



Securing the future of our coastline

Terms of Reference

Community Reference Group

1. Introduction

The State Government is delivering the *Securing the Future of our Coastline* program, a long-term solution to restore and maintain healthy beaches along the Adelaide metropolitan coast. As part of the program, a sand recycling pipeline will be built from Semaphore to West Beach, and about 500,000 cubic metres of external sand will be imported from outside of the Adelaide beach system to make up for sand losses over the years, together with dune restoration works.

A Community Reference Group (Reference Group) has been established to enable key environmental interest groups to influence the delivery of the government's adopted coastal management strategy.

The Reference Group will help to inform the Department for Environment and Water (DEW) regarding key issues of interest to help guide and shape the way in which the project is delivered.

Specifically, the Reference Group will work with DEW staff to influence the alignment for the sand recycling pipeline and the design of any required above ground infrastructure. Investigations into the sourcing of external sand and the process for delivering the sand to the Adelaide beach system will be discussed with the Reference Group to identify issues of interest and manage expectations.

The Reference Group will enable local knowledge to be harnessed and used to influence the project delivery process and consider local social and environmental issues of importance to community. The Reference Group will enable the sharing of information with environmental interest groups via the group members enabling issues, ideas and opportunities to be realised through proactive and positive dialogue.

Issues not related to the delivery of the government's adopted coastal management strategy will not be matters for consideration by this Reference Group.

2. Purpose, role and objectives of the Reference Group

The Reference Group's purpose, role and objectives as it relates to government's adopted coastal management strategy includes:

- Provide community input and feedback to support the sand recycling pipeline project planning and design phase
- Provide information and input to community and stakeholder engagement approaches and communications activities
- Engage in a co-design process that responds to key design principles and enables above ground infrastructure to be developed in a way that supports community aspirations
- Provide an avenue for "reporting back" into the community via group member representatives
- Give the broader community a strong, representative voice at the table
- Ensure information is effectively communicated to the right groups and people and that community questions and concerns are actively managed and mitigated
- Enable the project team to monitor and respond to the issues, concerns and thoughts being presented at reference group meetings
- Provide an opportunity to 'road-test' information (fact sheet formats, infographics, etc) prior to broader dissemination
- Give consideration to the views, comments and inputs of specific communities who will need to be engaged in specific project elements (pipeline and external sand source) during the design phase.

With respect to the government's coastal management strategy project components, the Reference Group will work with the DEW Project Delivery Team to:

- identify an appropriate alignment for the sand recycling pipeline, taking account of environmental, social and economic constraints
- identify intake and outlet points along the sand recycling pipeline alignment taking into consideration the outcomes of the impact assessment report
- have input to the design and development and location of any above ground infrastructure through a co-design process (as above)
- discuss and provide comment on external sand sources identified and researched by DEW
- identify issues of community interest and discuss possible mitigation initiatives with respect to the external sand sourcing and how this sand is delivered to the Adelaide beach system

- provide input to the dune stabilisation and revegetation aspects of the project.

The Reference Group is not a decision making group. The Reference Group exists to provide input to and feedback on the delivery of the government's adopted coastal management strategy. While this input and feedback will be taken into consideration and every effort made to align with community views, responsibility for the delivery of the project and all decisions associated with the project will remain with DEW.

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

3. The role of the Department for Environment and Water

DEW will be an active member of the Reference Group. DEW will be represented by the Executive Director Environment, Heritage and Sustainability (Cate Hart) or their proxy. The Executive Director will participate in meetings and discussions of the Reference Group as a key stakeholder responsible for the delivery of the government's adopted coastal management strategy.

Members of the DEW project delivery team will be involved in presenting and facilitating meetings of the Reference Group.

DEW will actively seek input, feedback and ideas from the Reference Group as it relates to the delivery of the government's adopted coastal management strategy (the project) including:

- responding to key issues and concerns to do with the project
- providing opportunity for Reference Group members to genuinely influence the design and development of the sand recycling pipeline
- providing information and research as necessary concerning the identification and sourcing of external sand
- providing information where possible about the timing of the project delivery process including key milestones
- providing information that is accurate, timely, uses plain English and avoids technical jargon
- identifying where appropriate subject matter experts to provide additional information to do with the project
- arranging site visits and other engagement and communications activities to enable Reference Group members to be informed and aware of project issues and opportunities.

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

- providing a facilitator to coordinate and manage meetings of the Reference Group
- Setting meeting dates and coordinating meeting logistics
- Providing executive officer support to ensure agendas are set and meeting notes are prepared
- making the agendas and meeting notes publicly available through the DEW website
- ensuring issues, ideas and opportunities are recorded and steps taken to address and initiate where possible matters of importance to the community
- ensuring plans, documents, Q and A's, presentations are made available to group members for distribution to community group members
- enabling and facilitating the transfer of information to group members as needed.

4. Membership

The Reference Group will represent a number of interest groups that have a specific focus on coastal management. These groups will include:

Department for Environment and Water
Port Adelaide Resident's Environment Protection Group
Save Our Shores Semaphore Largs Bay
Western Adelaide Coastal Residents Association (WACRA)
Adelaide Sailing Club
Tennyson Dunes Group
Friends of North Haven Dunes
BirdLife Australia
Friends of Gulf St Vincent
Taperoo Dunes Group
Semaphore Largs Dune Care Group
Henley Dunes Care Group
West Beach Surf Lifesaving Club
Surf Life Saving South Australia
Semaphore Surf Life Saving Club
Save West Beach Sand
Wild Endangered Dunes Group
Henley Surf Life Saving Club
Henley Sailing Club
Grange Surf Life Saving Club
Coast Ecology Protection Group
Conservation Council SA

Representatives of these groups have been nominated by their respective group members and have authority to contribute on behalf of the group they represent.

The list of groups and organisations represented will be reviewed periodically as the project delivery process proceeds. If other groups request membership at any time the request will be considered and discussed with existing group members prior to appointment to the group. Ideas from existing group members as to other groups or organisations who should be represented will be welcomed.

A list of the Reference Group members and proxy's and the organisations represented as of the first meeting of the Reference Group is attached. The membership list will be updated as needed.

In addition to Reference Group members, a number of invited observers and or industry experts/consultants may be invited to speak or observe the meetings as needed. This will be determined with the Reference Group and will demonstrate transparency and promote collaboration. This may include representatives from the Coast Protection Board, Government agencies, regulatory organisations, as well as specific subject matter experts.

4.1. Contact details and privacy

The contact details of all members of the Reference Group will be held privately as a default position. Contact details will only be shared with members of the Reference Group to enable individual members to contact other members between meetings.

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 will be made public once ratified by the members of the Reference Group.

5. Meeting times and length of meetings

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

6. Sub-committees

From time to time either DEW, or the Reference Group members may consider it appropriate to establish a sub committee to focus on a particular issue or opportunity. Sub committees will operate with a clear brief and meetings notes will be distributed to

members. Outcomes of any sub committee deliberations will be reported back to the Reference Group members.

7. Conflict resolution

The Reference 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. This may be done informally or formally depending upon the issue.

While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for government's adopted coastal management strategy rests with DEW.

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 common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).

All members agree to working together in the best interests of delivering the project. However, where alignment cannot be reached despite the efforts of all parties, members may decide on their own independent course of action.

8. Communication protocols and values

Members will respect each other and act professionally in their conduct at meetings. As a member of the Reference Group the following protocols apply:

- attend all meetings and provide apologies in advance arranging for the relevant proxy to attend where attendance is not possible.
- participate in group discussions and provide feedback to ensure the group continues to receive relevant and important information from the group or organisation represented.
- be open and honest in passing on the views, interests, concerns and ideas of group members being represented.
- respect the ideas, questions and comments of all members and provide an atmosphere where all members feel comfortable and safe to participate.
- conduct ongoing relationships 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 and that support the overall delivery of the project.
- remain focused on issues and opportunities associated with the delivery of the government's adopted coastal management strategy.

- all Reference Group members agree to support the intent and purpose of the Reference Group in the spirit of collaboration to effect the delivery of the government's adopted coastal management strategy.

While it is understood that other questions or issues may be raised to do with coastal management, if they do not relate to the delivery of the government's adopted coastal management strategy, they will not be actioned or dealt with via meetings of the Reference Group. In this regard any such issues or opportunities will be directed to DEW for consideration and discussion with the individual / group separate to the Reference Group.

9. Media liaison

There may be times when members of the media seek to interact with members of the Reference Group 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 Reference Group, the request will be forwarded to DEW in order for the request to be considered. No media will be invited to meetings of the Reference Group without the express permission of all group members.
- Reference group members are free and welcome to interact with the media as individuals – their membership of the group should NOT be mentioned in their comments to the media as an individual to ensure any comments are portrayed as their own personal views and NOT the views of the Reference Group.
- An individual member of the Reference Group is NOT authorised to speak on behalf of the Reference Group.
- DEW will not provide contact details for any individual members of the Reference Group to the media without first seeking their approval.

10. Meeting notes/ Documents

- A record of meetings of the Reference Group will be made available to the public via the DEW 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.
- Any advice or recommendations made by the group will be clearly recorded in the minutes.
- Individual names within the group will not be recorded against the comments, outcomes and decisions, unless the individual specifically requests to be named in the meeting notes.
- All documents distributed to the group will be treated as confidential until approved for wider distribution by group members.

Community Reference Group Membership

Group name	Representative	Proxy
Port Adelaide Resident's Environment Protection Group	Tony Bazeley	Liz Millington
Save Our Shores Semaphore Largs bay	Warwick Norman	Helaine Costello
Western Adelaide Coastal Residents Association	Geoff Short	Bert Brown
Adelaide Sailing Club	Peter Royle	Malcolm Hughes
City of Charles Sturt	Shane Broadbent	Adrian Ralph Kelly Mader
Tennyson Dunes Group	Nicholas Crouch	Mark Pierson
Port Adelaide Enfield Council	Mark Buckerfield	Simon Trill Maggie Hine
Friends North Haven Sand Dunes	Jan Blake	N/A
Semaphore SLSC	Paul Breden	Kate Newman
BirdLife Australia	Aleisa Lamanna	Emma Stephens
Friends of Gulf St Vincent	Mark Pierson	Angela Gackle
Taperoo Dunes Group	Ross McColl	N/A
Semaphore Largs Dune Care Group	Sandra Dann	Maggie Gordon
Henley Dunes Care Group	Bernadette Cranwell	Lisa Redman
West Beach SLSC	Peter Zuill	Stephen Perry
Surf Life Saving South Australia	Julie Quimby	N/A
Save West Beach Sand	John Dundon	N/A
Coastal Ecology Protection Group (CEPG)	Monique Webber	Alan Simpson
Wild Endangered Dunes Group	Geoffrey Reed	N/A
Henley Surf Lifesaving Club	Rae Lawson	Mark Travers
Henley Sailing Club	Brenton Scott	Ian Thomson
Grange SLSC	Joe Pedicini	N/A
Conservation Council SA	Craig Wilkins	N/A
West Beach & Henley Beach South Community Reference Group	Stephen Perry Alan Young	N/A