

**Mundaring Weir Water Supply Upgrade
Community Reference Group**

**DRAFT 1 - TERMS OF REFERENCE
August 2009**

1. Role

The Mundaring Weir Water Supply Upgrade Community Reference Group (CRG) will be the first point of contact for the Water Corporation's liaison with the local community and will:

- Provide advice to the Water Corporation on the Mundaring Water Supply Upgrade and its impact on the community and users of Mundaring Weir.
- Facilitate feedback to, and seek input from, the community on the Mundaring Weir Water Supply Upgrade.
- The CRG is not a decision-making forum. The Water Corporation will note all views and, wherever possible, the consensus view of the CRG.

2. Chairperson

An independent person, resourced by the Water Corporation, will chair the CRG. The recommended person will be agreed to by the CRG and endorsed by the WC.

The role of the Chairperson will be to support the CRG achieve its objectives and run efficient meetings.

Ideally the Chairperson will:

- Have demonstrated facilitation experience
- Have previous experience developing and maintaining effective community participation
- Have strong communication skills
- Be independent and unbiased

3. CRG Membership

The membership of the CRG will be made up of up to 14 members. It will include:

- Chairperson.
- A minimum of five and a maximum of 10 representatives from the Mundaring community.
- Three Water Corporation officers – Project Director; Project Manager and an Environmental Officer.

Additional WC staff may attend as requested by the CRG.

Ideally, CRG members will:

- Will live in the Mundaring Shire or have a strong connection with the Mundaring Weir Precinct.
- Be a member of community associations in the Shire of Mundaring.
- Have strong communication skills.

The Independent Chairperson and CRG representation will be called for by public nomination via an advertisement in the local community newspaper.

Membership of the CRG will run initially for a period of two years.

4. Resourcing

The WC will provide administrative support to the Chairperson and the CRG in the form of an Executive Officer.

5. Meeting procedures and agendas

The CRG will meet at a frequency as agreed to by the group. The agenda for each meeting will be set by the Chairperson, in consultation with the group. Time should be allocated at each CRG meeting to identify agenda items for the next meeting. Outside of the meeting, new agenda items need to be sent via the Executive Officer to the Chairperson for consideration.

Minutes will be circulated to participants within two weeks of the meeting. CRG meeting agendas will be sent out to members at least one week prior. Minutes will be in the form of notes/action items rather than a verbatim transcript. Only summary minutes of the CRG meetings may be posted on the Water Corporation website.

Meetings should be kept to about 2-hours. However, the duration of meetings can vary as considered appropriate by CRG members.

6. Reporting

The CRG is to provide a report every six months on its activities/achievements/issues to the public, through either a community newsletter or paid advertorial in the local community newspaper. The draft will be endorsed by the CRG prior to publication.

Information on the CRG activities will be regularly updated on the Water Corporation website, which, if each CRG member agrees, will have their names and contact numbers for the CRG members.

For general facts and figures on plant operational matters, CRG members can make direct enquiries to the Water Corporation via its representatives on the CRG. Requests for information tabled at the CRG meeting will be responded to by the Water Corporation.