

Terms of Reference

1. Purpose

The purpose of this document is to document the Terms of Reference for the Longwood Water Supply Community Reference Group (LWSCRG). This includes detailing the scope and arrangements for the group.

2. Life

These Terms of Reference will apply for the duration of the Longwood Water Supply project planning and investigation phase and may be reviewed, extended or concluded earlier if required.

3. Role

The LWSCRG is a community and stakeholder advisory group convened by Goulburn Valley Water (GVW). Members represent perspectives that:

- Provide local knowledge, insights and community and stakeholder feedback to help inform decisions
- Helps GVW understand potential community and stakeholder concerns, impacts and opportunities
- Shares key messages and information from and to the broader community.

4. Membership

LWSCRG membership will be maintained at approximately 10 to 15 members. Community members will be selected through an expression of interest process. Representatives will be sought from residents and business owners in and around Longwood and Longwood East.

Stakeholder representatives will be invited from the following agencies and organisations:

- Strathbogie Council
- CFA
- Taungurung Land and Waters Council

5. Commitment

LWSCRG members commit to attending scheduled meetings and reviewing information provided by GVW. Members may also be invited to provide feedback between meetings on specific project matters.

6. Agreed behaviours

LWSCRG members agree to:

- Listen and think before responding
- Be respectful of all opinions
- Disagree without being disagreeable
- Use their best endeavors to ensure everyone has an opportunity to contribute
- Ask probing rather than leading questions
- Exhibit independence of mind
- Act with purpose and focus
- Foster an environment where everyone feels safe to contribute
- Respect confidentiality where requested

7. Scope

The LWSCRG has input to decision-making but does not have responsibility for making project decisions.

8. Out of scope

Broader policy discussions and/or associated decisions made outside of the control of GVW or not relevant to the LWSCRG are out of scope. This includes:

- Other water assets
- Individual customer service matters or complaints.
- Broader water policy matters determined by government or regulators.
- Matters outside GVW's authority or control.

9. Terms

Membership terms are limited to the life of the project. Members contribute their time voluntarily and are not remunerated for participation or their time is paid for through their employer.

10. Meetings

The first meeting of the LWSCRG is face-to-face, followed by quarterly online or in person meetings. Extraordinary meetings may be called if necessary to provide critical updates or seek feedback.

Online meetings may be held on weekdays or evenings but will be limited to two hours.

11. Reading

Concise pre-reading material will be provided by GVW for meetings, with enough time made available for members to read.

GVW coordinates setting up and delivering meetings, including required materials, and for collating and distributing post-meeting materials.

Other media such as video recordings may also be provided for pre and/or post meetings.

12. Privacy

From time to time, members' names, comments or images may be used on the GVW website or in project communications to promote the activities of the group. This will only occur with the prior consent of individuals.

Members' personal contact details will not be shared publicly at any time.