

Taralga Wind Farm Community Consultative Committee Terms of Reference



Taralga Wind Farm

20 January 2014

Contents

1. Introduction	2
2. Project Background.....	2
3. Taralga Wind Farm’s Commitment	2
4. Purpose and principles of the Community Consultative Committee	3
5. Community Consultative Committee Terms of Reference	4
6. CCC Meeting Protocols.....	7
7. Media	8

Revision	Date	Change Summary
A	16/12/2013	Prepared as Draft
B	08/01/2014	Issued as Draft
C	20/01/14	Final – Issued.

1. Introduction

A Taralga Community Consultative Committee (CCC) has been formed in accordance with NSW Planning Guidelines for Wind Farms (December 2011). The CCC seeks to facilitate the accurate and timely flow of information to the community in relation to the Taralga Wind Farm development and help to minimise construction impacts on the Wind Farm's neighbours and the Taralga community.

The CCC will provide a forum for discussion between representatives of the Taralga Wind Farm project team, the local community, stakeholders and Upper Lachlan Shire Council.

These Terms of Reference set out the principles, purpose, and function, the conditions of membership, and procedures for meetings of the CCC.

2. Project Background

In early 2013, the wind farm leases and Development Consent for construction of a wind farm at Taralga in southern New South Wales were acquired by CBD Energy. In partnership with Banco Santander, a wholly owned subsidiary company (Taralga Wind Farm Nominees No. 1) was established, and the Stage Two Construction Environmental Management Plan (CEMP) and Pre-Construction Compliance Report (PCCR), were submitted. Both plans were approved in mid-December 2013.

The Taralga Wind Farm will be located to the west of Taralga village, which is in the Upper Lachlan Shire Council area in the state seat of Goulburn. Construction of the Taralga Wind Farm will include 51 wind turbines, each about 130 metres in height.

Taralga Wind Farm will maintain operations of the wind farm for approximately 25 years. In this context, Taralga Wind Farm wants to ensure that relationships with key stakeholders and the local community remain strong, transparent and accessible.

3. Taralga Wind Farm's Commitment

Taralga Wind Farm will:

- Provide proactive and cooperative communication with the CCC, project stakeholders and the Taralga community
- Always treat members of the CCC, stakeholders and members of the Taralga community fairly, courteously and in a consistent and ethical manner.
- Encourage stakeholder and community input to the project through CCC members
- Ensure CCC members have access to accurate project information
- Acknowledge local concerns and issues raised at CCC meetings
- Address, resolve and/or mitigate community concerns or issues in a timely manner.

4. Purpose and principles of the Community Consultative Committee

4.1 The purpose of the CCC is to:

- Provide a forum for discussion and exchange of information relating to existing or planned construction activities for the Taralga Wind Farm project
- To identify local issues and to provide the project team with local knowledge and local networks and assist the project team to inform the community and assist with the development of mitigation strategies to manage and minimise construction impacts on the community
- Act as a two-way communication link between the community and the project team during construction works and provide feedback to the project team at the CCC meetings
- Adhere to best practice guidelines.

4.2 Members of the CCC will adhere to the following principles:

- To work collaboratively as part of the CCC
- To work in an open and honest manner, and with respect for each other and for representatives of the project team
- To understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives, and to make compromises accordingly
- To respect and value all opinions and consider the views of each member as equally important
- Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment
- To pass on accurate information provided at the CCC to the local community and to fairly present matters discussed at meetings
- To seek guidance and advice on project related matters, as/if required, either from project team members or from the Independent Chairperson.

5. Community Consultative Committee Terms of Reference

5.1 Independent Chairperson

An Independent Chairperson, Mr. Ian Colley, has been appointed to facilitate and run the CCC meetings as of 16 December 2013, and as per the Guidelines set out in NSW Planning Guidelines for Wind Farms (December 2011), refer to Attachment A.

The Independent Chairperson is responsible for:

- Ensuring the orderly conduct of the meetings
- Ensuring fair participation in discussions by all members
- Inviting specialists to attend meetings, when required
- Finalising meeting agendas
- Guiding meetings in accordance with the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome which is noted in the meeting minutes
- Chairing meetings in a manner that ensures consistency with the agreed Terms of Reference for the CCC
- Reviewing, approving and signing off on meeting minutes prior to distribution
- Reviewing and evaluating and reporting on the performance of the CCC, according to the agreed Terms of Reference of the CCC, as considered relevant
- Providing feedback to CCC members and Taralga Wind Farm on any relevant matters that arise from a review or evaluation. Such matters will be discussed with both the project team and the CCC members and any actions agreed
- Reviewing and endorsing any new nominations for vacant positions on the CCC, as required.

5.2 CCC Membership

The CCC will be comprised of Taralga and local area community members, one or two representatives from the Upper Lachlan Shire Council and Taralga Wind Farm project team representatives. The number of community members may vary over time and the number and rate of participation will be assessed by the Independent Chairperson to ensure that there is appropriate representation of community members from within the project catchment area.

5.3 Function of the CCC

The function of the CCC is to:

- Openly discuss issues relating to construction at the Taralga Wind Farm
- Assist the Taralga Wind Farm team and site contractors to understand community issues and perceptions relating to construction
- Assist in the identification of areas where construction impacts can be managed or mitigated.

The CCC forms part of broader community and stakeholder engagement which is aimed at maintaining clear and transparent communication about construction activities for the project with the local community.

5.4 CCC meeting attendance

Members of the CCC are expected to attend each quarterly meeting. Each member can nominate an alternate person to be present at a meeting (a maximum of three meetings), if they are unable to attend. Inability to attend and nomination of an alternate must be provided to the Independent Chairperson as soon as practicable, but before any meeting.

There may be occasions where guests are invited to attend the meetings, either at the request of Taralga Wind Farm or a CCC member. Details for any invited guest should be provided to the Independent Chairperson, prior to the relevant CCC meeting.

5.5 CCC members' commitment

Community members who are on the CCC will agree to:

- Adhere to these Terms of Reference
- Inform the project teams of all current and emerging issues relating to the construction from a community perspective
- Identify, communicate, represent and consider the broad range of needs and interests of the local community affected by the project
- Provide advice to the project team on how best to disseminate information using existing community networks
- Communicate regularly with the local community who are not members of the CCC, to provide information on the outcomes of CCC meetings.

5.6 CCC Taralga Wind Farm project team representation

Taralga Wind Farm project team representatives on the CCC will agree to:

- Adhere to these Terms of Reference
- Provide regular updates on the Taralga Wind Farm construction program, including details of progress, upcoming activities and proposed management and mitigation measures
- Be open and transparent
- Create opportunities for discussion identified community concerns and issues
- Present relevant documents at meetings as required. If the CCC and Taralga Wind Farm agree it is appropriate, documents that are presented at meetings will also be uploaded onto the Taralga Wind Farm's website.

5.7 Committee vacancies

The selection process for committee positions which may become vacant is as follows:

- Any vacancy on the CCC will be advertised locally via letterbox drop, inviting nominations to fill the vacant position
- Where the position is representing a particular interest group, that group will be offered the opportunity to nominate a replacement
- Any nomination for a vacant position will be held open for one month before nominations close. An email address and mailing address will be provided for receipt of expressions of interest and
- The Independent Chairperson will review nominations prior to any new appointment.

5.8 Termination of CCC membership

Membership of the CCC will be terminated if a member:

- Resigns from the committee
- Fails to attend three consecutive meetings without providing an alternate representative
- Is unable, for any reason, to fulfill the role of a CCC member
- Makes any comment to the media that is not clearly identified and reported as that member's personal opinion.

6. CCC Meeting Protocols

6.1 Meeting frequency and duration

An inaugural CCC meeting is scheduled for the end of January 2014. Meetings will then be scheduled quarterly and run for no more than two hours. A special or extraordinary meeting may be called by the Independent Chairperson at his full discretion. An extraordinary meeting would only be called by the Independent Chair if he considers there is an issue or event of sufficient importance to justify calling an extraordinary meeting.

6.2 Meeting location

Generally, the CCC meetings will be held at central meeting venue (to be confirmed) in Taralga, however the Chairperson has the discretion to nominate an alternative location – for example, a meeting may be scheduled at the site office to facilitate a site tour. Any alternative location will be identified in the agenda and/or communicated to the committee members, a minimum of 48 hours prior to the meeting.

6.3 Meeting agenda

Agenda items to be considered at each CCC will be nominated by both the Project Team and individual members of the CCC at the preceding meeting or through the Independent Chair. The Chairperson will finalise the agenda. The number of items to be placed on the agenda will be limited to a number that will allow for appropriate levels of discussion and be restricted to items of relevance to the Taralga Wind Farm Construction project and that fall within the parameters of the CCC's purpose. The meeting agenda and minutes of the previous meeting will be distributed seven days prior to each meeting.

6.4 Secretarial services

Taralga Wind Farm will provide secretarial services to the CCC to:

- Prepare agendas and issue notices for meetings, and ensure all necessary documents for discussion or comment are attached to the agenda
- Distribute the agenda and minutes of meetings, seven days prior to the next meeting
- Take notes of proceedings and prepare draft minutes
- Prove draft minutes to the Independent Chairperson for review and approval as a true and accurate record of meetings and
- Ensure the CCC agenda and minutes of meetings are uploaded to the Taralga Wind Farm website.

6.5 Meeting minutes

- All meetings will follow an agenda.
- Issues raised and actions agreed will be noted.
- The minutes will not be a verbatim record of discussion.
- The minutes will be presented to the Independent Chairperson, either at the conclusion of the meeting or within 48 hours of the meeting.
- The Independent Chairperson will approve the minutes as an accurate record of the meeting.
- The minutes will then be circulated by email to CCC members and once approved, the minutes will be uploaded the website.

6.6 CCC Terms of Reference

These CCC Terms of Reference will be:

- Reviewed by the Independent Chair ahead of the first CCC Meeting and again six months from the date of the first meeting
- Circulated to all CCC members, who must acknowledge that they have read the document and agree to abide by the terms, as set out.
- Amended by the Independent Chair (at the request of Taralga Wind farm), to meet any changing needs of the project.

The Independent Chair must provide one months' notice to CCC members, (including details of the proposed change), when there is an intention to amend the Terms of Reference.

7. Media

Members of the CCC must comply with the following:

- All media enquiries about Taralga Wind Farm or the CCC should immediately be referred to the Independent Chairperson
- Members of the CCC are not authorised to represent Taralga Wind Farm or to provide any written or verbal comment to the media on behalf of Taralga Wind Farm
- In the event that a CCC member is approached by the media, any comments made must be limited to, and clearly identified as, the member's own opinion as a private citizen, and not representative of the views of the CCC or Taralga Wind Farm
- Comments made by other members of the Committee, in any situation, must not be discussed with the media.
- Copies of information presented and/or discussed at CCC meetings must not be provided to the media.