



Community Reference Group Terms of Reference

January 2014

Table of Contents

1.	Purpose.....	3
2.	Background and context.....	3
3.	MSF's commitment.....	4
4.	Objectives.....	4
5.	CRG administration.....	4
5.1	Meeting frequency and duration.....	4
5.2	Minimum participation requirements at meetings.....	4
5.3	Term limitation.....	4
5.4	Turnover, recruitment, selection.....	4
5.5	Decision process.....	4
5.6	Roles/responsibilities of members.....	4
5.7	Behaviour within meetings.....	4
6.	Role of the CRG.....	4
7.	Membership.....	5
8.	Convenor/leadership.....	5
9.	Meeting method.....	5
10.	Agendas and records.....	5
11.	Evaluation and Review of Terms of Reference.....	6
12.	Media.....	6
13.	Appendix A – Community Consultation Plan.....	6
14.	Appendix B – Meeting schedule.....	7

1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements for the Moree Solar Farm Community Reference Group (CRG).

The purpose of the CRG is to provide a forum through which:

- Information on the Moree Solar Farm project's progress is made available to stakeholders;
- The local community's knowledge and skills can be considered in a constructive way;
- A process to raise concerns and for MSF to demonstrate how those concerns have been taken into consideration;
- Relationships between MSF and the community are established;
- Information will be disseminated to and collected from the community;

2. Background and context

Over the past year, joint venture partners FRV and Pacific Hydro have continued to pursue the development of the Moree Solar Farm (MSF).

Despite eventually missing out on Federal Government funding through the Solar Flagships Program, MSF revised its proposal and has been liaising with the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC) for part funding of a revised project.

Both ARENA and the CEFC are interested in supporting the Moree Solar Farm project but funding is conditional in a number of ways including that the project reaches financial close.

This is a critical milestone in the project's development but it is not the only step which determines whether the project will proceed.

Therefore, over the coming six months MSF will be focused on determining whether the project can proceed commercially. This means establishing commercial feasibility, finalising some planning and interconnection activities and finalising the arrangements for the sale of energy from the project. Each of these activities is critical in moving the project through to financial close and ensuring the ARENA / CEFC funding is secured.

The revised project uses the same technology as the prior version (polycrystalline PV panels and single-axis tracker) but has been significantly reduced in size to 56MW. The smaller capacity reduces some complexities in developing the project but the expected number of jobs required during construction and operation are still significant.

MSF is committed to the development of the Moree Solar Farm and to ensuring the local community remains supportive of the project.

As part of MSF's broader Community Consultation Plan a Community Reference Group is being developed.

3. MSF's commitment

- MSF will consider all advice and feedback provided by the CRG;
- MSF will work with the CRG in a constructive, open and transparent manner;
- MSF will advise the CRG on how their recommendations have been implemented;
- MSF is committed to ensuring all information provided is accurate, complete and timely and written in a manner that is easy to understand;
- Where a response from MSF cannot be given at the meeting, questions shall be taken on notice and a reply given via the meeting notes.

4. Objectives

- Establish an effective and efficient communication process with stakeholders and the community;
- Develop community trust and confidence in the project;
- Develop and strengthen long term relationships with stakeholders;
- Ensure that community stakeholders are kept informed;
- Ensure issues are managed collaboratively;
- Ensure the local community's knowledge and skills can be considered in a constructive way;
- Provide a process to raise concerns, and for MSF to demonstrate how those concerns have been taken into consideration;
- Provide a vehicle to disseminate information from and to the community.

5. CRG administration

5.1 Meeting frequency and duration

See appendix B.

5.2 Minimum participation requirements at meetings

5.3 Term limitation

5.4 Turnover, recruitment, selection

5.5 Decision process

5.6 Roles/responsibilities of members

5.7 Behaviour within meetings

6. Role of the CRG

- To design criteria by which the community will evaluate the project's success (criteria to be determined against key themes identified in previous consultation);
- To determine the design and implementation of a community grants program;
- Determine the following sections of the Terms of Reference:
 - Minimum participation requirements at meetings
 - Term limitation
 - Turnover, recruitment, selection

- Decision process
- Roles/responsibilities of members
 - o Behaviour within meetings
- To discuss any broad community concerns that have been raised;
- To help disseminated information to and from the community;
- To review and evaluate the effectiveness of the CRG to ensure it is meeting the expectations of the community and MSF.

7. Membership

- Membership is voluntary and no payment shall be made for being part of the Group, however refreshments shall be provided at each meeting;
- Membership to the CRG will be identified via consultation with stakeholders to ensure it is an inclusive group;
- Members must have a demonstrable interest in or connection to the Moree Solar Farm;
- Ideally a member from each stakeholder group will be represented on the CRG; however the CRG will be open to any stakeholder group who feel they should be represented;
- Members must have authority to make decision on behalf of their stakeholder group;
- Any conflict of interest should be declared by members;
- Members will provide briefings to their stakeholder group and bring feedback with them to the meetings.

8. Convenor/leadership

A convenor, either from the MSF joint venture or an external person, will convene the meetings.

9. Meeting method

The CRG may meet in person, by telephone videoconference or by other means of electronic communication (if available) by which all persons participating in the meeting are able to hear the entire meeting and to be heard by all other persons attending the meeting.

The local community who are not members of the committee are welcome to attend the meetings as observers. If time permits, the local community will be invited to ask any questions.

10. Agendas and records

MSF will develop and circulate a meeting agenda and any other reading material (including monthly project progress reports) at least two business days prior to each CRG meeting.

The secretariat function will be provided by MSF who will be responsible for:

- Preparation of meeting packs which includes circulating a draft agenda for review and comment ahead of each meeting;
- Record keeping;
- Management of actions arising from each meeting;
- Drafting minutes and ensuring a draft set of minutes is circulated within 1 week of each meeting for review and comment and subsequently approved at the next meeting;
- Uploading the CRG meeting minutes to the Moree Solar Farm website.

11. Evaluation and Review of Terms of Reference

These draft terms of reference will be reviewed by the CRG ahead of its initial meeting, and any changes (as agreed by MSF) made will be signed off by the CRG. Any future proposed changes will need to be raised and considered by the CRG, and, if accepted, the Terms of Reference document updated and approved in a CRG meeting.

12. Media

- The media will not be invited to attend a meeting without the consent of both the CRG and MSF.
- No CRG member shall say they represent the CRG in the media; however individual members are able to speak to the media as their own person.

13. Appendix A – Community Consultation Plan

14. Appendix B – Meeting schedule

Date	Activity	Topic
11/2/2014	Community Reference Group (CRG)	Key themes: Tourism and Accommodation Define what is local – i.e. Moree + 50km or Moree + Tamworth + Narrabri etc.
25/2/2014 (Actual dates of meetings TBC)	CRG	Key themes: Employment, education and Aboriginal opportunities
	Neighbour Working Group (NWG)	Water use, water flow and visual amenity
	Powerline route	Information session for residents along the powerline route
	Aboriginal working group	Aboriginal opportunities
	Local contractor information session	Information session for local contractors (local to be defined in CRG meeting 23/2/2014)
11/3/2014	CRG	Construction (Open forum for community to raise questions – CRG to raise questions/concerns)
25/3/2014	CRG	Construction – EPC Contractor to provide feedback on comments/concerns from last meeting and provide CRG and NWG with construction plan
June	CRG	SCF <ul style="list-style-type: none"> • How much available • What existing funds are available • What gaps does this fund want to fill • What are the geographic boundaries etc?
July	CRG	SCF <ul style="list-style-type: none"> • Draft guidelines • Draft application form • Allocation process
August	CRG	SCF Open to broader community – comments/feedback re the Fund Fund guidelines and application form presented and voted on
September	CRG	<ul style="list-style-type: none"> • Evaluation method • Wrap up of meetings • Thank you event