



Architectural Concept Only

## **TERMS OF REFERENCE**

**USED LEAD ACID BATTERY RECYCLING FACILITY (ULAB)**

**COMMUNITY LIAISON COMMITTEE (CLC)**

Office: Level 1 Unit 7 11 Lord Street, Botany, NSW 2019

Email: [office.au@jschunxing.com](mailto:office.au@jschunxing.com)

Website: [www.jschunxing.com](http://www.jschunxing.com)

[www.chunxing.com.au](http://www.chunxing.com.au)

Tel/Fax: +61 2 8335 0810



## TERMS OF REFERENCE

21<sup>st</sup> June 2023

### Introduction

Pure Environmental and Chunxing Corporation Pty Ltd believes in maintaining positive and open relationships with the community in which we operate. 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 Pure, Chunxing, the EPA Victoria, Latrobe City Council, other key stakeholders and the community – 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

Pure and Chunxing have 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 Pure and Chunxing 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 Pure and Chunxing, 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 Pure, Chunxing, the ULAB recycling facility, the community, individual residents and other interested parties can discuss matters relating to the ULAB recycling facility.

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

The ULAB CLC may make recommendations to Pure and Chunxing, including communication of a negotiated position that reflects community members' views, for Pure and 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 Pure and Chunxing are accountable for their own actions, final decisions regarding the ULAB recycling facility will always rest with Pure, Chunxing and the 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 Pure and Chunxing'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 communications support, Tania Brown via email at [tbrown@purenv.au](mailto:tbrown@purenv.au).

## Scope of Influence

Chunxing and Pure 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 and Pure are genuinely committed to ensuring the operation remains environmentally compliant with no impact on the local community.

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

## Membership

Membership is open to the public who live, work, study and recreate in the Latrobe Valley. Community members will be appointed for up to two years. In 2025, Chunxing and Pure 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 and Pure 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 membership 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.
- If members miss three consecutive meetings without communicating a leave of absence their membership will lapse.

Meetings will be facilitated by an independent Chairperson and notes will be prepared and distributed by a Secretariat who will also schedule meetings and compile meeting agendas with the Chairperson 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 facilities operations. It will only provide advice and recommendations to Pure and Chunxing, which in turn reserves its right to make decisions about the facility and its operations.

Such decisions will generally be made by the Pure and Chunxing CEOs and the ULAB recycling facility Project Coordinator, who will both be members of the group and authoritative representatives of Pure and Chunxing.

Recommendations, proposals, media releases and other advice must be directed through the Chairperson. 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 provided to members.
- Meetings will be held in person at the Century Inn Traralgon, or via Zoom meeting, and will generally not exceed two hours. Meetings will run from 7.00pm to 9.00pm, every second month on a Wednesday evening.
- Special meetings may also be convened as needed to provide specific updates.
- Guests can be nominated by ULAB CLC members. Guests are welcome at any meeting with prior approval by the Chairperson.
- A Guest Speaker can be invited with ULAB CLC approval to provide information on a relevant topic or detail.
- 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 Pure, Chunxing or the independent Chairperson, and/or in breach of the Terms of Reference.
- A quorum consisting of three community members will be required to conduct a meeting.

## Meeting Agenda and Minutes

All meetings will be conducted formally, including provision of the following;

- 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 proposed for the Agenda need to be proposed to the Chairperson two weeks before the next meeting.
- The Agenda and any relevant papers will be distributed to all members one week before the next meeting by the Chairperson or Secretariat. Hard copies of all meeting papers and presentations will be available at the start of each meeting, or beforehand if possible.
- 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 Chairperson 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 permitted.
- 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. CLC members should:

- 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.
- Allocate time 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:

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 Chairperson, after consultation with ULAB CLC members.

## **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, Pure, Chunxing or the Chairperson may, exercising reasonable discretion, revoke the membership of the ULAB CLC member.



**Endorsed by ULAB CLC Members**

Name	Representing	Signature
Philip Reichert	Chairperson	
Lorraine Bull	Latrobe Valley Sustainability Group	
Bronwyn Woodward	Community Member	
John Ellingham	Community Member	
Leo Billington	Community Member	
Maggie Jones	Alive Inc	
Samuel Armstrong	Hazelwood North Primary School	
Mark Richards	CFMEU	
John Petrakos	Latrobe City Council	
Stacey Clark	EPA	
Cr Melissa Ferguson	Latrobe City Council	
Shane Mynard	Fire Rescue Victoria	
Dr Karl Baltpurvins	Pure CEO	
Rachel Irvine - Marshall	Pure	
Dr Lakshman Jayaweera	Chunxing CEO	
Robin Krause	Chunxing	
Tania Brown	Chunxing	