

*Ensham Residual Void Study
Community Reference Group
Charter*

Table of Contents

1	Background.....	3
2	Purpose	3
3	Objectives	3
4	Responsibilities	4
4.1	Community Reference Group (CRG) Forum.....	4
4.2	Ensham Responsibilities to the CRG.....	4
5	Roles.....	4
5.1	Independent Chairperson	4
5.2	CRG Members	5
5.3	Observers/Visitors	5
6	Meetings	5
6.1	Meetings	5
6.2	Records of Meetings	5
6.3	Reports and Documents.....	6
6.4	Proxies	6
6.5	Attendance.....	6
7	Length of Membership	6
8	Response Time for Feedback.....	6
9	Code of Conduct.....	6
10	CRG Charter Review.....	7
11	Communication Strategies	7
	Appendix A - Stakeholder Representation	8
	Appendix B - Code of Conduct	9
	Appendix C - Declaration of Interests	10
	Appendix D - Register of Interests	11

1 BACKGROUND

In March 2017, the Ensham Mine environmental authority (EA) EPML00732813 was amended to include conditions requiring a scientific and environmental assessment of the options to rehabilitate residual voids in the flood plain of the Nogoa River and other voids at Ensham Mine.

The study commenced in May 2017 and considers a range of options for rehabilitation of residual voids within the flood plain of the Nogoa River and other voids with final documentation to be submitted to the Department of Environment and Heritage Protection (EHP) in March 2019. It will provide draft regulatory documents for EHP's consideration and approval including proposed updates to the current Rehabilitation Management and Residual Void Management Plans.

Engagement with local community stakeholders is an important part of the study. This will be undertaken primarily through a Community Reference Group (CRG) providing input to the study's consideration of rehabilitation options.

The purpose of this document is to outline the role of the CRG in the Residual Void Project (RV Project).

2 PURPOSE

The purpose of the RV Project - Community Reference Group (CRG) is to;

Create an open forum for discussion on issues directly relating to the Residual Void Project with key stakeholders.

3 OBJECTIVES

The objectives of the Community Reference Group (CRG) are to:

- Establish good working relationships and promote information sharing between Ensham Mine, the local community and stakeholder groups on the Residual Void (RV) Study; and
- Allow community members and / or their representatives to seek information from Ensham Mine and give feedback on the study to assist with the delivery of balanced social, environmental and economic outcomes for the community; and
- Allow Ensham Mine to keep the community informed about the project; and
- Allow Ensham Mine to seek community views on the study and respond to matters raised by the community, and
- Discuss the RV Project and raise any concerns with the Preferred Options and the Final Option; and
- Review the reports and studies undertaken for the RV Project; and
- Provide comments on the reports and studies undertaken for the RV Project; and
- Discuss community concerns with the RV Project, Preferred Options and Final Option.

4 RESPONSIBILITIES

4.1 COMMUNITY REFERENCE GROUP (CRG) FORUM

- Act in an advisory capacity to the Ensham Mine RV Project by providing insight and advice into community perspectives on the Study
- Represent the views of the broader community in relation to the project
- Allow and respect the ideas and beliefs of all members and contribute to an atmosphere in which all members feel comfortable to openly participate in discussions
- Contribute in a constructive way to finding solutions to issues or concerns
- Notify the Chair of any potential conflict of interest that may arise in relation to the project during participation in the CRG
- Not disseminate confidential information that is discussed at the CRG
- Not make any media comment on behalf of the CRG in relation to the project and/or the CRG.

4.2 ENSHAM RESPONSIBILITIES TO THE CRG

Ensham Mine engagement and communication approach can be summarised as follows:

- Engage proactively and regularly with local stakeholders
- Conduct genuine and open dialogue between Ensham Mine and all other parties
- Respect all parties at all times
- Develop local community understanding of opportunities and benefits arising from mining operations
- Provide timely and accurate information
- Record all significant contact with local stakeholders
- Inform local stakeholders on how their input has informed decisions.

In relation to the Residual Void Study CRG, Ensham Mine commits to:

- Provide the group with timely, accurate and comprehensive reporting of the study. This does not include matters that are financially or commercially sensitive
- Provide the group with relevant reports and studies as they become available
- Provide support for the effective operation of the group
- Respond within an agreed timeframe to any questions or advice given by the group about the study
- Provide site access for the group (as required).

5 ROLES

5.1 INDEPENDENT CHAIRPERSON

This role is fulfilled by Emma McCullagh.

- Non-voting position.
- Meeting management.
- Dispute resolution.

5.2 CRG MEMBERS

The current membership of the CRG is outlined in Appendix A

- Attend CRG meetings and provide apologies in advance where attendance is not possible
- Represent the views of the stakeholders they represent
- Actively participate in achieving the groups purpose and objectives.
- Communicate information to stakeholders and the broader community.

5.3 OBSERVERS/VISITORS

A process for the inviting of visitors and observers is provided 5.3.1.

- Attend meetings on invitation from the CRG.
- Do not have voting rights.
- Provide advice and expertise to the meeting as required.

5.3.1 Inviting Observers /Visitors

A request to invite a visitor/observer can be submitted to the independent chairperson. This request will be considered by the independent chairperson with final approval of the request by Ensham. Visitors should not attend a CRG meeting without approval. It is the responsibility of the independent chairperson to ensure that the observer/visitor understands the forum and their obligations under the charter.

6 MEETINGS

6.1 MEETINGS

It is anticipated that meetings will be held to align with major project milestones with potential for additional meetings. The frequency of meetings may vary over time as the study progresses. The group should determine the frequency of meetings after considering the complexity of the study and the level of public interest.

- i. The timing of meetings will align with availability of the participants. This may change from time to time.
- ii. There will be a minimum of four meetings per year
- iii. Meetings are to be held in the Emerald area, in a location that is convenient for CRG members.
- iv. Any member may request the Chairperson convene an extraordinary meeting of the CRG to discuss any issues warranting urgent consideration. The Chairperson shall determine whether an extraordinary meeting is warranted in consultation with Ensham Mine.
- v. All meetings will have a start and finish time.
- vi. Agenda will be circulated to members five (5) days before the scheduled meeting.
- vii. All agenda items need to be to the chair seven (7) days before the scheduled meeting.

6.2 RECORDS OF MEETINGS

- i. A record of each CRG meeting will be documented and distributed to all group members (by the CRG Chairperson) within one week of the CRG meeting.

- ii. Minutes must be maintained for all CRG meetings. The minutes must record all discussions, issues raised, actions to be taken, when the actions are to be completed and by whom.
- iii. Ensham Mine must ensure that a copy of each meetings minutes will be provided to the administering authority within 20 business days of each meeting.
- iv. Any changes/additions to the record of meeting will be amended and endorsed at the following stakeholder engagement group meeting.

6.3 REPORTS AND DOCUMENTS

Reports and studies undertaken for the RV Project must be provided to the CRG for review and comment. Evidence must be provided to the administering authority as to how the comments from the CRG have been considered in the RV Project.

6.4 PROXIES

- i. Members may nominate a proxy to attend a meeting if they are unable to attend and have notified the independent chair. It is the responsibility of the member to brief their proxy prior to the meeting including minutes of the previous meeting and the meeting agenda. The proxy has the voting rights of the member that they are representing.

6.5 ATTENDANCE

- ii. Attendance is an expectation of all members. Failure to attend on three consecutive occasions, without leave of absence may result in the member being asked to step down from the CRG. For representative members (including Ensham) the issue of attendance will be raised with their organisation.

7 LENGTH OF MEMBERSHIP

The CRG will operate for the period of the Residual Void study, concluding by date of submission to EHP, which is currently set for March 2019.

8 RESPONSE TIME FOR FEEDBACK

- An action plan shall be prepared at each meeting with response times for all actions identified at a meeting.
- The action plan will include timeframes for responses and allocated ownership of action items

9 CODE OF CONDUCT

All members, including the chairperson and any alternative representatives, must sign a code of conduct, Appendix B before they join the CRG and comply with the code while they are members of the group.

The code of conduct will cover the interactions between group members and the sharing of study information. The chairperson must bring any breach of the code to the attention of the persons concerned and if appropriate, the CRG.

- Members of the CRG will respect the confidentiality of information shared at meetings. These items will be identified as being confidential when they are discussed.
- Not disseminate confidential information that is discussed at the CRG
- Not make any media comment on behalf of the CRG in relation to the project and/or the CRG.
- Personal interests will be required to be tabled at each meeting in regard to any issue listed on the agenda.
- Members will declare their interests (Appendix C) and standing register of interests – (Appendix D) will be created.
- Members have a responsibility to best represent the interests of their stakeholders.
- Members should follow standard “good practice” for community meetings.
- You must conduct yourself with openness, honesty, fairness, integrity and in the best interests of the group

In addition, each CRG member joins the group with the understanding that where a member disregards the Code of Conduct, they may be asked to step down from the CRG.

10 CRG CHARTER REVIEW

CRG Charter will be reviewed and agreed upon at the second meeting of the CRG. The CRG Charter to be reviewed half yearly meeting (or the closest meeting to this date).

11 COMMUNICATION STRATEGIES

- Agendas, minutes of the meetings and reports tabled can be distributed through stakeholder groups, unless deemed confidential by the CRG or Ensham
- Ensham Website – relevant information
- Agenda item for key communication points

APPENDIX A - STAKEHOLDER REPRESENTATION

Position	Contact Details
Independent Chairperson	Emma McCullagh
Minute Secretary	To be appointed
Neighbor Representative East (1 position)	Carl Morawitz - <i>Currumundi</i>
Neighbor Representative West (1 position)	Justin Fontanta Hinkler Park
Neighbor Representative (1 position)	Hamish Millar Cowal Agriculture
Central Highlands Regional Council Community Representatives (2 Positions)	Nominated - Megan Daniels Nominated - Alan McIndoe
Central Highlands Cotton Growers and Irrigators Association (CHCG&IA) (1 Position)	Nominated - Nigel Burnett
Central Highlands Regional Resources Use Planning Cooperative Limited (CHRRUP) (1 Position)	Nominated - Claire Rogers
Fitzroy Partnership for River Health (1 Position)	Nominated - Nathan Johnson Executive Officer
SunWater (1 Position)	Nominated – Peter McTaggart
Community Representative	Geoff Kavanagh
Visitors/Observers	As required and invited as per the charter

APPENDIX B - CODE OF CONDUCT

Residual Void - Stakeholder Engagement Group

1. Members of the CRG will respect the confidentiality of information shared at meetings. These items will be identified as being confidential when they are discussed.
2. Members will not disseminate confidential information that is discussed at the CRG
3. Members will not make any media comment on behalf of the CRG in relation to the project and/or the CRG.
4. Personal interests will be required to be tabled at each meeting in regard to any issue listed on the agenda.
5. Members will declare their interests and a standing register of interests will be kept.
6. Members have a responsibility to best represent the interests of their stakeholders.
7. Members should follow standard “good practice” for community meetings, as outlined below.
8. You must conduct yourself with openness, honesty, fairness, integrity and in the best interests of the group.

Good Practice for Community Meetings

1. Strive to attend all meetings, sending apologies to the chair for necessary absences.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
3. Talk to the chair before the meeting if you need to clarify anything.
4. Arrive on time. Stay to the end.
5. Participate fully in the meeting:
 - a. Listen to what others have to say and keep an open mind.
 - b. Contribute positively to the discussions.
 - c. Try to be concise and avoid unnecessary discussion.
6. Help others concentrate on the meeting. Discourage side conversations.
7. Draw attention to any potential conflicts of interest that may arise in the meeting.
8. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Signature

Witness Signature

Name

Witness Name

Date

Date

APPENDIX C - DECLARATION OF INTERESTS

Personal Details	Please provide details of any boards, committees, organisations and groups on which you serve or with which you are affiliated that have or are likely to have an interest in the business of this group.
Full Name	
Address	
Contact Phone Number	
Occupation	
Directorships of Boards/Committee/s:	
Memberships of other committees, working groups	
Other Affiliations (industry)	
I hereby certify that the information set forth above is true and complete to the best of my knowledge. It is the responsibility of the member to amend their declaration if circumstances change.	
Signed _____	Date _____

APPENDIX D - REGISTER OF INTERESTS

