

CALL FOR EXPRESSIONS OF INTEREST

Windfarms and Sleep Disturbance Research Project

Community Liaison Group (CLG)

We are seeking expressions of interest from people who are able to dedicate time to be part of the Community Liaison Group (CLG) for the *Windfarms and Sleep Disturbance Research Project*.

The CLG will include

- two community members representing each one of several communities located in the vicinity of a windfarm that has been targeted by the research project (i.e. Waterloo, Hallett, Lake Bonney and potentially other windfarms)
- two members of the Research Team (one of whom will be the Chair)

Meetings will be held at key times throughout the life of the five year research project (2016-2021).

Please see ***Terms of Reference*** (below) for additional information. See also the ***Project Summary*** for information.

The CLG provides an important opportunity for discussions as the project progresses.

Please consider applying to join the group if you:

- Live in one of the communities in the vicinity of a windfarm involved in the project
- Have a particular interest or experience relevant to windfarms and/or health and/or community-based research
- Are keen to act as a representative of your community and are a good listener and communicator.
- Can commit to a minimum two year term on the CLG. (There will be no more than four meetings per year - most of which will be by phone link).

TERMS OF REFERENCE

Windfarms and Sleep Disturbance Research Project

COMMUNITY LIAISON GROUP (CLG)

1. PURPOSE

A Community Liaison Group (CLG) will be established for the Windfarms and Sleep Disturbance Research Project. This will be an avenue for community involvement during the three phases of the project (i.e. community survey, fieldwork testing and sleep laboratory testing).

The CLG will contribute to the Windfarms and Sleep Disturbance Research Project planning and implementation phases by:

- Establishing an effective communication and consultation arrangement
- Encouraging a broad range of community representatives to participate
- Providing a local perspective on the project, particularly in relation to engaging and informing local communities
- Assisting with resolving any community concerns where possible

2. COMPOSITION

It is anticipated the Windfarms and Sleep Disturbance Research Project CLG will comprise the following representatives:

- A chairperson, who will be a member of the research team
- Two community members representing each one of the communities located in the vicinity of a windfarm that has been targeted by the research project (i.e. Waterloo, Hallett, Lake Bonney and potentially other windfarms)
- A second representative from the research team

Other individuals or organisations who are not members of the group may provide support and/or information to the CLG as required.

Community representative positions are publicly advertised and appointments are based on a selection process.

3. FUNCTIONS

Members of the CLG are required to:

- Attend CLG meetings and participate in discussions

- Represent the interests and views of the local community as far as possible
- Provide advice on content and distribution of the community survey
- Provide advice on how to best disseminate project information, status and direction within their community
- Convey feedback from their communities to CLG meetings
- Provide views and advice on issues raised through wider community feedback such as public meetings
- Assist with the organisation and running of any forums for community liaison, consultation and feedback regarding the research project
- Commit to an initial two year period on the CLG, with the possibility of renewal
- Restrict issues and debates to matters relevant to the project

4. OPERATION

Key operational details of the group include:

- The chairperson will
 - lead the group and promote discussion and participation
 - determine issues to be dealt with in accordance with priorities and the Terms of Reference
 - ensure the proper and professional conduct of the group
- Meetings will be either by phone link or face-to face.
- All CLG meetings will be closed forums.
- A forward meeting schedule will be determined at the initial meeting. Frequency of meetings will reflect the project program and milestones but will be a maximum of four per year.
- Meetings are generally expected to run for no longer than 1.5 hours.
- The Windfarms and Sleep Disturbance Research Project team is responsible for CLG administration including the distribution of agendas, minutes and any relevant background information.
- The CLG will operate until the Windfarms and Sleep Disturbance Research Project is completed.
- Any conflicts of interest must be declared at the CLG application stage.
- Some information about the research project may be confidential within the CLG and research project team and this restriction must be observed by all members.

5. EXPENSES

The Research Team recognises that community involvement should not be a burden on volunteers. Reimbursement of travel expenses will be made for face-to face meetings.

6. APPLICATION PROCESS

Seek free editorial stories in local papers about the windfarm project and mention call for CLG members. Place advertisements if needed.

Request applications that include

- contact information
- employment history
- 1-2 sentences addressing each selection criterion
- their views on windfarm installations
- why they are interested in joining
- declaration about any conflict of interest

7. SELECTION CRITERIA

Essential:

1. Lives within one of the nominated wind-farm communities.
2. Possess at least a high school diploma.
3. Significant involvement in the community they live in.
4. Effective written and oral communications skills.
5. Organizational skills, including ability to help organise activities such as a community public meeting.
6. Computer literate, e.g. proficient with internet and emails and can do/learn track changes on Word documents.
7. Ability to work effectively with committee members, local communities, service providers and a wide variety of people.

Desirable:

1. Some knowledge of policies relating to wind farm turbines in their area.
2. Some knowledge of the wind turbine issues impacting on community members.

Note:

The research team will endeavour to select approximately equal numbers of CLG members with views (moderately or strongly held) that endorse or oppose the installation of wind turbines. Therefore such views will be sought as part of the selection process.

Commitment Requirements:

- Available, committed and willing to invest time to the project, including liaison activities between the community and research team.

- Available to attend and participate in occasional meetings within the community.
- Available to attend up to four CLG meetings per year, which may include infrequent face-to-face meetings in Adelaide (maximum of 2 per year).
- Available to commit to an initial two-year period on the CLG, with the possibility of renewal.