



# **Mt Cotton Quarry Extension Project**

Community Reference Group  
Terms of Reference

August 2023

# Document Control

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# 1. About this document

This Terms of Reference document defines the purpose, structure and operation of a group of community members who will work together to provide input to Barro Group on the approved Mt Cotton Quarry Extension Project and ongoing quarry operations at Mt Cotton in Redland City.

Barro Group received development approval for the extension project, with conditions, in 2013. Following several approved extensions to the development timeframe, the first stage the quarry extension is underway in 2023/2024.

Barro Group has prepared this document to respond to:

- the company's commitment to building and maintaining positive relationships with its quarries' host communities.
- conditions of the development approval from the Queensland Government which require development and maintenance of a community engagement strategy and the implementation of a Community Reference Group.

## 2. Project overview

### 2.1 Mt Cotton Quarry background

Family-owned Australian company Barro Group owns and operates Mt Cotton Quarry at 1513 Mt Cotton Road, Mt Cotton.

This hard rock quarry produces up to one million tonnes of products per annum (tpa) depending on demand. The range of construction products includes aggregates, road base, rail ballast, drainage media, various gravels, sand, fill and premixed concrete (Pronto brand). These products are the raw materials used for constructing roads, land subdivision projects, buildings and other infrastructure projects around south east Queensland and northern New South Wales.

Local projects including the Mt Cotton School, Redland Bay Fire Station and Cleveland Showgrounds were built using materials from this quarry.

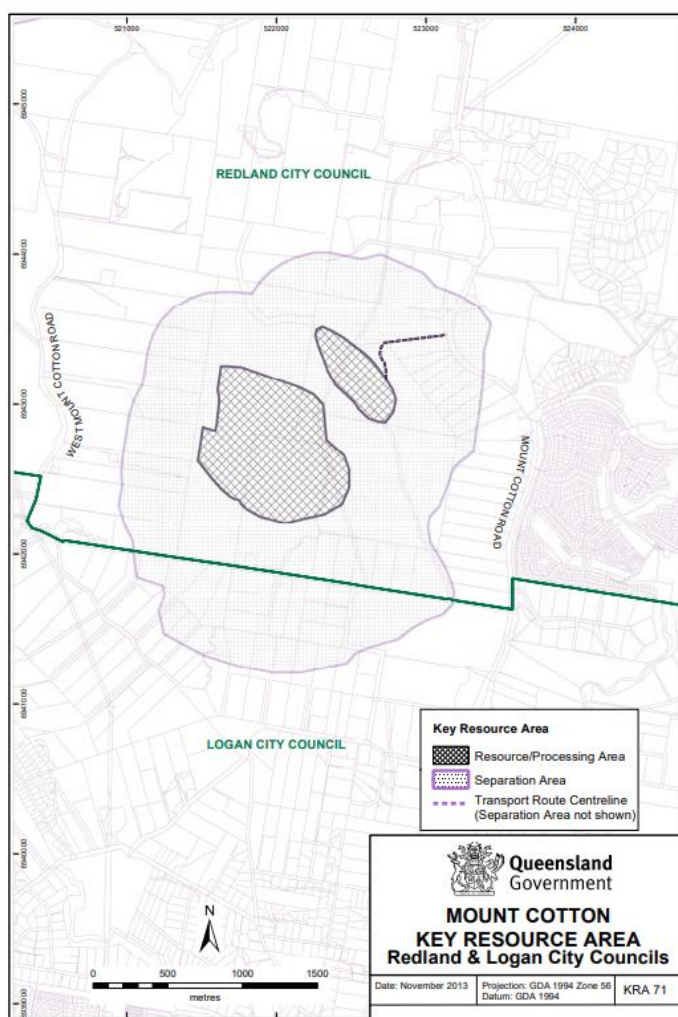
The quarry has been operating since the 1960s and is identified within the Queensland Government's Mt Cotton Key Resource Area (KRA) No 71 (Figure 1). This KRA is described as:

*“strategically important because of the scarcity of alternative resources in this part of south east Queensland. The resource meets the criteria for State significance.”*

The site has an area of approximately 250 hectares. Parts of the site are also identified as koala habitat as shown in the *South East Queensland Regional Plan*. Approximately 60 hectares of the total site is either approved, or currently being used for, quarrying purposes.

In relation to the geology of the site, rock resources include quartzite, phyllite/argillite and hard greywacke materials. Much of the resource area is naturally surrounded by ridges, providing visual and physical separation from surrounding rural/residential properties (600m to 1km separation distances, depending on the location).

At present, about 15 hectares of the site forms the operational quarry and concrete batching plant operations, and this is accessed via Mt Cotton Road. Quarrying is administered by the Department of Environment and Science and subject to the requirements of the Redland City Council’s City Plan, existing development approvals and an Environmental Authority permit issued by the Queensland Department of Environment and Science.



**Figure 1:** Boundaries of the Key Resource Area 71

The quarry was purchased by Barro Group in 1992. There are approximately 20 full-time staff as well as additional contractors working at Mt Cotton Quarry. The site also provides indirect employment opportunities for many other suppliers and service providers.

The quarry's operating hours are as follows:

- (a) the approved use, including truck movements associated with the use, are between Monday to Friday from 6:30am to 6:00pm and Saturday from 6:30am to 4:00pm.
- (b) After hours maintenance between 6:00am to 8:00pm, Monday to Saturday.
- (c) Quarrying activities are not to occur at any other time, or on public holidays.

The concrete batching plant at the quarry operates under a different approval with the approved hours between 6am and 6pm Monday to Saturday. An interim arrangement allows a 5am start for the batching plant in 2023.

Blasting by a licensed contractor usually occurs once or twice a month (depending on production requirements) during the day. Local residents who requested their details be placed on a notification register for blast events are notified at least 24 hours prior to the activity.

Mt Cotton Quarry has a strong track record of monitoring and meeting its environmental requirements such as noise, vibration and dust emissions limits.

The quarry's management team has historically engaged with local Councillors and residents living around the quarry about operational issues. This has included tours of the quarry for local school children. On commencement of the quarry extension, these communications will re-commence.

## 2.2 Quarry extension project

With hard rock resources in the existing quarry footprint largely depleted, Barro Group applied to extend the quarry by approximately 45 hectares (over four stages) and received approval for this from Council and the Department of State Development, Infrastructure, Local Government and Planning in 2013 (refer to map in Figure 2).

Barro Group applied for an extension to the currency period of the approval in December 2017. The extension until July 2022 was approved with conditions by the Planning and Environment Court in 2019. With the advent of COVID-19, a further extension was granted by the State Government for all approved Queensland developments until July 2024.

By mid-2023, Barro Group had addressed / completed most of the conditions of the development approval and related permits.

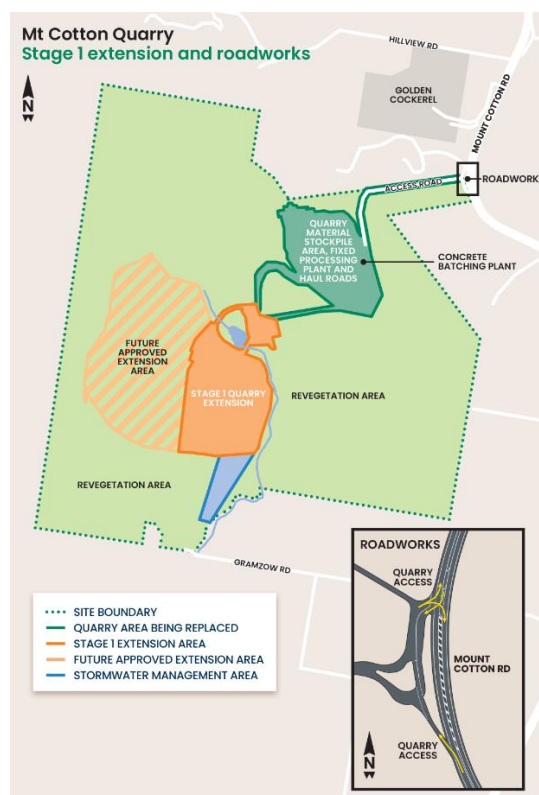
The Stage 1 extension, which should extend the life of the quarry for about 20 years, comprises:

- a new access road between Mt Cotton Road and the extraction area including an upgraded intersection with Mt Cotton Road (approved by the Department of Transport and Main Roads), reduced road grade of the haul road within the site and a wildlife crossing culvert under the haul road within the site

- a new quarry area of about 15 hectares (which replaces the previous extraction area)
- upgraded quarry dams and stormwater drainage channels
- an 8m high bund around the new Stage 1 quarry area to reduce any potential visual or noise impacts for surrounding residents
- new crushing and screening equipment
- upgraded site offices and staff amenities
- initial planting of about 3,300 native trees and shrubs on site to offset removal of vegetation for the extended quarrying area (replanting at a rate of three trees for every one removed).

The quarry extension will result in the return of increased truck movements to and from the site via Mt Cotton Road. Any associated noise, dust and vibration impacts must be managed in line with approved management plans and environmental license requirements. Operating hours for the quarry and concrete batching plant will remain unchanged.

More than 190 hectares (approximately 75%) of the site will be retained for conservation purposes under all stages of the quarry extension.



**Figure 2:** Map of Mt Cotton Quarry including the planned extension areas

### 3. Purpose of the Community Reference Group

Barro Group proposes to establish and operate a Community Reference Group throughout the delivery phase of the Mt Cotton Quarry Extension Project, Stage 1 (the project).

The purpose of this group is to:

- enhance communication between Barro Group and community members affected by the project (including receiving, considering, and making representations to Barro Group on behalf of the community)
- increase Barro Group's understanding of community issues and concerns about Mt Cotton Quarry operations in general and the extension project more specifically
- increase community understanding of the approved operations of Mt Cotton Quarry and its role in meeting the demand for construction materials in south east Queensland and northern New South Wales
- identify ways to minimise impacts on, and maximise opportunities for, community members affected by the Mt Cotton Quarry extension
- seek input on a range of environmental and social issues, and potential benefits, associated with the further development and operation of Mt Cotton Quarry.

The Community Reference Group is not a decision-making body, and members of the group will not be required to reach a consensus on all issues discussed.

However, where consensus is achieved in reaching a recommendation about the Mt Cotton Quarry, Barro Group will consider the recommendation in its decision-making processes.

### 4. Activities of the group

As part of the operation of the Community Reference Group, the members will:

- receive briefings about the Mt Cotton Quarry Extension Project and general quarry operations
- share information about the project with the wider community
- provide comments, advice, and recommendations about the project to Barro Group in cases where the project has the potential to affect community interests or assets
- represent community views regarding local issues, and project benefits and impacts
- oversee the community engagement process for the Mt Cotton Quarry Extension Project in relation to its fairness, transparency, and accountability.

In its dealings with the Community Reference Group, Barro Group will:



- provide relevant project information to members in a timely manner (wherever practical) to enable the Community Reference Group to consider potential impacts of the project on the community
- consider recommendations made by the Community Reference Group to Barro Group, and provide appropriate responses
- seek to incorporate feedback from the Community Reference Group in project decision-making wherever appropriate.

## 5. Membership of the group

To represent the diversity of viewpoints and community interests that may be associated with development of the Mt Cotton Quarry Extension, the Community Reference Group will comprise up to seven members plus a Chairperson.

Barro Group will nominate a Chairperson to facilitate each of the Community Reference Group meetings.

Barro Group and relevant contractor / consultant personnel will participate in the operation of the Community Reference Group as secretariat providers, technical presenters and advisors and observers (but these personnel will not be Community Reference Group members).

The State Member and/or Divisional Councillor may also be invited to participate in the operation of the Community Reference Group as observers but will not be Community Reference Group members.

Membership of the Community Reference Group will be on a voluntary basis, and no payment will be made for participation. Barro Group will cover the cost of the meeting venue(s), refreshments and secretariat services.

### 5.1 Selection process

Community members will be invited to participate in the nomination process via a community information flyer (including a nomination form) which will be hand delivered to approximately 1,100 properties in Mt Cotton and Cornubia surrounding Mt Cotton Quarry.

Information will also be available on Barro Group's Mt Cotton Quarry website at [www.mtcottonquarry.com.au](http://www.mtcottonquarry.com.au).

Any community members who also express interest to Mt Cotton Quarry representatives about participating in the Community Reference Group will be provided with a copy of the community information flyer in hard copy or email.

People wishing to become a Community Reference Group member will be required to complete the nomination form, outlining information about themselves demonstrating their ability to effectively represent their local community.

Review and selection of Community Reference Group members will be undertaken by a selection committee comprising:

- Harry Clark – General Manager Concrete and Quarries Queensland, Barro Group
- Steve Bennett – Quarry Manager Mt Cotton Quarry, Barro Group
- John Taylor – Associate, Groundwork Plus
- Nominated Chairperson

The following criteria will be used by the selection committee in its consideration and selection of Community Reference Group members:

1. must be members of the Mt Cotton community or if they are in Cornubia within 1km of Mt Cotton Quarry
2. demonstrate relevant knowledge of the project area and / or social issues relating to the area
3. possess a willingness to attend and contribute positively to meetings
4. have an ability to look beyond personal interests when considering Mt Cotton Quarry's development and day-to-day operations
5. demonstrate an ability to represent community interests and provide feedback to other community members
6. consent to the publication of their name and suburb represented upon becoming a member
7. be able to commit to a minimum of 12 months membership
8. be able to travel to Mt Cotton Quarry or another local venue for meetings.

If there are insufficient nominations from people who meet the selection criteria, the selection committee will review the composition of the Community Reference Group and may issue invitations directly to individuals who can demonstrate that they meet the criteria.

If there are too many nominations for available positions on the Community Reference Group, the selection committee will assess nominees against the selection criteria (using a 10-point scale for each criterion). The highest-ranking nominees will be identified. Following this process, should there still be too many nominees, a ballot will be undertaken.

Once selection of Community Reference Group members has been made, all applicants will be advised of the names of successful nominees. Members of the Community Reference Group will also be announced via a statement on the Barro Group's Mt Cotton Quarry website.

## 6. Terms of membership

The Community Reference Group will be established, and will continue, throughout the delivery phase of the Mt Cotton Quarry Extension Project, Stage 1.

The terms of membership include:

- Community Reference Group members will be required to commit to a minimum term of 12 months
- Community Reference Group members will be required to attend at least 75% of all scheduled meetings, and provide written advice to Barro Group 24 hours before a meeting if they cannot attend
- Community Reference Group members can speak to the media (about the project) as individuals, but not as spokespeople for the Community Reference Group or Barro Group
- if the Community Reference Group requires appointment of a new member mid-term, the selection committee may seek further nominations to fill the position
- a member's position becomes vacant if they provide their resignation in writing
- a member's position may also become vacant if:
  - they fail to attend more than two consecutive meetings, without prior written agreement with Barro Group (as secretariat)
  - they breach agreed Community Reference Group meeting protocols (eg disrespecting other members or continually disrupting meetings)
  - they leave Mt Cotton / Cornubia (primary residence) or the local community group that they represent
  - they become an employee of Barro Group.

Membership of the Community Reference Group will be reviewed on an annual basis at which time nominations will be taken from new stakeholders and / or existing members can nominate to continue their involvement with the group.

## 7. Operational protocols

### 7.1 Code of conduct

Community Reference Group members will agree to the following code of conduct to assist with the effective operation of the group:

- Members will respect the rights, views, and property of other members.
- Members will participate openly and honestly in meetings and other project forums.
- Members will share project information accurately and in good faith with groups / communities they represent.
- Members will maintain any reasonable confidentiality requirements advised by Barro Group (eg matters of a commercial-in-confidence nature).
- Members will declare any conflict of interest to the Chairperson in relation to a particular project issue or item of discussion (note: a conflict of interest refers to any influence a member can exert to gain a non-competitive advantage in investment or other gain not

afforded to the general population). In these cases, members may be excluded from discussion of the issue.

## 7.2 Involvement by Barro Group

Barro Group personnel and relevant contractors / consultants will attend Community Reference Group meetings to provide briefings, record minutes and respond to issues raised by the group.

Barro Group personnel will report back to the Community Reference Group (at subsequent meetings) with responses to questions and recommendations raised by the group. Personnel will also prepare minutes of Community Reference Group meetings, obtain approval of these from the Chairperson, and distribute them to members.

Barro Group may recommend / coordinate guest speakers for particular Community Reference Group meetings to provide information on technical issues.

## 6.3 Involvement by the Chairperson

Community Reference Group meetings will be conducted in a manner determined by the Chairperson, subject to these terms of reference. The Chairperson will also:

- participate in the Community Reference Group selection committee
- approve meeting agendas
- approve meeting minutes prior to dissemination to members
- participate in any required dispute resolution.

## 6.4 Format of meetings

At its first meeting, the Community Reference Group will agree on the frequency, location and format of the meetings.

Meetings will generally be held quarterly for approximately 2 hours on a weekday evening at Mt Cotton Quarry's main office or another local agreed venue. Meetings may become more or less frequent during the project if required.

## 6.5 Meeting minutes

Barro Group will not prepare verbatim records of meetings, and meeting minutes will not attribute comments to individuals.

A summary of the key issues raised at the meetings will be placed on Barro Group's Mt Cotton Quarry website within 15 working days of the meeting.

## 6.6 Dispute resolution

It is not a requirement that consensus be reached among Community Reference Group members regarding issues discussed. Differing views will be noted and taken into consideration.

In the event of any dispute between the Community Reference Group, the Chairperson may seek to resolve the issue in consultation with Barro Group.

## 6.7 Dissolution of the group

If it is deemed by Community Reference Group members or by Barro Group that the role of the Community Reference Group is no longer required, the group may be dissolved.

Any request for dissolution must be provided to the Chairperson and must demonstrate why the Community Reference Group is no longer required. At the final meeting, opportunities for the Community Reference Group to continue to participate in future stages of the project will be tabled.