

# Terms of Reference Community Liaison Group, Urunga

June 2015

## Draft for discussion at first meeting

It is proposed that each participant of the community liaison group sign a copy of the group's Terms of Reference to acknowledge their understanding of their role and the community liaison group throughout the process.

The draft Terms of Reference will be reviewed at the first meeting of the group.

## Group role and purpose

Community Liaison Group (CLG) is convened by NSW Department of Primary Industries, Land & Natural Resources as part of its stakeholder and community engagement process for the remediation of the old antimony processing site at Urunga.

The community liaison group will include a mix of participants selected through an openly-advertised expression of interest process, and a small number of invited participants who represent community groups, environmental groups and local community.

Potential participants will be selected to ensure a broad cross-section of interests are included in the group.

The focus of the group will be the exchange of information during site remediation.

With regard to the remediation process, consultation with the group will be limited to providing the community with updates on progress, addressing community concerns and as a forum for community feedback.

Once remediation and rehabilitation has been completed, the site will be used as public open space.

The group by itself will not have any decision making powers, however all views and opinions expressed in the group will be duly considered and included in the relevant processes wherever possible and appropriate.

## Meeting process

- Meetings will be facilitated and chaired by NSW Department of Primary Industries, Land & Natural Resources
- Meetings will be held monthly or as required for the duration of the of the project
- Meetings will start and finish on time
- Correspondence and issues raised between meetings will be managed through the Project Manager, APP Remediation
- Only delegates or approved alternatives may attend meetings
- Agenda items should be submitted to the Project Manager by group participants at least five working days before the meeting to permit time to gather information and prepare responses

- Final agendas will be circulated as early as possible in advance but no later than 48 hours before a meeting.

The meeting agenda is expected to include:

- Current activities – plans and progress
  - Issues raised by stakeholders
  - Response to issues
  - Site use post remediation
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- Where responses cannot be given at the meeting, questions shall be taken on notice and a reply given in the meeting outcome notes or at the following meeting unless otherwise agreed.
  - All discussion should be kept relevant and convivial
  - Members shall respect each other's opinions – and be interested in hearing a range of views
  - The duration of the CLG will be determined by NSW Department of Primary Industries, Land & Natural Resources in consultation with member

## Responsibility of members

- Each member of the group agrees to:
  - Actively participate in meetings
  - Learn as much as they can
  - Carefully consider their own and others assumptions
  - Share their knowledge and responsibility for the success of the meetings
  - Allow people to change their minds
- No individual member shall make a public statement claiming to represent the community liaison group or other members of the community liaison group
- If a member fails to attend three consecutive meetings, the facilitator may request them to reconsider their ongoing role in the group

## Observers

It is proposed that representatives of relevant government departments and agencies will be observers rather than members of the group.

The government representatives may attend the CLG meetings to provide information and updates to the group.

Each observer will be asked to agree to an Observers Protocol to ensure that discussions are appropriately informed but focused on community perspectives.

## Draft Observer protocol

All observers agree to:

- Comply with directions they are given by the group facilitator during the process
- Provide information to the community liaison group as requested by the facilitator
- No individual observer will make public statements claiming to represent the community liaison group or other members of the community liaison group

## More information

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