

MEETING MINUTES

LOCATION:	Douglas Park Hall
DATE:	13 November 2025 8.00 pm
Attendees:	<p>Sandra Moreno GM³ Representative (SM) Andy Hyslop GM³ Appin Mine, General Manager (GM) Peter Buckley, Director for Shire Services, Wollondilly Shire Council PB Deborah Palmer (DP) Daryl Chipperfield, Community Representative (DC) Matthew Deeth, Community Representative (MD) Shamika Almeida, Community Representative (SA) Noleen Jessup, Community Representative (NJ)</p>
Apologies:	<p>Max Strassmeir, Community Representative (MS) Christine Towndrow, Community Representative (CT) Kim Chapman, Community Representative (KC) James McFarlane, Community Representative (JM) (JM)</p>

1	Agenda
	<ul style="list-style-type: none"> - Welcome and Acknowledgement of Country - Apologies - Declaration of interests - Acceptance of last meeting minutes (August 2025) - Review actions from previous meeting minutes <ul style="list-style-type: none"> o Andy Hyslop, General Manager announcement o Status of FY25 projects and any others currently open to date. - ToR review. - Accounts Report: Financial Statement from Daley for the period ending 30 October 2025 - New Applications <ul style="list-style-type: none"> o Appin Historical Society o ARTeducation project (Youth Solutions) o “Carols on the Hill” - General Business. <ul style="list-style-type: none"> o Meetings for 2026
2	Welcome / Apologies
	SM opened the meeting at 6.00pm and provided an Acknowledgement of Country and noted apologies from MS, CT, KC and JM.
3	Declaration of interest.
	- DC declare conflict of interest for the project “Carols on the Hill” as he is member of the Parish Council as per church register.
4	Previous Meeting Minutes and actions.
	<p>Meeting minutes from the previous meeting held 14 August 2025 were accepted and moved by MD, seconded NJ.</p> <p>Actions from last meeting minutes:</p> <ul style="list-style-type: none"> - SM to update the CPP once an outcome has been made on the \$0.03 ton payments. (Action from previous minutes). SM presented AH and he proceed to announce:

- GM³ and Appin Mine would like to advise the continuation of the Community Partnership Program (CPP) for an additional ten years, with CPI to be applied from 2026 onwards.
- Since its establishment in 2004, the CPP Trust has awarded 210 grants, totalling more than A\$3.3 million in funding to projects across the Wollondilly and surrounding regions.
- The continuation of the Program will ensure ongoing support for local charitable and community organisations that benefit communities surrounding GM³ operations.
- Acknowledgement of the Board: Appreciation was expressed to the Board for their dedication and volunteer contribution to community-based decision making and the allocation of funds.

After the announcement, AH and PB left the meeting.

Closed.

- SM to provide CPP members with a status of FY25 projects and any others currently open to date,” could not be addressed during the meeting. It was agreed that SM will distribute this information to members via email. **Open.**
- SM to advise the Appin Historical Society that their application has been deferred and request a revised project scope and funding plan.
R/ New application was sent prior the meeting and will be presented to the committee. **Closed.**
- SM to advise the Appin War Memorial Committee that the CPP has endorsed the application for \$13,000 to assist with the project.
R/ Notification sent on the 19/08/2025. **closed.**
- SM to advise Douglas Park Parents and Citizens that their application was endorsed for \$5,000 to assist in purchasing the park settings.
R/ Notification sent on the 19/08/2025. **closed.**

4 Terms of Reference Review

SM introduced DP as the independent chairperson for the Appin Community Consultative Committee that will assist the committee in reviewing the Terms of Reference as previously noted.

Previous to the meeting SM sent the revised ToR with suggested changes tracked, advising that GM³ completed an extended review of the original document and noted that the Trustee Deed and the CPP Constitution did not fully align with the existing Terms of Reference.

The suggested amendments include:

- Updates to the GM³ template and removal of all South32 references.
- Inclusion of GM³ – Illawarra Coal Holdings and new processes.
- Rewording throughout to improve clarity without materially changing the content.
- Clarification referencing key documents guiding the CPP, and the roles and responsibilities of CPP Committee members and directors (see Table 1).
- Replacement of “Board members” with “Committee members” to reduce confusion.
- Accounting structure updates, including CPI and auditing requirements.
- Simplification and clarification of Figure 1.

SM advised that CT had provided comments via email on the document shared. DP will address CT's comments during the review.

The review commenced, and the following points were discussed by attendees:

1. OVERVIEW: SM provided an overview of the substantial changes advised, with emphasis on clarity regarding the roles of Directors and Committee Members. It was noted that the Illawarra Coal Community Partnerships Programme (CPP) Trust Deed and Constitution had not previously been shared with members. Members noted they valued having receiving these documents. The members discussed the need to have a better understanding of how these documents interrelate and their obligations is required to ensure members better understand their content and implications. To continue with the task, it was agreed that the members would focus on the Terms of Reference only during this discussion.

The Committee discussed wanting to see where the written register of delegations from the CPP Trustee to the CPP Committee Members. The Committee also sought greater clarity on who currently appoints the Directors and who currently appoints the Committee Members.

2. PROGRAM CHARTER: DP advised of minor typographical changes and alignment of the Program Charter to GM³'s current vision. No objections were raised by the members.

3. Functions of the Board (to be replaced by Functions of the Committee)

3.1 Purpose

This section was added based on documents presented by GM³. No objections raised.

3.2 Membership

- Amend “community representatives” to “Directors.” Note that the Committee members would like a representative from Wollondilly Shire Council to be appointed to the Committee at all times.
- **Appointments and re-appointments of Directors** – “Appointments and re-appointments of Directors are made by ICH, in its capacity as shareholder of the Trustee Company, consistent with the Company Constitution (Clauses 73–78) and the powers of the Trustee under the Trust Deed (Clause 6.3).” Members requested clarification on the appointment process to be included in the ToR.
- **Chair of Committee Meetings** – “An ICH representative will chair each meeting of the Committee.” DP to add wording to clarify that the chair may be the ICH representative or their delegate.
- **Membership Roster and Duration** – DP to include suggested changes to the duration of membership on the Committee to better suit the purpose, based on experience with other committees. This was suggested to enable better succession planning within the Committee.

3.3 Administration

- DP to add an item about report the status of open projects at least once, or more, per year.
- For payments to approved applicants, which are administered by the external accountant and must be authorised by two signatories (including at least one ICH representative), DP to clarify that Directors must comply with Committee decisions when authorising payments, in accordance with the majority decision and as recorded in the meeting minutes.

3.4 Code of Conduct

- DP to add clarification regarding breaches of the Code of Conduct and the disputes resolution process.

4. ACCOUNTING STRUCTURE: No objections raised.

5. APPLICATION PROCESS:

Action: SM to seek clarification of the processes of delegations of the funds to the trust and graphic added to explain the process as part of the training requested for next meeting.

6. APPLICATION CRITERIA:

Add a new subsection: Project eligibility

6.2. Project Criteria. In the **Project Sustainability** section, DP to add clarification regarding projects that rely on CPP funding to be completed. While some projects may not fully meet sustainability criteria, CPP will consider projects that provide a clear plan to become sustainable. If approved, this clarification will be incorporated by SM into the online application form. DP to add self-funding at 25% of project costs as a fifth criterion, and to define criteria for in-kind contributions, including a possible method to quantify them (e.g., assigning a monetary value to volunteer hours, donated goods, or services).

6.3. Regions Supported. It was noted that IA advised of a different area of impact. It was decided to remove the map from the Terms of Reference (ToR) and any references to “Primary” and “Regional” areas. Instead, the supported regions will be listed as the communities and residents surrounding Illawarra Coal Holdings’ mining operations in the Wollondilly/Macarthur region, including areas under Exploration Mine Lease, as these areas may be impacted by seismic 2D and 3D surveys, drilling, and installed groundwater monitoring. It was also agreed to remove Wedderburn and include areas identified in the Future Extraction Plan, such as Mount Hunter.

6.4 Projects Associated with Schools

Members noted the difficulties CPP has experienced with school-based projects. Based on this experience, modifications to the Terms of Reference (ToR) were proposed to reduce extenuating circumstances.

	<p>DP to:</p> <ul style="list-style-type: none"> • Set the maximum project cost at \$80,000. • Allow payments prior to project completion under a staged scheme to support project delivery, e.g.: <ul style="list-style-type: none"> ○ 60% initial payment ○ 20% on progress ○ 20% upon completion, including submission of the acquittal form and supporting documentation • Payment to be made directly to the school or the Department of Education/ Schools Infrastructure NSW in consultation with the Committee <p>6.5 Projects Not Supported: When approved, SM will update the online application form to include a list of project types that will not be supported. Any project selecting items from this list will be deemed ineligible for CPP funding.</p> <p>6.6. Extenuating circumstances CT comments provided before the CPP meeting require section 6.6 needs to be amended to be more specific as to what constitutes exceptional circumstances and the requirement to thoroughly document the reasons for the use of the 6.6 provision. The Committee discussed the suggested changes should reduce the need to rely on section 6.6</p> <p>DP to add the Committee may also defer a decision on an application to allow the applicant additional time to provide further information or demonstrate how the project meets the intent of the criteria.</p> <p>6.7 Review Process Members noted this section could be included as a section in the Trust Annual Report. DP to amend.</p> <p>DP advised that the document will be reviewed to incorporate the information discussed and a draft will be provided for committee discussion and revision. DP then left the meeting.</p>
4	<p>New Applications</p>
	<p>1. <u>Application Appin Historical Society</u></p> <p>As CPP recommended that the Appin Historical Society consider revising the scope of the project to allow for staged delivery and seek co-contributions, particularly from family members connected to the headstones a revised application was received from the Appin Historical Society requesting \$15,000 to finalise the restoration of St Bede’s historical headstones and to bring the educational website to full fruition. Recommendations were incorporated into the new proposal and CPP members endorsed the application.</p> <p>Action: SM to advise the Appin Historical Society that the CPP has endorsed the application for \$15,000 to assist with the project.</p> <p>2. <u>Application from Youth Solutions for the program The ARTucation</u></p> <p>The CPP received an application from Youth Solutions The ARTucation requesting \$8,000 towards a total project budget of \$80,000. The funding will support a series of workshops using artistic expression to facilitate First Nations cultural learning within the context of drug and alcohol education and harm prevention. The project aims to engage participants aged 12–18 years in the local community, delivered to a minimum of 120 young people annually.</p> <p>Discussion was held regarding the number of beneficiaries. SM advised that participants will residing in Appin, Douglas Park, Menangle and Razorback, attending a variety of public and private schools. It was noted that up to 50% of delivery could be targeted within these schools. After consideration, the CPP endorsed the application for \$8,000 but requested clarification regarding the schools to be targeted within the CPP area.</p> <p>Action: SM to advise Youth Solutions that the CPP has endorsed the application for \$8,000 and request written clarification of the schools to be targeted within the CPP areas for inclusion in the funding agreement.</p> <p>3. <u>Application Carols on the Hill.</u></p> <p>The CPP received an application from St James Anglican Church Menangle requesting \$4,640 towards sound, production, and staging expenses for the Menangle Carols on the Hill. The CPP was supportive of the application and endorsed the grant for \$4,640.</p>

	Action: SM to advise St James Anglican Church Menangle that their application has been endorsed for \$4,640 to assist with the Menangle Carols on the Hill.
5	General Business
	<p>SM proposed to move the meeting to the fourth Thursday of the month instead of the second. The reason of the change is to allow the payment of the trust to come in the bank account and avoid out of session votes. The members agree. New dates as follow:</p> <ul style="list-style-type: none"> - 26 February - 28 May - 27 August - 26 Nov
6	Actions
	<ul style="list-style-type: none"> - SM to provide CPP members with a status of FY25 projects and any others currently open to date via email. - SM to circulate DP's draft Terms of Reference via email for consideration, with a view to endorsement at the next meeting. - SM to advise the Appin Historical Society that the CPP has endorsed the application for \$15,000 to assist with the project. - SM to advise Youth Solutions that the CPP has endorsed the application for \$8,000 and request written clarification of the schools to be targeted within the CPP areas for inclusion in the funding agreement. - SM to advise St James Anglican Church Menangle that their application has been endorsed for \$4,640 to assist with the Menangle Carols on the Hill.
7	Close of Meeting
	Close of meeting at 9:00 pm.