

**HUNTER VALLEY**  
OPERATIONS

## **HVO Community Consultation Committee Terms of Reference**

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HVOOC-1797567310-4971

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Approved

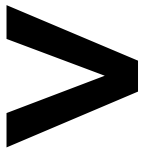
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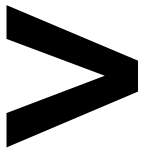
**OWNER**  
Environment and Community Officer





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## 1 | PURPOSE

The Hunter Valley Operations (HVO) community consultative committee (CCC) was established to provide an open forum for ongoing discussion between HVO, representatives of the community, stakeholder groups and Singleton Council. Issues directly relating to aspects of HVO operations, environmental and social performance as well as exploration licences / leases, proposed continuation and final landform are discussed within CCC meetings.

The HVO CCC terms of reference have been written in accordance with the NSW Department of Planning and Environment's *Community Consultative Committee Guideline: State Significant Projects 2023*. This document has used the DPE CCC terms of reference template as a guide.

This document will be published on the HVO website.

## 2 | SCOPE

The scope of the HVO CCC includes, but is not limited to:

- Discussing the resolution of community concerns and complaints;
- Discussing the implementation of any conditions of approval or consent;
- Discussing the implementation of certain management plans;
- Consulting on any proposed amendments or modifications to projects;
- Reviewing the results of any monitoring, annual reviews or independent audits;
- Consulting on any community initiatives; and
- Conducting site tours to view the project.

## 3 | CCC MEMBERSHIP

The HVO CCC comprises the following membership:

### 3.1 | CHAIR

Independent, third-party chairperson:

- Dr Colin Gellatly

### 3.2 | COMMITTEE MEMBERS

Community members, Singleton Council representative and HVO representatives:

- Mrs Jeannie Hayes – community representative;
- Mr Tood Mills – community representative;
- Mrs Di Gee – community representative;
- Mr Michael Wellard – community representative;
- Mrs Janelle Wenham – community member;
- Dr Neville Hodgkinson – community representative;



- Mr Brian Atfield – community representative;
- Cr Sue George – Singleton Council Representative;
- Mr David Foster – HVO General Manager;
- Mr Andrew Speechly – HVO Environment and Community Manager;
- Mr Nic McLaughlin – HVO Environment and Community Officer

### 3.3 | MINUTE TAKER

Third-party minute taker:

- Mrs Sarah Purser

## 4 | MEETING DETAILS

Meeting details, including date, time and location and any specific details will be emailed to CCC members by HVO at least two weeks prior to each respective meeting.

### 4.1 | VENUE AND FORMAT

Committee meetings will be held onsite at HVO in person, unless circumstances outside of HVOs control do not permit such a meeting/s. In such circumstances, HVO will notify committee members of alternative arrangements.

### 4.2 | TIME

Meeting times will be 1:30 pm on a weekday, unless HVO and/or the chairperson proposes an alternative in consultation with the committee.

### 4.3 | FREQUENCY

The CCC will meet a four times each calendar year – typically February, May, August and November. HVO and/or the chairperson will give members at least two week's notice prior to regular committee meetings.

### 4.4 | EXTRAORDINARY METTINGS

Any committee member may ask the chairperson to convene an extraordinary committee meeting if there are important and urgent matters requiring consideration.

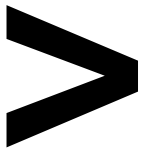
The chairperson will decide if the extraordinary meeting is required, or if the matters can be addressed by other means.

HVO and/or the chairperson will give members two week's notice prior to an extraordinary meeting.

### 4.5 | SITE TOURS

Site tours may be organised and undertaken as required, including as part of the regular meeting, or as the committee determines.

HVO will be responsible for ensuring that work health and safety measures are in place for all who attend the site tour. Committee members must follow any requirements of the proponent, including work health and safety requirements, whilst on site.



## 5 | MEETING PROCEDURES

### 5.1 | AGENDA

HVO will distribute the proposed agenda and any supporting documents to committee members at least two weeks prior to each meeting. Supporting documents will include, but not be limited to, business appears. Standard agenda items will include:

- Welcome: Housekeeping, emergency procedures, acknowledgement of traditional owners;
- Apologies;
- Declaration of pecuniary interests / conflicts of interest;
- Correspondence;
- Confirmation of the previous meeting's minutes;
- Matters arising from previous meeting;
- Update on HVO operations, including environment and community matters;
- Update of HVO project approvals (if any);
- Community representative feedback;
- General business; and
- Scheduling of future meeting/s.

Annual agenda items will include:

- A discussion and approval of these terms of reference; and
- Verbal re-confirmation by each member of their commitment to abide by the code of conduct. This will be recorded in the meeting minutes.

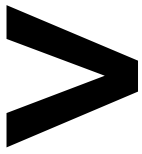
Any committee member can request an agenda item, preferably at least one week prior to the scheduled meeting. The chairperson may decide if the committee will consider new or late items at the meeting or defer them to a following one. This includes, but is not limited to:

- Late agenda items raised after the agenda has been circulated;
- Late supporting documents provided within a week of the meeting; and/or
- Late agenda items proposed by a committee member during the meeting.

The chairperson should consider how much time the committee members will need to review and consider the matters adequately, if enough information has been provided to discuss the matter, as well as its urgency and importance.

### 5.2 | BUSINESS PAPERS

HVO will distribute business papers with the proposed agenda to committee members at least one week prior to each meeting. Business papers will include details of:



- Community complaints (if any);
- Environmental incidents (if any);
- Community investment spending;
- Environmental monitoring; and
- Environmental documents published to the HVO website.

## 5.3 | MINUTES

The chairperson (or nominated note-taker) will take minutes for each committee meeting. These minutes will accurately summarise the matters that were discussed at the meeting, including any:

- Community feedback or enquiries made or expressed;
- Opposing views of members on a matter (recorded upon request); and/or
- Actions to be taken before the next meeting, who is responsible for them, and by when.

HVO will distribute draft minutes to all committee members via email within two weeks of the meeting. Committee members will then have one week to provide any feedback to HVO. The chair will have an additional one week to provide any feedback, enquiry and/or direction to HVO prior to finalisation/endorsement by publication on the HVO website.

Lack of comment on the draft minutes provided constitutes endorsement. If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

### 5.3.1 | RECORDING

Recording of meetings by recording device, telephone or any other electronic device may be used with consensus agreement beforehand of the chairperson and all committee members and is assumed to be agreed to with agreement of this document.

Meeting recordings (if any) will only be for the benefit of the minute taker and cannot be published.

## 6 | ATTENDANCE AND CONDUCT

### 6.1 | ATTENDANCE

The chairperson should be notified as soon as possible by HVO if a community or stakeholder group member cannot attend an upcoming meeting so that an appointed alternate member may be invited.

Other members should advise the chairperson in advance of the meeting if an alternate representative is attending on their behalf. Any alternate representatives must sign the committee members' code of conduct and declaration of interest form before attending their first meeting.

The chairperson may reconvene the meeting if not enough members (including at least one proponent member) can attend.

### 6.2 | OBSERVERS, ADVISORS AND SUBJECT MATTER EXPERTS

Observers may attend a meeting, at the invitation of the chairperson. The chairperson may invite the observer to give input into the discussions of the committee.



The committee may call upon advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed. The proponent will engage and facilitate the attendance of independent advisers or specialists for meetings, at the request of the chairperson.

The agenda will advise if non-committee members will attend.

## 6.3 | CONDUCT

Everyone in attendance at HVO CCC meetings must act in accordance with the committee’s code of conduct. Each committee member is to verbally re-confirm their commitment to abide by the code of conduct on an annual basis. This should be recorded in the meeting minutes.

## 6.4 | CHANGES TO MEMBERSHIP

The chairperson will inform the committee of any newly appointed members or other changes to membership requirements, cessations or appointments.

## 6.5 | REVIEW

The chairperson will annually review the Committee’s performance and effectiveness over the previous twelve months. The committee may update the terms of reference following the annual review.

## 7 | AGREEMENT

The Hunter Valley Operations Community Consultative Committee agrees to these terms of reference as at 8 May 2024 and they will remain in force until otherwise changed, replaced or voided.

Chairperson

Name:

Signature:

Date:

## 8 | DEFINITIONS

NAME / TITLE	DESCRIPTION
CCC	Community Consultation Committee
NSW DPE	New South Wales Department of Planning and Environment
HVO	Hunter Valley Operations



## 9 | DOCUMENT INFORMATION

Relevant legislation, standards and other reference information must be regularly reviewed and monitored for updates and should be included in the site management system. Related documents and reference information in this section provides the linkage and source to develop and maintain site compliance information.

### 9.1 | REFERENCE INFORMATION

Reference information, listed in Table below, is information that is directly referred to for the development of this document.

REFERENCE	TITLE
NSW Department of Planning and Environment	Community Consultative Committee Guideline: State Significant Projects, June 2023
NSW Department of Planning and Environment	Community Consultative Committee Terms of Reference (template guide), June 2023

### 9.2 | CHANGE INFORMATION

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in table below.

VERSION	DATE	CHANGE DETAILS
1.0	8/05/24	Document creation (Nic McLaughlin [HVO])