

Community Liaison Committees Refinery and Mine

Terms of Reference – May 2015

1. CORE PURPOSE:

The Community Liaison Committees (CLCs) at the Refinery and Mine will provide for accurate, open and timely communication between South32 Worsley Alumina (Worsley) and the wider community. This will include but not be limited to information pertaining to environmental, social and economic issues.

Members will develop a relationship between the company and the community based on trust, fairness and respect.

Worsley will make every effort to consider issues raised by the CLC in decision making processes however the CLC does not have direct decision control.

2. MEMBERSHIP:

- a. Worsley Alumina – At least two representatives on each CLC. For the Mine CLC, at least one representative should live in Boddington. Representatives from Management, Community Relations, Human Resources, Environment and Mine Planning (Mine only) to be members or provide presentations as required.
- b. Local Government - Mine – One representative from the Shire of Boddington. Optional representation from the Shires of Williams, Wandering, Murray and Brookton.
- c. Local Government - Refinery – One representative from the Shire of Collie and Shire of Harvey. Optional representation from the City of Bunbury and shires of Dardanup and Capel.
- d. Government - Mine – One representative each from the Department of Parks and Wildlife, Department of Agriculture and Food, Traditional Custodians, Boddington District High School and/or other educational or/and training bodies.
- e. Government - Refinery – One representative from the Department of Parks and Wildlife, South West Development Commission, Traditional Custodians and a relevant educational and/or training body.
- f. Business & Industry - Mine – At least one representative from local business and industry.
- g. Business & Industry - Refinery – One representative from the Collie Chamber of Commerce & Industry, Bunbury Chamber of Commerce & Industry and WA Chamber of Minerals & Energy.

- h. Community - Mine – At least four representatives from the Boddington community. Representatives from other communities as deemed appropriate. Every effort will be made to include representatives from Worsley’s neighbours, the environmental sector, youth and vulnerable and disadvantaged groups.
- i. Community - Refinery – At least four community representatives. At least one representative from the Collie community. Representatives from other communities as deemed appropriate. Every effort will be made to include representatives from Worsley’s neighbours, the environmental sector, youth and vulnerable and disadvantaged groups.
- j. Other – The CLCs have the discretion to consider the inclusion of other members with no more than 25 members for the Refinery and 20 members for the Mine.

3. TERMS OF APPOINTMENT:

- a. Worsley – Permanent membership unless otherwise agreed to by the CLC. Each Worsley representative to provide a proxy.
- b. Government & Businesses – Permanent unless otherwise agreed by the CLC. Each agency to provide a proxy.
- c. Community – Two year term (financial year) with staggered terms (ie, nominations open annually). When terms of appointment expire, positions to be advertised for nominations from within the communities the CLC represents. All nominees to be considered with membership decided by the CLC in a pre-agreed, appropriate process.
- d. Chairperson – Term of appointment is two years (financial year). The chairpersonship is only open to CLC community representatives. If no nominations are received, the CLC shall deliberate to appoint an appropriate person from the membership.
- e. Deputy Chairperson – Term of appointment is two years (financial year). The deputy chairpersonship is open to Worsley representatives who attend the majority of meetings.
- f. Attendance – Non attendance of a member (or their proxy for Worsley, government and business representatives) for three consecutive meetings, without an apology, will prompt a review of that membership, the outcome of which is to be decided by the CLC.
- g. New members/nominees – Each nominee to receive an information pack about Worsley, the purpose/role of the CLC and current membership/attendance details. Successful nominees must sign onto the Terms of Reference to become a member of the CLC.

4. STRUCTURE & COMMUNICATION:

- a. Each CLC will set targets / key performance indicators. These will be reviewed annually at the time of the membership review.
- b. Quarterly meetings will be the primary structure and communication tool for the CLCs. Meetings will be held more frequently if required.
- c. Meeting days, times and venues to be determined by each CLC. Consideration to be given to different locations, venues and times to accommodate as broad a representation as possible.
- d. All CLC members have the right to be heard at all meetings.
- e. The Mine and Refinery CLCs shall convene at least one joint meeting annually and each CLC to be offered at least one annual tour of all operations.

- f. At least every second meeting to include a comprehensive Worsley business update including details on the status of Worsley's operations, local employment, local business support, community support and the like.
- g. CLC members are to be actively involved in setting agenda items. A call for agenda items will be made at the meeting prior and at least a week prior to any scheduled meeting.
- h. Occasionally communications will be deemed confidential, in which case members agree to such. All other communications are considered public.
- i. CLC meeting minutes will be available publicly on line (via an agreed website). A summary of the minutes will also be published in local publications where possible and in relevant Worsley publications.
- j. A fully copy of the minutes and the summary document will be made available to CLC members to distribute in the community.
- k. A flyer detailing the purpose of the CLCs, the membership and their contact details will be produced and be made available on line (via an agreed website) and through other channels as deemed appropriate by the CLC.

5. ROLES & RESPONSIBILITIES:

- a. Worsley will endeavour to keep the CLCs up to date on its operations and matters of interest. This will be done via regular meetings and other communication channels including written correspondence (email, post and publications), telephone contact, in person discussions and other means as deemed appropriate.
- b. Other CLC members will endeavour to keep Worsley and the broader membership up to date with the operations and matters of interest pertaining to the community group/agency they represent. This will primarily be done via reports to regular CLC meetings.
- c. CLC members will act as a conduit of information between Worsley and the wider community.
- d. CLC members are encouraged to represent the opinions of the wider community as well as the community group/agency they represent.
- e. CLC members must be approachable by the local public to consider community-wide issues.
- f. The chairperson will be responsible for the scheduling and running of CLC meetings including overseeing accurate minute taking and agenda setting.
- g. The deputy chairperson shall take on these responsibilities when the chairman is not available.
- h. Worsley will provide secretarial support to the CLCs including agenda setting and minute taking. Minutes are to be distributed within 10 working days of each CLC meeting.
- i. Sub-committees may be set up to address specific issues. Sub-committees will report to the remainder of the CLC.

6. REVIEW:

- a. These Terms of Reference will be reviewed at least every second year.
- b. The last review was concluded in May 2015.

I agree to these Terms of Reference and to becoming a member of the CLC:

NAME: _____ **SIGNATURE:** _____ **DATE:** _____