COMMUNITY LIAISON GROUP CODE OF CONDUCT

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

This Code of Conduct must be read in conjunction with the Terms of Reference and in the event of any inconsistency the terms of the Terms of Reference shall prevail.

This Code of Conduct sets out the principles to ensure the business of the CLG is carried out efficiently and in line with the expected behaviours and values of the Port of Townsville.

As a member of the CLG you will receive a copy of the CLG Code of Conduct Policy and duly sign to acknowledge your obligations as a member of the CLG.

When carrying out your duties as a member of the CLG you are expected to comply with the Code of Conduct.

As a representative of the CLG, I agree to:
• Attend Port of Townsville CLG meetings and advise in advance if I am unable to attend
• Distribute only authorised information within the community and provide insight and advice about community views on the Port of Townsville's plans, projects, and operations
• Not distribute confidential or sensitive information discussed at CLG meetings
• Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
• Work together to create a CLG aligned directly to Port of Townsville values of Partnerships, Opportunity, Respect and Trust
• Represent the views of my organisation, interest group or community and not individual views that are against my organisation or group or use my position on the CLG for personal gain
• Notify the CLG Chair of any potential conflict of interest relating to operations, projects or matters that may come about during my involvement in the group
• Allow Port of Townsville to promote my participation in the CLG to help provide a platform for community feedback
• Not make any media comment or comment on online forums as members of the CLG, or appear to act on behalf of the CLG or Port of Townsville

- 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 quarterly meetings or advise of absence (or nominate a proxy on occasion)
- Actively contribute to the discussion at CLG meetings
- Review and make comments on meeting minutes
- 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.

Documents are considered uncontrolled when printed or removed from their source location

I understand that if I do not follow the Community Liaison Group Code of Conduct or Terms of Reference, the chair is authorised to withdraw my membership and/or request my group or organisation nominate a replacement.

Name: _____ Witness name: _____
Signature: _____ Signature: _____
Date: _____

3