



TERMS OF REFERENCE FOR HINZE DAM STAGE 3 PROJECT

COMMUNITY REFERENCE GROUP

Name

Hinze Dam Stage 3 Community Reference Group

Aims

The aim of the Community Reference Group is to:

- Maintain the link between the community and the Hinze Dam Stage 3 Project
- Provide the Hinze Dam Stage 3 Project with a source of community feedback
- Provide the Hinze Dam Stage 3 Project with an indicator to gauge community perception and understanding of the project
- To provide input into community issues
- To convey information from the Hinze Dam Stage 3 Project to the broader community

Objectives of the Community Reference Group

To Provide

- A transparent, representative and accessible forum to address issues of community interest related to the Hinze Dam project
- An avenue for the release of information to the public on the project
- To acknowledge the views of the Community

Scope

The scope of the Community Reference Group is restricted to the Hinze Dam Stage 3 Project works.

The Community Reference Group is to consider issues and impacts arising from the Hinze Dam Stage 3 Project related to:

- Community amenity and recreational facilities
- The natural environment
- Social values and impacts
- History

Meetings

The CRG will meet quarterly for the life of the construction works for the Hinze Dam Stage 3 Project

Community Reference Group Structure and Membership

Ex Officio
Alliance managers

Chair

The Chair of the CRG shall be appointed by the APMT.



Membership

The group will comprise nine members, representing the following interest groups:

- Environmental interest or catchment group
- Tourism
- Fish Management
- Education
- Recreation Area Management
- Community

Decision Making

By majority vote. In the event of a split decision, the Chair shall have the deciding vote

Secretariat

Administrative services and report compilation to be provided by the Alliance

Operational Guidelines

The Chair shall ensure reports of each CRG meeting are provided to the APMT and ALG.

CRG meetings must have an agenda and recorded minutes. Minutes are for reference purposes only.

Governance

The Chair shall convene CRG meetings.

Members of the CRG are required to declare any actual or perceived conflict of interest.

Review:

The role, membership and operation of the CRG will be reviewed on an annual basis to evaluate the relevance of the CRG process.

Agenda Items

All CRG agenda items must be forwarded to the secretariat by 10 working days prior to the next scheduled meeting.

The CRG agenda, with attached meeting papers will be distributed at least 5 working days prior to the next scheduled meeting.

Minutes and Meeting:

The minutes of each CRG meeting will be prepared by the Secretariat. Copies of the minutes (abbreviated minutes including items noted and resolved, and voting results), shall be provided to all CRG members no later than 14 working days following each meeting.

Minutes are to be endorsed by the CRG at the subsequent meeting

Minutes are to be provided to the Alliance.



Dispute Resolution

If matters cannot be resolved, the matter may be referred to the Alliance for further advice or action.

Roles and Responsibilities

The Community Reference Group will serve in an advisory role only. The Hinze Dam Alliance will make decisions relating to the conduct of the Hinze Dam Stage 3 Project.

CRG Chair

The Chairperson of the CRG will:

- Lead but not direct discussions of the CRG
- Ensure there is fair discussion
- Instigate debate amongst CRG members
- Encourage all members of the CRG to present their views
- Summarise discussions and points of view expressed

CRG Members

Community Reference Group members agree to:

- Be aware of the Terms of Reference and their individual roles and responsibilities
- Allow all members to present their views
- Respect other members opinions
- Attend meetings and participate in discussions
- Must not represent the CRG in the media or any other public forum
- Only express the views of the organisation they represent on the CRG
- Report their views and those of the wider community to the CRG
- Ensure all media enquiries related to the CRG are directed to the Alliance for comment.

Alliance representatives

Alliance representatives agree to:

- Accept suggestions and opinion from community and members of the CRG in relation to the HDS3 project
- Support the smooth operation of the CRG by providing administrative support
- Provide members with feedback on how their recommendations have been considered
- Report on Alliance activities and project progress, and seek feedback from the CRG members
- Respond within agreed timeframes to requests for information
- Help promote the CRG's existence, objectives and meeting outcomes to the community



Meeting Frequency:

The CRG is to meet every three (3) months from the time of the inaugural meeting

Information Confidentiality

Community Reference Group members at times may be granted access to information that is not available to the public (e.g. before the information becomes public). It is also possible that some of the information made available to the CRG may be classified confidential by the Alliance. CRG members will be required to sign a confidentiality agreement.