



Kooragang Island Community Reference Group

Terms of Reference

Updated October 2011

Membership List Updated September 2013

1. Objective

The objective of the Kooragang Island Reference Group is to provide a forum for on-going communication between Orica's Kooragang Island operation and stakeholder representatives. Stakeholders will include representatives from community, government and non-government groups. This objective is satisfied through a forum which:

- enables two-way discussion between the community and Orica on issues of shared importance and interest.
- builds a greater awareness of community, government and non-government issues within Orica.
- provides guidance to Orica on its approaches and priorities for wider engagement with the local and regional stakeholders including government (all levels) and non-government organisations.
- provides briefings from Orica on the operation's performance and issues of interest to the community.
- enables members to disseminate information to the groups they represent.

2. Current Membership

Current membership is shown in the attached table.

3. Meeting Protocols

Frequency, Duration and Location

- Meetings will be held at regular times to be agreed in advance.
- Meetings will be held at the Stockton RSL and Citizens Club.
- Orica may arrange special or extraordinary meetings at shorter notice, if required.
- Maximum meeting duration of 2 hours, unless the group agrees to extend the meeting time.
- Meetings will start and finish on time.
- Orica will be responsible for the meeting venue, hospitality and administration support including the preparation of correspondence, pre-meeting notes and meeting notes.
- If required, Orica may be able to arrange assistance with transportation to and from the meeting and the provision of childcare services for members of the group to enable attendance at the meeting. Contact Orica if these services are required.

Meeting Agenda and Meeting Notes

- Meeting agendas will be distributed 7 days prior to each meeting.

- Meeting notes will be recorded by Orica to reflect issues raised and agreed actions.
- The notes are not a verbatim record of discussion, but a list of actions and key discussion themes.
- Members shall receive draft meeting notes within 10-12 working days of the meeting taking place. Meeting attendees will then have one week to comment on them, after which they will be updated and posted on the Orica Kooragang Island website as a draft.
- The meeting notes will be reviewed at the subsequent CRG meeting and if approved, the finalised notes will be posted on the Orica Kooragang Island website.
- Alternate delegates are permitted but attendance should be notified in advance.
- Where a response cannot be given at the meeting, questions shall be taken on notice and a reply given via the meeting notes where possible.

4. Code of Conduct

- Members shall respect each other's opinions.
- Members should have the opportunity to participate and provide feedback.
- Members and guests must treat other meeting participants with courtesy.
- No single member shall make public statements purporting to represent the views of the Community Reference Group.

5. Review of Community Reference Group Membership

- Members will be appointed to the Community Reference Group for a two year period.
- To provide for succession of the group a number of members will be invited to extend their term for an additional two years. This will ensure a smooth transition in the event of new membership.

6. Amendments to the Terms of Reference

- These Terms of Reference shall be reviewed annually and amended as required and agreed.

Membership List - updated September 2013

Community and Non-Government	
Local residents	Fiona Britten Jacqueline Haines Mark Howe Jean Langlois Bruce Newling Lesley Newling John Thacker Mark Sheehan Ron Wilkins
Local residents who are also Orica Employees	Rodney Osland
Community and Kooragang Alliance (CAKA)	Geoff Hyde Pat Hyde
Stockton Community Action Group (SCAG)	Keith Craig John Nella
Stockton Public Primary School	Tracey Frazer
Fern Bay Public School	Joanne Farmer
St Peters Primary School	Denis Prendergast
Australian Workers Union	John Boyd
Stockton RSL and Citizen Club	Michele Sutherland
Stockton Centre	Peter Butler Peter Laver
Correct Planning and Consultation for Mayfield	Rick Banyard John Hayes George Barnes
Throsby Alliance	Lyn Kilby
Government and Regulatory Groups	
Newcastle City Council	Adam Gilligan
Newcastle Port Corporation	Jackie Spiteri Colin Rae
NSW Environment Protection Authority	Representatives invited to attend meetings as required
Orica	
General Manager	Greg Holmes
Safety, Health, Environment and Community Manager	Sherree Woodroffe
Environmental Advisor	Kane Millard
Community Relations Manager	Kylie Cooper