

HUNTER GAS PIPELINE COMMUNITY REFERENCE GROUPS

TERMS OF REFERENCE

1. About Santos

Santos is a global energy company with operations across Australia, Papua New Guinea, Timor-Leste and the United States of America. Santos is an important Australian domestic gas supplier and liquefied natural gas supplier in Asia. For 70 years, Santos has been working in partnership with local communities, providing jobs and business opportunities, safely developing natural gas resources to power industries and households.

The Narrabri Gas Project involves the development and production of natural gas near Narrabri in north-west New South Wales. Santos has committed 100 per cent of Narrabri gas to the east coast domestic market helping bring energy security to the region and putting downward pressure on gas and electricity prices for homes, manufacturers and businesses.

Santos is proposing to deliver this gas via two new underground pipelines – the Hunter Gas Pipeline (HGP) and the Narrabri Lateral Pipeline (NLP) which once constructed, will tie into the existing gas transmission network near Newcastle.

2. Purpose and scope

Santos is establishing three Community Reference Groups for the HGP to provide a forum for ongoing information sharing about the project with key local stakeholders. The groups will be established in the Quirindi, Muswellbrook and Maitland regions.

Topics for discussion may include, but are not limited to:

- providing relevant project and company updates
- discussing community feedback, enquiries and concerns
- discussing the implementation of relevant project approvals and management plans where applicable
- consulting on any potential project changes, amendments or modifications where relevant
- reviewing and discussing the results of any monitoring, reviews or independent audits made publicly available
- conducting community site visits
- other topics relevant to the project, as determined by Santos in consultation with group members

The groups are non-statutory and do not have a decision-making or regulatory function. They will operate in an advisory and consultative capacity only. Responsibility for regulatory compliance remains with Santos and relevant government agencies.

3. Group membership

3.1 Chairperson

Each group will be independently chaired.

3.2 Group members

Group members will be recruited through a publicly advertised expression of interest process. Appointments will be determined by Santos, in consultation with the chairperson. Membership will comprise a range of local stakeholders, selected to reflect a diversity of interests and perspectives relevant to the project. Membership is voluntary and unpaid.

Santos seeks representation from a cross-section of the community, with each reference group comprising:

- Local landholders (maximum two (2) representatives)
- Chambers of commerce (maximum two (2) representatives)
- Industry bodies (maximum two (2) representatives)

- Local councils within the project area (maximum two (2) representatives)
- Members of the general community (maximum two (2) representatives)

Santos reserves the right to determine final membership numbers and composition.

4. Meeting frequency, location and timing

4.1 Meeting frequency

Each Community Reference Group is expected to meet twice per calendar year. The chairperson will give group members at least four weeks' notice before a regular group meeting.

4.2 Site visits

Site visits may be organised, as needed, including as part of the regular meeting, or immediately before or after the meeting for convenience. Santos is responsible for ensuring that workplace health and safety measures are in place for all who attend the site visit. Group members must follow any requirements of the proponent, including all workplace health and safety requirements, while on site

4.3 Meeting venues and format

The anticipated meeting venues are:

- HGP Quirindi CRG: Quirindi Community Hub
- HGP Muswellbrook CRG: Muswellbrook Library Community Room
- HGP Maitland CRG: Maitland Town Hall Meeting Rooms

The chairperson may approve alternative local venues where required for operational or logistical reasons.

4.4 Meeting times

Meetings will generally be scheduled during standard business hours and are expected to run for approximately two hours. The chairperson may vary meeting times to accommodate operational requirements or member availability.

5. Meeting procedures

5.1 Meeting agenda

The chairperson will call for agenda items at least four weeks before the scheduled meeting. The chairperson will distribute the agenda and any supporting documents to group members at least one week before the meeting. The chairperson may decide if the group will consider late items at the meeting or defer them to the next meeting. This includes:

- late agenda items raised after the agenda has been circulated
- late supporting documents provided within a week of the meeting
- late agenda items proposed by a group member during the meeting

The chairperson should consider how much time the group members will need to review and consider the matters adequately, if enough information has been provided to discuss the matter, as well as its urgency and importance.

5.2 Meeting minutes

The chairperson (or identified note-taker) will take minutes for each group meeting. These minutes are not expected to be a verbatim record of the proceedings, but a summary of the matters discussed at the meeting, including:

- any community feedback expressed, and enquiries made
- any opposing views of members on a matter (recorded on request)
- any actions to be taken before the next meeting, who is responsible for them, and by when

The chairperson will distribute draft minutes to all group members within four weeks of the meeting. Group members have one week to provide feedback. If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

5.3 Recording of meeting

Recording of meetings by recording device, telephone or any other electronic device is only permitted with approval by the chairperson. Any permitted meeting recordings are only for the benefit of the chairperson/minute taker and cannot be published.

5.4 Meeting expenses

Santos will fund management of community reference groups, including venue hire costs, catering, secretariat costs, preparation of presentation materials and distribution of information to the wider group. Any expenses incurred as a result of attending meetings or activities associated with the groups will be at the members' expense, or the organisation they represent (no sitting fees will be provided).

6. Attendance and conduct

6.1 Attendance

The chairperson should be notified as soon as possible if a community or stakeholder group member cannot attend an upcoming meeting so that an appointed alternate member may be invited. Other members should advise the chairperson in advance of the meeting if an alternate representative is attending on their behalf. Any alternate representatives must sign the group members' code of conduct and declaration of interest form before attending their first meeting. The chairperson may reconvene the meeting if not enough members (including at least one proponent member) can attend.

6.2 Observers, advisers and subject matter experts

Observers may attend a meeting, at the invitation and/or permission of the chairperson. The chairperson may invite the observer to give input into the discussions of the group. The group may call upon advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed.

Santos will consider requests to engage and facilitate the attendance of independent advisers or specialists for meetings, at the request of the chairperson. When a member organisation seeks to bring more than two representatives to a meeting, the organisation must liaise with the Santos representatives. The agenda will advise if non-group members attend.

6.3 Conduct

Everyone in attendance at the meeting must act in accordance with the relevant community reference group [code of conduct](#) (chairperson or group member version). Each group member is to verbally re-confirm their commitment to abide by the code of conduct at the commencement of each meeting. This should be recorded in the meeting minutes. If the chair deems any member is in breach of the code of conduct, they retain the right to remove the member/s from that meeting.

Santos, in consultation with the chairperson, reserves the right to terminate a member's appointment where:

- the member repeatedly fails to attend meetings without reasonable explanation
- the member breaches the Code of Conduct
- a conflict of interest arises that cannot be appropriately managed
- the member no longer represents the stakeholder category for which they were appointed

6.4 Changes to membership

The chairperson will inform the group of any newly appointed members or other changes to membership. The chairperson will annually review a community reference group's performance and effectiveness over the previous 12 months. The group may update the terms of reference following the review.

7. Communication

Participation in the Community Reference Group does not restrict a member's ability to communicate independently with Santos or other parties.

Where correspondence relates directly to matters raised within the Community Reference Group and is proposed to be circulated to group members, this should occur via the chairperson to ensure consistency and context.