

CHARTER OF THE BULGA GAS EXPLORATION PROJECT COMMUNITY CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

Joint venture partners AGL and Sydney Gas Ltd hold petroleum exploration licences (PELs) 4 and 267 in the Broke, Bulga, Fordwich, and Milbrodale area, south west of Singleton in the Hunter Valley. Sydney Gas manages the Bulga Gas Exploration Project on behalf of the joint venture.

The Bulga Gas Exploration Project Community Consultative Committee is established under the auspice of the designated authority, NSW Department of Primary Industries, Mineral Resources Division. The primary legislation providing for the orderly administration of petroleum exploration licences is contained in the *Petroleum (Onshore) Act 1991*.

Within the NSW Government legislative framework, appropriate community consultation is an essential component of the approvals process. Community consultation includes informing and being informed by the community, but decision making remains with the responsible authorities.

PURPOSE OF THE COMMITTEE

The purpose of the Committee is to provide a forum for open discussion between the company, Sydney Gas Ltd, the appointed community representatives, other interested stakeholders and relevant Government agencies. The process includes exchange of information, proper identification and addressing of potential concerns and conflicts of interest. Of equal importance, it is aimed at facilitating good working relationships amongst committee members and to act as a conduit to assist Sydney Gas Ltd to improve communication, education and notification with the general community.

COMPOSITION OF THE COMMITTEE

Representatives of the Bulga Gas Exploration Project Community Consultative Committee shall be agreed to by the Deputy Director General, Department of Primary Industries, Mineral Resources and comprise:

- an independent Chairperson
- two representatives from Sydney Gas Ltd (with input from other specialist company representatives or consultants as required)
- up to four community representatives, to provide a cross-section of community interests (with input from other specialist representatives or consultants as required)
- representation from specialist interest group(s), at the discretion of the Chairperson and with the concurrence of the Deputy Director General
- representatives from the Department of Primary Industries - Mineral Resources Division. Other Government agencies may be included if

deemed necessary, at the discretion of the Chairperson and with the concurrence of the Deputy Director General

- Elected and/or staff representatives from Singleton Council

Appointment to the Committee is for an initial period of 2 years

THE COMPANY

Sydney Gas Ltd shall, at its own expense;

- nominate two representatives to attend all meetings of the Committee and provide specialist company representatives or consultants as required
- provide the Committee with factual, accurate and timely information about the project and its likely environmental impacts, including progress of work, monitoring results and any non-compliance
- maintain ongoing liaison with the Department of Primary Industries and other Government authorities throughout the exploration process, promptly identifying and addressing concerns raised
- comply with legislative requirements and industry guidelines
- identify and gain an understanding of community values, concerns and interest
- assess and improve community acceptance of the project and instil a level of confidence that the project will be environmentally responsible and not exclusively driven by economic considerations
- demonstrate that the community's views are being taken into account in the planning and operation of the project
- assist in the provision of meeting facilities
- provide reasonable and timely information at the request of the Chairperson

INDEPENDENT CHAIRPERSON

The independent Chairperson has been appointed by the Minister for Mineral Resources. The Chairperson is the designated spokesperson for the committee.

The role of the Chairperson is to -

- chair meetings in a manner that enables agenda items to be limited to those issues within the scope of the committee and dealt with in a timely manner
- determine agenda items for each meeting, taking into consideration requests and suggestions from committee members
- assign a person to take the minutes of the Committee meetings

- report at regular intervals to the Minister on the operation of the committee and then provide feed back to the committee.

CONDUCT OF COMMITTEE MEMBERS

Meetings of the Committee are not deemed public meetings. Only appointed members of the Committee and invited experts are to attend and participate.

Any members of the public or observers, who are in attendance, at the invitation of the Chairperson, must observe the code of conduct and cannot participate in the meeting unless invited to do so by the Chairperson.

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the Chairperson and other Committee members.

Depending on the nature of the conflict, it may be appropriate that he/she refrains from any discussion on this particular issue.

The Bulga Gas Exploration Project Community Consultative Committee is not a decision-making body and it is not a requirement that consensus be reached amongst members on issues discussed.

All Committee members shall:

- act properly, honestly and in accordance with an open and transparent process
- perform their functions impartially and in the best interest of the community
- be respectful to fellow members and not engage in threatening or intimidating behaviour
- refrain from saying or doing anything which is inconsistent with maintaining order at the meeting

All members of the Committee agree to:

- attend meetings and actively participate in discussions
- report their views and those of the wider community to the committee
- give feedback from the meetings to the wider community
- respect the right for all Committee members to present their views
- make suggestions on how the operation of the Committee can be improved
- work within the framework of the Bulga Gas Exploration Project Community Consultative Committee Charter

- speak to the media only on their own behalf and not discuss comments or opinions expressed by other Committee members without their foreknowledge
- ensure confidentiality of specified information if presented to the Committee.

MEETING PROTOCOL

The Committee will adopt the following meeting protocol with recognition that it may be necessary to vary agenda items at times.

Issues for discussion at each meeting will be nominated by the Company and individual members of the committee at the preceding meeting or within 14 days prior to the meeting through the Chairperson.

The Chairperson will determine the agenda. The number of items placed on the agenda will be limited to a number that will allow for appropriate levels of discussion and restricted to items of relevance to the project within the constraints of the project's conditions of approval.

The business of the meeting will be;

- a) Opening of the meeting by the Chairperson
- b) Apologies
- c) Declaration of possible conflict of interest by community members in relation to particular issues/items of discussion
- d) Confirmation of minutes of previous meeting
- e) Business arising from the minutes
- f) Correspondence
- g) Reports and overview of activities
- h) General business
- i) Next meeting

MEETING FREQUENCY

The Committee should be convened at regular bi-monthly intervals or at other intervals as determined by the Chairperson, in consultation with all committee members.

Two weeks prior to each meeting of the Committee the Chairperson shall send to each member a notice of the meeting, specifying the time and place of the meeting and an agenda setting out the matters proposed to be dealt with at that meeting.

MINUTES

A meeting record will be kept of meeting attendees, key issues raised and actions recommended or agreed upon only. Comments from individual members will not generally be attributed and a verbatim record of the meeting will not be prepared.

The previous meeting's minutes will be forwarded with the next meeting's agenda.

DISSOLUTION

The Bulga Gas Exploration Project Community Consultative Committee is a sunset committee. It dissolves at the expiration of the petroleum exploration licences or when project development approval has been granted or at the discretion of the Minister for Minerals Resources.