

Terms of Reference

Moorabool Wind Farm Community Reference Group (CRG)

1. The Moorabool Wind Farm Community Reference Group (CRG) has a number of formal roles:
 - A. To provide a formal stage for communication between community representatives and Moorabool Wind Farm about the wind farm. This does not replace direct communication between the company and individuals.
 - B. To allow representatives of the CRG to pass on information about the wind farm to others and convey information from the community to Moorabool Wind Farm in an open and transparent manner.
 - C. To devise a methodology and guidelines by which the Community Benefit Fund will be administered and distributed once the wind farm is operational.
 - D. To consider applications for the Community Benefit Fund and make recommendations on allocation of funds to Moorabool Wind Farm.
2. The CRG is to provide a setting that:
 - Discusses the works and activities associated with the Moorabool Wind Farm;
 - Provides an open and transparent communication channel for Moorabool Wind Farm to provide information about the Moorabool Wind Farm to the community and vice versa;
 - Allows discussion of issues associated with the Moorabool Wind Farm activities that may impact upon the community;
 - Allows for discussion on appropriate community consultation methods and needs for any further communication;
 - Permits community concerns to be discussed in a constructive and consultative manner.

- Provides a forum for idea sharing on Community Benefit Fund management
3. The CRG is not authorised to make commitments that oblige the parties to financial or legal obligations.
 4. Membership of the CRG is voluntary.
 5. All meetings are to have minutes taken and a summary of those minutes will be placed on the Moorabool Wind Farm website and made available to members of the community upon request. Hard or electronic copies will be distributed to each CRG member.
 6. To make the meetings accessible to everyone in the area, meetings will be held locally at a time and venue suitable to members. Mt Wallace Hall to be the location for every 3rd Meeting. Additional venues may be included also.
 7. The size of the CRG is to be approximately 14 community members at one time.
 8. Membership of the CRG is up to 3 years (beginning January 2018), after which members need to reapply to remain members.
 9. Members are able to exit the CRG at any time.
 10. Staggering of new members is aimed for to maintain consistency within the group (as far as possible).
 11. The Chair position is for no more than 3 consecutive years, at which point expressions of interest will be sought from the Community. A position description is available.
 12. As a voluntary group, it is anticipated that members will not be able to attend every meeting. However, non-attendance at 3 consecutive CRG meetings would indicate an inability to fulfil the role requirements.
 13. Voting rights will extend to each member of the CRG equally unless of the same property, in which instance 1 vote will apply per property.
 14. A quorum will consist of 50% of eligible voting numbers.
 15. Members will be given the opportunity to vote by email if an apology at a meeting.
 16. To be revised annually.