

NORTH WEST RENEWABLE ENERGY ZONE STAKEHOLDER REFERENCE GROUP

Terms of Reference

June 2023



OVERVIEW

Renewables Climate and Future Industries Tasmania, on behalf of the Tasmanian Government, is establishing a new regional Stakeholder Reference Group (SRG) as part of community and stakeholder participation in the Renewable Energy Zones (REZ) process.

In 2023 the REZ process will focus on further analysis of the REZ candidate resource areas, infrastructure options and the development of a policy and regulatory framework for REZ implementation. The Tasmanian Government intends to announce a first Tasmanian REZ by the end of the year.

For the north west region, which has been identified by the Tasmanian Government as the first Tasmanian REZ-focus region, detailed analysis of the potential technical and market offering will begin. In the other candidate regions (Central Highlands and north east) the focus will be on early engagement and strategic analysis of the role REZ can play in the achievement of the government's long term (2040) renewable energy targets.

PURPOSE

The purpose of the SRG is to provide the north west (NW) community with an opportunity to have a voice in the REZ establishment process.

OBJECTIVES

The objectives of the SRG are to:

- deliver engagement approaches tailored to the NW region
- build relationships within the NW region
- increase understanding and awareness of the concept of REZ
- ensure community perspectives and concerns are considered in the development of the REZ policy framework, and
- maximise regional and community benefits from REZ.

PRIORITY TASKS

The priority tasks of the SRG are outlined as follows:

- input into the engagement and communications plan to ensure that deliver is tailored to the region
- input into the standards for engagement and benefit sharing in the REZ to ensure they deliver regional benefits
- input into the design of the participatory mapping process to the identification of REZ renewable energy candidate areas and potential REZ boundaries
- participate in forums on key issues as part of REZ development
- assist government to understand regional community priorities and desired outcomes and benefits to be delivered from REZ and the renewable energy and transmission projects the may be developed as part of its implementation.

ROLES & RESPONSIBILITIES

SRG members have a responsibility to adhere to the terms of reference, code of conduct and declaration of interest while fulfilling commitments to represent the REZ community and stakeholder groups.

All members of the SRG will be responsible for actioning items as agreed, as well as providing updates on progress, facilitating consultation and engagement, and contributing to each working group meeting as required.

ReCFIT will be responsible for the secretariat, facilitation, and administrative support for the SRG.

Membership

To provide a forum that can effectively consider the region's REZ requirements, the membership of the REZ-SRG will consist of up to eight invitational stakeholder positions. These members will be invited by ReCFIT and will, represent local government, the Tasmanian Aboriginal community, Natural Resource Management bodies and up to six community membership positions. These positions will be filled by an expression of interest process and assessment by a nominated assessment panel addressing the selection criteria.

There will be a maximum of SRG membership of 14 members.



Sitting fee

ReCFIT will ask appointed members to indicate whether they elect to be paid sitting fees. Eligible community members will receive a \$177 per SRG meeting they attend. These fees can be waived by members if they so wish. Members representing an organisation in an official salaried capacity are not eligible to receive this payment.

Travel Costs

ReCFIT will consider requests to cover travel expenses in accordance with the Department of State Growth's travel reimbursement policies. This will be preapproved on an individual member basis.

MEMBERS CHARTER

Those selected to be on the SRG agree to:

- attend all nominated meeting times
- sign the Code of Conduct agreement
- commit time to coming to the meetings and preparing for them, including reading the materials provided
- work constructively and collaboratively with the other SRG members and remain open-minded and solutions focused
- seek to find common ground that will deliver the best outcomes for both the local community and for REZ establishment, and
- represent the perspectives and interests of their nominated stakeholder group/s, while making decisions that will deliver the best outcomes for the local community and considers alignment with the government's renewables targets.

Code of conduct

All members must sign a code of conduct agreement prior to joining the SRG.

Declaration of interests

All members must declare any interests that may impact or be perceived to impact the integrity of the SRG throughout their appointment. Any disclosure must be recorded.

GOVERNANCE

Meetings

SRG meetings will occur monthly, preferably in person. Meeting dates and times to be agreed upon by the SRG members with location able to be conducted on a rotational basis. Videoconference resources will be made available to provide members opportunity for remote participation.



Members must have four weeks' notice for a regular meeting, and one weeks' notice before an extraordinary meeting.

If the SRG requires additional support, invitations to non-SRG members may be extended to allow observers or to seek advice with the approval of ReCFIT. Establishment of sub-committees or working groups may also be formed at the discretion of the SRG.

Extraordinary meetings may be called by ReCFIT to address urgent or important matters upon the request of any SRG member.

Agenda

ReCFIT will distribute a draft agenda via email one week ahead of each meeting, along with any documentation for review. Members may propose agenda items that are within the scope of the SRG.

Minutes will be recorded by the appointed secretariat with action items clearly recorded and assigned. Minutes and action items will be circulated for review, and then finalised within 5 days after each meeting.

These minutes will be published on REZ website.

Proxies

Members unable to participate in a meeting shall notify the REZ-SRG Secretariat in advance and are required to inform the Secretariat of a nominated proxy. The Secretariat will approve proxies. Approved proxies are entitled to participate fully in the meeting in accordance with the membership that they are representing.

Where a proxy is not nominated, the forum will proceed without the attendance of that member.

Communication

To ensure accurate representation of community sentiment within the REZ, members of the SRG are encouraged to discuss topics with the wider community, dependent on specific confidentiality agreements.

Only ReCFIT has authority to speak publicly on behalf of the SRG, but statements may be released if all members are in agreeance. If individual members are discussing SRG matters with the media, members must ensure they are only representing themselves or their respective stakeholder/community group, not SRG.

Publishing member contact details

SRG members names will be published on the website for public access.

CODE OF CONDUCT

This Code of Conduct outlines expectations from stakeholder reference group members to ensure respectful and effective collaboration.

As a member of the North West Stakeholder Reference Group (SRG) I agree to:

- Declare and record any interests that may impact or be perceived to impact the integrity of the SRG
- Attend all nominated meeting times sufficiently prepared, and inform the Secretariat in advance of a nominated proxy if my attendance is not possible
- Actively participate in SRG meetings with respect, open-mindedness and positivity throughout the duration of the SRG consultation period
- Be open and accessible to my community so they can present concerns or questions, including allowing my contact details to be published on the website for public access
- Strive to represent community sentiment within my nominated stakeholder group/s with accuracy, honesty and integrity
- Ensure information discussed within the SRG remains confidential and will not be shared without prior approval from Renewables Climate and Future Industries Tasmania
- Only represent myself or my respective community group, rather than the SRG, when discussing topics with media
- Adhere to the SRG Terms of Reference

I understand that if a breach of this Code occurs, I may be asked by Renewables Climate and Future Industries Tasmania to step down from the SRG.

Name:

Date:

Signature: