

Community Reference Group

Terms of Reference

Waddi Wind Farm

June 2025

i. Overview

This document outlines the terms of reference for the Community Reference Group for the Waddi Wind Farm. The group is being established by Tilt Renewables to promote two-way engagement with local communities and key stakeholders during the development of the wind farm.

ii. Purpose and Objectives

The Community Reference Group is to provide a forum for open discussion between Tilt Renewables, representatives of the community, and stakeholder groups on issues and opportunities directly related to the construction of the Waddi Wind Farm. It is not a decision-making body but performs an advisory and consultative role.

The objectives of this group are to:

- Facilitate discussions on project-specific issues as the Project progresses into its construction phase.
- Raise awareness of local issues related to the Project, ensuring that the interests of a diverse range of stakeholders are considered.
- Leverage community knowledge to fully understand potential impacts and how these can be best mitigated.
- Offer stakeholders an opportunity to gain a deeper understanding of the Project.
- Establish a formal communication channel between Tilt Renewables and stakeholders to share and gather information.

iii. CRG Membership

Chairperson

Chairperson is to be appointed

CRG members

The committee members are to be appointed

Alternative representatives

The alternative representatives are to be appointed

iv. Meeting frequency, location timing

Meeting frequency

The CRG will meet at least **four** times per year during the construction of Waddi Wind farm, unless otherwise specified.

The chairperson will give members at least four weeks notice before a regular CRG meeting, followed by a two week notice before a regular CRG meeting.

Meeting venue and format

CRG meetings will be held in person at an agreed Dandaragan venue.

Meeting time

The normal meeting time will be agreed upon by CRG members

v. Meeting procedures

Meeting agenda

The chairperson will distribute the agenda and any supporting documents to CRG members at least one week before the meeting.

The chairperson may decide if the CRG will consider late items at the meeting or defer them to a following one. This includes:

- late agenda items raised after the agenda has been circulated
- late supporting documents provided within a week of the meeting
- late agenda items proposed by a committee member during the meeting.

The chairperson should consider how much time the CRG members will need to review and consider the matters adequately, if enough information has been provided to discuss the matter, as well as its urgency and importance.

Meeting minutes

The chairperson (or identified notetaker) will take minutes for each CRG meeting.

These minutes must accurately summarise the matters that were discussed at the meeting, including:

- Any community feedback
- And opposing views of members
- Any actions to be taken before the next meeting, who is responsible for them, and by when.

The chairperson will distribute draft minutes to all CRG members within 10 business days of the meeting.

CRG members have two weeks to give their feedback.

The minutes will be finalised and published within one week of receiving this feedback.

If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

vi. Attendance and conduct

Attendance

The chairperson should be notified as soon as possible if a community or stakeholder group member cannot attend an upcoming meeting so that an appointed alternate member may be invited.

Other members should advise the chairperson in advance of the meeting if an alternate representative is attending on their behalf. Any alternate representatives must sign the CRG members' code of conduct and declaration of interest form before attending their first meeting.

The chairperson may reconvene the meeting if not enough members (including at least one proponent member) can attend. There must be at least three attendees at each meeting.

Observers

Observers may attend a meeting, at the invitation of the chairperson. The chairperson may invite the observer to give input into the discussions of the committee.

The CRG may call upon advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed. The proponent will engage and facilitate the attendance of independent advisers or specialists for meetings, at the request of the chairperson.

Conduct

Everyone in attendance at the meeting must act in accordance with the relevant CRG code of conduct. Each committee member is to verbally re-confirm their commitment to abide by the code of conduct on an annual basis. This should be recorded in the meeting minutes

Changes to membership

The chairperson will inform the CRG of any newly appointed members or other changes to membership.

Review

The chairperson will annually review a CRG's performance and effectiveness over the previous 12 months. The committee may update the terms of reference following the review.