



## EMPLOYMENT AND TRAINING SUB-COMMITTEE CHARTER

# Western Cape Communities Coordinating Committee

The Employment and Training Sub-Committee Charter was adopted by the Western Cape Communities Coordinating Committee at their Members Meeting of 6 September 2016, Resolution CC-060916-8.



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# Employment and Training 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 under the agreement are met.*

## 2.0 PURPOSE

The Employment and Training (E&T) 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 Employment and Training activities identified in the Western Cape Communities Coexistence Agreement (WCCCA), the WCCCA Strategic Plan and the Regional Partnership Agreement (RPA).

The E&T 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 Employment and Training activities under the WCCCA;
- Ensure that appropriate communication protocols are established and maintained between Rio Tinto, the Coordinating Committee and the E&T 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 Employment and Training issues; and
- Invite guests (eg Queensland State Government, Weipa Chamber of Commerce) when required, to ensure "value adding" with Employment and Training matters as they arise

## 3.0 COMMITTEE MEMBERSHIP

The E&T 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 Employment and Training portfolios.

Representatives will be appointed to the E&T 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&T 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&T Sub-Committee, as delegated by the Coordinating Committee shall:

- Consult, review, and provide advice and recommendations on areas such as training and work experience programs for Local Aboriginal People (LAP), training programs to assist employees who are LAP increase their level of supervisory, administrative and managerial skills, youth education and vocational programs and bursaries. This work will be required to meet timeframes as provided in the WCCCA;
- Monitor and evaluate the status of the Employment and Training Programs and allocations under the Employment and Training budget and provide recommendations to the WCCCA Coordinating Committee;
- Work collaboratively with Rio Tinto and other key stakeholders to maximise the effectiveness of the Employment and Training Programs;

- Provide advice and recommendations on broad issues and obstacles based on applications from LAP for jobs received by Rio Tinto or Rio Tinto permanent Contractors to overcome the chances of those LAP finding employment;
- As delegated by the Coordinating Committee, review and make recommendations regarding the development of business opportunities for LAP or Corporations and consideration of opportunities to develop the involvement of Communities in contracts awarded by Rio Tinto or Permanent Contractors for the provision of goods and services to the Weipa Operations;
- Monitor and review the conduct and outcomes of Traditional Owner engagement and consultative activities;
- Review findings of Employment and Training 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 Employment and Training matters as delegated by the Coordinating Committee.

#### 6.0 EXPENSES

Rio Tinto will pay for the following costs associated with the E&T 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&T 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&T 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  
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