



Corrimal Cokeworks Community Consultative Committee 'The Committee'

CHARTER

January 2011

- **The principal function of the Committee is to provide an active communication channel between the Corrimal community and the Company and vice-versa.**
- **The objectives of the Committee are:**
 - **to take the mystery out of the Cokeworks;**
 - **to make sure that no resident has an unanswered question or an unaired concern about the Cokeworks.**
- **Methods by which to measure the success of the Committee are:**
 - **the degree of community satisfaction that it's questions and concerns are being addressed;**
 - **the timeliness of responses to questions from the community.**
 - **a continuing decrease in complaints**
- **Non-members to be invited to sit in on meetings to watch and listen to proceedings.**

CHARTER & TERMS
OF REFERENCE



TERMS OF REFERENCE

- 1** Ideally the Committee will consist of a minimum of four community members along with the following Company personnel: Managing Director, Environment Manager, Corrimal Cokeworks Operations Manager and a public relations consultant.
- 2** The Committee meetings will be chaired by the Company's Managing Director.
- 3** Meetings will be held on a quarterly basis but this may be varied depending on circumstances. An agenda will be distributed prior to meetings. While meetings are scheduled for every three months, the community members may meet in between Committee meetings at the Cokeworks without Company representatives present.
- 4** Members are expected to attend at least half of the number of meetings held in any calendar year. Meetings will be held at 11.00 am on a day convenient to the majority of the Community Representatives.
- 5** It is expected that community members will communicate with the residents about their concerns.
- 6** The Company will provide the Committee with timely and accurate information on all activities and issues in regards to the environment or matters that may affect the community.
- 7** The Committee is expected to keep track of the Company's environmental performance.
- 8** Members of the Committee are expected and encouraged to ask questions of, and make suggestions to, the Company on all relevant matters.
- 9** Names and contact details of community members will be printed in company publications (such as newsletters to the community) and media. The reason for this is so that members of the community will know how to contact members of the Committee.
- 10** The Company will discuss with Committee members the drafts of relevant material for publication and seek members' input. Sometimes this will need to be in between meetings and will be done by telephone. Where possible, members will need to sign off the text prior to publication, or give a verbal O.K. If it proves impossible to contact members, the material will be published without their sign-off.
- 11** Minutes of meetings will be distributed to all members within two weeks of the meeting.
- 12** Committee Minutes to be taken by the public relations consultant.
- 13** Tenure of the community members will be two years, reviewed after the first year against various criteria agreed by members (such as attendance at meetings and contribution).
- 14** Community member participation is voluntary and unpaid. Any costs, however, associated with the Committee will be met by the Company.
- 15** Any disagreements or conflict within the Committee should be aired and resolved within the Committee. Third party mediation will be arranged if the Committee determines it is necessary.
- 16** As part of a wider communication strategy, the community members may seek input from community groups. Such meetings would be held at the Cokeworks and be run by the community members (and could take place between regular Committee meetings).
- 17** The Company will seek the input of the Committee in regards to its communication strategy with the community.

