

Terms of Reference

**Community Consultative Committee
Beenleigh Quarry | 28 March 2023**

1. Purpose

The purpose of the Holcim Beenleigh Quarry Community Consultative Committee (CCC) is to be an Holcim chaired panel providing non-binding, informed advice and local knowledge to Holcim about its extractive industry and transport operations at the quarry, and assisting in the dissemination of information about those operations to the community.

The Holcim Chair was appointed at the request of the CCC members in 2015.

Objectives

- To invite CCC members to contribute their opinions, feedback and views to Holcim for its consideration in its decision making
- To act as a forum to provide information through CCC members to the community
- To develop and sustain a comprehensive understanding of community values, concerns and interests
- To continuously improve onsite and off-site mitigation measures through consultation with the people who live near Beenleigh Quarry
- To advance Holcim's alliances with biodiversity and community organisations; build community capacity; create educational opportunities and develop the mutual benefits of industry-community-government partnership projects

Responsibility for oversight of Beenleigh Quarry's compliance, and all Government approvals, remains with external agencies.

2. Term

This Terms of Reference is effective from 16 December 2020 and will be ongoing, with an annual review by Holcim in consultation with the CCC.

At any time, the Chair may determine that an update of the Terms of Reference is required.

3. Membership

CCC membership is by Holcim invitation. Members represent broad stakeholder interests. The CCC is a voluntary Holcim initiative.

The Holcim Beenleigh Quarry CCC comprises the following members:

- Alan Clarke
- Uncle Allan Currie
- Auntie Robyn Williams
- Campbell Staines
- Heather Dunn
- Judy Hendrikx
- Sue Durance
- Stewart Sedgwick
- Andrea James
- Michelle Williams (Holcim, Chairperson)
- Matthew Fleming (Holcim, Quarry Manager)
- Karina Harper (Holcim, Admin & Community Support)

4. Roles and Responsibilities

CCC members are accountable for:

- Fostering communication and collaboration between Holcim Beenleigh Quarry and the quarry's stakeholders.
- Providing advice to Holcim on how best to facilitate the delivery and adoption of community and biodiversity partnership projects.
- Maintaining at all times the focus of the CCC on the agreed Charter.

The Chair will bring any breach of these requirements to the attention of the member concerned. In the case of such a breach, the member concerned may be removed from the panel.

Dispute resolution:

- The CCC is encouraged to hold constructive discussion on relevant matters, and members are to conduct themselves with respect for others.
- The Chair is ultimately responsible for dispute resolution - between members of the CCC and/or between the CCC members and Holcim.

CCC members will commit to:

- Attending scheduled panel meetings.
- Sharing communications and information across CCC members' networks and the community.
- Identifying, raising and monitoring community issues and concerns regarding the quarry and ancillary activities.
- Collating community feedback for consideration by the CCC.
- Advising on and monitoring the resolution of issues and concerns.
- Providing timely feedback so as to expedite partnership projects.
- Notifying members of the CCC, as soon as practical, if any matter arises which may affect the development of partnership projects or CCC projects.
- Supporting Holcim's right to reasonable, compliant, viable operation of the Holcim Beenleigh Quarry.
- Liaising with Holcim to sustain local amenity.

CCC members can expect:

- To engage in open and honest discussions with Holcim and other panel members
- To be given reasonable time to provide feedback.
- An annual review to verify the status of the CCC in relation to the panel's Terms of Reference and the Charter.

Public comment:

- Individual CCC members may make comments to the media or in public forums on behalf of themselves or the stakeholders they represent, but not on behalf of the CCC or of Holcim.
- If any CCC member is approached by, or asked to make comment on CCC activities by the media, the enquiry should be passed on to the Chair for consideration.

5. Meetings

- The CCC will be Holcim chaired and will meet for up to 2 hours, quarterly, at a time and place generally convenient to members.
- Holcim will provide meeting facilities.
- Members are invited to provide the Chair with Agenda items prior to meeting dates
- Agendas will be circulated at least 1 week prior to meeting dates.
- The CCC will agree on the date of the next meeting at the close of each meeting.
- Members may request, and the Chair will determine, whether any extraordinary meetings of the CCC are warranted to discuss matters for urgent consideration.
- The Chair will ensure that issues raised by members are properly considered and adequately addressed.
- Holcim Beenleigh quarry management will attend CCC meetings to provide input as appropriate.
- Council and government are not represented on the CCC.
- Guests and/or assistants may be invited to attend a meeting or meetings of the panel at the discretion of the Chair.
- The Chair will distribute meeting notes to CCC members.

6. Privacy Notice

Holcim complies with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) in relation to the collection, use and disclosure of personal information about individuals.

When members of the Holcim Beenleigh Quarry Community Consultative Committee provide personal information to Holcim in connection with that membership, that information will be used by Holcim for the conduct of our community consultation. Such information will also be used as part of our submissions to Council in respect of our activities (or proposed activities) at the Beenleigh Quarry and, accordingly, will be disclosed to the Council as required.

Holcim's privacy policy (available on Holcim's website: www.holcim.com.au) contains information about Holcim's information handling practices including how individuals can seek access and correction of personal information that Holcim holds about them and who in Holcim to contact if an individual has a complaint regarding a breach of the Australian Privacy Principles.

If you wish to contact us further our contact details are below:

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