

Working Groups

Wagerup Three Expansion

TERMS OF REFERENCE

Background

Alcoa is seeking approval to expand Wagerup refinery.

In compliance with Western Australian State Law, projects with a potential for significant environmental impact must be referred to the Environmental Protection Authority (EPA). The EPA recommends the level of assessment required from:

1. Environmental Protection Statement (EPS)
2. Public Environmental Review (PER) or
3. Environmental Review and Management Program (EMRP)

The Minister for the Environment determined the Wagerup Unit Three Expansion should be assessed as level three – an Environmental Review and Management Program (EMRP)

Alcoa's ERMP commits to comprehensive and structured public consultation through an ongoing dialogue with community in the lead up to and following submission of the ERMP, aimed for January 2005.

Working Groups

An *Open Forum* conducted as an early public consultative activity, resulted in the identification of four key focus areas regarding the ERMP and project generally and accordingly the following Working Groups are to be established:

- o Emissions & Health
- o Transport & noise
- o Residue & water
- o Social & economic
- o (an additional group formed at the Open Forum to look at Land Management has been invited join the Working Group process)

Function of the Working Groups

The Working Groups are charged with considering, in detail, issues and opportunities to be raised for examination in the ERMP and other Wagerup Unit Three related matters. They are expected to draw upon specific expertise during their operations with honesty, accuracy and transparency.

They will provide summaries of their deliberations to the Wagerup Community Consultative Network (CCN) at monthly CCN meetings.

Terms of Reference

Terms of Reference to guide the operations for the Working groups, to ensure the consultation is transparent, accountable and credible follow.

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<p><i>Membership</i></p>	<p>Membership aims to be balanced and representative and comprise of relevant stakeholders including:</p> <ul style="list-style-type: none"> • Community representatives with an interest in the specific working group focus, with the majority of these being residents or landholders in the local community - Waroona, Hamel, Wagerup, Yarloop, Cookernup, and Harvey (up to 7) • Government or other representative with relevant expertise (1) • Alcoa representative/s (1) <p>Each working group comprises up to 9 members with the flexibility to invite others with identified expertise to participate as required.</p>
<p><i>Responsibilities</i></p>	<p><i>The responsibilities will include:</i></p> <ol style="list-style-type: none"> 1. Consider how opportunities can be optimised and concerns managed in the ERMP proposal in relation to the specific focus area of the Working Group. 2. Review specific initiatives (investigations, assessments etc) designed to manage issues that may arise as a result of project construction or operation. 3. Conform to standard guidelines for the conduct of meetings (incl. Code of conduct; responsibilities; confidentiality; meeting times/dates). 4. Confirm a quorum of four members is required for a meeting to occur (two should be a community representative, one from Alcoa and the other from the remainder of the members). 5. Provide input by email, by phone or through an observer if unable to attend a meeting. 6. Be independently facilitated. 7. Elect a member to inform the CCN at monthly CCN meetings on the process and outputs of meeting deliberations through the standardised report template.

<i>Code of Conduct</i>	<p>The Code of Conduct for the working group includes:</p> <ul style="list-style-type: none">• Respect others' opinions and remain issues-focused on the key area.• Recognise that two people can perceive the same set of circumstances differently.• Be flexible, listen robustly and value other members' views.• Be constructive and topic focused.• Feel free to contribute within the scope of the focus area.• Be concise in presenting views.• Discuss issues within the agenda and timeframes.• Consult within the group regarding all conversations and contribute with honesty, recognising members' commitment to trust.
<i>Meeting procedures</i>	<p>The Group will determine its own <i>specific</i> meeting procedures. Generic procedures include:</p> <ul style="list-style-type: none">o That sufficiently detailed meeting notes are kept to enable an understanding of how decisions and outcomes were made.o That the Group, at the end of each meeting, will agree upon the Meeting Report – a summary of agreed meeting outcomes with reasons for the decisions. This will be the basis for communication to the CCN and the community.o That the meeting notes of the previous meeting, agenda, and all relevant documents are distributed to members at least one week before the next meeting.o The Group will use whatever means of communicating with each other between meetings that is most appropriate – email/personal contact etc.o An independent facilitator will manage the meetings process.
<i>Meeting Schedules</i>	<p>Each Working group should establish a meeting schedule to suit its key area at the first meeting and provide dates in their initial report to the CCN.</p>

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<p><i>Reporting</i></p>	<p>The working group will ensure a written record occurs of each meeting (as per the template provided)</p> <p>An elected member of the working group will provide information to scheduled CCN meetings as per the report template.</p> <p>If a working group agrees that important matters need attending between the scheduled meeting dates for the working group, out of session consultation can be called.</p> <p>If this occurs, the out of session consultation must include the independent facilitator and a quorum 4 other members and records must be kept of the out of session procedures and outcomes.</p>
<p><i>Confidentiality</i></p>	<p>Members must honour agreements made about how the Group maintains control over the release of information concerning their deliberations.</p> <p>Member's views should not be used against them or any organisation they belong to outside the meeting.</p> <p>Any documents or views expressed 'for limited consultation' must be managed in accordance with the parameters for maintaining confidentiality as defined and agreed upon by each group.</p> <p>Members can record a dissenting view without being named unless they expressly agree to be named.</p>