constraints and technical practicalities.
- 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 (sand moving and Semaphore South restoration)
- Retain overall decision making for both the sand moving and Semaphore South restoration projects 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 represent a number of interest groups that have a specific focus on the sand moving and Semaphore South restoration projects, including:

- Semaphore South residents
- Save our Shores: Semaphore Largs
- Semaphore Largs Dunes Group
- Port Adelaide Resident's Environment Protection Group
- City of Port Adelaide Enfield

With Semaphore South and the City of Port Adelaide Enfield as the exception, representatives will be nominated by their respective groups and have authority to contribute on behalf of the group they represent.

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.

Please note: this list may be subject to change:

Group/sector	Name
Semaphore South	Annie Hansen Deb Walker
Save Our Shores: Semaphore Largs	Meg Lees AO Warwick Norman
Semaphore Largs Dunes Group	Sandra Dann Maggie Gordon
Port Adelaide Resident's Environment Protection Group	Tony Bazeley
City of Port Adelaide Enfield	Simon Trill
DEW	Cate Hart (or proxy Neil McFarlane)

The Working Group will be supported by the following resources:

Role	Name
Executive Officer	Janet Pryor
Technical Support / Project Manager	Jason Quinn / James Guy
Facilitator	Steve Dangerfield

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.
- The department acknowledges that the discussions and principles raised at each working group meeting, and/or outcomes as recorded in the meeting notes, do not necessarily indicate agreement by all working group members or the community groups they represent.