

# Charter of the Gloucester Exploration Project

## Community Consultation Committee

### Terms of reference

Gloucester Resources Limited (the Company) holds Exploration Licence (EL) 6523, EL 6524 and EL 6563 which together form the Gloucester Exploration Project (**Project**) located to the south and south west of the town of Gloucester. The Project covers a total area of 80.15 square kilometres.

The Project Community Consultative Committee (**Committee**) is established under the designated authority, the Department of Planning, Industry and Environment's (**Department**) Division of Resources and Geoscience (**Division**), which administers the *Mining Act 1992* and *Mining Regulation 2016*. The Minister for Regional NSW, Industry and Trade (**Minister**) is responsible for the *Mining Act 1992* and *Mining Regulation 2016*.

Under the NSW Government legislative framework, appropriate community consultation is an essential component of the exploration and mining approvals process. Community consultation means informing and being informed by the community, but decision-making remains with the responsible authorities.

### Purpose of the Committee

The purpose of the Committee is to provide a forum for open discussion between the company and stakeholder representatives. The process includes the exchange of information, and proper identification and addressing of potential concerns and conflicts of interest. It is aimed at facilitating good working relationships amongst Committee members and to act as a conduit to assist the company to improve communication, education and notification with the community.

The Committee provides an opportunity for the company and stakeholder representatives to identify common ground within the bounds of the Project.

### Composition of the Committee

Representatives of the Committee shall comprise:

- an independent Chairperson
- at least **one** representative from the Company (with input from other specialists from within the Company or specialist consultants as required)
- **one** representative from local Council or a recognised Council group
- up to **six** community representatives to ensure a broad cross-section of community interests are represented. The Chair may seek nominations from the following type of organisations:
  - Business Chamber/ Chamber of Commerce
  - Community Action Group/ Alliance
  - Indigenous community
  - Major land users group or association (e.g. dairy farmers, horse breeders)
  - Local water users association
  - Tourism Association
  - Catchment Management Authority
- **one** representative from the Division

The Minister shall directly appoint the independent Chairperson of the Committee.

Nominations for community representatives on the Committee must be in writing to the chair and include:

- brief relevant background
- skills and experience to be able to contribute constructively to the Committee, and
- any stakeholder groups with which they are affiliated.

Appointment to the Committee is for a term of **two** years, at which time all community member positions will be considered vacant. Individual Committee members may renominate for appointment to the Committee.

While the Chairperson is responsible for calling for nominations from the community to be represented on the Committee, all such nominations will require endorsement by the Minister who may seek advice from the Department officers including the relevant directors within the Department.

## Responsibilities of the exploration licence holder

The Company shall, at its own expense:

- nominate at least one representative to attend all meetings of the Committee and provide specialists from the Company or specialist consultants as required
- provide the Committee with factual and accurate information about the Project, its likely environmental and social impacts, including progress of any works, monitoring results, and any non-compliance(s)
- maintain ongoing liaison with the Department and any other relevant government authorities throughout the approvals process, promptly identifying and addressing any concerns raised
- comply with all legislative requirements and industry guidelines
- identify and gain an understanding of community values, concerns and interests
- assess and improve community acceptance of the Project and instil a level of confidence that the Project will be environmentally, socially and economically responsible and not solely driven by economic considerations
- demonstrate that the community's views are being taken into consideration when planning and operating the Project
- assist in the provision of meeting facilities, and
- provide reasonable information at the request of the Chairperson.

## Chairperson

The Chairperson is appointed by the Minister. The Chairperson is the designated spokesperson for the Committee.

The role of the Chairperson is to:

- chair meetings in a manner that enables agenda items to be limited to those issues within the scope of the Committee and dealt with in a timely manner
- determine agenda items for each meeting, taking into consideration requests and suggestions from Committee members
- assign a person to take the minutes of Committee meetings, and
- report at regular intervals to the Minister on the operation of the Committee.

## Conduct of Committee members

Meetings of the Committee are not deemed public meetings. Only appointed members of the Committee and invited experts are to attend and participate.

Any members of the public or observers, who are in attendance at the invitation of the Chairperson, cannot participate in the meeting unless invited to do so by the Chairperson and must observe the conduct requirements as outlined in this Charter.

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the Chairperson or other Committee members.

Depending on the nature of the conflict, it may be appropriate if they refrain from any discussion on the particular issue.

The Committee is not a decision-making body and it is not a requirement that consensus be reached amongst members on issues discussed.

All Committee members shall:

- act properly, honestly and in accordance with an open and transparent process
- perform their functions impartially and in the best interest of the community
- refrain from any kind of conduct which may cause any reasonable person unwarranted offence or embarrassment
- be respectful to fellow members and not engage in threatening or intimidating behaviour, and
- refrain from saying or doing anything which is inconsistent with maintaining order at the meeting.

All Committee members agree to:

- attend meetings and actively participate in discussions
- report their views and those of the wider community to the Committee
- respect the right for all Committee members to present their views
- make suggestions on how the operation of the Committee can be improved
- work within the framework of the Charter of the Project Committee
- speak to the media only on their own behalf and not discuss comments or opinions expressed by other Committee members without their foreknowledge and prior consent, and
- ensure confidentiality of specified information if presented by the Company to the Committee.

All members are required to sign the Committee **Declaration of Pecuniary and Non-Pecuniary Interests** and **Code of Conduct Agreement – Members**.

## Meeting protocol

The Committee will adopt the following meeting protocol with recognition that it may be necessary to vary agenda items at times.

Issues for discussion at each meeting will be nominated by the Company and individual members of the Committee at the preceding meeting or through the Chairperson.

The Chairperson will determine the agenda. The number of items placed on the agenda will be limited to a number that will allow for appropriate levels of discussion and restricted to items of relevance to the project within the constraints of the Project's conditions of approval.

The business of the meeting will be:

1. Opening of the meeting by the Chairperson
2. Apologies
3. Declaration of possible conflict of interest by community members in relation to particular issues/ items of discussion
4. Confirmation of minutes of previous meeting
5. Business arising from the minutes
6. Correspondence
7. Reports and overview of activities
8. General business
9. Next meeting

Meetings will be held in Gloucester.

## Meeting frequency

The Committee should be convened at regular **quarterly** intervals or at other intervals as determined by the Chairperson in consultation with all Committee members.

Two weeks prior to each meeting of the Committee meeting the Chairperson shall send to each member a notice of the meeting, specifying the time and place of the meeting and an agenda setting out the matters proposed to be dealt with at that meeting.

## Meeting minutes

A meeting record will be kept of meeting attendees, key issues raised, and actions recommended and agreed upon only. Comments from individuals will not generally be attributed and verbatim record of the meeting will not be prepared.

The previous meeting's minutes will be forwarded with the next meeting's agenda.

## Dissolution

The Committee is a sunset committee; it dissolves at the expiration or cancellation of the exploration licences, or at the discretion of the Minister.

## Document control

Amendment schedule		
Date	Version #	Amendment
6 March 2020	1.0	