SMART TRANSFORMATION

SMART TRANSFORMATION ADVISORY COUNCIL

TERMS OF REFERENCE – NOVEMBER 2022

PURPOSE

"The purpose of the STACS is to help future-proof our communities of Dysart and Moranbah and make them sustainable."

Over the next decade, the Fourth Industrial Revolution (4IR) will lead to rapid and significant change due to transition and technological advancements. To support the local community and businesses understand the impacts and opportunities associated with the 4IR, BMA has commissioned the Smart Transformation Project ("the Project").

The Project is exploring the opportunities the Dysart and Moranbah communities have to transition effectively through an assessment of readiness, a baseline community assessment and an impact and opportunity analysis which has led to the development of the Smart Transformation Community Roadmap. The Smart Transformation Advisory Councils (STACs), undertake public engagement to build awareness and validate the needs/opportunities that the 4IR and a Smart Transformation offers as well as provide oversight of the Roadmap, its projects and their implementation.

The sustainability of these communities is at the forefront of the Project's work by addressing community challenges while ensuring opportunities for both economic and community growth are leveraged and acted upon.

MEETINGS

Meetings will:

- Exchange information between members about the 4IR and social impacts and opportunities on the communities
- Assess communications and engagement activities, and plan and pursue future opportunities
- Prioritise and oversee the Community Roadmap projects through development and implementation against the communities' objectives related to the three core themes of:

  - Skills and training
  - Community wellbeing
  - Business opportunities

- Raise awareness and understanding of the 4IR and future challenges and opportunities within the community through agreed information release protocols.

REPRESENTATION ON THE ADVISORY COUNCILS

The composition of the Advisory Councils is designed to represent a broad spectrum of the community, including representation from the following:

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- Local business owners
- Community leaders
- Education and training sector
- Medical, allied health and community services sector
- Employee representatives

ROLES

The primary roles of the STACs are to provide ongoing participatory forums to identify social impacts and opportunities of the 4IR as defined by the communities of Dysart and Moranbah, and to oversee the implementation of the Roadmap.

The role of Council members is to:

- Represent the community and business interests as members of the Dysart and Moranbah community.
- Report on issues, impacts and opportunities of 4IR as identified by the community.
- Provide an advocacy role for the community.
- Provide overall oversight for the implementation of the Community Roadmap, including endorsement and feedback on Project development and implementation, with the support of the secretariat, as well as acting as representatives on project teams as relevant.

BHP/BMA will:

- Support the operation of the STACs through funding for its operation.
- Engage with the STACs as a Consultation Process over and above required statutory obligations to ensure an effective interface with the community.
- Represent BHP/BMA's position in response to issues raised. BHP/BMA will be represented by local Management as well as Community Relations staff.

FACILITATOR

An independent Facilitator will be provided to the STACs to ensure that a fair and reasonable exchange of ideas and views occurs, and that all members have a chance to contribute.

REPRESENTATION TO THE COUNCIL

It is intended to have the meetings for the membership only.

Individuals or organisations may also be invited to attend as visitors. Invited visitors will have no automatic speaking rights. They would be expected to make contributions through the Facilitator. If there has not been time to inform the Group of a visitor attending, then the Facilitator must introduce the visitor and ask the Group if the visitor can stay.

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APPOINTMENT OF MEMBERS AND FILLING OF VACANCIES

It is intended that the Group have flexibility in the way it appoints members. Members can be appointed either by:

i)   a public advertising process; or

ii)   invitation of persons with particular expertise which is of relevance to the Group.

New members can be put forward by the group for discussion.

Turnover in membership must be staggered to ensure consistency between the incoming and remaining members (a rolling turnover).

MEETING AND COMMUNICATION PROTOCOLS

Internal

- Celebrate successful outcomes - acknowledge when something has worked.
- Council members are encouraged to bring issues to the group, to enable a frank discussion of the causes and address negative outcomes.
- Presentations at meetings to be negotiated around issues as they arise and be as efficient as possible.
- The independent facilitator will take the Minutes and be responsible for their distribution.

Some issues may need a confidential discussion so, at the completion of the discussion, the Group will identify the information for release and any notes to be recorded.

External

- All public comment relating to the business of the STAC must be made through the Facilitator or through their nominee. An individual representative's view may differ and needs to be expressed as such, i.e. as an individual view, and not that of the STAC.
- Council members are free to speak as individuals, but as a show of respect to the group, are requested to first bring it to the group.
- Effective communication to the community is critical.

VALUES AND PRINCIPLES OF THE STAC

- Trust and a spirit of cooperation is to be developed between members.
- Teamwork, timeliness, perseverance and patience will be expected.
- Members are entitled to discuss their views in a frank discussion that is respectful.
- Members will hopefully develop a sense of belonging to the Group and value their involvement in the Group.
- The Roadmap will be implemented in a manner which has the STAC members themselves at the core and will align with the resources they have available.