

Appendix C: Gloucester Community Consultative Committee Terms of Reference

1. Purpose of the GCCC

The purpose of the GCCC is to provide a forum for representatives of the Community, Government agencies and AGL to discuss AGL's Gloucester Gas Project (GGP) and related matters.

The GCCC is not a forum for debating the merits of the GGP; The GCCC provides advisory and consultative input into the management and decision-making process of the Project. The CCC does not have a decision-making role, but is a forum for identifying issues and where appropriate making recommendations to be put to the various decision-making bodies.

2. The Community Consultative Committee's aims are to:

- Create a forum for discussion and exchange of information on topics related to the Project, including, the works and activities planned for the Project.
- Identify project related local issues that should be taken into consideration in the exploration, development, construction and operational phases of the project by:
 - raising issues in respect of Project activities that affect upon the community;
 - considering options to improve community outcomes of the Project activities;
 - advising on community consultation approaches and requirements and identifying the need for any further communication or consultation strategies, and;
 - raising and discussing community concerns in a constructive and considered manner.
- Act as a communication link between AGL, the community and other stakeholders.
 - allowing AGL the opportunity to provide information about the Project to the community, and;
 - allowing representatives of the community as a whole to pass on information about the Project to their constituents.

3. Protocols for the operation of the AGL Gloucester Gas Project CCC

The CCC will acknowledge and adhere to the following operating protocols:

- Members will be responsible for providing information back to their local community and bringing information with them to the meetings about the feedback they have received.
- Special 'one off' or "extraordinary" meetings of the CCC may be required from time to time to discuss specific project issues. Appropriate notice will be given for these meetings. These meetings can be called at the request of the CCC Chair, or by members of the GCCC, including AGL, through the Chair. They may be held face to face or by tele-conference.

- Technical advisers or specialists will attend meetings as required.
- All information provided should be accurate, complete and timely. If documents are provided they should be written in a manner that is easy to understand.
- Where a response cannot be given at the meeting, questions to AGL shall be taken on notice and a reply provided at the next meeting or provided to the CCC Chair to be distributed to all members of the CCC.
- No single member shall make public statements purporting to represent the views of the CCC. The Chair can make comments on the activities of the CCC if the members of the CCC give consent.
- Any conflict of interest should be declared by members.
- CCC to discuss media attendance at the CCC with a recommendation to be communicated through the Chair.
- AGL will consider all advice and feedback provided by other members of the CCC. AGL will provide feedback on how this advice has been incorporated.
- Draft minutes from each meeting will be distributed electronically to members within 10 working days of each meeting. Members who wish to make comments/changes should send back these comments within 10 working days so every attempt can be made to publish the draft minutes to the Project website within 4 weeks of each meeting. Once the draft minutes are ratified at the subsequent CCC meeting, the final version of the minutes will be published to the Project website.

4. Membership

The membership of the CCC is to be made up of representatives from the following:

- Local Community, including residents and community groups
- Government agencies
- AGL Gloucester Gas Project team.

Each group / community member should have an alternate and the CCC made aware in advance of the stand-in representative.

The membership of the CCC will have a desired membership of 15 persons and reviewed after two years. Membership is on an exclusive basis once selected.

The Gloucester CCC members list for 2012/2013 is attached as Appendix A.

5. Observers

Observers may attend a CCC meeting at the formal invitation of the Chair following a request from a member. The observer has no input into the discussions of the CCC or voting rights.

6. Chair

The CCC meetings will be facilitated by the chair. The chair will not be a member of the CCC and is required to:

- Make constructive comment during the meetings of the CCC
- Ensure information between members is communicated clearly, and
- Ensure the meetings run smoothly and to time.

AGL will fund the Chair on behalf of the CCC.

7. Advisers

The CCC will have advisers who may be called upon to attend meetings of the CCC and provide information about the Project as required. These advisers could include environmental and heritage consultants. The role of the advisers is to advise and provide information to the CCC.

AGL will facilitate the process of engaging independent advisers on behalf of the CCC and will provide the funding.

8. Minutes and Support

Secretarial support will be provided by the Chair and will include the taking of minutes, preparation of agendas, and meeting logistics. Agendas will be issued 1 week prior to a meeting. Minutes will be prepared and issued two weeks following a meeting.

All members are to fund their own involvement in the CCC, however AGL will pay for reasonable travel expenses.

All meetings will be minuted and a final draft placed on the GGP website. Minutes will be confirmed at the next general meeting of the CCC with the final version to replace the draft on the GGP website.

AGL is to provide a hard copy of the latest minutes to CCC members at the commencement of each CCC meeting.

Minutes have been paraphrased for conciseness and are not recorded verbatim.

9. Meetings

The CCC will meet at least 6 times per year. This frequency may increase at the discretion of the CCC.

Meetings will be flexible to accommodate key project milestones and potentially conflicting schedules.

To make the meetings accessible to everyone in the area most meetings will be held at Gloucester. Meetings will typically be held between 10am – 12noon on the

fourth Thursday of every second month (except for December which should fall on 2nd Thursday to accommodate Christmas).

10. Code of Conduct – Personal and professional behaviour

Members are required to:

- act ethically and with integrity;
- treat members and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- not harass, bully or discriminate against members and colleagues;
- contribute to a, safe and productive environment.

11. Restrictions

AGL will not disclose information that is classified as commercially sensitive information. All other information discussed in the CCC is considered to be publicly available information.

The CCC is not empowered to make commitments that bind the parties to financial or legal obligations.

Appendix A
Gloucester CCC Members List
2012/2013

Gloucester Community Consultative Committee
 Members List
 2012 / 2013

CCC Representative	Organisation / Membership / Role
Toni Laurie	AGL Land and Approvals Manager
Ian Shaw	AGL Lands Officer
Therese Ryan	AGL Community Relations Manager
Ed Robinson	Lower Waukivory Residents Group
Vacant	Dungog Shire Council
Clr Tony McKenzie	Dungog Shire Council
Rod Williams	Community Representative
David Mitchell	Avon Valley Landcare
Clr Jerry Germon	Gloucester Shire Council
Garry Smith	Barrington Gloucester Stroud Preservation Alliance
Tim Hickman	Community representative
Gerald McCalden	The Gloucester Project
Clr Karen Hutchinson	Great Lakes Council
Lee McElroy	Port Stephens Council
Clr Paul Hogan	Mid Coast Water
Anna Kaliska	Mid Coast Water
Graham Gardner	Gloucester Shire Council
Lisa Schiff	Great Lakes Council
CCC Chair	
Michael Ulph	GHD Senior Communications Specialist