

# Community Consultative Committee Draft Terms of Reference

## 1.1 Overview of the Project

The Palmer Wind Farm was first proposed in 2011 and has been progressively refined from 103 turbines to 40. This updated design uses fewer, larger turbines to generate a comparable amount of clean renewable energy, while reducing the overall project area by more than 5,000 hectares.

The Palmer Wind Farm received planning consent on 27 February 2025.

The Palmer Wind Farm is located between Palmer and Tungkillo, approximately 70 kilometres east of Adelaide. The project is on the lands of the Peramangk People.

These Terms of Reference set out the purpose, role and operation of the Palmer Wind Farm Community Consultative Committee (CCC) which will be in place for the construction duration.

## 1.2 Purpose

The purpose of the CCC is to facilitate open, respectful and two-way communication between the community and the Project team during the construction phase. The CCC will provide a forum for community members to raise issues, share local knowledge and provide feedback to Tilt Renewables and the Balance of Plant (BOP) Contractor (BMD). The Project team will use the CCC to share information, respond to concerns, and discuss how potential impacts can be avoided, minimised or managed.

## 1.3 Objectives

The objectives of the CCC are to:

- Facilitate structured and productive discussions between the Project team and the community on project-specific issues as the Project progresses through 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 the Project team and stakeholders to share and gather information.
- Identify opportunities for community, local business and neighbours during construction including benefits or educational opportunities.

The Palmer CCC is an advisory body, not a decision-making body.

## 1.4 CCC Membership

### CCC Members

CCC members are to be appointed via an Expression Of Interest process.

The make-up of the CCC will aim to reflect different local experiences that will be impacted by the construction of the Palmer Wind Farm, including:

- Local resident/s of Palmer
- Local resident/s of Tungkillo
- Primary school representative, or parent of current student
- People who commute to Mannum for work or education
- Wind farm site neighbour
- Country Fire Service
- Palmer Collier Park User

- Mid-Murray Council/Councillors
- Local business owner in a neighbouring town or on the transport route.

The CCC will have a maximum of 10 people.

#### **Chairperson**

Independent chairperson is to be recruited by Tilt Renewables.

### **1.5 Eligibility Criteria**

**The following criteria will be used to select CCC members:**

- Members must live and/or work within an approximate 10km area of the Palmer project area, with priority given to those closer to the project site
- Members will represent one of the experiences described above.
- Members should have a demonstrated knowledge of local issues and interests, experience, or skills that will contribute positively to the CCC. This includes representing diverse community demographics, having connections with local community groups, possessing knowledge of the local environment and history, or demonstrating a commitment to the future of the area.
- Members must be available to actively participate at in-person CCC meetings. In exceptional cases, virtual attendance may be considered. Meetings will be held at a location within the CCC area, likely in Tungkillo.

### **1.6 Recruitment**

Members of the CCC will be selected through an Expression of Interest (EOI) process.

An expression of interest process will be run where people can submit an EOI to be on the committee and the chair will select the appropriate people based on the achieving the greatest cross section of experiences described above.

Advertisements via Tilt Renewables' Palmer Wind Farm Project website and local papers, will invite participants to submit an EOI.

Emails may also be sent to respondents who previously provided contact details to Tilt Renewables.

Applicants will be required to submit an Expression of Interest (EOI) addressing eligibility criteria, including outlining their connection to the Project area, interest and involvement in the local community, and their suitability for membership.

Applications will be assessed based on the selection criteria for membership. Where membership of the CCC is not filled through the advertising process or if the applications received are deemed by the selection panel to not fulfil the requirements of the CCC, Tilt Renewables may seek other potential members.

Tilt Renewables Project team and independent consultants will assess all nominations and recommend successful candidates. The independent Chair will make the final decision on successful candidates. Both successful and unsuccessful candidates will be notified.

### **1.7 Term**

The CCC will have four quarterly meetings a year for the two years of construction. At the conclusion of construction, a discussion will be had as to whether the CCC should continue for the first year of operations. If so, a revised purpose of the group, and membership will be agreed and there will be another round of member selection.

The chair will give members at least four weeks' notice before a regular CCC meeting, followed by a two week reminder notice before a regular CCC meeting.

#### **Recognition**

Participation in the Palmer CCC is a voluntary role. However, the Project team acknowledges and appreciates the commitment made by participants.

Tilt Renewables will support participants to attend meetings if required (i.e. childcare support).

Materials and catering will be provided.

## 1.8 Operations

### Role of the chair

- The CCC Chair will be appointed by the Project team for the term of the CCC unless otherwise advised.
- The role of the Chair is to manage and facilitate the meetings.
- If the Chair cannot attend, they may appoint a proxy to chair in their absence.

### Project staff

- Project team staff and consultants will organise, attend and administer meetings. Subject Matter Experts or guests may be invited to meetings.

### CCC members

- A Code of Conduct for participation at the CCC meetings must be signed by all participants.
- Members should read all project updates which will be emailed quarterly or prior to meetings.
- Members should respect each other and behave in a manner that encourages the group to share opinions and suggestions openly.
- Members should disseminate relevant project information within your community and networks.
- Members should provide details on issues raised through wider community feedback.

### Meeting venue and format

- CCC meetings will mostly held in person at an agreed local venue.

### Meeting time

- The meeting times will be agreed upon by CCC members.

### Meeting format

- A quorum of two-thirds (66%) attendance of the community members is required for a meeting to proceed.
- If a response cannot be provided during a meeting, questions will be taken on notice and addressed afterward.
- All members can propose agenda items, which will be set by the Project team. Members must declare any personal or professional conflicts of interest related to agenda items at the start of each meeting.
- All CCC meetings will have an agenda, which will be prepared by independent consultant facilitators.
- The agenda as well as any other pre-meeting materials will be provided to members at least one (1) week in advance of scheduled meetings.
- Minutes will be taken at all CCC meetings. The minutes will be recorded. The names of meeting participants will be recorded in the minutes. The minutes will be circulated to all members within ten (10) business days of the meeting taking place as a draft seeking comment / amendments. Requested amendments will be incorporated into the final minutes for circulation. A copy will be available online to the public, including the name of participating members, via the Palmer Wind Farm website.

### Confidentiality

Members may have exposure to confidential or personal information.

Members are required to maintain the security of any confidential information and not access, use, or remove any information, unless the member is authorised to do so.

### Conflicts of Interest

Participation on the CCC may result in individuals being provided with information that could provide a commercial or intellectual benefit to the individual or stakeholder groups they represent.

In all cases the individual must ensure that they are acting and advocating in the interests of the broader community, rather than out of personal interest. CCC members may be requested to disclose potential conflicts of interest (e.g. property ownership or business ownership) to the Project team for noting and to ensure transparency and accountability for group members.

The CCC may advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed. The proponent will decide if the request is appropriate in consultation with the Chair and organise the independent adviser or specialist where appropriate.

## **Conduct**

Everyone in attendance at the meeting must act in accordance with the relevant CCC 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.

# **Membership Selection Process**

## **Independent Chair**

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

- Experience chairing and facilitating community group meetings, with experience in renewable energy projects.
- Experience effectively facilitating relationships with wide range of stakeholder and community groups
- Excellent communication skills and commitment to best practice community and stakeholder engagement
- Strong understanding of regional South Australian communities and the delivery of large-scale infrastructure projects
- No actual or perceived conflicts of interest in the region, including with other existing or proposed wind farms.

## **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.

## **Community Consultative Committee Member Selection Criteria**

All nominees must:

- Demonstrate a willingness to contribute constructively to meetings
- Have an ability to look beyond personal interests
- Declare perceived and / or actual conflicts of interest
- Demonstrate their interest in the Project according to the list of experiences on the first page.
- Demonstrate their ability to represent community interest and provide feedback to the Project team and community
- Attend at least 75% of CCC meetings.

A selection process will be undertaken by the Independent Chair to ensure a wide cross-section of the community are represented in the CCC. The Independent Chair will ensure that all participants meet the eligibility criteria. Feedback on the initial formation of the CCC will be sought from the community during consultation about the Project.