

## 1. Acknowledgement

Sunwater acknowledges Aboriginal and Torres Strait Islander peoples as the first peoples of this country and Traditional Owners and Custodians of the land and water we rely on. We respect and value their continued sacred connection to Country, including the diverse, rich traditions, languages and customs that are the longest living in the world. We acknowledge their resilience in the face of significant and ongoing historical, cultural and political change within Australia. We recognise and value the importance of truth-telling today, and our role to listen and learn.

Our goal is to work together to realise mutual benefits with First Nations peoples through authentic relationships and respect for cultural value; fostering a sense of belonging and pride in our people, community, customers and stakeholders. We can learn so much from Traditional Custodians who have cared for Country for thousands of years in the way we sustainably manage water and land.

We respectfully acknowledge the First Nations Peoples as the Traditional Custodians of the precious waters and land of Paradise Dam and the unbroken connection to the Burnett River catchment.

We particularly want to acknowledge the Taribelang Bunda People, Gooreng Gooreng People, Gurang People, Wakka Wakka People and Wakka Wakka Jinda People whose Country the Paradise Dam is located on.

## 2. Purpose

The role of the Paradise Dam Reference Group (PDRG or Group) is to facilitate the exchange of information and ideas between key stakeholders and Sunwater while the Paradise Dam Improvement Project (PDIP) is implemented.

The PDRG replaces and builds on the productive work of the Paradise Dam Community Reference Group (CRG) and Paradise Dam Industry Forum (PDIF), and is a forum for discussions in relation to community safety, water security, cultural, social and economic and environmental values.

The separate Irrigator Advisory Committee is the forum for direct engagement between Sunwater and the Bundaberg Water Supply Scheme customers.

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

## 3. Sunwater's commitment

Sunwater is committed to the PDIP in order to deliver on its Purpose – Delivering Water for Prosperity – for the Bundaberg Water Supply Scheme. 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 Group
- explore all ideas and suggestions offered by the Group and report back to the Group.

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

## 4. Membership of the PDRG

Membership of the group is by invitation with the aim of ensuring key stakeholders are represented. The following organisations will be invited to nominate one or two representatives:

<b>Local Government</b>	<ul style="list-style-type: none"> <li>• Bundaberg Regional Council</li> <li>• North Burnett Regional Council</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda Peoples Prescribed Body Corporate (PCCC Trust)</li> <li>• Representative body or individuals of the Wakka Wakka Peoples</li> <li>• Bundaberg Chamber of Commerce</li> <li>• Biggenden Chamber of Commerce</li> <li>• Wide Bay Burnett Environment Council</li> <li>• Burnett Catchment Care Association</li> </ul>
<b>Industry</b>	<ul style="list-style-type: none"> <li>• Canegrowers Isis</li> <li>• Bundaberg Regional Irrigators Group</li> <li>• Bundaberg Fruit &amp; Vegetable Growers</li> <li>• Australian Macadamia Society</li> <li>• Avocados Australia</li> <li>• Citrus Australia</li> </ul>
<b>Advisors</b>	<ul style="list-style-type: none"> <li>• Sunwater (including an executive, subject matter experts as required/requested, and provision of PDRG Secretary)</li> <li>• DRDMW (by invitation as required)</li> </ul>
<b>Independent Chair</b>	<ul style="list-style-type: none"> <li>• Renée Madsen</li> </ul>

In addition to the above groups Sunwater will seek membership from individuals that can represent the views of nearby and downstream residents.

It is anticipated that some members may represent more than one interest group.

The following parties will be invited to participate as guests:

- Member for Bundaberg
- Member for Burnett
- Member for Callide
- Project consultants / contractors as required to share information and participate in discussions.

## 5. Authority

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

## 6. Member roles and responsibilities

Regardless of organisational affiliation, all members commit to:

- a willingness to work constructively on matters relating to the PDIP
- respectfully contribute their own views and those of their member base/network
- listen respectfully to differing views
- respecting confidentiality
- actively sharing accurate information with their member base/network and bringing questions and feedback to the PDRG for discussion

- developing and strengthening understanding of the PDIP with their member base/network
- promoting effective and productive relationships between participating members.

Role	Responsibilities
<b>Independent Chair</b>	<ul style="list-style-type: none"> <li>• Chair the PDRG in a manner that abides by the ToR and ensures that all members of the group can contribute fully</li> <li>• Works with Sunwater to develop meeting agendas</li> <li>• Conduct business as set out in the agenda, keeping discussion focused on the item as set by the agenda and allowing all members to express their questions and views</li> <li>• Ensure meeting records are properly drafted, reflect the diverse views of member base, and are issued prior to the next meeting, and endorsed</li> </ul>
<b>Industry groups / member organisations</b>	<ul style="list-style-type: none"> <li>• Nominate up to two representatives as PDRG members to attend meetings</li> <li>• May appoint a proxy for each nominated representative to attend meetings where nominated members are unavailable</li> <li>• Proxy appointments to be supplied to Sunwater upon appointment of nominated representatives</li> <li>• May replace members and/or proxies by giving notice to the Chair and Group</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Present the interests, concerns and views of members/networks</li> <li>• Review any documents provided through the Chair ahead of attending meetings</li> <li>• Commit to, and abide by, the ToR</li> </ul>
<b>Sunwater</b>	<ul style="list-style-type: none"> <li>• Ensure that an Executive Officer attends each meeting</li> <li>• Provide secretariat support that ensures meeting hygiene (e.g., invitations, action lists, meeting minutes)</li> <li>• Review any correspondence provided by members</li> <li>• Provide relevant information on need, status and potential impacts on the PDIP</li> <li>• Be transparent about non-negotiables and open to questions</li> <li>• In the event a response cannot be given at the meeting, take the question on notice and provide a follow-up reply</li> <li>• Commit to, and abide by, the ToR</li> </ul>
<b>Guests</b>	<ul style="list-style-type: none"> <li>• Respect their status as guests and not members of the PDRG</li> </ul>

## 7. Term of appointment

It is anticipated that the PDRG will function for the duration of the PDIP. Members are asked to commit for an initial 12-month period. Industry groups/member organisations can choose to replace members as required.

## 9. Remuneration

PDRG membership is voluntary. No financial remuneration will be paid to members.

Where we seek cultural advice and guidance from Traditional Custodians they will be remunerated for this consultation.

Sunwater will meet any costs associated with the meeting venue and the Independent Chair.

## 10. Independent Chair selection criteria

An independent Chair will be appointed by Sunwater with consideration of the following selection criteria:

- Commitment to positive engagement outcomes for the PDIP
- Experience chairing and facilitating meetings with diverse stakeholder participation
- Proven and effective facilitation, relationship-building and communication skills
- Background in and/or strong understanding of the agricultural sector and regional communities
- Background in and/or strong understanding of the delivery of large-scale infrastructure projects
- Background in and/or strong understanding of the cultural values of water for Traditional Owners and Native Title
- No conflicts of interest with the PDIP or the Bundaberg Water Supply Scheme.

## 11. Frequency and location of meetings

Sunwater, in consultation with members, will determine the location, timing, duration and frequency of meetings, with consideration for PDIP progress and milestones.

It is intended that the Group will meet a minimum of six times each year for the duration of the PDIP.

The Chair has discretion to determine meeting frequency, duration, and location.

## 12. Meeting procedures

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

Meetings can be held online or in person, as appropriate.

If a member is unable to attend a meeting, they should advise the Secretary (via email RSVP) a minimum of 24 hours prior to the meeting. Members can request the attendance of a named proxy via the Secretary in the instance when no member from their organisation/group is otherwise able to attend a meeting.

If a member is unable to attend three or more meetings, the Chair may ask them to reconsider membership.

The Secretary will prepare the agenda which will be settled by the Chair. Once finalised, the Secretary will circulate the agenda prior to each meeting. Any member may propose a matter for inclusion in a meeting agenda via the Chair or Secretary, providing the matter is consistent with this PDRG Terms of Reference.

The Secretary prepares meeting minutes as a record of the discussion items and actions and will provide draft minutes to members, following review and endorsement by the Chair. Draft minutes can then be shared by members with their networks.



Meeting minutes are endorsed at the subsequent meeting with participants having the opportunity to note any corrections.

**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 Chair to ensure the conflict is managed.

**14. 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 are encouraged to share information with their member base/network; however, they should refer only to the meeting presentations and any official attachments or meeting minutes. All other documentation or exhibits distributed within Group meetings will be confidential.

Should members wish to distribute their own materials to their member base/network, with their own views about the PDIP or PDRG they must clearly indicate on those distributed materials that the information is not an official PDRG document.

**15. Media and communication**

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

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

**16. Approval and review details**

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