

1. PURPOSE

- 1.1 The primary purpose of establishing the Gladstone Region LNG Community Consultative Committee (The RCCC) is to provide a mechanism for two-way communication between CSG-LNG companies and the Gladstone regional community.
- 1.2 The RCCC is a conditioned requirement of the Queensland Coordinator-General. The proponents may alter, restructure or extinguish the arrangement following stakeholder consultation and agreement with the RCCC and Coordinator-General.
- 1.3 The RCCC will represent the interests of the Gladstone regional community members; within the Gladstone Regional Local Government Area (**Gladstone LGA**).

2. ROLE

- 2.1 The role of The RCCC is to:
 - Foster open and transparent dialogue between participating LNG companies and the communities in which they operate;
 - Provide a forum wherein members can raise concerns or detail opportunities to participating LNG companies regarding LNG industry performance, including that related to construction and operational activities as well as social performance activities;
 - Provide an information exchange about LNG company operations including regular reporting as required by the Queensland Coordinator-General;
- 2.2 The RCCC is an advisory body only and any recommendations or agreements are based on group consensus. Decision making power relating to social impact management, community engagement, community investment or other matters pertaining to The RCCC is retained within the companies unless otherwise decided by the companies individually or jointly.

3. MEMBERSHIP

- 3.1 The RCCC will consist of a maximum of **12** members and will comprise of key informed individuals who can represent the views and interests of a broad cross-section of the Gladstone LGA.
- 3.2 The RCCC could, as a minimum, include representatives from the Gladstone Regional Council, the Queensland State Government, regional business groups, associations or peak industry bodies, regional service groups and welfare providers, Indigenous representatives and the general community.
- 3.3 To facilitate cross-sectoral representation from the regional community, the LNG companies will approach organisations that best fit a demographic sector. Selected organisations will nominate a key informed person to become a member of The RCCC.
- 3.4 Members are appointed to ensure representation as outlined in Section 3.2 and 3.4. Members are appointed as key informed people and represent the views of the wider community, not a particular organisation.

Terms of Reference Gladstone LNG Regional Consultative Community Committee

- 3.5 Membership is voluntary and for a period of two years.
- 3.6 Members may nominate one proxy to attend a meeting on the member's behalf. The RCCC member must advise the Secretariat of the proxy's attendance prior to a meeting. Only a Committee member or their proxy may attend a meeting (not both). The proxy may attend up to two meetings per year.
- 3.7 Committee members are required to attend meetings and participate in accordance with the Terms of Reference. If unable to attend, members must provide an apology to the Secretariat. If a member is absent for two or more meetings in any year they may be required to relinquish their position on The RCCC following discussion with The RCCC.
- 3.8 If a member wishes to resign from The RCCC, they must do so in writing to the Secretariat. The LNG companies will then approach a community organisation to nominate another key informed person for The RCCC.

4. MEMBER ROLES AND RESPONSIBILITIES

4.1 Committee members

4.1.1 All Committee members will:

- Attend meetings (or ensure that a proxy is provided) and participate in accordance with the Terms of Reference;
- Gain information and views from various sectors of the community for the purposes of information exchange, not advocacy, and share these during meetings as appropriate;
- Represent the views of the broader community and not those of a particular group/s.
- Reside in the Gladstone LGA; and
- Inform individual members of the community about the issues raised at meetings and the resolutions of The RCCC (excluding confidential matters) using the meeting highlights as a guide. This excludes media (see Section 6.1).

4.2 Company representatives

- 4.2.1 Each participating LNG Company shall participate in all Committee meetings.
- 4.2.2 Each participating LNG Company must allocate a representative to attend the RCCC meetings on an ongoing basis. Each representative will elect a proxy to attend meetings should the representative be absent.
- 4.2.3 From time to time, each participating company may elect to bring a specialist person to a meeting for the purposes of addressing an agenda item. This will be agreed upon by the Steering Committee in advance of the meeting.

4.3 Steering Committee

4.3.1 The Steering Committee will comprise of:

- One lead representative from each participating LNG company

4.3.2 The Steering Committee will:

- Prepare the agenda for The RCCC meetings;
- Prepare appropriate presentations and documentation relevant for each company for each meeting;
- Oversee the appointment and retirement of committee members;
- Agree on the final meeting highlights before sending them to The RCCC members and external publication; and
- Report back to company or collaborative leadership groups.

4.4 The Secretariat

4.4.1 Secretariat duties will be rotated between participating LNG companies annually and will be completed by community relations/social performance staff as appointed by each company.

4.4.2 The Secretariat will undertake all administrative responsibilities including:

- Annual meeting scheduling including venue and catering requirements;
- Distributing meeting agendas and highlights;
- Recording all highlights of each meeting;
- Recording all actions and report back to The RCCC on their status and resolution; and
- Receiving and distributing information related to the workings of The RCCC.

4.5 Behaviour

4.5.1 All persons attending committee meetings are expected to uphold the following values:

- Respecting ideas and beliefs of all members;
- Providing an atmosphere where all members feel comfortable to participate;
- Being transparent and trustworthy; and
- Contributing in positive ways to find solutions to issues and/or concerns.

5. CONFLICTS OF INTEREST

5.1 If a member has at any time an actual or potential conflict of interest in relation to a particular issue, or a pecuniary interest in an LNG company's activity, they must immediately inform the members of The RCCC about this conflict of interest. The RCCC will determine if the individual member will participate in discussion of a particular matter.

6. MEDIA PROTOCOL

- 6.1 Committee members as defined in section 4.1 will not speak to the media as a representative of The RCCC or make comment on behalf of The RCCC that they are a member of.
- 6.2 A Committee member can speak to the media about The RCCC following approval from the Steering Committee.
- 6.3 Participating LNG companies can speak to the media about The RCCC jointly.

7. CONFIDENTIALITY

- 7.1 Committee members and the Chairperson may identify themselves as members of The RCCC as a part of their roles and responsibilities as detailed in Sections 4.1 and 4.2.
- 7.2 Meeting highlights will be publicly available via participating LNG company websites. Member names and organisations will be disclosed only.
- 7.3 Committee members must not discuss the personal views of another individual member or of individual LNG Company employees and/or contractors present at committee meetings with any member of public.
- 7.4 From time to time there may be information discussed at meetings that are confidential in nature. As such out of meeting sessions may occur as detailed in Section 8.8. The Steering Committee will ensure that prior to any discussion of confidential matters; members are made aware of the confidentiality of the matter and the obligation on members not to disclose information about the matter.
- 7.5 Any Committee member who refuses to respect confidentiality will be removed as a member of The RCCC by the Steering Committee.

8. COMMUNITY COMMITTEE MEETING STRUCTURE

- 8.1 The RCCC may meet up to three times a year. Meetings will run for a maximum of three hours or at the discretion of the Steering Committee. Special meetings may be held outside of the normal schedule.
- 8.2 The meeting schedule will be set annually at the last meeting of each year
- 8.3 An attendance of at least 50% of members is required for a quorum.
- 8.4 Committee members may submit items for the agenda to the Secretariat three weeks prior to a committee meeting date. All items for discussion will be scheduled as appropriate by the Steering Committee.
- 8.5 The meeting agenda will be finalised by the Steering Committee.

- 8.6 Members will receive a meeting reminder, meeting agenda, previous meeting highlights and any associated meeting material two weeks prior to the meeting date.
- 8.7 Meeting proceedings will be recorded as highlights, and will include any recommendations by the Secretariat. Highlights will be forwarded to members of The RCCC and will be made public; apart from in-confidence matters should these arise. Highlights will be circulated to all members and endorsed within ten working days of The RCCC meeting. The highlights will then be confirmed at the next committee meeting. The highlights will be published on the participating companies' websites prior to the next meeting.
- 8.8 Should any of the participating companies require a confidential discussion with The RCCC, or conversely, should The RCCC wish to solicit information from an individual company which could be deemed as confidential, the Steering Committee will provide for an out of session discussion immediately following the close of the meeting with the relevant company. This discussion will be facilitated by the Steering Committee.

9. FEES AND EXPENSES

- 9.1 Committee members volunteer their time to attend meetings, site tours, and other activities pertinent to the tasks of The RCCC. The Secretariat will make every effort to schedule the locations meetings to minimise travel for committee members.
- 9.2 The Secretariat will reimburse committee members for their reasonable travel expenses in accordance with the Australian Tax Office Work Related Car Expenses rates. Other expenses will not be reimbursed.