

Dunnstown Quarry Community Reference Group

Terms of Reference

Purpose

This Community Reference Group (CRG) is being established as a key avenue for building a two-way communication channel to encourage and develop ongoing constructive and collaborative relationships between representatives from Boral and the local neighbouring communities. Boral is seeking to maintain and enhance relationships within the local community in which it operates and is committed to continuously improving the way Boral engages with our neighbours.

The CRG will assist Boral by:

1. Acting as a conduit between the Boral and the communities' members represent, including residents, businesses, and interest or industry groups.
2. Ensuring that those affected by the quarry's operations have an opportunity to provide a local perspective on the development of Boral's community partnership framework.
3. Providing local perspectives on the current and future operations of Boral's Dunnstown Quarry.
4. Support opportunities for communication and engagement between Boral and neighbouring communities that benefit the local community, businesses, and interest and industry groups.

Background

The Dunnstown Quarry site is located at 144 Dunnstown-Yendon Road, Dunnstown. The quarry currently operates under Work Authority 82 (WA82) and Planning Permit No. 309/1977, issued by the Shire of Buninyong on the 4 November 1977 and Planning Permit No. 053/97 issued by Moorabool Shire Council in 1997.

Materials from Dunnstown have been included in a range of public and private infrastructure projects, most notably the Western Highway bypass of Ballarat, the Regional Fast Rail upgrade between Ballarat and Melbourne, the Waubra Windfarm project, and the Ballarat West Employment Zone.

Boral is seeking to follow through on its commitment to engage with the community early on the proposed expansion and the Dunnstown site and will continue to do so throughout and beyond the approval process. Boral are also committed to improving relationships with residents who live and work close to Dunnstown Quarry site and hope to continue with the CRG after the approvals process for the proposed expansion has been complete.

Objectives

The establishment of the CRG will seek to achieve the following objectives:

- Receive accurate information about current and future operations at the quarry/
- Receive accurate information about the proposed expansion project, its development and milestones
- Consult the communities and stakeholders they represent to inform the CRG process, subject to confidentiality agreements.
- Provide feedback on community engagement opportunities and activities.
- Raise concerns and discussion points on behalf of the communities they represent.
- Act in the interest of the wider community, regardless of their personal views on elements thereof.
- Demonstrate due diligence and process.

Selection for membership

Community representatives should represent the concerns of a variety of interest groups and not be strongly biased (either for or against) in their opinions about the Dunnstown Quarry. The criteria for community representatives are as follows:

- willingness to contribute constructively
- experience and ability to provide feedback to the community and stakeholder groups
- current residence in the local area and/or awareness of local and other relevant issues
- act for the community as a whole rather than advocating personal or sectional interests
- listen effectively, can maintain neutrality over polarised issues, and are willing to understand the needs and perceptions and perspectives of other people
- demonstrate interest in and agreement with the proposed consultative process.

Membership

The CRG membership will be finalised after the application review and interview process has been completed. It is envisaged that the CRG will typically comprise of the following members:

- Independent facilitator
- Boral representative (s)
- Community representatives who are residents within Dunnstown, Yendon and Navigators.
- Community representatives who are businesses
- Community representatives of local interest groups.

A representative from the local Council and from Earth Resources, Victoria will be asked to join the group. The role of Council and the ERR member will be as impartial observers; however, they may be invited to provide points of technical clarification as required and invited to do so by the independent facilitator.

Other project staff, business groups, agency representatives and consultants may provide support or deliver presentations to inform the CRG, however they will not be members of the group. The CRG may invite presentations from special interest groups at the independent facilitator's discretion.

Functions

For the CRG to be both effective and successful, members are required to commit to:

- Commitment to attend all meetings (*For an unforeseen circumstance - a nominated and approved proxy maybe authorise to attend).
- Provide advice and feedback on issues raised in the meetings.
- Ensure a broad range of community views are represented and considered in project design and delivery.
- Provide a community perspective to the development and implementation of Boral's community partnership framework
- Suggest communication and engagement and educational opportunities to the local community, businesses, and interest and industry groups they represent.

Operations

When applying for membership of the CRG it is beneficial to understand the roles of each of the members within the CRG. The CRG will operate for approximately four-five meetings annually, unless otherwise agreed. Meetings will generally be held every 8-10 weeks at a mutually convenient time that suits most representatives and the project team

At the end of each calendar year the facilitator will conclude the current CRG's membership. This will allow for "committee refreshment" and ensure membership is revitalised and opportunities are given to others in the community to nominate.

The role of the independent facilitator is to run the meetings and facilitate discussions and ensure that there is shared and equal participation by all members. The independent facilitator is responsible for ensuring the proper and professional conduct of the group and all its members.

The collective membership of the CRG will, so far as is possible, capture a broader representation of the local communities, stakeholders and interest groups affected by the project, as indicated in section 1.3.

Diversity of opinion is expected and encouraged. However, members will always respect the views of others and contribute to discussion in a constructive and respectful manner and support the independent facilitator in the constructive conduct of meetings.

Issues and ideas that arise during CRG meetings that fall outside the Terms of Reference will be referred to Boral for further consideration.

Regular meetings will be held with a forward schedule to be determined at the initial meeting. This will be subject to ongoing review to determine the appropriate frequency of meetings.

Boral is responsible for administration and secretariat functions for the CRG, including meeting logistics and support activities such as distribution of agendas, briefing papers and minuting.

Participants agree to sign the following documents prior to attending the first meeting of the CRG:

- Code of Conduct.
- Confidentiality Deed.
- Statement of Conflicts of Interest.

Media and Publicity

Members are not authorised to speak on behalf of the CRG. Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence of permanent removal from CRG membership.

There may be occasions where members' names will be included in publicly available documentation or in the promotion of the group's activities.

Privacy

Boral is committed to fully meeting its responsibilities under the Privacy and Data Protection Act 2014. Boral will record and use your personal information in administering the group and to keep you informed about the project. Only authorised staff will have access to your personal information.

Breaches of Terms of Reference

Where a member breaches the agreed Terms of Reference, at the independent facilitator discretion and decision, member/s may be asked to leave the CRG and replace them with another community member, as appropriate.

Signature: _____

Name: _____

Date: _____