

particular meeting in their absence. The Chairperson will advise the member of a decision prior to the particular meeting.

- 3.4 Internal (Arrow) or external attendees (subject member experts and/or landholders) may be invited to attend the meetings as required, at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary. They may be requested to leave the meeting at any time by the Chairperson.
- 3.5 Committee members will be appointed for a period of 12 months. After 12 months, Arrow will assess if the committee is still required and if so, Arrow may call for nominations for membership.
- 3.6 Committee members may cease to be a member if they:
 - resign from the Committee
 - fail to attend three (3) consecutive meetings
 - fail to attend a meeting without providing apologies
 - resign from their employment, or cease being a local groundwater allocation holder
 - breach confidentiality (see section 11 Privacy).

4. VACANT POSITIONS

Any vacant positions will be filled on a casual basis until the term of office has expired.

5. CHAIRPERSON

The Chairperson shall be an Arrow Energy employee. Their responsibilities include:

- Scheduling meetings and notifying committee members
- Inviting subject matter experts to attend meetings when required by the Committee
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items, where relevant, end with a decision or action
- Review and approve the draft minutes before distribution.

6. SECRETARY

The role of the Secretary shall be an Arrow Energy employee and their role is to:

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
- Distribute the agenda prior to the meeting
- Take notes of proceedings and preparing minutes of meeting
- Distribute the minutes to all committee members after the meeting
- The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting
- Complete any other administrative duties as directed by the Chairperson.

7. DURATION OF MEETINGS

Meetings shall be held as required.

In the first six (6) months of the Committee's establishment, meetings will be held approximately monthly at a time agreed by the members.

When meetings align with the ASCRG, the Committee will meet directly before the ASCRG for the period from 7.30am to 9.15am, alternating between venues in Toowoomba and Dalby.

A special or extraordinary meeting may be called by Arrow Energy in consultation with Committee members.

8. FUNCTIONS

8.1 The Committee will inform development of:

- (1) An agreed framework for managing and accounting for substitution
- (2) Routing of a beneficial use network
- (3) The terms of groundwater substitution/water supply agreement
- (4) The selection process for participation in the scheme
- (5) Groundwater delivery points, metering and technical specifications
- (6) Operational management including communication and data systems.

8.2 The Committee will report quarterly to the ASCRG on progress and outcomes.

8.3 Will be disbanded at the determination of Arrow Energy, once the purpose has been fulfilled.

9. LIMITATIONS

The Committee is an advisory board to Arrow Energy. It does not hold decision making powers on behalf of the Company and cannot commit the Company to activities, including those requiring expenditure, that must be approved by the Company in line with its internal decision making process.

10. AMENDMENTS

The Terms of Reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members.

11. PRIVACY

In the spirit of open communication, members must be allowed the right to express their individual views on a particular matter. Therefore, whilst Members' are free to use the information discussed within the committee (unless otherwise stipulated by the Chairperson), they should not reveal the identity of the speakers.