

1. Purpose

The role of the Paradise Dam Industry Forum (PDIF or Group) is to facilitate the exchange of information and ideas between local industry groups and Sunwater while the Paradise Dam Essential Works is implemented and the Paradise Dam Detailed Business Case is undertaken by Building Queensland.

The Paradise Dam Community Reference Group is Sunwater’s forum for engagement with the broader community, of which industry is a part, in relation to dam and community safety as well as water security for the region. The Irrigator Advisory Committee is the forum for direct engagement between Sunwater and the Bundaberg Water Supply Scheme customers. The PDIF complements these groups and provides a forum for focused engagement with industry on water security in the Burnett Catchment.

These Terms of Reference (ToR) define the parameters of the PDIF and provide a framework for the establishment and effective operation of the Group.

2. Sunwater’s commitment

Sunwater is committed to the work being undertaken at Paradise Dam in order to deliver on its Purpose – *Delivering Water for Prosperity* – for the Bundaberg region. Sunwater acknowledges there are multiple perspectives on the works and will:

- be open and transparent with information and the rationale for decisions
- consider all advice and feedback provided by the PDIF
- explore all ideas and suggestions offered by the Group and report back to the Group.

To deliver of this commitment, Sunwater will engage an Independent Chairman of the PDIF to ensure that all voices are heard.

3. Membership of the PDIF

Membership of the group is by invitation with the aim of ensuring key industry voices are represented. At a minimum, the following organisations will be invited to nominate five representatives:

- Canegrowers Isis
- Bundaberg Regional Irrigators Group
- Bundaberg Fruit & Vegetable Growers
- Australian Macadamia Society
- Any other industry groups identified throughout the operation of the Group.

Sunwater will ensure an executive attends each meeting, plus subject matter experts as required/requested. DNRME will be invited to send representatives to meetings.

Regardless of organisational affiliation, all members commit to:

- a willingness to work constructively on matters relating to the Paradise Dam
- respectfully contribute their own views and those of their member base
- listen respectfully to differing views
- respecting confidentiality
- where appropriate, share information accurately with their member base.

4. Authority

The PDIF 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. The views of PDIF members will be an important consideration in decision-making processes, as per Sunwater’s commitment.

5. Member roles and responsibilities

Role	Responsibilities
Independent Chairman	<ul style="list-style-type: none"> Chair the PDIF in a manner that abides by the ToR and ensures that all members of the group can contribute fully Works with Sunwater to develop meeting agendas Conduct business as set out in the agenda, keeping discussion focused on the item as set by the agenda Ensure meeting records are properly drafted, reflect the diverse views of member base, and are issued prior to the next meeting, and endorsed Lead industry engagement forums Ensure the diverse range of views are communicated to Sunwater.
Industry groups	<ul style="list-style-type: none"> Nominate up to five representatives to attend meetings Present the interests, concerns and views of members Review any documents provided through the Chairman ahead of attending meetings Commit to, and abide by, the ToR.
Sunwater	<ul style="list-style-type: none"> Ensure that an Executive Officer attends each working group Provide secretariat support that ensures meeting hygiene (e.g. invitations, action lists, records of meeting) Review any documents provided by industry groups ahead of meetings Provide relevant information on need, status and potential impacts on the Paradise Dam works Be transparent about non-negotiables and open to questions In the event a response cannot be given at the meeting, take the question on notice and a reply given via the meeting notes Commit to, and abide by, the ToR.
DNRME (or another department)	<ul style="list-style-type: none"> Ensure that senior officers are available for meetings Be transparent about non-negotiables and open to questions In the event a response cannot be given at the meeting, take the question on notice and a reply given via the meeting notes Commit to, and abide by, the ToR.

6. Remuneration

PDIF membership is voluntary. No financial remuneration will be paid to members. Sunwater will meet any costs associated with the meeting venue and the Independent Chairman.

7. Frequency and location of meetings

It is intended that once stood up, the Group will, for the first three months of its operation, meet on a fortnightly basis (with at least every second meeting to be held face-to-face) and then transition its meeting schedule to bi-monthly (i.e. every second month). The duration of each meeting will be approximately two hours.

Sunwater, in consultation with members, will determine the ongoing schedule – as well as the location, timing and frequency of meetings

The Chairman has discretion to determine the meeting frequency and location.

8. Meeting procedures

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

If a member is unable to attend a meeting, they should advise the Chairman a minimum of 24 hours prior to the meeting.

If a member is unable to attend three or more meetings, the Chairman may ask their nominating body to reconsider membership.



The Secretary will prepare the agenda which will be settled by the Chairman. Once finalised, the Secretary will circulate the agenda and meeting papers, three (3) days prior to each meeting.

The Secretary keeps a record of the decisions and actions and will provide these to members.

9. 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 Chairman to ensure the conflict is managed.

10. Confidentiality

To ensure the effective operation of the Group, 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 records.

Where members require information to use in discussion with their member base, they should refer only to the meeting record and any official attachments. All other documentation or exhibits distributed within Group meetings will be confidential.

Should members wish to distribute their own information to members, they must clearly indicate on distributed materials that the information is not an official PDIF document.

11. Media and communication

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

- Details of individuals and their individual opinions must remain confidential.
- While members are entitled to speak to their member base about PDIF matters (unless specifically asked to maintain confidentiality), members must not speak on behalf of the PDIF to the media.
- If members are approached by the media to comment on behalf of the Group, they must direct the enquiry to the Chairman.

12. Approval and review details

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