



## **Terms of Reference**

### **Community Reference Group**

#### **Koppers Carbon Materials & Chemicals – Newcastle NSW Plant**

---

Adopted – 27/10/2020

---

#### **About Koppers**

Koppers Inc. is a global chemical and materials company headquartered in Pittsburgh, Pennsylvania and listed on the New York Stock Exchange. Its wholly owned Australian subsidiary – Koppers Australia Pty Ltd – was incorporated in 1967 as a 50/50 joint venture with BHP, with the initial purpose of building and operating a coal tar distillation plant at Newcastle, NSW.

Today, Koppers Australia manufactures and exports a range of products at its site in Mayfield, through subsidiary Koppers Carbon Materials and Chemicals.

The Mayfield plant beneficially reuses coal tar from Australian steelworks to produce coal tar pitch – an essential raw material for Australian aluminium smelters. It is the only supplier in Australia. It also produces carbon black feedstock, naphthalene, and creosote oil for Australian and international customers.

The Mayfield plant operates 24 hours a day and consists of a continuous tar distillation unit and a continuous naphthalene distillation unit. Facilities at the plant include a tank farm, steam generating plant and a laboratory. The company also operates a sea tanker from the Newcastle site.

Sixty local people are employed at the plant, making us an important contributor to the local economy and the Australian manufacturing sector.

Koppers holds an Environment Protection Licence and is regulated by the NSW Environment Protection Authority (EPA).

Following a series of stakeholder meetings in 2019, Koppers is looking to broaden relationships with local businesses, community groups and neighbours. The establishment of a Community Reference Group (CRG) is one of a number of activities that Koppers is implementing as part of its Stakeholder Engagement and Emergency Response plans.

The purpose of the CRG is to provide a forum for representatives of the community, business and other organisations to discuss the operations of the Mayfield plant.

## **Community Reference Group Aims**

The aims of the CRG are to:

1. Create a forum for discussion and exchange of information about the plant and its operations.
2. Assist Koppers to better understand the values, aspirations and preferences of the community, and identify related local issues that will need to be taken into consideration in the operation of the business
3. Act as a communication link between Koppers, the community and other stakeholders.

## **Membership**

Membership of the CRG will be made up of representatives from:

- local community members, including residents and representatives of community groups
- neighbouring businesses
- local government
- Koppers' Newcastle team.

The CRG meetings will be chaired by a facilitator. The facilitator will not be a member of the CRG but will be able to make constructive comments during the meetings of the CRG, to ensure that information between members is communicated clearly, and to ensure the meetings run smoothly and to time.

Koppers will have specialist staff or consultants who may attend meetings of the CRG to provide information about activities as required. These advisers could include environmental and operations consultants. From time to time representatives of State government agencies may be invited to observe or discuss various aspects of the business, relevant regulations or processes to help inform the CRG.

Administrative support will be provided by Koppers and will include the taking of minutes, preparation of agendas, and meeting logistics.

The CRG will meet quarterly initially, and thereafter as decided by consensus between CRG Members.

Membership of the CRG will consist of no more than 12 persons and will be reviewed after one year. Membership is on an exclusive basis once selected, with the opportunity for members to send a delegate if they cannot attend.

## **Terms of Reference for the Community Reference Group**

1. The CRG is to provide a formal conduit for communications between Koppers and the community.
2. The role of the CRG is to provide a forum that:
  - a. Discusses the works and activities planned for the site
  - b. Allows Koppers to provide information about its operations to the community
  - c. Allows representatives of the community to pass on information about Koppers to their networks
  - d. Raises issues in respect of site activities that impact upon the community
  - e. Considers options to improve community impacts of the business activities
  - f. Advises on community consultation approaches and requirements and identifies the need for any further communication or consultation strategies
  - g. Raises and discusses community concerns in a constructive and consultative manner.
3. The CRG members are bound by confidentiality not to discuss any information that is provided by Koppers that is classified as commercially sensitive information. All other information discussed in the CRG is considered to be publicly available information.
4. The CRG is not empowered to make commitments that bind the parties to financial or legal obligations.
5. The CRG provides advisory and consultative input into the management and decision-making process of Koppers Newcastle. The CRG does not have a decision-making role, but is a forum for identifying issues, and where appropriate, making recommendations to be put to various decision-making bodies.
6. All members fund their own involvement in the CRG.
7. All meetings will be minuted and the contents placed on Koppers Australia website with hard or electronic copies provided to each CRG member.
8. To make the meetings accessible to everyone in the area most meetings will be held on site at Koppers Mayfield. A Teams meeting may replace or complement the face to face meeting, as required.
9. Meetings will typically be held on dates as agreed by the group.

### **Community Reference Group members are expected to:**

- Regularly attend and participate in meetings
- Represent their communities, organisations or interest groups by bringing forward issues and ideas raised by their members, colleagues or members of the community
- Provide a conduit between Koppers and the community by disseminating information from the forum to the wider community
- Contribute to an open discussion of community issues, as opposed to personal interest
- Respect the views of other CRG members.
- Suggest agenda items for discussion at meetings
- Advise the Chair in advance if they are not able to attend a meeting and/or are sending a proxy (delegate) in their place.
- Respect and maintain the confidentiality of discussions and materials presented to meetings.
- Abide by the media protocol for the CRG
- Abide by the directions of the Chair during the formal meeting
- Advise the Chair of any potential or actual conflict of interest relating to matters for discussion
- The CRG will be a forum for discussion and it is likely there will be differences of opinion from time to time. Members are expected to respect each other's views and ideas.

### **Media Protocol**

Members of the CRG are not to act as a media spokesperson for the CRG.

Media statements in relation to the activities of the CRG will be made by Koppers or by the Chair acting on behalf of the group, unless otherwise agreed in advance.