

Fingerboards Community Reference Group

TERMS of REFERENCE

The Fingerboards Community Reference Group (FCRG) will facilitate community involvement in the Fingerboards Mineral Sands project (the Project) and will be an important point of connection between the Project and the region's community. It will provide a forum for discussion of broader community issues and to identify and recommend community development initiatives proposed as part of Kalbar's community programs.

This Terms of Reference (ToR) sets out the scope of the Fingerboards Community Reference Group and expectations of how the group works together.

Purpose

The purpose of the FCRG is to provide a consultative forum which will:

- Establish an effective and efficient two-way communication process with stakeholders and the community;
- Identify issues and manage them collaboratively;
- Consider project improvement opportunities and initiatives;
- Provide sharing of information, answering questions and seeking local advice.

Kalbar's aim is to work closely with the Chairperson and Group members to build greater community understanding and participation, to shape better project decisions and work towards a common goal of achieving positive outcomes for the region.

Members will:

- Receive briefings and updates from the project team;
- Share information about the project with the broader community;
- Discuss and provide a local perspective on project issues and opportunities;
- Provide advice on future communications and consultation activities.

Members will provide advice on community issues and opportunities and bring any questions or feedback from their community to the FCRG. The advice and views of the FCRG will be considered in decisions during the Project's development phase.

While the FCRG will include membership from a range of locations and with differing interests in the project, it is not expected to be representative of everyone in the broader community

Goals

The goals of the FCRG are:

- Develop community trust and confidence in Kalbar and the Fingerboards project;
- Strengthen long term relationships with stakeholders and the community;
- Provide a process to disseminate information to and from stakeholders and the community;
- Provide a process to raise and address concerns, and for Kalbar to demonstrate how those concerns have been taken into consideration;
- To review and evaluate the effectiveness of the FCRG to ensure it is meeting the expectations of the community and Kalbar;
- Operate as a transparent, representative and accessible forum.

Limitations

- The FCRG is not an advisory board to Kalbar. It does not hold decision making powers on behalf of Kalbar and cannot commit to activities requiring expenditure that must be approved by Kalbar;
- Where a response from Kalbar cannot be given at the meeting, questions shall be taken on notice and a reply given via the meeting minutes.

Membership

Membership will be advertised and it is expected that membership will be made up of representatives across the following organisations and community groups:

- Community members (who may also be associated with or representing local community groups or organisations) (3)
- Members of Kalbar's project team (3)
- A representative from local councils (as nominated by the council) (1)
- Department of Environment, Land, Water and Planning (1)
- East Gippsland Water (1)
- Southern Rural Water (1)
- East Gippsland Catchment Management Authority (1)
- Gunaikurnai Land and Water Aboriginal Corporation (1)
- Food and Fibre Gippsland Inc (1)
- East Gippsland Marketing Inc (1)
- Mine-Free Glenaladale (or related interest group) (1)
- Committee for Gippsland (1)
- Committee for Wellington (1)
- Bairnsdale Chamber of Commerce (1)
- Gippsland Agriculture Group (1)
- Horticulture Owners in the Lindenow area (2)
- Landowners in the Glenaladale/Lindenow area (3)
- TAFE Gippsland (East Gippsland Campus) (1)
- Gippsland Trades and Labour Council (1)

Other individuals or organisations who are not members of the Group may provide support and/or give presentations to the Group if required.

Community positions are publicly advertised and appointments made are based on a formal selection process, considering key selection criteria.

Independent Chairperson

The FCRG will be facilitated by an Independent Chairperson (Chairperson).

The Chairperson will be selected through public advertisement or by invite if Kalbar recognises an appropriate person to fill the role. Kalbar will appoint a suitable person to serve as the Chairperson for a minimum 12-month term.

The Chairperson will need to be an experienced facilitator and while he or she does not necessarily need to live within the local area, they do need to have a good understanding of and connection to the region.

Kalbar will provide secretariat support to the Chairperson. If the position becomes vacant, Kalbar will appoint another person as Chairperson in the same manner as the initial appointment.

The chair/convenor will convene the meetings. Responsibilities of the convenor, with assistance from the Secretary, include:

- Scheduling meetings and notifying committee members;
- Organise meeting agendas with items raised for discussion from the FCRG;
- Inviting subject matter experts to attend meetings when required by the FCRG;
- Lead and guide the meeting discussions according to the agenda and time available;
- Ensuring all discussions are within the Terms of Reference and, where relevant, end with an action;
- Review and approve the draft minutes prior to distribution;
- Attend all meetings or delegate the role if unable to attend;
- Manage dispute resolution, if required.

Committee and Stakeholder Representatives

Community and stakeholder representatives will be selected from the local community and stakeholder groups. They will be selected through public advertisement or by invite if Kalbar recognises appropriate persons to fill the roles.

Kalbar in consultation with the Chairperson will appoint the community and stakeholder representatives.

The initial term of appointment will be for 12 months and can be extended on the recommendation of the Chairperson.

Local community representatives must:

- Be current residents or landowners within the regional area;
- Demonstrate involvement in local community groups or activities;
- Have knowledge and awareness of the project and related issues of concern to the local community;
- Be able to represent and communicate the interests of the local community;
- Be active in the local region.

Representatives of stakeholder groups must:

- Be a member of a stakeholder group with an interest in the project, including community, environmental, Aboriginal or industry;
- Have knowledge of the project and related issues of concern;
- Be able to communicate the interests of the group or community.

Member Roles and Responsibilities

- Membership is voluntary and no payment shall be made for being part of the FCRG;
- Members must have authority to communicate on behalf of their stakeholder group;
- Members will provide briefings/meeting notes to their respective stakeholder group and bring feedback with them to the FCRG meetings;
- Members possess a willingness to contribute positively to meetings in a fair and unbiased manner;
- Members have the ability to look beyond personal interests for the benefit of the community;
- Members must declare any conflict of interest;
- Members have the ability to commit to the FCRG for the required duration;
- Provide advice on issues and opportunities raised through wider community feedback;
- Share authorised project information with the broader community;
- promote consultation activities being undertaken by Kalbar;
- Restrict discussions to matters relevant to the Project.

The Kalbar project team will:

- Provide information about the Project at and between meetings;
- Participate in discussions regarding community questions, views and feedback;
- Listen, consider and respond to feedback provided through the FCRG;
- Provide access to technical specialists to explain information and receive feedback.

Secretary

The role of the Secretary is to:

- Support the Chairperson;
- Develop and circulate meeting agendas and ensure any other necessary reading material requiring discussion or comment;

- Arrange appropriate meeting venue and meeting equipment;
- Ensure agendas are distributed one week prior to each meeting;
- Take notes of proceedings and prepare minutes of meetings;
- Manage action items arising from each meeting;
- Distribute the minutes to all members within two weeks after the meeting;
- Upload the minutes to the Fingerboards website;
- Complete any other administration duties as directed by the Chairperson.

The minutes shall be checked by the convenor and adopted/amended by members as a true and accurate record at the next meeting.

Operation

Key details relating to meeting operations include:

- This Group is to intended to operate throughout the project's development phase;
- An initial 12-month commitment from members is requested, after which time membership may be reviewed;
- Meetings will be held on a quarterly basis, at a time and location determined by Kalbar in consultation with the Chairperson;
- A special or extraordinary meeting may be called by Kalbar in consultation with other committee members;
- The frequency of meetings will be reviewed regularly with input from members;
- Meetings are generally expected to run for two hours;
- Kalbar is responsible for administration associated with the FCRG, including organising meetings, taking minutes, distributing agendas and liaising with members and the Chairperson;
- Members will be invited to nominate topics for discussion at each meeting.
- Topics raised will be allocated a time limit to allow appropriate discussion within the meeting timeframe;
- Issues and ideas that arise during meetings which fall outside the Terms of Reference will, where possible, be referred to the relevant authority;
- Meetings are not open to the public;
- A quorum of members must be present before a meeting can proceed. At least two (2) Kalbar representatives and four (4) other committee representatives form a quorum;
- Members may nominate a delegate to attend a particular meeting in their absence. The convenor must be notified in advance of the attendance of a delegate.
- Members will be appointed for a period of 12 months. At each year's inaugural meeting, nominations will be called for membership for the year;
- A member's position can become vacant if they:
 - Provide their resignation in writing;
 - Fail to attend three consecutive meetings in a 12-month period without providing an apology;
 - Discontinue their connection with the group they represent;
 - Breach the Code of Conduct;
- Any vacant positions will be filled on a casual basis until the term of office has expired;

- If a gap in membership is identified by the Kalbar project team, the Chairperson or the FCRG, may appoint an additional member;
- A Code of Conduct must be signed by all members.

Meeting minutes are the formal report of each meeting. They will:

- Include attendance, apologies, declarations of interest and a record of topics discussed and assigned actions;
- Be reviewed and approved for circulation to members by the Chairperson;
- Be circulated to all members for review and to confirm accuracy. Any request for major changes to the minutes must be sent in writing and will be tabled for agreement at the next meeting;
- Be published on Kalbar's website once approved. Any confidential information will be redacted from the published minutes.

Media

Members are required to advise and consult with the Kalbar project team and the Chairperson if contacted by the media for comment about the project or FCRG. Only the Chairperson is authorised to speak on behalf of the FCRG. Only Kalbar may speak on behalf of the Project. No FCRG members shall purport to represent FCRG in the media, however individual members may speak on behalf of themselves or other organisations/groups they represent.

Open and forthright discussion is encouraged in meetings. To create an environment where this is supported, comments or views shared by individual members must not be reported publicly (e.g. in the media, social media, newsletters). Meeting minutes will provide a public record of key discussion points and actions.

The media will not be invited to attend FCRG meetings.

Dispute resolution

Topics raised in the group are for discussion. It is not a requirement for the FCRG to reach a consensus and differing views will be noted and taken into consideration.

If significant issues arise that result in disruptive or disrespectful behaviours or where discussions are not making headway, the Chairperson may call for the meeting to move on or be concluded and will endeavor to set a process and timeframe for the issue to be resolved in an appropriate forum.

Privacy

In the spirit of open communication, members must be allowed the right to express their individual views on a particular matter. The FCRG will protect the privacy of individual members' views by ensuring that no member may represent or communicate another member's opinions from these committee meetings to an external party.

General updates for communication to other relevant parties, including those groups for which members represent, will be encouraged as determined by the committee as part of each meeting agenda.

Evaluation and Review of FCRG Terms of Reference

The Terms of Reference shall be reviewed at the inaugural meeting of the FCRG and thereafter annually from the date of approval.

The Terms of Reference may be amended to meet the current needs of all committee members by consensus.