

# Terms of Reference

## 1. TITLE

The name of the Committee shall be the *Arrow Intensively Farmed Land Committee (AIFLC)*.

## 2. PURPOSE

To provide a consultative forum that, with regard to Arrow Energy's development of a coal seam gas resource on intensively farmed land within its tenements in the Surat Basin, can:

- (1) Effectively identify issues
- (2) Provide feedback
- (3) Consider improvement opportunities and initiatives

## 3. MEMBERSHIP

3.1 Representatives will be appointed by Arrow Energy and endorsed by the existing committee members. The composition of Committee representation shall be:

### Arrow Energy representatives:

- Darryl Phillips Maintenance & Asset Power Manager (*Chairperson*)
- Xu Yihua General Operations Manager (Surat)
- Dave Munro Surat FEDM
- Richard McLean Senior Land Liaison Officer
- Chris Wicks Development Planner IFL (*Secretary*)
- Brydie Hedges Community Engagement Lead

### *As required*

- John Allwood Senior Field Superintendent, Drilling and Completions
- Dave Wolf Project Manager Gathering Systems

### Landholder representatives:

- Steve Hanlon Landholder
- Jamie Grant Landholder
- Jeff Bidstrup Landholder
- Paul McVeigh Landholder
- Wayne Newton Landholder
- Stuart Armitage Landholder
- Ian Valler Landholder
- Warren Myring Landholder
- Stewart Hayllor Landholder
- Neville Wirth / Malcolm Wirth Landholder

- 3.2 A quorum of members must be present before a meeting can proceed. At least three (3) Arrow Energy representatives and three (3) other Committee representatives must be present for the meeting to proceed.
- 3.3 Committee members may nominate to the Chairman for approval a delegate to attend a 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 have no decision making rights and may be requested to leave the meeting at any time by the Chairperson.
- 3.5 Committee members may be appointed for a period of 12 months. Arrow will call for nominations for membership.
- 3.6 Decisions must have the support of the majority (75%) of each of the Arrow members and Landholder members.
- 3.7 Committee members will cease to be a member if they:
  - resign from the Committee
  - fail to attend three (3) consecutive meetings without providing apologies to the Chairperson
  - resign from their employment, or cease being a landholder
  - breach confidentiality

#### **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 one week prior to the meeting
- Take notes of proceedings and preparing minutes of meeting
- Distribute the minutes to all committee members within one week after the meeting and be made available to all staff
- 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 on a quarterly basis, for the period from 9.30am until 12.00pm alternating between venues in Toowoomba and Dalby. A special or extraordinary meeting may be called by Arrow Energy in consultation with other Committee members.

## **8. FUNCTIONS**

- 8.1 Provide a forum for the open exchange of information between Arrow Energy and landholders on intensively farmed land.
- 8.2 Identify and provide regular feedback to Arrow Energy with regard to issues and opportunities relating to the construction and operation of coal seam gas infrastructure and development of Arrow's coal seam gas resources in intensively farmed land within the Surat Basin.
- 8.3 Provide advice to Arrow Energy on development concerns and opportunities as part of a case study involving landholders on intensively farmed land in the Surat Basin, in the development of Arrow's coal seam gas reserves.
- 8.4 Co-create a plan which allows coal seam gas development to co-exist on intensively farmed land.

## **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, by agreement of both the majority (75%) of each of the Arrow and Landholder representatives.

## **11. PRIVACY**

In the spirit of open communication, Members must be allowed the right to express their individual views on a particular matter. The Committee will protect the privacy of individual Members' views, by ensuring that no Member may represent or communicate another Member's opinions from these Committee meetings to an external party.

General updates for communication to other relevant parties, including those groups for which Members represent, will be encouraged as determined by the Committee as part of each meeting Agenda.