

## CCC Terms of Reference

March 2024

Throughout this document:

- Delburn Wind Farm is referred to as DWF
- The DWF Community Consultative Committee is referred to as the CCC

### 1. Introduction

Delburn Wind Farm (DWF) invited people who live in communities surrounding the wind farm site to nominate themselves as potential members of the CCC. People are appointed in their own right; not as representatives of the community where they live.

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

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

### 2. Delburn Wind Farm's Commitment

DWF will:

- Provide proactive and co-operative communication with the CCC and the community
- Always treat members of the CCC and members of the community fairly, courteously and in a consistent and ethical manner
- Encourage 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
- Publish minutes of CCC meetings on the project website
- Address, resolve and/or mitigate community concerns or issues in a timely manner.
- Disseminate information to residents and near neighbours of the wind farm as part of our commitment to community engagement

### 3. CCC Objectives

To enable multiple views to be represented with a focus on generating understanding of the project. Specifically the committee will:

- Provide a forum for discussion and exchange of information relating to the construction of the Delburn Wind Farm
- Identify local issues and provide DWF project team with local knowledge to inform the project team for planning and decision-making processes
- Act as a two-way communication link between the community and the project team prior to and during the construction of the wind farm

**The CCC will:**

- Openly discuss issues relating to the various stages of development of the Delburn Wind Farm as appropriate.
- Assist the DWF project team and site contractors to understand community issues and perceptions relating to the project's construction.
- Assist in the identification of areas where the wind farm impacts can be managed or mitigated.

### **Delburn Wind Farm Commitment**

DWF will provide regular updates on the Delburn Wind Farm construction including:

- Project progress reports
- Information on upcoming activities
- Proposed management and mitigation measures
- Identified community concerns, issues and mitigation measures
- Present relevant documents at meetings as required.

## **4. Membership**

Requests to join the committee are approved by the DWF in consultation with the CCC Chair. This is a volunteer role where members are asked to adhere to the Code of Conduct and Conflict of Interest procedures.

CCC members are not required to represent a specific location or town and can talk to any residents from locations surrounding the wind farm site. There is no pre-requisite for a CCC member to have lived in a certain location for a set number of years to be a member.

The number of committee members may vary over time and the level of participation will be assessed by the independent Chair to ensure there is appropriate representation of community members.

CCC members are requested to advise the DWF project team of current and emerging issues relating to the project from a community perspective. They can advise on how best to disseminate information through networks and community information channels.

All CCC members commit to:

- The DWF Community Consultative Committee (CCC) Code of Conduct; and
- The DWF CCC Conflict of Interest procedures

### **CCC Chair**

The independent Chair is appointed by DWF and is responsible for:

- Ensuring the orderly conduct of the meetings in accordance with the agenda, time allocated and adherence to the Code of Conduct
- Ensuring fair participation in discussions by all members
- Ensuring all discussion items result in a decision, action or definite outcome which is noted in the meeting minutes
- The review and approval of meeting minutes as a true and accurate record of proceedings prior to distribution and publication
- Reviewing and endorsing any new nominations for vacant positions on the committee

- Ensuring the Conflict of Interest register is maintained
- Reviewing, evaluating, and reporting on the effectiveness of the committee.

### **CCC Membership**

- CCC vacancies will be advised via traditional and social media, the DWF website and in e-News updates
- Membership nominations will be received by email, post or in person at the project office
- The DWF will review nominations with the independent Chair prior to any approval of a new appointment.
- CCC members are volunteers who have nominated to be on the committee to actively participate in discussions and provide feedback on construction plans.
- CCC members are independent of DWF and are not advocates of the project.
- CCC members volunteer their time and energy to be part of the committee and will not be subjected to harassment or abuse.
- Any CCC member who feels harassed, singled out or uncomfortable as a result of a community conversation can withdraw from the conversation and inform the Community Engagement Manager. A CCC member is not obliged to interact with a person if they are hostile or abusive, and they are not obligated to respond to a resident if they feel uncomfortable.
- Difficult interactions can be referred to the Community Engagement Manager who will take over the contact with the community member.

### **Termination of Committee Membership**

CCC members may resign at any time. CCC membership may be terminated by the Chair if they:

- Do not follow the Code of Conduct or Conflict of Interest procedures
- Obstruct the effective functioning of the committee
- Miss four or more consecutive meetings without a prior apology
- Are unable for any reason, to fulfill the role of a committee member.

## **5. Expectations of CCC Members**

Members will:

- Adhere to the Code of Conduct and Conflict of Interest procedures
- Inform DWF of current and emerging issues relating to the project development from a community perspective
- Provide advice on how best to disseminate information to the community
- Share information between the committee and the local community
- Consider the broad range of needs and interests of the local community and people affected by the wind farm
- Members who do not attend four meetings without sending an apology may have their membership reviewed.

### **Meeting Norms**

CCC Members and DWF project team members agree that:

- All opinions to be treated with respect
- Agreed actions will be carried out in a timely manner
- Agenda items and estimated time allocations adhered to
- All members take turns speaking, actively listening and contributing to the discussion.

## **6. CCC Meetings**

Meetings will be held monthly and will be of no more than 2 hours duration. When requested, meetings will be available online for CCC members via Teams.

The frequency of meetings may be increased or decreased, by agreement from the CCC as appropriate.

### **Meeting Agendas**

- CCC agenda and papers will be distributed at least 3 days prior to meetings by the Secretariat. A draft agenda will be reviewed by the independent Chair prior to this
- Members may request an item be included on the agenda (must be relevant to the DWF) via the Secretariat.
- The agenda will be managed to ensure appropriate levels of discussion are facilitated within the time available and this will be managed by the Chair.

### **Meeting Minutes and Secretariat**

Proceedings of all meetings will be recorded by way of official minutes. DWF will provide Secretariat services to the CCC to:

- Prepare and circulate the agenda and papers for each meeting under the guidance of the Chair
- Document meeting proceedings and prepare draft minutes
- Provide draft minutes to the Chair for review and approval
- Ensure all agreed documents are uploaded to the Delburn Wind Farm website
- Minutes are not a verbatim record of discussion: issues raised and actions agreed will be noted
- Minutes will be presented to the Independent Chair for approval as an accurate record of the meeting within 14 days of the meeting
- Approved minutes will be circulated by email to CCC members by the Secretariat.

### **Meeting Records**

Meeting agendas and minutes will be published on the DWF website. By agreement of the CCC, documents presented at meetings may also be uploaded onto the website.

### **Extraordinary Meetings**

A special or extraordinary meeting may be called by the Chair at their full discretion. An extraordinary meeting will only be called by the Chair if they consider there is an issue or event of sufficient importance to justify the calling of such a meeting.

### **Guests at Meetings**

Occasionally guests are invited to attend CCC meetings. Details for any invited guest will be provided to the Chair for information at least seven days prior to the relevant committee meeting.

### Meeting Locations

Meetings will be held at a location generally accessible from the area surrounding the project. The Chair may, at their 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 as soon as possible.

### Media Inquiries

A project such as the Delburn Wind Farm has the potential to attract interest from the media. Members of the CCC are not authorised to represent DWF or to provide any written or verbal comment to the media on their behalf.

CCC members should immediately refer any media inquiries in relation to the committee to the Secretariat at the DWF project team. If approached by the media for comment, CCC members should clearly identify that they are not authorised to speak as a representative of DWF and limit their comments, if appropriate, to their own opinion as a private citizen.

CCC members should not reference comments by other members of the CCC in discussions with the media. Information provided to CCC members may not be provided to the media unless it is publicly available.

Delburn Wind Farm	Terms of Reference	Approved:
Name: Anne Forbes	CCC Version 2	Date: 25 March 2024