

Hillside Mine Community Voice

Terms of Reference &
Operations Guidelines

Version 1.0 (Final Draft)

March 2016

Background and Introduction to Hillside Mine Community Voice

1.1 What is the "Hillside Mine Community Voice"

The Hillside Mine Community Voice (HMCV) is a representative group established in response to the approval of Rex Minerals' Mining Lease at Hillside, 12km south of Ardrossan.

The group is made up of a broad cross-section of interested stakeholders, who are all keen to ensure open, accurate and transparent information is readily available to the broader community. The group will also act as a conduit through which the community can raise issues, express concerns and seek specific information.

The HMCV's role is to ensure there is an open and clear reciprocated communication channel between the community, the company and the regulators in order to maximise the benefits and minimise risks to the local community, the environment and agricultural land in the development and operation of the Hillside Mining Project.

1.2 Background

In 2012 the initial Community Consultative Group (CCG) was established during the "exploration" stage of the proposed Hillside Mine, and operated from 2012 to October 2014.

The CCG undertook extensive work to learn about the proposed project, to raise community awareness about the project and to identify the potential impacts, risks and issues that the establishment of a copper, gold and iron ore mine would bring to this area of Yorke Peninsula.

The CCG developed a detailed Issues Register exploring all aspects of the project, grouped into 2 key areas: Environmental Impacts and Social/Economic Impacts. This group worked with Rex Minerals Pty Ltd and Department State Development (DSD) - formerly DMITRE - to identify, assess and determine the feasibility, impacts and essential control measures associated with the proposed Hillside Mine.

This group was reviewed following the conclusion of the "feasibility" stage for Hillside and the granting of a Mining Licence to Rex Minerals by the State Government in July 2014.

As part of this extensive review and evaluation of the previous CCG, it was recognised that a new entity was needed to engage more broadly across the YP area and dispel perceptions that the group was led predominantly by the mining company.

This new entity - the Hillside Mine Community Voice (HMCV) - held its first meeting on 10 November 2014.

From November 2014 to September 2015, HMCV spent extensive time working through various aspects of its operations, including membership, structure, communication network and responsibilities of this new community body. The aim of this process was to build on the very extensive work of the previous group, while addressing a number of areas for improvement, to better ensure that the diverse range of needs, ideas, concerns and 'voice' of our community could be clearly articulated and actioned during this next stage of the development of the Hillside Mine.

The grant of a Mining Lease to Rex carried with it a requirement for the preparation and submission of a PEPR within twelve months of the grant of the Lease. As a result of changes in commodity markets, the company elected to conduct an Extended Feasibility Study, and in July 2015 Rex requested an extension to this period to submit a PEPR and also to the due date for the accompanying Social Management Plan (incorporating other relevant management plans for different aspects of the mining project.)

On the basis of the active investigations being undertaken by the company into plans for advancing the Hillside project, and a request from the Hillside Community Voice that an opportunity be provided for full engagement on the content of a PEPR for the Hillside operations, the Government (DSD) determined that extensions should be granted for these activities to 16 September 2016.

HMCV at this time approached the company to consider a paid position for the Chairperson of HMCV, to provide some dedicated leadership for the community consultation process.

The (ToR) and Operational guidelines were again reviewed during October to December 2015 to provide a framework for the appointed Chairperson and HMCV members and other stakeholders.

1.3 Terms of Reference and Operational Guidelines

These Terms of Reference and Operations Guideline (ToR) set out the objectives, expected outcomes, operation and reporting mechanism for the HMCV with respect to the planning for Rex Minerals Ltd (Rex) Hillside Copper Mine. These ToR have been developed by HMCV members with reference to the following resources:

- Hillside Community Consultative Group workshop notes and draft Charter 2014
- Hillside CCG Terms of Reference 2013/14
- *'Community Consultative Committees Guidelines for the Preparation of Terms of Reference July 2014'* by Department of State Development (DSD), formally (DMITRE)
- Kanmantoo/Callington CCC Terms of Reference 2014
- SACOME Code of Practice for Community & Stakeholder Engagement (DMITRE) May 2012

All mentions of the 'Company' refer to Rex.

HMCV Aims and Objectives

1.1 Purpose of the Group

- To be a representative group of the people by considering their livelihood, lifestyles, environment and general wellbeing in the context of the development and operation of the Hillside mine.
- To facilitate an open and clear, reciprocal communication channel between the community, the company and the regulators in order to
 - 1.1.1 maximise the benefits to the local community and
 - 1.1.2 minimise the risks to the local community, the environment and agricultural land associated with the development and operation of the Hillside Mine Project both during and after mine closure.

To achieve its purpose the HMCV will be self-managed, with some allocated funding from the Company. HMCV will provide an independent voice to the Company and the Mining Regulatory Authority.

1.2 Role of the Group

The role of the HMCV is to:

- Be a representative, independent, transparent, local community group valued by all stakeholders and above all by the local community.
- Be an open and transparent conduit between Rex Minerals, the Regulators (DSD: Department State Development: Mineral Resources, EPA) and the community and raise understanding of matters of community interest and concern associated with the development, operation and closure of Hillside.
- Ensure the community has access to clear, consistent and timely information about the Hillside Project.
- Establish an effective and efficient engagement process with the community and develop and strengthen long-term relationships with key stakeholders.
- Discuss and provide feedback and strategies to Rex to address matters of environmental and operational concerns and impacts.
- Consider the broader community communication and engagement activities as outlined in the Company's Community Engagement Plan (CEP) for the project to ensure it is meeting the expectations of the community.
- Conduct an annual review of the effectiveness of the HMCV to ensure it is meeting the expectations of the community.
- Focus on mine planning and development issues and contribute to problem-solving on matters that are of relevance to the community.
- Not deal with matters of a commercial or operational nature for which responsibility rests entirely with Rex and/or the regulatory authorities.
- Make available HMCV minutes and recommendations to the Regulators.

3. Role of the Company

- 3.1 The Company is a key stakeholder, informed by HMCV as the primary conduit for community engagement and information, in order to develop and operate the Hillside Mine in collaborative partnership with the community.

The company does not manage the operations of this group or views of HMCV members. The company ensures that a representative member actively participates and contributes to HMCV meetings.

The company will fund facility hire and support material costs for meetings. The company will fund the provision of an independent Chairperson and administrative support for the HMCV.

Legitimate out of pocket expenses or other costs for the operation of HMCV and member participation incurred will be considered.

3.2 Rex Representative on HMCV

The role of Rex's representative on the HMCV is to:

- Actively seek advice, input and ideas from the community through the HMCV to inform the company's plans, approaches and decisions in order to develop and operate the Hillside Mine in collaborative partnership
- Provide details of all plans, modelling and company information related to the Hillside Mine to HMCV
- Provide information about the Company and Hillside that is accurate, complete and written in a manner that is easy to understand.
- Ensure the views of HMCV and the local community is respected, accurately reported to the company and is reflected in the Program for Environmental Protection and Rehabilitation (PEPR) and associated plans for the Hillside Mine
- Provide full and open follow-up on any unresolved issue(s), comments and/or recommendations of the HMCV within a nominated timeframe.
- Provide timely and accurate reports on mining operations and compliance against approved environmental outcomes prior to the HMCV meeting if it is to be discussed.
- Inform and consult with HMCV if it intends to seek amendments to conditions of approval, change its operational requirements or expand the operations of the mine.
- Arrange site visits and other engagement events as requested by the HMCV as determined through the Community Engagement Plan or as negotiated with the HMCV.

3.3 Role of the Administrative Support

The administration (admin) support role of the HMCV is to:

- Assist the Chairperson to draft and disseminate the agenda for HMCV meetings and workshops.
- Manage the meeting logistics.(book venue, arrange catering and resources as required)

- Prepare draft minutes of the meeting that capture the content, resolutions and actions agreed.
- Present the draft minutes to the nominated HMCV representative and Chairperson for review and revise accordingly.
- Circulate draft minutes to HMCV for review as soon as practicable immediately following each HMCV meeting.
- Update membership contacts listings, circulate all presentations, correspondence and reports and load minutes onto the HMCV website, as directed.
- Maintain master communication network (email register) from HMCV members' communication networks for distribution of information once approved.

3. Role of the Regulator (Department of State Development - DSD)

The Regulator (DSD) is a key stakeholder but will not formally be part of the HMCV membership. However a representative/s will attend the HMCV meetings at the request of the Chairperson. The Regulator will provide key contacts and information to inform HMCV of assessments, conditions, decisions or other matters associated with mining Legislation, Regulations and the Hillside Mining Project.

4. Values and Behaviours

It is acknowledged that there are many challenging and sensitive matters associated with the work of the HMCV that can evoke strong views and emotions as issues and key points are considered. It is therefore critical that at all HMCV meetings and activities, regardless of personal views, members will respect and conduct themselves professionally and not engage in personal attacks.

All people in attendance at HMCV meetings will listen, speak candidly, question thoughtfully and challenge openly. Every HMCV member should feel comfortable to express their opinion without fear of ridicule or ramification. Our values and behaviours are summarised in Table 1.

Table1. Values and behaviours of HMCV members

VALUES	GROUP BEHAVIOURS	INDIVIDUAL BEHAVIOURS	UNACCEPTABLE BEHAVIOURS
Honesty and integrity	Creating and being open to explore new ideas and possibilities	Listen, speak candidly, question thoughtfully, challenge openly	Avoiding hard decisions or difficult conversations
Respect	Actively dealing with behaviour that reduces the effectiveness	Talk directly to those concerned about any subject or matter of concern	Dismiss or ignore the views of others
Professionalism	Consider the wellbeing of individuals, the environment and community.	Listen and respect the different views individuals may have	Undermine or bully others
Sustainability	Transparent and accountable decision making	Seek out and respect the information from those with expertise	withhold information
Collaboration and Engagement	Our group is responsive to diversity and new ideas and information	Keep decision making open to input from others with relevant knowledge or a vested interest in the outcome	Engage in destructive criticism
	Consider the long-term outcomes of the decisions made today		Undervaluing other people's views
	Create a community body that listens and responds to all views, ideas and opinions		Excluding and marginalising people
	Respect confidentiality*		'Second guessing' others without seeking objective data
			Sharing confidential information with unauthorised users
			Pursuing personal views/agenda at the expense of team and group goals or direction
			Designing short-term solutions to long-term problems
			Not considering who might be affected by a decision you make

***Confidentiality**

HMCV members will, at all times, respect confidentiality of information divulged/shared during meetings by committee members if a particular member does not want shared to wider community (needs to be clearly stated at the time). The confidentiality requirement applies to all members in relation to HR matters, disputes between members, complaints about members from the community etc.

Mine-related information provided to the HMCV by Rex or DSD is generally not subject to any confidentiality conditions and can, in most instances, be freely shared with the community.

However, there may be exceptional circumstances where information may be embargoed for a short period of time.

5.2 Communication guidelines

A primary function of the HMCV is communication and engagement. In order to engage with the community the HMCV will use a range of strategies and approaches to help promote a breadth of communication to all stakeholders

Methods are to include the following:

- HMCV web page hosted by Yorke Peninsula Council www.yorke.sa.gov.au
- Communication network (centralised email register)
- Circulation of minutes/reports
- Chairperson meeting summary reports
- Public workshops and information sessions (include format)
- Invitations to community members/guests speakers/ presenters/ technical experts
- surveys, letters and emails seeking comment and input from community members and relevant organisations and community groups
- A dedicated email address for community members to raise questions and share information. (as at December 2015: hillsidecommunityvoice@gmail.com)

6. Membership

6.1 Membership Objectives

The HMCV strives for stable membership to enable members to have continuity and to speak authoritatively on behalf of those they represent.

1. Comprise as many members as deemed appropriate by the group to represent all relevant sectors and industries within the community. The number of organisations and community representatives invited to nominate can be varied as considered appropriate.
2. Maintain a core operational group of not less than 10 people or no more than 15/ 20 (??) to operate and manage the activities of HMCV. This will include at least one Rex representative plus the Chairperson and a Yorke Peninsula Council representative.
3. Each organisation to have the option to nominate up to two representatives to allow for appropriate induction, attrition and absences.
4. If an invited organisation chooses not to send a representative, it may nominate an existing organisational member to act as their representative.

6.2 Membership – who can be involved?

HMCV members will be drawn from a range of relevant organisations, businesses, community services, local authorities and the local community. Membership is voluntary. Membership will be comprised of:

- Stakeholder representatives; Representatives nominated by particular organisations and community groups identified by the HMCV as having a direct interest in the Hillside Project. Criteria for HMCV members who represent a stakeholder group or a professional agency must be a recognised member of, and have the support of their relevant group/agency in fulfilling the HMCV member role. They must also have the capacity and willingness to disseminate information and regularly report to and from their stakeholder group /professional agency.
- Self-nominated community members: Members from the community who express a particular interest in, or have particular knowledge relevant to the Hillside Mining Project and who request to become members. While not nominated as representatives of any specific organisation or stakeholder group, their role as a member of HMCV is to reflect the views of the community in general and/or their particular area of expertise or interest.
- Stakeholder representatives and self-nominated members, may nominate to be a regular participant in all HMCV meetings – making up the *core operational group*.

At the beginning of 2015 the HMCV agreed that Stakeholder representation should include:

- Landowners) within ML
- Landowner(s) adjacent the ML
- Company (Rex Minerals Ltd)
- Local Government (Yorke Peninsula Council)
- Regional Development Australia (Yorke and Mid North)
- YP Tourism Committee (shared representation from RDA) (0)
- Local settlements (closely impacted by mine development)

- 1.2.1 Pine Point
- 1.2.2 Ardrossan
- 1.2.3 Black Point
- 1.2.4 James Well/Rogues Point
- Ag Bureaux
 - 1.2.5 South Kilkerran
 - 1.2.6 Petersville
- YP Landowners Owners Group
- Local Traders
- Narungga Nations Aboriginal Corporation

6.3 Other participation in HMCV

6.3.1 Casual participation: Any interested / willing community members are welcome to attend HMCV meetings as part of the gallery at regular HMCV meetings and are encouraged to participate as members of HMCV working groups (see section on Working Groups/ Guests) or contribute to the research, planning and recommendations, depending on the issue/topic for consideration.

6.4 Role of a HMCV Member

The role of an HMCV Member is to:

- Participate willingly and provide a constructive contribution to ensure the HMCV is able to function effectively, openly and equitably.
- Have sound knowledge of the local community / professional service / stakeholder group that they represent and of the existing context, needs and impacts on the Yorke Peninsula specifically.
- Have an understanding of broader community interests.
- Be committed to act as an information conduit to the broader community.
- Be diligent and devote sufficient time to preparing for meetings including being available for other members of the community to raise issues or represent ideas on their behalf.
- Engage and support actions and activities of HMCV, including read and respond to written information as required, disseminate all specified information, participate in workshops or other events and promote the activities of HMCV within the community.
- Represent and be the 'voice' of their community, stakeholder group of professional service that has an interest in Hillside
- Represent these interests, objectively bringing community matters to HMCV for discussion and relaying information back to their community or organisation.
- Not undertake a regulatory or monitoring role, but instead, communicate and share proceedings and outcomes for consideration by the Regulators as part of Rex's obligations to engage with stakeholders through the approved community consultation process (CEP).

- Declare all interests that could result in a conflict between personal, business and community priorities.

6.5 Responsibilities of HMCV members

It is essential that all HMCV members acknowledge, accept and fulfil all responsibilities associated with their role. All HMCV members must:

- Abide by these Terms of Reference and role statements as per Section.
- Respect the rights and views of other HMCV members as per the values and behaviours.
- represent community interest and provide feedback to the community
- Maintain awareness and understanding of local issues, including those pertaining to the mine.
- think broadly about the issues, rather than pursuing personal interests
- Read all materials provided in advance, to attend meetings regularly contribute positively to discussions and participate in HMCV activities and information sessions.
- Agree to their name being published in any information relevant to HMCV.
- Ensure that apologies are to be sent via email, telephone or via another HMCV member to the Chairperson and/or administration support prior to the meetings.
- Agree to resign from the HMCV position if asked after three consecutive unexplained non-attendances of meetings.
- Agree to disseminate relevant information from the HMCV meetings accurately and in good faith to the group they represent.
- Commit contribute to the HCV's aim of inclusiveness and fostering of a diverse range of views and opinions.
- Declare any conflict of interest in relation to a particular issue or item of discussion by making this clear to the other HMCV members and the Leader. The Leader may exclude the member from discussion on the issue.

6.6 Nomination and Selection process

6.6.1 Stakeholder representatives

On a biannual basis, HMCV will seek membership nominations of 1 and no more than 2 members by:

- Writing to particular organisations and community groups seeking recommended nominations
- Placement of an advertisement in the relevant local newspaper.
- Post on the HCV's website location (currently the YPC website: <http://www.yorke.sa.gov.au/>)
- Post on the company's website.

Note: All nominees must have the endorsement of their respective organisation or community group. In the case of settlement township representatives, these nominations must have endorsement from the local Progress Associations.

6.6.2 Self-nominated representatives

Every two years, HMCV will seek expressions of interest from community members who, as individuals, express a particular interest in, or have specialist knowledge relevant to, the Hillside operation.

The HMCV will seek registrations of interest through:

- Placement of an advertisement in the relevant local newspaper.
- Post on the company's website.
- Post on the HCV's website location (currently the YPC website: <http://www.yorke.sa.gov.au/>)

The selection process is dependent on nominations being received and community members volunteering their interest in participating on the HMCV. Notwithstanding this, every attempt must be made to ensure the HMCV contains a representative sample of local community stakeholders. If there is an overwhelming response to join the HMCV, the HMCV must use its discretion to select those that best meet the criteria. Some members in this instance may nominate as a member of a working group. The recruitment should be based on skills and knowledge, to ensure diversity of members and viewpoints to better represent the community at large.

Ultimately the goal is to have group of people with a diverse mix of skills, knowledge and viewpoints to better represent the community at large.

6.7 Term of Appointment: HMCV members

The Hillside project is anticipated to extend for a period of 15 + years.

In consideration of the many aspects of a mining project of this size, community participation and membership of HMCV for extended terms is desirable.

As a minimum, for continuity it is recommended that each member serves a period of not less than 2 years.

Each appointment will be for an initial period of 24 months with the possibility of extension, as determined by the HMCV.

(Note: the option for short term participation in specific areas of HMCV work and aspects of the mining project: community members are encouraged to be involved in working groups. (Refer working group section).

6.8 Resignation, withdrawal or removal of HMCV member

An HMCV member may withdraw or be removed from their position, in the event that he/she

- Is no longer a member of, employed by or have the support of the organisation or community group for whom you were designated to represent
- becomes "non-active" by failing to attend three consecutive meetings, without an apology
- Has a demonstrated conflict of interest (including becoming an employee of Rex – with the exception of the Rex nominated member).
- Fails to comply with the HMCV Operational Principles, continually disrupts meetings or disrespects the rights of other members to participate. Under these circumstances The HMCV member may be asked to resign from the HMCV or have their membership suspended or terminated.

- Experiences personal or professional reasons that render continued participation impracticable.

A two thirds vote by HMCV members is required to effect withdrawal, removal or acceptance of resignation.

All resignations must be made in writing (email is acceptable) to the Chairperson.

Any notification of removal from HMCV must be communicated to the member in writing.

The timing of filling of any vacancies during the current term of office, as a result of withdrawal, resignation or termination of membership will be determined by HMCV members as required.

1.10 Induction of New HMCV members

As membership will potentially change frequently over the life of the project, a thorough induction program is essential to help ensure that new members are well informed and can actively contribute to the operations of the group. Each new nominated member will be assigned an experienced HMCV member as their key contact and support person during the initial 3 month period

The new HMCV member will be provided with copies of relevant past and current information including;

- copy of Rex Minerals' MLP/ PEPR
- HMCV Terms of reference and Operational guidelines
- CCG social and environmental Issues registers
- Rex Community engagement plan and other relevant plans
- HMCV minutes and agendas from the past 6 meetings or
- Copies of relevant reports, plans, information from Rex, DSD, other technical reports etc.as required

New members will be invited to meet with HMCV Chairperson and their nominated support member within the first month of their appointment, to respond to any questions and to be provided with background information relevant to the current work of HMCV

7 THE CHAIRPERSON

7.1 Role of the HMCV Chairperson

The role of the HMCV Chairperson, including key duties and responsibilities, is to:

- provide leadership and strategic guidance to the Hillside Mine Community Voice
- Maintain and act with strict objectivity on all issues and in all circumstances
- Facilitate instead of direct the discussions
- Conduct meetings to ensure full and fair participation in a safe environment.
- Oversee the development and implementation of guiding principles, code of conduct and communication protocols of HMCV members.

- Research, plan and facilitate the HMCV meetings (including audio recording available upon request to HMCV committee members), agendas, community workshops and/or additional meetings, in consultation with the HMCV committee.
- Prepare and review HMCV minutes, correspondence, briefings, information as required for website, communication network, bulletins, DSD, Rex, community members and other stakeholder groups. All such material to be circulated to the HMCV or specified members for approval prior to distribution.
- Support project leaders and members of HMCV in development of skills, knowledge and administration of their roles as directed by the committee
- Ensure regular communication with the key stakeholders, Rex and the Regulator as directed by the HMCV.
- Organise and attend meetings with Rex, government representatives and other organisations as directed (required) by the HMCV. Ensure all such meetings are attended by at least one other community member of the HMCV Executive or Nominee as determined by HMCV unless otherwise approved by the HMCV beforehand.
- Facilitate the gathering and dissemination of information from / to the community to inform Rex's plans and approaches.
- Facilitate strategic planning and development/implementation of operational structure of HMCV (membership, meeting procedures, working groups, workshops, role statements etc.).
- Maintain current knowledge about Rex, Hillside, the community and the Regulator.
- Be the key community and media contact and represent the views of the HMCV as directed by the HMCV.
- Maintain a register of all meetings and correspondence pertaining to the HMCV including those with Government representatives, departments or agency, Rex and members of the HMCV. The Chair will notify the HMCV through reporting details at each HMCV meeting.

The Chairperson will be provided with administrative assistance from Rex.

7.2 Personal attributes/criteria for Chairperson

The Chairperson will demonstrate the following abilities and experience:

- Exceptional leadership skills and the ability to think strategically.
- The ability to work collaboratively and impartially with key interest groups including Rex Minerals, government, industry groups, business representatives and other relevant stakeholders with whom the committee has dealings.
- Respect the rights and views of a broad range of stakeholders.
- Win the confidence of, and maintain collaborative working relationships with, a diverse range of stakeholders, including local communities.
- Maintain confidentiality as specified in the HCV Terms of Reference & Operational Guidelines.
- Have a practical understanding and application of good board governance practices.

- Have highly developed communication skills, both in writing and orally to enable effective consultation and negotiation including dealings with the media.
- Have an understanding of the opportunities and threats (risks) facing the Yorke Peninsula region.
- Be able to accurately represent community interests, as identified by the Committee.
- Have experience in setting and articulating a strategic vision and inspiring change.
- Have IT skills at a level to allow effective communication by email and the ability to prepare and edit documents.
- Have the ability to organise and chair meetings, including public meetings and workshops.
- Have the ability to resolve disputes between parties with divergent views and opinions. Experienced in complex problem solving, negotiation and Conflict resolution

7.4 Recruitment and Selection of Chairperson

7.4.1 Selection Panel

The selection process for the Chairperson will be overseen by a Selection Panel nominated by the HMCV, which will include:

- Four committee members (including 1 Rex representative)
- DSD Representative (optional)
- HR Manager Yorke Peninsula Council (optional)

7.4.2 Selection Process

The 'Selection Panel' (Panel) for the Chairperson position is responsible for the advertisement and recommendation for selection associated with the position. The Panel will invite applications from suitable candidates for consideration by a process agreed on by the Panel. Written applications will be considered by all HMCV members and assessed in accordance with the desired essential characteristics, skills and experience as described in the Chairperson role statement.

HMCV members will have the opportunity to provide feedback to the nominated selection panel. Assessment of the suitability of these candidates will be conducted by the Panel, who will determine the most appropriate selection methods, including any or all of the following: interviews, written or verbal referee statements, contact with former employers or relevant presiding officers or other groups. The aim is to reach consensus on a suitable candidate.

The selection panel will make a recommendation to the HMCV, together with a brief description of reasons for acceptance/rejection for each candidate or inability to reach consensus. The final appointment decision will rest with the HMCV and two thirds of all committee members must endorse that decision.

The selection panel will then contact the applicants informing them of the outcome. HMCV will confirm the recommendation to the Company, which will then proceed with human resource appointment processes directly with the candidate.

The candidate must declare all interests (including shares) that could result in a conflict between personal, business and community priorities. The candidate must be committed to fulfilling the agreed length of the term.

The initial appointment will be for one year.

In the event that a suitable candidate cannot be recommended by the selection panel, the selection panel will submit a summary report of the assessment of each candidate to the HMCV to determine further options for the position (re-advertisement or other).

In the event no candidate is appointed – a member of HMCV core operational group (with minimum 2 year experience) must be nominated as Acting Chairperson (caretaker) until such time that a suitable candidate is appointed.

On-going performance management of the position will rest with the HMCV, with a performance review to be conducted at the initial three month period and thereafter every twelve months. Reviews will be undertaken by a sub-group of the HMCV, as determined at the time of each review.

Should the performance be deemed unsatisfactory, discussion will take place with the Company to determine the appropriate action.

7.5 Induction of new HMCV Chairperson

It is essential the new HMCV Chairperson receives a formal induction into the role, regardless if they are/ have been existing HMCV member.

It is desirable that (s)he has the opportunity to meet/handover with the former HMCV Chairperson prior to commencement and be supported by the outgoing HMCV Chairperson during the first month of their appointment. This could involve attending an initial HMCV meeting, being available for 1:1 meetings as required etc.)

Immediately prior to / within first 2 weeks of their appointment the new Chairperson should have specific meetings or contact with:

- 3x HMCV members with minimum 2 year term, representatives
- Company CE, Administrative officer and Rex HMCV rep
- DSD: Manager Mining Assessments or Mining Registrar
- Be provided with any relevant correspondence, meeting records, reports, emails, distribution lists and any other relevant information.
- Be provided with email and phone contacts of all relevant stakeholders including landowners, DSD, Yorke Peninsula Council, company representatives and relevant local community groups, agencies and individuals.
- That the HMCV Chairperson is taken for a tour of the mine site.

7.5 Chairperson remuneration

The Chairperson is a part time paid position, funded by the company. The payment rate will be determined through negotiation with the company and will be commensurate with the qualifications and experience of the appointee.

7.6 HMCV Chairperson Support

The HMCV Chairperson Support comprises HMCV members nominated by the HMCV to assist the Chairperson by:

- Being available in the event the Chairperson is unavailable.

- Accompanying Chairperson as a second party to meetings with Rex/Regulator, if required.
- Assist with drafting correspondence, if required.

The HMCV Chairperson Support is not designed to filter decisions. All final decisions will be made by HMCV members. Note correspondence or publications still require full Chairperson endorsement and sign off.

Note: HMCV members refers only to core operational group members (not company or DSD representatives)

8. HMCV Meetings

8.1 Meeting frequency, times, location

The duration of the HMCV is dependent on the duration of Rex's presence on the Yorke Peninsula and the agreed role of the HMCV. This may change as the Project moves from planning and development to operation.

Frequency of regular meetings	Monthly or as agreed by the majority of members and the Chairperson. In the event that the HMCV recommends it does not need frequent formal meetings, it may be appropriate to provide a quarterly email update to members
Special meetings	The Chairperson or member may call an extraordinary meeting of the HMCV to discuss any issue regarding urgent or specific consideration. Appropriate notice must be given for these meetings
Venue	Regular HMCV Meetings will be held in Ardrossan in venues as available and agreed by the majority of members and Chairperson.
Meeting times	Meetings will be held on the second Monday of each month, commencing 6.30pm, unless otherwise agreed by the majority of members and the Chairperson.
Quorum	A minimum of 8 inclusive of the Chairperson is required.

Meetings will normally be public. However the HMCV may nominate to have part of or a whole "closed" meeting if the meeting contents are sensitive or required to be held in confidence.

8.3 Guest Speakers, Invited Attendees and paid presenters

Guest speakers with relevant information or technical expertise to help inform HMCV members of relevant issues can be invited to present at meetings. Guest speakers may be arranged by HMCV members via the Chairperson. Suggestions/requests for guest speakers should outline the rationale behind the request and the relevance of the speaker to the work of the HMCV.

The HMCV can seek resources from Rex to engage consultants and relevant others in order to extend HMCV members' knowledge necessary to achieve the purpose of the HMCV. If a cost is incurred a proposal will be submitted by the Chairperson to Rex for their assessment and approval on a case-by-case basis. This includes additional time for the paid Chairperson (if applicable) to undertaken work on behalf of the HMCV.

Members may invite guests (approved by HMCV members) to participate in discussions about specific items on the agenda if it is considered they will provide relevant expertise and input. Representatives of DSD and other State Government Departments and agencies may attend meetings of the HMCV as invited by the HMCV, in an ex-officio capacity and make presentations/respond to queries as required.

The HMCV will be a public meeting unless otherwise specified, with members of the public able to attend the meeting in the gallery. The public members will not generally participate in the business of the HMCV, unless invited to do so by the Chairperson. If considered appropriate, the Chairperson may invite questions from the gallery during or at the end of each meeting. Attempts will be made to help members of the public gallery understand our processes and terminology.

8.4 Dispute Resolution at meeting discussions

It is not a requirement that consensus be reached among HMCV members on the issues discussed. Differing views will be noted and taken into consideration.

In the event of any dispute between the HMCV and Rex, the Chairperson will seek to resolve the issue in consultation with the individual parties and /or the company. An independent mediator may be engaged if no resolution can be agreed at the request of the Chairperson and/or the company.

8.5 Meeting procedures

8.5.1 Preparation

- Members will be notified of meetings by email. Public meetings /community workshops will be advertised in the local paper (Yorke Peninsula Country Times), on the HMCV website, through the HMCV communication network and by any other means considered appropriate. These notices to be issues at least two weeks prior to each public meeting, when possible.
- The Administrator will be responsible for organising the venue for HMCV meetings. This will include preparation of any resources/ equipment (such as ICT) catering as required.
- **Agenda preparation**
 - HMCV members will be invited to nominate issues for discussion at meetings by sending through an email request to the Chairperson prior to the meeting
 - The agenda will be finalised by the Chairperson and forwarded to the administrator for distribution. If required, the number of items will be limited to allow for appropriate levels of discussion within the meeting time frame.
 - An agenda and any papers for discussion will be sent to all HMCV members no later than one week before each meeting wherever possible.
- **Attendance register**

The administrative support will ensure an attendance record is available for all participants to sign in.

8.5.2 Meeting records

The purpose of meeting minutes is to record issues raised, information presented, community concerns and resulting actions and responsibilities, clearly and accurately so as to provide an accurate record of proceedings.

To assist in having an accurate record of proceedings all meetings will be audio-recorded (via I-Pad or taping device) in addition to written notes taken by the administrative officer and members.

A summary of selected key issues or of a particular item from each HMCV meeting will be prepared /approved by the Chairperson and made available to the broader community using a range of dissemination methods (including uploading onto the HMCV website) as soon as possible after the meeting.

- The administrative support will be responsible for:
 - Taking detailed notes of key issues raised, discussion content, agreed actions and decisions. Comments from individuals will not be attributed unless specifically requested by the member.
 - No verbatim record of the meeting will be prepared.
 - However, each meeting will be audio recorded, and such recordings will be made available to any member on request. These recordings will remain confidential to HMCV members.
- Draft Minutes will be prepared by the administrative officer.
- A nominated HMCV member present at the meeting (other than the Chairperson) will check the minutes for accuracy/omissions.
- The final draft will be sent to the HMCV Chairperson for final checking, before dissemination to all HMCV members by the Chairperson or administrative officer. This will occur no later than two weeks after each meeting by the Chairperson or administrative officer.
- Any changes to the circulated meeting record should be discussed at the next HMCV meeting and adopted if agree to by the members.
- All final copies of minutes and agendas to be prepared and saved as PDF documents to enable ease of access and email/web distribution.
- Once approved, Minutes will be uploaded onto the HMCV website by the administrator.
- As the HMCV is not a decision making body, it is not a requirement that consensus be reached on all issues. Areas of disagreement should be included in the meeting notes. In the case of a majority vote on a specific motion, dissenting members may request the minutes record their dissenting position.

9. Privacy & Media

The HMCV may agree to release media statements. However, only the Chairperson may speak publicly or distribute technical reports on behalf of the HMCV.

HMCV members have the right to request that any sensitive or personal information shared in the context of the discussions during meetings is required to be held in confidence. All such matters discussed in confidence at the HMCV must not be shared or inferred (in part or full) with media or any other person outside the HMCV.

No HMCV member shall make public statements or communicate with the media purporting to represent the views of the HMCV. The media are welcome to attend the HMCV meetings. At the beginning of the meeting, the Chairperson should address the gallery and ask if there are any media in attendance.

10. Complaints & Grievances

10.1 Internal Complaints

- If there is a complaint/concern about the behaviour or conduct of any HMCV member from another committee member, the matter should be raised with the individual in the first instance. If the matter is unresolved it should be referred to the HMCV Chairperson and if considered appropriate, to one other member only nominated to assist with mediation or appropriate action.
- If the matter relates to the HMCV Chairperson the matter is to be directed by the aggrieved member of HMCV to the Chairperson in the first instance. If the matter is unresolved it should be referred to the 2 other HMCV members and if considered appropriate, to the CE of the company to assist with mediation or appropriate action.
- If the matter relates to the company representative, the matter is to be directed to the Chairperson in the first instance. If the matter is unresolved it should be referred to the CE of the company to assist with mediation or appropriate action.
- If the company or DSD have a complaint about an HCV member or the Chairperson, the matter will be treated as an external complaint.

10.1 External Complaints

Any complaint from an external source should be formalised in writing (including email) and lodged with the Chairperson for consideration by the Chairperson and/or the HMCV members as nominated. Members will be nominated on a case-by-case basis.

The Chairperson is responsible for ensuring that the complaint is managed and responded to promptly and that the complainant receives a written detailing the outcome.

11. Working Groups

There will be a number of HMCV formal working groups, each focussed on a particular aspect of Mine planning.

Working groups will be responsible for community input in the development of a relevant management and action plans which the company is required to prepare as part of the Program for Environmental Protection and Rehabilitation (PEPR). The Department of State Development (DSD) recognises the importance of community engagement and ensuring that any new mining development does not have detrimental impact on the existing community. An essential component of DSD's assessment and approval of the company's PEPR and the associated Management Plans, is that the strategies, actions and outcomes are informed by and reflect the community's needs and interests and that appropriate control measures are in place to address and eliminate community concerns and issues.

There will be a number of specific working groups, each coordinated by a nominated HMCV member. For example:

Air Quality (Dust)

Water

Noise and vibration

Rehabilitation

Post Mine life

Transport

Employment

Housing and accommodation

Social services

The aim of working groups is to enable focussed attention, research and time by those members of our community who may be directly impacted, interested, have professional role or experience with a particular topic. It is therefore important that the working group consults widely and also comprises people who represent the broad Hillside / Central Yorke Peninsula community.

Working groups may /will need to establish a link with relevant DSD/company/other professionals to help obtain any technical aspects, interpret regulations or build on the group's understanding.

Working Group members are delegated and entrusted to research, identify risks and benefits and to make recommendations back to the HMCV (Company and Regulator via HMCV) for consideration. This group will be responsible for formulating the community input for inclusion in the relevant management and action plan.

11.1 Role of Working Group Leaders

The Working group leaders need to be good Chairpersons, and take responsibility for their group and bring good knowledge to the HMCV. The nominated HMCV member may delegate the leadership and strategic management role to another working group member with specialist expertise.

Working Group Leaders are responsible for:

- Expressions of interest across the community as related to the specific topic and the recruitment of appropriate working group members with the required expertise, knowledge and interest in the specific topic.
- Familiarisation and understanding of the Hillside Mine lease conditions and the proposed management plan as drafted by the company.
- To plan and coordinate meetings, research, community surveys or activities as required to inform the content of the management and action plan.
- Making initial contact with and all formal invitations or requests for information from technical advisers, other agencies or other organisations. Requests are to be in writing and approved by the Leader to the relevant agency/contact (unless previously approved to contact representative directly).

- Plan workshops or information sessions as required, (approved by HMCV) in relation to their designated topic/focus area to help inform/gather information from the broader community.
 - To provide written summary reports stating progress of their activities, research and recommendations
- They can use public engagement methods e.g. website, meetings or advertising in the local papers for interested people to join them for a meeting, or for the life of the working group.

11.2 Working Group Membership

- Each Working Group must include a member of the HMCV. (as Leader, deputy or liaison)
- Each Working Group must have a Leader
- They must nominate deputy leader.
- Each group must include members which represent a range of community members, outside the HMCV to participate on working groups (e.g. interested industry/community members)
- There is no specified limit to the number of members on each group. This is left to the members' discretion. They may need to recruit new short or long term membership to ensure enough members are involved to obtain comprehensive community input, or for expertise and technical advice.

11.3 Working Group Reporting requirements

- The Working Group Leader is required to provide updates to HMCV core operational group at each meeting
- summary minutes of work group activities must be recorded using the working group template (refer appendix 4)

12. Useful Links

www.yorke.sa.gov.au

www.rexminerals.com.au/

[http://minerals.statedevelopment.sa.gov.au/mining/mines_and_quarries/hillside_copper, gold and_iron_ore_project](http://minerals.statedevelopment.sa.gov.au/mining/mines_and_quarries/hillside_copper_gold_and_iron_ore_project)

<https://www.legislation.sa.gov.au/LZ/C/R/Mining%20Regulations%202011.aspx>

<https://www.legislation.sa.gov.au/LZ/C/A/MINING%20ACT%201971.aspx>

<http://www.statedevelopment.sa.gov.au/resources/mineral-resources>

http://minerals.statedevelopment.sa.gov.au/about_us/community

http://minerals.statedevelopment.sa.gov.au/about_us/initiatives

http://minerals.statedevelopment.sa.gov.au/mining/mines_and_quarries

Resources and Energy Group
Customer Services
Level 7, 101 Grenfell Street
Adeladie SA 5000
Phone: +61 8 8463 3000
Email: resources.customerservices@sa.gov.au

13. Appendices

Appendix 1- list of HMCV members and contact details

Appendix 2 - Rex's commitments to HMCV

Appendix 3 - Working group flow chart

Appendix 4 – Working Group Reporting Template

Appendix 5- Hillside Mine Community Engagement Plan

Appendix 1 HMCV member and contact details**HMCV Core Operational Group****Members**

Stakeholder	Representative	Contact Details
DSD	Greg Marshall	Attend as required
Chairperson	Phil Tyler	pbtyler@bigpond.com
Rex Minerals	Erica Dearlove	edearlove@rexminerals.com.au
YPC	Tania Stock	tania.stock@yorke.sa.gov.au
RDA	Jo Buchanan	jbuchanan@yorkeandmidnorth.com.au
Pine Point Progress	Bob Sleath	Bob.yorkes@icloud.com
Ardrossan Progress	John Sandercock	john@ardrossanfoodland.com.au
Black Point Progress	Graham Mattschoss	gjemm@internode.on.net
JW/RP Progress	Dorothy Bradshaw	seachange9900@gmail.com
Tiddy Widdy Progress	Mike Smith	Yorkie13@bigpond.com
Port Vincent	Len Easter	leaster.ardrossan@ljh.com.au
Ag Bureau S Kilkerran	Lauren Kakoschke	plkakoschke@internode.on.net
	Peter Klopp	pjklopp@gmail.com
Ag Bureau Petersville	Stewart Lodge	clereview@netyp.com.au
	Max Young	petersvilleagbureau@gmail.com
YPLOG	Joy Wundersitz	Joy_wun@internode.on.net
	Stephen Lodge	fermbyfmc@bigpond.com
Local Trader	David Kluske	davidk@ardnews.net
Local Trader	Shane Kennedy	truevalue@netyp.com.au
Narungga	Tauto Sansbury	garridja@adam.com.au
	& Klynton Wanganeen	klynton.wanganeen@gmail.com
YP Tourism	Jo Buchanan	jbuchanan@yorkeandmidnorth.com.au

Community Members

Don Hosking	don@donhos.com.au
Peter Koulizos	Peter.koulizos@unisa.edu.au
Malcolm and Cathy Redding	mjacjredding@internode.on.net
Ian Haywood	Weedy53@hotmail.com
Garry Brown	brownie@internode.on.net

Appendix 2 - Rex's commitments to HMCV

Commitment Table:

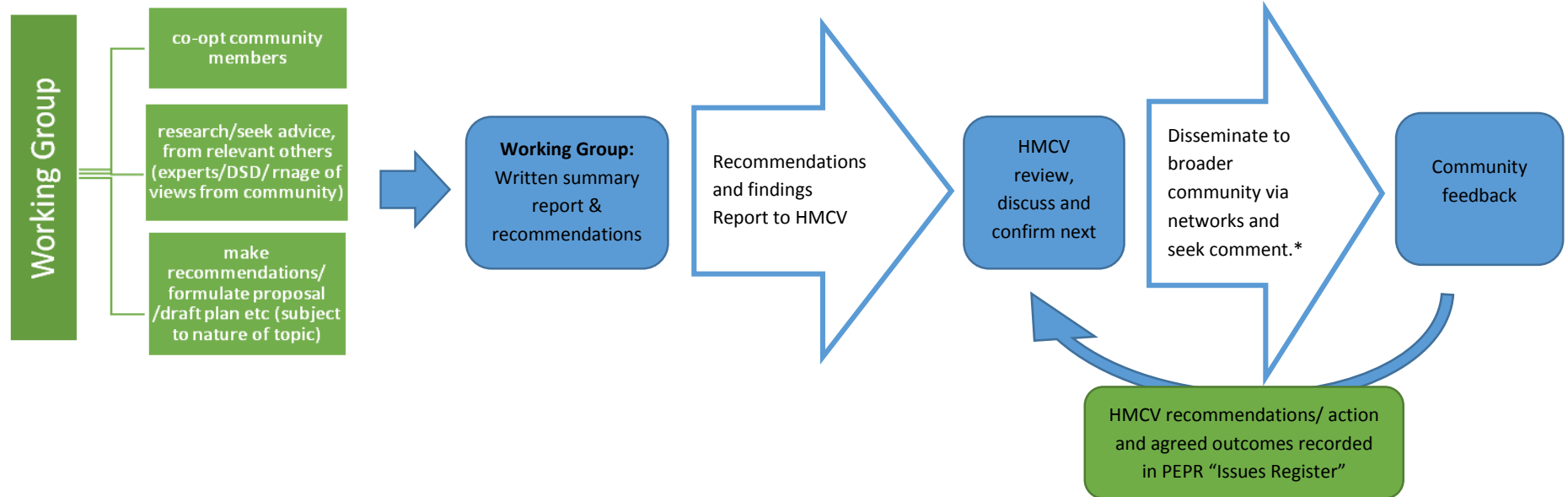
To be completed.

Appendix 3 - Working group flow chart

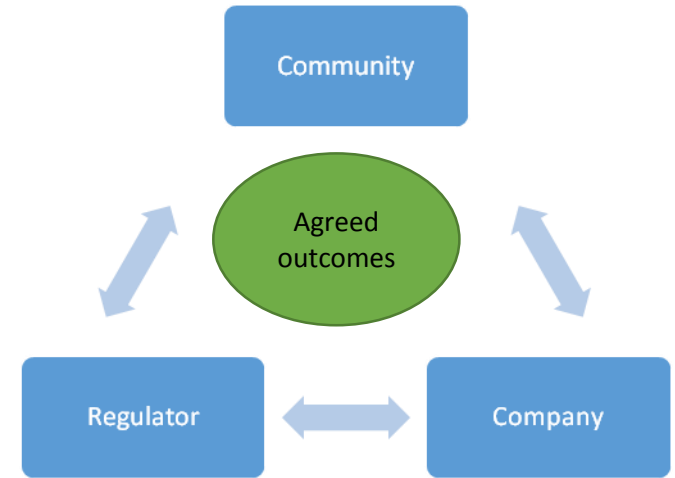
Overview of the functions and roles. The aim of working groups is to enable focused attention, research and time by those members of our community who may be directly impacted, interested, have professional role or experience with a particular topic. It is important that the working group also comprises people who represent the broad Hillside/CYP community.

Working groups may/will need to establish a link with relevant DSD/company/other professionals to help clarify technical aspects, interpret regulations or shape the group's understanding. The working group community members are the "community experts" to consider and be able to make informed recommendations back to the HMCV.

They are delegated and entrusted to research, identify risks and benefits and to make recommendations.



**if required; Working Group may seek this as part of their consultation*



Appendix 4 - Working Group Report template

WORKING GROUP : TRANSPORT EXAMPLE ONLY		Group Leader/s:
TOPIC:	Revised road construction schedule.	
Question or issue to be considered	e.g. review of company's proposal for amendments to the construction timetable for Coast and Sandy church Roads	
Summary of proposal	Refer info as provided by REX on 4/4/15 at HMCV meeting for detail. The program for construction and upgrade has been delayed for a further 6 months. Proposed to commence in December instead of May /June	
Consultation methods Research and action taken	Group has met 4 times on x/x/ , x/x/, x/x/ and x/x/. Contacted all property owners to identify what impact this may have + or -. Invited community contacts re tourism, ARRIUM and Road transport group to obtain info about level of activity in period Dec to April- when revised construction is scheduled to occur. Checked with company and DSE to check if alternative times can be negotiated etc. and the actual details of the construction program Posted info on HCV website and sent info via networks to each progress assoc. and master email distribution-seeking feedback	
Summary of findings	<p>There is significant increase in road activity during the months of Dec/Jan and Feb- during peak tourism and harvest periods.</p> <p>DTEI and YP road transport group confirms approx. 150% increases activity during xxx</p> <p>Landowners had varied response- but of most significance is the cost (time and \$) due to rerouting their local travel, especially when more travel occurs during this period. There was large response form community- approx. 86 emails and 15 phone calls during the survey period- 95% of which expressed concern at the proposed works starting in December.</p> <p>Feedback from website came from number of residents in Pt Vincent, Rogues Point and Pine Point, who expressed concern during the peak time that family and visitors use the coast road in the school and festive holiday season.</p> <p>Company has confirmed that materials and vehicles will be moved to sites during late December- but due to contractor's leave provisions – works will not in reality commence until 19/1/16. Have problems if delayed too much further- due to other scheduled contractors, who will require the road access.</p> <p>The details of the plan and construction schedule appear to have been planned in consultation with all relevant affected people – and other than time frame- seems sound.</p>	
Recommendation	<p>That the revised schedule for construction is amended to reflect:</p> <p>Equipment to be transported and prepared for works to commence as from 19/1/15.</p> <p>That road closures can only come into effect after 27/1/16- after the commencement of Term 1 2015 school year and end of the major holiday</p>	

	<p>season, to reduce impact on the tourism , increased family and harvest road users in the construction area.</p>
<p>Advice sought from:</p>	<p>Rex: Name, role DTEI names: Road transport: Tourism operators: BPPA, PPPA , APA ARRIUM Others:</p>
<p>Date Signed:</p>	<p>For and on behalf of the working group: That the recommendation is considered and supported by the HCV members and the company. Working Group Leader:</p>
<p>Tabled: HMCV meeting</p>	<p>Date supported Further considerations Endorsed action:</p>

Glossary

CCG	Community Consultative Group
DSD	Department State Development
HMCV	Hillside Mine Community Voice
ToR	Terms of Reference and Operations Guideline
YP	Yorke Peninsula
YPC	Yorke Peninsula Council
YPCT	Yorke Peninsula Country Times
