

Port of Townsville Limited (POTL) Community Liaison Group Terms of Reference – Published May 2017

1. Purpose

The Port of Townsville Limited (POTL) Community Liaison Group was established in March 2017 to provide a forum for regular (monthly) face-to-face communication and engagement between POTL and its surrounding community of Townsville and Magnetic Island.

2. Objectives

- a) Provide an effective and regular forum for communication and engagement between POTL and its surrounding community with open, transparent and constructive dialog. All meeting agendas will list a “General Business” section where members can nominate suggestions or ideas (in any subject field) and each will be considered by the CLG on the way forward;
- b) Provide a forum where regular updates can be provided to the members on trade performance and potential new cargo, environmental monitoring results, major project information, cruise and Defence ship attraction, community engagement, project initiatives and complaints received and how they were dealt with;
- c) Improve knowledge and understanding of port operations by providing the members with relevant education and information;
- d) Provide a forum for continuous improvement suggestions.

3. Membership

The Port of Townsville Community Liaison Group is comprised of community members and community groups/organisations that have a strong interest in the operations of the port, port sustainability and future port development plans and will work in partnership with the POTL team by providing feedback, opinions and input into operations, stakeholder engagement and future plans.

One member can be nominated per group or organisation - a proxy may be sent from time to time, however no more than three times in 12 months.

Membership is by invitation of Port of Townsville Limited; a list of current members can be found on our website – www.townsvilleport.com.au.

Membership will be reviews by the CLG members once every 12 months, with a further 12 month option for members provided.

4. Member Responsibilities

Members are encouraged to contribute to the monthly agenda.

Members provide a point of contact to their fellow community members or respective group or organisation and are encouraged to distribute information and materials that are discussed at the Community Liaison Group meetings, noting that only the CLG Chair has the authority to speak, represent or go on the public record on behalf the CLG group.

5. Member Commitments

There is an expectation that members will:

- Have read, understood and agree to be bound by these Terms of Reference;
- Behave ethically, honestly and with integrity at all times;
- Act with care and diligence, in line with the CLG purpose and objectives;
- Treat fellow members, staff and stakeholders of the CLG with respect and courtesy, and without harassment;
- Disclose any relevant interests and take reasonable steps to avoid any conflict of interest;
- Attend all meetings once per month (or nominate a proxy on occasion);
- Actively contribute to the discussion at CLG meetings;
- Review and make comments on Minutes of Meetings;
- Understand and agree that only the CLG Chair has the authority to speak, represent or go on the public record on behalf of the CLG.

6. Meetings

The CLG meets on the last Wednesday of each month from approximately 5pm-6.30pm, alternating each month between locations in Townsville and Magnetic Island.

7. Agenda and Minutes

A representative of POTL (and member of the CLG) will request agenda items two weeks prior to each meeting. Minutes will be distributed by POTL no later than 5 working days after each meeting. Resolved Minutes of all meetings will be published on the CLG page of the Port of Townsville website – www.townsvilleport.com.au.

8. Decision Making

The CLG will strive to make decisions by consensus of those members present. If consensus is not possible, the Chair will propose a resolution reflective of the views of bulk of the membership and note any counter views. This resolution (including notation of counter views) will become the formal decision of the CLG. Decisions will not be made through a simple vote to ensure that all viewpoints have equal weight.

9. Communication

Individual CLG members are encouraged to communicate directly with each other to enhance their understanding of POTL operations and business. Individual CLG members have a right and are expected to communicate with their own constituents both to gather input to the CLG and to disseminate public information – noting that only the CLG Chair has the authority to speak, represent or go on the public record on behalf of the CLG.

Group communication (ie. sending information or requests to all members) should be coordinated by the Manger Corporate Affairs (MCA) to ensure consistency, efficiency and accuracy. Members seeking to send information out to the broader membership should email their request to the MCA for action. Members seeking to provide information to the public should seek support from the MCA to ensure consistency, efficiency and accuracy. The primary mode of communication between POTL and members will be via email.