

GLENROWAN
solar farm

Community Reference
Group
Terms of Reference

SEPTEMBER 2022



Community Reference Group

TERMS OF REFERENCE

September 2022

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1. Purpose

This Glenrowan Solar Farm Community Reference Group (CRG) relates directly to community benefit sharing and will form a key conduit for community involvement during the project's development and future operations.

The CRG will comprise 6-10 volunteers who will assist the project team by:

- Acting as a two-way link between the project team and community members representing local residents, businesses, and interest and industry groups
- Providing opportunities for individuals and groups affected by the project to participate in developing the benefit sharing scheme
- Offering local perspectives on the project and allowing representatives to effectively communicate project benefits with the community.

2. Background

2.1.1. Overview

Pacific Partnerships Energy purchased the development rights for the Glenrowan Solar Farm project in late 2021. The project is located two kilometres south-west of Glenrowan, a regional town approximately 230 kilometres north-east of Melbourne in Victoria. The 130MW project is in the development stage, having received a planning permit in early 2019.

The solar farm is located within one of Victoria's six Renewable Energy Zones (REZs), the Central North Renewable Energy Zone. These zones were identified in 2020 as key areas for targeted investment to support the transition to clean energy necessary to achieve the state's climate change target of net-zero emissions by 2050. With other nearby solar farms in various stages of development, it is anticipated that the renewable energy sector will continue to grow substantially within the central north region.

Pacific Partnerships Energy is committed to delivering social and local economic benefits for the communities in which it operates, and seeks to develop constructive partnerships with its local communities and stakeholders. The Glenrowan Solar Farm CRG is intended to explore meaningful and impactful benefit sharing opportunities and the potential for strategic, long-term initiatives that contribute to the local community.

Our approach to engaging with the community is based on mutual respect, integrity and a genuine understanding that by working closely with local residents and surrounding communities, opportunities can be developed to share benefits and create better project outcomes.

2.1.2. Need for a Community Reference Group

We have developed a community-focused benefit sharing strategy that seeks to contribute positively to the Glenrowan region and help build a strong relationship between the project team and local community.

The CRG will enable representatives to input, review and contribute to options for benefit sharing, and will support ongoing engagement with the broader community. Members will provide their time on a voluntary basis.

Some ideas for immediate and legacy benefit sharing options have been identified by the project team based on an initial understanding of local interests, needs and aspirations. Further ideas provided to the team will be added and assessed to determine suitability. The CRG will consider options such as funding for potential education, skills and training initiatives, community grants, sponsorship and legacy initiatives.

Establishment of this CRG is aligned with best practice guidelines and recommendations outlined in key documents including the Department of Environment, Land, Water and Planning's *Community Engagement and Benefit Sharing in Renewable Energy Development Guide* (2021) and the Clean Energy Council's *A Guide to Benefit Sharing Options for Renewable Energy Projects* (2019). These guides give clear and valuable direction and examples of successful benefit sharing schemes.

3. Objectives

The CRG will review preliminary benefit sharing options, co-design further ideas and options and contribute to a short list of recommendations for immediate and legacy benefit sharing approaches. Options will be assessed against agreed parameters. An implementation plan will be developed to deliver agreed benefit sharing options. The CRG will:

- Consult with communities and stakeholders represented to inform the benefit sharing development process, subject to confidentiality agreements
- Be provided with project information and updates
- Provide feedback on planned community engagement opportunities and activities
- Bring discussion points from communities and groups they represent
- Act in the interest of the community and the project, and not be strongly biased in their opinions about the project
- Demonstrate due diligence and process.

4. Membership

The collective membership of the CRG is intended to capture a diversity of communities, stakeholders and interest groups affected by the project. Diversity of opinion is expected and encouraged.

The CRG selection criteria and process includes appropriate governance procedures to ensure transparency including;

- A public Expressions of Interest (EOI) process for nominations

- Fair assessment process
- An invitation to shortlisted nominees providing details of member duties and other requirements outlined in this Terms of Reference
- An ongoing collaborative process including a call for agenda items in advance of meetings, advance issue of agendas and minutes of previous meetings, and actions assigned to members for discussion at meetings.

Other project staff, agency representatives and consultants may provide support or deliver presentations to inform the CRG, however they will not be members of the group. The CRG may invite presentations from special interest groups at the Chair's discretion. The CRG will comprise:

- A Chair / facilitator
- Pacific Partnerships Energy representative(s)
- A representative from the Rural City Wangaratta
- Community representatives who are residents
- Community representatives who are businesses
- Community representatives of local community, interest and industry groups.

5. Meetings

Regular meetings will be held with a forward schedule to be determined at the initial meeting. This will be subject to ongoing review to determine the appropriate frequency of meetings.

Pacific Partnerships Energy is responsible for administration and secretariat functions for the CRG via a Chair, including meeting logistics and support activities such as distribution of agendas and briefing papers and minuting.

The CRG will meet four times annually, generally held every three months, unless otherwise agreed. At the end of each calendar year the Chair will conclude the current CRG's membership. This will allow for "reference group refreshment" and ensure membership is revitalised and opportunities are given to others in the community to nominate.

Members are expected to attend each meeting. If absence from a meeting cannot be avoided, the member should notify the Chair of their apology in advance. Absentees will be recorded on meeting notes. Proxies must be agreed in advance by the Chair and must be briefed in full prior to the meeting, to avoid repeating previously discussed content. Meetings are for CRG members and pre-approved guests and speakers; and are not open for general public attendance.

All CRG members are encouraged to provide agenda items for discussion to the Chairperson, who will prepare each agenda. Please note that any submissions will only be added to the agenda if within the relevant scope of the CRG.

Meetings of the CRG will take place at a convenient place for all parties.

6. Operations

MEMBER DUTIES

Members will respect the views of others at all times and contribute to discussion in a respectful manner and support the facilitator in the constructive conduct of meetings. Members are required to:

- Be a current resident in the local area and / or be aware of local and other relevant issues
- Abide by and commit to these CRG Terms of Reference and the CRG Code of Conduct
- Act for the community as a whole, rather than advocating for personal or sectional interests
- Have the experience and ability to provide advice and feedback on issues raised in the CRG meetings
- Demonstrate interest in and agreement with the proposed consultative process
- Ensure a broad range of community views are represented and considered in project design and delivery
- Provide a community perspective to development and implementation of the benefit sharing scheme
- Provide updates/presentations/reports about the community/local industry represented
- Report to the Committee how information is being fed back to the community/group represented
- Read any material that may be provided prior to meetings in order to effectively participate in discussions
- Suggest and promote communication and engagement opportunities to the local community, businesses, and interest and industry groups they represent.

CHAIR / FACILITATOR DUTIES

Pacific Partnerships Energy will appoint a Chair to run the meetings and facilitate discussions, ensuring that there is shared and equal participation by all members and joint decision-making through collaborative and deliberative methods.

The Chair is also responsible for:

- Ensuring the proper and professional conduct of the group and all its members
- Determining the issues to be discussed in accordance with the Terms of Reference
- Keeping the meeting on time and in keeping with the agenda
- Agreeing with the group topics for discussion at future meetings.

GOVERNANCE APPROACH

Issues and ideas that arise during CRG meetings that fall outside the Terms of Reference will be referred to Pacific Partnerships Energy for consideration.

Should members receive confidential or commercially sensitive information, it will be clearly marked as such and must not be disseminated.

If a member of the CRG feels they have an actual or may have a perceived conflict of interest, they must inform the Chair immediately. (A conflict of interest is a situation in which a member is in a position to derive personal benefit from actions or discussions held with the CRG).

7. Media and Publicity

Community engagement information will inform the broader community of progress, opportunities and outcomes of the benefit sharing program.

There may be occasions where members' names will be included in publicly available documentation or in the promotion of the group's activities. However, members are not authorised to speak on behalf of the CRG, the project, Pacific Partnerships Energy or its contractor/s. If members are approached by the media, they should advise the Chair as soon as possible.

Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence of permanent removal from CRG membership.

8. Privacy

Pacific Partnerships Energy is committed to fully meeting its responsibilities under the *Privacy and Data Protection Act 2014*. The company will record and use your personal information in administering the group and to keep you informed about the project. Only authorised staff will have access to your personal information.

9. Breaches of terms of reference

Where a member breaches the Terms of Reference, member/s may be asked to leave the CRG and they may be replaced with another community member, as appropriate.

Signature	
Name	
Date	