



# Boral Cement Berrima Community Liaison Group

## Terms of Reference

Adopted 3 September 2020.

Review for re-adoption by September 2023.

### Introduction

The Boral Cement Berrima Works, operating since the 1920s, is the major source of cement products sold and consumed in NSW and the ACT. It is the only cement kiln facility still manufacturing within the state, and has long been a physical, social and economic landmark of the Southern Highlands region.

For planning purposes, the Cement Works is operated to two consents issued by the NSW Government (Department of Planning) in 2003 (Kiln 6 upgrade) and 2005 (Cement Mill 7) as subsequently modified.

The Kiln 6 approval contains a condition (5.4) which requires the formation and maintenance of a Community Liaison Group (CLG) for the Cement Works, with the primary aim of ensuring communication between the operations and surrounding residents, property owners and local stakeholders is maintained.

The purpose of these Terms of Reference (ToR) is to set out the guidelines for administering the CLG. It is noted that where these ToRs do not sufficiently address a matter, the *Community Consultative Committee Guidelines for State Significant Projects* (NSW Department of Planning and Environment, Nov 2016) will take precedence.

### Purpose of the CLG

In recognising the CLG is a requirement of the site's planning consent, Boral also acknowledges the role the CLG plays in keeping the operations, neighbours and wider community engaged with each other.

Accordingly, the purpose of the CLG will be to share information between the business and local stakeholders about the Cement Works, its key activities and environmental management practices. It will also act as a forum through which local stakeholders can raise general matters for the attention and action of the business.

The CLG will generally provide advice and feedback to the business on matters concerning (but not limited to):

- proposed changes in operations which may affect neighbouring properties;
- aspects of environmental management which may affect neighbouring properties;
- appropriate methods of communication and engagement with the wider community; and
- general affairs affecting the local community with which Boral may be able to assist or make contribution.

### Membership of the CLG

Under the terms of the Kiln 6 consent, the CLG membership is to consist of:

- One to two representatives of Boral, including the employee responsible for environmental management;
- A representative from Wingecarribee Shire Council; and
- Three to four representatives of the local community.

The CLG may be chaired by any person deemed suitable by the group. All members and the Chair must be endorsed by the Secretary (or equivalent) of the Department of Planning, Industry and Environment (DPIE or equivalent) before they can participate in CLG business.

Community representatives shall be selected by way of a review of a written Expression of Interest as submitted to Boral. Wingecarribee Shire Council shall select and endorse its own representative as required.

Each CLG member shall hold their position until (but not restricted to):

- they opt to complete their service by way of resignation;
- they cease to have any meaningful connection to the Cement Works (eg they move away from the area);
- the CLG as a whole determines (or the DPIE or another authority instructs) the membership should be reviewed and amended;
- they are replaced by notice of their employer (Boral and Council representatives only); and/or
- they are found by the remainder of the CLG to have breached these ToRs to the material detriment of Boral or any other member of the group.

## Responsibilities of CLG members

Boral recognises while the CLG is a consent requirement, it also forms part of the business' overall commitment to operating within the expectations of the community, and with minimal influence on local stakeholders.

With this objective in mind, Boral will ensure the CLG is provided with timely information in respect to the site's performance and outputs. It will also seek to raise at earliest possibility any matters or proposals which may bring about material change to the operation and/or which potentially effect local stakeholders.

The role of non-Boral CLG members will be to represent the views and observations of the broader community. They will be expected to, in a timely fashion, raise matters relevant to the operations known to be of concern to the local community, while declaring any personal interest in issues discussed through the CLG.

Non-Boral CLG members will also be asked to raise awareness, where relevant, about the availability of information concerning the Cement Works (eg website) when communicating with other local stakeholders. Boral **does not** expect any member of the CLG to advocate on behalf of, or represent, the business at any time.

## Operation of meetings

Under the terms of the Cement Works consent, the CLG is expected to meet at least twice a year. Additional meetings will be arranged at the behest of CLG members, or should a specific matter of interest or emergency situation arise at the operations.

Boral will issue a reminder at least a week preceding any CLG meeting. Meetings will ordinarily be held at the Cement Works.

The agenda for each meeting will include standing items such as a review of operations for the period since the last meeting, and a review of environmental performance using available monitoring data. A general business component will also be arranged to allow non-Boral CLG members to raise any matters for discussion.

Notes of each meeting will be kept and a list of action items recorded, updates on which will be provided to the following meeting.

All CLG members will work for the success of the group by giving due respect and courtesy to others when speaking, and putting opposing viewpoints in a constructive manner. Boral will not refuse any item for discussion unless it concerns 'commercial-in-confidence' information, or the private details of an employee or site contractor.

## The CLG as part of Boral's business process

The consent conditions for the Cement Works pertain only to the need to establish and maintain the CLG. They do not outline any authorities or decision making abilities delegated to the CLG as part of its function. Accordingly, Boral reserves the right to determine final actions based on recommendations made by the CLG.

Boral does, however, commit to the CLG process as a valuable reference source and communication channel instrumental to the continuous improvement of the operations. In doing so Boral will, in good faith, incorporate the recommendations of the CLG into its work practices at all times it proves practical to do so.

## Dispute resolution

In the event a 'dispute' between the Boral and non-Boral members of the CLG, the matter in the first instance shall be considered by the Cement Works Manager. Should a satisfactory outcome to all parties not be reached, the matter will be referred to the Boral Stakeholder Relations Manager for raising with the Cement business.

A report will be provided by the Stakeholder Relations Manager to all CLG members once internal resolution is reached. If the matter remains outstanding, options available to the CLG may involve a conference with DPIE (or equivalent) as regulators of the site's consents.

## Communication of CLG business

The notes from meetings of the CLG will, once completed and endorsed, be posted to the Boral Berrima website ([www.boral.com.au/berrimacement](http://www.boral.com.au/berrimacement)). These notes will include the action list and status for the information of all local stakeholders.

Main outcomes from CLG meetings will be included in other communications channels used by Boral Berrima to inform local residents, as well as in 'tool box' meetings of employees to ensure there is internal awareness of the main issues of community concern.

Matters discussed at and addressed by the CLG will also be reported to attendees at the annual 'Whole of Community' meetings organised by Boral Berrima. These meetings, usually held in July or August each year, are intended to provide all local stakeholders direct access to the Cement Works, its team and activities.

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## **Duration of these ToRs**

The ToRs for this CLG will commence from the meeting at which they are endorsed and be continuous unless amendments are requested by a majority of the CLG membership. To ensure the ToRs remain relevant and up-to-date, Boral will undertake an administrative review every three years and report outcomes to the CLG for consideration.

A copy of these ToRs will also be published on the Boral Berrima website for the general information of neighbouring residents and property owners, and other local stakeholders.

