

Barn Hill Wind Farm and Battery Project

Community Consultative Committee

Terms of Reference

March 2024



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1. Overview

These Terms of Reference (TORs) provide an overview of responsibilities, scope and arrangements for the AGL Barn Hill Wind Farm and Battery Project Community Consultative Committee (CCC).

The purpose of the AGL Barn Hill CCC is to create a forum for providing updates, seeking feedback and answering questions relating to issues of interest to the community around Barn Hill. The intention is that these TORs and the CCC will be in place through the development, construction and operational phases of the AGL Barn Hill Wind Farm and Battery Project.

The CCC will include key representatives and stakeholder groups who have a demonstrable interest in, or connection to, the AGL Barn Hill Wind Farm and Battery Project. It is anticipated that this will include, but not be limited to, landowners, neighbours, community groups, environmental groups, and representatives from local, state and federal government.

2. Terms of Reference

2.1. Objectives

The specific objectives of the AGL Barn Hill CCC are to:

- Maintain an effective and efficient communication process between AGL and the community, providing clear, consistent and timely information with regard to ongoing AGL activities at Barn Hill.
- Develop and maintain community understanding of AGL's operations at Barn Hill.
- Ensure that stakeholders are kept informed of and can contribute feedback on the development activities, construction and, once commissioned, ongoing operations at Barn Hill.
- Develop and strengthen long-term partnerships with key community groups and stakeholders.
- Ensure issues raised are managed collaboratively and to take an approach of 'no surprises' for the community or AGL.
- Function as a pathway for sharing information between AGL and stakeholders.

2.2. Role of the CCC

The role of the AGL Barn Hill CCC is to:

- Discuss and assist AGL to resolve matters of environmental and social concern.
- Provide a forum through which relevant information regarding site activities is made available to stakeholders, and provide stakeholders with the opportunity to provide feedback on AGL activities of interest to them and their community.
- Foster a greater community knowledge base about AGL and the Barn Hill Wind Farm and Battery Project.
- Assist in establishing and fostering good working relationships between AGL, the community and other stakeholders.

2.3. Principles

The principles underpinning the relationship between the AGL Barn Hill CCC members and the AGL team are those values and behaviours adopted by AGL as a company, set out below. By accepting membership of the CCC, members agree to adopt these values and behaviours in their participation in the CCC.

Bring on tomorrow	<p>Seize the opportunity. The work we do today impacts the Australia we leave for future generations. We don't have all the answers. But through continuous improvement and working together, we'll uncover opportunities that make history. For all of us. Bring it on.</p> <p><i>Be brave - Be one team - Be innovative - Be ambitious</i></p>
Can do. Will do.	<p>Make things happen. We show up with a positive attitude. We're resilient, confident, and flexible in the way we work. Combine this with our expertise and insight, we always deliver. For ourselves, each other, and our customers.</p> <p><i>Be flexible - Be positive - Be accountable - Be excellent</i></p>
Be safe. Be supportive.	<p>Be a good human. Upholding a safe environment at work is on all of us. So we back ourselves and we back each other. Creating a culture where everyone feels included, heard and safe, every day.</p> <p><i>Be trustworthy - Be honest - Be inclusive - Be respectful</i></p>

2.4. Membership

The AGL Barn Hill CCC will include key representatives and stakeholder groups who have a demonstrable interest in, or connection to, the AGL Barn Hill Wind Farm and Battery Project. These members will represent a broad range of interests in the local community. Membership will consist of representative 'groups'. Indicatively, these groups and associated representatives will be as follows:

- One Independent Chair
- Two Landowner Representatives
- One Neighbour Representative
- Two Community Group Representatives
- One Environment Representative
- Two Local Government Representatives (one each from Port Pirie and Wakefield regional councils)
- One Federal Government Representative
- One State Government Representative

AGL will invite nominations from the above groups in order to form the inaugural membership of the Barn Hill CCC. The final make up of the inaugural membership will be subject to nominees accepting offers to join the CCC.

The Chair may also from time to time recommend stakeholders and community members for nomination to the CCC. This recommendation will be presented to the CCC for consideration and agreement before proceeding.

Nominees should be able to demonstrate an interest in the AGL Barn Hill Wind Farm and Battery Project. They should also have a general interest in the local community and, if possible, be active members in the community.

Members will not be provided with an honorarium, but refreshments will be provided at CCC meetings.

2.5. Chair

The AGL Barn Hill CCC will be independently chaired, with the Chairperson appointed by AGL. The Independent Chair will not have any position, association or relationship with AGL that may influence, in a material respect, their capacity to bring independent and considered facilitation and comment on the issues being raised by the Barn Hill CCC. The Chairperson will be responsible for the administration, preparation and chairing of each meeting. The Chair will be remunerated for their time.

The Chairperson is required to:

- Make constructive comment and encourage participation by all members during the meeting of the CCC.
- Ensure information between members is communicated clearly.
- Ensure the meetings run smoothly and to time.

2.6. Term and membership changes

The term of appointment for the AGL Barn Hill CCC, including its membership, will be two (2) years from the date of the inaugural CCC meeting.

Should a position on the CCC become vacant, the Chair, in consultation with AGL, will nominate a replacement member for consideration by the CCC. Replacement members should be from the same representative 'group' as the member they are replacing e.g. a retiring 'landowner representative' should be replaced with another landowner.

A majority of the remaining members of the CCC must agree to the replacement nominee being approached and their appointment as a Member.

2.7. AGL staff attendance

AGL is committed to providing the CCC with appropriate support and advice during meetings to address issues or inform the group on particular topics. Therefore, relevant AGL staff will attend the CCC meetings.

It is expected the following AGL staff (or a nominated delegate) will attend the CCC meetings:

- Project Manager or Operations Manager (depending on the stage of the project at the time)
- Community Relations Manager
- Land and Approvals Manager

2.8. Frequency of meetings

The AGL Barn Hill CCC will meet four (4) times per annum. AGL, with the members of the CCC, will review the frequency and progress of meetings annually.

It is proposed that meetings will be scheduled to occur quarterly. However, at times there may be an indication for additional meetings specifically focussed on an area of interest. Appropriate notice will be given for these meetings.

2.9. Meeting attendance

Regular attendance is essential. If a CCC member is unable to attend, they must notify the Chair electronically where possible. Members should commit to attend all AGL Barn Hill CCC meetings and if unable to attend provide appropriate notice, where possible, to the Chair and nominated AGL contact. Members should not send a delegate without prior approval from the Chair and the nominated AGL contact.

If a CCC member misses two (2) consecutive meetings without having notified the Chair previously, they will receive a letter or email from the Chair reminding them of their obligations to the CCC and their representative 'group', and a reminder that if a third consecutive meeting is missed, then this will be considered as submission of one's resignation from the CCC and that the deemed resignation will be accepted by the Chair.

If the CCC member is absent for a third consecutive meeting, a follow-up letter or email will be sent by the Chair advising that their membership has been terminated for non-attendance.

If the CCC member misses three consecutive meetings but has notified the Chair in writing for each absence, then this does not result in termination for non-attendance. However, the Chair may choose to discuss the non-attendance with the member. This is at the Chair's own discretion.

When the Chair terminates a member for non-attendance, this constitutes an acceptance of the deemed resignation and is not a punitive action by the CCC or Chair.

2.10. Contact details and privacy

As a default position and to facilitate proper communication to the CCC, AGL will hold the contact details of all members of the CCC in compliance with AGL privacy policies. There are some situations in which AGL may seek to share this information but will not do this without permission of the individual member or the organisation that they represent.

Individual CCC members are otherwise responsible to ensure that they do not share contact details of other members of the CCC without their consent.

2.11. Meeting protocols and requirements of membership

By accepting membership of the CCC, the CCC members acknowledge, and agree to adhere to the following operating protocols applying to their participation in the CCC, including CCC meetings:

- An Acknowledgement of Country will be conducted at the beginning of each CCC meeting.
- AGL will consider all advice and feedback provided by the CCC.
- AGL will nominate an Independent Chair for the CCC.
- Special 'out of session' meetings of the CCC may be required from time to time to discuss specific issues. Appropriate notice will be given for these meetings.
- Technical advisors or specialists will attend meetings as required.
- CCC members will receive meeting notes in electronic form no later than one (1) week from the meeting taking place.
- Where a response cannot be given at the meeting, questions will be taken on notice and an appropriate reply given via the meeting notes.
- No member of the CCC will make public statements purporting to represent the view of the CCC.

- Any conflict of interest should be declared by members prior to discussion of the item.
- Members should commit to attend all CCC meetings and if unable to attend, provide appropriate notice, where possible, in electronic form to the Chair and the nominated AGL contact.
- Members should not send a delegate without prior approval from the Chair and the nominated AGL contact.

2.11.1. Quorum

The CCC is not typically a decision-making group, however, if a vote is required in order to seek the opinion of the group on a particular issue, then the majority vote of the CCC members (not including the Independent Chair) will be taken as the CCC's position. In the event the vote is tied, the Independent Chair will cast a deciding vote.

A Quorum will always exist with the members present at the current meeting, regardless of final attendance numbers. This will ensure that voting can always occur at all meetings for all matters.

2.11.2. Agenda planning

AGL will support the Chair in the preparation of the agenda and any materials required for meetings. CCC members are encouraged to offer items for discussion prior to agenda preparation. This will allow adequate time to invite or obtain the requested information and/or presenter to be organised.

Each meeting should include an agenda that is focused on genuinely related community discussion items relating to the purpose of the CCC.

Meetings will generally run for 1 hour 30 minutes, however, may be extended depending on key issues.

2.11.3. Minutes

At each CCC meeting, minutes will be taken by the Independent Chair, supported by an AGL representative or a delegate (to be determined). Draft minutes will be reviewed by AGL to confirm accuracy of AGL provided information, and then shared by the Independent Chair with all CCC members within two (2) weeks of the relevant CCC meeting.