



## **Lal Lal Wind Farms Community Reference Group**

### **Terms of Reference**

#### ***Purpose***

The role of the Community Reference Group (CRG) is to:

- enhance communication between Lal Lal Wind Farms and the Community;
- enhance Lal Lal Wind Farms understanding of community issues;
- encourage community partnerships;
- ensure the local community benefits as a result of the Lal Lal Wind Farms project.

#### ***Aims of the Community Reference Group (CRG)***

The CRG aims to:

- provide a transparent, representative and accessible forum to address issues of community interest related to the project;
- capture community feedback and suggestions to assist with decision-making for the project;
- increase understanding about the project within the community; and
- ensure effective responses from the project team to arising issues and concerns.

Specifically, the CRG will:

- act as a conduit to issues affecting the wider community;
- represent community views regarding local issues, impacts and benefits;
- receive briefings on the progress of the project;
- provide information about the project to other community members;
- oversee the community engagement process in relation to fairness, transparency and accountability, providing opportunities for inclusion, deliberation and influence;
- provide recommendations to Lal Lal Wind Farms on relevant aspects of the project to assist in establishing broader community engagement and consultation;
- provide recommendations regarding the allocation of the community development fund.

## ***CRG Membership***

Membership of the Lal Lal Wind Farms The CRG is open to all members of the community who have a clear interest or connection to the project.

Lal Lal Wind Farms aims to represent a broad range of local community interests and views. Ideally members of the CRG will bring a broad range of backgrounds and interests in the community, environment, business, education, health, tourism, cultural heritage, transport and emergency services.

Membership is voluntary and CRG members are encouraged to attend all meetings.

## ***Selection Process***

A comprehensive selection process will be undertaken to ensure a wide cross-section of the community are represented on the CRG.

Advertisements calling for nominations will be placed in the local newspapers circulated in the project area, as well as Lal Lal Wind Farms website.

People wishing to become CRG members will be required to complete an application form, outlining information about themselves, demonstrating any previous community involvement and why they are interested in being a part of the CRG.

All new applications for CRG membership will be assessed by the CRG new application sub-committee.

## ***Requirements***

It is preferable that CRG members:

- live within the catchment area of Lal Lal Wind Farms;
- possess a willingness to contribute constructively to meetings;
- have an ability to look beyond personal interests;
- demonstrate their ability to represent community interest and provide feedback to the community;

## ***Code of Conduct***

CRG members and guests of the Lal Lal Wind Farms CRG will demonstrate the following qualities:-

- Integrity
- Honesty
- Openness
- Objectivity
- Respect

CRG members are also requested to:-

- Agree to work within the CRG's terms of reference
- Arrive on time and stay for the duration of the meeting
- Commit to attend all meetings or provide advance notice of non attendance
- Respect the rights of other members to express their views

- Respect the confidentiality of items of business which the group may determine as confidential in nature
- Abide by the CRG media and public speaking protocol

The CRG Chair and the Community Engagement Manager for Lal Lal Wind Farms may terminate the membership of CRG members who do not abide by the Terms of Reference and Code of Conduct.

### ***Terms of Membership***

Members agree to commit to a minimum of three years.

CRG members who resign their membership will give notice in order to allow time to recruit a replacement. Retiring CRG committee members are requested to recommend a replacement from their own community.

Incumbent CRG committee members can remain if there is no replacement from their own community.

A third of the committee will be elected each year

Limit of 2 terms or 6 years for CRG committee members

In 2021, one third of the committee will rotate off the CRG. In 2022 another third will rotate off the CRG and in 2023 the final third will rotate off the CRG

Lots will be drawn to retire off the CRG committee, if no one self nominates

If a member resigns or is unable to complete their term a replacement will be sought to fill a casual vacancy for the completion of the term.

### ***Media Liaison***

Individual members are free to speak to the media about the project, but as individual community members, not as a spokesperson on behalf of the CRG or Lal Lal Wind Farms.

### ***CRG Chair***

The CRG Chair will be selected by the CRG members. This role will be rotated every three years. The current Chair position will become vacant as of 19 November 2020. The new Chair, who will be a member of the committee, will be elected by the CRG committee. A Co or Deputy Chair will also be elected from and by the members of the committee.

If the CRG Chair is not available for a CRG meeting, the meeting will proceed with Co Chair or substitute Chair.

### ***CRG Secretariat***

Lal Lal Wind Farms will act as secretariat to the CRG. A company representative will be present at all meetings in an administrative capacity only and will not hold a voting position on the CRG.

The CRG is responsible for organising, facilitating and hosting the CRG meetings. In their capacity as secretariat, minutes will be taken by the attending Lal Lal Wind Farms representative, and will be distributed to members within 14 days of the meeting. Minutes will then be endorsed by the CRG at the following meeting.

If Lal Lal Wind Farms does not agree with a recommendation put forward by the CRG, a written explanation will be provided addressed to the CRG Chair.