

Swanbank Community Reference Group

Terms of Reference



Artwork by Yuluwirree (Debbie Scott)

Introduction

CleanCo Queensland (CleanCo) owns and operates the Swanbank power station precinct, located 10 kilometres south-east of Ipswich in South-East Queensland. CleanCo is a Queensland Government Owned Corporation (GOC) that was established in 2018 and assumed ownership of the Swanbank site from Stanwell Corporation in 2019.

CleanCo has a vision for the Swanbank site to be an energy precinct, supporting the energy transition.

The traditional custodians of the land, the Yuggera and Ugarapul People of the Yuggera language group, have cultural and sacred values in the land, waters, and environment of Ipswich stretching back thousands of years. In the spirit of reconciliation, CleanCo acknowledges their continuing connection to the country where the Swanbank site is located.

These Terms of Reference have been informed by feedback from the Community Co-design Panel meeting held at the Swanbank site on 7 October 2023, and good industry practice.

Purpose

The purpose of the Swanbank CRG is to facilitate collaboration between CleanCo and the community surrounding Swanbank.

Recommendations from the CRG will inform the site's development and realisation of the community aspirations expressed in the Community Infrastructure Masterplan.

Human Rights

In its development of the Swanbank Energy Precinct and generation of lower emission energy for Queensland, CleanCo is performing a public function. In performing this function, CleanCo is committed to the protection and promotion of human rights.

CleanCo will ensure that its actions and decisions about the implementation of the Community Infrastructure Masterplan will be compatible with the Human Rights Act 2019 (Qld). During the CRG's community consultation process, this will include the promotion of dialogue about the nature, meaning and scope of human rights in the context of the Swanbank redevelopment and the promotion of freedom of expression in its various forms.

<https://www.qhrc.qld.gov.au/your-rights/human-rights-law>

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Scope

The scope of the CRG encompasses the following work streams identified in the Swanbank Masterplan:

- Core business – energy storage, production, and innovation
- Community infrastructure and investment initiatives
- Ash dam rehabilitation.

Objectives

The CRG's objectives are to:

- Provide an opportunity for the exchange of information between CleanCo and the community about the redevelopment of CleanCo's Swanbank site for the purposes of informing decision-making processes of Swanbank Management, CleanCo's Executive Leadership Team and CleanCo's Board;
- Co-create an engagement and partnerships strategy and plan to ensure ongoing engagement and opportunities for community involvement;
- Provide opportunities for the CRG to make suggestions, raise concerns or highlight opportunities on behalf of the local community for the CleanCo decision makers to consider; and
- Provide a means by which CleanCo can gauge community sentiment on the development and operations of CleanCo's Swanbank site.

Membership

The Swanbank CRG will have 16 members: 2 standing members and 14 people from the general community

Standing membership is offered to site neighbours, John Scott (or a family representative) and Mark Urselmann (or a family representative).

Additional people may be invited to join the meetings on a case-by-case basis, where people are identified as having local knowledge or lived/professional experience that could significantly benefit the site.

CleanCo and existing CRG members can make suggestions regarding membership. A majority of CRG members must vote in favour of the additional member.

Two positions will be reserved for younger members (aged 14-24) with tailored onboarding and guardian consent required.

Term

The term of membership is two years from the first meeting the member attends. Membership is limited to two consecutive terms. Members can re-apply for membership after a break of one 18-month term.

CleanCo will check in with all members at the end of each year to confirm each person's intention to continue the following year.

If a member vacates their position on the CRG, CleanCo will call for referrals and/or expressions of interest for a community member to fill the role.

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Eligibility criteria

- Members should ideally live within a 15km radius of the Swanbank Site.
- Members should have interests, experience or skills that add value to the CRG (for example: represent a particular demographic representative of the wider community, have a connection with local community groups, hold knowledge of local environment and history or have a passion for the future liveability and prosperity of Ipswich).
- Members must be willing to actively participate in person in quarterly CRG meetings. Virtual attendance may be considered in special circumstances. CleanCo will provide support (e.g transport) to facilitate attendance in person.
- Members must be 14 years or older.
- If a member is under the age of 18, written permission from a parent or guardian is required with the EOI.
- Current CleanCo staff and elected representatives are ineligible to apply.

Conduct

All members are to participate in collaborative, respectful manner.

Diversity of opinion is expected and encouraged, however any threatening, derogatory, or aggressive words or actions that could cause distress to others may result in the person being asked to leave the meeting/CRG.

Recruitment

- Members will be recruited through an Expressions of Interest (EOI) process.
- Individual vacancies may be filled through a less formal process (such as referrals from existing CRG members)
- Applicants must demonstrate how they meet the eligibility criteria.
- Expressions of interest will be assessed by a three-person panel comprised of two representatives of the Swanbank site and one external representative.
- The selection panel will aim to assemble a CRG membership with diverse skills, interests, and perspectives.
- A reserve list of suitable applicants will be kept on file to fill any vacancies that arise between formal recruitment rounds.

Frequency of Meetings

Meetings will be held quarterly at a time and place to be determined and will be approximately 2 hours in duration.

Recognition

Members will receive a \$50 gift card for each meeting they attend, recognising their contribution and time.

Governance

- CleanCo will provide a secretariat for CRG meetings.
- The secretariat will include at least one representative from the project team.
- CleanCo representatives will not be entitled to vote on any matters discussed by the group.
- A quorum of eight community members is required for a meeting to proceed.
- The CRG makes recommendations for CleanCo to consider. Recommendations require a majority vote.
- Decision making ultimately lies with CleanCo and shall adhere to CleanCo's delegation policy.
- Subject Matter Experts and Elected Representatives may be invited to attend meetings as required.
- The role of Chair will be elected by the group and rotate on a regular basis, ideally annually.
- If the Chair is unable to attend, they can nominate a proxy to chair the meeting on their behalf.
- Where a response cannot be given at the meeting, questions will be taken on notice and a reply provided after the session.
- No member shall make public statements purporting to represent the views of the CRG or CleanCo.
- All members of the CRG can make recommendations and add items to the meeting agenda.
- The agenda will be set by CleanCo and co-developed with the CRG Chair.
- Members will be required to declare any conflict of interest (personal or professional) with agenda items at the beginning of each meeting.
- CleanCo will review the effectiveness of the CRG annually to consider member retention, diversity representation, action-log closure (if applicable), satisfaction survey results, and succession readiness, with findings presented at the first meeting of the following year.

Contact

For information on the Swanbank Community Reference Group contact Lee-Anne Oberholzer by emailing community@cleancoqld.com.au