

AGL Energy Limited
Coopers Gap Wind Farm

Draft Terms of Reference

August 2012

1. Draft Terms of Reference

Last updated 27 August 2012

The Community Consultative Committee will comprise representatives of key stakeholder groups who have a demonstrable interest in or connection to, the Coopers Gap Wind Farm. It is anticipated that the stakeholders will include but not be limited to community members, community and business groups, as well as state and local government representatives.

The Coopers Gap Wind Farm Community Consultative Committee (CGCCC) will be guided by the following terms of reference:

Aims and objectives

The specific objectives of the CGCCC are:

- ▶ To establish an effective and efficient communication process with the community and key stakeholders providing clear, consistent and timely information with regard to the planning process and future construction aspects of the project;
- ▶ To develop community trust and confidence in the project;
- ▶ To ensure that community stakeholders are kept informed of planning and construction aspects of the project until project completion;
- ▶ To develop and strengthen long term partnerships with key community stakeholders;
- ▶ Ensure issues are managed collaboratively and that there are 'no surprises';
- ▶ Function as a conduit transmitting information between the Coopers Gap Project Team and stakeholders;
- ▶ Function as a sounding board for the Coopers Gap Project Team and stakeholders;
- ▶ Provide feedback to the Coopers Gap Project Team.

Role of the CCC

Discuss and assist the Coopers Gap Project Team to address matters of environmental and social concern.

Provide a forum through which:

- ▶ Information on planning progress and development works associated with the site, is made available to stakeholders;
- ▶ The local community's knowledge and skills can be considered in a constructive way;
- ▶ A greater community knowledge base about the elements of the Coopers Gap Wind Farm can be developed;
- ▶ Provide an opportunity for discussion regarding the planning phase, construction works and ongoing site management;
- ▶ Provide a process to raise concerns, and for AGL to demonstrate how those concerns have been taken into consideration to help shape decisions being made about the planning phase, construction works and ongoing site management.

- ▶ Assist in establishing relationships between the Coopers Gap Project Team and key stakeholders and the wider community during the planning, construction and commissioning phases of the project;
- ▶ Provide a conduit for the dissemination of information to, and input from community members and other key stakeholders;
- ▶ Consider the suggested communications and engagement activities around the overarching project announcements to ensure they are meeting the expectations of the community; and
- ▶ To review and evaluate the effectiveness of the CCC every 12 months to ensure it is meeting the expectations of the community.

CGCCC and the Coopers Gap Project Team principles

The principles underpinning the relationship between the CGCCC members and the Coopers Gap Project Team are those values and behaviours adopted in the Coopers Gap Charter.

Values	Behaviours
Wellbeing	Care for people, environment and community
Integrity	Be respectful, honest and trustworthy
Curiosity	Challenge the norm
Passion	Pursue excellence
Teamwork	Integrate our team Communicate openly Celebrate success
Commitment	Be accountable
Engagement	Be inclusive, share understanding and solutions

Membership Information

Members of the CGCCC will comprise of representatives of the different stakeholder groups being impacted by the Coopers Gap Wind Farm and relevant AGL project team members. Attempts will be made to ensure that the CGCCC contains a representative sample of stakeholders, the formation of the CCC will be dependent on the acceptances received by those nominated and community members volunteering their interest in participating.

Members will not be provided with an honorarium but refreshments will be provided at CCC meetings. Any out of pocket expenses such as additional fuel or phone calls will be assessed on a case by case basis.

Representatives from the following key stakeholder groups will be invited to join the Community Consultative Committee:

- ▶ Landowners with Wind Turbines on their land;
- ▶ Close neighbours to the wind farm;
- ▶ Western Downs Regional Council

- ▶ South Burnett Regional Council
- ▶ QLD Department of Energy and Water Supply
- ▶ QLD Department of Environment and Heritage Protection
- ▶ QLD Department of State Development, Infrastructure and Planning
- ▶ Cooranga North Concerned Citizens Group
- ▶ Coopers Gap Wind Power Supporters
- ▶ Local Community Group(s)
- ▶ Queensland Fire and Rescue
- ▶ AGL
- ▶ Facilitator / Chair person
- ▶ Administrative assistant (minute taker)

Term of appointment

The term of appointment for the CGCCC, including its membership, will be for the duration of the planning phases of the Project (approximately 2 years). Membership will then be reconsidered for the construction phase. If the community feels it would like the CGCCC to continue throughout the wind farm's operation, then this would be considered favourably, and membership would be reviewed to ensure representative stakeholders are included in the next phase.

Members unable to continue their participation in the CGCCC for the term of appointment may nominate a replacement. The remaining members of the CGCCC must agree to replacement nominations.

Protocol for the operation of the CGCCC

The CGCCC and the Coopers Gap Project Team will acknowledge and adhere to the following operating protocols:

- ▶ The Coopers Gap Project Team will issue an agenda one week prior to the meetings and meetings will be held monthly at an agreed, regular time. Meetings will be held at the Cooranga North Community Hall on a regular basis however alternative locations may at times be required. Meetings will run for three hours.
- ▶ Members should commit to attend all CGCCC meetings and if unable to attend provide appropriate notice where possible.
- ▶ Members are invited to nominate one alternative to represent their group if they are unavailable to attend a meeting. This alternative should be familiar with the project and information discussed at previous CCC meetings. The alternative will be responsible for bringing any queries or concerns of the member / group they represent to the meeting and reporting back to the member on the outcomes of the discussion.
- ▶ Members will be encouraged to provide briefings back to their local community and bring information with them to the meetings about the feedback they have received.
- ▶ Extraordinary meetings of the CGCCC may be required throughout the duration of the project to discuss specific issues. Appropriate notice will be given for these meetings.
- ▶ Technical advisers or specialists will attend meetings as required.

- ▶ All information provided should be accurate, complete and timely and written in a manner that is easy to understand.
- ▶ Where a response cannot be given at the meeting, questions shall be taken on notice and a reply given via the meeting notes.
- ▶ No member shall make public statements or communicate with the media purporting to represent the views of the Community Consultative Committee.
- ▶ Any conflict of interest should be declared by members.
- ▶ The media will not be invited to attend a meeting without the consent of both the CGCCC and Coopers Gap Project Team.
- ▶ The Coopers Gap Project Team will consider all advice and feedback provided by the CGCCC.
- ▶ Meeting notes will be published within 10-12 business days of the meeting and members provided with an electronic copy. Hard copies of the minutes will be distributed together with the agenda for the upcoming meeting for those members who do not have access to email or the internet. The minutes will be publicly available on the Coopers Gap project website.
- ▶ Members are invited to provide feedback on the draft minutes up until 5 business days before the next meeting so that feedback can be considered and incorporated into the notes prior to the meeting. The notes will then be discussed and adopted at the meeting.
- ▶ AGL will appoint an appropriate Chair to facilitate the meeting.