

# **Environmental Protection Authority Stakeholder Reference Group**

## **Terms of Reference**

***March 2012***

The Environmental Protection Authority (EPA) has overarching responsibility for the provision of advice to Government on environmental matters. The EPA values stakeholder contribution in meeting this responsibility.

There is significant benefit in regular discussion and debate with an informed and diverse group of stakeholders. The stakeholder reference group also helps build constructive working relationships between the EPA and its stakeholders.

The EPA recognises that the stakeholder reference group is only effective if there is a high level of trust between all parties, a commitment on the EPA's part to involve the group early in new initiatives, and a commitment from stakeholders to raise topics to be discussed and contribute constructively.

### **Scope**

The stakeholder reference group's work is primarily forward looking, providing high level strategic advice on the policies, strategies and processes that frame the EPA's work. The stakeholder reference group's considerations may extend to legislation, regulation and policy review and reform.

### **Roles and responsibilities**

The stakeholder reference group has an informal liaison role rather than a formal advisory or decision-making role.

Responsibilities of members:

- Discuss and debate matters referred by the EPA
- Nominate other matters for discussion
- Suggest alternative approaches
- Contribute constructively
- Consult, inform and educate others
- Respect any confidentiality requirements
- Advise when a "company/agency" position is being expressed

## Responsibilities of the EPA:

- Appoint the members
- Refer matters to the group for discussion
- Involve the reference group early in policy and strategy development
- Listen and provide feedback on suggestions and comments
- Provide executive, administrative and technical support
- Respect any confidentiality requirements

The stakeholder reference group will meet on an as needs basis, and no less than quarterly.

The meetings will be chaired by the EPA Chairman, or in his/her absence, a nominated delegate.

## **Process**

The role of the stakeholder reference group is to debate concepts and new initiatives and then provide advice to the EPA, and consequently it is not envisaged that the group will need to vote on issues.

Where a general consensus is apparent this will be recorded in the meeting notes.

## **Confidentiality**

It is important that members feel free to contribute honestly and that there is a level of trust between the members.

All electronic and written documents are for stakeholder reference group members with the expectation that members will distribute these documents responsibly and only for obtaining feedback from the groups they represent. No documents are to be made available to the media.

The contributions of members are not to be used against them, or any organisation they belong to, outside the meetings. The views or information presented during the meetings are not to be provided to the media.

## **Membership**

The core membership of the stakeholder reference group is:

Australian Petroleum Production and Exploration Association  
Association of Mining and Exploration Companies  
Chamber of Minerals and Energy  
Chamber of Commerce and Industry  
Conservation Council of WA  
World Wildlife Fund  
Environmental Consultants Association  
Environmental Defenders Office  
Urban Development Institute of Australia  
WA Local Government Association  
Department of State Development  
Department of Environment and Conservation  
Department of Mines and Petroleum  
Department of Health  
Department of Water  
Department of Planning

The membership may also include individuals invited at the request of the Chairman of the EPA who have relevant experience in environmental protection and related matters.

Sub-groups may also be formed over time to deal with specific issues as they arise.

Should a member not be able to attend a meeting, that member may send a proxy to represent them. If a member wishes to invite an observer to any meeting, they must first ask the permission of the Chairman.

## Attachment A - EPA Stakeholder Reference Group Members

<i>Organisation</i>	<i>Member</i>
<b>CORE MEMBERS</b>	
<b>RESOURCES INDUSTRY</b>	
Association of Mining and Exploration Companies	Doug Koontz, Principal Environmental Consultant
Australian Petroleum Production and Exploration Association	Stedman Ellis, Chief Operating Officer - Western Region
Chamber of Commerce and Industry	Drew Pearman, Senior Policy Adviser
Chamber of Minerals and Energy	Gavin Price, Manager Environment
Department of Mines and Petroleum	Phil Gorey, Executive Director Environment
Department of State Development	Roger Dean, Director Development and Evaluation
<b>OTHER INDUSTRY</b>	
Urban Development Institute of Australia	Steve Rolls
WA Local Government Association	Mark Batty, Executive Manager
Department of Planning	Vince McMullen, Director
Environmental Consultants Association	Barbara Brown
<b>CONSERVATION, HEALTH &amp; WATER</b>	
Conservation Council of WA	Piers Verstegen, Director
Department of Environment and Conservation	Brendan Dooley, Principal Policy Officer (representative for Keiran McNamara, Director General)
Environmental Defenders Office	Jessica Smith, Outreach Solicitor
World Wildlife Fund	Paul Gamblin, Program Leader West
Department of Health	Jim Dodds, Director Environmental Health
Department of Water	Marnie Leybourne, A/Executive Director Policy and Innovation
<b>ADDITIONAL MEMBERS AS REQUIRED</b>	
Office of the Appeals Convenor	Kelly Faulkner, Appeals Convenor
Individual	Wally Cox
WA Planning Commission	Gary Prattley, WAPC Chairman
Murdoch University	Angus Morrison-Saunders
Curtin University	Melissa Stoneham, Senior Research Fellow (representative for Mike Daube, Professor of Health Policy)