GRANTVILLE QUARRIES REFERENCE GROUP

TERMS OF REFERENCE

FEBRUARY 2026

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1. Title

The name is the Grantville Quarries Reference Group (GQRG).

2. Establishment of GQRG

The GQRG has been established by five quarry operators (Grantville Quarries) located in the Grantville area, including:

- Barro Group Pty Ltd
- Dandy Premix Quarries Pty Ltd (Regional Group Australia)
- Grantville Sand and Gravel Pty Ltd (a Holcim Australia joint venture with Boral managed by Holcim)
- Heidelberg Materials Pty Ltd
- Boral Pty Ltd

Each of the quarry operators wishes to interact with community and regulatory representatives interested in the facilities and operations of the quarries, and who can provide valued input on a wide range of operational, sustainability and corporate citizenship topics.

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

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

As the Grantville Quarries are accountable for their own actions, final decisions regarding the quarries will always rest with the quarry operators and the relevant government regulators. However, the GQRG process will ensure that decisions in relation to the quarries are robust.

3. Objectives of the GQRG

The objectives of the GQRG are to:

- facilitate stakeholders' awareness of the operations, environmental performance and any short, medium and long-term development of the quarries;
- provide stakeholders with the opportunity to engage in dialogue with Grantville Quarry operators regarding any issues of concern related to the quarries; and
- foster understanding and cooperation between stakeholders and Grantville Quarry representatives regarding operation of the quarries to best practice standards.

4. Activities of the GQRG

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

- contributing to the discussion of various issues affecting community amenity surrounding the monitoring and safety, operational issues, or future plans of the quarries.
- identifying varying viewpoints that need to be presented to the broader community.
- contributing to the plan for engaging with the broader community; and
- providing comment and stakeholder viewpoint on quarry initiatives.

5. Membership

Participation in the GQRG 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 quarries. The GQRG will comprise of up to 20 people, including:

- Chairperson (independent facilitator appointed and funded by the Grantville Quarries).
- Administrative Assistant (independent administrator appointed and funded by the Grantville Quarries).
- Representatives of regulatory authorities including Earth Resources Regulation, EPA Victoria, and Bass Coast Shire Council; and
- up to six (6) community representative members.

Representatives of each of the Grantville Quarries will attend each meeting and provide presentations and reports as required.

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

5.1 Appointment and term

The term of appointment for community representative membership of the GQRG is twenty-four (24) months. It may be necessary and in the best interests of the GQRG to extend, or reduce this appointment period, and any such variation of term will be reasonably determined by a representative of each of the Grantville Quarries in agreement with the GQRG Chairperson.

Irrespective of a community representative's term of service on the GQRG, succession planning to encourage a broad cross section of contemporary and relevant community views by community representative members to GQRG meetings will be regularly considered and actioned.

5.2 Attendance

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

6. Responsibilities and Protocol

6.1 Responsibility of Chairperson

The role of the Chairperson is to facilitate GQRG meetings, with the outcome being a fair, inclusive, and professional forum for stakeholders and representatives of Grantville Quarries 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 GQRG meetings in a fair, unbiased manner conducive to open, frank and outcomes-focused 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 GQRG'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 Grantville Quarries

The business of all Grantville Quarries is conducted in accordance with the requirements of the *Mineral Resources (Sustainable Development) Act 1990*, the *Environment Protection Act 2017* and conditions outlined in each Quarries respective Work Authority.

The Grantville Quarries agree to:

- proactively inform GQRG members of relevant developments, issues or decisions related to the quarries through a standing agenda item.
- encourage community comment on documents relevant to the GQRG.
- consider recommendations made by GQRG members.
- respond as promptly as practicably possible to requests for information from GQRG.
- endeavor to ensure attendance of appropriate Grantville Quarries representatives at GQRG 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 GQRG should function professionally and effectively; and
- provide timely reporting of information and outcomes as outlined in each respective Work Authority.

6.3 Responsibility of members

GQRG members agree to:

- use their best endeavor to cooperate and collaborate in improving communication and consultation on matters relevant to the quarries.
- attend GQRG meetings and present the view of their representative organisation and / or personal view.

- willingly communicate accurate and timely information regarding GQRG activities and information, reports, plans, and outcomes provided by the Grantville Quarries to their representative organisation and / or the broader community.
- review briefing documents and papers as required prior to GQRG meetings.
- undertake agreed actions within the specified timeframes.
- recommend relevant agenda items whenever possible.
- provide referral of individuals or groups to Grantville Quarry representatives where the GQRG member believes further information or consultation is required.
- be willing to introduce or consider new and innovative ideas to assist the Grantville Quarries to develop and grow in a sustainable manner, with due regard to the community, the environment, and the economy.
- treat all other GQRG 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 GQRG members.
- follow all directions by Grantville Quarry representatives whilst on site; and
- abide by the Grantville Quarries 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 an 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 without permission of the group.*
      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 GQRG, 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 stakeholders 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 the GQRG. It cannot include any Grantville Quarries logos or branding.

6.6 Differing views and consensus

The aim of the GQRG 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 decide on an appropriate code of conduct for the member during that item of discussion.

6.7 Media protocol

If a GQRG member receives an enquiry from the media regarding the operations or strategic policy matter relevant to a Grantville Quarry, they should direct the enquiry to the Chairperson, Grantville Quarries Reference Group. Grantville Quarry representatives will not publicly identify any GQRG members in media releases without their prior knowledge and consent.

Media enquiries related to a specific site will be referred to and dealt with by the site and do not need to be referred to the chair.

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

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

6.8 Resignation

GQRG members may resign from the GQRG and are requested to submit their intent in writing to no longer participate in the GQRG to the Chairperson. If a representative of an organisation opts to resign membership of the GQRG, 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 GQRG, 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 GQRG.

6.9 Workplace Laws

All Grantville Quarries are subject to the provisions of the *Occupational Health and Safety Act 1991* which imposes a duty on the operators 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 GQRG must comply with all applicable workplace relations, occupational

health and safety, and workers compensation laws, quarry policies and procedures relating to occupational health and safety, whether notified to the GQRG member by Grantville Quarry representatives or reasonably inferred in the circumstances.

6.10 Privacy

No member of the GQRG shall be required to provide sensitive information.
All personal information provided by GQRG members to the GQRG and/or Grantville Quarry representatives will be made available to the Chairperson, the Administrative Assistant and other GQRG members in order that GQRG members are contactable. Grantville Quarry representatives and the GQRG 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

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

Representatives of the Grantville Quarries will notify the GQRG in writing of any change or alteration to the Terms of Reference.

7. GQRG Meeting Procedures

7.1 Venue

GQRG meetings will be conducted in the Grantville Hall, 1470 Bass Highway, Grantville or, because of government health or safety regulation, conducted online via Microsoft Teams.

7.2 Meeting frequency, timing, and length

It is expected that the GQRG will meet at least four (4) times and no more than six (6) times per year. Consequently, it is anticipated that the GQRG will meet every eight (8) to 12 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 GQRG if there is an important matter to be communicated to the group between scheduled meetings, or if there is sufficient stakeholder interest in a particular issue to warrant a dedicated meeting.

The Grantville Quarries acknowledge that GQRG members are attending the GQRG 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 (2) hours, including a fifteen (15) minute refreshment break.

7.3 Meeting agenda

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

- regular agenda items including agreement on previous meeting notes, report back on actions, operational reports, exception reporting, regulatory or work authority reports, etc.
- items proposed by representatives of Grantville Quarries regarding developments at the respective quarry; and
- items proposed by GQRG members.

7.4 Summary Meeting notes

The Administrative Assistant will take notes of each meeting. The meeting notes will summarise discussions that have occurred, undertakings made and items to be actioned and reported to the following meeting(s).

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

Draft meeting notes will be electronically distributed to all GQRG members within 14 days of the meeting. Any changes to the Draft meeting notes are to be actioned and acceptance confirmed by GQRG members within 30 days of the meeting. Silence (no reply) will be taken to be acceptance of the notes as confirmed. The Summary Meeting Notes will then be posted to the Website within 35 days of the meeting.

7.5 Actions and timeframes

Actions agreed to be undertaken by the Chairperson, GQRG members and representatives of Grantville Quarries will be captured in the meeting notes, 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 GQRG meetings. All parties will be required to report back on the actions assigned to them. If unable to attend a GQRG meeting, the member should provide the report for presentation to the GQRG 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 recorded in the meeting notes and carried over to the following meeting.

7.6 Resourcing of GQRG

The Grantville Quarries will fund the conduct of GQRG meetings, including venue hire and provision of refreshments.

The Grantville Quarries have appointed the Chairperson of the GQRG and will continue to provide reasonable remuneration in recognition of the time involved.

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

8. Breach of these Terms of Reference

If a GQRG member breaches these Terms of Reference, particularly regarding communication with the wider community, the Chairperson may, exercising reasonable discretion, revoke the membership of the GQRG member.