

KANMANTOO-CALLINGTON COMMUNITY CONSULTATIVE COMMITTEE (KCCCC)

Kanmantoo-Callington CCC **Secretariat:**

Susan Wilson, Hillgrove Resources, ph 8538 6800, e mail: susan.wilson@hillgroveresources.com.au

Chairperson:

Bob Goreing, mob 0418 816 788, e mail bob@cega.com.au

Kanmantoo Callington Community Consultative Committee (KCCCC)

Combined Terms of Reference and Manual

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Kanmantoo Callington Community Consultative Committee (KCCCC)
Terms of Reference and Manual

Contents

1. Purpose.....	3
2. Status of the KCCCC	3
3. Stage of development of the Kanmantoo Copper Mine	3
4. Objectives of the KCCCC	3
5. Role of the KCCCC.....	4
6. The role of the KCCCC Members	4
7. Membership of the KCCCC	5
8. KCCCC Membership selection	5
9. The role of the KCCCC Chairperson	6
10. KCCCC Chairperson selection	7
11. Values and behaviours of the KCCCC	7
12. The role of the Company on the KCCCC	7
13. The role of the secretariat to the KCCCC.....	8
14. Meeting procedure for the KCCCC	8
15. Meeting schedule and notice of meetings for the KCCCC.....	8
16. Meeting agenda of the KCCCC.....	9
17. Records of KCCCC meetings.....	10
18. Funding for the KCCCC.....	10
19. KCCCC and the media	10
Appendix 1: Code of Conduct for KCCCC Members.....	11

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

1. Purpose

This is a combined Terms of Reference and Manual for the Kanmantoo Callington Community Consultative Committee or KCCCC. The purpose of this document is:

- to assist the KCCCC to clearly define its objectives and role
- to provide an induction and reference point for KCCCC Members and
- to outline processes and procedures for the effective running of the KCCCC.

2. Status of the KCCCC

The Kanmantoo Callington Community Consultative Committee (known as the KCCCC) is an informal group of stakeholders and community members with an interest in Hillgrove Resources Limited's (the company) Kanmantoo Copper Mine.

The KCCCC is an informal body. The KCCCC has no legal standing and is not a legal entity. It is comprised of volunteer Members and chaired by an independent person with appropriate qualifications and experience to perform the role.

The KCCCC is supported by Hillgrove Resources Limited who is required to establish and maintain a Community Consultative Committee under the conditions of their original mining lease.

3. Stage of development of the Kanmantoo Copper Mine

These Terms of Reference reflect the stage of the Kanmantoo Copper Mine development. It is understood that the role of the KCCCC will change during the course of mine development. For example there may be changes to the priorities of stakeholders and the community as the community profile changes or when different approvals processes emerge over time.

The stage to which these Terms of Reference apply is:

'on-going mining operations, environmental management and continuous rehabilitation at the Kanmantoo Copper Mine working towards mine closure, decommissioning, rehabilitation and handing back of the mining lease to the regulator (SA Department of State Development)'

4. Objectives of the KCCCC

The objectives of the KCCCC are:

- to provide a stakeholder and community forum aimed at building and supporting meaningful long term relationships and developing trust and confidence between the company, the mining regulator (SA Department of State Development), other stakeholders and the wider community.
- to facilitate the timely exchange of information, comment and feedback between the company, the mining regulator, other stakeholders and the community on issues related to the Kanmantoo Copper Mine appropriate to the stage of the mining development
- to ensure accurate, timely and effective communication between the company, the mining regulator, other stakeholders and the community

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- to provide appropriate access for stakeholders and the community to the company and all relevant government departments and other relevant authorities with a role related to the Kanmantoo Copper Mine
- to assist the company to establish and maintain an effective community engagement process with stakeholders and the community

5. Role of the KCCCC

The role of the KCCCC is:

- to raise issues and to provide comments, suggestions and recommendations to the company, SA Department of State Development and other relevant government agencies on all matters relating to the Kanmantoo Copper Mine that may impact on the community
- to assist in identifying community benefits and region building opportunities as a result of the Kanmantoo Copper Mine
- to provide leadership on priority topics of interest for the community so as to drive meaningful discussion and promote actions and outcomes
- to facilitate access to information that reviews and reports on the environmental, social and economic performance of the Kanmantoo Copper Mine with particular emphasis on matters that may impact on the local community. Performance reports will be encouraged that relate to obligations under the Mine Plan (PEPR) and also reflect community expectations and agreed outcomes negotiated with the community
- to assist all stakeholders and the community to gain a comprehensive understanding of the mine's operations, rehabilitation, decommissioning and mine closure plans
- to prepare an annual report and other documentation outlining the activities and achievements of the KCCCC

6. The role of the KCCCC Members

The role of the KCCCC Members is:

- to regularly attend KCCCC meetings and events and contribute to the KCCCC in an open and orderly manner with due respect for others
- to act as a conduit between the community and the company for information and commentary on relevant matters on the KCCCC agenda
- to commit to gaining a comprehensive understanding of the topics addressed by the KCCCC and the issues (both concerns and opportunities) that may arise from these topics
- to represent a broader community interest or group. The KCCCC membership will reflect the community profile of the local area likely to be impacted by the mine

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- to take a leadership role and act as ‘Champions’ for various portfolios (or areas of interest) where members have expertise, experience or a general interest and appreciation

7. Membership of the KCCCC

- The KCCCC Membership will reflect the community profile. The community profile refers to the likely areas of community interest like local landowners and residents, business owners, service providers and government agencies which will ensure a reasonable spread of priority topics (issues of concern and opportunities) across the community .
- The capacity of the KCCCC Membership to represent any changes in the community profile will be reviewed at least annually to ensure that it stays current
- The KCCCC Membership will at least cover the following stakeholder groups and community interests:
 - Local landowners directly affected (2 places)
 - Environment
 - Broader community (including business, sporting and recreational interests)
 - Kanmantoo township (1 place)
 - Callington township (1 place)
 - Heritage and culture (Indigenous and non indigenous)
 - Health and community services
 - Schools and other education services
 - District Council of Mt Barker: (an elected Member)
 - The company: Hillgrove Resources Limited
 - The mining regulator, SA Department of State Development. Note: The mining regulator is considered by the KCCCC as an essential Committee member representing an important stakeholder and relating to an important portfolio.
 - Independent Chairperson
- Technical advisors and experts may attend KCCCC meetings as required

8. KCCCC Membership selection

- The recruitment process for KCCCC Members will be inclusive and transparent. It will include a general call for expressions of interest from the community
- The recruitment may also include a call for nominations from established community groups identified by the independent Chair in consultation with the KCCCC Members to represent particular areas of community interest. For example, the Board of the local school may be approached to nominate a representative to fill the ‘Schools and other education services’ portfolio
- There is no defined number of KCCCC Members required. However, the size of the Membership will be determined by the community profile and likely topics of community interest with consideration given to logistics (the effective running of the Committee) through consultation with the Chairperson

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- Where more than one community member nominating to represent a particular area of community interest , the options for the KCCCC are:
 - accept the additional person as a committee member and increase the number of KCCCC members. In this case the Chairperson would manage the imbalance of interest amongst the membership
 - where appropriate, reshuffle portfolios amongst KCCCC members to ensure complete and effective coverage of areas of interest for the community
 - implement a KCCCC member selection process.
- Where a selection process is used, a selection panel will be set up comprising three Members of the KCCCC and the Chairperson. The Chairperson will not be involved in selection but will oversee the process.
- The selection process will use the role of the KCCCC Member (part 6) as a guide to the qualities sought
- KCCCC Members will be appointed for a term of two years. KCCCC Members may renominate
- The KCCCC may fill a casual vacancy by either:
 - calling for expressions of interest from the community through an advertisement placed in the Courier Newspaper, on the KCCCC webpage of the Hillgrove website and in any relevant KCCCC correspondence including notes to meetings that may coincide with filling the vacancy. The call for expression of interest will include identifying any particular area of community interest that may be left under-represented by the vacancyor
 - directly calling for a nomination from an appropriate community group that may have a role and expertise in the particular area of interest left vacant. The Chairperson will manage this process in consultation with the other KCCCC Members
- Any casual vacancy filled by the KCCCC will terminate on the anniversary date that would otherwise have applied to the original Member
- KCCCC Members will not have alternates. Instead the Chair may pair Members to ensure that portfolios are covered in any absence.

9. The role of the KCCCC Chairperson

The role of the Chairperson is:

- to convene and chair the KCCCC
- to set the KCCCC agenda in consultation with Committee members
- to support and add value to the KCCCC in their deliberations through his / her understanding of the mining industry and government process amongst other relevant knowledge and understanding
- to take responsibility for the communications portfolio including the notes to meetings and KCCCC input to publications and correspondence

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- to meet with people or groups to discuss their issues as they relate to the role of the KCCCC
- to liaise with and arrange for government agencies, technical specialists or other organisations or persons identified by the KCCCC to address specific issues relevant to the role of the KCCCC
- to speak to the media on behalf of the KCCCC
- to perform any other duty deemed appropriate by KCCCC Members

The Chairperson will be chosen with consideration given to the qualities required to effectively undertake this role.

10. KCCCC Chairperson selection

- An independent Chair will be appointed. The company will be responsible for ensuring that there is an independent Chairperson in place
- Nominations for a suitable independent Chairperson will be called for by the company at a meeting of the KCCCC. The selection criteria for the Chairperson will be based on the qualities required to effectively deliver on the role of the Chairperson (part 9)
- All KCCCC Members will be invited to make suggestions as to who may fill this role and they may channel nominations from the wider community by canvassing their suggestions
- The company will be responsible for investigating the interest and availability of the suggested candidate
- It is a requirement of the selection process that the Chairperson has the support of the KCCCC Membership. A vote of confidence in the Chairperson will be noted

11. Values and behaviours of the KCCCC

- Committee Members will commit to a Code of Conduct in respect of their Membership of the KCCCC (Appendix 1)
- A KCCCC dispute resolution procedure will be implemented to support Members of the KCCCC who may feel aggrieved in relation to their role on the KCCCC. Members will take their grievance to the independent Chair, who will be the final arbiter

12. The role of the Company on the KCCCC

The role of Hillgrove Resources Limited is:

- to be a member of the KCCCC
- to provide timely and accurate information and reports relevant to the interests of the KCCCC and the stakeholders and the community they represent on matters related to the agenda of the KCCCC

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- to provide such information in a form that is appropriate and meaningful to the community
- to consult and involve the KCCCC in matters where decisions are likely to impact on the community such as approvals, changes in mining operations or proposed expansion to mining operations
- to reasonably resource the administration of the KCCCC such as meetings and events agreed as part of the Community Engagement Plan, the reasonable and agreed expenses for the provision of the Chairperson and reasonable requests from the KCCCC for relevant events and training. The company will also fund the maintenance of a secretariat for the KCCCC
- to reasonably facilitate the program of work of the KCCCC where it involves site visits or other direct contact with the mine

13. The role of the secretariat to the KCCCC

- The secretariat is a 'go to' person for the community where general administrative questions can be answered like next meeting dates and venues and where information can be accessed in alternative formats like hard copy, electronic form, alternative languages (where available) or voice / video recording (where available)
- The secretariat will be available to support the Chairperson with administrative functions like photocopying, circulation of materials, placing of notices related to KCCCC business in media outlets and other office functions
- Responsibility for meeting notes and other record taking rests with the Chairperson and not the secretariat.

14. Meeting procedure for the KCCCC

- All KCCCC meetings will be public meetings
- Gathering of the KCCCC Members for purposes such as meetings with third parties (like Government Ministers), briefings or training can be exclusive to KCCCC Members.
- A gallery of the public will be encouraged at each KCCCC meeting. At the sole discretion of the Chair, the gallery will be given an opportunity to participate in meetings by providing comments or suggestions.
- The KCCCC is not a decision making body. Its purpose is outlined in its role. It is not a requirement that consensus be reached on each issue but where comments, suggestions and recommendations are being submitted to decision makers like the company and the regulator, whilst a majority view should be highlighted there should be mention made that there were other views held in the community. The Chairperson is responsible for this.

15. Meeting schedule and notice of meetings for the KCCCC

- The KCCCC meeting schedule will be determined by the Chairperson in agreement with the other KCCCC Members.

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- There will be at least four meetings of the KCCCC per year with more regular meetings where key decisions by the company or the regulator are being considered such as approvals for changes to the mine's Mining Plan which are likely to impact on the community.
- At least two weeks' notice is required for each KCCCC meeting unless the meeting is in response to extraordinary circumstances (as deemed by the Chairperson) where the maximum amount of notice will be provided and alternative notification methods will be considered.
- Meetings will be scheduled with the view of facilitating the maximum attendance by community members with work or care obligations. Thursday evenings between 7.30pm and 9.30pm at the Callington Community Hall (and Kanmantoo Hall depending on anticipated audience) has been shown over time to be suitable but this will be reviewed periodically by the Chairperson.
- Notice of meetings will include at least the following methods:
 - noting in previous KCCCC meetings where possible
 - letter box drop to Kanmantoo and Callington residents through the respective Post Offices
 - advertisement in the Courtier Newspaper
 - notices posted in local Post Offices and local shops
 - notice on the KCCCC webpage of the company's website

16. Meeting agenda of the KCCCC

- An agenda for each KCCCC meeting will be prepared by the Chair in consultation with KCCCC Members. An example agenda may include:
 - Welcome and apologies
 - Confirmation of the notes from the previous meeting
 - Actions arising from the previous meeting
 - Action Items
 - company update
 - reports from KCCCC working parties
 - progress report against the Community Action List¹
 - Administrative items
 - Chairperson's activity report
 - alignment with the company's Community Engagement Plan
 - other KCCCC matters
 - Other business
 - Next meeting and close
- Questions-on-Notice is the preferred mechanism to get issues on the agenda through the KCCCC Members. (The matters listed in the Community Action List are considered 'on notice' and may be discussed at any time). The aim of this approach is to ensure that responses have been properly and thoroughly investigated to ensure accuracy and completeness.

¹ The Community Action List is a 'living document' representing the current priorities for the community, both responding to concerns and in delivering community benefit. The Community Action List will be a key reporting tool for the KCCCC and a Standing Item of agenda.

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- “Incidents” are generally events that may affect particular individuals in the community. Where a landowner or other individual or group has experienced an incident related to the company’s activities and operations, the KCCCC encourages them in the first instance to pursue these directly with the company. Incidents that take the form of complaints will form part of the company’s regular update at KCCCC meetings where they will be presented anonymously.
- “Issues” are broader concerns that may impact on parts or the entire community. ‘Incidents’ may alert the community to broader ‘issues’ that may be emerging. Issues are generally arranged under topics like environment (emissions, conservation, water management etc), health, history, heritage and culture, employment and training, community projects etc. These are reflected in the portfolios of the KCCCC Membership and, if they are priorities for the community, will be listed on the Community Action List.

17. Records of KCCCC meetings

- Notes will be taken from each KCCCC meeting. These will clearly identify the issues discussed and the actions recommended. The Chairperson is responsible for the notes.
- Draft (unconfirmed) notes will be circulated to KCCCC Members within 10 working days of a meeting. A period of 5 working days will be allowed for KCCCC Member to provide comments back to the Chairperson. The draft (unconfirmed) notes will then be posted on the KCCCC webpage of the company’s website.
- Draft notes will be confirmed at the subsequent KCCCC meeting.
- Others attending KCCCC meetings may take their own notes however these may not be held out as an accurate record of the meeting or in any way endorsed by the KCCCC. Other forms of recordings of meetings (by any persons) like photographs, voice recording or ‘video’ recording is not allowed without the express permission of the Chairperson.

18. Funding for the KCCCC

- The KCCCC may ask the company to support relevant events, training or other methods to assist with their understanding of issues and perform their role as KCCCC Members. The company will use every endeavour to support reasonable requests from the KCCCC with due consideration given to their relevance and cost. Examples include presentations by technical experts and site visits.
- The Chairperson shall be appointed by the company who will be responsible for any costs associated with this position. The time spent by the Chairperson for which costs are incurred will be made public through a Chairperson’s Report which will be a Standing Item on the KCCCC Agenda. This report will take the form of a summary of activity identifying what actions the Chairperson has performed on behalf of the KCCCC for the previous time period.

19. KCCCC and the media

- An important role of KCCCC Members is to network in the wider community and provide a two way pathway for issues identification and information flow

Kanmantoo Callington Community Consultative Committee (KCCCC)

Terms of Reference and Manual

- The Chairperson is the only person who will speak to the media on behalf of the KCCCC. No KCCCC Member will make public statements or communicate with the media purporting to represent the views of the KCCCC nor reference material or information made available to them without the written permission of the Chairperson.

Appendix 1: Code of Conduct for KCCCC Members

KCCCC Members will:

1. Act honestly and in good faith at all times
2. Declare all interests that could result in a conflict between personal, business and community priorities
3. Where possible, attend all KCCCC meetings
4. Be diligent and devote sufficient time to preparing for meetings including being available for other members of the community to raise issues with them
5. Not disclose to any other person, confidential information that may be provided to KCCCC Members
6. Abide by KCCCC decisions once reached, notwithstanding a Member's right to hold a different view from others on the KCCCC or in the community
7. Do nothing to denigrate the role of the KCCCC or any of its Members

Through the Chair, the KCCCC will:

1. Regularly review its performance as a basis for continual improvement
2. Conduct meetings in such a way as to ensure full and fair participation opportunities