

Huon wood centre

Community Consultative Committee

Terms of Reference

Background

Forestry Tasmania undertook as part of the planning approval process for the Southwood site to convene a Community Consultative Committee to provide a forum for regular contact between the project and the community.

Nominations for the Committee were sought from community groups in the Huon Valley municipality and by local advertisement in the Huon News. A selection committee comprising two members of the former Southwood Community Advisory Group, a representative from Huon Valley Council and a representative of John Holland considered these nominations and selected the inaugural committee.

The Southwood Community Advisory Group had developed draft Terms of Reference for the committee. The Community Consultative Committee has reviewed and amended those draft terms of reference. The terms of reference set out below were adopted on 6 October 2003.

Objectives

The Committee's role is:

- a) to advise and report to the operators of enterprises at the Southwood site on:
 - the interest and views of the Huon Valley community with regard to the Southwood development, and
 - management of impacts of the Southwood development on the community.
- b) to report to and inform the local community and community groups on:
 - progress of the committee
 - project milestones and implementation of permit conditions
 - changes to plans / permit conditions

The Committee will facilitate a direct and ongoing input from the community to the project in a separate and different way from local government input.

The Committee will provide a regular forum for discussion and resolution of issues related to impacts of operations at the Southwood site on neighbouring communities, including in particular, but without limiting the role of the group:

- Traffic;
- Changes in the noise environment;
- Air Quality;
- Water Quality; and
- General effect on community fabric.

The Committee will:

- discover, relay and work to resolve community and business concerns;
- provide advice to the operators of enterprises at the Southwood site on regional impacts;
- provide comment on proposed approaches to resolve community issues;
- propose recommendations to enhance the community benefits from the development;
- identify and comment on related community concerns;
- principally focus on issues within the Huon Valley but may need in that context to comment on related issues;
- principally focus on issues related to the operations at and directly related to operations at the Southwood site but may need in that context to comment on related issues; and
- avoid review on general issues of forest practices and management issues except to the extent they are directly related to operations at the Southwood site.

Desirable Composition of The Committee

The Committee will be representative of the diversity of community backgrounds and interest.

The Committee will have not more than 12 and not less than 6 members.

Membership will ideally include persons with special experience and expertise in the Huon Valley community, environmental management and review, operation of industrial processes, community consultation and development, land use and resource planning.

Where possible members of the Committee will be representatives nominated by existing community groups, business groups and communities, rather than individuals who may have particular personal business interests or personal political interests. Such members will act as representatives of their community groups and report to them.

Term

The Community Consultative Committee will be established before commencement of construction activities on the site and continue for the life of operations at the site.

Members of the Committee will serve bi-annual terms, other than for the first year, where half the members of the Committee will retire. Members may be reselected at the end of each term.

At the end of each term the selection process to be repeated. The members from the concluding term will manage the selection of members for the new term.

Resources

Members of the Committee will participate as volunteers interested in the well being of their community. Members of the Committee will not receive any financial reward for their work on the Committee.

The operators of enterprises at the Southwood site will meet the expenses of the Committee by payment of an annual budget as set by the Committee subject to approval by the operators of enterprises at the Southwood site. It is anticipated there will only be modest expenses.

A person employed by the operators of enterprises at the Southwood site will provide secretarial assistance to the Committee. That person will not be a member of the Committee.

Consultation and liaison

The Committee's role is to liaise between the community and the operators of enterprises at the Southwood site rather than participate on the Committee's own account in media or political debate. The Committee will not participate directly in statutory planning processes.

Members of the Committee individually may engage in any such activities but in doing so may not refer to their membership of the Committee

The Committee via the Chairperson or other person authorised by the Committee may make public comment on an agreed position of the Committee.

The Chairperson of the Committee will call meetings and arrange to circulate an agenda and papers at least one week before the date of the meeting.

Publication and Confidentiality

The minutes of the Committee will be a public document and made available for public review.

The Committee will prepare a written annual report of its activities and its review of the activities at Southwood. Copies of that report will be made available to the operators of enterprises at the Southwood site, to the EMPCA Board, the Huon Valley Council, Daily Newspapers based in Southern Tasmania and the Huon News

The Committee through the Site Manager will maintain a Web site and copies of all minutes and annual reports will be published on that web site.

The correspondence of the Committee to the operators of enterprises at the Southwood site:

- will not be released by the Committee into the public domain unless otherwise resolved by the Committee and that resolution is communicated to the operators at the Southwood site at the time;
- will not be released by the operators of enterprises at the Southwood site into the public domain unless otherwise resolved by the Committee and that resolution is communicated to the operators at the time.
- when released, extracts may not be quoted selectively from correspondence unless the complete copy of the particular correspondence is included with the document.

Information provided by operators at the Southwood site to the Committee will only be information that the operators regard as in the public domain.

Members will avoid public criticism of the Committee and will avoid public criticism of the participation of other members in the Committee.