

Community Reference Group (CRG)

Terms of Reference

1. Background

The Project proponent is establishing a Community Reference Group (CRG) to support transparent, inclusive and accountable engagement during project development, construction, and early operation. The CRG provides a structured mechanism for two-way communication, community participation in benefit-sharing design, and oversight of social and community impacts.

2. Purpose

The CRG exists to:

- facilitate open, ongoing communication between the Project and the community
- enable meaningful community participation in shaping social outcomes and benefit-sharing
- identify, discuss and monitor project-related community and social impacts
- provide advice on ways to enhance community benefit, local capability and long-term legacy
- support transparent reporting to the broader community
- strengthen community wellbeing, equity, local economic participation and long-term social value creation

The CRG is an advisory body. It does not hold regulatory authority and does not make binding decisions unless explicitly delegated by the Project.

3. Guiding Principles

The CRG operates in accordance with:

- Transparency – open sharing of information, decisions, and rationale
- Equity and Inclusion – reflecting local community diversity, including under-represented groups
- Cultural Safety – respectful engagement with all cultural groups, including Traditional Owners
- Constructive Dialogue – respectful, solution-focused engagement
- Accountability – clear documentation of issues raised and responses
- Community Benefit and Social Value – commitment to wellbeing, equity, local opportunity and long-term legacy

4. Scope

The CRG may provide advice and feedback on:

- community and social impact identification, mitigation and monitoring
- community engagement processes and transparency
- benefit-sharing design, governance and evaluation
- opportunities to strengthen local jobs, procurement, skills and participation pathways
- environmental management matters relevant to community interests

- opportunities to enhance local partnerships, inclusion and capability
- issues raised by community members that relate to social outcomes or community wellbeing

Matters relating to commercial viability, confidential negotiations or regulatory compliance remain the responsibility of the Project and statutory bodies.

5. Membership

5.1 Composition

The CRG will comprise 6–10 members, including:

- community members representing a cross-section of local interests, including neighbours of the Project, local businesses and community organisations
- at least one Traditional Owner representative (where applicable)
- one representative from local government (optional, as guest or member)
- up to one Project representative

Membership should be representative of the local community and reflect a diversity of age, background, lived experience and community interests.

The Chair may be an independent facilitator or a Project-appointed member, subject to CRG agreement.

5.2 Selection

Members will apply using a separate CRG Application Form.

The Project proponent will appoint Members on merit, and so that the CRG as a whole is representative of the local community described in clause 5.1, having regard to:

- willingness to contribute constructively
- capacity to represent broader community interests
- the need for the CRG, as a whole, to be representative of the local community, including immediate neighbours, local businesses, community organisations, Traditional Owners and local government
- local knowledge, lived experience or relevant community networks
- commitment to equity, inclusion and the Code of Conduct
- absence of unmanaged conflicts of interest

5.3 Membership Duration

Membership continues for the duration of the Project's development and construction phases.

A membership review will occur at or following the Project's commercial operations date, and annually thereafter, to determine continuation into early operations and whether membership adjustments are required.

Members may step down at any time with written notice.

6. Roles and Responsibilities

6.1 Chair

The Chair will:

- convene and facilitate meetings
- set and distribute agendas
- ensure all member views are heard
- oversee accurate minutes and public meeting summaries
- manage disputes or behaviour concerns
- uphold the Code of Conduct
- ensure members receive clear, accessible briefing materials or support needed to participate effectively

6.2 CRG Members

Members will:

- attend at least 75% of meetings
- engage respectfully and constructively
- bring forward community perspectives and report back to constituents
- identify potential social or community impacts
- participate in evaluating social outcomes and benefit-sharing
- declare conflicts of interest
- comply with confidentiality and the Code of Conduct

7. Meetings

- Up to four meetings per year, approximately two hours each
- Hybrid or online attendance may be offered
- Minutes will be circulated for confirmation
- A public meeting summary will be published after each meeting, excluding confidential matters
- Guests (including Traditional Owners, regulators or technical specialists) may attend with Chair approval

8. Transparency, Reporting and Influence

The CRG maintains transparency through:

- published meeting summaries
- reporting on community feedback themes and Project responses
- documenting advice, recommendations and action items

The Project will respond to CRG advice in writing, outlining how input has influenced decisions or why alternative approaches have been taken.

Where social value or benefit-sharing strategies are updated, the CRG will be engaged early and meaningfully in co-designing priorities.

9. Benefit-Sharing Role

The CRG may:

- provide advice on benefit-sharing priorities and principles
- support fair, transparent and inclusive benefit-sharing processes
- review progress on benefit delivery and community outcomes
- advise on legacy opportunities and long-term community investment

The CRG does not approve individual grants unless specifically delegated.

10. Monitoring and Evaluation

The CRG will participate in:

- establishing success criteria at the first meeting
- evaluation of CRG operation and effectiveness
- advising on social value indicators and outcome monitoring
- reviewing the Project's social outcomes or impact summary

11. Conflict of Interest

Members must declare all real, potential or perceived conflicts of interest.

A separate Conflict of Interest Declaration must be completed on appointment and updated as needed.

The Chair may request a member to abstain from specific discussions where a real, potential or perceived conflict exists.

12. Dispute Resolution

If issues arise:

1. The Chair will attempt informal resolution
2. If unresolved, mediation may be sought from an independent facilitator
3. Persistent breaches of the CRG Code of Conduct may result in removal from the CRG

13. Continuance and Review

The CRG will continue through development, construction and early operations of the Project unless discontinued due to:

- completion of its purpose, or
- substantive structural changes to the Project

The Project proponent will engage the CRG at or following the Project's commercial operations date, and annually thereafter, to review:

- the relevance of the CRG's purpose
- effectiveness of engagement and governance
- emerging community priorities
- how social value commitments should evolve across the project lifecycle

Any decision to discontinue the CRG will be communicated publicly with reasons.

14. Endorsement

Members accept these Terms of Reference by signing a separate CRG Declaration Form.