

Terms of Reference

**Community Reference Group for the Chambers
Flat Wastewater Treatment Plant (Project IP8021)**

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1. Project Background

The Queensland Government's *South East Queensland Regional Plan 2009 – 2031* and the revised *Shaping SEQ South East Queensland Regional Plan 2017* identify areas in the City of Logan where substantial residential, commercial and industrial growth will occur. These areas include the Queensland Government's Yarrabilba and Greater Flagstone Priority Development Areas (PDAs) and Logan City Council's Park Ridge development area. These areas are developing urban communities with housing, employment and transport options. To service growth and facilitate development, significant investment in wastewater infrastructure is required.

In 2016, a *Logan South Wastewater Servicing Strategy* was prepared by Cardno for Economic Development Queensland (EDQ) to guide sustainable infrastructure development for south west Logan. This strategy, which was subsequently endorsed by Council, identified the most viable option for providing wastewater infrastructure involved construction of two new permanent treatment plants. The strategy recommended a new wastewater treatment plant (WWTP) at Cedar Grove on a site owned by Council to service the Greater Flagstone PDA. Stage 1 of the WWTP was completed in August 2020. A second site was needed to service the development corridor stretching between Park Ridge and Yarrabilba.

In 2017, Logan Water conducted further work including a *Greenbank Wastewater Servicing Strategy* which identified the potential to divert flows from the growing Greenbank and North Maclean areas to the proposed Cedar Grove WWTP. The team also began to consider a preliminary study area, criteria, and constraints for the second WWTP.

In 2018 a siting study (including community consultation report) was presented to Council with two shortlisted sites. In April 2019, Council adopted the report and a preferred site in Chambers Flat. After extended negotiations with property owners' representatives, Council issued a Notice of Intention to Resume the site in November 2019. This step was taken to allow Council and the landowners the protections provided by the *Acquisition of Land Act 1967*. No objections were received so the application for the resumption of land was formally lodged with the State Department of Natural Resources, Mines and Energy (DNRME) in September 2020. Acquisition of the land at Pleasant View Road, Chambers Flat was approved by the Minister and included in the Queensland Government Gazette on 25 September 2020.

Council now has access to the land in Chambers Flat, and Council's Logan Water is undertaking planning of the future WWTP.

1.1 Project sponsor

Council is the project sponsor for the Chambers Flat WWTP and is responsible for funding, approving, delivering, and operating wastewater infrastructure in all areas outside of PDAs, as well as connecting trunk pipelines across the region.

EDQ is responsible for funding, approving and overseeing the delivery of infrastructure within PDAs, in consultation with Council as the future operator of the infrastructure. EDQ also contributes funds towards infrastructure outside of PDAs where this infrastructure is designed to service PDAs.

1.2 Scope of works



The first stage of the Chambers Flat WWTP will service development within a corridor extending from Park Ridge to Yarrabilba. The first stage of the plant will have a capacity of approximately 40,000 equivalent persons (EP), with an ultimate capacity of at least 150,000 EP after several stages (noting that population and residential density forecasts change overtime, and this affects the forecast capacity of the plant).

A concept design for the WWTP has not yet been developed, although such a facility could include some or all of these components:

- inlet works
- a biological wastewater treatment process
- an integrated membrane system
- sludge digestion and dewatering (centrifuge)
- a chemical dosing unit
- an administration building
- a blower building / switchboard building

- a switchroom
- an electrical substation
- a solar array
- a management system for high quality treated recycled water
- a vegetated buffer between structures and adjacent residential / commercial properties
- potential community and environmental facilities around the facility and in the buffer area.

2. Purpose of the Community Reference Group

Council proposes to establish and operate a Community Reference Group throughout the detailed planning, design and delivery phases of the Chambers Flat WWTP project. The name of the site is open to change and Council will be seeking input from the appointed Community Reference Group on this matter as planning progresses to ensure it aligns with community interests.

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 Chambers Flat 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 Chambers Flat 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 Chambers Flat WWTP, Council will consider the recommendation in its decision-making processes.

3. Activities of the Community Reference Group

Community Reference Group members will:

- receive briefings about the Chambers Flat WWTP project
- share information about the project with the wider community
- provide comments, advice, and recommendations about the project 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 Chambers Flat WWTP in relation to its fairness, transparency, and accountability.

In its dealings with the Community Reference Group, Council will:

- 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 Community Reference Group

To represent the diversity of viewpoints and community interests that may be associated with development of the Chambers Flat WWTP, the Community Reference Group will comprise up to nine members plus a Chairperson.

Council will nominate a Chairperson to facilitate each of the Community Reference Group meetings.

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

The Divisional Councillor will also be invited to participate in the operation of the Community Reference Group as an observer but will not be a Community Reference Group member.

Membership of the Community 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(s), refreshments and secretariat services.

4.1 Selection process

Community members can nominate themselves for the Community Reference Group by emailing Logan Water's community engagement team at WaterComms@logan.qld.gov.au.

Community members will be invited to participate in the nomination process in a community update delivered to all Chambers Flat properties and some in Logan Village (nearest to the site). Information will also be available on Council's website. Those people who have previously expressed interest in participating in the Community Reference Group will be emailed the nomination form.

People wishing to become a Community Reference Group member will be required to complete a nomination form, outlining information about themselves demonstrating their ability to effectively represent their local community.

Review and selection of Community Reference Group members will be undertaken by a selection committee formed by the Chairperson and Logan Water representatives. The selection committee members include:

- Cr Scott Bannan – Division 9 Councillor
- Mike Basterfield – Logan Water Group Manager
- Damien Collins – Manager Water Infrastructure Solutions
- Kelly Blanchard – Customer Experience and Advocacy Program Leader
- Scott Francis – Planning Program Lead
- Nominated Chairperson

The following criteria will be used by the selection committee in its consideration and selection of Community Reference Group members:

1. must be members of the Chambers Flat community or if they are in Logan Village within about 1km of the WWTP site
2. demonstrate relevant knowledge of the project area and / or social issues relating to the area
3. 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 the Chambers Flat and Logan Reserve Community Centre for meetings.

If there are insufficient nominations from people who meet the selection criteria, the selection committee will review the composition of the Community 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 Community Reference Group members has been made, all applicants will be advised of the names of successful nominees. Members of the Community 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:

- Community Reference Group members will be required to commit to a minimum term of 12 months
- Community 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
- Community Reference Group members can speak to the media (about the project) as individuals, but not as spokespeople for the Community Reference Group or Council
- if the Community 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 Community Reference Group meeting protocols (eg disrespecting other members or continually disrupting meetings)
 - they leave Chambers Flat / Logan Village (primary residence) or the local community group that they represent
 - they become an employee of Council.

Membership of the Community 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) personnel will attend Community Reference Group meetings to provide briefings, record minutes and respond to issues raised by the group.

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

Council may recommend / coordinate guest speakers for particular Community Reference Group meetings to provide information on technical issues.

6.3 Involvement of Chairperson

Community 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 Community Reference Group selection committee
- approve meeting agendas
- approve meeting minutes prior to dissemination to members
- participate in any required dispute resolution

6.4 Format of meetings

At its first meeting, the Community Reference Group will agree on the frequency, location and format of the meetings. During the planning phase of the project, meetings will generally be held quarterly for approximately two hours on a weekday evening at the Chambers Flat and Logan Reserve Community Centre. Meetings may become more frequent during the development and delivery phases of the project.

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 the 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 Community Reference Group members regarding issues discussed. Differing views will be noted and taken into consideration.

In the event of any dispute between the Community Reference Group, the Chairperson may seek to resolve the issue in consultation with Council.

6.7 Dissolution of the Community Reference Group

If it is deemed by Community Reference Group members or by Council that the role of the Community 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 Community Reference Group is no longer required. At the final meeting, opportunities for the Community Reference Group to continue to participate in future stages of the project will be tabled.