

# Terms of Reference

**Southern Lands Stakeholder Group  
Beenleigh Quarry | 28 March 2023**

## 1. Purpose

The Southern Lands Stakeholder Group (SLSG) has been established to encourage related stakeholders to work collaboratively, to protect and enhance the biodiversity and cultural value of the Southern Lands (S.L).

## Objectives

- To protect the biodiversity and cultural heritage value of the S.L through improved consultation and collaboration with interested stakeholders.
- Establish conservation and cultural heritage projects, where suitable, to enhance the biodiversity and cultural value of the S.L
- Manage trespassing and other illegal activities on the S.L
- To provide information through stakeholder members to the local community.

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 15 December 2020 and will be ongoing, with an annual review by Holcim in consultation

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

## 3. Membership

Stakeholder membership is by Holcim invitation. Members represent the broader stakeholder interests related to the management of the S.L. The SLSG is a voluntary Holcim initiative.

The SLSG comprises the following members:

- Alan Clarke
- Uncle Allan Currie
- Auntie Robyn Williams
- Campbell Staines
- Heather Dunn
- Queensland Police Services
- Sue Durance
- Michelle Williams (Holcim, Pit Manager Chairperson)
- Matthew Fleming (Holcim, Quarry Manager)
- Karina Harper (Holcim, Admin & Community Support)

## 4. Roles and Responsibilities

**Holcim** to Chair the Stakeholder Group meetings and coordinate all administration.

### **SLSG members are accountable for:**

- Fostering communication and collaboration between Holcim Beenleigh Quarry and the quarry's stakeholders as it relates to the SL.
- 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 SLSG as agreed within these Terms.

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

### **Dispute resolution:**

- All members are encouraged to hold constructive discussions on relevant matters, and members are to conduct themselves with respect for others.
- The Chair is ultimately responsible for dispute resolution between members.

### **Members will commit to:**

- Attending scheduled meetings, where possible.
- Sharing communications and information across members' networks and the local community.
- Identifying, raising and monitoring community issues and concerns regarding the Quarry and S.L.
- Collating community feedback for consideration by the SLSG.
- Advising on and monitoring the resolution of issues and concerns.
- Providing timely feedback so as to expedite partnership projects.
- Supporting Holcim's right to reasonable, compliant, viable operation of the Holcim Beenleigh Quarry.

### **Members can expect:**

- To engage in open and honest discussions with Holcim and all members.
- To be given reasonable time to provide feedback.
- Periodic reviews by the Chair to review the status of the SLSG.

### **Public comment:**

- Individual SLSG 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 SLSG or Holcim.
- If any members are approached by, or asked to make comments on SLSG activities by the media, the enquiry should be passed on to the Chair for consideration.

## 5. Meetings

- The SLSG 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.
- Members 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 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 may attend meetings to provide input as appropriate.
- Guests and/or assistants may be invited to attend a meeting/s of the panel at the discretion of the Chair.
- The Chair will distribute meeting notes to members following each meeting.

## 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 Southern Lands Stakeholder Group 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](http://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:

### **Holcim (Australia) Pty Ltd**

#### **Matthew Fleming**

**Quarry Manager** - Beenleigh Quarry

**Holcim (Australia) PTY LTD**

**134 Peachey Road Luscombe Qld 4207**

**PO Box 789 Ormeau, QLD 4208**

**Mobile:** 0429 790 798

**Email:** [matthew.fleming@holcim.com](mailto:matthew.fleming@holcim.com)

**Website:** [www.holcim.com.au](http://www.holcim.com.au)