

Tea Tree Gully Sustainable Sewers program

Marsha Reserve Master Plan Working Group

Terms of Reference

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1 Context

Over the past 18 months SA Water has been working to begin transitioning nearly 5,000 Tea Tree Gully (TTG) properties who are currently on the septic based Community Wastewater Management System (CWMS) to a modern mains sewerage network.

As a part of this project, there is need for a wastewater pump station (WWPS) to be constructed in Marsha Reserve, Banksia Park. These pumps help to move sewage from low to steep grounds and allow the wastewater to flow through gravitation to a wastewater treatment plant.

A Community Working Group is to be established to work collaboratively with the Tea Tree Gully Council and SA Water to produce a masterplan for Marsha Reserve that includes the appropriate integration of a WWPS.

The Community Working Group (the Group) will comprise local residents living in the near vicinity of the Reserve, the City of Tea Tree Gully, the Local Member of Parliament and SA Water and will be facilitated and supported in its work by TSA Management (community engagement) and Landskap (landscape architecture and urban design). The Group will work together to co-design a masterplan for Marsha Reserve that explores:

- alternative locations for the WWPS
- landscaping options and opportunities for recreational spaces and facilities inclusive of the WWPS that aligns with SA Water and Council regulations as well as SA Water and Council maintenance requirements.

Once the draft has been prepared, the broader local community will be given the opportunity to provide feedback through a comprehensive engagement process before finalisation of the masterplan.

2 Group objectives

The objective of the Group is to provide local input into the development of the Marsha Reserve masterplan by establishing guiding principles and determining success factors which are achievable enabling the acceptable integration of the WWPS into the broader reserve landscape.

Three broad areas are identified to be addressed which include:

1. location of the pump station within the site
2. design and amenity of the pump station
3. design and amenity of the overall reserve.

The Group is not a final decision-making body. The purpose of the Group will be to recommend a concept design to SA Water and the City of Tea Tree Gully that is affordable, functional and fit for purpose. While SA Water and the City of Tea Tree Gully will be involved in the development of the concept design via the Working Group, the implementation of the concept design will be subject to the formal approval processes within both organisations.

In determining the concept design, the Group will have regard to the following **project requirements and constraints**:

- The wastewater pump station will be constructed at Marsha Reserve, Marsha Drive Banksia Park
- The amount a size of the infrastructure to be delivered is predetermined based on the wastewater network that it serves
- That safety requirements for the public and operators cannot be compromised
- Design and landscaping considerations need to satisfy SA Water WWPS functional requirements and access and align with Council rating of Marsha Street Reserve as a local park and playground.

Similarly, the following **project opportunities** will be considered as part of the Group discussions:

- Guiding principles will be set by the group to inform the concept design of Marsha Reserve
- Landscape architecture and urban design advice will be provided by independent experts Landskap to assist the group in developing a concept.

Specifically, the group will work to deliver the following project objectives:

- Document and agree to a set of success criteria by which outcomes will be measured
- Work collaboratively and with industry experts to explore options, ideas and solutions to address location and amenity concerns
- Explore opportunities to address other issues to do with the Marsha Drive Reserve as they may arise
- Assess construction impacts and determine mitigation measures
- Accept that in some circumstances there may be a need to trade off an immediate impact for a long-term benefit (e.g. removal of a tree to create a better long term integrated solution).

3 Purpose and Role of the Working Group

The purpose of the Marsha Reserve Master Plan Working Group is to recommend to SA Water and the City of Tea Tree Gully a concept plan for the Marsha Reserve that includes the integration of the wastewater pumping station. In this regard the Working Group will:

- agree to a terms of reference to guide their deliberations
- review necessary documentation
- consider the information presented by Council and SA Water as required to gain a deeper understanding of the issues, constraints and opportunities
- consider opportunities to add value to the reserve to benefit the broader community
- give consideration to key issues and constraints (including technical requirements) and balance the objectives and requirements of SA Water, Council, adjacent residents and the community
- work proactively to find solutions to issues respecting the differences of opinion amongst members
- represent the issues, concerns and values of the community
- facilitate an open, accurate, reciprocal communication channel to ask questions, and seek clarification or further information to inform the development of a concept plan for the reserve
- provide guidance as to the broader community engagement process (inclusive of information sharing) and timing.

The concept plan must deliver against agreed success criteria and guiding principles established by the working group and be affordable to SA Water and Council.

The Working Group work collaboratively to deliver a concept plan for the reserve that addresses key community issues and effectively integrates the wastewater pump station into the overall landscape design of the reserve and present this to SA Water and Council in a report for their consideration and endorsement.

While SA Water and Council will be represented on the Working Group, regular check-ins with both SA Water and Council will be required to ensure alignment.

4 Project timeline

The Marsha Reserve Master Plan Working Group will work to deliver on its objectives over a four-month period. This will enable the creation of a masterplan for the entirety of Marsha Reserve that integrates necessary wastewater infrastructure and allows for the delivery of wastewater management services to the community in a timely manner.

5 Engagement process

The engagement process is summarised in Figure 1 below. The Working Group will work through a process to establish success criteria and guiding principles to deliver an outcome acceptable to site neighbours, the community, SA Water and Council.

A draft concept plan (once endorsed by SA Water and the Council) will be circulated to the broader local community, giving them the opportunity to provide feedback through an engagement process before finalisation of the masterplan. Some members of the community have expressed interest in reviewing the concept prior to final decisions being made and this will be achieved through the broader engagement process.

Members of the Working Group will represent the best interests of those landowners whose properties abut or front onto Marsha Reserve and be mindful of broader community views when known in contributing their ideas and solutions.

Information requirements will be articulated by Working Group members that will enable members to make informed choices and decisions.

In developing a concept plan, the Working Group will take into consideration the opportunities and constraints articulated in this Terms of Reference.

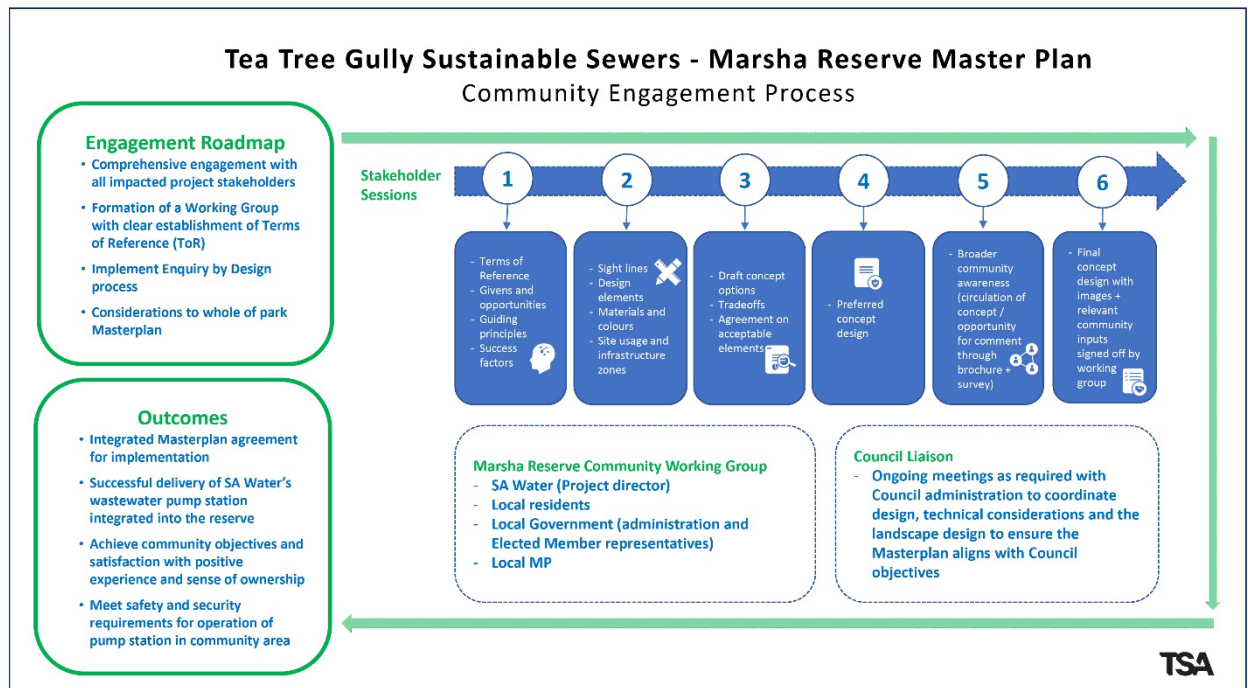


Figure 1 – Engagement Process

6 Membership

Membership of the Group will ensure fair representation of site neighbours and include:

- Local residents living in the near vicinity of the Reserve
- City of Tea Tree Gully representatives
- Member for Newland
- SA Water (via the Manager Major Projects).

Membership will be confirmed at the first meeting of the Working Group and limited to the membership listed below. Members will demonstrate an interest and understanding of issues relevant to the immediate neighbourhood surrounding the site.

Members will be invited to participate in the process which is expected to run for an initial four-month period, after which a masterplan for Marsha Reserve will be finalised and recommended to SA Water and Council for their collective consideration. At this point, a discussion will be had with respect to the future of the working group and some members may choose to continue to meet throughout detailed design and the construction phase of the project.

Invited observers and/or subject matter experts will be invited to attend the meetings as required. This will be determined in collaboration with the Working Group and may include staff from SA Water, representatives from government agencies, and subject matter experts from the private sector.

Table 1 below lists the membership of the Marsha Reserve Masterplan Working Group.

Member name	Interest/locality	Nominated proxy
Elliot St Claire	Site neighbour	
Graham Gibbs	Site neighbour	
Joanna Henderson	Site neighbour	
Michelle Perry	Site neighbour	
Rose Morton	Site neighbour	
Sarah Linton	Site neighbour	
Scott Brien	Site neighbour	
Trevor Camac	Site neighbour	
Cr Jessica Hawkvelt	Steventon Ward Elected Member, City of Tea Tree Gully	Ryan McMahon, CEO
Cr Lucas Jones	Steventon Ward Elected Member, City of Tea Tree Gully	Ryan McMahon, CEO
Greg Salmon	Manager Project Management Office, City of Tea Tree Gully	
Olivia Savvas MP	Member for Newland	
Emma Goldsworthy	SA Water Manager, Capital Delivery	

Table 1: DWG Membership

6.1 Proxies

In the event that a member cannot attend a meeting of the Group, that member may appoint a proxy to attend in their stead. Notification must be given to the meeting facilitator of the inability of the member to attend and the name of the proxy attending in place no later than two working days before the date of the meeting.

It is the responsibility of the member who cannot attend to brief their nominated proxy on the previous meeting's deliberations and ensure they are able to actively contribute with all necessary delegated authority.

6.2 Quorum

If they cannot attend a meeting of the working group, members will be required to notify the executive officer within two working days of the Working Group meeting. If a quorum of a minimum of 50% of residents (site neighbours), inclusive of proxies, is not able to be achieved, the meeting shall not proceed.

6.3 Meeting facilitator

The workshop meetings will be facilitated by Steve Dangerfield (TSA Management) nominated as an independent engagement practitioner for the project. The role of the facilitator will be to:

- Facilitate all meetings of the Working Group
- Provide leadership to enable the Working Group to work as a cohesive team, building unity, consensus and solidarity
- Facilitate agreement where possible amongst Working Group members including voting if required
- Ensure the Working Group remains focused on the project objectives and operates in accordance with its terms of reference
- Demonstrate integrity and ethical leadership by creating a safe place for members to express their opinions and encouraging a climate of trust, transparency and openness
- Assess the adequacy of timelines and information provided to enable the Working Group to perform its role and make informed choices
- Adopt procedures to enable the Working Group to conduct its discussions and deliberations effectively and efficiently, including scheduling and management of meetings and workshop sessions
- Assist with planning and logistics including involving subject matter experts at the required times
- Act as a liaison between the Working Group and SA Water and Council to ensure outcomes are well coordinated with project construction schedules and the concept plan is achievable.

Executive officer support will be provided to the Working Group by Andrea Murphy to help manage documentation of minutes, agendas and engagement tasks associated with the smooth functioning of the Working Group.

6.4 Member responsibilities

All Working Group members will:

- work within the framework of the endorsed Terms of Reference
- create a positive and safe environment for members to present their views and ideas
- respect each member's rights to express a differing opinion to their own
- commit to attending and participating in all meetings and providing advance notice of non-attendance at meetings where possible
- represent the issues, concerns and values (where known and understood) of the local neighbourhood as it relates to the wastewater pump station and masterplan of Marsha Reserve
- facilitate an open, accurate, reciprocal communication channel to ask questions, and seek clarification or further information to inform the Working Group's choices
- work collaboratively together to find solutions and develop ideas and opportunities for the integration of a wastewater pump station via the masterplan of Marsha Reserve.

6.5 Privacy

TSA will not pass on the contact details for each group member to other members of the group without permission. In the first instance TSA will facilitate contact between individual members of the group.

Where a group member provides permission, via TSA, for other group member/s to contact them, that member's contact details will be treated with respect and in accordance with privacy laws. If individual members wish to make contact with other members outside of Working Group meetings, this is to be done so via discussion with TSA and in the spirit of collaboration and in the best interests of the Working Group's objectives.

Meeting notes will summarise meeting discussions but will not record member names against specific comments unless expressly requested by the member.

Member names (as attendees or apologies) will be published with each set of meeting notes.

7 Conduct

Members will act with integrity, objectivity, openness and honesty.

Members shall respect the context within which issues are raised and discussed.

Members shall work together in a consultative way that promotes the collective sharing of ideas and opportunities.

Members will be encouraged to think innovatively to meet challenges.

Members will be respectful and considerate of different views and opinions when contributing to discussions.

Members will remain focused on the task entrusted to the Working Group and take accountability for their decisions and recommendations.

Members will respect any confidential information that is tabled to aid in the Working Group's decision-making process and not disclose such information without agreement of the author or the custodian of that information.

Members shall review meeting notes, agendas and documents as required before Working Group meetings and come prepared to actively participate with ideas and information relevant to the task.

8 Conflict of Interest

Members shall declare to the Facilitator any apparent or perceived conflict of interest. This may include but not be limited to:

- decision making responsibility for other proposals, issues or developments that may be advantaged or disadvantaged by being on the Working Group
- where a member stands to gain financially through a business or contractual arrangement that might be associated with a proposal or idea that is recommended
- other matters where the member may determine either an actual or perceived conflict.

Owning a property either adjacent to or close by Marsha Reserve does not constitute a conflict of interest.

9 Conflict resolution

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

While this group does not have overall decision-making responsibility, it does have a responsibility to agree on a concept plan that will include a set of recommendations for presentation and consideration by SA Water and Council.

If a vote is required, a minimum of 50% of residents (inclusive of proxies) must be in attendance and a 75% majority of those residents in attendance must be achieved in order for a decision to be carried. If a decision is passed by a 75% majority of the residents present, that decision will be supported by all residents and recommended to SA Water and Council for their consideration. If there is no majority vote the Working Group will continue with discussions until one is achieved.

10 Meetings

The Working Group via the Facilitator and in consultation with the executive officer will determine the following:

- optimal time of day and duration of each meeting
- meeting frequency: as required to meet the project timelines
- meeting outcomes.

Meetings are only open to members of the Working Group.

Observers and special guests will be at the discretion of the Facilitator and must be agreed to by the Working Group.

11 Agendas, meeting notes and documents

Agendas will be prepared by the facilitator and the Executive Officer. Agendas will be circulated no less than two working days from the meeting date.

Meeting notes will be recorded by the executive officer which will include a summary of key discussions and clearly articulate meeting outcomes, actions and next steps.

A draft copy of meeting notes will be distributed to members within ten (10) business days following each meeting, or prior to the next meeting if held within 10 business days of the previous meeting. Draft meeting notes will be ratified at the next meeting of the Working Group and then distributed as final to members as agreed.

All draft meeting notes will be treated as confidential until ratified by the members. Once ratified minutes will be made public via the SA Water Talks website and can be distributed to member organisations and key stakeholders by Working Group members.

Plans, drawings, concepts and other documentation will be treated as a draft by all members and sharing of its content will be subject to IP protection and confidentiality. There may be occasions where the Working Group considers it appropriate to share information with key stakeholders and/or the community. The facilitator will take the recommendation of the Working Group and then determine how it can be shared in such a way that IP protection and confidentiality is not compromised.

12 Media

Should the media take an interest in the Marsha Reserve Master Planning process individual members are able to speak to the media and represent their own views, ideas and interests or that of their organisation.

Any media requests for comments on behalf of the Working Group must be discussed with the Facilitator who will raise the request with the Working Group via email or at the next meeting before deciding on a course of action or providing any statement. All members of the working group agree to this forementioned arrangement with respect to media requests on behalf of the Working Group while having regard for Council and SA Water protocols.

As a general rule, the media will not be invited to meetings of the Group. However, should the media request attendance members shall be consulted, and the request managed at the discretion of the Facilitator in consultation with the members and having regard for Council and SA Water media protocols.