

Borumba Pumped Hydro Project

Stakeholder Reference Group

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TERMS OF REFERENCE

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Signature:		Date:	21/08/2023
Name:	Leah McKenzie		
Position:	Borumba Pumped Hydro Project Director		

Table of Contents

1. Purpose and scope	3
2. Queensland Government commitments	3
3. Membership	3
3.1. Members.....	3
3.2. Non-SRG member attendees.....	4
3.3. Appointment of members	4
3.4. Sub-groups	4
4. Roles and responsibilities	5
5. Meetings	6
5.1. Procedures and frequency	6
5.2. Agenda and minutes	6
5.3. Standards of behaviour/conduct	7
5.4. Dispute resolution.....	7
6. Protocols.....	7
6.1. Conflict of interest protocol.....	7
6.2. Confidentiality protocol.....	8
6.3. Media protocol.....	8
6.4. Review protocol.....	8

1. Purpose and scope

The Borumba Pumped Hydro Project Stakeholder Reference Group (the SRG) is a consultative group which aims to capture stakeholder feedback on the Borumba Pumped Hydro Project (the Project) facilitating transparent, two-way community and stakeholder engagement; a priority for the project.

Objectives of the SRG are to:

- provide a forum for discussions of project specific issues (e.g. environmental assessment or water modelling) to better inform the project's design, construction and operation
- ensure that Queensland Hydro and the Queensland Government and are aware of local issues related to the project and that the interests of a broad range of stakeholders are considered
- leverage community knowledge to fully understand potential local benefits and how they can be captured
- provide an opportunity for stakeholders to better understand the project
- provide a formal communication channel between Queensland Hydro and stakeholders to disseminate and gather information.

The terms of reference (ToR) (this document) defines the parameters of the SRG and provides a framework for its establishment and effective operations.

2. Queensland Government commitments

The project has the potential to support Queensland in achieving a renewable target of 70 per cent by 2032 and net-zero emissions by 2050. The Queensland Government is committed to developing the project to contribute to meeting this target.

The Queensland Government and Queensland Hydro are committed to:

- keeping stakeholders informed through the timely provision of project information
- respectfully listening and acknowledging the different needs, opinions, and perspectives of stakeholders
- actively considering and responding to stakeholder concerns and issues
- undertaking transparent and inclusive engagement activities with the community.

3. Membership

3.1. Members

The SRG will comprise up to 20 members from a range of stakeholder categories.

Stakeholder group	Details and number of representatives
Environmental groups	Environmental committees, foundations, and associations (six representatives)
Business groups	Local business, chambers of commerce Local tourism and recreation providers Agricultural interests (six representatives)
Community & recreational groups	Local community and recreational groups (six representatives)

Stakeholder group	Details and number of representatives
Traditional owner groups	First Nations Native Title Claimant Group (two representatives)

3.2. Non-SRG member attendees

An invitation can be extended to non-SRG members to attend meetings as an observer when requested by SRG members. In addition to observing the meeting, in some instances observers may also be invited to share relevant knowledge or expertise with the SRG. A representative from Queensland Hydro will Chair the SRG.

Elected Local, State and Federal members and representatives of State Government departments are not included in Table 3-1 as other stakeholder engagement activities (e.g., one-on-one briefings) that form part of the project's overall stakeholder engagement strategy will aim to capture the issues and concerns of these stakeholders. However, representatives from these groups may be invited to attend SRG meetings as required, in the role of an observer.

3.3. Appointment of members

A key consideration during membership selection for the SRG is the equitable representation of different stakeholder groups.

Membership comprises a cross-section of local and regional members who represent environmental, economic and community and recreational interests. Local representation is given priority over regional, state, or national representation; however, representation by regional, state, or national stakeholder groups is not excluded from the SRG.

Appointment of members is by invitation. Members have been selected based on their: knowledge, experience and individual skill set relevant to the project, including a consideration of how well their organisation represents broader community interests
willingness to work constructively, collaboratively, and cooperatively with others on project matters
capacity (i.e. time and ability) to communicate with members of their respective stakeholder group(s) and fairly/objectively represent the views and interests of this stakeholder group within the SRG.

Membership to the SRG is on a voluntary basis and no financial remunerations will be paid to members.

3.4. Sub-groups

The SRG meetings will be the main forum for discussion and interaction. However, there may be instances where specific project issues will require detailed and specialist discussion.

If a specific project issue calls for detailed and specialist discussion, the SRG can elect to establish dedicated thematic sub-group(s) (e.g. an environmental sub-group, an employment and training sub-group, etc) (Figure 3-1). Membership of these sub-groups will comprise representatives with appropriate knowledge and expertise related to the themes being addressed by the sub-group. Sub-groups may also include members who are not part of the SRG, by invitation.

Membership of a sub-group does not change the SRG members' roles and responsibilities. However, sub-groups are required to report any discussions and outcomes back to the SRG. Sub-group members will be bound by the same standards of behaviour and conduct expected of SRG members.

Sub-groups are not the only engagement forum for detailed and specialist discussions. Queensland Hydro can also elect to use alternative engagement mechanisms (e.g. special interest meetings or workshops) for these discussions.

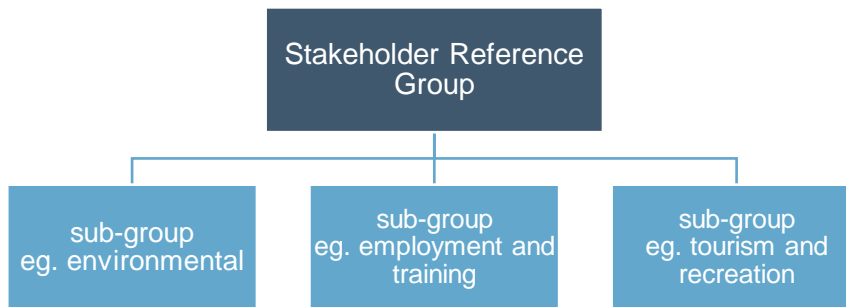


Figure 3-1: Example of SRG and sub-group structure

Connecting the project to the existing transmission network requires construction of two new transmission lines that join into the network at Powerlink Queensland’s (Powerlink) Tarong Substation and Woolooga Substation.

Powerlink has established (and will be responsible for) two independent/separate stakeholder reference groups that will focus on the transmission line connections. Powerlink have developed the Terms of Reference for these reference groups. Queensland Hydro will continue to work collaboratively with Powerlink to enable open communication of relevant project information and outcomes.

4. Roles and responsibilities

Role	Responsibilities
Queensland Hydro	<ul style="list-style-type: none"> • Work with the SRG in a constructive, open, and transparent manner. • Communicate feedback from the SRG back to the project team and the Pumped Hydro Energy Storage (PHES) Project Steering Committees. • Provide the SRG with information that is accurate, complete, easy to understand, and timely. • Provide feedback to the SRG on how any actions/outcomes from meetings have been addressed or actioned. • Respond to requests for information, queries, and questions on notice within agreed timeframes. • Provide administrative support to the SRG (e.g., scheduling meetings, organising venues, distributing agenda and pre-read documents, attending SRG meetings, taking meeting minutes, etc).
SRG members	<ul style="list-style-type: none"> • Attend meetings and actively participate in discussions. • Present the interests, concerns and views of their organisation and broader stakeholder group. • Disseminate information back to the organisation/stakeholder group(s) they represent (to enable the two-way flow of information between Queensland Hydro / Queensland Government and the community). • Review pre-read documents and materials as required ahead of attending meetings. • Raise or declare any actual, potential, or perceived conflict of interest. • Be respectful of the views, perspectives, and opinions of other members. • Focus on working towards collective solutions that best meets the needs of all groups. • Respect that the role of members is to provide insight and advice, and that they are not decision-makers in relation to the detailed studies, or aspects of the studies • Maintain all confidentiality requirements (matters that cannot be discussed publicly will be clearly identified). • Adhere to the SRG ToR.

Role	Responsibilities
Borumba Pumped Hydro sub-group members	<ul style="list-style-type: none"> Attend meetings and actively participate in discussions. Present the interests, concerns and views of their organisation and broader stakeholder group. Disseminate information back to the organisation/stakeholder group(s) they represent (to enable the two-way flow of information). Review pre-read documents and materials as required ahead of attending meetings. Raise or declare any actual, potential, or perceived conflict of interest. Be respectful of the views, perspectives, and opinions of other members. Focus on working towards collective solutions that best meets the needs of all groups. Maintain all confidentiality requirements (matters that cannot be discussed publicly will be clearly identified). Adhere to the SRG ToR. Report back to SRG on sub-group outcomes.
Queensland Government and other observers, as required (eg. technical experts and elected representatives)	<ul style="list-style-type: none"> Observe meetings of the SRG. Provide information in relation to their area of expertise or knowledge as required. Answer questions from the SRG members as they relate to their area of expertise or knowledge as required. Provide objective advice/feedback to the SRG on matters relating to their area of expertise or knowledge as required.

5. Meetings

5.1. Procedures and frequency

The SRG will meet at least once a quarter. Additional meetings may be called when a milestone is reached or new information regarding studies and results is available to be presented to the SRG and convening the meeting is a reasonable use of SRG members' time.

Members will be given at least four weeks' notice on the timing and location of scheduled SRG meetings. The exception is in the event of extraordinary meetings where one weeks' notice may be given. Members who are unable to attend a meeting must notify the Chair (via email) at least three days prior to the meeting and advise if a proxy will be attending.

In the spirit of "fairness", meeting venues will rotate between local townships (e.g. Imbil, Gympie, Kadanga, Brooloo, Kenilworth) to make sure the cost and time burden of travel does not always rest with the same stakeholders each meeting. Participation via telephone or video conference will also be available.

5.2. Agenda and minutes

The agenda will be circulated to all members at least one week prior to the scheduled meeting. Members can request for items to be added to the agenda and must directly email the Chair no later than one week prior to the next scheduled meeting. Extraordinary meetings may be held as required.

Where time and available information allows, all agenda items will be included in the meeting. Where there are more agenda items proposed than time available, items linked to milestones relevant to the date of the meeting will be given priority.

Minutes will be recorded and circulated to members within two weeks of the meeting. Final minutes will be uploaded onto the public project website within four weeks of the meeting.

5.3. Standards of behaviour/conduct

In meetings, all members and observers will:

- act with honesty, good faith, and integrity
- abide by the ToR including confidentiality and media protocols
- declare any actual or perceived conflicts of interest
- represent the interest of their group/organisation rather than individual interests or issues
- respect that the role of members is to provide insight and advice, and that they are not decision-makers in relation to the detailed studies, or aspects of the studies
- maintain confidentiality of discussions within meeting – participants will be advised in advance when information is confidential.
- be respectful to fellow participants and not engage in unconstructive, intimidating or disorderly behaviour
- treat all participants with respect and courtesy and follow good meeting practices (i.e. enable all participants to be equally heard, do not speak over each other, and listen to all member views so that everyone has the opportunity to be heard).
- agree to sharing contact information (email addresses) with all members of the group, for the purpose of communicating SRG related matters to the group.

Failure to adhere to the above standards of behaviour/conduct will result in the termination of membership and removal from the SRG.

5.4. Dispute resolution

SRG members are encouraged to discuss all matters that may be the subject of disagreement between its members. A disagreement between members is a normal difference of views which the SRG members can talk through in a considered, courteous, and constructive manner.

A dispute is where two or more SRG members have difficulty working together and it impacts the ability of some or all of the SRG members to perform their responsibilities in an effective and efficient manner.

If a dispute arises, members in dispute must make reasonable, thorough, and conscientious effort to resolve the dispute on an informal basis. The chair has a role to actively guide the members in dispute towards resolution of the dispute. It is the role of other SRG members to support this process.

If a dispute cannot be resolved informally during an SRG meeting, the meeting minutes will reflect that a dispute exists that cannot be resolved on an informal basis and the dispute has the potential to impact the purpose of the SRG. The Queensland Hydro representative will raise the dispute with the Project Director - Borumba Pumped Hydro Project, for a decision on how to manage the dispute and for a pathway to resolution.

6. Protocols

6.1. Conflict of interest protocol

SRG discussions may include matters that are actual, potential, or perceived conflicts of interest for an appointed member. Each appointed member has a responsibility to disclose any actual, potential, or perceived conflict of interest.

When a conflict of interest is disclosed, the SRG will make an assessment about what action, if any, is required to manage the conflict of interest. All disclosures of a conflict of interest and the action taken to manage the conflict of interest will be recorded in the minutes of the meeting for which the disclosure was made. Failure to declare a conflict of interest may jeopardise the effectiveness and outcomes of the SRG.

6.2. Confidentiality protocol

Personal information of all members and applicants will be managed in accordance with the Queensland Hydro Privacy Policy.

6.3. Media protocol

All media queries are to be directed to Queensland Hydro's media team by emailing media@qldhydro.com.au. Members of the SRG and/or sub-groups are not permitted to speak to the media on behalf of the SRG or divulge any discussions from meetings without the expressed written permission of Queensland Hydro.

6.4. Review protocol

The ToR will be subject to review annually or as required to maintain functionality and effectiveness of the SRG in achieving its objectives.