

28 June 2011

**East Rockingham Wastewater Treatment Plant
Community Reference Group**

TERMS OF REFERENCE

1. Role

The East Rockingham Wastewater Treatment Plant Community Reference Group (CRG) will be the first point of contact for Water Corporation's liaison with the local community and will:

- Provide advice to Water Corporation on the East Rockingham Wastewater Treatment Plant, its potential impact on the community and potential measures to minimise these impacts.
- Facilitate feedback to, and seek input from, the community on the East Rockingham Wastewater Treatment Plant project.
- Not be a decision-making forum. Water Corporation will note all views and, wherever possible, the consensus view of the CRG.
- Provide recommendations, which will be valued and thoroughly considered by Water Corporation.

2. Chairperson

An independent and unbiased person, resourced by Water Corporation, will chair the CRG.

The role of the Chairperson will be to support the CRG to 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

3. CRG Membership

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

- A chairperson.
- A minimum of five and a maximum of 10 representatives from the Rockingham/Kwinana community.
- Two Water Corporation officers – Project Manager and an Environmental Officer.
- Executive Officer – Water Corporation.

Additional WC staff may attend as requested by the CRG.

Ideally, CRG members will:

- Live in the Rockingham/Kwinana area or have a strong connection with the Rockingham/Kwinana area.
- Be a member of community associations in the City of Rockingham or Town of Kwinana.
- Have strong communication skills.

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

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

4. Resourcing

Water Corporation 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. Once the minutes have been confirmed by the CRG, they will be posted on the Water Corporation website. Agendas will be sent out to members at least one week prior to the next meeting. 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 Executive Officer is to prepare a report every six months on CRG activities/achievements/issues to the public, through either a community newsletter or paid advertorial in the local community newspaper. The draft will be reviewed by the CRG prior to publication and voted on, if this is considered necessary, 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 general facts and figures on plant operational matters, CRG members can make direct enquiries to Water Corporation via its representatives on the CRG. Requests for information tabled at the CRG meeting will be responded to by Water Corporation.