

Purpose and scope

The role of the Burnett Stakeholder Reference Group (BSRG) is to provide input and feedback on Powerlink’s project development in the Burnett region.

The BSRG will have an initial focus on gaining stakeholder feedback on where best to locate a transmission line between the Lake Borumba and Tarong Substation as part of the Borumba Pumped Hydro Project.

The group will also be engaged on additional project work involving Powerlink in the area, in particular connections to renewable energy developments.

Objectives of the BSRG are to:

- to assist Powerlink and to be aware of local issues related to the transmission connection projects, and other projects as relevant, and that the interests of a broad range of stakeholders are considered;
- leverage community knowledge to fully understand potential local benefits and investment and how they can be captured;
- provide an opportunity for stakeholders to better understand the project, and others as relevant;
- provide a formal communication channel between Powerlink and stakeholders to disseminate and gather information.

This terms of reference (ToR) defines the parameters of the BSRG and the framework for its establishment and effective operations.

The BSRG will be advisory in nature, with Powerlink responsible for all planning and final decision-making, taking into consideration the group’s feedback as appropriate.

Membership

Stakeholder groups

The most effective reference groups commonly have a broad range of members with diverse views and thoughts. As such, a key consideration during membership selection for the BSRG will be the equitable representation of different stakeholder groups.

Membership will comprise 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 BSRG.

The BSRG will comprise up to 12 members from a mix of different stakeholder groups. The list of stakeholder groups for the project are in Table 1. A representative from Powerlink will lead the BSRG.

Table 1: Project stakeholder groups

Stakeholder group	Details and number of representatives
Local government	Elected local councillors Two representatives
Business groups	Local business, Chambers of Commerce Local tourism and recreation providers*

	<p>Agricultural interests</p> <p>Five representatives</p> <p>*(Businesses who receive an economic return from tourism and recreation activities in the area)</p>
Community & recreational groups and service providers	<p>Local community and recreational groups*</p> <p>Environmental committees, foundations, and associations</p> <p>Emergency and medical service providers</p> <p>Five representatives</p> <p>*(Not for profit recreational groups)</p>
Traditional Owner groups	<p>First Nations Native Title Claimant Group*</p> <p>Two representatives</p> <p>*(to be confirmed)</p>

An invitation can be extended to non-BSRG members to attend meetings as an observer when requested and approved by Powerlink. In addition to observing the meeting, in some instances observers may also be invited to share relevant knowledge or expertise with the BSRG, as required and agreed.

Stakeholders including representatives of State Government Departments, elected State and Federal members are not included in Table 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 these stakeholders’ issues and concerns. However, representatives from these groups may be invited to attend BSRG meetings as required, in the role of an observer.

Appointment of members

Appointment of members is by invitation. Members will be selected from the stakeholder groups based on their:

- ability to bring value to and benefit the BSRG and how their interests are represented in the project.
- knowledge, experience, and individual skill set relevant to the project
- 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 BSRG.

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

Tenure

Members will be appointed for a period of two years. After the two-year period, Powerlink and the member will liaise with a view to either reappoint or relinquish the position based on feedback from both parties.

Roles and responsibilities

Table 2 details the roles and responsibilities of BSRG members. Failure to adhere to the above standards of behaviour/conduct will result in the termination of membership and removal from the BSRG.

Table 2 Roles and responsibilities

Role	Responsibilities
Powerlink	<ul style="list-style-type: none"> • Work with the BSRG in a constructive, open, and transparent manner. • Communicate feedback from the BSRG back to the project team. • Provide the BSRG with information that is accurate, complete, easy to understand, and timely. • Provide feedback to the BSRG 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 BSRG (e.g. scheduling meetings, organising venues, distributing agenda and pre-read documents, taking meeting minutes etc).
Burnett Stakeholder Reference Group	<ul style="list-style-type: none"> • Attend meetings and actively participate in discussions. • Objectively present the interests, concerns, and views of their organisation/stakeholder group. • Disseminate information back to the organisation/stakeholder group(s) they represent (to enable the two-way flow of information between Powerlink 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 BSRG ToR.
Observers as required (e.g. technical experts and elected representatives)	<ul style="list-style-type: none"> • Observe meetings of the BSRG. • Provide information in relation to their area of expertise or knowledge as required • Answer questions from the BSRG members as they relate to their area of expertise or knowledge as required. • Provide objective advice/feedback to the BSRG on matters relating to their area of expertise or knowledge as required.

Meetings

Procedures and frequency

All meetings will be chaired by Powerlink.

The BSRG will meet every four months, with additional meetings convened as required.

Members will be given at least four weeks' notice on the timing and location of scheduled reference group 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. Nanango, Yarraman and Kingaroy) to make sure the cost and time burden of travel does not always rest with the same stakeholders each meeting.

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.

Where time allows, all agenda items will be included in the meeting. Where there are more agenda items proposed than time available, items linked to the milestone that has triggered the meeting will be given priority.

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

Conflict of interest

BSRG 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 BSRG 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 BSRG.

Confidentiality

Personal information of all members and applicants will be managed in accordance with the *Powerlink Privacy Standard*.

Media protocols

All media queries are to be directed to Powerlink's 24/7 media enquiries line on 3860 2654 or email projects@powerlink.com.au.

Members of the BSRG are not to speak to the media on behalf of the group or divulge any discussions from meetings without the expressed written permission of Powerlink.

Review

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