



# Boral Deer Park Quarry Environment Review Committee Terms of Reference June 2015- FINAL

## Boral Deer Park Quarry

The Boral Deer Park Quarry is located at Ravenhall on the western fringe of Melbourne. It was Boral's first local operation, established in 1965 as a major source of hard rock for metropolitan Melbourne.

An asphalt plant followed the establishment of the quarry in 1993, then the Western Landfill (now Cleanaway Melbourne Regional Landfill) in 1999, and finally the concrete batching plant in 2001.

The quarry, asphalt and concrete plants supply construction materials to the Melbourne CBD and wider western metropolitan area. Each contributes significantly to the ongoing growth and development of Melbourne and the western metropolitan region.

The quarry produces between two and three million tonnes of basalt-based materials each year. These provide the basis of concrete, asphalt and other items commonly used in building and construction.

As a 24-hour-a-day, 5.5 days per week facility working to consumer demand, the quarry supplies material to city infrastructure projects such as rail and tramway works. The quarry operates to a series of permits which also guide the operation of both the asphalt and concrete plants.

## Purpose of the Quarry Environment Review Committee (QERC)

The Environment Review Committee for the quarry operations is intended to act as a forum providing two-way communications between Boral's quarry, asphalt and concrete operations, neighbours and other key stakeholders.

The QERC is consistent with the requirements of the permits allowing operation of the quarry. It will support consultation, information sharing and the provision of advice on the management and environmental performance of the quarry while also taking into account Boral's asphalt and concrete operations.

The QERC will aim to:

- share information and build stakeholder understanding of the quarry, asphalt plant and concrete batching plant;
- establish effective communication between Boral, stakeholders and Government regulators relating to environmental issues arising from the operation of Boral's quarrying operations; and
- provide a forum for stakeholders to raise matters for the attention of Boral, and a forum to explore opportunities and solutions.

These Terms of Reference set out the guidelines for how the QERC will function and be administered.

## QERC representation

The QERC will comprise of the following representatives:

- one from each of Boral's quarry, asphalt and concrete operations;
- one from Boral's Health, Safety and Environment group (HSE);
- up to six from the community, with:
  - at least three representatives being from the immediate vicinity of the Boral Deer Park operations;
  - one representative from the areas outside of the immediate precinct but adjoining the Boral Deer Park operations;
  - one representative from a local environment group; and
  - one other community representative.
- one each from Melton City Council and Brimbank City Council;
- one each from the Environment Protection Authority Victoria, the Department of Justice Victoria, Department of Environment, Land, Water & Planning Victoria, and the Department of Economic Development, Jobs, Transport and Resources Victoria; and
- such other representative(s) as invited and endorsed by agreement of the QERC.

### **QERC representation (cont.)**

Participation in the QERC will:

- be voluntary;
- not preclude members from being involved in other forums and avenues for input toward state policy considerations; and
- not affect members' rights to participate in any statutory decision-making processes concerning the quarry, asphalt or concrete operations.

Generally, members will agree to serve a minimum of two years on the QERC.

### **Responsibilities of QERC members**

Boral commits to initiating and retaining the QERC as a best practice method of engaging with stakeholders. This will support the Boral business to continually improve and effectively operate as part of the wider community, and with minimal influence on local stakeholders.

During meetings, all QERC members will give due respect to others when speaking and relay opposing viewpoints in a constructive and courteous manner. All QERC members will respect and value the diverse contributions made by all members and others attending meetings.

All QERC members will contribute to, and actively participate in, discussions and be willing to help explore opportunities and solutions to concerns raised.

No item will be refused for discussion unless it is considered commercial-in-confidence or concerns the private details of any QERC member, Boral employee or site contractor.

Boral will ensure that:

- the necessary resources are provided for the proper functioning of the QERC;
- the QERC is provided with timely information in respect to the quarry's (asphalt/concrete's) performance and outputs; and
- all relevant matters that may potentially affect all members of the QERC, stakeholders and the general community are reported on and discussed in as practicable a timeframe as possible, and without compromising Boral's commercial position.

QERC members will commit to:

- bringing the views and observations of stakeholders and the broader community into the QERC meetings;
- raising matters relevant to the quarry's (asphalt/concrete's) operations known to be of concern, or where opportunities and solutions may be explored;
- participating in good faith and demonstrating independent thinking;
- declaring any personal interest in issues;
- respecting that the site is a commercial business operation and information shared is done so in good faith and with the expectation it will be treated with discretion; and
- raising awareness of quarry operations and the Boral Deer Park site amongst stakeholders and the broader community in order to promote understanding and confidence in how the site is managed.

The QERC Coordinator will ensure members are kept up to date with matters related to the Boral Deer Park operations with information related to Boral Deer Park (such as media releases or advertisements) when it becomes available. Boral does not expect any member of the QERC to advocate on behalf of, or represent, the Boral business at any time.

### **Level of influence of the QERC**

The QERC is not intended to be a decision-making body. Instead, it acts as a conduit for two-way communication and dialogue and helps to forge links between the operations at Boral Deer Park site and its stakeholders.

If a decision is required, the Chairperson will act as facilitator to reach a decision.

### **QERC Meetings**

Meetings will be conducted in the following manner:

Coordination: Boral will provide executive support to the QERC and its Chair.

Chair: A representative from Boral, or as nominated by the QERC, will chair meetings.

Venue and seating: Unless otherwise arranged, QERC meetings will be held around a table in the Boral Deer Park

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Quarry Training Room.

Frequency and timing of meetings: The QERC will meet three times per year, with additional meetings or activities called with adequate notice as required. Meeting dates will be set as part of the general business of the meeting prior. The Coordinator will issue a reminder email or letter at least two weeks preceding the next meeting. Meetings will normally start in the late afternoon and go for around two hours. At least one meeting annually will be held at a time that will incorporate a site tour or activity that requires daylight.

Agendas and structure of meetings: The Coordinator facilitates the development of reports and presentations from each of the quarry, asphalt and concrete operations, and Boral HSE. These are to form the basis for meeting agendas.

The agenda will be a standing agenda with minor adjustments made to provide detail of items to be covered. Each agenda includes a call for items for following meetings and members are invited to suggest items for the agenda in meeting reminders. Significant changes are to be decided at the preceding meeting or by notifying the Chair or Coordinator at least a month prior to the next meeting.

Commercial in confidence: QERC meetings may discuss items that are sensitive to the Boral business or are deemed commercial in confidence. Boral will clearly state if the information being discussed is commercial in confidence. These discussions will be for the QERC's information only and will not be included in the minutes of the meeting.

Minutes: Minutes of meetings will record points of discussion, actions and people responsible for actions (operations details will be covered in reports). Updates on actions will be provided at following meetings. Boral is to provide a minute taker separate from the Chair to take notes and prepare a draft. Boral personnel and the Chair will review the draft notes before they are circulated to QERC members, generally within one month after the meeting. These draft minutes will be posted on Boral's website as draft minutes. After the minutes have been confirmed by the QERC at the next meeting, the final minutes will be posted on Boral's website.

Notice of meetings: QERC members will be reminded by email or letter of upcoming meetings and asked for agenda items at least two weeks before the forthcoming meeting.

Conduct: To make meetings as effective as possible and to make the most of available time, members are expected and encouraged to:

- listen to one another to understand the differing points of view represented;
- make sure everyone has an equal opportunity to speak and ask questions;
- focus on the discussion at hand rather than on personalities;
- respect others and their views at all times, and be courteous to others when speaking;
- contribute to, and actively participate in, discussions in a manner that is productive;
- actively explore opportunities and solutions to concerns raised; and
- arrive at meetings on time and be well prepared.

The Chair will support members to achieve these aims.

Voting: No formal voting will be conducted as the QERC has no formal decision-making powers. Meetings will be facilitated to allow all members to participate. Every effort will be made to develop recommendations and reach conclusions by consensus when required.

## **Review of Terms of Reference and Membership**

Boral will review these Terms of Reference and membership of the QERC every two years in discussion with the QERC members.

The QERC may also recommend changes to the Terms of Reference and membership at any time to ensure the QERC continues to reflect diversity of views and interests, and operate effectively.

## **Communication with the broader public**

QERC members will be asked to allow their names and a short profile to be published on the Boral website to identify them as a QERC member. This is in the interest of an open process and effective communication between stakeholders, the community and the QERC by ensuring that the broader community and stakeholders know who to raise matters of concern and opportunity with.

If a QERC member is approached by the media to discuss Boral activities, they should be certain to discuss only their own views and not purport to represent those of the QERC or other members. No member is permitted to act as a spokesperson for the QERC or imply they have the authorisation to do so.

If members see an opportunity to communicate with the media about Boral Deer Park site activities they should

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raise this with the QERC Coordinator.

The QERC Coordinator will keep members up to date with matters related to the Boral Deer Park operations with information related to Boral Deer Park (such as media releases or advertisements) as they become available.

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I agree to and understand the above terms of reference for the QERC;

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

