

AGL Torrens Island Community Dialogue Group

Terms of Reference

Updated July 2024



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1. Overview

This document provides an overview of responsibilities, scope and arrangements for the AGL Torrens Island Community Dialogue Group (CDG).

The purpose of the AGL Torrens Island CDG is to create a forum for providing updates, seeking feedback and answering questions relating to issues of interest to the broader community around Torrens Island, including ongoing operations, decommissioning and demolition of retiring plant, and the development, construction and operation of new plant and projects on the site.

The CDG will include key representatives and stakeholder groups who have a demonstrable interest in or connection to AGL Torrens Island. It is anticipated that this will include but not be limited to nearby residents, small businesses, industry and environmental groups, as well as representatives from local, state and federal government.

2. Terms of Reference

2.1. Objectives

The specific objectives of the AGL Torrens Island CDG are to:

- Maintain an effective and efficient communication process between AGL Torrens Island and the community, providing clear, consistent and timely information with regard to ongoing AGL Torrens Island activities.
- Develop and maintain community understanding of AGL’s operations at Torrens Island.
- Ensure that stakeholders are kept informed of and are able to contribute feedback on ongoing operations, activities and developments at AGL Torrens Island.
- Develop and strengthen long-term partnerships with key community groups and stakeholders.
- Ensure issues are managed collaboratively and that there are ‘no surprises’ for the community or the company.
- Function as a pathway for sharing information between AGL Torrens Island and stakeholders.

2.2. Role of the CDG

- Discuss and assist AGL Torrens Island to resolve matters of environmental and social concern.
- Provide a forum through which relevant information regarding site activities is made available to stakeholders and stakeholders have the opportunity to provide feedback on AGL activities of interest to them and their community.
- Act as a channel through which community knowledge and skills can be considered and, where possible, applied in a constructive way.
- Foster a greater community knowledge base about AGL Torrens Island.
- Assist in establishing and fostering good working relationships between AGL Torrens Island, the community and other stakeholders.

2.3. CDG Principles

The principles underpinning the relationship between the AGL Torrens Island CDG members and the AGL Torrens Island operations team are those values and behaviours adopted by AGL as a company.

<p>Bring on tomorrow</p>	<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>
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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 Torrens Island CDG will include key representatives and stakeholder groups who have a demonstrable interest in or connection to AGL Torrens Island. These members will represent a broad range of interests in the local community.

Membership will consist of representative 'groups' as follows:

- Two community representatives
- Two environment representatives
- Two business/industry representatives
- One Federal Government representative
- One State Government representative
- One Local Government representative

Should a position on the CDG become vacant, CDG members may nominate candidates to the Chair and AGL Torrens Island staff for consideration. The Chair will also recommend stakeholders and community members for nomination to the CDG.

Nominees should demonstrate an interest in the power industry but are not required to be subject matter experts. They should also have a general interest in the local community and, if possible, be active members in the community.

2.5. Chair

The AGL Torrens Island CDG will be independently chaired, with the Chairperson appointed by AGL Torrens Island.

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 CDG.

- Ensure information between members is communicated clearly.
- Ensure the meetings run smoothly and to time.

2.6. AGL Torrens Island staff to be included in the CDG

AGL Torrens Island is committed to provide the CDG appropriate support and advice during meetings to address issues or inform the group on particular topics. Therefore, various AGL Torrens Island staff will attend the CDG meetings.

It is expected the following AGL staff will attend the CDG:

- Head of Gas Assets (or delegate)
- Program Director – Thermal Transition (or delegate)
- Manager – Health, Safety and Environment (or delegate)
- Community Relations Manager, South Australia (or delegate)

2.7. Frequency of meetings and term of appointment

The AGL Torrens Island CDG will meet four (4) times per annum. AGL Torrens Island, with the members of the CDG, 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.

The term of appointment for the AGL Torrens Island CDG, including its membership, will be for two (2) years. Members unable to continue their participation in the CDG for the term of appointment may nominate a replacement. The remaining members of the CDG must agree to replacement nominations.

2.8. Meeting attendance

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

If a CDG member misses two consecutive meetings without having notified the Chair previously, they will receive a letter addressed from the Chair reminding them of their obligations to the 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 group.

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

If the CDG 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 group executive terminates a member for non-attendance, it is simply an acceptance of one's resignation and is not a punitive action by the group.

2.9. Contact details and privacy

The contact details of all members of the Community Dialogue Group will be held privately as a default position. There are some situations in which AGL may seek to share this information, but will not do this without permission of the individual or the organisation they represent.

2.10. Meeting protocol

The CDG and the AGL Torrens Island team will acknowledge and adhere to the following operating protocols:

- An Acknowledgement of Country will be conducted at the beginning of each meeting.
- AGL Torrens Island will consider all advice and feedback provided by the AGL Torrens Island CDG.
- AGL Torrens Island will nominate an independent Chair for the CDG.
- AGL Torrens Island will nominate a central point of contact to support the CDG's operations.
- Special 'one-off' meetings of the AGL Torrens Island CDG 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.
- CDG members will receive meeting notes in electronic form no later than one week from the meeting taking place.
- Where a response cannot be given at the meeting, questions will be taken on notice and a reply given via the meeting notes.
- No member of the CDG will make public statements purporting to represent the view of the CDG.
- Any conflict of interest should be declared by members prior to discussion of the item.
- Members should commit to attend all AGL Torrens Island CDG meetings and if unable to attend provide appropriate notice, where possible, in electronic form to the Chair and nominated AGL Torrens Island contact.
- Members should not send a delegate without prior approval from the Chair and the nominated AGL Torrens Island contact.

2.10.1. Quorum

The community reference group is not 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 will be taken as the group's position.

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.

2.10.2. Agenda planning

The AGL Torrens Island Team will support the chair in preparation of the agenda and any materials required for meetings. Group 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 address an agenda that is focused on genuinely related community discussion items relating to the purpose of the group.

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