



Martins Creek Quarry

Extended Hours of Operation due to Emergency Event

Update: 5 May 2015

Daracon is pleased to advise that as a result of ARTC's emergency repair work on the North Coast line being completed ahead of schedule, extended operating hours have been ceased.

On April 29, Daracon advised local residents that Martins Creek Quarry would be required to operate for up to 24 hours a day for a period of up to 21 days to support ARTC's efforts in emergency repairs on the North Coast line.

As the ARTC emergency work is nearing completion, Daracon has ceased the extended hours of operations and resumed standard operating hours.

Daracon is grateful for the understanding and cooperation of the local community, particularly the residents of Martins Creek, Paterson and Tocal during the period of extended working hours.

Daracon would also like to extend its thanks to the Dungog Shire Council for its continuing cooperation, and to those Daracon staff and contractors who assisted in the project.

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**Martins Creek Quarry
Extended Hours of Operation due to Emergency Event
April 21st – 23rd 2015
Notification 2**

As advised last week, materials from Martins Creek Quarry are urgently required for emergency repairs of the main North Coast Rail Line due to damage caused by the recent storm emergency event of 21-23 April 2015.

In order to meet the continuing demands of the situation, the Martins Creek Quarry may be required to operate up to 24 hours per day for an additional 21 days including the loading of trucks and trains. The Environment Protection Authority has been consulted in regard to this.

These operating conditions will commence immediately as of 29th April 2015.

It is only work on materials specifically for the repair of storm-related rail damage that may occur outside of standard operating hours. All work unrelated to this will only be undertaken during standard operating hours.

Martins Creek Quarry will revert to standard operating hours as soon as the emergency supply demands have been met.

Further enquiries please call:

Daracon – 1300 663 151



**Martins Creek Quarry
Extended Hours of Operation due to Emergency Event
April 21st – 23rd 2015**

Materials from Martins Creek Quarry are urgently required for emergency repairs of the main North Coast Rail Line due to damage caused by the recent storm emergency event of 21-23 April 2015.

In order to meet the demands of the situation the Martins Creek Quarry may be required to operate 24 hours per day for seven days including the loading of trucks and trains. The Environment Protection Authority has been consulted in regard to this. The EPA has confirmed that the Quarry is authorised to operate in this manner in emergency situations.

These operating conditions will commence immediately as of 23rd April 2015.

Please note, consideration will be given to ANZAC Day commemorations on April 25 with regards to emergency operations.

Martins Creek Quarry will revert to standard operating hours as soon as the emergency supply demands have been met.

Further enquiries please call:

Daracon – 1300 663 151

Martins Creek Quarry Consultative Committee

Terms of Reference - FINAL

25/11/2014



Acknowledgement

The Terms of Reference for the Martins Creek Quarry Community Consultative Committee was developed using the NSW Department of Planning's document "Guidelines for Establishing and Operating Consultative Committees for Mining Projects" June 2007. Consultation with Dungog Shire Council and Paterson Progress Association has produced the Terms of Reference.

Daracon is grateful to the Department of Planning and Paterson Progress Association and Dungog Shire Council for their contributions.

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Purposes of the Committee

Daracon wishes to voluntarily establish a community consultative committee for the Martins Creek Quarry Development Application. The consultative committee will be the main mechanism for information sharing during the environmental assessment stage.

The purpose of a community consultative committee is to provide a forum for open discussion between representatives of the company, the community, the council and other stakeholders on issues directly relating to the development application, the quarry's current operations and community relations, and to keep the community informed on these matters.

The committee provides a forum to:

- establish good working relationships between the company, the community and other stakeholders in relation to the quarry
- provide for the ongoing communication of information on the environmental assessment studies and the sharing of information regarding the current operation of the quarry
- provide an opportunity for comment on the quarry's environmental performance
- discuss community concerns and review the resolution of community complaints
- discuss how best to communicate relevant information on the development application and environmental studies
- work together towards outcomes of benefit to the quarry, immediate neighbours and the local and regional community.

The committee may:

- provide feedback to the company and/or relevant State agencies regarding environmental management and community relations outcomes relating to the quarry
- review the quarry's complaints-handling procedures and the handling of concerns or complaints from the community regarding operations, environmental management or community relations
- provide advice to the company on how to address community relationships, including:
 - the provision of information to the community
 - the identification of community initiatives to which the company could contribute
- liaise with community consultative committees of other quarries where there are common issues or where there is the potential for cumulative impacts, with a view to information sharing and joint meetings on matters of common interest

Responsibility for oversight of the quarry's compliance with the project approval and all other government approvals remains with relevant government agencies.

Members of the Committee

MEMBERSHIP OF THE DARACON MARTINS CREEK COMMUNITY CONSULTATIVE COMMITTEE

Daracon will provide an independent chairperson and the membership of the committee shall comprise:

- representatives of 3-5 local community groups (Paterson Progress Association; Brandy Hill Action Group and Bolwarra Heights Action Group; Martins Creek representative; Martins Creek Quarry Action Group and The Voice of Wallalong and Woodville Group), two representatives of the local council (Mayor and General Manager)
- two or three representatives of the company

The representatives of the company are part of the committee. State Government agencies will not be represented on the membership of the committee. State Government agencies can, however, be invited to attend committee meetings as needed and at the request of the chairperson.

INDEPENDENT CHAIRPERSON

The chairperson will be appointed by Daracon.

The role of the chairperson is to be a convenor, facilitator, mediator and advisor for the committee. They must undertake their role in an independent manner, and refrain from perceptions of bias either for or against the company or any individual or group of representatives on the committee.

- the chair will have ability to convene and manage stakeholder committees in an independent manner
- experience in community relations, facilitation, mediation or public advocacy
- understanding of the industry and awareness of local issues

COMMUNITY AND OTHER STAKEHOLDER REPRESENTATIVES

The local community and other stakeholder representatives will be invited to participate following consultations with Daracon, Dungog Shire Council (Mayor and General Manager) and Paterson Progress Association.

In selecting the community representatives, preference will be given to candidates who can represent the concerns of a variety of interest groups.

Selection criteria are:

- willingness to contribute constructively
- experience and ability to provide feedback to the community and stakeholder groups
- current residence in the local area and/or awareness of local and other relevant issues.

ALTERNATE REPRESENTATIVES

Alternate community representatives may be nominated by a community member. An alternate representative may substitute for a community member of the committee when the member is unavailable to attend a meeting.

Alternate representatives for company and council members may be appointed by their organisation and similarly may substitute for company and council members of the committee.

COMPANY AND COUNCIL REPRESENTATIVES

Company and council representatives are to be appointed to the committee by the company and the council respectively.

OBSERVERS

The committee may agree to any person acting as an observer to any meeting of the committee. Observers cannot participate in the business of the committee unless invited to do so by the chairperson.

State government agencies, for example, will be invited to attend committee meetings (on an as needed basis) at the request of the chairperson.

Committee meetings

TIMING AND LOCATION OF MEETINGS

The committee shall determine the frequency of its meetings. It is suggested that the committee meet monthly during the environmental assessment period. Once the development application has been determined this consultative committee would have completed its role. It is anticipated the determining of the development application will provide statutory requirements in regards to any consultative committee. Meetings should be held at a time and place generally convenient to the committee.

The company shall provide facilities for committee meetings, if required to do so by the committee.

MEETING PROCEEDINGS

The chairperson shall convene and chair meetings of the committee. Meetings of the committee should follow good meeting practice. The committee may agree to adopt any particular set of standard meeting practices if it wishes to do so. As the committee is not a decision-making body, it is not a requirement that consensus be reached on issues discussed.

The chairperson shall determine the agenda items. Any member may propose a matter for inclusion on the agenda, either before or during a meeting, providing the matter is within the purpose of the committee. The chairperson should ensure that issues of concern raised by community representatives on behalf of the community are properly considered. Late items may be deferred to a following meeting.

The meeting agenda items would normally include:

- Apologies
- Declaration of pecuniary or other interests
- Confirmation of the minutes of the previous meeting
- Business arising from previous minutes — response to issues raised or provision of additional information requested
- Correspondence
- Company reports and overview of activities:
 - progress on the environmental studies
 - operational issues
 - monitoring results & environmental performance
 - community complaints and response to complaints
 - information provided to the community and any feedback
- General business
- Next meeting

MINUTES OF MEETINGS

Minutes are to be kept of all meetings of the committee. The Minutes shall record issues raised and actions to be undertaken, who is responsible for taking those actions and by when. If a member so requests, then the Minutes shall record that member's dissenting views on any matter.

The Minutes are normally to be recorded by the company. The Minutes are to be distributed to all members. The company shall ensure that a copy of the Minutes is made available on the company's website and in another public place agreed to by the committee (eg the local council offices or a

public library) within 28 days of each meeting. The Minutes must be endorsed by the chairperson prior to them being distributed or placed on the company's website. The Minutes must be endorsed by the committee at its following meeting. If the Minutes are amended by the committee, then the amended version must be placed on the company's website.

Meetings can only be tape-recorded with the agreement of the chairperson and the committee.

CONDUCT OF MEMBERS

In meetings of the committee and when otherwise involved in the business and activities of the committee, members and alternate representatives shall, to the best of their abilities:

- act properly, honestly and in accordance with an open and transparent process
- perform their functions impartially and in the best interests of the local and broader communities
- be respectful to fellow members and not engage in unconstructive, threatening, intimidating or disorderly behaviour
- refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

The chairperson should bring any breach of these requirements to the attention of the persons concerned. Following three such breaches, the chairperson may request the:

- organisation which appointed them (in the case of a company or council representative or alternative representative), or
- community member (in the case of an alternative community representative) replace the member or alternative representative.

PECUNIARY AND OTHER INTERESTS

Members should declare any pecuniary or other interest which may be considered to prevent them undertaking their role impartially and in the best interests of the local and broader communities. Examples include holding a private contract with the company or holding voluntary acquisition rights. These guidelines establish no requirement in respect of personal interests other than declaration. However, the committee may determine that a personal interest is sufficient that a member should withdraw from discussion on a particular issue.

Responsibilities of the Company

The company shall regularly provide the committee with timely, accurate updates on the development application, including the environmental investigations progress. The company shall also provide an overview of operations and performance on its environmental management and community relations. The company shall also provide the committee with copies of:

- results of environmental monitoring
- annual environmental management reports
- audit reports (including audits required as a condition of approval)
- reports on community concerns or complaints and company responses

The company shall consult with the committee if it intends to seek amendments to conditions of approval, to change operational requirements, or to expand the operations.

The company shall respond in a timely fashion to any questions or advice the committee may give it concerning the quarry's environmental performance or community relations. The company shall forward to each committee member within 28 days of the committee's meeting:

- a copy of the minutes (if they are recorded by the company)
- the company's response to any questions or advice by the committee
- any information requested at the meeting by the chairperson.

Communication with the broader community

Committee members are encouraged to discuss issues and disseminate information about the quarry with the wider community, including special interest groups. If appropriate, the chairperson of the committee may also give briefings to community organisations such as the Chamber of Commerce, environmental or heritage organisations or parents and citizens committees.

The committee may agree to release statements or other information to the media or to adopt other approaches to public dissemination of information. However, only the chairperson may speak publicly on behalf of the committee. Individual committee members may make comments to the media or in public forums on behalf of themselves or the stakeholders that they represent, but not on behalf of the committee.

There is a presumption that all documents and other information considered by the committee should be generally available to the community. However, any member may request that particular information (eg a declaration of a personal interest, or information which the company considers to be commercial-in-confidence) be kept confidential to the committee. In the absence of full consensus amongst the committee over whether such information should be kept confidential, the decision of the chairperson shall be final and be binding on all members.