



The FuturGas Project Community Consultation Group

Roles and Responsibilities

Role of the Community Consultation Group

The Community Consultation Group (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 Australia (Hybrid Energy).

Role of Chair

- Chair all meetings of the Community Consultation Group;
- Assist in the development of, and provide final approval of, the meeting agendas;
- Ensure that accurate minutes of all meetings are recorded and confirmed at the next meeting;
- Bring to the CCG expertise and experience in leadership;
- Work constructively with members who may represent diverse views, analyse and provide direction to the CCG;
- Provide opportunities for all representatives of the CCG to present their views;
- Interact effectively with Hybrid Energy management and community representatives;
- Understand the issues and interests of relevance to the local community; and
- Act as a spokesperson for the CCG.

Role of Community Representatives

- Bring to the Community Consultation Group their knowledge of local community interests and concerns;
- Identify and discuss issues relevant to the Terms of Reference;
- Raise items and suggestions for consideration by the CCG; and
- Discuss papers and reports developed by Hybrid Energy.

Role of Hybrid Energy Representatives

- Bring to the Community Consultation Group their expertise and experience and knowledge of the project;
- Assist all representatives of the CCG understand the project and process;
- Suggest agenda items and topics for consideration and contribute towards reports on these items and topics;
- Discuss issues relevant to the Terms of Reference;
- Bring papers and reports developed by Hybrid Energy for discussion with the CCG;
- Provide technical and administrative support to the CCG; and
- Provide a venue for CCG meetings.

Role of Independent Facilitator

- Assist in the preparation and conduct of Community Consultation Group meetings;
- Act as a neutral party to matters arising from discussions;
- Ensure that the process of the CCG discussions is inclusive and transparent;
- Assist Hybrid Energy plan and implement a community engagement process, which will enable members of the wider community to be aware of the FuturGas Project;
- 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.

Key Responsibilities of Community Consultation Group Representatives

- Work within the framework of the Community Consultation Group 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.