



**LYSTERFIELD QUARRY
COMMUNITY REFERENCE GROUP**

TERMS OF REFERENCE

Table of Contents

1.	Title	3
2.	Establishment of CRG	3
3.	Objectives of the CRG	3
4.	Activities of CRG	3
5.	Membership	4
	5.1 Appointment and term	4
	5.2 Attendance	4
6.	Responsibilities and Protocol	4
	6.1 Responsibility of Chairperson	4
	6.2 Responsibility of Hanson	5
	6.3 Responsibility of members	5
	6.4 Technical Presentations	6
	6.5 Documents	7
	6.6 Differing views and consensus	7
	6.7 Media protocol	7
	6.8 Resignation	7
	6.9 Workplace Laws	7
	6.10 Privacy	8
	6.11 Amendment	8
7.	CRG Meeting Procedures	8
	7.1 Venue	8
	7.2 Meeting frequency, timing and length	8
	7.3 Meeting Agenda	8
	7.4 Minutes of Meetings	9
	7.5 Actions and timeframes	9
	7.6 Resourcing of CRG	9
8.	Evaluation	10
9.	Breach of these Terms of Reference	10

1. Title

The name is the Lysterfield Quarry Community Reference Group (CRG).

2. Establishment of CRG

Hanson wishes to continue interacting with community representatives as key participants interested in the Lysterfield Quarry (the quarry) facilities and operations and who can provide valued input on a wide range of operational, sustainability and corporate citizenship topics.

The primary purpose of the Lysterfield Quarry CRG is to function as a reference body for Hanson, their stakeholders and the community. The CRG is an advisory group only and not a decision-making body operating as a regular consultative forum where representatives of Hanson, government departments and agencies, the community, individual residents and other interested parties can discuss the operations of the quarry.

Hanson will consider comments and suggestions made by the CRG and provide responses where warranted. The CRG will be asked to provide advice on a range of issues raised by Hanson and members of the CRG. The CRG may make recommendations to Hanson, including communication of a negotiated position that reflects community members' views, for Hanson to consider and respond to as part of the CRG process. However, the CRG is not required to reach consensus or express unified views on matters discussed.

As Hanson is accountable for its own actions, final decisions regarding the quarry will always rest with Hanson and the relevant government regulators. However, the CRG process will ensure that Hanson's decisions in relation to the quarry are robust.

3. Objectives of the CRG

The objectives of the Lysterfield Quarry CRG are to:

- facilitate community awareness of the operations, environmental performance and any short, medium and long term development of the quarry;
- provide community members with the opportunity to engage in dialogue with Hanson regarding any issues of concern related to the quarry;
- provide community members with an opportunity, wherever practicable, to provide input into Hanson's decision making process regarding the quarry; and
- foster understanding and cooperation between community members and Hanson staff regarding operation of the quarry to best practice standards.

4. Activities of the CRG

The activities of the CRG may include, but are not limited to:

- contributing to the discussion of various issues surrounding the monitoring and safety, operational issues or future plans of the quarry;
- identifying varying viewpoints that need to be presented to the broader community;
- contributing to the plan for engaging with the broader community;
- contributing to any community engagement events or activities as agreed by the CRG;

- providing comment and community viewpoint on Hanson initiatives; and
- representing CRG and the broader community at relevant industry, government or community hosted events.

5. Membership

Participation in the CRG is on a strictly voluntary basis and open to any person who lives or works in the vicinity of, or has an interest in, the quarry. The CRG will comprise of up to 20 people, including:

- Chairperson (independent facilitator appointed by Hanson);
- Hanson administrative support officer; and
- up to 18 community members.

The Manager of the quarry (or a Hanson selected delegate) will attend each meeting and other Hanson staff will attend meetings to provide presentations and reports as required.

Representatives of Federal, State and local governments, government departments, agencies and authorities will be invited to attend meetings to provide presentations and reports as required.

5.1 Appointment and term

The current 17 CRG members voted at Meeting 27 on 17 February 2021, to continue their membership.

The term of appointment for membership of the CRG is twenty-four (24) months. It may be necessary to reduce or extend this appointment period and any such variation will be reasonably determined by Hanson in agreement with CRG.

5.2 Attendance

CRG members are required to attend at least 75% of organised meetings during the period of appointment, measured annually on the anniversary of the relevant CRG member's membership (subject to the following paragraph). Attendance by any CRG member's alternate will count as attendance by that CRG member.

6. Responsibilities and Protocol

6.1 Responsibility of Chairperson

The role of the Chairperson is to facilitate CRG meetings, with the outcome being a fair, inclusive and professional forum for community representatives and Hanson to come together to discuss issues of mutual interest or concern as outlined in Clause 3.2 of these Terms of Reference.

The Chairperson agrees and is empowered to:

- facilitate CRG meetings in a fair, unbiased manner conducive to open, frank and outcomes-focussed discussion;
- provide all members with a reasonable opportunity to make comments, ask questions and raise issues;
- set an annual meeting agenda plan that is relevant to the CRG's objectives and considers the interests of all members;

- manage each meeting so that all agenda items are discussed within a reasonable timeframe and that meetings start and finish at the agreed time;
- ensure the Terms of Reference are met by all members; and
- address issues and facilitate the resolution of conflicts that might arise.

6.2 Responsibility of Hanson

Hanson is one of Australia's leading suppliers of heavy building materials to the construction industry. Aggregates, including crushed rock, sand, gravel, crusher dust and road base, and a high quality premixed concrete range are produced at the quarry. The quarry located at 1140 Wellington Road, Lysterfield has been operating for over 40 years and Hanson has owned the quarry for more than 20 years. The quarry has a total site area of 162.1 hectares with less than 48% (76.51 hectares) of the site approved for excavation.

Its business is conducted in accordance with the requirements of the *Mineral Resources (Sustainable Development) Act 1990*, the *Environment Protection Act 1970* and conditions outlined in Hanson's Work Authority.

Hanson agrees to:

- proactively inform CRG members of relevant developments, issues or decisions related to the quarry through a standing agenda item;
- encourage community comment on documents relevant to the CRG;
- consider recommendations made by CRG members;
- respond as promptly as practicably possible to requests for information from CRG;
- endeavour to ensure attendance of appropriate Hanson staff at CRG meetings, enabling informative discussion, progression of issues and achievement of outcomes;
- engage at its cost a Chairperson and an administrative support officer and provide other resources with the aim that the CRG should function professionally and effectively;
- help promote the profile of the CRG within Hanson, the local community and relevant government agencies; and
- provide timely reporting of information and outcomes as outlined in the Work Authority.

6.3 Responsibility of members

CRG members agree to:

- use their best endeavour to cooperate and collaborate in improving communication and consultation on matters relevant to the quarry;
- attend CRG meetings and present the view of their representative community organisation and / or personal view;
- willingly communicate accurate and timely information regarding CRG activities and information, reports, plans and outcomes provided by Hanson to their representative community organisation and / or the broader community;
- review briefing documents and papers as required prior to CRG meetings;
- undertake agreed actions within the specified timeframes;

- recommend relevant agenda items whenever possible;
- provide referral of individuals or groups to Hanson where the CRG member believes further information or consultation is required;
- provide opportunities for communication channels which may be easily accessed by the community;
- be willing to introduce or consider new and innovative ideas to assist Hanson to develop and grow in a sustainable manner, with due regard to the community, the environment and the economy;
- treat all other CRG members and their views respectfully, enabling all members to be heard equally, to not speak over each other and to listen to all points of view;
- refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment;
- not to use confidential information gained by virtue of membership, for the purposes of private benefit for themselves or any other person or organisation;
- enable their contact details to be shared and circulated amongst CRG members, Hanson and any statutory authority or its agents and representatives;
- follow all directions by Hanson representatives whilst on site; and
- abide by the Lysterfield Quarry Community Reference Group Code of Conduct, which states:

Only one person speaks at a time. Do not speak over another member. You will be heard at some point in the meeting.

Each person expresses their own views. Differing perspectives about issues are to be expected, so try to acknowledge and understand others' perspectives.

Do not shout or raise your voice in anger or to get your point across.

No personal attacks. Challenge ideas, not people.

Be a good listener – listening does not require agreement.

Seek to focus on the merits of what is being said. Questions of clarification are encouraged. Disparaging comments are discouraged.

Each person has the right to disagree with any proposal and accepts responsibility for offering alternative that accommodates their interests and the interests of others.

Each person who speaks to the media will speak only their views. No member will speak on behalf of the group as a whole without permission of the group as a whole.

and,

- abide by these Terms of Reference.

6.4 Technical presentations

Where information of a more technical nature, such as operational issues or legislative requirements, needs to be presented to the CRG, relevant experts will be invited to present at a meeting. This may also include representatives from relevant government agencies and specialist consultancies.

6.5 Documents

If community or business members distribute their own materials to other group members or to the wider public, this information must clearly indicate that it is not official documentation issued by Hanson. It cannot include any Hanson logos or branding.

6.6 Differing views and consensus

The aim of the CRG is to represent a diversity of viewpoints and stakeholder issues and concerns. Therefore:

- it is not a requirement, nor it is anticipated, that consensus will always be reached among members on the issues discussed;
- where group members hold a range of perspectives on a particular issue, the differing viewpoints will be noted and taken into consideration; and
- if a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion at any time, the member should make this position clear to the Chairperson, who will then make a determination on an appropriate code of conduct for the member during that particular item of discussion.

6.7 Media protocol

If a CRG member receives an enquiry from the media regarding the operations of Hanson or a Hanson strategic policy matter, they should direct the enquiry to the Operations Manager – Aggregates, Southern Region, who can be contacted on (03) 9274 3700. Hanson will not publicly identify any CRG members in media releases without their knowledge and consent.

If the CRG believes a media statement would be helpful to the engagement process at any point, the CRG will endeavour to agree the content of the statement and delegate the drafting of it to Hanson. The Chairperson will act as the coordinator for media inquiries in relation to these media statements.

Comments made to the media by CRG Members are to be their own individual opinions and not that of the CRG. CRG Members may not speak individually as spokespersons for the CRG or circulate information acquired at CRG meetings unless specifically agreed to by the CRG. Nor may members discuss with the media views expressed by another member without their knowledge and consent.

6.8 Resignation

CRG members may resign from the CRG and are requested to submit their intent in writing to no longer participate in the CRG to the Chairperson. If a representative of an organisation opts to resign membership of the CRG, the organisation may nominate a new representative or nominate their alternative representative as their primary representative. If an organisation opts to resign membership of the CRG, they must submit their intent in writing on organisation letter head countersigned by the organisation committee member who originally countersigned the organisation's Expression of Interest in membership of the CRG.

6.9 Workplace Laws

Hanson is subject to the provisions of the *Occupational Health and Safety Act 1991* which imposes a duty on Hanson to provide and maintain as far as is practicable, a working environment which is safe and does not increase risks to staff and/or visitors.

All members of the CRG must comply with all applicable workplace relations, occupational health and safety, and workers compensation laws and Hanson policies and procedures relating to occupational health and safety, whether notified to the CRG member by Hanson or reasonably inferred in the circumstances.

6.10 Privacy

All personal information provided by CRG members to the CRG and/or Hanson will be made available to Hanson, the Chairperson, the administrative support officer and other CRG members in order that CRG members are contactable. Hanson and the CRG will only use the personal information you have chosen to provide for the purpose for which you provided it and will comply with obligations under the *Privacy Act 1988 (Cth)* and all other relevant legislation in relation to privacy.

6.11 Amendment

Hanson may change or alter the content or scope of these Terms of Reference at any time, including (without limitation) if at any time Hanson no longer considers that the operation of the CRG is in its' interests, Hanson may, by giving three (3) months' notice in writing to the CRG Chairperson, terminate the operation of the CRG.

Hanson will notify the CRG in writing of any change or alteration to the Terms of Reference.

7. CRG Meeting Procedures

7.1 Venue

CRG meetings will be conducted in the Anderson Room, Waverley Golf Club, 82 Bergins Road Rowville or, as a consequence of government health or safety regulation, conducted online via Microsoft Teams.

7.2 Meeting frequency, timing and length

It is expected that the CRG will meet at least six (6) times and no more than eight (8) times per year. Consequently, it is anticipated that the CRG will meet every six (6) to eight (8) weeks. An annual timetable of meeting dates will be decided at the last meeting of each calendar year. The next meeting date, time and venue will be confirmed at the conclusion of each meeting.

The Chairperson may call a special meeting of the CRG if there is an important matter to be communicated to the group between scheduled meetings, or if there is sufficient community interest in a particular issue to warrant a dedicated meeting.

To ensure broad representation of the community, CRG meetings will be conducted on a Wednesday and will commence at 6:00pm.

Hanson acknowledges that CRG members are attending the CRG in their own time. In order to allow sufficient time for discussion of agenda items in a productive environment, it is recommended that meetings do not exceed two and a half (2.5) hours, including a fifteen (15) minute refreshment break.

7.3 Meeting agenda

The administrative support officer, under the direction of the Chairperson, will prepare and distribute an agenda to CRG members at least seven (7) days prior to each CRG meeting. The agenda will be prepared with consideration of:

- regular agenda items including agreement on previous minutes, report back on actions, operational reports, exception reporting, regulatory or work authority reports, etc.
- items proposed by Hanson regarding developments at the quarry; and
- items proposed by CRG members.

7.4 Minutes of meetings

The administrative support officer will take minutes of each meeting. The minutes will summarise the discussion that occurred, agreements made and actions to be undertaken.

Minutes will not be a verbatim record of discussion. Attribution of comments to individuals will be recorded unless CRG members agree that they do not want comments attributed to individuals.

Draft minutes, together with copies of any technical presentations, will be distributed to all CRG members within 14 days of the meeting.

When 50% plus one (1) of those members in attendance of the meeting approve the draft minutes, the minutes of the meeting will be confirmed as approved and made publicly available on the Hanson website at <https://www.hanson.com.au/about-us/regulatory-information/lysterfield-quarry/>.

7.5 Actions and timeframes

Actions agreed to be undertaken by the Chairperson, CRG members and Hanson staff will be captured in the minutes, together with agreed timing for delivery and / or implementation. All parties are generally required to undertake those actions to which they have agreed within the timing specified unless a reasonable explanation for the delay is given.

A report back on actions will be a standing agenda item at CRG meetings. All parties will be required to report back on the actions assigned to them. If unable to attend a CRG meeting, the member should provide the report for presentation to the CRG by their alternate representative or, in the case of an individual, provide the report to the Chairperson prior to the meeting.

Outstanding actions will be noted in the minutes and a written response shall be included in the minutes or the action item will be carried over to the following meeting.

7.6 Resourcing of CRG

Hanson will fund the conduct of CRG meetings, including venue hire and provision of refreshments.

Hanson has appointed the Chairperson of the CRG and will continue to provide reasonable remuneration in recognition of the time involved.

Hanson will provide and fund an Administrative Support Officer to prepare and distribute meeting agendas, attend and take minutes of meetings, prepare and distribute draft minutes of meetings and provide other administrative services as required.

8. Evaluation

CRG members will be requested to evaluate the value and effectiveness of the CRG meeting process, the CRG and the Chairperson at regular intervals following meetings. The evaluation will include, but not be limited to, review and recommended changes to CRG supporting documentation, such as Terms of Reference, and comment on the role of the Chairperson.

The results of the evaluation will be made available to the CRG with recommendations agreed to address issues raised.

A final report, including evaluation results, recommendations and actions, will be made available to Earth Resources Regulation, a division of the Victorian Government Department of Jobs, Precincts and Regions. CRG members will also be encouraged to provide a final report to their organisation.

9. Breach of these Terms of Reference

If a CRG member breaches these Terms of Reference, particularly in regard to communication with the wider community, Hanson or the Chairperson may, exercising reasonable discretion, revoke the membership of the CRG member.