

# KALGOORLIE CONSOLIDATED GOLD MINES



## Community Reference Group Guidelines

February 2014

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# 1 Introduction

The KCGM Community Reference Group (CRG) is comprised and chaired by members of the local community, and includes KCGM representatives and invited guests. The group was established in 1999 by KCGM to provide a forum for the company to communicate with and seek feedback from the community about operational performance and plans.

The group meets monthly to discuss KCGM's present operations and future developments, and the potential benefits or impacts these may have on the Kalgoorlie-Boulder community. The CRG enables KCGM to consider the needs of the community in operational planning.

Residents of the Kalgoorlie-Boulder community are encouraged to contact any CRG member for information or to express their ideas or opinions about the KCGM operations.

## 2 Community Reference Group Mission Statement

The CRG aims to enhance the relationship between KCGM and all sectors of the Kalgoorlie-Boulder community through a forum of open communication. The CRG strives to ensure mutual respect and understanding of the mining operation and its role within the local community by sharing ideas and opinions.

## 3 Structure of the CRG

- The CRG is comprised of a Chairperson, Vice Chairperson and an additional 12 community member positions.
- Membership aims to be representative of the Kalgoorlie-Boulder community to ensure a cross-section of ideas and opinions are discussed at the CRG meetings.
- There are standing meeting invitations for locally based Government Agencies including (but not limited to) the Department of Mines and Petroleum (DMP), Department of Environment Regulation (DER), the Department of Aboriginal Affairs (DAA), the City of Kalgoorlie-Boulder (CKB), and the Kalgoorlie-Boulder Chamber of Commerce and Industry (KBCCI).
- KCGM representatives include the General Manager, Sustainability and External Relations Manager, Community Relations Superintendent and a Senior Environment Officer. The Community Relations Assistant attends meetings to record minutes.
- Other guest speakers from the community, government agencies or KCGM may also be invited as required.

## 4 CRG Membership

- CRG membership is open to Kalgoorlie-Boulder residents who are prepared to fulfil the CRG Mission Statement (Section 2).
- Members of the CRG must have a clear understanding of the membership requirements (Section 4.2).

## 4.1 Membership Nominations

### 4.1.1 General Member

When new members of the CRG are needed, KCGM will call for applications from the community. The process for managing applications and election is:

- When two or more positions on the CRG become vacant through resignation or withdrawal of membership, KCGM shall seek new members.
- KCGM shall notify the Chairperson, at a CRG meeting, that new members are required and a date for commencement of the campaign will be set.
- KCGM will employ a range of strategies, which may include advertising, media engagement, internal communications, online publicity or directly approaching individuals with appropriate experience.
- Current CRG Members are also encouraged to directly approach individuals with appropriate experience.
- The CRG Application Form will be made available for download on the KCGM website.
- Prospective Members shall submit the CRG Application Form to the KCGM Community Relations Assistant.
- Applications shall be collated by the KCGM Community Relations Assistant and sent to the CRG Members for consideration one week before the next scheduled meeting.
- CRG Members, in consultation with KCGM, shall be responsible for the selection of new members.
- CRG Members shall approve new members at the next scheduled CRG meeting by majority vote by show of hands.
- KCGM shall notify elected new members within one week of selection.
- New members shall attend the next scheduled CRG meeting, where they will be appointed and welcomed.
- Government Agency guests and KCGM representatives may offer opinions but will not have a vote.

#### 4.1.2 Chairperson and Vice Chairperson

The Chairperson and Vice Chairperson roles of the CRG operate on an alternate two-year term. At the end of each term, the Chairperson and Vice Chairperson are welcome to renominate for the position. Other nominations from existing members are also encouraged. All nominations must be submitted with a CRG Chairperson Application Form.

The process for managing CRG Chairperson and Vice Chairperson nominations and election is:

- At the November CRG meeting in the second year of the Chairperson or the Vice Chairperson's term, nominations will be opened for the position and forms distributed by the KCGM Community Relations Assistant.
- Nominees for the position of Chairperson or Vice Chairperson shall submit their application on the CRG Chairperson Application Form to KCGM two weeks before the December meeting.
- Nominations shall be collated by the KCGM Community Relations Assistant and sent to the CRG Members for consideration one week before the December meeting.
- CRG Members, in consultation with KCGM, shall be responsible for the selection of the Chairperson and Vice Chairperson.
- CRG Members shall approve the new Chairperson or Vice Chairperson at the CRG meeting by majority vote by show of hands or by ballot if more than once nomination is received.
- Government Agency guests and KCGM representatives may offer opinions but will not have a vote.
- The incumbent Chairperson (or Vice Chairperson if delegated) will preside at the December meeting.
- The new Chairperson (or new Vice Chairperson if delegated) will preside at the next meeting.
- If the Chairperson or Vice Chairperson cannot complete the full two year term, the election process outlined will take place in the months immediately following notification of resignation.

#### 4.1.3 Life Member

A member who is not a current active CRG Member and has given outstanding service to the CRG and/or has attended over 100 meetings during the course of their membership can be nominated by CRG Members or KCGM representatives for Life Membership. This membership must be ratified by the standing CRG Members.

Life Members shall be included in meeting invitations and correspondence, and may attend meetings from time to time, without obligation to attend all meetings. The Life Member should notify the KCGM Community Relations Assistant when they wish to attend.

A Life Member shall have the right to express ideas and opinions but shall not have voting rights.

## 4.2 Membership Requirements

Members of the CRG are encouraged to:

- Relay ideas or opinions to KCGM either directly or on behalf of local community members by contributing to the monthly agenda.
- Read, at a minimum, the summaries of documents provided for comment.
- Comment, in writing, on all KCGM public proposals (KCGM will provide blank templates and authority contacts as appropriate).
- Make decisions on choice of independent consultants as required (a form with all options will be presented, and individual members will sign off on the final choice).
- Participate in discussions regarding ongoing complaints.
- Represent, where possible, the CRG at requested external opportunities (e.g. audits, forums, media, government agency requests).
- Be available via a phone number, which KCGM can also promote externally.
- Keep commercial and/or other sensitive information in-confidence as requested by KCGM.
- Be available for media opportunities.
- Give permission for use of images for promotion of the CRG.
- Advise if unable to attend a meeting by way of an apology. If an apology is not received, a Not in Attendance will be recorded.
- Advise the CRG Chairperson in writing if a Leave of Absence for a period longer than 3 months is required.

### 4.2.1 Ending CRG Membership

Members choosing to resign from their CRG position are to advise KCGM and/or the CRG Chairperson in writing or via email.

Membership may also be withdrawn under the following conditions:

- If attendance is less than 50% of all CRG meetings held in a calendar year or three consecutive meetings are missed (unless previously advised of extended absence due to legitimate health or travel reasons).

The process for managing attendance and withdrawal of membership is:

- The KCGM Community Relations Assistant shall maintain a register of attendance at monthly meetings.
- The KCGM Community Relations Assistant will include notifications of attendance breaches in the monthly agenda for discussion in the next scheduled meeting.
- Termination of membership shall be discussed with CRG Members.

- The KCGM Community Relations Assistant shall notify terminated members in writing within one week of withdrawal of membership.

### 4.3 Chairperson Requirements

Additional tasks required of the CRG Chairperson are:

- Chair CRG meetings in a professional and efficient manner.
- Speak on behalf of the CRG group at public opportunities (including media).
- Facilitate discussions regarding ongoing complaints and assist in arbitration process where appropriate.
- Be available for meetings (via telephone or in person) with KCGM General Manager if/when required.
- Direct KCGM support staff to compose letters/correspondence on behalf of the CRG as required.
- Represent the CRG at requested external opportunities (e.g. audits, other forums, government agency requests).

### 4.4 Vice Chairperson Requirements

Tasks required of the CRG Vice Chairperson are:

- Chair CRG meetings in a professional and efficient manner when the Chairperson is unavailable.
- Facilitate, with the Chairperson, discussions regarding ongoing complaints and assist in arbitration process where appropriate.
- Any other tasks as outlined in Section 4.3 when the Chairperson is unavailable.

## 5 CRG Meetings

- An electronic invitation will be sent to all CRG Members not less than one week prior to each meeting. The invitation will include the proposed meeting agenda and the minutes of the previous CRG meeting.
- CRG Members are asked to respond, indicating if they are attending and any additional items for the agenda.
- Meetings will be held on the second Thursday of every month at the Chamber of Minerals & Energy, Egan Street, Kalgoorlie, unless otherwise agreed.
- At a CRG meeting, four CRG Members (not including KCGM or invited guests) must be present in person to constitute a quorum.
- If less than four CRG Members have confirmed their attendance by 9am on the day before a meeting, KCGM in consultation with the CRG Chairperson, can cancel the meeting by notifying members via email.

## 6 KCGM's Role in the CRG

KCGM commits to:

- Provide timely and open reports on the KCGM operations.
- Provide tours of the operation.
- Conduct regular promotion of the CRG and its members to encourage the local community to raise suggestions and/or concerns.
- Maintain CRG membership, including seeking new members when required.
- Document the minutes of each meeting.
- Distribute minutes and agendas for each meeting to the CRG Members.

### 6.1 KCGM Contacts

Jacqui Niemand  
Sustainability and External Relations Manager  
(Acting)  
Phone 08 9022 1809  
Email [jniemand@kalgold.com.au](mailto:jniemand@kalgold.com.au)

Peta Jurgens  
Community Relations Superintendent (Acting)  
Phone 08 9022 1195  
Email [pjurgens@kalgold.com.au](mailto:pjurgens@kalgold.com.au)

Tamera Sharp  
Community Relations Assistant  
Phone 08 9022 1662  
Email [tsharp@kalgold.com.au](mailto:tsharp@kalgold.com.au)