

**Terms of Reference  
Community Reference Group**



**Hydro Kurri Kurri Redevelopment Project**

---

Adopted – 21 August 2014

---

**Background**

Hydro owns and manages the former Hydro Aluminium Kurri Kurri Smelter (the Smelter) and the surrounding buffer lands located at Loxford, NSW (the Site). The Site is located approximately three kilometres north of the Kurri Kurri central business district (CBD) and approximately 33 kilometres to the northwest of the Newcastle CBD.

Smelting activities ceased at the Site in September 2012, and in May 2014 Hydro formally announced the closure of the Smelter.

It is Hydro's strategic vision for the Site to play a key role in allowing the Hunter Region to achieve the economic, employment and environmental objectives identified in the NSW State Plan 2021 and the Hunter Regional Action Plan. Hydro aims to achieve this strategic vision by facilitating the rezoning and development of the Site for significant employment, residential, rural and biodiversity conservation purposes.

The proposed demolition, remediation and waste management activities are the first stage of Hydro's strategic vision for the Site. The Project will render the Site safe for human health and the environment, and in doing so make it suitable for future use. This is consistent with Hydro's commitment to meeting its corporate environmental and social responsibilities, and to managing environmental legacies during the closure of the Site.

Hydro respects the role that local community has played during the many years of operation of the smelter and recognises that this community will have a large part to play in the new future of the site. Therefore Hydro wishes to establish a Community Reference Group (CRG) for the Kurri Kurri Redevelopment Project ("the Project").

The purpose of the CRG is to provide a forum for representatives of the Community and Local Government to discuss the Project and related matters with the Company.

**Membership**

Membership of the CRG is to be made up of representatives from the following:

- Local Community, including residents and community groups
- Local Government
- Hydro project team

The CRG meetings will be chaired by a facilitator. The facilitator will not be a member of the CRG but will be able to make constructive comments during the meetings of the CRG, to ensure that information between members is communicated clearly, and to ensure the meetings run smoothly and to time.

Hydro will have specialist staff or consultants who may attend meetings of the CRG to provide information about activities as required. These advisers could include environmental and heritage consultants. From time to time representatives of State government agencies may be invited to observe or discuss various aspects of the project, relevant regulations or processes to help inform the group and the project.

Secretarial support will be provided by Hydro and will include the taking of minutes, preparation of agendas, and meeting logistics.

The CRG will meet monthly or bi-monthly as agreed during the project period.

Membership of the CRG will be made up of no more than 18 persons and reviewed after one year. Membership is on an exclusive basis once selected, with the opportunity for members to send a delegate if they cannot attend.

### **Community Reference Group Aims**

The aims of the CRG are to:

1. Create a forum for discussion and exchange of information on topics related to the Project;
2. Assist Hydro to understand the values, aspirations and preferences that the community has for the site, and identify related local issues that will need to be taken into consideration in the development, environmental, construction/demolition and rezoning/divestment phases of the project; and
3. Act as a communication link between Hydro, the community and other stakeholders.

### **Terms of Reference for the Community Reference Group**

1. The CRG is to provide a formal conduit for communications between Hydro and community representatives about the Project.
2. The role of the CRG is to provide a forum that:
  - a. Discusses the works and activities planned for the Project;
  - b. Allows Hydro to provide information about the Project to the community;
  - c. Allows representatives of the community as a whole to pass on information about the Project to their constituents;
  - d. Raises issues in respect of Project activities that impact upon the community;
  - e. Considers options to improve community impacts of the Project activities;
  - f. Advises on community consultation approaches and requirements and identifies the need for any further communication or consultation strategies;
  - g. Raises and discusses community concerns in a constructive and consultative manner.
3. The CRG members are bound by confidentiality not to discuss any information that is provided by Hydro that is classified as commercially sensitive information. All other information discussed in the CRG is considered to be publicly available information.
4. The CRG is not empowered to make commitments that bind the parties to financial or legal obligations.
5. The CRG provides advisory and consultative input into the management and decision-making process of the Project. The CRG does not have a decision-making role, but is a forum for identifying issues and where appropriate making recommendations to be put to various decision-making bodies.

6. All members are to fund their own involvement in the CRG.
7. All meetings are to be minuted and the contents placed on the project website with hard or electronic copies to each CRG member.
8. To make the meetings accessible to everyone in the area most meetings will be held at Hydro Kurri Kurri.
9. Meetings will typically be held on the third Thursday of the month on a monthly or bi-monthly basis, or as otherwise agreed.

**Community Reference Group members are expected to:**

- Regularly attend and participate in meetings.
- Represent their communities, organisations or interest groups by bringing forward issues and ideas raised by their members.
- Provide a conduit between Hydro and the community by disseminating information from the forum to the wider community.
- Contribute to an open discussion of community issues, as opposed to personal interest.
- Respect the views of other members.
- Suggest agenda items for discussion at meetings.
- Advise the Chairperson in advance if they are not able to attend a meeting and/or are sending a proxy (delegate) in their place.
- Respect and maintain the confidentiality of discussions and materials presented to meetings, as agreed by the Committee.
- Abide by the media protocol for the Committee.
- Abide by the directions of the Chairperson.
- Advise the Chairperson of any potential or actual conflict of interest relating to matters for discussion.
- Robust discussion should be encouraged whilst still respecting each other's position and ideas.

**Media Protocol**

Members of the CRG are not to act as media spokespersons for the group.

Media statements in relation to the activities of the CRG will be made by Hydro or by the Chair acting on behalf of the group, unless otherwise agreed in advance.