

Terms of reference

DPE have supplied this template so each committee can complete its terms of reference. Each committee may decide how it will operate, in accordance with the *Community consultative committee guideline: State Significant Projects 2023* and any minimum requirements that are established through conditions of approval or consent.

The Hanson Bass Point Quarry Community Consultative Committee terms of reference is in accordance with the NSW Department of Planning and Environment's *Community consultative committee guideline: State Significant Projects 2023*.

Purpose of the community consultative committee

The committee has been established to provide a forum for open discussion between Hanson Construction Materials Pty Ltd [Hanson], representatives of the community, stakeholder groups and Shellharbour City Council on issues directly relating to the Bass Point Quarry.

Purpose and scope

The purpose of this committee is to serve as a forum for ongoing communication about the project and its environmental performance. It is not a decision-making body but performs an advisory and consultative role.

The scope of this committee includes:

- discussing the resolution of community concerns and complaints
- discussing the implementation of any conditions of approval or consent and management plans
- consulting on any proposed amendments or modifications to projects
- reviewing the results of any monitoring, annual reviews or independent audits
- consulting on any community initiatives
- conducting site visits to view the project, as necessary
- receiving updates on company operations, when/if the mine re-commences operations
- the scope of this committee does NOT include discussion about financial or marketing matters.

Committee membership

Chairperson

The appointed chairperson is Michael Archer.

Committee members

The committee members are:

1. Judith Harrington: Community Representative
2. Les Brooks: Community Representative
3. Robby Stephenson: Community Representative
4. Graham Bush: NSW National Parks and Wildlife Service Representative
5. Mark Miller: Shellharbour City Council Representative
6. Stephen Butcher: Hanson, Quarry Manager
7. Chelsea Flood: Hanson, Supervisor - Environment, Sustainability and Safety

Alternate representatives

The appointed alternate representatives are:

1. Darren Scheeringa: NSW National Parks and Wildlife Service
2. Mark O'Callaghan: Shellharbour City Council
3. Peter Nascimento: The Links Shell Cove
4. Tobias Weiderman: The Links Shell Cove
5. Miles Chester: Hanson, Site Operations Manager

Meeting frequency, location and timing

Meeting frequency

The committee will meet at least four times for the calendar year.

The chairperson will give members at least two weeks' notice before a regular committee meeting.

Note: The meeting frequency is to be a minimum of once a year unless otherwise specified by the conditions of consent or approval.

Extraordinary meetings

Any committee member may ask the chairperson to convene an extraordinary committee meeting if there are important and urgent matters requiring consideration.

The chairperson will decide if the extraordinary meeting is called for, or if the matters can be addressed in other ways.

The chairperson will give members two weeks' notice before an extraordinary meeting.

Site visits

Site visits may be organised, as needed, including as part of the regular meeting, or immediately before the meeting for convenience.

Hanson is responsible for ensuring that work health and safety measures are in place for all who attend the site visit. Committee members must follow any requirements of the proponent, including work health and safety requirements, while on site.

Meeting venue and format

Committee meetings will generally be held in person at the Board Room at Hanson Bass Point Quarry or, if necessary, via an online meeting.

Meeting time

The normal meeting time will be 3:00pm to 4:00pm on a nominated Tuesday afternoon unless the chairperson proposes an alternative.

Meeting procedures

Meeting agenda

The chairperson will call for agenda items at least two weeks before the scheduled meeting.

The chairperson will distribute the agenda and any supporting documents to committee members at least one week before the meeting.

The chairperson may decide if the committee will consider late items at the meeting or defer them to a following one. This includes:

- late agenda items raised after the agenda has been circulated
- late supporting documents provided within a week of the meeting
- late agenda items proposed by a committee member during the meeting.

The chairperson should consider how much time the committee members will need to review and consider the matters adequately, if enough information has been provided to discuss the matter, as well as its urgency and importance.

Standard agenda items

Declarations of interest should be included as a standard agenda item at the start of each meeting. It is the responsibility of each member to keep their declaration of interests up to date.

Annual agenda items

A discussion and approval of these terms of reference must be included as an annual agenda item.

Meeting minutes

The chairperson (or identified note-taker) will take minutes for each committee meeting.

These minutes must accurately summarise the matters that were discussed at the meeting, including:

- any community feedback expressed, and enquiries made
- any opposing views of members on a matter (recorded on request)
- any actions to be taken before the next meeting, who is responsible for them, and by when.

The chairperson will distribute draft minutes to all committee members within two weeks of the meeting.

Note: Within two weeks of the meeting is the maximum period for distribution.

Committee members have two weeks to give their feedback.

The minutes will be finalised and published within two weeks of receiving this feedback.

If there are any disagreements between members on the minutes, the chairperson will have the final say on the matter.

Recording of meeting

Recording of meetings by recording device, telephone or any other electronic device is only permitted with agreement beforehand of the chairperson and the committee and will typically only take place for the sole purpose of minute taking. Recordings of meetings will be deleted once a first draft of minutes has been produced.

Meeting recordings are only for the benefit of the chairperson and minute taker and cannot be published.

Attendance and conduct

Attendance

The chairperson should be notified as soon as possible if a community or stakeholder group member cannot attend an upcoming meeting so that an appointed alternate member may be invited.

Other members should advise the chairperson in advance of the meeting if an alternate representative is attending on their behalf. Any alternate representatives must sign the committee members' code of conduct and declaration of interest form before attending their first meeting.

The chairperson may reconvene the meeting if not enough members (including at least one proponent member) can attend.

Observers, advisers and subject matter experts

Observers may attend a meeting, at the invitation of the chairperson. The chairperson may invite the observer to give input into the discussions of the committee.

The committee may call upon advisers or subject matter experts, including specialist environmental consultants or construction contractors, to attend meetings to give information as needed. The proponent will engage and facilitate the attendance of independent advisers or specialists for meetings, at the request of the chairperson.

The agenda will advise if non-committee members will attend.

Conduct

Everyone in attendance at the meeting must act in accordance with the relevant committee code of conduct. Each committee member is to verbally re-confirm their commitment to abide by the code of conduct on an annual basis. This should be recorded in the meeting minutes.

Changes to membership

The chairperson will inform the committee of any newly appointed members or other changes to membership.


Review

The chairperson will annually review a committee's performance and effectiveness over the previous 12 months. The committee may update the terms of reference following the review.

Agreement

The Hanson Bass Point Quarry Community Consultative Committee agrees to these terms of reference as at 15 August 2023 and they will remain in force until otherwise changed, replaced or voided.

Chairperson: Michael Archer

Signature: 

Date: 16 August 2023