

# PERMACAST COMMUNITY REFERENCE GROUP

## **TERMS OF REFERENCE**

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## Contents

1.0 INTRODUCTION .....	4
2.0 ROLE AND PURPOSE .....	4
3.0 SCOPE .....	4
4.0 MEMBERSHIP .....	4
4.1 Role of Members .....	4
4.2 Representation .....	5
4.3 Term.....	5
4.4 Appointment of Community Representatives.....	5
4.5 Forfeiture of Membership .....	5
5.0 SHIRE OF SERPENTINE JARRAHDAL REPRESENTATIVE .....	5
6.0 CHAIRPERSON.....	5
6.1 Role of Chairperson .....	5
6.2 Appointment of Chairperson.....	6
7.0 ADMINISTRATION .....	6
7.1 Secretariat .....	6
7.2 Documentation.....	6
Agenda.....	6
Minutes of Meetings .....	7
7.3 CRG Webpage.....	7
7.4 Annual Report.....	7
8.0 MEETINGS.....	7
8.1 Frequency .....	7
8.2 Location .....	8
8.3 Invitations .....	8
8.4 Observers.....	8
9.0 CODE OF CONDUCT .....	8
9.1 Meeting Etiquette .....	8
9.2 Email Etiquette .....	8
9.3 Voting .....	8
9.4 Media.....	9
10.0 ACKNOWLEDGEMENT .....	9

## 1.0 INTRODUCTION

PERMAcast is a prominent pre-cast concrete manufacturing company playing a vital role in supporting major infrastructure projects across both the Perth Metropolitan Areas and the Western Australian state. Our operations contribute significantly to the local economy and provide essential employment opportunities within the region.

PERMAcast is committed to engaging with the local community through the establishment and maintenance of a Community Reference Group (CRG). This CRG serves as an open and transparent forum for nearby landowners and the greater community of the Shire of Serpentine Jarrahdale, to address any issues related to our manufacturing operations and to exchange ideas for enhancing the local area's amenity.

The CRG is chaired by PERMAcast's Chief Executive Officer and comprises community, local government, and PERMAcast representatives.

## 2.0 ROLE AND PURPOSE

The role and purpose of the PERMAcast CRG are to:

- Provide a platform for community consultation, enabling residents affected by our manufacturing operations, local authorities, and other stakeholders to exchange information and discuss issues pertaining to our activities.
- Address concerns raised by the community and strive to find mutually beneficial solutions.
- Complement existing regulatory requirements and standards governing our operations.

## 3.0 SCOPE

The CRG functions as a consultative forum and does not possess arbitration or decision-making powers. Topics for discussion may include:

- Impacts of manufacturing operations on the surrounding community and environment, including noise levels, traffic, and emissions;
- Effectiveness of the system for handling noise complaints and other reported issues;
- Community engagement opportunities;
- Employment opportunities provided by PERMAcast and ways to enhance local employment;
- Proposals for operational changes or expansions, in accordance with Shire approval, and their potential effects on the local community; and

## 4.0 MEMBERSHIP

### 4.1 Role of Members

Members will regularly attend meetings and:

- Participate in the discussion of agenda items at meetings;
- Pro-actively identify and raise issues that are relevant to the CRG; and
- Where appropriate, discuss PERMAcast issues in forums and groups outside the CRG.

## 4.2 Representation

The CRG comprises the following representatives:

- Chairperson – 1 member
- Local Government Representatives – 1 member
- PERMAcast Representative – 1 member
- Community Representatives – up to 6 members

## 4.3 Term

Members serve a two-year term and may be reappointed for additional terms.

## 4.4 Appointment of Community Representatives

Vacancies for community representatives are to be advertised in local newspapers as required, and applicants considered by the CRG.

Preference will be given to persons who represent a community organisation and who can contribute to the Role and Purpose of the CRG.

If a vote is necessary to select a community representative member, the decision will be determined by a majority of members who are present.

Members seeking reappointment will not vote in respect of their own re-appointment.

## 4.5 Forfeiture of Membership

Membership of the CRG may be forfeited if a member fails to attend or be represented at two consecutive meetings without good reason, or, in the opinion of the majority of members, brings the CRG into disrepute.

## 5.0 SHIRE OF SERPENTINE JARRAHDALE REPRESENTATIVE

Council representatives from the Shire of Serpentine Jarrahdale may attend meetings to provide relevant information and assist in discussions as appropriate, but will not be formal members.

## 6.0 CHAIRPERSON

### 6.1 Role of Chairperson

The Chairperson will:

- Chair all meetings at which and ensure:
  - meetings are conducted in a timely manner
  - facilitation of open discussion and a frank exchange of views while at all times ensuring such discussion and views are expressed politely and respectfully to all members present
  - adequate discussion time is devoted to issues of significance
  - relevant unanticipated items of business are considered for discussion
- Manage the deliberations of the Group in an impartial manner;
- Facilitate effective engagement of members in group discussions;

- Approve meeting agendas and the draft minutes of meetings prior to distribution and ensure agenda materials and papers are appropriate;
- Monitor effective follow-up of action items; and
- Liaise with PERMAcast management regarding the CRG and ensure annual reporting requirements are met.

If the Chairperson is unable to attend a meeting, members in attendance may elect a member to fulfil the role of Chairperson for that meeting.

## **6.2 Appointment of Chairperson**

PERMAcast's Chief Executive Officer will resume the role of the Chairperson.

## **7.0 ADMINISTRATION**

### **7.1 Secretariat**

PERMAcast will provide reasonable secretariat and administration support for the CRG and the CRG Chairperson.

The role of the secretariat is to:

- Ensure that CRG participants are notified of meetings and given an opportunity to prepare for the meetings;
- Prepare and distribute meeting agendas;
- Prepare, distribute and publish records of CRG meetings;
- Communicate arrangements made for the Group;
- Support the activities of the Chairperson as required;
- Coordinate input to assist the CRG on policy, technical and other support issues;
- Prepare a summary report of each CRG meeting for the Shire of Serpentine Jarrahdale; and
- Prepare an annual report on the CRG's activities and effectiveness.

### **7.2 Documentation**

Meeting notices, agendas and minutes will be distributed electronically. Printed copies of relevant documents will be made available at the meetings.

Data received from the PERMAcast feedback portal will have all sensitive information removed before distribution to the Group.

### **Agenda**

A draft agenda will be circulated at least three weeks prior to each scheduled meeting and members may propose additional agenda items up to one week prior to the meeting.

The final agenda and any agenda papers will be sent to members by the Monday immediately prior to the meeting.

### **Minutes of Meetings**

Meeting minutes will be prepared by the secretariat and will generally include:

- A list of members in attendance or who have tendered their apologies;
- A summary of the meeting discussions;
- A record of any decisions made during the meeting;
- The key points of any presentations made;
- Action items tasked to attendees.

Meeting proceedings will not be electronically recorded as verbatim minutes are not required or necessary.

The draft minutes of a meeting will be distributed within two (2) weeks following the meeting. Members will have seven (7) days to review the draft minutes and provide feedback to the secretariat. If there are no contentious issues regarding the record of the meeting, the draft minutes will be published on the CRG webpage. If there is a significant objection to the record of minutes, the Chairperson may determine that the draft minutes will not be published on the CRG webpage until ratified at the subsequent CRG meeting.

Draft minutes of a meeting will be formally accepted at the subsequent meeting. Once minutes are ratified the final version will replace the draft version on the CRG webpage.

### **7.3 CRG Webpage**

A webpage will be maintained on the PERMAcast website to provide the following information:

- CRG Guidelines;
- Terms of Reference;
- Minutes of Meetings;
- The portal link for record issues or concerns to PERMAcast;
- When required, invitations for community representative nominations; and
- Any other information as determined by the Group.

### **7.4 Annual Report**

The Chairperson will initiate an assessment of the effectiveness of the CRG, including the members' views on the effectiveness of the Terms of Reference, on a calendar year basis and report the findings to the CRG.

In undertaking the assessment, feedback on performance will be sought from organisations that nominate a representative to the CRG, the Shire of Serpentine Jarrahdale and PERMAcast management.

## **8.0 MEETINGS**

### **8.1 Frequency**

The CRG will meet four (4) times per year.

Meetings are held between 4:00pm to 6:00pm, or as otherwise determined by the CRG.

## 8.2 Location

Meetings will be held at one of the Shire of Serpentine Jarrahdale's function rooms, or as otherwise determined by the CRG.

PERMAcast will be responsible for securing the function room and associated expenses.

## 8.3 Invitations

Individuals or representatives of organisations with specific technical experience may be invited by the Chair to speak at a CRG meeting to assist in the understanding and articulation of relevant topics.

## 8.4 Observers

Meetings are not open to the general public.

# 9.0 CODE OF CONDUCT

## 9.1 Meeting Etiquette

All persons attending a CRG meeting should:

- Make every effort to arrive prior to the commencement of the meeting;
- Put mobile phones on silent and leave the meeting room to take any urgent phone calls;
- Respect the opinions of all present;
- Discuss and exchange information and views in an informative, objective and open manner. Where differences of opinion arise, these will be debated in a respectful and constructive manner and may be noted in the minutes where requested by a member;
- Refrain from personal attacks on other members, observers or any member of the public;
- Refrain from re-introducing previously discussed issues unless there has been a significant change in relation to that issue, or unless the issue is ongoing;
- Follow meeting etiquette determined by the Chairperson; and
- Not discuss confidential information outside of the meeting.

## 9.2 Email Etiquette

All CRG communication is distributed electronically. For all electronic correspondence:

- Email content must be courteous and suitable for any reader;
- Anyone who is mentioned in an email has a right to receive a copy of that email;
- All emails sent by the CRG secretariat will be blind-copied (bcc'd) to the distribution list to ensure members email details are not inappropriately distributed or used; and
- Written responses are to be made to the Chairperson through the secretariat.

## 9.3 Voting

The CRG is primarily a forum for sharing of information and has no decision-making responsibilities, other than on matters relating to membership.

Where matters are resolved by a vote, a show of hands will be recorded.



### 9.4 Media

The Chairperson is the only person authorised to speak to the media on behalf of the CRG. Members may make media comment on issues but only on behalf of their individual organisations.

### 10.0 ACKNOWLEDGEMENT

I, \_\_\_\_\_, representing \_\_\_\_\_,  
confirm that I have read and understood this Terms of Reference and agree to abide by the duties and obligations set forth herein.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CRG Representative Signature

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CRG Chair Signature