



## **ULAB CLC**

### **Terms of Reference**

#### **2021 - 2023**

##### **Introduction**

Chunxing Corporation Pty Ltd believes in maintaining positive and open relationships with those who live, work, play, study or recreate in Latrobe. We are pleased to have established the Used Lead Acid Battery Community Liaison Committee (ULAB CLC) with members of the Latrobe Valley and broader Gippsland communities impacted by the ULAB recycling facility at Hazelwood North.

The ULAB CLC is formed to build community understanding and confidence in the operation of recycling used lead acid batteries through the provision of project progress updates, factual information, monitoring data, presentations and site tours.

The ULAB CLC is an important part of our ongoing communication and consultation with the community. It plays an important role in facilitating the flow of information and ideas between Chunxing Corporation, the EPA Victoria, Latrobe City Council, other key stakeholders and the community who live, work, play, study and recreate in Latrobe – helping to build a productive and positive working relationship.

As well as distributed to ULAB CLC members, all meeting minutes and presentations are publicly available on the Chunxing website. On occasion, the committee may be provided with confidential information. This will be disclosed prior to the information being shared. This information will need to remain confidential to the committee and will not be available publicly.

##### **Background**

Chunxing Corporation Pty Ltd has established a Community Liaison Committee for the Used Lead Acid Battery (ULAB) recycling facility at Hazelwood North to continue to share information about its operations with community members who represent the interests of the wider community.

The ULAB Community Liaison Committee (ULAB CLC) gives Chunxing Corporation the opportunity to interact with community representatives as key partners who are interested in the ULAB facilities and operations, and who can provide valued input on a wide range of topics.

The primary purpose of the ULAB CLC is to function as a reference body for Chunxing Corporation, its stakeholders and the community. The ULAB CLC is a liaison group, not a decision-making body, and operates as a regular consultative forum where representatives of Chunxing Corporation, the ULAB recycling facility, the community, individual residents and other interested parties can discuss matters relating to the ULAB recycling facility.



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Chunxing Corporation will consider comments and suggestions made by the ULAB CLC and provide responses where warranted.

The ULAB CLC may make recommendations to Chunxing Corporation, including communication of a negotiated position that reflects community members' views, for Chunxing to consider and respond to as part of the ULAB CLC process. However, the ULAB CLC is not required to reach consensus or express unified views on matters discussed.

As Chunxing Corporation is accountable for its own actions, final decisions regarding the ULAB recycling facility will always rest with Chunxing Corporation and relevant regulatory authorities.

### **Objectives**

The objectives of the ULAB CLC are to:

- Provide an opportunity for stakeholders and community members to discuss relevant matters including environmental impact and management.
- Foster community understanding and confidence in the operation of the recycling facility and its compliance with licence conditions through the provision of factual and unbiased information, monitoring data, presentations and site tours.
- Develop broad understanding of Chunxing Corporation's current and future priorities regarding the ongoing operation of the site.
- Members are encouraged to ask questions at the meetings and to raise any matters of concern for open discussion. For further information or questions outside of the meetings, members can contact ULAB CLC Chair, Richard Elkington, via email at [richard@fuelonaus.com](mailto:richard@fuelonaus.com).

### **Scope of Influence**

Chunxing Corporation commits to working with the ULAB CLC to ensure that community concerns and aspirations are considered in decisions made.

It is important to note the ULAB CLC will not have influence on matters relating to the day to day operations of the site.

Chunxing Corporation is genuinely committed to ensuring the operation remains environmentally compliant with no impact on the community that lives, works, plays, studies or recreates in Latrobe.

Chunxing Corporation will also keep the ULAB CLC informed of its operational and monitoring regime, and will listen to and acknowledge concerns.



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### **Membership**

Community members representing those who live, work, play, study or recreate in Latrobe will be appointed for up to two years. In 2023, Chunxing Corporation will undergo another public advertising process to encourage new memberships and to provide other community members an opportunity to join the group.

Expressions of Interest for membership of the ULAB CLC is a public process that is managed by Chunxing Corporation through the placement of advertisements in the local newspaper aimed at encouraging community awareness and participation.

Additional information regarding membership guidance is as follows:

- Prior to the expiration of the two-year term, public nominations will be called for the next term.
- Existing ULAB CLC members will be able to renominate. However, ongoing memberships will be dependent on the number of new applications received and their suitability as assessed through the review process.
- All nominees will be required to complete the Expression of Interest documentation.

Meetings will be facilitated by an independent Chair and notes will be prepared and distributed by an independent Secretariat who will also schedule meetings and compile meeting agendas with the Chair and in consultation with members. All meeting records will be publicly available on the Chunxing website - [www.chunxing.com.au](http://www.chunxing.com.au).

### **Role of members**

It is expected that all ULAB CLC members will monitor and bring forward broader community and stakeholder views in respect to management of the recycling facility.

Members are expected to represent the range of opinions relating to their community, group or interest area without bias, and avoid promoting individual agendas or opinions.

### **Authority**

ULAB CLC is a reference group only and has no delegated decision making authority with respect to the ULAB recycling facility's operations. It will only provide advice and recommendations to Chunxing Corporation, which in turn reserves its right to make decisions about the facility and its operations. Such decisions will generally be made by Chunxing Corporation CEO and the ULAB recycling facility Project Coordinator, who will both be members of the group and authoritative representatives of Chunxing.

Recommendations, proposals, media releases and other advice must be directed through the Chair. Members are not permitted to speak individually as spokespersons for the ULAB CLC. This means that members cannot represent ULAB CLC in the media, however they may say that they are a member of ULAB CLC or have been informed about an issue at a ULAB CLC meeting.



### **Operating Procedures and Principles**

Meeting frequency and organisation:

- Meetings will be held bi-monthly (or as deemed necessary) to fulfil the objectives. A meeting schedule will be endorsed at the first meeting in consultation with members.
- Meetings will be held at the Chunxing Corporation office in Morwell in the first instance at a time to suit the majority of members and will generally not exceed two hours. Meetings will run from 7.00pm to 9.00pm, every second month on the fourth Wednesday evening.
- Special meetings may also be convened as needed to provide specific updates.
- Formal written notification will be provided to members in the event the ULAB CLC is disbanded or a member is dismissed from the group for reasons determined by Chunxing or the independent Chairperson, and/or in breach of the Terms of Reference.

### **Meeting agenda and minutes**

- All meetings shall have an agenda and minutes to facilitate information flow to the broader community.
- All minutes will be provided to members within one week of the completed meeting for their comment.
- Presenters will be given opportunity to check that their contribution has been correctly recorded and interpreted. Information provided after the meeting will be highlighted as such in the notes. The draft minutes will then be sent to the whole group for review for one week. If no further comments are received, the minutes will be published as final.
- Finalised minutes will be distributed to members and posted on Chunxing's website ([www.chunxing.com.au](http://www.chunxing.com.au)) within five working days of finalisation. Members are encouraged to circulate the minutes within their networks.
- Items for the Agenda need to be proposed to the Chair two weeks before the next meeting.
- Members can nominate a guest speaker to attend a meeting. The topic to be presented and the person/organisation nominated to present will be tabled at a meeting of the ULAB CLC as general business.
- The Agenda and any relevant papers will be distributed to all members one week before the next meeting by the Chair or Secretariat. Hard copies of all meeting papers and presentations will be available at the start of each meeting, or beforehand if possible.



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- Items not listed on the Agenda will not be discussed unless time permits and the group agrees that the item/s should be discussed.
- Meetings may be recorded for the purposes of minutes only. Audio files and transcripts will be held confidentially by the Chair and destroyed upon confirmation of the minutes by all members. Otherwise, meetings are not to be recorded (other than by minutes or hard copy transcript) without prior approval of all members. Personal note-taking is excluded from this reference.
- All agreed documentation including Minutes, Agendas and Supporting Documents will be uploaded to the dedicated page on Chunxing's website.

### **Code of Conduct**

All members are expected to work together in a manner that fosters trust, honesty and communication, regardless of difference of opinions.

- Use information provided at the meetings with integrity and openly share the information with the broader community.
- Provide accurate, forthright, trustworthy, relevant and specific information.
- Answer questions fully and specifically – or if a question cannot be answered, explain why this is the case.
- Remain open and transparent.
- Keep comments short and succinct, trying not to repeat.
- Refrain from interrupting others.
- Make space for all to contribute.
- Disagree respectfully – focusing on the issues, not the person.

### **Resourcing of the ULAB CLC**

Chunxing Corporation will fund the conduct of ULAB CLC meetings, including venue hire (where applicable) and provision of refreshments. Chunxing will appoint the independent Chairperson of the ULAB CLC and provide reasonable remuneration in recognition of the time involved.

### **Other**

All members are expected to note the following:



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1. Contact details for ULAB CLC members will only be made available to the group and will not be disclosed to third parties.
2. Majority and minority opinions will be presented in all minutes and reports.
3. Light refreshments will be provided for all members prior to and during the evening meetings.

### **Review and Amendments**

These Terms of Reference may be amended, varied or modified in writing by the Chair, after consultation with ULAB CLC members at the first meeting.

### **Breach of these Terms of Reference**

If a ULAB CLC member breaches these Terms of Reference, particularly in regard to communication with the wider community and behaviour during meetings, Chunxing Corporation or the Chairperson may, exercising reasonable discretion, revoke the membership of the ULAB CLC member.