



MINUTES OF SAPPHIRE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE

9am, Thursday 20 June 2024
Inverell Shire Council (Committee Rooms)
144 Otho St, Inverell

Attendees:

Lisa Andrews (LA)	Independent Chairperson
David Williamson (DW)	Sapphire Wind Farm Representative
Anthony Alliston (AA)	Inverell Shire Council delegate
Ben Swan (BS)	Host Landholder
Cr Carol Sparks	Glenn Innes Severn Council delegate
Dane O'Connor	Department of Regional NSW North West

Absent:

Annabel Sides – Community Representative
Neil Eigeland – Community Representative
Matthew Velcich – Business in Glen
Cr Stewart Berryman –Inverell Shire Council
Chris Voll - Community Representative (Church Communities
Australia & Inverell Chamber of Commerce & Industry)vj

ITEM		ACTION/COMMENTS						
1.0 Welcome and Introductions CCC meeting opened at 9.02am by LA who welcomed all attendees. LA introduced Dane O'Connor joining the meeting via video-conferencing.								
2.0 Apologies No formal apologies received.								
3.0 Acknowledgement of Country								
4.0 Finalisation of Previous Minutes In accordance with the guidelines. The minutes from the 29 th June 2023 were finalised and distributed to CCC members on 13 th July 2023.		Emailed 13/23.						
5.0 Declaration of Interests LA advised that there have been no changes to her previous declarations. She is an approved Independent Chairperson with DPHI and engaged by Squadron Energy to chair the meeting.								
6.0 Business Arising Action Items from previous meeting:								
	<table border="1"> <thead> <tr> <th></th> <th>ISSUE</th> <th>WHOM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Keep CCC members informed on the progress of the Solar Projects (ongoing – covered in presentation).</td> <td>DW</td> </tr> </tbody> </table>		ISSUE	WHOM	1	Keep CCC members informed on the progress of the Solar Projects (ongoing – covered in presentation).	DW	
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7.0 Correspondence as per email 14/5/24, with one additional item:		Accepted.						
<ul style="list-style-type: none"> 6/7/23 – Email to attending members with the draft minutes for review. 13/7/23 – Email to members with the finalised minutes 9/10/23 – Email from GIS Council advising that Cr Carol Sparks is the new delegate on this CCC. 								

<ul style="list-style-type: none"> • 14/5/24 – Email to CCC members with Meeting Notice, Agenda & Correspondence Report for this CCC. • 17/6/24 – Email to members with a reminder for this meeting and link to join via video-conferencing 	
<p>8.0 Project Update DW provided the project update:</p> <p>Ongoing annual maintenance of the wind turbines, site roads and weed management continue.</p> <p>Continued Improvement Modifications (CIM) are ongoing.</p> <p>Lightning protection system has been upgraded and completed on all blades and has been running for 18th months, with no issues since. There are lightning strikes, however, new rods appear to have worked.</p> <p>Monitoring and inspections ongoing.</p> <p>Currently in the second phase of Bird and Bat Management. Following DPHI's approval, inspections have been moved to bi-annually. One in summer and one in winter. There has been no significant changes and no significant concerns since implementing this process.</p> <p>Power generation was slightly over budget for 2022 and 2023 has been the best power generation in 10 years. The 2024 financial year is slightly under 5%. There will be less wind than average this year across the portfolio. 2023 was the highest ever and 2024 looks like being the lowest ever. There has been no pattern identified.</p> <p>Squadron Energy (SE) acquired CWP Renewables in February 2023, which has been unchanged for 12 months. SE are now undertaking a review, strategy and organisations design to meet 14GW of power.</p> <p>BS asked what it was before, with DW responded that there is currently 1.1GW operating; 3 assets previously under CWP Renewables plus Murrawarra 1 & 2.</p> <p>BS enquired whether this power generation was all wind. DW stated yes, plus gas firming stations.</p> <p>CS stated that she had been in discussions with the Mayor GIS, who asked if there are any plans for expansion. DW responded, not in Sapphire at the moment. Maybe solar as there has been pre-approval and it is ready to go with battery storage.</p> <p>AA asked if SWF had received solar approval in 2015, then the consent may have lapsed as they are only given for a 4 year time frame, unless there has already been substantial commencement and the consent has been enacted. Recommended that DW check.</p> <p>BS said he had received two phone calls from people concerning the revised proposed transmission line and its capacity. LA asked DO to comment. DO advised that community consultation on the revised map</p>	

<p>had been held a month ago. Next month - tenderers will be announced.</p> <p>*News on the NEREZ transmission lines LINK: New England Renewable Energy Zone (nsw.gov.au)</p>	<p>DO will send a link on the transmission project and Terms of Reference information to chair for distribution. ACTION*</p>
<p>9.0 Solar & Battery Projects Update</p> <ul style="list-style-type: none"> • No change from the last meeting. • The solar project is still in pre-construction tendering process. • Battery project on hold during the organisation design and strategy decision. • Not reached financial close. Will re-look at it in Q3. 	
<p>10.0 Community Benefit Fund</p> <p>BS advised that the CBF was oversubscribed again during this round. There has been over \$1M allocated in the community since commencement.</p> <p>DW advised that a press release is being prepared to inform the community of the successful applications/projects.</p> <p>There has been \$60-70k that didn't get allocated, but still working on the second half of 2024.</p> <p>AA enquired about the types of projects that received approval. BS provided feedback, stating that the committee needs to balance the intent of the fund with the applications received. There has also been the legacy of COVID impacts. BS said that new people and organisations need to apply.</p> <p>CS explained about the community group "Track Connect and Stay" who work with trying to get doctors and health professionals into rural areas. DW commented that this is a broad and balanced program.</p>	
<p>11.0 General Business</p> <ul style="list-style-type: none"> • DO spoke about the New England Work Force Working Group. • Working with Universities to source accommodation for workers. Since COVID, a lot of students are studying online which has opened up accommodation availability on campus and in town. • LA provided a briefing on the revised CCC guidelines for SSD;'s issued by DPHI in July 2023. • LA explained the changes to the guidelines and the requirement to create a Terms of Reference for each CCC. • LA advised that new governance forms would need to be completed. • No other General Business from CCC members. • LA advised that due to personal reasons, she is resigning from this CCC. Advising that DPHI will be appointing a new Chair moving forward. LA stated that she had established and run this committee since 2013 and it had been a pleasure working with and knowing everyone. • LA thanked members for their support and wished all the very best for the future. • BS thanked LA for her services to the CCC. 	<p>Action: LA to prepared ToR for this CCC and forward to members for consideration. Hard copies of governance forms were handed to all attendees, who completed them and returned.</p>
<p>12.0 Meeting Schedule for 2024</p> <p>LA advised that she would leave it up to the new Chair to schedule the next date for the CCC.</p>	<p>Agreed that the CCC would continue to meet on an annual basis.</p>

Meeting closed at 9.34am with LA thanking everyone for their attendance and contribution.

ACTION ITEMS:

ITEM	ISSUE	WHOM
1	Keep CCC members informed on the progress of the Solar Projects (ongoing)	DW
2	NE REZ information to be provided by DO for distribution to CCC. Complete. Attached.	DO/LA



Planning and
Environment



Terms of reference

The Sapphire Wind Farm Community Consultative Committee Terms of Reference is in accordance with the NSW Department of Planning and Environment's *Community consultative committee guideline: State Significant Projects 2023*.

Purpose of the community consultative committee

The committee has been established to provide a forum for open discussion between Squadron Energy representatives of the community, stakeholder groups and Singleton Shire Council on issues directly relating to the Sapphire Wind Farm project.

Purpose and scope

The purpose of this committee is to serve as a forum for ongoing communication about the project and its environmental performance. It is not a decision-making body but performs an advisory and consultative role.

The scope of this committee includes:

- ❖ discussing the resolution of community concerns and complaints
- ❖ discussing the implementation of any conditions of approval or consent and management plans
- ❖ consulting on any proposed amendments or modifications to projects
- ❖ reviewing the results of any monitoring, annual reviews or independent audits
- ❖ consulting on any community initiatives
- ❖ conducting site visits to view the project.

Committee membership

Independent Chairperson

The appointed chairperson is Vacant.

Committee members

The committee members are:

1. Cr Stewart Berryman, Inverell Shire Council delegate
2. Cr Carol Sparks, Glen Innes Severn Council delegate
3. Ben Swan – Host Landholder
4. Neil Eigeland, Community Representative
5. Chris Voll, Stakeholder Representative (Church Communities Australia and Inverell Chamber of Commerce & Industry)
6. Annabel Sides – Community Representative
7. Anthony Alliston, Inverell Shire Council delegate.
8. Matthew Velcich – Business in Glen
9. David Williams, Squadron Energy delegate (proponent)
10. Dane O'Connor, Department of Regional NSW North East (invited guest)

Meeting frequency, location and timing

Meeting frequency

The committee will meet once each year. [The meeting frequency is to be a minimum of once a year unless otherwise specified by the conditions of consent or approval.]

The chairperson will give members at least two weeks' notice before a regular committee meeting.

Extraordinary meetings

Any committee member may ask the chairperson to convene an extraordinary committee meeting if there are important and urgent matters requiring consideration.

The chairperson will decide if the extraordinary meeting is called for, or if the matters can be addressed in other ways.

The chairperson will give members two weeks' notice before an extraordinary meeting.

Site visits

Site visits may be organised, as needed, including as part of the regular meeting, or as the committee determines. Squadron Energy is responsible for ensuring that work health and safety measures are in place for all who attend the site visit. Committee members must follow any requirements of the proponent, including work health and safety requirements, while on site.

Meeting venue and format

Committee meetings will normally be held at the Inverell Shire Council, Committee Rooms in person and where available/required – online.

Meeting time

The normal meeting time will be 9am, unless the chairperson proposes an alternative, in consultation with the committee.

Meeting procedures

Meeting agenda

Any committee member can request an agenda item, preferably at least a week before the scheduled meeting. The Chairperson will distribute the agenda and any supporting documents to committee members at least one week before the meeting.

The chairperson may decide if the committee 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 committee 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.

Standard agenda items

Declarations of interest will be included as a standard agenda item at the start of each meeting. It is the responsibility of each member to keep their declaration of interests up to date.

Annual agenda items

A discussion and approval of these terms of reference must be included as an annual agenda item.

Meeting minutes

The identified note-taker will take minutes for each committee meeting.

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

- any community feedback expressed, and enquiries made
- any opposing views of members on a matter (recorded on request)
- any actions to be taken before the next meeting, who is responsible for them, and by when.

The Independent Chairperson will distribute the draft minutes to all committee members within two weeks of the meeting. Committee members have one week to provide 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.

Recording of meeting

Recording of meetings by recording device, telephone or any other electronic device is not permitted unless with agreement beforehand of the chairperson and the committee.

Meeting recordings are only for the benefit of members/chairperson and cannot be published.

Publishing of meeting recordings can only occur with permission of the chairperson.

Attendance and conduct

Attendance

Committee members must confirm their ability to attend the CCC. 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, if appropriate, may be invited.

Stakeholder members should advise the chairperson in advance of the meeting if an alternate representative is attending on the stakeholder group's behalf. Any alternate representatives must sign the committee 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.

Observers, advisers and subject matter experts

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

The agenda will advise if non-committee members are attending.

Conduct

Everyone in attendance at the meeting must act in accordance with the committee's 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 committee of any newly appointed members or other changes to membership.

Review

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

Agreement

The Sapphire Wind Farm Community Consultative Committee agrees to these terms of reference as at **[Date]** 2023 and they will remain in force until otherwise changed, replaced or voided.

Independent Chairperson:

Signature:

Date: