



Fraser Coast Regional Council & Wide Bay Water

ENGAGEMENT PANEL TERMS OF REFERENCE

Water Security Study

Background

Cardno is undertaking a study for Fraser Coast Regional Council and Wide Bay Water to improve water security for residents and businesses of the Fraser Coast region.

The Fraser Coast region's water services are provided by Wide Bay Water. Wide Bay Water provides safe, reliable, efficient water services to residents and businesses on the Fraser Coast including Hervey Bay, Maryborough, Tiaro, Torbanlea, Howard, River Heads and Burrum Heads.

The region's water network includes Lake Lenthall, Cassava Dams, two weirs on the Burrum River and Teddington Weir on Tinana Creek and Mary River at Tiaro.

The availability of alternative water sources across the Fraser Coast is limited. Water is a valuable resource. Fraser Coast water supplies rely

Purpose

This Engagement Panel will provide impartial and thoughtful advice to Fraser Coast Regional Council. Panelists are expected to bring with them an intrinsic worth in the good sense and wisdom born of their own knowledge and personal experience. They have the opportunity to add to that knowledge and to exchange ideas with their fellow citizens. Each panel member has a valuable contribution to make.

Panel members will receive information about the current status and trends of water demand and supply and an overview of water security in the region and the purpose of the project.

The Engagement Panel does not have decision making powers. However, Fraser Coast Regional Council has committed to give very serious consideration to the recommendations of the Engagement Panel.

Fraser Coast Regional Council will respond publicly to the recommendations of the Engagement Panel.

Role

Fraser Coast Regional Council is asking the Engagement Panel to answer questions about:

- ◆ The impact water restrictions have on you, your business or your group
- ◆ Ideal frequency and duration of water restrictions and why
- ◆ Your willingness to pay for water and why
- ◆ Water saving actions and water usage behaviours

Panel members will receive information and offer their views to inform how Wide Bay Water will plan for water security in the future. The panel will also have opportunities to ask questions during the process.

Composition

The panel will consist of between 35 and 45 residents, business owners and industry representatives. Panel selection will be blind to form a microcosm of the Fraser Coast region. Final selections will be based on ensuring suitable representation such as gender balance, income levels and to include a range of age cohorts.

Panelists will be recruited from each of these water scheme areas:

- ◆ Hervey Bay (includes anyone supplied with potable water from FCRC between Torbanlea and Burrum Heads to Urangan and River Heads)
- ◆ Maryborough (including Granville, Tinana and Maryborough West)
- ◆ Tiaro

Selection Process

Articulous Pty Ltd will select participants anonymously based on answers to the expressions of interest to ensure broad community representation.

Meetings

There are three panel meetings:

- ◆ Tuesday 19th January 2021, 6-8pm, Hervey Bay (venue TBC)
- ◆ Tuesday 2nd February 2021, 6-8pm, online
- ◆ Tuesday 16th March 2021, 6-8pm, online

Panelists are expected to attend all three meetings.

Protocols

To ensure effectiveness, the following meeting protocols will apply in relation to all meetings:

- ◆ Panel members will respect the role of the facilitator in the conduct of meetings.
- ◆ Panel members should consider the facts and perspectives that are presented.
- ◆ Panel members should try to learn as much as possible about water security
- ◆ Panel members should suspend their assumptions, entering the process with an open mind.
- ◆ All members will respect the right of every member of the panel to speak and put forward their views.
- ◆ Disagreement and differences of opinion should be acknowledged, explored, understood and appreciated.
- ◆ Members will comply with the facilitator's decisions in relation to allocation of time to agenda items.
- ◆ Panelists will respect the privacy of other panelists.
- ◆ A summary will be produced for each meeting
- ◆ Panelists will participate in a final evaluation survey.
- ◆ All panel discussions and responses are confidential.

Articulous will produce a report to summarise the outcomes of the panel meetings and discussions. This report will not identify any panel member. Where there is a difference





of views amongst the panel this report will reflect those differences.

Timing and Appointment

Members of the engagement panel are appointed for three meetings: 19 January 2021, 2 February 2021 and 16 March 2021. Each meeting will be held online from 6-8pm.

Ending an Appointment

A panelist appointment may be ended on the basis of one of the following:

- ◆ Resignation
- ◆ Non-attendance at meetings (members will be considered to have vacated their position on the panel when they have been absent for any meeting without an apology and if they are unable to attend more than one meeting due to the complexity of the project)
- ◆ Failure of a team member to respect confidentiality requirements
- ◆ Repeated failure by a panel member to adhere to the protocols.

Confidentiality

From time to time panel members may be asked to review and comment on documentation and/or technical data that have not been formally considered by the Council. Members will be notified in advance of any confidential items requiring discretion.

Remuneration (honorary payment)

Panelists will receive a stipend (honorary payment) in recognition of their commitment to the process and to compensate for any expenses incurred in taking part in the panel (and process).

This payment (\$180) will be made via electronic transfer after the final session. Attendance at all sessions is compulsory to receive full payment. Payments will be managed by Fraser Coast Regional Council.

Contact with the Media

Media enquiries relating to the work of the Engagement Panel are to be managed according to Council's corporate media policy guidelines.