

## Terms of reference

October 2024

---

The Dendrobium Community Consultative Committee (DCCC) terms of reference is in accordance with the NSW Department of Planning, Housing and Infrastructure's Community Consultative Committee Guideline: State Significant Projects 2023. [Community consultative committee guideline \(nsw.gov.au\)](https://www.nsw.gov.au/infrastructure/consultative-committee-guideline)

---

### Background

The Dendrobium Community Consultative Committee (DCCC) is an advisory Committee established under the requirements of the Dendrobium Development Consent dated 20 November 2001 and is a mechanism to support communication processes and effective working relationships between Dendrobium Mine and the community, environmental groups and local councils.

The focus of the DCCC is on the immediate Pit Top area, mine operations, the catchment area above where mining takes place, impacts to the surface (such as subsidence issues, infrastructure placement etc), transport of materials, waste disposal, new construction activities and the overall management of the aspects of water, air, noise and waste.

Since its establishment in 2001, the DCCC continues to provide a community voice for many issues that have the potential to impact the local community and its surrounds, including environmental concerns such as noise and air quality, subsidence (and associated impacts to surface water sources), and traffic and transport impacts.

The role of the DCCC is to provide representation for the areas which have the potential to be impacted by Dendrobium Mine. The areas are defined as Mount Kembla, Kembla Heights, the communities along the rail corridor from Kemira Valley to Port Kembla and the surface areas located above current and potential mining areas.

### Purpose of the community consultative committee

The DCCC has been established to provide a forum for open discussion between GM3, representatives of the community, stakeholder groups and Wollongong City Council, Wollondilly Shire Council and Wingecaribee Shire Councils on issues directly relating to the Dendrobium Underground Coal Mine (DA 60-03-2001).

### Purpose and scope

The purpose of this committee is to serve as a forum for ongoing communication about the project and its environmental performance. It is not a decision-making body but performs an advisory and consultative role.

The scope of this committee includes:

- discussing the resolution of community concerns and complaints

## **Dendrobium Community Consultative Committee**

- discussing the implementation of any conditions of approval or consent and management plans
- consulting on any proposed amendments or modifications
- reviewing the results of any monitoring, annual reviews or independent audits
- consulting on any community initiatives
- conducting site visits

Dendrobium Mine operations include the following:

- pit top and underground operations
- surface construction activities
- land surface above mining areas
- surface impacts (including subsidence, infrastructure placement)
- transport of materials and relevant transport routes
- relevant waterways of local or regional significance.

# Dendrobium Community Consultative Committee

## Committee membership

### Chairperson

The appointed chairperson is Deborah Palmer.

### Committee members

The committee members are:

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Phil Clunas                   | Community member            |
| 2. Phil Diamond                  | Community member            |
| 3. Jenny Evans                   | Community member            |
| 4. Franca Facci                  | Community member            |
| 5. Phil Grant                    | Community member            |
| 6. Anita Mulrooney               | Community member            |
| 7. James Newton                  | Community member            |
| 8. Ron Zwicker                   | Wollongong City Council     |
| 9. Clr Benn Banasik              | Wollondilly Shire Council   |
| 10. Vacant                       | Wingecarribee Shire Council |
| 11. Dendrobium Mine Manager      | GM <sup>3</sup>             |
| 12. Environmental Manager        | GM <sup>3</sup>             |
| 13. Community Engagement Manager | GM <sup>3</sup>             |

### Alternate representatives

- |                    |                           |
|--------------------|---------------------------|
| 1. Clr Paul Rogers | Wollondilly Shire Council |
|--------------------|---------------------------|

## Meeting frequency, location and timing

### Meeting frequency

The committee will meet at least 6 times a year. The meeting frequency is to be a minimum of once a year unless otherwise specified by the conditions of consent or approval.

The chairperson will give members at least 4 weeks' notice before a regular committee meeting.

### Extraordinary meetings

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 called for, or if the matters can be addressed in other ways.

The chairperson will give members 2 weeks' notice before an extraordinary meeting.

### Site visits

Site visits may be organised, as needed, including as part of the regular meeting, or immediately before the meeting for convenience.

GM<sup>3</sup> is responsible for ensuring that work health and safety measures are in place for all who attend the site visit. Committee members must follow any requirements of the proponent, including work health and safety requirements, while on site.

### Meeting venue and format

Committee meetings may be held as a mix of in person at Dendrobium Mine and online meetings (MS Teams or similar collaboration tool).

### Meeting time

The normal meeting time will be 5:30pm to 7:00pm, unless the chairperson proposes an alternative.

## Meeting procedures

### Meeting agenda

The chairperson will call for agenda items at least 4 weeks before the scheduled meeting.

A typical agenda may expect to include (but not be limited to):

- declaration of interests
- business arising from previous meetings
- update on Dendrobium operational matters
- update on Dendrobium approvals
- update on Dendrobium environmental matters
- update on Dendrobium community matters, including complaints and community investment initiatives
- general business, including any questions on notice.

The chairperson will distribute the agenda and any supporting documents to committee members at least one week before the meeting.

The chairperson may decide if the committee will consider late items at the meeting or defer them to a following one. This includes:

- late agenda items raised after the agenda has been circulated
- late supporting documents provided within a week of the meeting
- 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.

### Meeting minutes

The chairperson (or identified note-taker) will take minutes for each committee meeting.

# Dendrobium Community Consultative Committee

## Standard agenda items

Declarations of interest should be included as a standard agenda item at the start of each meeting. It is the responsibility of each member to keep their declaration of interests up to date.

## Annual agenda items

A discussion and approval of these terms of reference must be included as an annual agenda item.

These minutes are not expected to be a verbatim record of the proceedings but must accurately summarise the matters that were discussed at the meeting, including:

- any community feedback expressed, and enquiries
- any opposing views of members on a matter (recorded on request)
- any actions to be taken before the next meeting, who is responsible for them, and by when.

The chairperson will distribute draft minutes to all committee members within 2 weeks of the meeting. Within 2 weeks of the meeting is the maximum period for distribution.

The Committee members have 1 week to give their feedback.

The minutes will be finalised and published within 2 weeks of receiving this feedback.

If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

## Recording of meeting

Recording of meetings by recording device, telephone or any other electronic device is not permitted.

## Questions on notice

Members must submit questions on notice before the agenda is set. When a question is asked during a meeting, then the proponent will endeavor to respond at the time. Any question asked during the meeting may be deferred to the following meeting if information needs to be obtained or those present are unable to provide an informed response.

## Attendance and conduct

### Attendance

The chairperson should be notified as soon as possible if a community or stakeholder group member cannot attend an upcoming meeting.

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

### 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 advisors 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.

### Conduct

Everyone in attendance at the meeting must act in accordance with the relevant committee 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.

### Changes to membership

The chairperson will manage recruitment of new members when required and inform the committee of any newly appointed members or other changes to membership.

### Review

The chairperson will annually review a committee's performance and effectiveness over the previous 12 months. The committee may update the terms of reference following the review.

# Dendrobium Community Consultative Committee

## Agreement

The Dendrobium Community Consultative Committee agrees to these terms of reference as at 10/10/2024 and they will remain in force until otherwise changed, replaced or voided.

Chairperson: Deborah Palmer

Signature: 

Date: 18/11/2024