

2 April 2026

Community Liaison Group Terms of Reference

Purpose

The purpose of the Community Liaison Group (CLG) is to provide a forum:

- for discussion and the exchange of information; and
- to create and maintain channels of communication between the community and Burnt Hill Storage Limited (BHSL),

on any issues or developments arising from the construction and operation of the Wrights Road Storage Ponds.

The CLG and its members agree to adhere to the principle of good faith.

Membership

On establishment, the CLG comprises the following membership:

	Stakeholder category	Member/s	Role/contribution
1	ECESS representatives	5 x representatives	Represents collective interests and provides feedback and continuity
2	Local landowners/ BHSL shareholders (within 1 km of the storage ponds)	2 x representatives Les Inch and Sarah Speight	Represents the local community and provides feedback
3	Local community representatives living near the storage ponds	3 x representatives Jake Barker, Alica Barwell and Holly Gardiner	Represents the local community and provides feedback
4	Local government	2 x representatives (1 x WDC + 1 x ECan)	Provides regulatory oversight and technical input
5	Te Ngāi o Tūāhuriri Rūnanga	1 x representative	Ensure cultural values and heritage are respected
6	Consent holder	2 x project team members	Provide updates, respond to feedback, ensure compliance
7	Construction contractor	1 x project team member	Provides updates and responds to feedback regarding construction of the storage ponds
8	BHSL Community Liaison Officer (CLO)	1 x project team member	Appointed by consent holder to facilitate engagement and communication between CLG + BHSL
9	BHSL communications advisor	1 x project team member	Provides communications support and updates to the CLG.

If on or following establishment, a position is not filled or becomes vacant then:

- the CLG will call for expressions of interest from members of the relevant stakeholder category;
- the position(s) will remain open for members of the relevant stakeholder category until filled; and
- if expressions of interest exceed the number of vacancies, then:
 - in the case of community stakeholders (categories 1-3) then the Chairperson will determine a process in consultation with CLG members for confirming membership; and
 - in the case of the other stakeholder categories (4-9), membership will be determined by the relevant stakeholder interest.

An Independent Chairperson will be engaged by Burnt Hill Storage (with all costs being met by Burnt Hill Storage) during or as soon as possible after the first meeting of the CLG. Burnt Hill Storage will consult in good faith with all CLG members with the aim of reaching a consensus on the appointment (or removal) of the Independent Chairperson. If consensus cannot be reached Burnt Hill Storage will consult with the Canterbury Regional Council and the Waimakariri District Council (in their roles as regulator) for the purposes of determining the appointment (or removal) of the Independent Chairperson.

The Independent Chairperson shall act impartially and undertake the role independently of the consent holder and all stakeholder interests.

CLG objectives and activities

The CLG meetings are to be conducted in good faith and will provide a forum for the matters provided for in the Burnt Hills Storage consent conditions:

- a. Facilitating information flow between BHSL and the community regarding the implementation and environmental effects of the activities authorised by the consents (including new information, monitoring results and studies that are relevant to environmental effects);
- b. Identifying any issues of concern that arise during the construction period of the Wrights Road Storage Ponds, and on an ongoing basis;
- c. Identifying and discussing appropriate measures to address issues raised;
- d. Making recommendations for BHSL (and its contractors) to consider in relation to point b. above; and
- e. Providing residents within the identified inundation zone with annual advisories regarding the presence of the Wrights Road Storage Ponds, the existence of the

CLG, and the availability of assistance for preparing and updating Household Emergency Plans, including updates to allow for temporary or transient residents at any property.

Role/responsibility of BHSL

BHSL (and its representatives) shall:

- a. Arrange a suitable venue in the area for CLG meetings and meet any other reasonable costs of the meetings.
- b. Appoint a Community Liaison Officer with authority to represent BHSL on the CLG and ask that they attend all formal meetings of the CLG.
- c. Organise administrative meeting support, including providing notice of meetings, circulating draft agendas at least 14 days prior to meetings, circulating draft minutes within 14 days following meetings, and providing recordings of meetings to support members' review of draft minutes. Members may submit agenda items to the Community Liaison Officer for consideration prior to agenda circulation.
- d. Ensure that a representative from the company responsible for the construction of Wrights Road Storage Ponds attends all of the CLG meetings.
- e. Provide information about the progress of the Wrights Road Storage Ponds including environmental effects, compliance with consent conditions, the development and review of any and all management plans, including the Emergency Evacuation Plan and the Emergency Action Plan, and provide assistance to CLG members and the stakeholders they represent in the preparation and updating of Household Emergency Plans.
- f. Be prepared to discuss the environmental effects of the Wrights Road Storage Ponds, any concerns in relation to human health and safety, and any complaints from the local community, including the provision of further information and the identification of appropriate measures to address issues raised.
- g. Maintain and update the BHSL website to include relevant information relating to the Wrights Road Storage Ponds and the CLG, including meeting agendas and confirmed meeting minutes, subject to privacy considerations in relation to individual members.

- h. Provide assistance to the CLG in relation to the requirement under the resource consents in relation to the preparation of the annual advisory update.

Role/responsibility of Chairperson

The Chairperson is responsible for:

- a. The orderly running of the meetings in a fair and transparent manner;
- b. Working with CLG members to set meeting agendas and ensuring adherence to any such meeting agendas;
- c. Enforcing the CLG's Terms of Reference, including having the right to:
 - i. determine process at any meeting and at any other time in relation to matters that might be considered by the CLG; and
 - ii. suspend or exclude any CLG member from participation in a meeting where there is a material breach of these terms of reference.
- d. Managing, with the Community Liaison Officer as required, the collation and distribution of comments, feedback and recommendations arising from the CLG.
- e. Ensuring the CLG operates in a manner that is consistent with the Burnt Hill Storage resource consents.

The Chairperson is to undertake their role independently of the consent holder and all stakeholder interests and shall act impartially.

Role/responsibility of all CLG members

All CLG members are responsible for:

- a. Abiding by these Terms of Reference;
- b. Regularly attending and participating in CLG meetings (or arranging for another representative from their stakeholder organisation to attend where appropriate) and giving as much notice as practicable where attendance is not possible;
- c. Receiving information from, and communicating relevant information to, the stakeholder group they represent;
- d. Respecting the confidentiality of any information (including privacy information) that the CLG or a CLG member may advise is confidential in nature;

- e. Restricting issues and debates to matters relevant to the function of the CLG under the consent conditions;
- f. Avoiding a reconsideration or re-litigation of the original grant of consents, or criticisms of the regulatory authorities in the performance of their regulatory functions; and
- g. Respectfully accommodating other members' perspectives, participating in good faith, and contributing to an atmosphere where all members feel comfortable to participate.

Meeting procedure

The CLG will meet, at a minimum:

- i. During the construction period: every three months following its first meeting;
- ii. Following completion:
 - one meeting within six months of completion;
 - thereafter, annually; and
 - at any other time, on notice if any dam safety issue arises or is raised by any party on the CLG.

or as otherwise agreed by the CLG members.

For each meeting, all meeting members will ensure:

- a. They respect the role of the Chairperson;
- b. Meetings are conducted in a fair and transparent manner;
- c. All questions are directed via the Chairperson. Where practicable, advance notice should be given of any questions requiring detailed technical consideration to enable appropriate information or technical representatives to be available. Questions that cannot be answered during the meeting may be referred for further investigation and included in the subsequent meeting; and
- d. They approach each meeting in good faith and respect the interests and any privacy/confidentiality considerations that arise in relation to any information or the interests of other stakeholders.

Communication

- a. Members are encouraged to discuss issues with their own community group/members to gather input for the CLG, noting that only the CLG Chairperson has the authority to speak, represent or go on the public record on behalf of the CLG.
- b. Members may speak to the media or comment on online forums (including public and personal pages) in their personal capacity but must not represent themselves as speaking on behalf of the CLG, BHSL or any other CLG member.
- c. Media enquiries about BHSL, the CLG, or Wrights Road Storage Ponds should be referred to the CLG Chairperson, BHSL's Communications Advisor and BHSL's Chief Executive Officer.
- d. Members agree not to make video or audio recordings of meetings
- e. Meeting agendas and confirmed minutes will be published on the BHSL website, subject to any agreed confidentiality or privacy requirements.

Review

These Terms of Reference may be reviewed from time to time and amended by agreement of the CLG members.

Amendments should be considered in good faith and, where practicable, reached by consensus.

These Terms of Reference were adopted by the Burnt Hill Storage Ltd Community Liaison Group on 06 August 2026 and take effect from that date.