



ENVIRONMENT AND HERITAGE SUB-COMMITTEE CHARTER

Western Cape Communities Coordinating Committee

The Environment and Heritage Sub-Committee Charter was adopted by the Western Cape Communities Coordinating Committee at their Members Meeting of 6 September 2016, Resolution CC-060916-7.



WCCCA
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Environment and Heritage Sub-Committee Charter



1.0 COORDINATING COMMITTEE VISION

As members of the Western Cape Communities Coordinating Committee, and its Sub-Committees, we will transparently monitor, implement and review the objectives of the WCCCA to ensure that all parties' obligations to the agreement are met.

2.0 PURPOSE

The Environment and Heritage (E&H) Sub-Committee will provide a forum in which Traditional Owners and Rio Tinto can consult, review, provide advice and recommendations to the Coordinating Committee related to Environment and Heritage activities identified in the Western Cape Communities Coexistence Agreement (WCCCA), the WCCCA Strategic Plan and the Regional Partnership Agreement (RPA).

The E&H Sub-Committee will:

- Perform the functions and roles delegated to them by the WCCCA Coordinating Committee and discharge the responsibilities required of it under the Agreement;
- Monitor and evaluate the progress of the various projects and activities as they relate to Environment and Heritage activities under the WCCCA;
- Ensure that appropriate communication protocols are established and maintained between Rio Tinto, the Coordinating Committee and the E&H Sub-Committee, including formally reporting at quarterly Coordinating Committee Meetings;
- Consider and provide recommendations to the Coordinating Committee and Rio Tinto about issues that are not expressly provided for under the Agreement but which are relevant to the relationship between Rio Tinto and Traditional Owners as it relates to Environment and Heritage issues; and
- Invite guests (eg Queensland State Government) when required, to ensure "value adding" with environment and heritage matters as they arise.

3.0 COMMITTEE MEMBERSHIP

The E&H Sub-Committee will be chaired by a member of the Coordinating Committee and comprise membership which gives representation to the Parties represented on the Coordinating Committee as follows:

- 2 Coordinating Committee representatives from the Northern Trust Area
- 2 Coordinating Committee representatives from the Central Trust Area
- 2 Coordinating Committee representatives from the Southern Trust Area
- 1 Coordinating Committee Chairperson
- 2 Rio Tinto representatives nominated by the General Manager, Weipa Operations, representing the Environment and Heritage portfolios.

Representatives will be appointed to the E&H Sub-Committee for a period of 2 years. On the expiry of 2 years after the Commencement Date (being the "Committee Review Date"), all such representatives' appointments will cease and the procedure under WCCCA clause 24.1 may apply to the appointment of representatives for a further term. A person may be reappointed to be a representative.

Until a new representative is appointed the prior representatives' appointment will continue, even though their term may have expired.

4.0 MEETINGS

A quorum for a meeting will consist of 1 representative from each of the Northern, Central and Southern Trust areas and 1 Rio Tinto representative.

All advice and recommendations will be made by a majority vote of the votes cast at the meeting.

Meetings will be held quarterly as per the approved WCCCA Meeting Schedule for that particular year.

The WCCT Executive Officer or his/her nominated officer will provide secretarial services to the E&H Sub-Committee, including preparation of agendas, meeting papers and dissemination of minutes.

Meeting papers will be provided at least 5 days prior to the meetings.

Rio Tinto guests and observers **must** be coordinated by the Rio Tinto representative nominated by the General Manager and their names and purpose of attendance **must** be provided to the WCCT Executive Officer when papers are called for and prior to the finalisation of the agenda.

All other guests and observers will be coordinated by the WCCT Executive Officer or nominated officer.

The draft minutes will include a written record of each meeting, details of all advice and recommendations made and will be forwarded to the Coordinating Committee for consideration and adoption.

5.0 AUTHORITIES AND RESPONSIBILITIES

To fulfil its responsibilities and duties, the E&H Sub-Committee, as delegated by the Coordinating Committee shall:

- Consult, review, and provide advice and recommendations on Environmental areas such as the Environmental Management System, Environmental Management Plans, Rehabilitation, End Point Criteria, Outstation Development, and Ranger Programs. This work will be required to meet timeframes as provided in the WCCCA;
- Consult, review, and provide advice and recommendations on Heritage areas such as Cultural Site Protection including work programs, survey teams, and site clearance work, survey reports, site protection recommendations and Cultural Heritage Training. This work will be required to meet timeframes as provided in the WCCCA;
- Consider and develop a collaborative approach to all Environment and Heritage matters (including the Social aspects) to ensure **quality** Traditional Owner engagement at every stage of the process. As provided in the WCCCA;

- Work collaboratively with Rio Tinto and other key stakeholders to maximise the effectiveness of the Environment and Heritage Programs and Policy;
- Provide advice and recommendations to the Coordinating Committee on Environment and Heritage objectives and strategies listed in the WCCCA Strategic Plan;
- Provide advice and recommendations on broad issues and obstacles facing Traditional Owners with Environment and Heritage issues;
- Monitor and review the conduct and outcomes of Traditional Owner engagement and consultative activities;
- Review findings of studies and draft reports and provide feedback to the WCCCA Coordinating Committee;
- Assist in providing information to inform the 3 year WCCCA Review; and
- Any other Environment and Heritage matters as delegated by the Coordinating Committee.

6.0 EXPENSES

- Rio Tinto will pay for the following costs associated with the E&H Sub-Committee Meetings as required under the Agreement:
- Reasonable costs for the hire of the meeting place and provision of equipment necessary for the meeting;
- Reasonable travel and accommodation costs for representatives of the E&H Sub-Committee to attend meetings;
- Reimbursement of reasonable costs for food and out of pocket expenses incurred by representatives during their attendance at meetings; **but**
- Excluding any sitting fees for attendance at the meeting.

The WCCT Administration will be responsible for payment of sitting fees to E&H Sub-Committee members for attendance at quarterly meetings. The costs for any additional meetings will be negotiated between Rio Tinto and the WCCT Executive Officer on a needs basis.



WESTERN CAPE COMMUNITIES CO-EXISTENCE AGREEMENT



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Incorporating : Western Cape Communities Trust ABN 47 223 656 890
Northern Sub-Regional Trust ABN 63 549 473 409
Central Sub-Regional Trust ABN 54 737 842 050
Southern Sub-Regional Trust ABN 57 687 065 776
Western Cape Communities Coordinating Committee and its Sub-Committees

PO Box 106 Weipa Qld 4874
T : (07) 4069 7945
F : (07) 4069 9947
E : eo@westerncape.com.au
www.westerncape.com.au