



## **The FuturGas Project Community Consultation Group**

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### ***Terms of Reference***

#### **Context**

Hybrid Energy Australia (Hybrid Energy) seeks to engage the South East community in its initiative to develop a world-leading coal-to-liquid fuels and low-emissions power generation project (The FuturGas Project) near Kingston in South Australia.

Hybrid Energy's approach is to establish an effective on-going communication and consultation process in order to achieve widespread stakeholder engagement and the active sourcing of feedback for consideration in project planning studies.

A Community Consultation Group (CCG) is proposed to be formed to provide a forum to discuss the project, provide for the flow of information and offer advice. Other forms of communication and consultation with stakeholders and community are planned in addition to the CCG.

#### **Purpose of the Community Consultation Group**

The purpose of the CCG is to:

- Allow for the exchange of information and advice between Hybrid Energy and the community;
- Provide a mechanism for gathering local knowledge and input into project planning studies and process; and
- Assist Hybrid Energy to identify local issues and discuss appropriate strategies relating to the project.

#### **Role of the Community Consultation Group**

The CCG will be consultative in nature and operate in an advisory capacity rather than a decision-making or voting capacity.

The key functions of the CCG are to:

- Provide a representative view of local community interests in Kingston, the Upper South East and South East generally;
- Identify and communicate the potential local and regional interests and needs of the community affected by the project; and
- Discuss and consider the range of community views, interests and concerns related to the project with Hybrid Energy.

## Key Activities of the Community Consultation Group

Key Activities of the CCG will be to:

- Meet with Hybrid Energy and provide feedback on the project from the local community's perspective;
- Identify issues and interests of relevance to the local community;
- Provide advice to Hybrid Energy in relation to the issues and interests of the local community; and
- Provide advice to Hybrid Energy on how best to communicate and consult with stakeholders and the community.

## Membership

The CCG will consist of eight (8) representatives including an Independent Chair, comprising four (4) local community representatives, one (1) Local Government representative, and two (2) Hybrid Energy representatives.

The configuration of the CCG will be:

- An **Independent Chair** appointed by Hybrid Energy. The Chair will demonstrate:
  - Experience and skills in chairing meetings and in working constructively with members who may represent diverse views;
  - Strong communication skills;
  - Ability to interact effectively with Hybrid Energy management and community representatives; and
  - An understanding of issues and interests of relevance to the local community.
- **Four (4) local community representatives** demonstrating an understanding of, or significant interest in, community issues of which they are a member.

Representation may be drawn from interests including but not limited to:

- A focus on local government;
  - A focus on affected landholders;
  - A focus on business and local industry (e.g. local business, farming, fishing, forestry, viticulture, tourism); and
  - A focus on the environment (e.g. natural resource management, national parks, water management).
  - **One (1) Local Government representative**
- **Two (2) Hybrid Energy representatives** (e.g. Managing Director and Communications Manager).

## **Proceedings**

- The CCG will appoint a Vice-Chair to chair meetings in the absence of the Chair.
- Hybrid Energy will appoint an Independent Facilitator to assist with the conduct of meetings.
- Hybrid Energy will organise for technical specialists to attend and present at key meetings as required.

## **Conduct**

Representatives of the CCG are expected to act with integrity, objectivity, openness and honesty.

Representatives shall respect the confidentiality of items of business which Hybrid Energy may determine are confidential in nature.

## **Key Responsibilities**

### ***All CCG representatives will:***

- Work within the framework of the CCG Terms of Reference;
- Provide opportunities for all representatives of the CCG to present their views;
- Respect other representatives' rights to express a differing opinion to their own;
- Commit to attending and participating in all CCG meetings and providing advance notice of non-attendance at meetings where possible;
- Act as a conduit between the community and Hybrid Energy and consider community enquiries and concerns raised through personal contact and provide this information to the CCG;
- Agree to have CCG representative details (e.g. names) publicised in project communication materials;
- Respect that no community representative, other than the Independent Chair, speak to the media in their capacity as a representative of the CCG; and
- Refer all media enquiries to Hybrid Energy's Communications Manager.

### ***The Independent Facilitator will:***

- Coordinate meeting times and agenda items;
- Produce and distribute agendas and minutes at least one week before meetings;
- Collate and issue other supporting material requiring consideration by CCG representatives at least one week before meetings; and
- Document and monitor issues raised by the CCG.

## **Fees and Expenses of Members**

Each community representative will be paid a sitting fee of \$200 per meeting for their attendance at meetings and to cover meeting and travel related expenses.

## **Meeting Schedule**

Meetings will occur on a quarterly basis and additional meetings may be called from time-to-time if required. It is proposed that meetings will be held on a week night commencing at 7pm at Kingston in a venue to be advised. A light supper will be provided.

CCG representatives will receive the Group's agendas and minutes.

The CCG is planned to be in place for an initial period of 12 to 18 months, with the first meeting anticipated to be held in November 2008. A further assessment of the ongoing role of the CCG will be undertaken towards the conclusion of the initial period.

## **Call for Nominations**

Invitations for local community representatives are sought from the community for appointment to the FuturGas Project Community Consultation Group. Nominations for the positions of community representatives will be invited via a public advertisement and/or letters to community groups.

The Terms of Reference and Nomination Forms are available in:

- Hard copy form from:
  - Kingston District Council; and
  - Limestone Coast Regional Development Board.
  
- Electronic form from Hybrid Energy's website at <http://www.hybridenergyaustralia.com.au>