



TERMS OF REFERENCE AND
CONDITIONS – COMMUNITY
CONSULTATION GROUP

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1. PURPOSE

The purpose of this document is to:

- (a) Clearly define the objectives and roles of the Community Consultation Group (CCG) which will allow Allkem Limited (Allkem) and the community the ability to work together to mediate ongoing complaints; and
- (b) Set the conditions in which the CCG is to operate and what commitment is expected by its members.

2. SCOPE

This document is applicable to both Allkem and the community representatives that volunteered to make up the CCG. The group comprises of an informal group of stakeholders within the community that will work together by discussing environmental, social and health aspects of Allkem's operations. It aims to create a social relationship with the community.

3. DEFINITIONS

Within this document the following definitions apply:

CCG Community Consultation Group

EOI Expression of Interest

4. OBJECTIVE

The objectives of the CCG are to:

- (a) Provide a forum to develop and strengthen long-term relationship between Allkem and the community.
- (b) Build trust and confidence in Allkem by members of the community.
- (c) Provide timely transfer of information, comments, concerns and feedback between Allkem and the community.
- (d) Provide accurate and effective communication between Allkem and the community.
- (e) Make Allkem more accessible to the community.
- (f) Support Allkem with delivering an effective community engagement process during all phases of mining.
- (g) Enable Allkem to consider community feedback for everyday operation activities.
- (h) Provide transparency to the community.
- (i) Allow collaboration regarding the management of issues.

5. ROLES & RESPONSIBILITIES

5.1 CCG (group as a whole)

The Group is responsible for:

- (a) Discussing and providing feedback on areas of concern relating to the environment, social and operational aspects of Allkem.

- (b) Creating a positive relationship between Allkem and the Community during all phases of mining operation.
- (c) Assisting Allkem to achieve a quality community consultation process.
- (d) Receiving feedback from the community to inform Allkem of any community issues.
- (e) Providing informative accurate responses to feedback received.
- (f) Conducting Annual Reviews to assess successfulness of the CCG to meet community expectations.
- (g) Allkem is to engage with the CCG when there are changes in operations, including amendments to conditions of approvals or changes to operational requirements or expansion of mine operations and processes that will impact the community.
- (h) Allkem responsible for providing notes and presentations on monitoring and phases of mining operations.
 - (i) Information provided is accurate and up to date.

5.2 Chairperson - nominated position by CCG (Chaired by an independent person)

The position is responsible for:

- (a) Chairing the CCG.
- (b) The orderly conduct of meetings.
- (c) Allowing all representatives to express their viewpoint appropriately through mediation and engagement.
- (d) Facilitating and not leading discussions with the ability to remain objective during discussions.
- (e) Setting the agenda in consultation with members.
- (f) Providing the structure for the CCG meetings.
- (g) Adequately close out action items in a thorough and timely manner.
- (h) Aid discussions regarding ongoing complaints and assist in arbitration process where appropriate.
- (i) Reiterate the agreed actions back to the group to ensure they are captured accurately by the minute taker for circulation.

5.3 Minute Taker - (Allkem employee)

The position is responsible for:

- (a) Assisting Chairperson to prepare agenda.
- (b) Ensuring quality notes are taken on all discussions, outcomes and actions.
- (c) Arranging meetings and support equipment.
- (d) Providing information for the CCG to meet its responsibilities.
- (e) Processing of correspondence.
- (f) Updating membership contact listings.
- (g) After each meeting distribution of accurate information in a timely manner. This will include but not be limited to:
 - (i) Minutes from previous meeting.
 - (ii) Record of attendees.
 - (iii) Actioned items/ outcomes.
 - (iv) Distribution of presented material:
 - Presentations (if applicable).
 - Reports (if applicable).
 - (v) Updating minutes and presentations onto Allkem portal.

5.4 CCG Representatives

All persons are responsible for:

- (a) Discussing and providing commentary on Noise and Dust Emissions.
- (b) Bring to the attention of the CCG relevant social and environmental aspects/impacts.

- (c) Discuss and provide input to the management of environmental and community matters relating to the approved and proposed operations.
- (d) Raising issues, providing comments, suggestions and recommendations for Allkem to pursue.
- (e) Community matters relating to Allkem.

5.5 Obligation of the CCG members

Members who have volunteered to be a member of the CCG will need to:

- (a) Attend meetings regularly.
- (b) Relay accurate and up to date information between Allkem and the Community on appropriate matters.
- (c) Represent the community and topics perceived to be of concern by the community.
- (d) Make attempts to understand topics that are being discussed at the CCG meetings.

6. REQUIREMENTS

6.1 Selection of CCG members

Selection of the CCG members will be inclusive and transparent, with consideration to the groups they represent. The aim is to ensure the broadest range of stakeholders are represented by those who are selected. The Terms of Reference and Conditions for the CCG may be reviewed by Allkem on the advice of the CCG representatives.

- (a) Allkem will place an advert in multiple public forums requesting EOI by a specified close off date.
- (b) EOI received will be added to a register with information on what each applicant offers.
- (c) Applications will be reviewed, and a candidate will be appointed by the current Committee.
- (d) A letter of acceptance and non-acceptance will be sent to all applicants.
- (e) Nomination of the Chairperson will be determined by CCG members.
- (f) The minute taker will be a Allkem employee.

6.2 Membership to CCG

The CCG will strive to consist of members of the community from the following stakeholder groups:

- (i) Two or more Allkem employees,
 - (ii) Two Shire representatives with an allocated alternate, consisting of
 - One elected member, and
 - One Shire administrative personnel.
 - (iii) One School representative,
 - (iv) Three Community groups,
 - (v) Two independent community members.
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- (a) CCG members will hold their position indefinitely and may resign from the position at any time following the resignation procedure.
 - (b) The Chairperson will hold their position for two years and may resign from the position before the term is up.
 - (c) Meeting frequency and times will be organised to fit the availability of members, where a time cannot be organised to suit all, the meeting will be organised to cover the largest number of available people.
 - (d) At least two weeks' notice will be required for the meetings unless the meeting is responding to an unexpected circumstance.
 - (e) Meetings will be held in Ravensthorpe at the Mt Cattlin Operation.

- (f) Public forums can be held if they have been identified as necessary.

7. VALUES AND BEHAVIOURS OF THE CCG

Members will be expected to adhere to a Code of Conduct during their membership with the CCG:

- (a) They will provide honest and reliable feedback.
- (b) Have the ability to impose a degree of confidentiality on information discussed - a valid reason by the member requesting confidentiality will need to be given. Confidential information that may be disclosed to CCG members must not be disclosed to those outside the group.
- (c) Declare where self-interest could pose a conflict between community and themselves.
- (d) Be diligent, prepare for meetings ensuring that issues brought to them from the community are raised in the agenda.
- (e) Abide by CCG decisions once reached even if their personal view held is different to the groups decision.
- (f) Show respect to the CCG and other members.
- (g) Communicate openly to each other.

A member may be asked to leave a meeting at any time if it is deemed they are acting outside of the Code of Conduct and not in the best interest of the CCG.

8. TERMS OF APPOINTMENT, RESIGNATION AND MIDTERM REPLACEMENT

- (a) A review of appointment will occur every two years to ensure the objectives of the CCG are being met. Replacements are not required to occur on completion of the review.
- (b) A review of appointment can occur at any time if a member's intentions are deemed not in the best interest of the CCG. Members will hold a meeting to vote on their position.
- (c) Where resignation of a member occurs, a written letter to the Chairperson must be submitted one month in advance. The process for seeking a replacement will start on receipt of the resignation letter. They can nominate a person to fill this position.
- (d) Members are to try and attend all meetings, if nonattendance is unavoidable, they should inform the Chairperson. Where a member attends less than 50% of meetings there is probable cause to believe the member has resigned.

9. MEETING AGENDA FOR THE CCG

The agenda will be set out by the minute taker and presented to the Chairperson prior to the meeting.

The meeting will follow an agenda similar the below:

- (a) Welcome
- (b) Apologies
- (c) Declaration of conflict of interest
- (d) Confirmation of the previous meeting notes
- (e) Administrative items
- (f) Company update
- (g) Mt Cattlin update
- (h) Community update
- (i) Community interaction
- (j) Other business
- (k) Action items and outcomes

- (l) Next meeting
- (m) Close

10. RESOURCES AND REMUNERATION

Members will not be paid for their time and attendance at the meetings; however, refreshments will be available.

11. COMMUNICATION

Communication will be timely, accurate and transparent.

The following will be included on the portal:

- (a) Names of the members
- (b) Contact details of the chairperson
- (c) Schedule of meeting dates
- (d) Previous meeting minutes and presentations
- (e) CCG Terms of Reference and Conditions