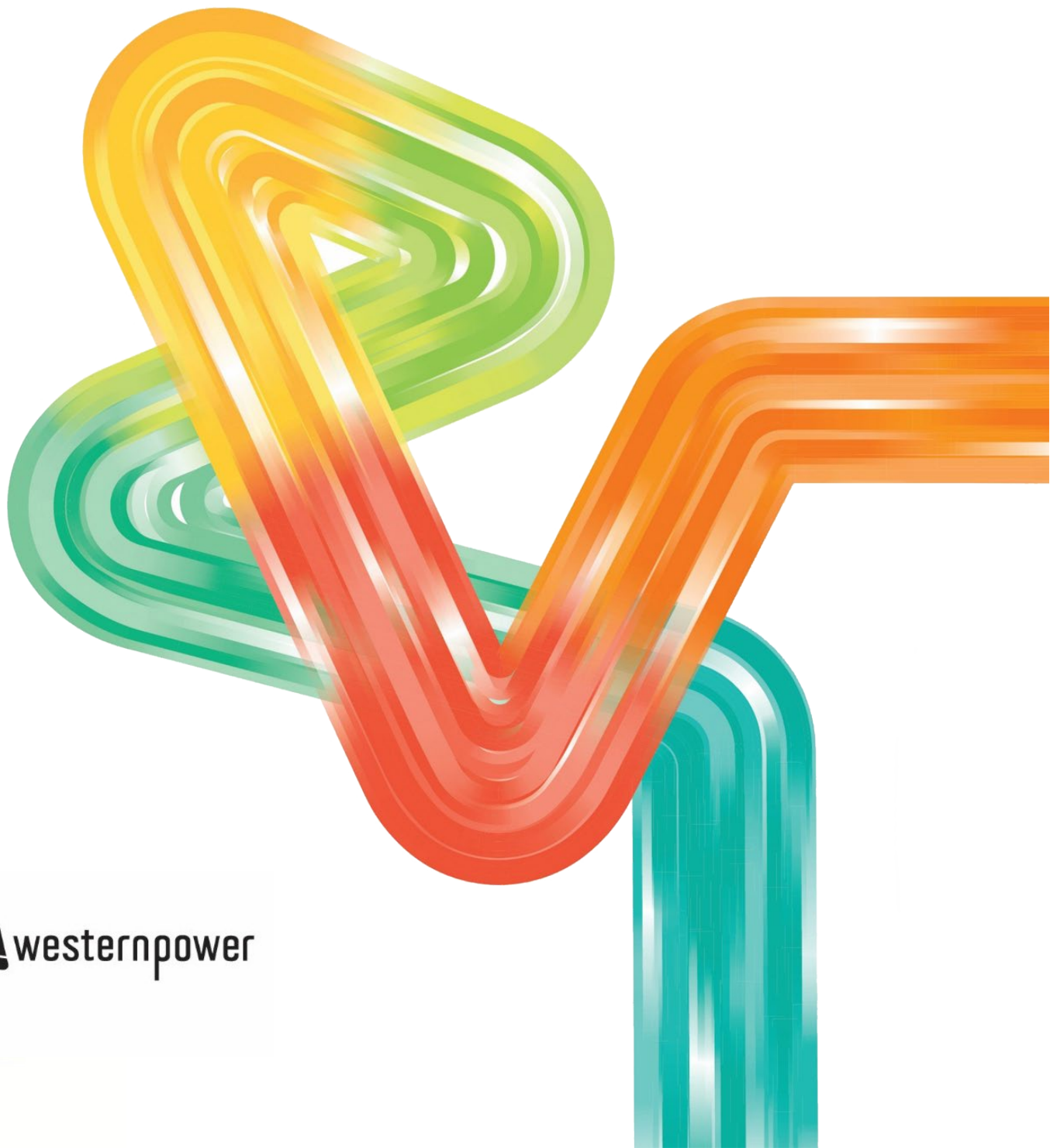


Terms of Reference

Regional Connect

Community Partnered Working Group

1 June 2024



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1. Background and purpose

1.1 Regional Connect Program

The Regional Connect Program is a Western Power pilot project which seeks to understand how local communities experience the service that Western Power provides, particularly the reliability of that service, and what improvements they would like to see.

1.2 Community Partnered Working Group (CPWG)

Western Power's community partnered working group (CPWG) is a representative group of volunteer community members. The CPWG provides a conduit between Western Power and the wider community with a focus to explore power supply solutions to improve reliability and are meaningful to the Lancelin community.

The insights and feedback provided by the CPWG will assist Western Power in determining future power solutions in the Lancelin area.

1.3 Role of the Community Partnered Working Group

The CPWG is an advisory group, not a decision-making body. Project decisions are the responsibility of Western Power. The CPWG will represent the community and acts as a sounding board throughout the delivery of the program including;

- Providing feedback on topics raised.
- Raising concerns relating to the project delivery.
- Identifying opportunities and issues for proposed solutions for network reliability.
- Input on design considerations for proposed solutions for network reliability.
- Sharing and gathering information with/from other community members; and
- Reviewing processes and outcomes to ensure they are understood and have meaning for a wider community audience.

2. Membership

Participation in the CPWG is voluntary and open to landowners and residents who from Lancelin, Nilgen, Karakin and Ledge Point.

Western Power may invite other organisations and specialists to provide technical input/advice as required and/or to observe deliberations. Consultants of relevant government agencies may also attend meetings to provide clarification on topics or hear specific feedback from the CPWG.

The group membership will be a minimum of eight and maximum of 12 members, unless there is a compelling reason for the need for additional members that will be considered by the Western Power.

2.1 Selection criteria

Members will be sought through a public expression of interest. Selection will be based on ensuring a balance of the selection criteria is achieved.

The nomination must be in the participant's name, nominations cannot be submitted on behalf of someone else. Membership cannot be transferred.

2.1.1 Mandatory criteria

All members must meet all the following mandatory criteria:

- Lives, works or have considerable and demonstrable interests in Lancelin, Nilgen, Karakin and Ledge Point.
- Ability to commit to and attend meetings for the term of the CPWG.
- Have access to email and internet for contact and correspondence.
- Have the capacity to understand and share project information and issues.
- Can demonstrate a relationship to local group/organisation/interest and an ability to engage with the local group/organisation/interest.
- Be connected to their community and neighbours and can demonstrate a channel of communication to share and receive information ie email, newsletter.
- Must be over the age of 16.
- Must agree to the Terms of Reference.

2.1.2 Qualitative assessment

If there are more than 12 applicants who meet the mandatory criteria, the following criteria will be used to shortlist the CPWG members:

- Applicants represent one of more of the following local group/organisation/interest (precedence will be given to applicants who represent multiple interest groups):
 - Culturally and linguistically diverse groups
 - Residents who have lived in the area for 10+ years
 - Recreational groups that utilise public facilities in Lancelin
 - Local business owners
 - Level of involvement within their community groups

2.2 Conflict of interest

All members must declare any conflicts of interest at the earliest awareness. A conflict of interest is deemed to involve any decision that would have an actual or perceived benefit to the individual or organisation they work for.

If an actual or potential conflict of interest arises in relation to a particular topic, CPWG members must inform Western Power and the rest of the CPWG immediately.

3. Protocols for participation

3.1 Code of conduct

All members agree to the following standards of behaviour:

- **Be effective:** Be concise in presenting views. Help each other stick to the agenda and timeframes. Avoid bringing up the same topic if the matter has already been discussed.
- **Be honest & open:** You don't need to be an expert to have a view. It's okay to get something wrong or to correct someone in a respectful way.
- **Support the group:** Enable all CPWG members to be equally heard ensuring everyone has a chance to talk. Refrain from speaking over other members and respectfully listen to all other members' points of view. Resolve issues and differences before leaving meetings or advise the facilitator of issues and concerns.
- **Confidentiality:** Maintain confidentiality as required. CPWG members are free to discuss the outcomes of the optioneering workshops and meetings with other people, however the specific views and opinions of other CPWG members are considered 'in-confidence' and not to be shared outside the group. Project plans and project information that is shared with the CPWG and not yet in the public domain is to be considered confidential and not for circulation outside the CPWG.
- **Respect:** At all times physical or verbal threats or abusive language will not be tolerated and can result in immediate removal from the meeting and CPWG. CPWG members must refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment.
- **Have constructive discussions:** Listen and don't talk over others. Raise issues and offer solutions in equal measure. Be willing to challenge and be challenged about views/issues without making personal attacks.

3.2 CPWG meeting facilitation and frequency

The CPWG workshops will be facilitated by Western Power (the convener) and a third-party facilitator and will be an opportunity for the community to be directly involved in exploring potential power supply solutions.

The conveners of the group agree to:

- Facilitate CPWG meetings in a fair and unbiased manner.
- Ensure all members have an opportunity to make comments, ask questions and raise issues.
- Manage workshops and meetings so that all agenda items are discussed within a reasonable timeframe and that meetings start and finish at the agreed time.

- The facilitator may extend the finish time of a meeting or schedule another meeting if it is evident that further discussion on a specific item is warranted.

3.3 Responsibility of members

It is expected that group members will:

- Attend and participate in all optioneering workshops and meetings (members who fail to attend at least one optioneering workshop and meeting over a 12-month period may have their membership revoked). If absence from a workshop or meeting cannot be avoided, Western Power must be notified as soon as possible.
- Represent the interests and views of the community.
- Present their own views where appropriate.
- Receive information from the project team and share with the wider community.
- Share feedback raised by their local community and/or organisation.
- Restrict debate to relevant issues and items.
- Should members receive confidential or commercially sensitive information it will be clearly marked as such and must not be disclosed or disseminated.

3.4 Differing views and consensus

The aim of the CPWG is to represent a diversity of viewpoints. It is not a requirement, or anticipated, that consensus will be reached among members on the topics discussed.

Where group members hold a range of perspectives on a particular topic, the differing viewpoints will be noted and taken into consideration.

3.5 Media protocol

CPWG members agree that they may only to speak to the media on their own behalf as an individual, not as a representative of the CPWG.

A member of the CPWG may be selected to speak to the media on behalf of the CPWG if required and supported by the group. If the nominated person is approached by the media for an interview or comment, the CPWG member agrees to notify Western Power prior to providing a response.

No member may discuss views expressed by another member without their knowledge and written consent.

3.6 Privacy

All CPWG members will be required to provide Western Power with contact details to allow for distribution of meeting notes and communication between meetings.

Western Power will not provide contact details to any other party without the consent of the CPWG member/s in question.

CPWG members may wish to circulate their contact details amongst the group to facilitate interaction between meetings. This would occur by agreement of the group.

CPWG members are free to discuss the outcomes of the meetings with other people, however the specific views and opinions of other CPWG members are confidential and not to be shared outside the group.

3.7 Term of the group

The CPWG will be active from approximately July 2024, through the delivery phase of the project, until project completion expected by 2027

The role of a CPWG member requires an estimated commitment of approximately 20 hours per annum. It is anticipated there will be up to two optioneering workshop sessions within the first six months, typically two hours long. In addition, a minimum of two meetings will be held per year, unless otherwise agreed by the group.

4. Workshop and meeting procedures

Workshops and meetings shall be facilitated in such a way that promotes effective discussion and decision making and in accordance with generally accepted meeting practice.

4.1 Details

- **Coordination:** Coordination will be provided by Western Power.
- **Agenda:** Western Power, in consultation with CPWG members, will formulate meeting Agendas and workshop formats.
- **Correspondence:** All correspondence will be emailed to members.
- **Visitors/guests:** The CPWG meetings are closed meetings. As such, no visitors are allowed unless invited to provide specific information.
- **Meeting location:** Meetings will be held outside business hours at an agreed venue within the area of the group.

4.2 Evaluation

CPWG members will be asked to provide feedback on each workshop, meeting and the overall process to obtain ongoing feedback to ensure continuous learning and improvement.

5. Governance

- **Delegation of powers:** The CPWG acts in advisory in nature and is not a decision-making body.
- **Attendance:** Members are expected to be present at all meetings. If they cannot attend, they must advise a Western Power project representative as instructed via meeting invite.
- **Privacy:** Names and contact details of CPWG members will not be shared publicly without approval from each individual member. Members are free to share their own contact details but not those of other members of the group.
- **Conflict resolution:** Any disagreement within this group and/or between this group and the project team will be resolved through direct discussion. All perspectives of items/recommendations unable to be resolved by the group will be presented to the project team.
- **Terms of Reference:** These Terms of Reference can be amended in consultation with the CPWG and/or Western Power. Any changes to the terms of reference need to be made public within one week of the changes being approved.
- **Liability:** As an advisory group, liability is limited to negligent, criminal or fraudulent behaviour of individuals.
- **Remuneration:** No sitting fees will be paid to CRWG members.

