



TERMS OF REFERENCE

Walka Water Works Community Liaison Group

maitland
CITY COUNCIL

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At Council's Ordinary Meeting on 24 January 2023, Council resolved to establish a Walka Water Works Community Liaison Group (CLG) to work with Council to convey updates to works occurring at the site.

On 23 January 2024 Maitland City Council passed the following motion: 'In consideration of the NSW Government's advice that there is currently no additional funding available to achieve the complete remediation of the contaminated Crown Land at Walka Water Works, Council seek their agreement to reallocate the existing funding allocations to prioritise contaminated land remediation and pumphouse building remediation and enhancement, while proceeding with planning works for appropriate future accommodation on site.'

An important step to any future use of the Walka Water Works site is to deal with the contamination issue and undertake remediation. The remediation works have been staged and are dependent on future funding from Crown Lands over multiple financial years. Maitland City Council is working with the NSW Government to determine if funding allocations can be redirected from the Regional Tourism Activation Fund to the remediation works for both the land and pumphouse building.

Based on Maitland City Council's decision to prioritise asbestos contamination at the Walka Water Works site, on 3 May 2024 Reflections Holidays withdrew from its partnership with Council to deliver visitor accommodation at the iconic site.

Following an extensive tender process, in September 2024 Maitland City Council engaged Ramboll Group as Principal Planning Consultant to undertake the necessary studies, reports, drawings, specifications and other documentation required to commence the planning process for the remediation, restoration and revitalisation of the Walka Water Works site.

Maitland City Council (MCC) will now recommence engagement with a range of stakeholders, including the the CLG as it prepares a sustainable, holistic plan for the ongoing management of the site into the future.

Purpose

The purpose of the CLG is to be one of the ways that two way communication and engagement is enabled between Council, its partners in the works and representatives of the Maitland community throughout the planning process for the Walka Water Works site.

The purpose of the CLG is not to be a decision making body of Council. The CLG forms an important part of Council's community engagement around the works, with members encouraged to share the knowledge they gain with the wider community. At the same time, Council will continue to offer wider engagement opportunities to the broader community that CLG members are encouraged to promote and participate in.

Membership

In order to achieve membership from a wide section of the community and interest areas, membership will be by an expression of interest (EOI) process and include opportunity for representatives of groups and individuals from the Maitland community that reflect different views

and interests in Walka Water Works. There is no remuneration or payment of expenses to members accepted to the CLG.

The CLG will be comprised of up to 15 representatives of the community, limited to the categories and number of positions outlined below. Council staff will attend to facilitate the CLG and to provide information as Council's representative(s).

Representatives from Crown Lands can be invited to meetings but do not form a part of the CLG.

Meetings may be facilitated and information conveyed by an independent third party appointed and paid for by Council, however this person or entity would not be considered a member of the CLG.

Councillors, staff of Maitland City Council, or Crown Lands and their immediate family members and suppliers of goods/services to Council that could be perceived to have a conflict of interest are ineligible to apply to be part of the CLG as community representatives. If a CLG member, at any time becomes any of the above they must withdraw from the CLG. In addition, Council may terminate a member's tenure on the CLG if they violate these Terms of Reference or Council's Code of Conduct (available on Council's website).

Members who wish to withdraw from the CLG must do so in writing to the General Manager. Council may select a new member who represents similar interests/demographics. Vacant positions will be advertised following the same expression of interest guidelines and processes. To remain on the CLG, members must not miss more than three consecutive meetings without reasonable explanation. Members are appointed for the duration of Principal Planning Consultant Services.

Notification of the termination of a member will be made in writing to the member directly.

Selection Criteria and Process

First preference for membership will be given to existing members of the current CLG, that was formed in January 2023. Membership of the CLG will come from a range of identified categories. Those categories and the maximum number of members from each category are:

- Community member from the Walka Water Works Committee (1 position)
- Maitland Park Run Volunteers (1 position)
- Member of Hunter Bird Observers (1 position)
- Member of Southern Cross Model Yacht Club (1 position)
- Individual from the local Aboriginal community (1 position)
- Local residents within a 1km radius of Walka Water Works (2 positions)
- Residents of the broader Maitland LGA (3 positions)
- Youth representative, 14 to 25 years of age (1 position)
- Local resident with Heritage expertise/experience (1 position)
- Local resident with Environmental expertise/experience (1 position)
- Local business person or business group representative (2 positions).

Should categories for membership not be filled by current CLG members, then an expression of interest process will take place for remaining members, to meet the requirements of the maximum number per category. Council will advertise available spaces on its website and promote through a range of communication channels including, but not limited to, social media and email.

All expressions of interest must come from individuals currently residing within the Maitland Local Government Area and have an awareness of local issues. Where the EOI is for a person to represent a group, proof of endorsement from that group must be provided with the EOI. Youth representative nominations must provide proof of age.

Council will invite applications from the community via an EOI through public advertisement. Council can also invite EOI's from stakeholders from the identified categories of membership.

EOI's will be accepted via an online form on Council's website or in hard copy on request. EOI's must select only one of the identified categories of membership and provide a brief outline of how they fit into that category.

If the number of EOI's that meet the category requirements outnumbers the available positions within that category, then membership will be via a random ballot. The ballot will be drawn publicly by Council's Public Officer in the foyer of Council's administration building at a time that is advised to all those in the ballot at least 48 hours in advance. If there are no compliant nominations from a category, then that position will sit vacant until there is a future compliant nomination.

Those who do not gain a position on the CLG will be invited to join a wider consultation panel that may be drawn upon for specific engagement that may include, but would not be limited to, focus groups and workshops.

All outcomes of the EOI process will be submitted to a Council meeting by way of an Information Report.

Roles and Responsibilities

The role of the CLG is to:

- Consider and comment on information pertaining to the planning process that is presented to the CLG
- Identify, communicate, represent and consider the broad range of needs and interests of the community and other stakeholders relevant to the project so Council can consider this in its planning.
- The role of the individual members is to:
 - Attend regular meetings, be open minded and participate in discussions
 - Demonstrate a genuine interest in Walka Water Works
 - Actively engage with community members from the category they represent to share and seek information.
 - Abide by Council's Code of Conduct and any confidentiality noted around information presented.
 - Provide apologies in advance where meeting attendance is not possible.

Maitland City Council will:

- Receive CLG members' feedback and consider this in its planning
- Provide information to CLG
- Provide appropriate meeting facilities
- Prepare and provide CLG members with agenda and meeting documents via email at least two weeks prior to each meeting

- Facilitate opportunities/invitations for Crown Lands or third party consultants to engage with the CLG
- Ensure that outcomes of meetings are recorded and made available to CLG members and the public
- Prepare reports to Council to support Council decision making
- Provide facilitation of meetings, whether that be by a suitably qualified third party or Council officer
- Pay for any facilitation costs.

The role of the Facilitator is to:

- Ensure that the CLG performs its functions, and acts in accordance with the Terms of Reference
- Facilitate meetings to allow frank, respectful and open discussion
- Ensure individual CLG members have the opportunity to make an effective contribution
- Liaise with Council in the development of the meeting agenda
- Ensure meetings are kept to time.

How Meetings Will Work

Time

Meetings will be held after hours and will meet on an as needs basis set for key milestones throughout the planning process.

Venue

Meetings will be held in person at a Council facility with the option of members attending online using Teams.

Visitors

Technical experts, specialists and other Council (or partner) officers may be invited to attend meetings to provide advice or consult and seek feedback from the CLG when required.

Volunteers

CLG members are volunteers and will undergo a Council volunteer induction. Following appointment to the CLG, members must sign a declaration that they will abide by Council's Code of Conduct, to cover the conduct of volunteers, including the avoidance of pecuniary or non-pecuniary interest. A copy of the Code of Conduct will be provided to all new members.

Limitations of Authority

The CLG has no authority to:

- expend moneys on behalf of Council
- commit Council to any arrangement
- consider any matter outside its area of focus

- direct Council (or partner) officers in the performance of their duties.

Publicity

Council will disclose the names of members of the CLG in the Information report presented at a Council Meeting that confirms membership.

Some information provided prior to CLG meetings and discussed in CLG meetings may be embargoed until final decisions have been made around the key milestones of the project.

All media enquiries should be referred to Council's Marketing and Communications Department for response.

The CLG will not have a social media presence. Individuals and groups that choose to share information about the CLG, their membership and information gained from CLG meetings, on their own social media profiles are still bound by these Terms of Reference and Council's Code of Conduct.

Privacy

The CLG will comply with Council policies in relation to confidentiality and privacy.

Review

These Terms of Reference will be reviewed once every two years, unless required sooner. The regular review ensures the Terms of Reference reflects the functions and responsibilities of the CLG.

The revision history of the document is summarised below.

DATE	REVISION	ADJUSTMENT SUMMARY
11/04/2023	1.0	Agreed Terms of Reference at inception of CLG.
27/09/2024	1.1	Proposed TOR following period of inactivity of CLG due to limited project developments and a change in the projects delivery methodology, scope and deliverables.