



Forest Wind

Forest Wind Community Reference Group

Terms of Reference



© Forest Wind Holdings Pty Limited 2020.

CleanSight Pty Ltd (CleanSight) has prepared this document on behalf of Forest Wind Holdings Pty Limited (Forest Wind Holdings) for the purpose stated in the document and may not be relied upon by any other party without prior written consent of Forest Wind Holdings. CleanSight has relied on information provided by others, as referenced in this document, which may not have been independently verified. Permission must be sought from Forest Wind Holdings Pty Limited for any other party to use the whole or part herein of this document. No part of this document can be extracted or replicated without permission from Forest Wind Holdings. This document is and remains the property of Forest Wind Holdings. Nothing in this document constitutes or evidences a transfer or licence to any person of any intellectual property.

Doc no. / Rev	Date	Description	Author	Approved
TR032/0.01	13 May 2020	CCC Terms of Reference	J Daniels	J Pennay
TR032/0.02	27 July 2020	CRG Terms of Reference	J Daniels	

1. Introduction

Forest Wind Holdings (FWH), the proponent of Forest Wind (the Project) seeks to form a Community Reference Group. The FWCRG will provide a forum for discussion between Forest Wind Holdings (FWH) and representatives of the community, including First Nations People Kabi Kabi and Butchulla, stakeholder groups and the local council on issues directly relating to Forest Wind.

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

2. Project background

Forest Wind is a major clean energy infrastructure project proposal in Queensland.

2.1 Proponent

Forest Wind is being developed by Forest Wind Holdings Pty Limited, a joint venture between CleanSight Pty Ltd and Siemens Project Ventures GmbH.

2.2 Location

Forest Wind will be located within an actively managed and operational exotic pine plantation in Queensland Government (the State) owned Toolara, Tuan and Neerdie State Forests, situated between Gympie and Maryborough in the Wide Bay Region of Queensland.

The Project will be located within the Gympie Regional Council (GRC) and Fraser Coast Regional Council (FCRC) Local Government Areas (LGAs).

The pine forest covers a very large area of 65km by 30km, with the dense pine plantation canopy providing a natural buffer between the Project infrastructure and local residences. Wind turbines will be set back at least 3,000m from residences.

2.3 Project infrastructure

Turbines

- Up to 226 wind turbines will be embedded in the pine forest, adjacent to existing forestry tracks, co-locating with the forestry industry.
- Each turbine location will require a crane hard-standing and laydown area for the components, which will typically be less than 1ha, subject to the turbine's site characteristics.

Other infrastructure

- Temporary main and satellite construction compounds and site entrances
- Permanent operations compounds
- Utilities such as water, sewerage, power
- Concrete batching plants.

Transmission line

- Electricity will be transmitted along a high voltage electrical transmission line from the wind farm to Powerlink Queensland's Woolooga Substation, connecting to the National Electricity Market.

2.4 Planning and approvals

FWH submitted a code assessable Development Application on 18 December 2019 to the State Assessment Referral Agency (SARA), in accordance with the Queensland Government's State code 23: Wind Farm

Development. The Development Application demonstrated how Forest Wind met the State code requirements, along with all the required technical studies.

SARA issued a Decision Notice on 21 February 2020 for Forest Wind stating that the development application was approved, subject to wide ranging conditions. The actual number and size of the turbines and the staging of construction, including turbine locations, will be determined in the remaining development phase.

The Development Permit and the ongoing nature of the development phase provides scope for engagement with community going forward on many elements of the Project, including Stage designs and certain mitigation and management measures.

Final approvals are being sought for the Project. Construction is anticipated to commence in 2021, with the first phase of the wind farm to planned to commence operations in 2023.

3. Purpose and principles of the FWCRG

3.1 Purpose

The purpose of the FWCRG is to provide a forum for discussion between the Forest Wind Project Team and representatives of the community, First Nations People Kabi Kabi and Butchulla, stakeholder groups and the local council on issues directly relating to Forest Wind.

Specifically, the purpose of the FWCRG is to:

- Establish good working relationships and promote information sharing between FWCRG, local community, local councils, First Nations People and stakeholder groups.
- Allow the Forest Wind Project Team to keep the community informed about Forest Wind, seek community views and respond to matters raised by the community.
- Allow community members to seek information from the Forest Wind Project Team and give feedback on Forest Wind to assist with the delivery of balanced social, environmental and economic outcomes for the community.
- To perform an advisory and consultative role, rather than regulatory body.

3.2 Principles

Members of the FWCRG will adhere to the following principles:

- To work collaboratively as part of the FWCRG.
- To work in an open and honest manner, and with respect for each other and for representatives of the Project team.
- To respect and value all opinions and consider the views of each member as equally important.
- To pass on accurate information provided at the FWCRG 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 Chair.

4. Membership

4.1 Membership of the FWCRG

The FWCRG will seek to comprise:

- An independent chairperson.
- A representative from Butchulla First Nations People and from Kabi Kabi First Nations People

- Up to seven community and stakeholder representatives
- A council representative from each of the local government areas concerned
- Up to three representatives from the Forest Wind Project Team.

All members must sign the Code of Conduct and comply with this while they are members of the FWCRG. Members must also sign a Declaration of Interest before joining the FWCRG.

4.2 Independent Chairperson

The independent chairperson will be:

- a convener, facilitator, mediator and advisor for the FWCRG
- independent and impartial
- the key contact between the FWCRG and Forest Wind.

The Independent Chair should have:

- experience in community relations, facilitation, mediation or public advocacy
- experience in convening and managing stakeholder FWCRGs with independence
- understanding of regulatory requirements for developments/ large projects.

The Independent Chair is responsible for:

- ensuring the orderly conduct of the meetings
- ensuring fair participation in discussion by all members
- inviting specialists to attend meetings, when required
- finalising meeting agendas
- chairing meetings in a manner that ensures consistency with the agreed Terms of Reference for the FWCRG and the signed Code of Conduct
- reviewing, approving and signing off on meeting minutes prior to distribution
- reviewing and endorsing any new nominations for vacant positions on the FWCRG, as required.

4.3 Community Representatives

Community representatives will:

- be current residents surrounding the Project area, or a member of a stakeholder group with an interest in the Project
- demonstrate involvement in local community groups/ activities
- have knowledge and awareness of the Project and related issues of concern to the local community
- be willing to adhere to the Terms of Reference and sign the Code of Conduct
- agree to commit to a minimum of 24 months, after which time members will be required to re-nominate for the position
- commit to attend at least 75% of meetings.

5. Community meetings

5.1 Meeting frequency

The FWCRG will determine the frequency of meetings, considering the stage of the Project. Quarterly or biannual meetings are likely during the development and construction phase. Frequency of meetings during the operations phase will be determined by the FWCRG at that time but is not expected to be more than biannually.

The independent chair will oversee preparation and publication of agendas and minutes in a timely manner.

Non-FWCRG members can be invited or request to join a meeting, either as observer or to provide advice to the FWCRG.

5.2 Meeting location

Generally, the location of the FWCRG meetings will rotate between Maryborough, an eastern township (such as Poona or Boonooroo), a western township such as Glenwood, and a southern township, such as Gympie or Kia Ora. The FWCRG members will resolve the most suitable locations for meetings and set a schedule at the first meeting of the FWCRG.

5.3 Meeting agenda

Agenda items to be considered at each FWCRG will be nominated by both the Project Team and individual members of the FWCRG at the preceding meeting or through the Independent Chair. The Chair will finalise the agenda.

The meeting agenda and minutes of the previous meeting will be distributed seven days prior to each meeting.

5.4 Secretarial services

Forest Wind Project team will provide secretarial services to the FWCRG, such as:

- Prepare agendas and issue notices for meetings
- Ensure all necessary documents for discussion or comment are attached to agenda
- Distribute agenda and minutes of meetings seven days prior to the next meeting
- Take notes of proceedings and prepare draft minutes
- Provide draft minutes to the Independent Chair for review and approval
- Ensure the FWCRG agenda and minutes of meetings are uploaded to the Forest Wind website.

6. Code of conduct

As a condition of engagement, the Independent Chair and all members of the FWCRG must agree to adhere to the following code of conduct.

6.1 Independent Chairperson

Accepted behaviour

The Independent Chairperson of the FWCRG is expected to:

- personally chair all FWCRG meetings, or if the Chairperson cannot be present, request the Forest Wind Project team to appoint an alternative chairperson for the meeting
- oversee the appointment of community representatives to the FWCRG
- ensure that all matters dealt with by the FWCRG fit with the purpose of the FWCRG
- act as a convener, facilitator, mediator and advisor for the FWCRG to ensure that members can put forward views and that they are not interrupted
- be independent and impartial with respect to all members of the FWCRG
- create an atmosphere of open and constructive participation by the members of the FWCRG where they can communicate relevant concerns, interests and ideas and express their reasons for any disagreement
- actively work with the members of the FWCRG to try and resolve any disputes that may arise during the FWCRG's activities
- ensure confidential matters handled by the FWCRG are kept confidential
- advise the Forest Wind Project Team as soon as possible of any potential or actual conflict of interest that may affect their ability to fulfil their role on the FWCRG
- ensure members of the FWCRG comply with the code of conduct, and issue warnings to members who do not comply
- review the performance of the FWCRG from time to time and refer any matters of concern to the Forest Wind Project Team.

6.2 Members

Accepted behaviour

As a member of the FWCRG, members are expected to:

- attend FWCRG meetings, at dates and times set by the FWCRG's independent chairperson
- advise the independent chairperson in advance if they are unable to attend meetings
- respectfully engage with the other members of the FWCRG
- contribute to an atmosphere of open and constructive participation
- openly communicate relevant concerns, interests 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 FWCRG to try and resolve any disputes that may arise with the FWCRG's activities
- ensure confidential matters handled by the FWCRG 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 FWCRG
- not misrepresent the views of other members of the FWCRG outside meetings
- immediately advise the independent chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion
- abide by the directions of the independent chairperson.

7. Media

Members of the FWCRG are required to comply with the following:

- All media enquiries about Forest Wind or the FWCRG should immediately be referred to the independent chairperson.
- Members of the FWCRG are not authorized to represent Forest Wind or to provide any written or verbal comment to the media on behalf of Forest Wind.

- In the event that a FWCRG 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 view of the FWCRG or Forest Wind.
- Comments made by other members of the FWCRG must not be discussed with the media.
- Copies of information presented and/ or discussed at FWCRG meetings must not be provided to the media.

8. Costs

Unless otherwise agreed with FWH, in relation to costs associated with the FWCRG the following will apply:

- The Independent Chair and FWCRG members will:
 - participate on a voluntary basis
 - be responsible for their own travel expenses to attend meetings
 - may not incur costs on behalf of the FWCRG.
- Incurring and paying costs associated with venue hire, refreshments and administration costs will be the responsibility of FWH.