

Community Advisory Group

TERMS OF REFERENCE

The Star of the South Community Advisory Group (the Group) is one avenue for community involvement in the Star of the South project (the Project) and will be an important point of connection between the Project and the Gippsland community.

This Terms of Reference (ToR) sets out the scope of the Star of the South Community Advisory Group and expectations of how the group works together.

1. Purpose

The purpose of the Group is to provide a channel for two-way communication between the Star of the South project team and local communities. It will provide a regular forum for sharing information, answering questions and seeking local advice.

The Star of the South's aim is to work closely with the Chairperson and Group members to build greater community understanding and participation, to shape better project decisions and work towards a common goal of achieving positive outcomes for Gippsland.

Members will:

- Receive briefings and updates from the project team;
- Share information about the project with the broader community;
- Discuss and provide a local perspective on project issues and opportunities;
- Provide advice on future communications and consultation activities.

2. Scope

The focus of the group is the proposed Star of the South Project, including the Licence Area off the south coast of Gippsland, the transmission corridor through Gippsland and the Latrobe Valley and local ports used for construction and/or operation of the project.

The group is advisory in nature and is not a decision-making body. Project decisions are the responsibility of the Star of the South.

Members will provide advice on community issues and opportunities and bring any questions or feedback from their community to the group. The advice and views of the Group will be considered in decisions during the Project's development phase.

While the Group will include membership from a range of locations and with differing interests in the project, it is not expected to be representative of everyone in the broader community.

3. Composition

It is anticipated the Group will comprise the following:

- An independent Chairperson

- Community members (who may also be associated with or representing local community groups or organisations)
- A representative from local councils (as nominated by the council)
- Members of the Star of the South project team

Other individuals or organisations who are not members of the Group may provide support and/or give presentations to the Group if required.

Community positions are publicly advertised and appointments made based on a formal selection process, considering key selection criteria.

If a position becomes vacant a new member may be appointed following discussion with the Group and a public Expressions of Interest process. A member's position can become vacant if they:

- Provide their resignation in writing;
- Fail to attend more than three consecutive meetings in a 12-month period without providing an apology;
- Breach the Code of Conduct.

If a gap in membership is identified by the Star of the South project team, the Chairperson or the Group, an additional member may be appointed.

The Group is apolitical. Sitting members of State or Federal parliament and their direct family members are excluded from membership.

4. Independent Chair

The Group will be facilitated by an independent Chairperson.

The Star of the South will appoint a suitable person to serve as the Chairperson for a minimum 12-month term. The Chairperson will need to be an experienced facilitator and while he or she does not necessarily need to live within the local area, they do need to have a good understanding of and connection to the region.

The Star of the South Project Team will provide secretariat support to the Chairperson.

If the position becomes vacant, the Star of the South will appoint another person as Chairperson in the same manner as the initial appointment.

5. Functions

Members of the Community Advisory Group will:

- Attend meetings;
- Share questions, views and feedback raised by members of their local community at meetings;
- Provide advice on issues and opportunities raised through wider community feedback;
- Share authorised project information with the broader community;
- Promote consultation activities being undertaken by the Star of the South;

- Contribute to Group discussions; and
- Restrict discussions to matters relevant to the Project.

The Star of the South project team will:

- Provide information about the Project at and between meetings;
- Participate in discussions regarding community questions, views and feedback;
- Listen, consider and respond to feedback provided through the Group;
- Provide access to technical specialists to explain information and receive feedback; and
- Provide secretariat support to the Chair.

The Chairperson will:

- Organise meeting agendas with the secretariat and with input from the Group;
- Lead the Group and facilitate discussion and participation by all members;
- Receive feedback from members and the Star of the South project team about the group's purpose, functions or operation – both in and outside of meetings;
- Invite external parties to observe proceedings or address the Group, on an ad hoc basis as needed;
- Ensure discussions are relevant and within the Terms of Reference;
- Review draft minutes for approval;
- Attend all meetings or delegate the role if unable to attend;
- Manage dispute resolution, if required.

6. Operation

Key details relating to meeting operations include:

- This Group is to intended to operate throughout the project's development phase;
- An initial 12-month commitment from members is requested, after which time membership may be reviewed;
- Meetings will be held approximately every 6-8 weeks, at a time and location determined by the Star of the South in consultation with the Chairperson;
- The frequency of meetings will be reviewed regularly with input from members;
- Meetings are generally expected to run for two hours;
- The Star of the South project team is responsible for administration associated with the Group, including organising meetings, taking minutes, distributing agendas and liaising with members and the Chairperson;
- Members will be invited to nominate topics for discussion at each meeting. Topics raised will be allocated a time limit to allow appropriate discussion within the meeting timeframe;

- Issues and ideas that arise during meetings which fall outside the Terms of Reference will, where possible, be referred to the relevant authority;
- Meetings are not open to the public; and
- A Code of Conduct must be signed by all members.

Meeting minutes are the formal report of each meeting. They will:

- Include attendance, apologies, declarations of interest and a record of topics discussed and assigned actions;
- Be reviewed and approved for circulation to members by the Chair;
- Be circulated to all members for review and to confirm accuracy. Any request for major changes to the minutes must be sent in writing and will be tabled for agreement at the next meeting; and
- Be published on the Star of the South website once approved. Any confidential information will be redacted from the published minutes.

7. Media

Members are required to advise and consult with the Star of the South project team and the Chairperson if contacted by the media for comment about the project or Group. Only the Chairperson is authorised to speak on behalf of the Group. Only the Star of the South may speak on behalf of the Project. Individual members may speak on behalf of themselves or other organisations/groups they represent.

Open and forthright discussion is encouraged in meetings. To create an environment where this is supported, comments or views shared by individual members must not be reported publicly (e.g. in the media, social media, newsletters). Meeting minutes will provide a public record of key discussion points and actions.

8. Proxy members

Membership of the group applies to individuals, including those who represent organisations. The aim is to ensure continuity of representation, so members are encouraged to attend all meetings, rather than send alternative or proxy members.

In circumstances when any member is unable to attend a meeting, it is not essential that a replacement should be found for the meeting. However, the member may nominate a proxy for that meeting.

If a proxy member is to be nominated for a meeting, the following process will apply:

- The CAG member should ideally inform Star of the South staff of the intent to be represented by a proxy a week prior to the meeting, to enable names to be listed on the meeting agenda.
- The meeting agenda will include the names of any proxy member, and the individual who is being replaced.
- Minutes of the relevant meeting should note any proxy member, and the individual who is being replaced.

9. Guests and observers

Any community member wishing to attend or observe a meeting can make a request by emailing info@starofthesouth.com.au. This email should include the reasons for seeking to attending a meeting and desired outcome.

The Chair will determine the appropriate course of action, in consultation with Star of the South and relevant group member/s. This may include a:

- 1:1 discussion with Star of the South representative
- Phone discussion with Star of the South representative
- Email response from Star of the South representative
- Meeting invitation

If it is appropriate to allow an external guest or observer to attend a meeting, attendance may be limited to the agenda item/s directly related to their request.

10. Dispute resolution

Topics raised in the group are for discussion. It is not a requirement for the Group to reach a consensus and differing views will be noted and taken into consideration.

If significant issues arise that result in disruptive or disrespectful behaviours or where discussions are not making headway, the Chairperson may call for the meeting to move on or be concluded and will endeavour to set a process and timeframe for the issue to be resolved in an appropriate forum.

Community Advisory Group

CODE OF CONDUCT

The Code of Conduct sets guidance for how we work together effectively and respectfully as a group.

As a member of the Star of the South Community Advisory Group (the Group) I agree to:

- Attend meetings and provide apologies in advance where attendance is not possible.
- Act in an advisory capacity to the Project by providing insight, advice and feedback to help improve the project and community outcomes.
- Distribute authorised project information so that people in my community are aware of the project, opportunities to get involved and how to contact the project team directly.
- Seek at all times to present unbiased views of the community and/or community groups I am involved with, and not individual views at odds with these.
- Be open and available to people in my community and/or community group who are seeking information or who wish to raise issues or feedback on the Project.
- Participate in meetings in a positive way when confronted with issues or concerns.
- Respect the ideas and beliefs of all members to ensure an atmosphere where all members feel comfortable to participate.
- Notify the Chair of any potential conflict of interest that may currently exist or arise in relation to the project during my involvement in the Group.
- Allow the Star of the South to promote my participation in the Group.
- Not communicate confidential information that is discussed at Community Advisory Group meetings as advised by the Chairperson, such as issues of a sensitive commercial or conceptual nature.
- Not comment in the media on behalf of the Group or the Star of the South Project, without prior consultation with the Chair and Project team.
- Adhere to the Terms of Reference.

I understand that where a member disregards the Code of Conduct, the Independent Chair may ask them to step down.

Name:

Signature:

Date: