



Delburn Wind Farm Community and Stakeholder Consultative Committee

Committee Membership

Membership has been invited from each of the communities surrounding the project as well local community and special interest groups.

It is intended that the committee provides the opportunity for input from a diverse membership.

The committee's membership and their affiliation is set out below. The community is encouraged to seek out the committee members to ensure their views are able to be brought to the committee.

Delburn Wind Farm will continue to accept nominations from those localities that are not yet represented and organisations that have declined an invitation or not yet nominated a representative are welcome to join the committee at any time in the future.

Delburn Wind Farm's Commitment

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

Terms of Reference

Committee Aims

The aim of the committee is to allow multiple views to be represented with a focus on generating understanding, and rather than acceptance of the project, any specific position, or the views of others involved in the Committee. Specifically the committee will:

- provide a forum for discussion and exchange of information relating to the planning, development, and construction of the Delburn Wind Farm project;
- identify local issues and to provide the project team with local knowledge and local networks and assist the project team in planning and decision-making processes;
- act as a two-way communication link between the community, stakeholder groups and the project team during the development and construction of the DWF;

The committee will be able to:

- openly discuss issues relating to the various stages of development of the Delburn Wind Farm as appropriate;
- assist the Delburn Wind Farm team and site contractors to understand community issues and perceptions relating to the projects design and construction;

- assist in the identification of areas where the wind farm impacts can be managed or mitigated.

Committee Membership Appointments

Nominations for membership of the committee are all approved by the Independent Chair in consultation with OSMI.

Each representative group identified as holding a position on the committee will be invited to nominate a representative for the committee.

Representatives nominated from each of the communities surrounding the project need to be able to effectively engage across the diversity of viewpoints in relation to the project that may exist within their community. All nominees are asked to complete a brief questionnaire to assist the Chair in his decision-making process.

The number of committee members may vary over time and the number and level of participation will be assessed by the Independent Chair to ensure that there is appropriate representation of community members from within the project area.

All committee members will be asked to commit to adhering to the:

- Committee Code of Conduct; and
- Conflict of Interest Procedures.

Committee Member Responsibilities

The independent Chair is responsible for:

- Finalising meeting agendas;
- Ensuring the orderly conduct of the meetings in accordance with the agenda, time available and adherence to the Code of Conduct;
- Ensuring fair participation in discussions by all members;
- Inviting specialists to attend meetings when required;
- Ensuring all discussion items result in a decision, action or definite outcome which is noted in the meeting minutes;
- the review and approval meeting minutes as a true and accurate record of proceedings prior to distribution and publication;
- Reviewing, evaluating and reporting on the effectiveness of the committee;
- Providing feedback to the committee and Delburn 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 CSCC members and any actions agreed;
- Reviewing and endorsing any new nominations for vacant positions on the committee; and
- Ensuring the Conflict of Interest register is maintained.

All Committee members are expected to:

- Adhere to the Code of Conduct and Conflict of Interest procedures

- Inform the project teams of current and emerging issues relating to the project development from a community or stakeholder perspective;
- Provide advice to the project team on how best to disseminate information using existing community and organisational networks;
- To act as a conduit for the flow of information between the committee and the local community and other stakeholders;
- Identify, communicate, represent and consider the broad range of needs and interests of the local community and other stakeholders affected by the project in a fair and transparent manner; and
- Attend a minimum of 75% of meetings over a year.

Delburn Wind Farm and HVP representatives are additionally expected to:

- Provide regular updates on the Delburn Wind Farm development including:
 - project progress reports;
 - information on upcoming activities; and
 - proposed management and mitigation measures.
- Create opportunities for discussion on identified community concerns and issues; and
- Present relevant documents at meetings as required.

Functioning of the Committee

Meeting Frequency

Meetings will initially be held bi-monthly and will be of no more than 2 hours duration. The frequency of meetings may be increased or decreased, by agreement of the committee, as appropriate to the stage of project.

Extraordinary Meetings

A special or extraordinary meeting may be called by the Chair at his or her full discretion. An extraordinary meeting would only be called by the Chair if he or she considers there is an issue or event of sufficient importance to justify the calling of such a meeting.

Meeting Records

Meeting agenda and minutes will be published on the Delburn Wind Farm web site. By agreement of the committee, documents presented at meetings may also be uploaded onto the website.

Attendance of an Alternate Member

Each member may nominate an alternate person to be present at a meeting on their behalf if they are unable to attend, for a maximum 25% of meetings in any one year. Inability to attend and nomination of an alternate must be provided to the Independent Chairperson as soon as practicable, and no later than 48 hours prior any meeting.

There may be occasions where guests are invited to attend the meetings, either at the request of Delburn Wind Farm or a committee member. Details for any invited guest should be provided to the Chair for approval at least seven days prior to the relevant committee meeting.



Meeting Location

Meetings will be held at a location generally accessible from the area surrounding the project. The Chair may at his or her discretion 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.

Calling for Agenda Items

Agenda items to be considered at each meeting may be nominated by any member of the committee at the preceding meeting or through the independent Chair. The Chair will finalise the agenda. The agenda will be managed to ensure appropriate levels of discussion can be facilitated within the time available and will be restricted to items of relevance to the Delburn Wind Farm. The meeting agenda and papers including minutes of the previous meeting will be distributed no less than seven days prior to each meeting.

Secretariat Services

Delburn Wind Farm will provide secretariat services to the committee including:

- Preparing and circulating the agenda and papers for each meeting under the guidance of the Chair;
- Recording meeting proceedings and preparing draft minutes;
- Providing draft minutes to the Chair for review and approval; and
- Ensuring all agreed documents are uploaded to the Delburn Wind Farm website.

Meeting Minutes

Proceedings of all meetings will be recorded by way of official minutes.

- Issues raised and actions agreed will be noted;
- The minutes are not intended to be a verbatim record of discussion;
- The minutes will be presented to the Independent Chair within 7 days of the meeting;
- The Independent Chair is responsible for approving the minutes as an accurate record of the meeting; and
- Approved minutes will be circulated by email to committee members and uploaded on the project website.

Media Inquires

A project such as the Delburn Wind Farm has the potential to attract interest from the media.

Members of the Community and Stakeholder Consultative Committee:

- are not authorised to represent Delburn Wind Farm or to provide any written or verbal comment to the media on behalf of Delburn Wind Farm;
- must immediately refer any media inquiries in relation to the committee to the independent Chair or the DWF project team;

- if approached by the media for comment, committee members must limit their comments to the member's own opinion as a private citizen, and clearly identify that they are not authorised to speak as a representative of the views of the committee or Delburn Wind Farm;

Further:

- Comments made by other members of the Committee, in any situation, must not be discussed with the media; and
- Copies of information presented and/or discussed at CSCC meetings must not be provided to the media.

Committee Vacancies

- Any vacancies on the committee will be advised via print and social media and on the project website;
- Where the vacancy represents a particular interest group, that group will be offered the opportunity to nominate a replacement;
- Nominations to fill a vacancy will be received by email, post or in person at the project office; and
- The independent Chair will review nominations prior to approving any new appointment.

Termination of Committee Membership

Membership of a committee member may be terminated by the Chair if they:

- Fail to adhere to the Code of Conduct or Conflict of Interest procedures;
- Act in the spirit of obstructing the effective functioning of the committee;
- Resigns from the committee;
- Fails to attend two consecutive meetings without providing an alternate representative;
- Is unable, for any reason, to fulfill the role of a committee member;
- Makes any comment to the media that is not clearly identified and reported as that member's personal opinion; and
- Is found to be misrepresenting information discussed at a committee meeting on social media or in the public domain.

Dispute Resolution

Disagreements that arise within the functioning of the committee will be dealt with in a courteous manner. The Chair is responsible for facilitating the resolutions of any dispute that may arise from time to time. At all times focus must be on real and satisfactory joint resolution and not resort to blame or face-saving activities. Further, it is important that any issue is resolved in a timely manner to avoid escalation beyond remedy.

Code of Conduct

This Code of Conduct is a statement of the ethical principles and behaviours expected of members of the Community and Stakeholder Consultative Committee. It is expected that committee members will:

1. act ethically, with honesty and integrity, always in the best interests of the effective functioning of the Committee;
2. exercise due care, diligence and skill;
3. take individual responsibility to contribute constructively to all aspects of the Committee's mandate;
4. not make improper use of committee membership to gain personal advantage or to gain advantage for any other person;
5. make recommendations fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
6. make reasonable enquiries to remain properly informed;
7. attend a minimum of 75% of Committee meetings in any year;
8. treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
9. not harass, bully or discriminate against colleagues, members of the public and/or employees of Delburn Wind Farm;
10. contribute to a harmonious, safe and productive environment and constructive culture through professional conduct;
11. channel all communication through the Chair;
12. not disclose official information or documents obtained through membership of the committee, other than as required by law or where agreed by decision of the Committee;
13. not make any unauthorised public statements regarding the business of the Committee;
14. support, adhere to and not publicly contradict the decisions of the Committee made in its meetings;
15. respect the confidentiality and privacy of all information as it pertains to individuals;
16. disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
17. not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the Committee;
18. where conflicts of interest does arise, ensure this is declared and managed in accordance with the Conflict of Interest procedures; and
19. consider sustainability and environmental factors at all levels of decision-making.

Managing Conflicts of Interest

All conflicts of interests must be declared by the person holding that conflict interest as soon as it is identified (and, at latest, during the meeting at which the matter is being considered), and the details lodged in the Conflict of Interest Register. Committee members will be requested to list interests pre (or if not, then post) appointment – and periodically review and update the register.

Where a matter arises outside of a meeting, the interest should be disclosed to the Chair and the details lodged in the Conflict of Interest Register.

Following the declaration of an interest from a member of the committee the Chair will determine if that interest represents a conflict to the member's participation in the committee. The following actions will be applied as appropriate to the circumstances:

1. Chair determines that the declared interest does not pose a conflict of interest (for example, where someone to whom this policy applies is employed by or otherwise associated with a competing organisation but the matter to be decided will not beneficially or detrimentally affect the person or the competing organisation). This interest should be recorded on the Conflict of Interest Register and noted as being a matter of "No conflict" and the matter considered by the full committee;
2. Chair determines that the declared interest represents a conflict of interest that can be appropriately managed. Both the declared interest and agreed management action must be recorded in the Conflict of Interest Register and the matter considered by the full committee;
or
3. Chair determines that the declared interest represents a conflict of interest that cannot be managed. The individual must absent themselves from deliberations about any matters for which the conflict exists. Both the Conflict of Interest and the absence of the individual holding that conflict during discussions in relation to the matter must be recorded in the Conflict of Interest Register.
4. Disclosure of a perceived or actual conflict of interest or a "No conflict" interest, and records of any resultant abstention, shall be recorded within the minutes of any meetings at which the applicable issue is discussed and decided as well as updated in the register.

Any failure to disclose or properly manage an interest should be brought to the attention of the Chair soon as it is identified. Further actions, if required, shall be as determined by the committee as appropriate.