

# ***Community Consultative Committee Guidelines***

## ***State Significant Projects***



# Community Consultative Committees

## Introduction

The Department of Planning and Environment (the Department) is committed to encouraging strong engagement between proponents, the community and key stakeholders on State significant projects.

This is to ensure that the community and key stakeholders are:

- kept informed of the status of projects, any new initiatives, and the proponents' performance against any conditions of approval;
- consulted on the development of projects, proposed changes to approved projects, and the development of management plans; and
- involved in resolving key issues that may arise during the development or implementation of projects.

Community Consultative Committees play a critical role in ensuring proponents engage with the community and key stakeholders by providing an open forum for discussion on State significant projects.

The Department has developed these guidelines to ensure Community Consultative Committees operate effectively.

The guidelines include a toolkit to help establish and operate Community Consultative Committees.

## Purpose of the Committee

The purpose of a Community Consultative Committee is to provide a forum for open discussion between representatives of the Company,<sup>1</sup> the community, the local council and other key stakeholders on issues directly relating to a project, including performance against any conditions, and to keep the community informed on these matters.

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<sup>1</sup> In these Guidelines, the term 'Company' is a generic term that refers to the holder of an approval for a State significant project or the proponent of such a project.

A Community Consultative Committee is not a decision-making body and performs an advisory role only.

More specifically, the Committee provides a forum to:

1. Establish good working relationships between the Company, the community and other key stakeholders on individual projects.
2. Allow ongoing communication of information on the project and environmental performance, including about:
  - the development of new projects, including site selection, design and any mitigation measures;
  - development assessment – including scoping of issues for assessment and commenting on assessment documentation (optional);
  - implementation of conditions of approval and any management plans;
  - results of environmental monitoring;
  - annual review reports; and
  - outcomes of audit reports (including audits required as a condition of consent).
3. Comment on the project's performance against any conditions of approval.
4. Discuss community concerns and review the resolution of community complaints.
5. Discuss how best to communicate relevant information about the project and its performance to the broader community.
6. Work together towards social, environmental and economic outcomes that benefit immediate neighbours, the local and regional community, and the development.

The Committee may:

1. Provide advice to the Company on the development of new projects and measures that could be implemented to minimise any impacts.
2. Identify key issues for the assessment of projects and comment on any assessment documentation.

3. Review the performance of the project and provide feedback to the Company and/or relevant State agencies regarding environmental management and community relations.
4. Review draft management plans and provide suggestions for improvement.
5. Undertake regular inspections of the project's operations.
6. Review the Company's complaints handling procedures and the handling of concerns or complaints from the community regarding operations, environmental management or community relations.
7. Provide advice to the Company on how to improve community relationships, including in relation to:
  - providing information to the community;
  - identifying community initiatives to which the Company could contribute; and
  - identifying emerging social, environmental and economic issues that may arise at different stages throughout the life of the project.
8. Provide appropriate information to the general community on performance with respect to environmental management and community relations.
9. Liaise with the Community Consultative Committees of other projects where there are common issues or where there is the potential for cumulative impacts, with a view to information sharing and holding joint meetings on matters of common interest.
10. Undertake any other matter required of it in the Secretary's environmental assessment requirements or conditions of approval.

Responsibility for oversight of the project's compliance with the condition of any government approvals remains with the relevant government agencies.

## Establishment of the Committee

Some flexibility is required in the establishment of Community Consultative Committees, as engagement requirements can differ from one project to the next.

It is important to recognise that not all State significant projects will require a Community Consultative Committee, and that in some cases there may be better ways to ensure there is effective community engagement on these projects.

Further, Community Consultative Committees could be established at different stages of a project. In some cases this may be prior to an application being lodged,

when there is likely to be some merit in ensuring there is extensive engagement on the development of the project; and in other cases, this may occur only following approval.

The Department will decide when the Community Consultative Committee should be established, and require it to be set up in the:

- Secretary's environmental assessment requirements for the project; or
- conditions of approval for the project.

Finally, some Community Consultative Committees may have a defined life, and could be dissolved after a particular stage of the project is completed, or if the Committee decides there is little benefit in continuing the operations of the Committee.

## Members of the Committee

### Membership of the Committee

Membership of the Committee shall comprise:

1. One Independent Chairperson;
2. Three to five community representatives, including in some cases representatives from environmental groups;
3. One council representative; and
4. Two or three Company representatives, including the person with direct managerial responsibility for environmental management.

The representatives of the Company are part of the Committee. The Independent Chairperson may request or agree (on a needs basis) that additional Company representatives be invited to attend meetings if additional specialist, technical or project-specific advice is required.

While State government agencies will not be represented on the Committee, the Independent Chairperson may invite agency representatives to attend particular Committee meetings (on a needs basis).

### Independent Chairperson

The role of the Independent Chairperson is to be a convenor, facilitator, mediator and advisor for the Committee. They must undertake their role in an independent manner and at all times act impartially with respect for the Company and any individual or representative on the Committee.

The Company is responsible for nominating an appropriate Independent Chairperson to the Department. The Company must provide at least two options for the role of Independent Chairperson and

provide the Department with the following information on behalf of each nominee:

- covering letter addressing each nominee's suitability for the position;
- current CV; and
- signed Nomination and Pecuniary/Non-Pecuniary Interest Declaration form (*refer to Toolkit*).

After considering these nominations, and (if necessary) carrying out further consultation, the Secretary of the Department (or a nominated representative) will consider these nominations and:

- appoint one of the nominees as the Independent Chairperson;
- seek additional nominees; or
- appoint an alternative person as the Independent Chairperson.

In selecting the Independent Chairperson, preference will be given to a candidate who can manage and represent the concerns of a variety of interest groups.

The selection criteria for the role of Independent Chairperson are:

- ability to convene and manage stakeholder committees in an independent manner;
- experience in community relations, facilitation, mediation or public advocacy; and
- understanding of the development and awareness of local issues.

The Independent Chairperson will report annually to the Department on the operation of the Committee, or more often if the Independent Chairperson or the Department deems it appropriate.

The Secretary (or a nominated representative) may review the appointment of the Independent Chairperson at any time.

Where three or more Committee members are concerned about the manner in which the Independent Chairperson is fulfilling the role (e.g. there is an ongoing perception of bias, inappropriate control, or a refusal to share information or to adhere to the wishes of the Committee), they may request that the Secretary reviews the Independent Chairperson's appointment, with a view to making a new appointment.

### Community representatives

Community representatives will be selected from the local community and other stakeholder groups, including in some cases recognised environmental organisations.

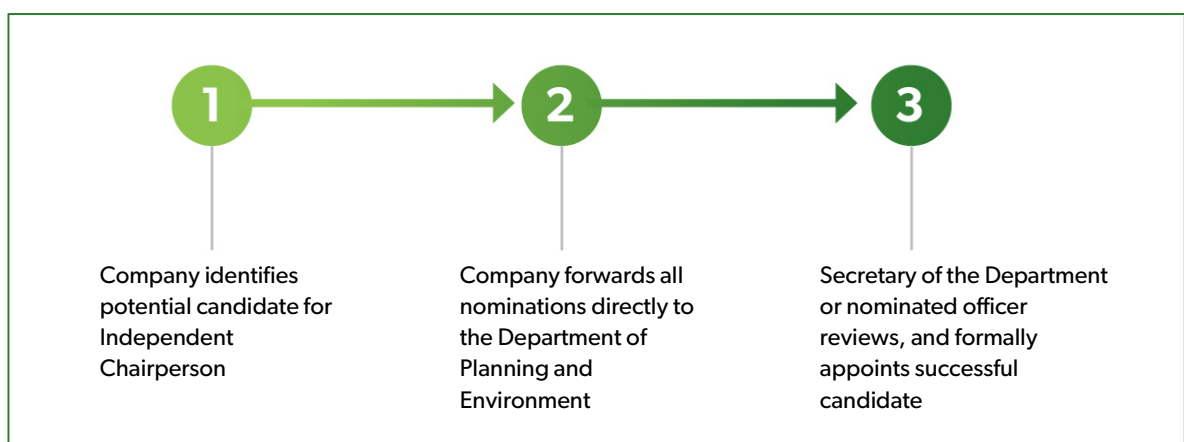
Employees or contractors of the Company are not eligible to be appointed as community representatives.

In selecting community representatives for the Committee, preference will be given to the candidates who can represent the concerns of either a significant interest group or a variety of community interests.

The selection criteria for community representatives are:

- current residents of the area;
- demonstrated involvement in local community groups and/or activities;
- knowledge and awareness of the project and related issues of concern to the local community;
- ability to represent the local community and other stakeholders; and
- willingness to adhere to the Committee's code of conduct.

### Selection process for the Independent Chairperson



The selection criteria for environmental representatives are:

- a representative of a recognised environmental organisation;
- knowledge and awareness of the project and related environmental issues of concern to the broader community;
- ability to represent the environmental concerns of the broader community; and
- willingness to adhere to the Committee's code of conduct.

#### Appointing community representatives

Local community representatives will be selected and appointed to the Committee by the Secretary (or a nominated representative) following appropriately prominent placement of at least two advertisements by the Company in local media publications (i.e. local newspaper) (*refer to Toolkit*). The Company may also consider advertising through one or more of the following avenues:

- local businesses;
- community or sporting centres; and
- local council websites.

The advertising period must be adequate to allow interested community members reasonable opportunity to make an application. A four-week advertising period is recommended to allow the community time to view the information and for individuals to apply.

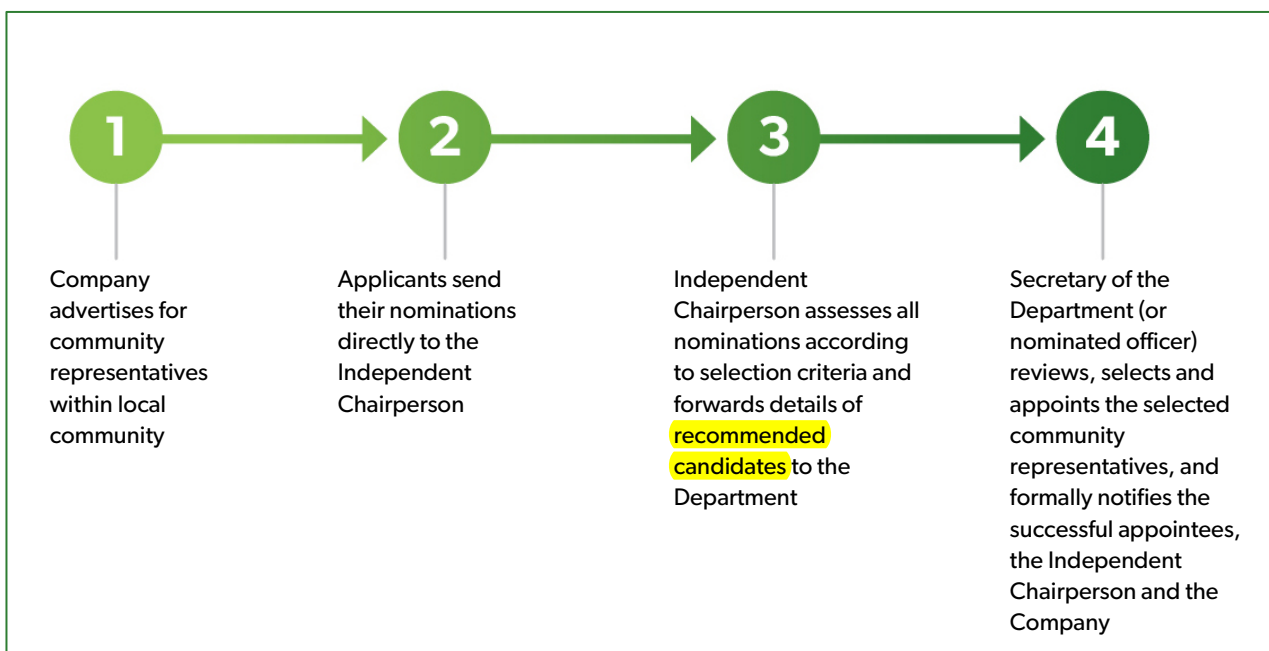
While the advertisements calling for nominations must be placed by the Company, all applications are to be mailed directly to the Independent Chairperson, who must be appointed before the selection process for community representatives commences.

The Independent Chairperson will review all applications in line with the above selection criteria, and forward the names and applications of all community representative applicants to the Department, along with the recommended candidates.

The Secretary (or a nominated representative) will review all applications and the Chairperson's recommendations then appoint the community representatives, and formally notify the successful appointees, the Independent Chairperson and the Company.

The Secretary (or a nominated representative) may review the appointment of community representatives at any time.

#### Selection process for Community Representatives





### **Company and Council representatives**

Company and local council representatives will be appointed to the Committee directly by the Company and the local council respectively.

### **Alternate representatives**

The Secretary (or a nominated representative) may appoint alternative community representatives to the Committee. These representatives may act as a substitute for a community representative of the Committee if a member is unable to attend a meeting.

Alternate representatives for Company and local council members may be appointed by their organisation and similarly may substitute for Company and local council members of the Committee.

## **Committee meetings**

### **Timing and location of meetings**

In some cases, the Secretary's environmental assessment requirements for a project or the conditions of an approval may stipulate a minimum number of meetings.

However, if there are no express requirements, each Committee shall determine the frequency of its meetings. It is suggested that the Committee meets at least four times a year during the construction period of a project, and during the first two years following commencement of operations. In some cases there may be a need for the Secretary to stipulate the number or frequency of meetings.

Any member of the Committee may ask the Independent Chairperson to convene an Extraordinary Meeting of the Committee at any time to discuss important and urgent matters warranting consideration. The Independent Chairperson shall determine whether an Extraordinary Meeting is warranted.

At least four weeks' notice must be given to all members of any meeting of the Committee (except Extraordinary Meetings where two weeks' notice can be given). Meetings should be held at a time and place generally convenient to all Committee members.

The Company shall provide facilities for Committee meetings if required to do so by the Committee.

If there are a number of Community Consultative Committees within a Local Government Area or region, consideration can be given to establishing a regional Committee, or holding periodic, region-based community information sessions or similar, to consider and discuss cumulative impacts in areas with a high concentration of State significant projects.

### **Meeting proceedings**

The Independent Chairperson shall convene and chair all meetings of the Committee. As the Committee is not a decision making body, it is not a requirement that consensus be reached on issues discussed at meetings.

The Independent Chairperson shall determine the agenda items and produce the agenda for each meeting. Any member may propose a matter for inclusion on the agenda, either before or during a meeting, providing the matter is within the scope of the Committee.

The Independent Chairperson should ensure that issues of concern raised by community representatives on behalf of the community are properly considered. Late items may be deferred to a following meeting.

The Independent Chairperson shall:

- formulate meeting agendas;
- convene and run meetings in a fair and independent manner;
- facilitate discussion to ensure all members are provided with an opportunity to speak and share their views;
- identify any items of a confidential nature so that Committee members understand how this information may, or may not, be used;
- support constructive dialogue; and
- resolve disagreements or differences of opinion in a fair, transparent and mutually-supportive manner. The Committee may decide to undertake its regular inspections of the project in conjunction with its meetings, or at other times convenient to it.

Committee meeting agenda items would normally be expected to include:

1. Apologies.
2. Declaration of pecuniary or other interests.
3. Business arising from previous minutes – response to issues raised or provision of additional information requested.
4. Confirmation of the minutes of the previous meeting.
5. Correspondence.
6. Company reports and overview of activities:
  - progress of the project;
  - issues arising from site inspections;
  - monitoring and environmental performance;
  - community complaints and response to complaints; and
  - information provided to the community and any feedback.

7. General business.

8. Next meeting.

### **Minutes of meetings**

Minutes must be kept of all Committee meetings. The minutes shall record issues raised and actions to be undertaken, who is responsible for carrying out those actions and by when. If a member so requests, then the minutes shall record that member's dissenting views on any matter.

The minutes are normally to be recorded by the Company and draft minutes must be distributed to all Committee members as soon as practicable after the meeting. **The Company shall ensure that a copy of the draft minutes is made available on the Company's website within 28 days of each meeting.**

The minutes must be endorsed by the Independent Chairperson prior to them being distributed to members or placed on the Company's website. The draft minutes must then be considered and endorsed by the Committee at its following meeting. If the minutes are amended by the Committee, then the amended version must be placed on the Company's website.

Recording of meetings – by recording device, telephone or any other electronic device – is only permitted with the prior agreement of the Independent Chairperson and the Committee.

### **Conduct of Committee members**

Meetings of the Committee should follow good meeting practice.

The Committee may agree to adopt any particular set of standard meeting practices it wishes.

However, as a minimum, Committee members and alternates are expected to:

- **regularly attend meetings;**
- advise the Independent Chairperson in advance if they are unable to attend meetings;
- contribute to an atmosphere of open and constructive participation;
- abide by the directions of the Independent Chairperson;
- immediately advise the Independent Chairperson of any potential or actual conflicts of interest relating to matters under discussion;
- perform their functions impartially and in the best interests of the local and broader communities;<sup>2</sup>

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<sup>2</sup> It is recognised that Company representatives also have responsibilities to their employer.

- communicate concerns, interests and ideas openly and make reasons for any disagreement clear in a constructive and thoughtful manner;
- engage with other members of the Committee respectfully;
- maintain confidentiality where a request has been made and agreed to by the Independent Chairperson;
- put forward their views but also remain committed to open and shared dialogue; and
- not interrupt when another member is speaking.

Committee members and alternates are expected to sign a code of conduct agreement prior to joining the Committee. This code of conduct agreement should clearly identify the standard meeting practices of the committee and expected behaviors of Committee members (*refer to Toolkit*).

The Independent Chairperson should bring any breach of the above requirements or a code of conduct agreement to the attention of the persons concerned. This may take the form of verbal warnings given during the meeting (and formally recorded in the meeting minutes) or a written warning following the meeting.

Following **three** warnings, either verbal or written, the Independent Chairperson may ask the:

- Department (in the case of a community representative); or
- organisation which appointed them (in the case of a Company or local council representative or alternate representative)
- to replace the member or alternate representative.

The Independent Chairperson may similarly request the replacement of any member who fails to attend Committee meetings regularly.

### **Attendance by non-Committee members**

Invitations for non-Committee members to attend Committee meetings may only be made by the Independent Chairperson. Such invitations may be issued to:

- Company representatives providing specific project or technical advice;
- technical experts or consultants;
- State Government agencies; and/or
- members of the general public.

### **Pecuniary and other interests**

Members must declare to the Committee any pecuniary or other interest or benefit obtained which may prevent them from undertaking their role impartially and in the best interests of the local and broader communities.

A declaration should be made in respect of any pecuniary or other interest (including any payment, gift or benefit) intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended, or likely to influence, the member to:

- act in a particular way (including making a particular decision);
- fail to act in a particular circumstance; and/or
- otherwise deviate from the proper exercise of their duty as a member.

Examples of pecuniary or other interests include holding shares in the Company, holding a private contract with the Company, holding voluntary acquisition rights under the Company's consent, receiving sitting fees or payments of personal expenses from the Company, or receiving mitigation measures from the Company.

These guidelines establish no requirement in respect of personal interests other than declaration. However, the Committee may determine that a personal interest is sufficient that a member should withdraw from discussion on a particular issue.

### **Committee training**

The Committee may seek funding or other assistance from the Company to gain the training or skills development necessary to achieve the purposes of the Committee.

It is recommended that new committee members in particular are provided with suitable induction training to help equip them for their new role.

Induction may include training or skills development in:

- facilitation or mediation (for the Independent Chairperson);
- conflict resolution (for either the Independent Chairperson or Committee members); and
- best practice environmental management and community relations (for either the Independent Chairperson or Committee members).

The Company should support any reasonable requests from the Committee for such training.

### **Committee funding and remuneration**

The Committee may seek annual or one-off funding from the Company for activities related to its purposes. It is up to the Company whether or not it agrees to such requests.

The Independent Chairperson may seek payment of sitting fees and/or personal expenses from the Company. It is at the discretion of the Company whether or not it agrees to such requests.

Community representatives are not eligible to receive sitting fees from the Company, but may seek reimbursement of personal expenses. Again, it is at the discretion of the Company whether or not it agrees to such requests.

If such fees or expenses are paid to either the Independent Chairperson or to community members, then the fact that a payment is being made (and not the actual amount) should be declared as a pecuniary interest and recorded in the minutes of the meeting in order that the broader community remains fully informed.

### **Dispute resolution**

Although the Committee is not a decision-making body, it is encouraged to discuss and seek agreement on all matters that may be the subject of substantial disagreement between its members. The Independent Chairperson carries a particular responsibility in dispute resolution, in respect of both disputes between members of the Committee and also between the Committee and the Company.

If a dispute between the Committee and the Company cannot be resolved by the Independent Chairperson, the Chairperson should seek the advice of the Department.

For example, advice may be sought from the Department in determining whether the Company is complying with any conditions of approval or whether the Company's response to community complaints has been appropriate.

## **Responsibilities of the Company**

The Company shall regularly provide the Committee with timely, accurate and comprehensive reports on the state of a project, including the development of the project, any operations, environmental performance and community relations.

The Company shall also provide the Committee with copies of:

- the project's conditions of approval, and other relevant documentation including management plans;
- monitoring results;
- annual review reports;
- audit reports (including audits required as a condition of consent);
- reports on community concerns or complaints and Company responses; and
- any other information specified by the Secretary.

Annual review reports, audit reports, monitoring reports and so on are to be distributed to Committee



members at the same time as they are submitted to agencies. These documents should be easy to understand and written in plain English.

The Company shall consult with the Committee prior to seeking approval for a modification to its conditions of consent, to change operational requirements or to expand its operations.

The Company shall respond in a timely fashion to any questions asked or advice given by the Committee about the Company's environmental performance or community relations.

The Company shall forward to each Committee member within 28 days of the Committee's meeting:

- a copy of the draft minutes (if they are recorded by the Company);
- the Company's response to any questions or advice by the Committee; and
- any information requested at the meeting by the Independent Chairperson.

The Company shall organise regular inspections of the project for the Committee. The frequency of inspections is to be determined by the Committee, but the inspections should usually be undertaken in conjunction with committee meetings.

In addition, the Company shall accommodate any reasonable request by the Independent Chairperson for the Committee to undertake additional inspections, provided at least 48 hours' notice has been given to the Company by the Independent Chairperson.

## Communication with the broader community

Committee members are encouraged to discuss issues and disseminate information about the project with the wider community, including special interest groups. If appropriate, the Independent Chairperson of the committee may also give briefings to community organisations such as the Chamber of Commerce, environmental or heritage organisations and P&C Committees.

The Committee may agree to release statements or other information to the media or to adopt other approaches to public dissemination of information. However, only the Independent Chairperson may speak publicly on behalf of the Committee. Individual Committee members may make comments to the media or in public forums on behalf of themselves or the stakeholders which they represent, but not on behalf of the Committee.

There is a presumption that all documents and other information considered by the Committee should be generally available to the community.

However, any Committee member may request that particular information (e.g. a declaration of a personal interest, site visit photos, or information which the Company considers to be commercial-in-confidence) be kept confidential by the Committee.

In the absence of full consensus amongst the Committee over whether such information should be kept confidential, the decision of the Independent Chairperson shall be final and binding on all members.

# *Toolkit for the Establishment of Community Consultative Committees*

# Community Consultative Committee Independent Chairperson Nomination Form

## Nomination details

I would like to nominate for the position of Independent Chairperson on the [INSERT PROJECT NAME] Community Consultative Committee.

I accept that selection and appointment as the Independent Chairperson for the [INSERT PROJECT NAME] Community Consultative Committee will be subject to my:

- ability to convene and manage stakeholder committees in an independent manner;
- experience in community relations, facilitation, mediation or public advocacy; and
- understanding of the development and awareness of local issues.

*Please attach a supporting letter that clearly demonstrates how you meet the above criteria.*

## Signed declaration

If appointed to the Committee, I accept that I will be asked to declare any pecuniary or other interests or benefits which may be perceived as preventing me from carrying out my role on the Committee impartially and in the best interests of the local and broader community.

I also understand that by completing this nomination:

- I have demonstrated that I meet the above criteria for selection to the Committee;
- I agree to signing a Code of Conduct Agreement and displaying the expected standard of behaviour;
- I agree to and understand the responsibilities of being the Independent Chairperson of the [INSERT PROJECT NAME] Community Consultative Committee; and
- I understand that this position is a voluntary position with no entitlement to remuneration or other benefit.

Name \_\_\_\_\_

Contact details \_\_\_\_\_

Address \_\_\_\_\_

Organisation/role (if you are applying as a representative of an organisation)

Signature and date \_\_\_\_\_

# Community Consultative Committee Advice on Advertising for Community Representatives

Community Consultative Committees are an important opportunity for Companies to interact with community members affected by State significant projects.

These Committees provide a structured and well-managed forum for open discussion between Company representatives, the community, local councils and other key stakeholders about issues directly relating to project management, environmental performance and community relations.

Each Committee comprises an Independent Chairperson, two to three Company representatives, three to five representatives of the local community, and a representative from the local council.

The Secretary of the Department will appoint the Independent Chairperson as well as the Community members of the Committee.

Appointing committee members with a genuine interest in representing the broader community is vital. Community representatives will be selected to represent those directly affected by the development – for example, neighbors – as well as broader representation from the local area.

When advertising for Committee members, the Company should place at least two advertisements in a local media publication (i.e. local newspaper). The Company may also consider advertising in one or more of the following avenues:

- local businesses;
- community or sporting centers; and
- local council websites.

The advertising period must be long enough to allow interested community members reasonable opportunity to make an application. A four-week advertising period is recommended to allow the community time to view the information and for individuals to apply.

A sample advertisement is provided below as a guide to the type of information that could be included in the advertisement. Selection criteria should be clearly referred to in the advertisement:

## **NOMINATIONS OPEN FOR APPOINTMENT OF COMMUNITY CONSULTATIVE COMMITTEE MEMBERS [INSERT PROJECT NAME]**

### ***Want to contribute to your community?***

Many State significant projects in NSW are required to establish a Community Consultative Committee, with at least three members representing the local community.

These Committees provide an opportunity for open discussion between project staff, the community, local councils and others about the management of State significant projects, including environmental performance and community relations.

Your role as a Committee member would be voluntary, but the rewards of giving something back to the community are many.

**Selection criteria:** We are looking for a good mix of people who live locally and have a variety of skills to join our new [INSERT PROJECT NAME] Community Consultative Committee. You will be expected to contribute constructively to Committee discussions, attend around four meetings a year, and have the capacity to act as a conduit for information about [INSERT PROJECT NAME] between the Committee and the broader community.

If you would like to apply, contact [INSERT DETAILS] at [INSERT CONTACT DETAILS] for more information OR download a copy of the nomination form at [INSERT DPE DETAILS].

**Applications must be lodged by [INSERT DATE] and sent to the Independent Chairperson of the Community Consultative Committee [INSERT NAME AND CONTACT DETAILS OF INDEPENDENT CHAIRPERSON].**

# Community Consultative Committee Community Representative Nomination Form

## Nomination details

I would like to nominate for the position of community / local council / Company representative (please circle as appropriate) on the [INSERT PROJECT NAME] Community Consultative Committee.

I accept that selection and appointment of community representatives for the [INSERT PROJECT NAME] Community Consultative Committee will be subject to my:

- demonstrated willingness to contribute constructively to discussion;
- ability to represent the local community and/or local stakeholder groups;
- ability to provide feedback to the local community and stakeholder groups; and
- current residency of the local area and/or awareness of local and other relevant issues.

*Please attach a supporting letter that clearly demonstrates how you meet the above criteria.*

## Signed declaration

If appointed to the Committee, I accept that I will be asked to declare any pecuniary or other interests or benefits which may be perceived as preventing me from carrying out my role on the Committee impartially and in the best interests of the local and broader community.

I also understand that by completing this nomination form:

- I have demonstrated that I meet the above criteria for selection to the Committee;
- I agree to signing a Code of Conduct Agreement and displaying the expected standard of behaviour;
- I agree to and understand the responsibilities of being a [INSERT PROJECT NAME] Community Consultative Committee representative; and
- I understand that this position is a voluntary position with no entitlement to remuneration or other benefit.

Name \_\_\_\_\_

Contact details \_\_\_\_\_

Address \_\_\_\_\_

Organisation/role (if you are applying as a representative of an organisation)  
\_\_\_\_\_

Signature and date \_\_\_\_\_

This signed nomination form and supporting letter must be sent directly to the Community Consultative Committee Independent Chairperson and not to the Department of Planning and Environment. The Independent Chairperson's details can be found on the advertisement calling for nominations.

# Community Consultative Committee Code of Conduct Agreement

Congratulations on your appointment to the [INSERT PROJECT NAME] Community Consultative Committee. This form must be signed and returned to the Independent Chairperson of your Committee before your appointment can be activated.

All appointed members have a responsibility to understand their duties and responsibilities and execute the committee's purpose without exceeding the authority of their position.

As a condition of engagement, independent chairs and members of Community Consultative Committee must agree to the general principles of conduct outlined below.

## Accepted behaviour

As a member of the [INSERT PROJECT NAME] Community Consultative Committee, I understand I will be expected to:

- regularly attend Committee meetings, at dates and times set by the Committee's Independent Chairperson;
- advise the Independent Chairperson in advance if I am unable to attend meetings;
- contribute to an atmosphere of open and constructive participation;
- abide by the directions of the Independent Chairperson;
- immediately advise the Independent Chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion;
- perform in the best interests of the local and broader communities;
- communicate concerns, interests and ideas openly and make reasons for any disagreement clear in a constructive and thoughtful manner;
- engage with other members of the Committee respectfully;
- maintain confidentiality where a specific request has been made and agreed to by the Independent Chairperson;
- put forward views but also remain committed to open and shared dialogue; and
- not interrupt when another member is speaking.

## Signed declaration

If appointed to the Committee, I accept that I will be expected to abide by the standards set out in the code of conduct.

Name \_\_\_\_\_

Contact details \_\_\_\_\_

Address \_\_\_\_\_

Organisation/role (if you are applying as a representative of an organisation)

\_\_\_\_\_

Signature and date \_\_\_\_\_

This signed nomination form and supporting letter must be sent direct to the Community Consultative Committee Independent Chairperson and not to the Department of Planning and Environment. The Independent Chairperson's details can be found on the advertisement calling for nominations.



# Community Consultative Committee Declaration of Pecuniary and Non-Pecuniary Interests

Congratulations on your appointment as a community representative to the [INSERT PROJECT NAME] Community Consultative Committee. This form must be signed and returned to the Independent Chairperson of your Committee before your appointment can be activated.

## About This Form

This Declaration is designed to protect the integrity of the [INSERT PROJECT NAME] Community Consultative Committee and to protect the reputation of the Committee and its members.

Examples of pecuniary interest may include but are not limited to:

- holding shares in the Company;<sup>3</sup>
- holding a private contract with the Company;
- holding voluntary acquisition rights under the Company's consent;
- already receiving sitting fees or payments of personal expenses from the Company; and/or
- receiving mitigation measures from the Company.

A **pecuniary interest** is an interest a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. Money does not have to change hands for there to be a pecuniary interest.

A **non-pecuniary interest** is a private or personal interest a person has that does not amount to a pecuniary interest but that may arise from family or personal relationships, or involvement in community, social or other cultural groups that may include an interest of a financial nature.

## A No pecuniary or non-pecuniary interest to declare

As a new member of the [INSERT DEVELOPMENT NAME] Community Consultative Committee I declare that there is no conflict of interest that may prevent me from carrying out my role on the [INSERT PROJECT NAME] Community Consultative Committee impartially and in the best interests of the local and broader community.

However, in the course of Committee meetings or activities, including site visits, I will disclose any interests in a transaction or decision where there may be a pecuniary or non-pecuniary interest.

After such a disclosure, I understand I may be asked by the Independent Chairperson of the Committee to withdraw from discussion about or voting on a particular issue.

Any such disclosure and the subsequent actions taken will be noted in the meeting minutes.

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

<sup>3</sup> The term Company meaning the holder of the development consent or its associated entities.

## B Pecuniary or non-pecuniary interest to declare

As a member of the [INSERT PROJECT NAME] Community Consultative Committee I declare:  
Tick as appropriate

☐ Pecuniary interest. Please provide details:

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☐ Non-pecuniary interest. *Please provide details:*

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As well as declaring the above, in the course of Committee meetings or activities, including site visits, I will disclose any interests in a transaction or decision where there may be a pecuniary or non-pecuniary interest.

I understand I may be asked by the Independent Chairperson of the Committee to withdraw from discussion about or voting on particular issues.

Any such disclosure and the subsequent actions taken will be noted in the meeting minutes.

Name

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Signature

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Date

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