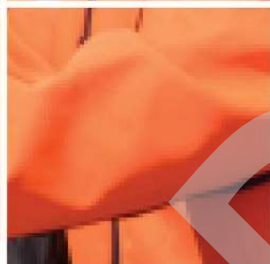
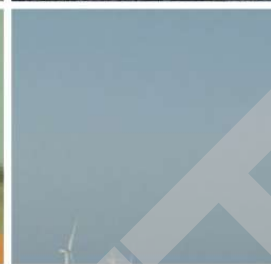
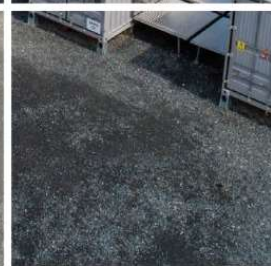
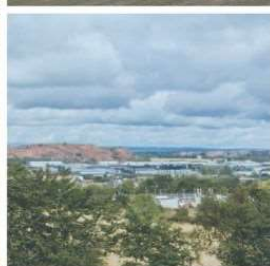


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## Community Consultive Committee

### Terms of Reference

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**Date** 8/3/2024

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# 1 Background

RES, (Renewable Energy Systems), proposes to establish a Community Consultative Committee to encourage open communication and information sharing with project stakeholders during the development, construction, and early operations.

# 2 Purpose

The role of the RES Community Consultative Committee (CCC) is to:

- Facilitate structured and productive communication between the Project team and the community about the Project;
- Encourage community participation in decision making processes throughout project planning and construction, including benefit sharing development;
- Share information and important updates about the projects to increase community understanding.

# 3 Scope

The scope of the CCC encompasses the late-stage development, planning, construction and early operational phases of the Project, and matters including:

- Project impact and mitigation, including construction impact
- Community consultation
- Overall environmental management, including water, waste, ecological; and
- Any other matters raised by the community not related to the Project's commercial/operational viability.
- Benefit sharing development

The RES CCC is not a decision-making or regulatory body; it performs an advisory and consultative role. Relevant government agencies will remain responsible for ensuring the project team comply with any statutory obligations.

The CCC provides representation from stakeholder groups identified through stakeholder mapping and information gleaned via sociodemographic analysis. This is to ensure the most impacted stakeholder groups have an opportunity for representation. These groups may include:



- First Nations groups
- Employment support agencies seeking job opportunities
- Community groups close to the Projects
- Local environmental interest/volunteer groups
- Landowner and neighbours.

## 4 Membership

### 4.1 Composition

The CCC is a forum of members representing the broader community, with membership consisting of representatives from the local area. The membership of the CCC shall comprise:

- Up to eight (8) members of the local community (which may include project neighbours, host landholders and members of the broader community).
- One (1) representative of local Council.
- Up to two (2) representatives of the Project team, which may include the project manager, community engagement manager or others.
- Government and regulatory agencies may attend meetings as guests or as observers as required by members of the CCC.

Observers may be invited to the meeting on request. Requests are to be approved by the Independent Chairperson prior to the meeting.

Community members are appointed to the CCC for a period of two years.

Each member's position will be reviewed at the end of the term (12 months) and current members invited to reapply and re-sign the Terms of Reference and Code of Conduct (See Appendix 1)

Should a community member not seek re-appointment, a subsequent call for nominations will be enacted in a manner agreed by the CCC at the time.

#### 4.1.1 Independent Chair Responsibilities

The Independent Chair will be responsible for:

- Selection of the CCC community representative members based on suitability (see Section 4.2.2 Member Selection Criteria) and diverse representation of varied stakeholder groups
- Preparing an agenda for meeting, in collaboration with the Project\_

- Ensuring all members issues and interested are captured in the agenda
- Facilitating a full and complete discussion in the meeting
- Reviewing, finalising and circulating the draft minutes of each meeting with Secretariat support.
- Responding to committee member concerns in relation to the operation of the CCC.

In an instance where the unavailability of the Independent Chair is planned and known ahead of time for scheduled CCC meetings, attempts shall be made by the Project team to secure the services of an alternative Independent Chairperson.

In the instance where an alternative Independent Chairperson cannot be sourced, or the Independent Chairperson becomes unavailable (unplanned and/or emergency), then a representative from within the CCC membership will be nominated as the Acting Chairperson for the meeting, and supported by a representative from the Project team.

#### 4.1.2 The Project Team Representative Responsibilities

The Project team representatives will be responsible for:

- Appointing an Independent Chair following a consultation process detailed in Section 4.2.2
- Supporting the Independent Chair to undertake CCC activities, including taking and finalising meeting minutes
- Ensuring that committee feedback is considered and responded to by RES
- Ensuring that project information is shared with the CCC in a clear and timely manner.

## 4.2 Membership Selection Process

### 4.2.1 Independent Chair Selection Criteria

The Independent Chair is expected to meet the following selection criteria:

- Experience successfully chairing and facilitating community group meetings, preferably for renewable energy projects, that led to positive engagement outcomes
- Demonstrated ability to effectively facilitate and build relationships with diverse stakeholder groups
- Exceptional communication skills and commitment to best practice community and stakeholder engagement including membership and qualifications from the International Association of Public Participation (IAP2) or similar.
- Strong understanding of regional Queensland communities and the delivery of large-scale infrastructure projects

- No conflicts of interest or perceived conflicts of interest in the region, including with other existing or proposed wind farms.

#### 4.2.2 Independent Chair Selection Process

The Project team will issue an expression of interest to known consultants with relevant experience and expertise and may also seek recommendations for the role of Independent Chair from relevant key stakeholders including:

- Local and State MPs
- Councillors and Council CEOs in the relevant local government area
- Chair or President of relevant local representative community and industry bodies.

Selection of the Independent Chair by the Project team will consider the recommended appointee's ability to fulfil Independent Chair responsibilities and selection criteria (see Section 4.1.1 and 4.2.1.)

#### 4.2.3 Community Member Selection Criteria

All nominees must:

- Demonstrate a willingness to contribute constructively to meetings;
- Have an ability to look beyond personal interests;
- Demonstrate their interest in the Project either as local resident, worker, business owner, landowner or community group representative
- Declare perceived and / or actual conflicts of interest;
- Demonstrate their ability to represent community interest and provide feedback to the Project team and community;
- Attend at least 75% of CCC meetings;
- Have previous experience representing community interests.

A selection process will be undertaken by the Independent Chair to ensure a wide cross-section of the community are represented in the CCC including residents, workers, landowners, business owners and community groups interested in and affected by the Project.

Feedback on the initial formation of the CCC will be sought from the community during consultation about the Project.

#### 4.2.4 Community Member Selection Process

Advertisements calling for nominations will be placed in the local newspapers circulated in the Project area, as well as the Project website, within at least six (6) months of all Project consents being obtained

(Development Approval and/or EPBC Act). Advertising will remain open for at least three weeks, excluding Queensland school holiday periods.

People seeking committee membership will be required to complete a nomination form: outlining information about themselves, their interest in the CCC and listing both previous and current community involvement/representative roles.

If invited to join the Committee, new members must sign declarations agreeing to the Terms of Reference and Code of Conduct.

#### 4.2.5 Other Members Selection Process

Representatives from the Project team will be selected by the Project team.

The local Council representative will be selected by the local Council, after receiving an invitation to nominate a representative from the Project team or Independent Chair.

Nominated Project team representatives and the local Council representative must also sign declarations agreeing to the Terms of Reference and Code of Conduct.

## 5 Meeting Structure

The CCC may meet up to four times a year. Meetings will run for a maximum of two hours or at the discretion of the Independent Chair. Special meetings where required may be held outside of the normal schedule.

The meeting schedule will be set annually at the last meeting of each year.

An attendance of at least 50% of members is required for a quorum.

Committee members may submit items for the agenda to the Independent Chair three weeks prior to a committee meeting date. All items for discussion will be scheduled as appropriate by the Independent Chair, and the meeting agenda will be finalised by the Independent Chair.

Members will receive a meeting reminder, meeting agenda, and any associated meeting material two weeks prior to the meeting date from the IC.

Meeting proceedings will be recorded as highlights and forwarded to members of the CCC for review. Once agreed, meeting highlights will be made publicly available via the Project website; with the exception of in-confidence matters should these arise.

CCC members are encouraged to provide briefings back to the community and convey community feedback to the CCC in relation to briefings or other matters.



## 6 Fees and Expenses

Committee members volunteer their time to attend meetings, site tours, and other activities pertinent to the tasks of the CCC. The Independent Chair will make every effort to schedule the location of meetings to minimise travel for committee members.

The Project team will reimburse committee members for their reasonable travel expenses in accordance with the Australian Tax Office Work Related Car Expenses rates. Excluding remuneration of the Independent Chair, other committee member expenses will not be reimbursed.

## 7 Conflicts of Interest

If a committee member has at any time an actual or potential conflict of interest in relation to a particular issue, or a pecuniary interest in renewable energy development company activities, they must immediately inform the Independent Chair of the CCC about this conflict of interest. The IC will determine if the individual member will participate in discussion of a particular matter.

## 8 CCC Continuance

Subject to the subsequent development of the Project, the CCC may, at the discretion of the CCC at the time, remain active beyond the first three years of project operations and adopt a community consultative function for the development of the Project.

## 9 Signed Declaration

As a member of the Community Consultative Committee, I agree to its Terms of Reference.

Name.....

Contact details.....

Address.....

Signature and date.....

DRAFT

## 10 Appendix

### 10.1 Code of Conduct

As a member of the RES Community Consultative Committee, I understand I am expected to:

- Attend committee meetings, at dates and times set by the Independent Chair
- Advise the Independent Chair at 24 hours in advance if I am unable to attend meetings
- Respectfully engage with other members of the Committee
- Contribute to the atmosphere of open and constructive participation
- Openly communicate relevant concerns, interest and ideas and make reasons for any disagreement clear in a constructive and thoughtful manner
- Put forward views but also remain committed to open and shared dialogue
- Actively work with the members of the committee to try and resolve any disputes that may arise during the committee's activities
- Ensure confidential matters handled by the committee are kept confidential, and refrain from discussing these matters with other parties outside meetings
- Not interrupt when another member is speaking
- Not speak publicly on behalf of the committee
- Not misrepresent the views of other members of the committee outside meetings
- Immediately advise the Independent Chair during meetings of any potential or actual conflict of interest relating to matters under discussion
- Abide by the directions of the Independent Chair.

I understand that if I miss three consecutive meetings I may be replaced on the Committee.

I understand that if I demonstrate non-compliance with the above code of conduct I will be asked by the Independent Chair to vacate my role on the Committee.

#### Signed Declaration

As a member of the committee, I agree to abide by the code of conduct.

Name.....

Contact details.....

Address.....

Signature and date.....

DRAFT

## 10.2 Community Consultative Committee Internal Evaluation Form

Note this is for use by the Independent Chair when selecting community members.

Name _____		
Stakeholder Group _____		Date _____
Criteria	Score (1-10)	Considerations
1. Demonstrate a willingness to contribute constructively to meetings		<ul style="list-style-type: none"> <li>• Previous engagement with Project or similar projects</li> </ul>
2. Have an ability to look beyond personal interests		<ul style="list-style-type: none"> <li>• Have an interest or association with the local community</li> <li>• Interests align with community interests</li> </ul>
3. Demonstrate their ability to represent community interest and provide feedback to the <u>Project team</u> and community		<ul style="list-style-type: none"> <li>• Ability to provide feedback and communicate with community members and the CCC about the Project</li> <li>• Code of Conduct</li> </ul>
4. Attend at least 75% of CCC meetings		<ul style="list-style-type: none"> <li>• Ability to travel</li> <li>• <u>Availability of technology for online meetings</u></li> <li>• <u>Experience and confidence with online meetings</u></li> <li>•</li> </ul>
5. Have previous experience representing community interests		<ul style="list-style-type: none"> <li>• Previous involvement in local community groups, programs, committees or not-for-profit organisations</li> </ul>

## 10.3 Community Consultative Committee Community Member Application Form

Name _____	Date _____
Address _____	
Contact Number _____	
Email _____	
Questions	
What interests you about participating in the CCC?	
Have you represented your community in other committees, groups or forums? If so please detail	
How would you receive community feedback about the <u>P</u> roject and share information about the <u>P</u> roject?	
Do you have any limitations in attending committee meetings, either in person or online?	
Do you have any limitations in adhering to the CCC Code of Conduct?	