

# NORTH WEST TRANSMISSION DEVELOPMENTS STAKEHOLDER LIAISON GROUP



## TERMS OF REFERENCE

### Purpose

The North West Transmission Developments Stakeholder Liaison Group (SLG) provides a forum for regular face-to-face communication and engagement between TasNetworks and key stakeholders.

The SLG is an advisory body only, and does not have any decision-making authority.

It aims to:

- Provide a forum for the NWTG team to give updates and information on the Design and Approvals phase of the project.
- Provide a forum for stakeholders to raise concerns and discussion points on behalf of the organisations or communities they represent.
- Seek input into initiatives to maximise the benefits of the project.

### Membership

SLG members will be recruited via direct invitation. One member will be chosen to represent each organisation for a maximum term of two years and participation is on a voluntary basis.

The membership profile of the SLG will be reviewed periodically against the project requirements. Existing members will be eligible to re-nominate at the end of the term and new members will be recruited through direct invitation when necessary.

Where a member can no longer represent a nominated organisation during the two year term, they must provide two options for a replacement. These options will be reviewed by the Independent Chairperson who will appoint the new member for the remainder of the term.

Members must declare any actual or potential conflicts of interest.

Participants agree to sign the following documents before attending their first meeting:

- Code of Conduct
- Declaration of Pecuniary and Non-pecuniary Interests.

### Roles

#### Chairperson

TasNetworks will appoint an Independent Chairperson to lead and facilitate the SLG for the two year term. The role of chairperson is a paid position.

The role of the Chairperson is to run the meetings and facilitate discussion and participation by all members, in accordance with the Terms of Reference and the SLG Code of Conduct.

The Chairperson is responsible for setting the agenda for each meeting in consultation with TasNetworks and SLG members. The Chairperson is responsible for ensuring appropriate and professional conduct of the group.

## **Members**

SLG members are required to:

- Adhere to the Code of Conduct;
- Declare any potential conflicts of interest;
- Attend all SLG meetings where practicable;
- Disseminate relevant project information fully and accurately within their organisations or networks;
- Provide advice and feedback on issues raised through wider community feedback and sentiment;
- Provide a perspective that is representative of the organisation being represented in relation to the North West Transmission Developments.

Members are able to cease membership at any time by notifying their intention to the Chair in writing.

## **Secretariat**

TasNetworks will appoint a Secretariat to coordinate SLG meetings. The Secretariat will be responsible for:

- Preparing agendas, briefing packs and presentations in consultation with TasNetworks and the Independent Chairperson.
- Managing the logistics of the meetings including sending out invites, booking venues and organising catering.
- Recording and disseminating meeting minutes.
- Be the main point of contact for SLG members.

## **Meetings**

The SLG will meet bi-monthly. The schedule of meeting dates will be agreed at the first SLG meeting.

Meeting attendance may be in person or via suitable electronic means. Meeting attendance, including apologies will be noted in the minutes of each meeting. A member may, at the discretion of the Chairperson, ask a proxy to attend a meeting to maintain representation. The proxy will need to read the Terms of Reference and sign the Code of Conduct.

It is expected that members (not their proxy) will attend at least four of the five meetings per calendar year. Members who do not attend two meetings without sending an apology may have their SLG membership revoked. TasNetworks may invite other persons/organisations to attend meetings as considered appropriate for matters under discussion, e.g. subject matter experts, external subject matter experts, project proponents, consultants and representatives from Government agencies.

## **Agenda and minutes**

The SLG Secretariat will distribute a draft agenda 10 working days prior to each meeting. Any feedback on the agenda must be sent through to the Secretariat 5 working days prior to the meeting. The Independent Chair will be responsible for finalising the agenda.

Minutes will be distributed by the Secretariat no later than 10 working days after each meeting and published on the project website.

## Media protocols

To encourage open discussion at meetings, members are required to adhere to the following media protocols:

- Members agree not to speak publicly on behalf of the SLG.
- All media enquiries received by an SLG member that are about the SLG or a matter discussed by the SLG are to be referred as soon as possible to TasNetworks.
- SLG members are entitled to liaise with the media on project matters in a personal capacity, or on behalf of their organisation, but in doing so must ensure that their views are understood to be personal views and not the views of other SLG members or TasNetworks.

If the SLG believes a media statement about its discussions would be helpful to the engagement process, the SLG will endeavour to agree on the content of the statement and delegate the drafting of it to the Secretariat in consultation with the Chairperson. TasNetworks will act as the coordinator for all media inquiries in relation to these media statements and the overall project.

## Member commitments

There is an expectation that SLG members will:

- Have read, understood and agree to be bound by these Terms of Reference;
- Behave ethically, honestly and with integrity at all times;
- Act with care and diligence, in line with the SLG purpose and objectives;
- Treat fellow members, staff and stakeholders of the SLG with respect and courtesy;;
- Disclose any relevant interests and take reasonable steps to avoid any conflict of interests or perceived conflict of interests;
- Attend all meetings (or nominate a proxy on occasion);
- Actively contribute to the discussion at SLG meetings;
- Disseminate relevant information within their community, organisation or network, and share feedback at SLG meetings;
- Restrict issues and debates to matters relevant to the North West Transmission Developments;
- Provide views and advice on issues raised through wider community feedback;
- Review and make comments on meeting minutes if required.

## Review of Terms of Reference

A review of these Terms of Reference will be undertaken every 12 months, or as required. Administrative changes will be made as necessary by TasNetworks and the Terms of Reference published on the project website.