

COMMUNITY CONSULTATIVE COMMITTEE TERMS OF REFERENCE

Verdant Energy Hub – Hunter Valley



1. Background

Redbank Power Station, located at 112 Long Point Road, West Warkworth, was constructed as a 151 Megawatt coal fired power station and was commissioned in 2001. Since commencement of operations Redbank maintained regular communication with the local community which is in addition to the regular Community Consultative Committee meetings with members of the community and representatives from Singleton Council.

Redbank management and employees have high regard for and value the input from the various local and regional communities which surround the power station facility

It is Redbank's vision to continue with open and transparent communication and healthy relationships with the surrounding community and the local government authority, Singleton Council. We propose to maintain this transparency relationship with all stakeholders through ongoing community meetings, provision of newsletters, addressing enquiries as they arise and continue to support initiatives that heighten awareness and improves Redbank's current and future operations.

2. Purpose

- 2.1 Through the CCC meetings provide information regarding Redbank Power stations current and future plans and its environmental performance against its current Environmental Protection Licence 11262.
- 2.2 To manage and maintain membership of the Redbank Community Consultative Committee (CCC).
- 2.3 Address any issues, concerns, and provide and receive feedback to and from the community.
- 2.4 To organise and conduct meetings in accordance with Redbank CCC Terms of Reference.

3. Objectives

- 3.1 The Redbank CCC is to review Redbank's continuous operation within in its existing license framework and review any impacts which the power plant may have on the local community and environment as a result of its operations.
- 3.2 The committee shall meet at least quarterly. Should the need arise for an urgent meeting, invitations will be sent out to all members and the reasons to have this unscheduled meeting before its schedule time.
- 3.3 All decisions and recommendations shall be determined by consensus but if this is unable to be achieved by majority voting members present, the Chair of the committee is to have an original vote as well as a casting vote

4. Committee Representation and Roles

- 4.1 The Committee shall consist of a maximum of eight (8) people including two (2) Redbank representatives (one being the environmental officer), one (1) Singleton Council representative being one Councillor and up to five (5) community representatives. Alternate representatives may attend when community representatives cannot attend.
- 4.2 Redbank will call for new Community membership for the CCC every three (3) years by expressions of interest through an advertisement in Singleton local newspaper. The current members will be asked if they wish to extend their involvement and membership can be renewed as appropriate.
- 4.3 The Chairperson shall be a Singleton Councillor selected by Singleton Council as the representative for the CCC.
- 4.4 Invite Singleton Councillors to nominate for representation on the CCC on an annual basis and to nominate the chair
- 4.5 The quorum of the meeting of the CCC shall comprise one (1) Councillor, one Redbank representative and one (1) community member.
- 4.6 Manage quorum of CCC membership by seeking formal resignation of CCC members who are wishing to resign from the committee.
- 4.7 On resignation of a committee member, expressions of interest will be sought through advertisement in the Singleton local paper
- 4.8 A Redbank nominated person shall take the minutes of each CCC meeting.
- 4.9 Other attendees may attend the meeting in an observer status only, at the invitation or approval of Singleton Shire Council.
- 4.10 Decisions should be determined by consensus of Redbank CCC members jointly.
- 4.11 The roles and responsibilities of the members are outlined in the table below;

Party	Responsibilities
Community members/Representatives	<ul style="list-style-type: none"> • Review meeting agendas and other material provided prior to the meeting • Respect all members of the committee and adhere to the expected code of conduct • Respectfully express opinions and ask for clarification and other opinions • Apply good analytical skills objectivity and judgement. • Obtain concerns and issues from the wider community and if unable to address confidently they shall be raised and clarified at the CCC meeting

Party	Responsibilities
Singleton Councillor and Chair	<ul style="list-style-type: none"> • Oversee the meeting, drawing on expertise of each member and guiding the committee towards fulfilling the responsibilities established in the terms of reference • Conduct the meeting in line with the agenda and keeping discussions focused on agenda items • Where possible ensure a consensus is reached and action items are correctly recorder by the minute taker before moving to the next agenda item. • Allowing all participants, the opportunity to speak and be heard • Reviewing and approving the minutes within one week of receipt from the minute taker
Redbank Representatives	<ul style="list-style-type: none"> • Ensuring a record is kept of all the approved Committee members • Arranging and confirming the scheduled meeting including the location of the meeting at least one month prior to the meeting • Arrange for the Agenda items to be circulated to all members • Arranging to have a minute taker at the meeting. • Advise the meeting of any apologies received from current CCC members • Arranging for the minutes to be approved and circulated within one month after the meeting • Prepare all necessary presentations with respect to the plant environmental performance • Present any proposed improvements and future plans. • Table relevant information and details in the event of a non-compliance to the license requirements • Respond to any technical or environmental concerns that any member may have or bring to the meeting from other community members • Adhere to the meeting code of conduct and respect and respond to all community issues raised
EPA representatives	<ul style="list-style-type: none"> • EPA representatives will be informed and invited to the meeting however they have advised that they will only attend in the event of a major environmental incident or request which requires their specific input. • Minutes will be distributed to the EPA after each meeting

5. Meeting Structure and Procedures

- 5.1 The agenda will be prepared by a Redbank representative taking into consideration items raised and agreed by CCC members at previous meeting.
- 5.2 Should there be any new items that members foresee as essential to be addressed at the upcoming meeting they should be sent to the Redbank representative at least one month in advance to be included in the agenda for consideration at the upcoming meeting
- 5.3 The agenda will be distributed by Redbank one month prior to the nominated meeting date to each CCC member.
- 5.4 A copy of the previous minutes will be distributed to all CCC members with the agenda one month prior to the nominated meeting date.
- 5.5 The meetings will alternate venue from Redbank Power Station (or other elected location) and Singleton Council Chambers

6. Code of Conduct

- 6.1 All committee members must show respect and present a high code of contact in performing their duties and respect for all attending the meeting, and must:
 - 6.1.1 When at the Redbank site ensure the site safety rules are always adhered to and obtain instructions and directions from your site host
 - 6.1.2 Do not engage in bullying or harassment behaviour of any committee member
 - 6.1.3 Do not engage in conduct that disrupts the CCC meeting or that it would be otherwise be inconsistent with orderly conduct of a meeting
 - 6.1.4 Only address issues relevant to the Redbank CCC meeting and not make requests which are outside of this committee Terms of reference