

1. Purpose

The Burdekin Falls Dam Community Reference Group (CRG) is a forum for consultation and information exchange between Sunwater and community representatives about the Burdekin Falls Dam Improvement Project and proposed Burdekin Falls Dam Raising. The group will assist Sunwater to capture a diverse range of views to be incorporated into the detailed business case, the environmental impact statement process, and communication with the broader community about the projects.

These Terms of Reference define the parameters of the CRG and provide a framework for the establishment and effective operation of the Group.

2. Sunwater's commitment

Sunwater acknowledges there may be multiple perspectives on the projects and will:

- listen to members insights and feedback
- be open, transparent and complete with information that can be shared and the rationale for decisions
- explore suggestions offered by the Group and report back to the Group.

To deliver on this commitment, Sunwater will also engage an independent Facilitator to ensure that all voices are heard.

3. Membership

The CRG will be made up of residents, local business operators and organisations representing stakeholders who have an interest in, and can provide diverse views on, the Burdekin Falls Dam and any proposals for associated changes to the scheme.

CRG members should be:

- a recognised representative of their interest group
- willing to work cooperatively and constructively on matters relating to Burdekin Falls Dam
- willing to contribute time to liaising with members of the community outside of the CRG and to fairly represent community views and interests within the CRG.

Sunwater will ensure a senior representative attends each meeting with executives and subject matter experts as required. The Department of Regional Development, Manufacturing and Water and other Government departments may be invited to send representatives or external parties to select meetings.

Regardless of organisational affiliation, all members commit to:

- openly contribute their own views and those of their member base/interest group
- listen respectfully to differing views
- maintain confidentiality
- where appropriate, share information accurately with their member base.

4. Authority

The CRG is advisory in nature, not a decision-making forum. There will be no voting and it is not a requirement that consensus be reached among members on the issues discussed.

It is essential that Sunwater hear the views and concerns of members so that the different needs and perspectives represented can be considered. Sunwater will consider advice and feedback provided by the members in its decision-making.



5. Role

The Burdekin Falls Dam CRG provides a forum for Sunwater to facilitate information sharing and discussion of matters relating to Burdekin Falls Dam. The role of the CRG is to:

- assist Sunwater to ensure that there is engagement with the broader community and relevant stakeholders in the planning and decision making for the projects
- ensure that stakeholders are accurately informed about the Burdekin Falls Dam projects and associated impacts and benefits
- ensure local community knowledge, skills and concerns can be considered in a constructive way; and
- provide a process for the early identification of ideas, opportunities and potential project risks or constraints to inform ongoing refinements to the project scope and for Sunwater to demonstrate how feedback has been considered.

The CRG relies on information supplied by Sunwater and from member representatives to perform its role.

6. Term of Appointment

It is anticipated that the CRG will operate for at least 12 months, meeting every two months and members will be asked to commit for this period. The CRG may be extended pending outcomes of the detailed business case and for the duration of the environmental impact statement process, and/or used intermittently as required.

7. Members

Membership	Stakeholder group / title / organisation
Facilitator	Renée Madsen, Create and Evaluate
Core members <i>(Note it is anticipated that some members may represent more than one interest group)</i>	A community member or resident/s near the dam
	Burdekin Shire Council and Charters Towers Regional Council representatives
	Traditional owners or representatives from relevant Aboriginal & Torres Strait Islander Corporations
	A Local Disaster Management Group representative
	A customer representative
	An environmental and/or natural resource management group representative
	A local business or industry association representative
	Sunwater, including relevant consultant advisors
Advisors	Department of Regional Development, Manufacturing and Water (by invitation)
	Office of the Coordinator General (by invitation)
	Other Queensland Government representatives (by invitation)
Secretary	Sunwater Stakeholder Relations

8. Remuneration

CRG membership is voluntary. No financial remuneration will be paid to members. Sunwater will meet any costs associated with the meeting venue and the Facilitator. Reimbursement for travel expenses to attend meetings (e.g. fuel) will be discussed and agreed between Sunwater and the members.

Sunwater employees are not eligible to be appointed as community representatives.

9. Member roles and responsibilities

Role	Responsibilities
Facilitator	<ul style="list-style-type: none"> • Work with the Secretary to prepare notices of meetings and agendas to members • Help Sunwater facilitate the CRG in a manner that abides by the Terms of Reference and ensures that all members of the group can contribute fully, encouraging members to have their say • Manage any declared conflicts of interest • Conduct business as set out in the agenda, keeping discussion focused while allowing reasonably free discussion • Ensure meeting minutes are drafted, accurately capture the discussions, and are issued prior to the next meeting
Sunwater	<ul style="list-style-type: none"> • Work with the CRG in a constructive and open manner • Ensure that a senior representative attends each meeting • Communicate feedback and issues raised by the CRG to the Sunwater Executive Team • Maintain a register of issues/questions raised and responses provided. Advise the CRG on how their issues have been considered. Sunwater will listen to and explore suggestions offered by the CRG but is not obligated to adopting/implement outcomes • Provide relevant information on the status and potential impacts of the Burdekin Falls Dam projects • Ensure information provided is as accurately and timely as possible • In the event a response cannot be given at a meeting, take the question on notice and a reply given via the meeting notes and/or personal communication with the person who raised the issue/question • Abide by, and commit to, the Terms of Reference
Members	<ul style="list-style-type: none"> • Communicate the interests, concerns, and views of their stakeholder group • Attend meetings and actively participate in discussions • Recognise and declare any conflicts of interest • Help to inform the community and stakeholder groups in relation to material discussed at the meeting • Suggest agenda items and review agendas and any associated papers as required ahead of attending meetings • Allow CRG members to present their views • Respecting other members especially when different views are expressed • Maintain confidentiality requirements (matters which cannot be discussed publicly will be clearly identified) • Have their contact details circulated among the CRG • Abide by, and commit to, the Terms of Reference
Invitees as required	<p>Additional invitees may be requested to attend by Sunwater as required:</p> <ul style="list-style-type: none"> • Subject matter experts to present to the CRG and/or contribute to discussions • Responsible managers of key agenda items or issues that the CRG discuss
Secretary	<ul style="list-style-type: none"> • In consultation with the Facilitator, send notices of meetings, agendas and minutes to members • Organise meetings including undertaking all administrative tasks to ensure its smooth operation. This will include venue organisation, circulating documents, managing RSVPs, and follow-up of agreed actions



10. Frequency and location of meetings

It is intended that once stood up the Group will meet every second month or quarterly. The duration of each meeting will be approximately two hours. Meeting duration may be longer depending on the topics of interest nominated by members or emerging issues that require discussion in the Group. Online meetings/participation will be possible depending on COVID-19 circumstances or those of participants. Sunwater, in consultation with members, will determine the ongoing schedule – as well as the location, timing and frequency of meetings.

11. Meeting procedures

The timing and location of CRG meetings will be as advised by the Secretary.

If a member is unable to attend a meeting, they should advise the Sunwater Secretary or the Facilitator a minimum of 24 hours prior to the meeting, where possible. Consistency in attendance is preferred however a member may send a proxy however this must be agreed by Sunwater before the meeting.

If a member is unable to attend three or more meetings, the Facilitator may ask them to reconsider their position on the CRG. If a representative of a particular group can no longer attend, another similarly skilled representative of that community may be requested to join the CRG as soon as practicable to ensure their views continue to be considered.

Any member may propose a matter for inclusion on the agenda, either before or during a meeting, providing the matter is within the purpose of the CRG. The Facilitator should ensure that issues of concern raised by members are properly considered. Late items may be deferred to a following meeting.

The Secretary will prepare the agenda which will be reviewed by the Facilitator. Once finalised, the Secretary will circulate the agenda and relevant meeting papers at least three (3) days prior to each meeting.

The Secretary will keep minutes of the CRG meeting including actions arising which will be reviewed by the Facilitator. Draft meeting minutes will be issued by the Secretary to CRG members after each meeting. The CRG will, if necessary, amend, and endorse the circulated draft meeting minutes at the next meeting. The final meeting minutes will then be circulated.

12. Quorum

A meeting quorum will be six (6) members of the CRG. Members may participate in a meeting from separate locations by means of conference telephone which allows those participating to hear each other and shall be counted in the quorum accordingly.

13. Conflicts of Interest

If a member believes they may have a conflict of interest in relation to an issue or item of discussion, they should raise it with the Facilitator to ensure the conflict is managed. The CRG is not a decision-making forum.

14. Confidentiality

To ensure the effective operation of the CRG, trust must be established and maintained. Confidentiality regarding individual input and respect for the process is integral to this. Members will not be identified by name in meeting minutes (without their approval).

Where members require information to use in discussion with other community members, they should refer only to the meeting minutes and any official attachments or referenced information which is in the public domain. All other documentation or exhibits distributed within CRG meetings will be confidential.

Should members wish to distribute their own information to the wider community, they must clearly indicate on distributed materials that the information is not an official CRG document. These documents must not display relevant logos.

15. Dispute resolution

The Facilitator is responsible for reminding all members of their obligations and commitments under the Terms of Reference and highlighting any discrepancies. If there are repeated issues, Sunwater reserves the right to review an individual’s membership of the CRG.

16. Media and communication

The following protocols will apply to media contact to or by the CRG:

- Any publicly available material that includes the names/organisations of CRG members will be sent to all members for approval.
- While general discussions and key themes from meetings may be made public, details of individuals and their individual opinions must remain confidential.
- While members are entitled to speak to other members of the community about CRG matters (unless specifically asked to maintain confidentiality), CRG members must not speak on behalf of the whole CRG, including to the media and/or at public forums and presentations.
- If CRG members are approached by the media regarding details of the meeting, they must direct the enquiry to the Sunwater media spokesperson via phone (07) 3120 0047 or email media@sunwater.com.au. Where appropriate Sunwater may engage the CRG members or the Facilitator in drafting the response to the media enquiry before responding.

17. Approval and review details

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