

PGH BRICKS – BRINGELLY

COMMUNITY CONSULTATIVE COMMITTEE

DRAFT TERMS OF REFERENCE

As part of the Planning Approval for the Bringelly Brickworks Extension Project, the NSW Department of Planning has included a condition of consent requiring the company to establish and operate a Community Consultative Committee, in general accordance with the Guidelines for Establishing and Operating Community Consultative Committees for Mining Developments (Department of Planning, 2007 or its latest version).

PGH Bricks has developed these draft terms of reference in accordance with the condition of consent. If there is any dispute, the most recent version of the Departmental guidelines (at the time of the dispute) will take precedence.

1. Terms of Reference

The Community Consultative Committee will comprise representatives of key stakeholder groups who have a demonstrated interest in, or connection to, PGH Bricks-Bringelly. It is anticipated that the stakeholders will include but not be limited to community members, local clubs and interest groups, indigenous, conservation and business groups, and local government representatives.

The Bringelly Community Consultative Committee (BCCC) could be guided by the following terms of reference (as an example

2. Purpose of the BCCC

The purpose of the BCCC is to provide a forum for open discussion between representatives of the company, the community, local councils and key stakeholders on issues directly relating to PGH-Bringelly, including performance against any conditions.

The CCC is able to discuss and assist PGH Bricks-Bringelly management team to resolve matters of environmental and social concern.

Aims and objectives

The specific objectives of the BCCC are:

- To establish an effective and efficient communication process with the community and key stakeholders providing clear, consistent and timely information with regard to the operation of PGH Bricks, Bringelly;
- Provide for the ongoing communication of information on operations and environmental performance of the site;
- To develop and maintain community trust and confidence in the project;
- To develop and strengthen long term partnerships with key community stakeholders;
- To ensure issues are managed collaboratively and that there are 'no surprises';
- To function as a conduit transmitting information between the PGH Bricks-Bringelly management team and community stakeholders;
- Function as a sounding board for the PGH Bricks-Bringelly management team and stakeholders; and
- Provide feedback to the PGH Bricks-Bringelly management team.

The BCCC may provide a forum to:

- Inform stakeholders on planning progress and development works associated with the site;
- Discuss community concerns and review resolution of community complaints;
- Increase and develop the community knowledge base about the elements of PGH Bricks-Bringelly;
- Provide an opportunity for discussion regarding the operations and ongoing site management;
- Provide a process to raise concerns, and for PGH Bricks-Bringelly to demonstrate how those concerns have been considered in helping shape decisions being made about the planning phase, operations and ongoing site management;
- Provide a conduit for the dissemination of information to, and input from community members and other key stakeholders;
- Review draft management plans and provide suggestions for improvement;

Review and evaluate the effectiveness of the CCC every 12 months to ensure it is meeting the expectations of the community.

3. Membership

Members of the BCCC will comprise representatives of the different stakeholder groups being impacted by the PGH Brickworks-Bringelly operation as well as relevant PGH Bricks project team members. Attempts will be made to ensure that the BCCC contains a representative sample of stakeholders however it will be largely dependent on nominees accepting the voluntary role, which will be driven by their interest in participating.

The Committee shall comprise:

- An independent chairperson approved by the Secretary of the NSW Department of Planning

and Environment

- Three to five community representatives from the following:

*Neighboring landowners directly impacted by the brickworks extension and quarry
Bringelly Public School (Staff or P&C representative)*

Bringelly Sports Club

Bringelly seniors group

An indigenous representative

- Two Council representatives
- Representative of local Bringelly village businesses
- Two or three company representatives, including the person with direct managerial responsibility for environmental management and a minute taker

Local community members will be selected and appointed to the Committee by the Secretary (or a nominated representative) of the NSW Department of Planning and Environment. The Secretary may review the membership at any time.

Members will not be provided with an honorarium, but refreshments will be provided at CCC meetings. Any out of pocket expenses such as additional fuel or phone calls will be assessed on a case-by-case basis.

Alternate representatives

Alternate community representatives may be nominated by a community member. An alternate representative may substitute for a community member of the committee when the member is unavailable to attend a meeting.

Alternate representatives for company and council members may be appointed by their organisation and similarly may substitute for company and council members of the committee.

Company and Council representatives

Company and council representatives are to be appointed to the committee by the company and the council respectively.

Attendance by non-committee members

Invitations to non-committee members to attend committee meetings may only be made by the independent chairperson in consultation with the committee.

Such invitations may be extended to:

- Company representatives providing specific project of technical advice
- Technical experts or consultants
- State Government agencies
- Members of the general public

The independent chairperson may agree to any person acting as an observer to any meeting of the committee. Observers cannot participate in the business of the committee unless invited to do so by the chairperson.

State government agencies, for example, will attend committee meetings (on an as needed basis) at the request of the chairperson.

4. Membership criteria

The following criteria will be used to assess nominations received:

- Willingness to contribute constructively and adhere to the Committee’s code of conduct
- Experience and ability to provide feedback to the community and stakeholder groups
- Current residence in the local area, awareness of local and other relevant issues, a member of the local community or have a demonstrated interest or connection to the project;
- Willingness to attend each of the quarterly meetings held and any additional meetings held to address key issues;
- Willingness to gather input from the community / interest group and bring forward any queries or concerns raised in relation to the project;
- Willingness and ability to disseminate information received during the CCC meetings back to the community / interest group.

5. Bringelly CCC and management team principles

The principles underpinning the relationship between the BCCC members and the PGH Bricks-Bringelly management team are an agreed set of values and behaviours, which may include:

Values	Behaviours
Wellbeing	Care for people, environment and community
Integrity	Be respectful, honest and trustworthy
Curiosity	Challenge the norm
Passion	Pursue excellence
Teamwork	Integrate our team Communicate openly Celebrate success
Commitment	Be accountable
Engagement	Be inclusive Share understanding and solutions

6. Term of appointment

The term of appointment for the BCCC members will be assessed by the Secretary from time to

time, (e.g. every five years).

Members unable to continue their participation in the BCCC for the term of appointment may nominate a replacement for approval by the Secretary of the NSW Department of Planning and Environment. The remaining members of the BCCC may be consulted on the replacement nominations.

7. Protocols and code of conduct

The BCCC and the PGH Bricks–Bringelly management team will acknowledge and adhere to the following operating protocols and code of conduct:

Operating protocols

- The BCCC will determine the frequency of meetings; the Secretary suggests that the committee meet at least quarterly in the first two years of the extension project and thereafter twice yearly.
- PGH-Bringelly management team will issue a notice of each meeting at least four weeks in advance and will provide an agreed agenda two weeks prior to the meetings.
- Meetings will not be held during school holidays. A meeting venue will be agreed by the committee and meetings will run for up to two hours.
- Extraordinary meetings of the BCCC may be required throughout the duration of the project to discuss specific issues. Any member may request an extraordinary meeting of the committee to discuss urgent matters. The independent chairperson shall determine whether an extraordinary meeting is warranted. Appropriate notice will be given for these meetings.
- All information provided should be accurate, complete and timely and written in a manner that is easy to understand.
- Community Consultative Committee members shall receive meeting notes within 10-12 working days after each meeting, and the minutes will be available on the company's website and in another public place such as a library within 28 days of the meeting.
- Where a response cannot be given at the meeting, questions shall be taken on notice and a reply given via the meeting notes.
- The Management Team will make every effort to advise BCCC members of information relating to the project prior to speaking to the media.
- The PGH-Bringelly management team will consider all advice and feedback provided by the BCCC.

Code of conduct

Members:

- Should commit to attend all BCCC meetings and if unable to attend, provide appropriate notice and an alternate where possible.
- Will be encouraged to provide briefings back to their local community and bring information with them to the meetings about the feedback they have received
- Should contribute to an atmosphere of open and constructive participation
- Should abide by the directions of the independent chairperson
- Shall make public statements, including to the media, purporting to represent the views of the Community Consultative Committee.

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- Should immediately advise the independent chairperson of any potential or actual conflicts of interest relating to matters under discussion
- Must declare to the committee any pecuniary or other interest, which may prevent them from undertaking their role impartially and in the best interests of the community (*Refer to NSW Department of Planning and Environment guidelines for community consultative committees 2007 or its latest version*).
- Should perform their functions impartially and in the best interests of the local and broader communities
- Communicate concerns, interests and ideas openly and make reasons for disagreement clear in a constructive and thoughtful manner
- Should engage with other members of the Committee respectfully
- Should maintain confidentiality where a request has been made and agreed by the independent chairperson
- Should put forward their views but also remain committed to open and shared dialogue
- Should not interrupt when another member is speaking