



Boral Teven Quarry

Community Consultative Committee

Terms of Reference

Endorsed 7 March 2013
Re-endorsed 16 July 2015

Introduction

The Boral Teven Quarry is the company's primary source of aggregate material on the far NSW North Coast. Established in 1959, the quarry supplies a range of products used to generate the concrete, asphalt and other materials required for building and construction across the region.

Boral operates the quarry under the approval of the NSW Land and Environment Court as determined on 27 June 1996 (Case No. 10966 of 1995). The conditions of approval include a requirement for Boral to maintain a site Community Consultative Committee (CCC) to ensure local stakeholders are kept abreast of operations.

The purpose of these Terms of Reference (ToR) is to set out the guidelines for administering the CCC in line with the requirements of the original approval.

Purpose of the CCC

While Boral recognises the CCC is a requirement of the quarry's approval conditions, it also appreciates the key communication role the CCC can play between the operations, neighbours and wider Teven-Ballina community.

Accordingly, the purpose of the CCC will be to share information between the business and local stakeholders about the quarry, its key activities and environmental management practices. It will also act as a forum through which local stakeholders can raise general matters for the attention and action of the business.

The CCC will generally provide advice and feedback to the business on matters concerning (but not limited to):

- proposed changes in operations which may affect neighbouring properties;
- aspects of environmental management which may affect neighbouring properties;
- appropriate methods of communication and engagement with the wider community; and
- general affairs affecting the local community with which Boral may be able to contribute or assist.

Membership of the CCC

Under the terms of the quarry's approval, the CCC membership is to consist of:

- the Quarry Manager;
- a senior representative of the Boral business;
- two elected residents of the local community; and
- a representative of the Ballina Environment Society (BES).

Additional non-Boral representation may be permitted with the majority agreement of the CCC.

In respect to the elected community members, Boral shall organise a general meeting of Teven residents every 18 to 24 months (beginning May 2011). During the business of this meeting, residents shall be asked to elect a minimum of two members to represent them at the CCC.

In conjunction, the Ballina Environment Society (BES) will be asked to confirm their representative. The BES may, however, notify Boral of a change of representation to the CCC at any time given they 'hold' a permanent position.

Responsibilities of CCC members

Boral recognises while the CCC is an approval requirement, it also forms part of the business' overall commitment to operating within the expectations of the community, and with minimal influence on local stakeholders.

With this objective in mind, Boral will ensure the CCC is provided with timely information in respect to the site's performance and outputs. It will also seek to raise at earliest possibility any matters or proposals which may bring about material change to the operation and/or which potentially effect local stakeholders.

Responsibilities of CCC members (cont.)

The role of non-Boral CCC members will be to represent the views and observations of the broader Teven-Ballina community. They will be expected to, in a timely fashion, raise matters relevant to the quarry's operation known to be of concern to the local community, while declaring any personal interest in issues discussed through the CCC.

Non-Boral CCC members will also be asked to raise awareness, where relevant, about the availability of information concerning quarry operations (eg quarry website) when communicating with other local stakeholders. Boral **does not** expect any member of the CCC to advocate on behalf of, or represent, the business at any time.

Operation of meetings

Under the terms of the quarry's approval, the CCC is expected to meet at least twice a year. Meetings are generally held each March and September, however additional meetings will be arranged should a specific matter of interest or emergency situation arise at the operations.

Dates will be set as part of the general business of the meeting prior. Boral will issue a reminder email, letter or make a phone call in the week preceding the next meeting. Meetings will ordinarily be held at the quarry.

The agenda for each meeting will include standing items such as a review of production for the period since the last meeting, and a review of environmental performance using available monitoring data. A general business component will also be arranged to allow non-Boral CCC members to raise any matters for discussion.

The CCC meetings shall be chaired by either of the nominated Boral members (or their representative) unless otherwise indicated by the majority agreement of the CCC membership. Notes of each meeting will be kept and a list of action items recorded, updates on which will be provided to the following meeting.

All CCC members will work for the success of the CCC by giving due respect and courtesy to others when speaking, and putting opposing viewpoints in a constructive manner. Boral will not refuse any item for discussion unless it concerns 'commercial-in-confidence' information or the private details of an employee or site contractor.

The CCC as part of Boral's business process

The approval conditions for the quarry in respect of the CCC pertain only to the need to establish and maintain it. They do not outline any authorities or decision making abilities delegated to the CCC as part of its function. Accordingly, Boral reserves the right to determine final actions based on recommendations made by the CCC.

Boral does, however, commit to the CCC process as a valuable reference source and communication channel instrumental to the continuous improvement of the quarry operations. In doing so, Boral will, in good faith, incorporate the recommendations of the CCC into its work practices at all times it proves practical to do so.

Dispute resolution

In the event of a 'dispute' on an issue between the Boral and non-Boral members of the CCC, the matter in the first instance shall be considered by the Quarry Manager. Should a satisfactory outcome to all parties not be reached, the matter will be referred to the Boral Stakeholder Relations Manager for raising with the Quarries business.

A report will be provided by the Stakeholder Relations Manager to all CCC members once internal resolution is reached. If the matter remains outstanding, options available to the CCC may involve the organisation of a general meeting of Teven residents, or a conference with Ballina Shire Council as regulators of the quarry approval.

Communication of CCC business

The notes from meetings of the CCC will, once completed and endorsed, be posted to the Boral Teven Quarry website (www.boral.com.au/tevenquarry) in the 'Community' section. These notes will include the action list and status for the information of all local stakeholders.

Main outcomes from CCC meetings will be included in the newsletters issued to Teven residents, as well as in 'tool box' meetings of employees to ensure there is internal awareness of the main issues of community concern.

Duration of these ToRs

The ToRs for this CCC will commence from the meeting at which they are endorsed and be continuous unless amendments are requested by a majority of the CCC membership. To ensure the ToRs remain relevant and up-to-date, Boral will undertake a bi-yearly administrative review and report outcomes to the CCC for consideration.

A copy of these ToRs will also be published on the Boral Teven Quarry website for the general information of neighbouring residents and property owners, and other local stakeholders.
