



Terms of reference - AGL Hunter/Bayswater Power Station Community Consultative Committee

The AGL Hunter/Bayswater Power Station Community Consultative Committee Terms of Reference was prepared in accordance with the NSW Department of Planning and Environment's *Community Consultative Committee Guideline: State Significant Projects 2023*.

Purpose of the community consultative committee

The committee has been established to provide a forum for open discussion between AGL, representatives of the community, stakeholder groups, Muswellbrook Shire Council, Singleton Council, and Upper Hunter Shire Council on issues directly relating to Bayswater Power Station and its Environmental Protection Licence 779, and other AGL projects and activities in the region

Purpose and scope

The purpose of this committee is to serve as a forum for ongoing communication about AGL, and Baywater Power Station and its environmental performance. It is not a decision-making body but performs an advisory and consultative role.

The scope of this committee includes:

- AGL & site operations update
- Liddell Transition update
- Hunter Energy Hub update
- Liddell Battery update
- New projects update
- Environmental Update
- Community Update
- Discussing the resolution of community concerns and complaints
- Discussing the implementation of any conditions of approval or consent and management plans
- Consulting on any proposed amendments or modifications to projects
- Reviewing the results of any monitoring, annual reviews or independent audits
- Consulting on any community initiatives
- Conducting site visits to view Bayswater Power Station or other AGL sites and projects

Committee membership

Chairperson

The appointed chairperson is Lisa Andrews.

Committee members

The committee members are:

- Derek Finnigan, General Manager, Muswellbrook Shire Council (MSC)
- Cr Graeme McNeill – Councillor, Muswellbrook Shire Council
- Sharon Pope, Executive Manager Planning, Environment and Regulatory Services (MSC)
- Cr Sue Moore, Mayor, Singleton Council
- Vicki Brereton, Director Organisation and Community Capacity, Singleton Council
- Cr Maurice Collison, Mayor, Upper Hunter Shire Council
- Mathew Pringle, Director Environmental and Community Services, Upper Hunter Shire Council
- Mike Kelly, President, Muswellbrook Chamber of Commerce and Industry
- Jono Moore, President, Singleton Business Chamber
- Laurie Perry, CEO, Wonnarua Nation Aboriginal Corporation
- De-Anne Douglas, CEO, Wanaruah Local Aboriginal Land Council
- Stephen Thatcher, Chair, Lake Liddell Recreation Area Trust
- Ged Elphinstone, Manager, Lake Liddell Recreation Area
- Kevin Timpson, Individual Community Representative
- Ruth Rogers, Individual Community Representative
- Jennifer Lecky, Individual Community Representative

AGL Hunter representatives *(may change at each meeting depending on presentation topics):*

- Len McLachlan, General Manager Bayswater Power Station
- James Coventry, Site Manager, Liddell Transition
- Seth Pathiyil, Head of Hunter Energy hub
- Andrew Speechly, Senior Manager Environment
- Mel Cleary, Manager Community Relations (NSW)
- Chirag Kakadiya, Senior Project Manager, Major Projects
- Rob Cooper, Senior Manager Stakeholder Engagement, NSW



- Polly Yuille, Manager Corporate Affairs (Bayswater & Transition)
- Jo Ferguson, Manager Community Relations

Meeting frequency, location and timing

Meeting frequency

The committee will meet at least 4 times for each year.

The chairperson will give members at least 2 weeks' notice before a regular committee meeting.

Extraordinary meetings

Any committee member may ask the chairperson to convene an extraordinary committee meeting if there are important and urgent matters requiring consideration.

The chairperson will decide if the extraordinary meeting is called for, or if the matters can be addressed in other ways.

The chairperson will give members 2 weeks' notice before an extraordinary meeting.

Site visits

Site visits may be organised, as needed, including as part of the regular meeting, or immediately before the meeting for convenience.

AGL is responsible for ensuring that work health and safety measures are in place for all who attend the site visit. Committee members must follow any requirements of the proponent, including work health and safety requirements, while on site.

Meeting venue and format

Committee meetings will be held in person in the Future U Hub at Bayswater Power Station with video-conferencing (Microsoft Teams) available if required.

Meeting time

The normal meeting time will be 3pm to 5pm, unless the chairperson proposes an alternative.

Meeting procedures

Meeting agenda

The chairperson will distribute the agenda and any supporting documents to committee members at least two weeks before the meeting.

The chairperson may decide if the committee will consider late items at the meeting or defer them to a following one. This includes:

- late agenda items raised after the agenda has been circulated
- late supporting documents provided within a week of the meeting
- late agenda items proposed by a committee member during the meeting.

The chairperson should consider how much time the committee members will need to review and consider the matters adequately, if enough information has been provided to discuss the matter, as well as its urgency and importance.

Standard agenda items

Declarations of interest should be included as a standard agenda item at the start of each meeting. It is the responsibility of each member to keep their declaration of interests up to date.

Annual agenda items

A discussion and approval of these terms of reference must be included as an annual agenda item.

Meeting minutes

There will be minutes taken at each meeting.

These minutes are not expected to be a verbatim record of the proceedings but must accurately summarise the matters that were discussed at the meeting, including:

- any community feedback expressed, and enquiries made
- any opposing views of members on a matter (recorded on request)
- any actions to be taken before the next meeting, who is responsible for them, and by when.

The minutes will be electronically recorded by the "Microsoft Copilot" software system, which is an AI assistant used with Microsoft Teams. The recording will be converted to draft minutes for review by the chairperson. (The recording will not be used for any other reason.)

The chairperson will distribute draft minutes to all committee members within 2 weeks of the meeting.

Committee members have one week to provide their feedback.

The minutes will be finalised and published on the AGL website within one week of receiving this feedback.

If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

Recording of meeting

Recording of meetings by recording device, telephone or any other electronic device is not permitted, except the use of "Microsoft Copilot" by AGL for the purposes of creating the minutes.

Attendance and conduct

Attendance

The chairperson should be notified as soon as possible if a community or stakeholder group member cannot attend an upcoming meeting so that an appointed alternate member may be invited.

Other members should advise the chairperson in advance of the meeting if an alternate representative is attending on their behalf. Any alternate representatives must sign the committee members' code of conduct and declaration of interest form before attending their first meeting.

The chairperson may reconvene the meeting if not enough members (including at least one proponent member) can attend.

Observers, advisers and subject matter experts

Observers may attend a meeting, at the invitation of the chairperson. The chairperson may invite the observer to give input into the discussions of the committee.

The committee may call upon advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed. The proponent will engage and facilitate the attendance of independent advisers or specialists for meetings, at the request of the chairperson.

The agenda will advise if non-committee members will attend.

Conduct

Everyone in attendance at the meeting must act in accordance with the relevant committee code of conduct. Each committee member is to verbally re-confirm their commitment to abide by the code of conduct on an annual basis. This should be recorded in the meeting minutes.

Changes to membership

The chairperson will inform the committee of any newly appointed members or other changes to membership.



Review

The chairperson will annually review a committee's performance and effectiveness over the previous 12 months. The committee may update the Terms of Reference following the review.

Agreement

The AGL Hunter/Bayswater Power Station Community Consultative Committee agrees to these terms of reference as at 27 February 2025 and they will remain in force until otherwise changed, replaced or voided.

Chairperson: Lisa Andrews

A handwritten signature in black ink, appearing to read 'L. Andrews', written over a faint, larger version of the same signature.

Signature:

Date: 27 March 2025