

1. Purpose

The role of the Paradise Dam Community Reference Group (PDCRG) is to support Sunwater in its role of implementing the Paradise Dam Essential Works and Dam Improvement Program and the associated communication to, and consultation with, the broader communities and stakeholders with an interest in Paradise Dam. Providing insight into a diverse range of perspectives on community safety and water security is the primary focus of the PDCRG.

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

2. Sunwater's Commitment

Sunwater is committed to the work being undertaken in order to deliver on its Purpose - *Delivering Water for Prosperity* – for the Bundaberg region. The Paradise Dam Essential Works and Dam Improvement Project are essential elements to enabling Sunwater to deliver on its purpose for the region. Sunwater is committed to providing information to the PDCRG and listening to members insights and observations with the objective of tailoring the project implementation to best meet the needs of the impacted stakeholders.

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

3. Membership of the PDCRG

The PDCRG will be made up of local residents, business people and peak organisations representing communities who have an interest in and can provide diverse views in relation to the, Paradise Dam Essential Works and the Dam Improvement Program, and the associated changes to Paradise Dam operations.

The criteria for membership are:

- A willingness to work cooperatively, collaboratively and constructively on matters relating to Paradise Dam
- An ability to contribute time to liaising with members of the community outside of the PDCRG and to fairly represent community views and interests within the PDCRG.

4. Authority

The PDCRG 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 all the concerns and views of members so that the different needs and perspectives represented can be properly considered in the decision-making process.

Sunwater will consider all advice and feedback provided by the PDCRG in its decision-making.

5. Role

The PDCRG provides a forum for Sunwater to facilitate information sharing and discussion of matters relating to Paradise Dam

The role of the PDCRG is to:

- Establish an effective and efficient communication process between stakeholders and with the community
- Develop stakeholder and community trust and confidence in the Paradise Dam Essential Works, Dam Improvement Program, and Dam operations.
- Assist Sunwater to ensure that there is engagement with the broader community and relevant stakeholders for preparedness for the forthcoming wet season
- Consider the 2019 Paradise Dam Preparedness IGEM Review and provide feedback on the findings in relation to Sunwater's responsibilities
- Develop and strengthen long term relationships between stakeholders

- Ensure that community stakeholders are accurately informed about Paradise Dam and associated safety and water security matters
- Allow stakeholders to identify opportunities for better coordination and collaboration in relation to community safety and water security
- Ensure the local community’s knowledge and skills can be considered in a constructive way, and
- Provide a process to raise concerns, and provide an opportunity for Sunwater to demonstrate how those concerns have been taken into consideration

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

6. Term of Appointment

It is anticipated that the PDCRG will function for a period of up to 12 months and members are asked to commit for this period.

The PDCRG may be extended into the permanent works period for which construction is anticipated for completion by December 2025, and/or used intermittently as required during that project.

7. Members

PDCRG has the following members:

Membership	Title
Core Members	
Independent Chairman	Major General Richard Wilson
Members	Two general members of the community
	Three downstream residents
	Bundaberg, North, and South Burnett Regional Councils
	Local Disaster Management Group
	Traditional Owner
	Four customer representatives
	Chamber of Commerce
Advisors	Environmental group representative
	Sunwater
	Bureau of Meteorology (by invitation)
	Department of Natural Resources Mines and Energy (by invitation)
PDCRG Secretary	WBBROC (by invitation)
	Sunwater Stakeholder Relations

8. Remuneration

PDCRG 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.

9. Member Roles and Responsibilities

Role	Responsibilities
Chairman	<ul style="list-style-type: none"> ▪ In consultation with Secretariat, prepare notices of meetings and agendas to members ▪ Chair the PDCRG in a manner that abides by the Terms of Reference and ensures that all members of the group can contribute fully, encouraging PDCRG members to have their say ▪ Manage any declared conflicts of interest

Role	Responsibilities
	<ul style="list-style-type: none"> ▪ 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, issued prior to the next meeting, and endorsed ▪ Lead community engagement forums.
Sunwater	<ul style="list-style-type: none"> ▪ Communicate advice and feedback provided by the PDCRG to the Sunwater Chairman and CEO ▪ Work with the PDCRG in a constructive, open and transparent manner ▪ Advise the PDCRG on how their recommendations have been implemented ▪ Provide relevant information on need, status and potential impacts on the Paradise Dam Essential Works ▪ Commit to ensuring all information provided is accurate, complete and timely and written in a manner that is easy to understand, and ▪ In the event a response cannot be given at the meeting, take the question on notice and a reply given via the meeting notes.
Members	<ul style="list-style-type: none"> ▪ Present the interests, concerns and views of their community ▪ Recognise and declare their conflicts of interest ▪ Help to inform the community and community groups in relation to material discussed at the meeting ▪ Review documents and papers as required ahead of attending meetings ▪ Suggest agenda items ▪ Allow all PDCRG members to present their views ▪ Respect other members especially when different views are expressed ▪ Attend meetings and actively participate in discussions ▪ Focus on working towards solutions that meet the needs of the whole community ▪ Maintain all confidentiality requirements (matters which cannot be discussed publicly will be clearly identified) ▪ Have their contact details circulated among PDCRG members ▪ Abide by, and commit to, the ToR.
Invitees as Required	<p>Invitees will be requested to attend as required:</p> <ul style="list-style-type: none"> ▪ As the subject matter expert of an item of business ▪ As responsible managers of key issues that the PDCRG should address.
Secretary	<ul style="list-style-type: none"> ▪ In consultation with the Chairman, prepare and send notices of meetings and agendas to members ▪ Organise PDCRG meetings including undertaking all administrative tasks to ensure its smooth operation. This will include venue organisation, circulating documents in advance of each meeting, managing RSVPs, and follow-up of agreed actions ▪ Record-taking, including draft of meeting records and ensure review by the Chairman prior to distributing to PDCRG members. ▪ Coordinate the Chairman’s logistics.

10. Frequency of Meetings

It is intended the PDCRG will meet at least four times between October 2019 and March 2020. Sunwater will determine the ongoing schedule – as well as the location, timing and frequency of meetings – considering feedback from members of the PDCRG. The duration of each meeting will be approximately two hours.

In the lead up to the wet season, meetings may also be convened on an ‘as needed’ basis.

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

11. Meeting Procedures

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

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

If a member is unable to attend three or more meetings, the Chairperson may ask them to reconsider their position on the CRG.

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

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

Furthermore:

- Meeting records will record issues, actions and responsibilities arising
- Draft meeting records will be reviewed by the Chairman within a week of each meeting
- Draft meeting records will be issued by the Secretariat to PDCRG members within two weeks of each meeting
- The PDCRG will, if necessary, amend, and endorse the circulated draft meeting record at the next meeting
- The final meeting record will then be circulated.

12. Conflicts of Interest

If a member believes they may have a conflict of interest in relation to a particular issue or item of discussion they should raise it with the Chairman to ensure the conflict is managed.

13. Confidentiality

PDCRG members will not be identified by name in the meeting records to protect privacy. Where members require information to use in discussion with other community members, they should refer only to the meeting record and any official attachments. All other documentation or exhibits distributed within PDCRG 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 PDCRG document.

These documents must not display relevant logos.

14. Media Protocols

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

- While general discussions from PDCRG meetings may be made public, details of individuals and their individual opinions must remain confidential.
- While PDCRG members are entitled to speak to other members of the community about PDCRG matters (unless specifically asked to maintain confidentiality), CRG members must not speak on behalf of the PDCRG to the media.
- If PDCRG members are approached by the media, they must direct the enquiry to the Chairman.

15. Reports

PDCRG will provide minutes of each meeting and any relevant reports to Sunwater on a timely basis.

16. Approval and review details

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