

Guideline Community Consultative Committee

Enhancing the Engagement for Sustainability

*Community Engagement
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1. Introduction

At Banpu, community engagement is defined as a relational process that facilitates communication, interaction, involvement, and exchange between the company and our community for a range of social and organizational outcomes.

Community engagement is, primarily, part of a dialogue where Banpu and communities can make decisions to create social capital. Community engagement can lead to improved outcomes for communities when the communities, who, in turn, share their aspirations, concerns and values for their outcomes. Community engagement can take many forms, and partners can include organized groups, agencies, institutions, or individuals.

Successful engagements result in a stronger sense of community ownership and improve common understanding as they are tailored to the particular community needs.

2. Scope of the Guideline

The guideline applies to all business units under its operation of Banpu-owned or -operated facilities under the company's operational control. This supports business units including but not limited to apply the concept and framework into your organization structure as well as community context.

3. Community Consultative Committee

Community Consultative Committee (CCC) is a group comprises of local residents, interest groups, government agencies and company representatives who can support and provide a meaningful and effective communications and discussions with the community affected by the project/operation. In essence, CCC is a partnership between the company, local community and local government agency who involves in the project/operation.

3.1 Purpose of Community Consultative Committee

The purpose of a Community Consultative Committee (CCC) is to provide a forum for open discussion between representatives of the Company, the community, the local government and other key stakeholders on issues directly relating to a project, including performance against any conditions, and to keep the community informed on these matters. Benefits of the CCC are described below:

- Updated information sharing between the Banpu, community and relevant stakeholders

- Provided an additional communication channel, 2-way communication, for the Banpu to deliver information to the community and relevant stakeholders, seek feedback and proactive response to matters of interest or concern, hence creating mutual understanding and acceptance between all stakeholders
- Kept inform of the status of projects, any new initiatives, and the performance of proponents

The CCC allows Banpu to reach out, inform and consult with locals who speak up for the towns and rural vicinities in which we work. CCC serves as a communication channel between company and the communities in which we operate.

3.2 Roles and Responsibility of Community Consultative Committee

CCC plays a critical role in promoting an opportunity for affected residents to address their needs and concerns as well as to discuss on the mutual resolution. The roles and responsibility of the CCC could include the following:

- Making sure clear communication channels are opened up with interested and affected residents, businesses and related stakeholders
- Making sure there are plenty of opportunities for affected people and groups to have their say on the project plans and implementation
- Allowing opportunities for affected people to seek information and providing feedback for proactive response on the development and implementation of projects; for example, the development of new project information or changes to existing projects, issues of interest or concern to the community, response to community complaints and community initiatives and programs.
- Allowing opportunities for consultation or discussion about community engagement initiatives that could include community development programs (where applicable)
- Working to ensure hard to reach sections of the community are given the chance to offer feedback and opinions
- Providing a local perspective on any project issues – for example, on how to minimise the impact of a new construction on residents
- Working on the principle that the fair practice is given to all affected community groups

The CCC is not a decision-making body; it performs an advisory and consultative role.

4. Establishment of the Committee

Some flexibility is required in the establishment of the CCC, as engagement requirements can differ from one project to the next. It is important to recognise that not all projects will require a CCC, and that in some cases there may be better ways to ensure there is effective community engagement on these projects.

Banpu shall decide to have CCC establishment when 1) at the early in the assessment process of the project development or 2) following approval through the conditions of approval for the project and include the evaluation of the following factors:

- the scale and nature of the project and its potential impacts
- the level of public interest in the project
- whether the CCC would complement any other consultation initiatives being undertaken

5. Members of the Committee

Banpu provides opportunity for representatives from relevant community stakeholders who involved in the committee. This recommends to include representatives from community members, local government, relevant stakeholders and the Company.

Business units shall consider the appropriate number of the committee members. The committee should have the following structure as the minimum:

- Chairperson (recommend to be from community representative or indicated otherwise in local practice)
- Community representatives
- Relevant stakeholder representatives
- Local government representatives
- Company representatives including the person with direct responsibility for those community and/or environment management

Community Representatives will be selected from the local community groups. Local community representatives must:

- be current residents of the area and being respected and trusted by community members;
- demonstrated involvement in local community groups or activities such as elderly group, women group, youth group, progress, business, school, sporting, environmental or heritage groups;
- have the knowledge and awareness of the project and related issues of concern to the local community;
- be able to represent and communicate the interests of the affected community; and
- be willing to adhere to the committee's standards of behaviour and maintain an outcome focused approach.

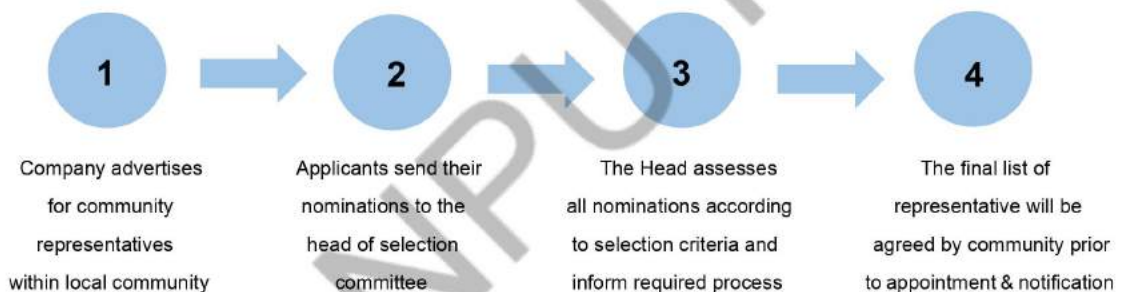
Stakeholder Representatives will be selected from the stakeholder groups. Stakeholder representatives must:

- be a member of stakeholder group with an interest in the project;
- have the knowledge and awareness of the project and related issues of concern;
- be able to represent and communicate the interests of the group or community; and
- be willing to adhere to the committee’s standards of behaviour and maintain an outcome focused approach.

6. Selection Process

Business units shall work with local government and community leaders to identify the committee selection criteria and a fair selection process of the CCC committee members.

Business units shall apply the following selection process into your local context.



7. Term of the Committee

Business units shall consider the appropriate term by considering local rules and regulation enforced.

CCC may have a defined life, and could be dissolved after a particular stage of the project is completed, or when the Committee decides there is little benefit in continuing the operations of the Committee.

8. Committee Meetings

The committee should determine an appropriate frequency of the meetings; the minimum is *at least once a year*. In addition, time and location of each meeting will also be indicated by the committee.

The frequency of the meetings may vary over time as a project moves through different stages. If there are important or urgent matters, any member of the committee may request an additional meeting as appropriate.

Chairperson must formulate the agenda for all meetings in consultation with the committee members. Committee meeting agenda items would normally be expected to include:

- Absence.
- Business arising from previous minutes – respond to issues raised or provision of additional information requested.
- Project progress reports i.e. monitoring and environmental performance, community engagement program performance, community complaint and response to these complaints.
- Community needs identification and / or propose of project plan (if required).
- Other agenda items.
- General business.
- Next meeting.

Member should be given at least four weeks notice before a regular meeting, and two weeks notice for an additional meeting.

The committee should follow good meeting practice and adopt standard procedures for their meetings. Any member may propose a matter for inclusion on the agenda; either before or during the meeting, providing the matter is within the purpose of the committee. This may include inviting technical expert to present a specific agenda to the committee. Late items may be deferred to the following meeting.

9. Minute of Meetings

- Minutes are to be taken of all meetings of the committee.
- The Minutes shall record issues raised and actions to be undertaken, who is responsible for taking those actions and by when.
- The chair can appoint a member responsible for minutes taking. Including, preparing agendas and supporting papers and preparing meeting notes and information.
- Draft minutes are to be distributed to all members for review and comment prior to being finalised.
- The minutes must be endorsed by the committee at its following meeting.
- Agendas and minutes of meetings will be made publicly available on appropriate communication channels.

10. Training

This CCC guideline includes a positive obligation to provide training for new members. Induction training on committee processes should be mandatory, especially for community members to equip them for their role on the committee. In addition, specific training may be required to improve understanding of certain technical issues related to a project.

11. Responsibility of the Company

The Company shall regularly provide the Committee with timely, accurate and comprehensive reports on the state of a project, including the development of the project, any operations, environmental performance and community relations.

The Company shall consult with the Committee prior to seeking approval for a modification to its conditions of consent, to change operational requirements or to expand its operations.

The Company shall respond in a timely fashion to any questions raised or advice given by the Committee about the Company's operations or community relations.