




TERMS OF REFERENCE

Murray Mallee Community Consultative Committee (MMCCC)



“Coming together is the beginning.
Keeping together is progress.
Working together is success.”

~ **Henry Ford**

MMCCC Terms of Reference	
Version Number:	2
Effective Date:	16/12/2022
Review Date:	7/08/2024

The Murray Mallee Community Consultative Committee (MMCCC) was first established in 2004 during the period the Mindarie Mineral Sands Project was operated by Southern Titanium, followed by Australian Zircon. In 2011 Murray Zircon re-started the MMCCC, which continued until 2015 when operations entered into care and maintenance.

Murray Zircon will re-commence the MMCCC as per Item F of the Second Schedule of the Memorandum of Variation to EML6232: *“The Lessee must take responsibility for resourcing, participating and maintaining to the satisfaction of the Director of Mines, a Community Consultative Committee for the term of the Lease, with terms of reference as specified from time to time by the Director of Mines.”*

Given the time lapse since the commencement of the MMCCC in 2004, Murray Zircon has updated the Terms of Reference to reflect the current best practice consultation and engagement guidelines issued by the South Australian Government and IAP2 Australasia.

MMCCC Principles

The establishment of the MMCCC will be informed by the following principles:

- **Transparency** – the MMCCC will be an open forum and agenda, and minutes of meetings will be made publicly available.
- **Integrity** – the conduct of the members of the MMCCC and the nature of the matters considered will give the local community confidence in the role of the MMCCC.
- **Respect** – members of the MMCCC will perform their role respectfully, both within the operation of the committee, and towards the community it serves.

MMCCC Purpose

The MMCCC is a forum for discussion between the project proponent (Murray Zircon), local stakeholders (including landholders, the wider local community, the relevant Landscape SA Board, the relevant Regional Development Board, and the District Council Karoonda East Murray (the Council)) on issues related to the project.

The MMCCC performs an advisory and consultative role and is not a decision-making or regulatory body. The MMCCC will work to establish good working relationships and promote information sharing between Murray Zircon and local stakeholders.

The MMCCC will consider the opportunities presented to all local stakeholders by the mining project in the Murray Mallee region and the local social, economic, and environmental impacts of the mine.

MMCCC Terms of Reference	
Version Number:	2
Effective Date:	16/12/2022
Review Date:	7/08/2024

The MMCCC will:

- Enable Murray Zircon to inform stakeholders about current and potential projects with reference to timing on exploration, approvals and projected start dates, seek local community views about the projects, and respond to issues raised by the local community,
- Enable local stakeholders to seek information from Murray Zircon about the project and provide feedback about issues relating to the project, and
- Refer any queries, request for information about statutory requirements to the relevant government departments.

Committee Composition

The MMCCC comprises of:

- An Independent Chair,
- Up to five local community stakeholder representatives, including a combination of local landowners and people with wider community interest who collectively represent diverse views with different backgrounds and interests. These positions will be advertised, and applicants will be reviewed by the chair for appointment,
- A representative of the Council (nominated by the CEO of the Council),
- Two representatives nominated by Murray Zircon,
- An invitation extended to the relevant Regional Development Board to provide a representative, and
- An invitation extended to the relevant Landscape SA Board to provide a representative.

Independent Chair

The Independent Chair will be:

- Independent and impartial,
- The convenor and facilitator of the of MMCCC,
- The key contact between the MMCCC, the Council, the relevant Regional Development Board, the relevant Landscape Board, and the Department of Energy and Mines, and
- Appointed for an initial period of two years, with a review at the end of the first year of appointment.

MMCCC Terms of Reference	
Version Number:	2
Effective Date:	16/12/2022
Review Date:	7/08/2024

Appointment of an Independent Chair

Murray Zircon will engage an independent consultant to facilitate the process of appointing the Independent Chair. A selection panel comprising a representative of the Council, Murray Zircon (or their nominee) and a member of the local community will select the initial Chair of the reformed MMCCC. Subsequent selection panels will include a nominated member of the MMCCC as the local community member.

The Independent Chair is a paid position and Murray Zircon are responsible for this fee. The fee payable will be determined by the independent consultant with reference to other contemporary and comparative roles.

Role of Independent Chair

The Independent Chair will:

- Conduct the meeting in a manner consistent with the MMCCC principles,
- Ensure that the MMCCC effectively meets its advisory and consultative role,
- Liaise with the MMCCC, the Council, the relevant Regional Development Board, the relevant Landscape Board, and the Department of Energy and Mines as required, and
- Oversee the preparation and publication of the minutes of MMCCC meetings and the preparation of an annual report on the operation of the Committee.

The Independent Chair is the only person who can speak to the media on behalf of the Committee. The Chair can determine if it is necessary to conduct parts of the meeting 'in camera'.

Local Community Stakeholder Representative Appointments

Five members of local community will be appointed to the MMCCC. The Independent Chair will oversee the selection process for local community stakeholder representatives.

Local community stakeholder representatives are initially appointed for a term of two years to allow for orderly regeneration of the MMCCC.

Proposed appointments to the Committee are to be agreed by the Chair, Murray Zircon and the Council.

Conflict Resolution

Conflicts should be attempted to be resolved amongst the committee members in the first instance, where a conflict cannot be resolved, the issue is to be referred to the Chair for determination.

MMCCC Terms of Reference	
Version Number:	2
Effective Date:	16/12/2022
Review Date:	7/08/2024

Conflicts of Interest

Conflicts of interest (actual, perceived, potential) must be declared and noted as appropriate in Committee minutes. The Chair will manage conflicts of interest in a manner that does not compromise the trust-based relationship between the Committee and the community. Individuals who are actively negotiating with Murray Zircon cannot be Committee members.

Observers and Guests

The Committee may invite guests to attend meetings as needed and can determine the degree to which guests participate, in particular agenda items and or entire meetings.

Observers can attend Committee meetings on agreement of the Chair. Observers are asked to advise the Chair of their attendance in advance of a committee meeting, no later than 48 hours before a committee meeting. Observers and guests can interact with the meeting at the discretion of the Chair. The Chair may invite an Observer to ask a question or make a comment.

Questions on notice can be received by the Chair no later than 48 hours before a committee meeting.

Meeting Arrangements

- General MMCCC meetings are held every two months at a location determined by the Committee. The Committee can determine the dates of these meetings in advance annually. The committee will have flexibility in determining meeting dates to ensure attendance is maximised,
- 'Ad hoc' meetings can be scheduled as required,
- A quorum is a majority of local community stakeholder members (5),
- Agreement on observations and recommendations made by the Committee as a result of the meeting will be addressed to the appropriate entity,
- Agendas are to be distributed no less than seven days before a scheduled meeting. Items for the agenda will be finalised by the chair. Requests for additional items are to be directed through the chair with the final agenda circulated to committee member via the Chair, and
- Meetings will be in person; however, members can join a meeting virtually if circumstance prevent attendance in person.

MMCCC Terms of Reference	
Version Number:	2
Effective Date:	16/12/2022
Review Date:	7/08/2024

Reporting

Meeting agendas will be published at least five days before each meeting via the Murray Zircon website or a dedicated MMCCC website. Meeting minutes will be published within seven days of approval. Minutes will reflect discussions and resolutions made at the meeting. Action items are to be recorded in the minutes.

Minutes of the meetings will be circulated to committee members post meeting to ensure accuracy and feedback will be directed through to the chair.

An annual report will be completed to consolidate the meetings throughout the year, indicate issues and queries that have been addressed and to provide a summary of the MMCCC activities for the calendar year. The annual report to be finalised in December in each year and published on the Murray Zircon website or a dedicated MMCCC website.

Resources

Administrative support for the Committee is provided by Murray Zircon for the purposes of minute taking, preparing the meeting agenda, and meeting papers, distributing these items and organising meeting logistics. Other support (if required) will be agreed in advance with Murray Zircon.

Review

This *Terms of Reference of the MMCCC* will be reviewed by the Committee every two years. Amendments will be agreed by consensus.

An independent review of the Committee as to its effectiveness will be undertaken at the end of the first year of the establishment of the MMCC and then every three years, or at an earlier stage, if agreed by the Committee.

The Chair will commission an independent review of the MMCCC which will look at the effectiveness of the committee and provide feedback on areas of improvement. The review should be undertaken by a third party.



MURRAYZIRCON.COM.AU