

APPENDIX E

CEIP COMMUNITY CONSULTATIVE COMMITTEE TERMS OF REFERENCE



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CENTRAL EYRE IRON PROJECT

Community

Consultative

Committee

Terms of Reference

Covering all stages of the Central Eyre Iron project

1.0 Introduction

Iron Road Limited, in consultation with interested stakeholders, will maintain a community consultative committee. This committee will comprise a representative group of key stakeholders, to provide a key mechanism for community engagement related to the Central Eyre Iron Project (CEIP) in the Warrambo region.

The Committee is known as the Central Eyre Iron Project (CEIP) Community Consultative Committee (CCC).

2.0 CEIP Community Consultative Committee Values

The CEIP CCC values:

- Real and effective influence
- Access to facts and information prior to forming an opinion
- Taking time to pause
- Keeping the perspective
- Open minds and listening
- Positive outcomes
- Two way, timely information
- Having a voice
- Being prepared to “come to the table”
- Working together to get the best outcomes for all

2.0 Aims and objectives of the CEIP Community Consultative Committee

The CEIP CCC aims to:

- 2.1 Ensure that effective communication and consultation arrangements are established with affected residents, businesses, interests and industry groups;
- 2.2 Provide a local perspective ensuring community inclusion, deliberation and influence, particularly in relation to increasing the benefits and minimising impacts to local communities;
- 2.3 Oversee the community engagement process in relation to fairness, transparency and accountability; and
- 2.4 Provide recommendations on relevant aspects of the project.

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3.0 Outcomes of the CEIP Community Consultative Committee

The outcomes of the CEIP CCC sought in relation to the project are:

- 3.1 Community values maintained;
- 3.2 Community and stakeholders well informed and contribution provided;
- 3.3 Benefits for the community maximised;
- 3.4 Negative impacts of mining have been minimised;
- 3.5 Honest and trustworthy representation; and
- 3.6 Positive legacy for the community ongoing.

4.0 Committee Membership and Structure

The CEIP CCC membership will be based on a profile that identifies key topics of interest for the community. Representation includes:

- The company: Iron Road
- Landowners directly affected
- Landowners adjacent
- Landholders on transport routes
- Health
- Emergency Services
- Local Government
- Housing and accommodation
- Local member – State
- Business and local industry
- Social impacts/community organisations
- Environment and water
- Local residents
- Education – School and TAFE

CEIP CCC members will be appointed for a maximum of two years, however half membership will be for one year to facilitate succession planning of members.

Election/Re-election of members will be by self nomination through an expression of interest process. If a vacancy arises, the CEIP CCC member will be replaced by a community member representing the vacant portfolio.

A CEIP CCC member position becomes vacant if they provide their resignation in writing to the Chair.

Should a non- Iron Road member become an employee or contractor of Iron Road, this interest shall be declared whereupon future membership shall be determined by the CEIP CCC.

A position may be declared vacant if the member:

- Fails to attend or partake in more than two consecutive meetings, without prior arrangement with the chair;
- Breaches the CEIP CCC Terms of Reference;
- Has a demonstrated conflict of interest that the CEIP CCC agrees makes their position untenable.

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5.0 Meeting Procedure and Structure

- 5.1 All meetings of the CEIP CCC will be public meetings;
- 5.2 Community contributions to the CEIP CCC will be a written application to the chairperson for a formal presentation;
- 5.3 Community members will be able to address the CEIP CCC for a maximum of five minutes at the commencement of meetings;
- 5.4 Any individual concerns or issues with Iron Road activities and operations will be pursued in the first instance directly with Iron Road, and subsequently with the CEIP CCC if unresolved.

6.0 The Independent Chair

An Independent Chair is appointed, as agreed to by Iron Road, the CEIP CCC and/or any relevant governmental or statutory body as required.

The Independent Chair will have the authority to meet with people or groups to discuss their issues as they relate to any proposals requiring approvals or any subsequent operations.

The Independent Chair will:

- Effectively chair meetings, working constructively with members representing diverse views;
- Act independently of any interest group or organisation;
- Act as the spokesperson of the CEIP CCC;
- Communicate with stakeholders;
- Approve the agenda and meeting notes prior to dissemination;
- Oversee the preparation of an annual report.

In the event of unavailability to attend any meeting, the proxy chairperson of the committee shall be an executive representative of the Wudinna District Council or as appointed by the CEIP CCC.

The Chair will be provided with administrative assistance in consultation with Iron Road.

The Chair's position will be reviewed annually with the executive committee, as nominated annually by the CEIP CCC, including a representative of Iron Road.

7.0 Expectations of the CEIP CCC Members

Expectations of members are:

- 7.1 To abide by these terms of reference;
- 7.2 Respect the rights and view of other members;
- 7.3 Attendance at meetings and participation in discussion;
- 7.4 Dissemination relevant information from meetings accurately and in good faith to the group they represent;
- 7.5 Declare any conflict of interest in relation to a particular issue or item of discussion by making this clear to the other members and the Chair.

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8.0 Expectations of Iron Road

Expectations of Iron Road are to:

- 8.1 Provide the CEIP CCC with accurate reports on the project in a timely manner;
- 8.2 Ensure representatives are provided with adequate information and technical support to enable them to contribute to discussions relating to the CEIP;
- 8.3 Pass on the advice and issues raised by the CEIP CCC to relevant project personnel and provide feedback on how advice provided by the committee has been actioned;
- 8.4 Respond within agreed timeframes to requests for information, questions or advice the CEIP CCC may provide concerning the project;
- 8.5 Organise CEIP site visits for the members of the CEIP CCC as and when appropriate.

The CEIP CCC acknowledges that Iron Road cannot discuss commercially sensitive information that has not yet been reported to the ASX.

9.0 Communications

The CEIP CCC will provide regular communications and consistent messages to the public.

To ensure consistent communications, the CEIP CCC will:

- 9.1 Agree to a list of key messages at the end of each meeting, for dissemination to the broader public;
- 9.2 Prepare appropriate media releases on relevant topics of interest to the public, relating to the project or the work of the CEIP CCC;
- 9.3 Advertise and invite the public to attend specific meetings where topics of interest and/or specific speakers are presenting.
- 9.4 Community members interested in receiving CCC information will be included on the contact list at the discretion of the committee excluding in-confidence documents.

10.0 Review of Terms of Reference

The provisions of this Terms of Reference may be reviewed and amended by the CEIP CCC by a majority of the committee and with approval of Iron Road at any time. This can include situations where circumstances change and the CEIP CCC choose to review their legal standing.

11.0 Record of Amendment

Date	Summary
8 October 2013	Draft TOR reviewed by committee at first meeting with Independent Chair For circularisation and comment prior to adoption
11 October 2013	Draft TOR redrafted by Chair and circulated to CEIP CCC members for comment
11 March 2014	CEIP CCC endorsement of TOR
10 September 2014	Modification of TOR to include option for change of legal position, for CEIP CCC endorsement
11 December 2014	Modification to ToR to include option for additional community members on contact list
4 February 2015	Minor change to revised ToR endorsed by CEIP CCC

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