

Community Advisory Group

TERMS OF REFERENCE

1. Purpose

The Community Advisory Group (the **Group**) is being established by Taranaki Offshore Partnership (**TOP**) to provide a point of connection between TOP and community in relation to TOP's proposed offshore windfarm (the **Project**).

The Group will provide a way to share information and seek local input and feedback on the Project. These Terms of Reference provide an overview of how the Group will work together.

2. Group membership

TOP will invite individuals to join the Group and will determine the Group size. It is intended that the Group will have a diverse membership which may include:

- a Chairperson appointed by TOP;
- community representatives;
- representatives from iwi or hapū in the region; and
- TOP representatives.

Membership of the Group is a voluntary position. Members may resign from the Group at any time by notifying the Chairperson in writing.

The Chairperson may notify an individual that their membership of the Group has ended for reasons including (but not limited to) the individual having breached the Code of Conduct.

3. Operation

Group members will be invited to attend meetings about the Project and to join discussions regarding community questions and views. Key details relating to Group meetings include:

- Meetings will be held approximately every two months.
- The location of meetings will vary and will rotate across different communities in the region.
- Meetings will generally be expected to run for up to 3 hours.
- Meetings will not generally be open to the public.
- TOP will be responsible for:
 - organising meetings;
 - setting an agenda in advance of each meeting (in consultation with the Chairperson);
 - preparing minutes for each meeting and sharing these with the Group for approval; and
 - publishing minutes of meetings on the TOP website (after redacting any confidential or sensitive information).

TOP may review and revise the Group's operations as the Project progresses.

TOP has the discretion to reimburse Group members for any reasonable out-of-pocket expenses directly resulting from their participation in the Group

4. Meeting attendance

If a member is unable to attend a meeting, it is not essential that a replacement be found. However, if the member wishes, they may choose to nominate a proxy to attend the meeting on their behalf by providing written notice to the Chairperson. This should include the proxy's name, contact details and any other relevant information requested by the Chairperson.

5. Guests and observers

Other individuals or organisations who are not members of the Group may provide support and/or give presentations to the Group on an ad hoc basis.

Members of the public wishing to attend or observe a meeting can make a request by emailing gca@cop.dk

6. Code of Conduct

All members (including proxies attending meetings on behalf of a member) must sign a copy of the Code of Conduct.

Community Advisory Group

CODE OF CONDUCT

This Code of Conduct sets guidance for how we work together effectively and respectfully as a group.

As a member of the Taranaki Offshore Partnership (**TOP**) Community Advisory Group (the **Group**), I agree to:

- Attend meetings and provide apologies in advance where attendance is not possible. Where I am unable to attend and wish to have someone attend on my behalf, I will notify the Chairperson and provide further information as required.
- Provide insight and feedback to the Group with the aim of helping improve TOP's proposed offshore wind farm (the **Project**) and community outcomes.
- Distribute authorised Project information so that people in my community are aware of the Project and opportunities to get involved and know how to contact the Project team directly.
- Seek at all times to accurately reflect the views of the community and/or community groups I represent.
- Be open and available to people in my community and/or community group who are seeking information or who wish to raise issues or feedback on the Project.
- Participate in meetings in a positive way. Respect the ideas and beliefs of all members to ensure an atmosphere where all members feel comfortable to participate.
- Notify the Chairperson of any potential conflict of interest that may currently exist or arise in relation to the Project during my involvement in the Group.
- Allow TOP to promote my participation in the Group.
- Not share confidential or sensitive information that is discussed at Group meetings or communicated in relation to the Group.
- Not comment to, or engage with, the media on behalf of the Group or the Project without prior approval from the Chairperson.
- Adhere to the Terms of Reference.

I understand that where I disregard the Code of Conduct, the Chairperson may require me to step down from the Group.

Name:

Signature:

Date: