

# **Tweed Shire Demand Management and Water Efficiency Review Community Reference Group**

## ***Draft Terms of Reference***

### **1. Background**

The Tweed Shire Demand Management and Water Efficiency Review Community Reference Group (Community Reference Group) was established by Tweed Shire Council. It consists of members of the Tweed Shire community and aims to be a representative cross-section of the Tweed Shire community.

The Community Reference Group's aim is to assist Council in the review of the assessment of the existing strategy and implementation plan, identify additional demand management measures for analysis and in consideration of that analysis and recommend to council demand management and water efficiency initiatives along with the efficacy criteria to assess performance.

### **2. Context**

Council is undertaking a number of activities to develop and monitor Council's Demand Management and water efficiency initiatives. Council is:

1. Reviewing the present Demand Management Strategy and Implementation Plan in the context of the demand reduction achieved to determine the efficacy of the Strategy and Implementation Plan (what worked - what did not work and at what cost);
2. Reviewing the present Demand Forecasts to determine the assumptions made about future reduction in demand (what has been assumed in the continued reduction in demand and is it realistic);
3. Establishing a Community Reference Group to review the assessment of the Demand Management Strategy and Implementation Plan;
4. Seeking from the Community Reference Group additional demand management measures to be considered in updating/revising the Demand Management Strategy and Implementation Plan;

5. Analysing proposed demand management measures in terms of cost and achievability and providing the analysis to the Community Reference Group;
6. Providing the Community Reference Group's with the analysis to identify additional demand management and water efficiency measures to be recommended to Council;
7. Seeking from the Community Reference Group criteria by which the efficacy of the demand management measures can be assessed; and
8. Undertaking regular reporting on performance against the criteria.

### **3. Purpose**

The purpose of the Community Reference Group is to support Tweed Shire Council in the identification and consideration of demand management and water efficiency measures. The Community Reference Group will

1. Review the assessment of the Demand Management Strategy and Implementation Plan;
2. Identify demand management and water efficiency measures to be analysed;
3. Consider the analysis;
4. Make recommendations to Council on;
  - a. Measures to be implemented, and
  - b. Criteria on which efficacy of the measures can be assessed.

### **3. Membership**

#### **Criteria for members of the Community Reference Group**

The Community Reference Group members will:

- Chaired by a Council Officer
- Include two(2) elected representatives of Tweed Shire Council and up to eight (8) community members.
- Be individuals drawn from the widest possible cross section of the Tweed Community.
- Be available to attend meetings, typically held on a weekday evening.
- Have ready access to a network of community members and commit to communicating with that network.

- Have a demonstrable interest in demand management and water efficiency. Areas of interest include (but are not limited to) the environment, the local economy, social and community impacts, engineering, water-related issues.
- Be willing and able to actively participate in the business of the Community Reference Group.
- Commit to working within the Terms of reference for the Community Reference Group.

Apologies are to be submitted to either the Chairperson or the Secretariat prior to the meeting.

#### **Chair of the Community Reference Group**

The Community Reference Group will be chaired by a Council officer

#### **Term of Membership**

The term of membership to the Community Reference Group will be for a period up to Council's decision. The term of membership is expected to be approximately 12 months.

#### **Remuneration and costs**

Tweed Shire Council will not remunerate any members of the Community Reference Group for their participation, nor will any expenses incurred by members through participation in the Community Reference Group be payable by Tweed Shire Council.

### **4. Roles and Responsibilities**

#### **Decision Making**

The Community Reference Group is consultative in nature. It is not a decision making body. Decision making powers are retained by Tweed Shire Council.

#### **Community Reference Group members will:**

- Have their contact details made public and be contactable by members of the public by phone, fax and/or email;
- Regularly and proactively communicate with the broader community where possible, highlighting issues that affect that group;
- Report to the Community Reference Group at each meeting on any input received;

- Respect confidentiality of Council, companies, community and residents' communications and documents where required or requested;
- Honestly share their opinions and listen respectfully to the opinions of others;
- Commit to working constructively and cooperatively as a part of the working group;
- Accept the workload of members, including:
  - Attending each meeting;
  - Reviewing minutes of meetings;
  - Communicating with stakeholders and the broader community; and
  - Providing feedback on the options, assessment processes and issues used to determine recommended measures option.

**Tweed Shire Council will provide project staff who will:**

- Chair the meetings
- Honestly share their opinions and listen respectfully to the opinions of others
- Provide relevant, current and accurate information to the Community Reference Group, within agreed timeframes, and help people understand that information
- Be open and transparent with information and decision-making
- Follow-up relevant action items in an appropriate timeframe
- Provide feedback to the Community Reference Group on how input has been actioned, or how it did or did not influence decisions made
- Provide information direct to the broader community
- Provide a secretariat and logistical support for the Community Reference Group

**Communications**

Community Reference Group members are encouraged to discuss issues and disseminate information about demand management and water efficiency options with stakeholders and the wider community.

Requests to keep information confidential to the Community Reference Group will be considered by the whole Community Reference Group. Where consensus cannot be reached on whether or not to keep information confidential, the information will be deemed to be confidential.

## **5. Operations**

### **Meeting Protocols**

Meetings will be held at Tweed Shire Council offices unless otherwise advised. An extraordinary meeting may be convened to discuss any matter warranting urgent consideration. Requests are to be made to the Chairperson, who will determine whether an extraordinary meeting is warranted.

Where possible, decisions will be made by consensus. Where consensus is not possible a vote will be taken and the voting will be recorded against the item and the minority reasons identified and documented.

### **Meeting Timing**

Up to six meetings (and no less than four) are proposed to be convened – typically held on a weekday evening. The first meeting is proposed for early May 2016, and then up to five subsequent meetings at two monthly intervals from July 2016.

### **Meeting Agendas and Minutes**

Agendas will be prepared and distributed to members of the Community Reference Group at least 10 days prior to the next scheduled meeting. A final agenda will be circulated at least 5 days prior to the meeting.

A Council staff member will record outcomes and actions and circulate them to the Community Reference Group members within 5 days of the meeting and place them on the Tweed Shire Council website.