

COMMUNITY LIAISON GROUP

TERMS OF REFERENCE



1 PURPOSE

- 1.1 The Port of Townsville Community Liaison Group (CLG) is an ongoing forum to foster meaningful communication, information sharing and engagement between Port of Townsville Limited (the Port) and community members interested in the Port's operations, developments and projects.

2 OBJECTIVES

- 2.1 Provide a regular, transparent forum for two-way communication between the Port and the community.
- 2.2 Share updates on port activities, developments, trade, environmental monitoring and initiatives and community initiatives.
- 2.3 Improve community knowledge and understanding of port operations and developments.
- 2.4 Identify and discuss and feedback, concerns or suggestions the community has regarding port operations and developments to enable continuous improvement.

3 MEMBERSHIP

- 3.1 Membership is open to individual and groups with a genuine interest in the Port's activities.
- 3.2 Applications for membership are accepted at any time, with approval of membership by the Port at its discretion. Applications can be submitted, and a list of current members will be published, on the Port's website – [Community Liaison Group | Port of Townsville](#)
- 3.3 Each group or organisation may nominate one representative (with a proxy allowed up to twice per year).
- 3.4 Membership will be reviewed by the Port every two years.

4 MEMBER COMMITMENTS

- 4.1 There is an expectation that members will:
- Have read, understood and agree to be bound by these Terms of Reference.
 - Act ethically, respectfully and with integrity at all times, and in line with the CLG's purpose and objectives.
 - Disclose any conflicts of interest.
 - Attend quarterly meetings or nominate a proxy if unable to attend.
 - Actively participate in discussions and review meeting minutes.
 - Recognise that only the CLG Chair may speak publicly on behalf of the CLG.

5 MEETINGS

- 5.1 Meetings will be held not less than four (4) times a year (quarterly) or such other frequency as notified by the Port.
- 5.2 Meetings will be held at the Port's head office, 1 Benwell Road South Townsville, from 5pm to 6:30pm unless otherwise advised by the Port.
- 5.3 Meetings will be chaired by the Port Chief Executive Officer or other such Port Representative nominated from time to time.

6 AGENDA AND MINUTES

- 6.1 Agenda items will be requested two weeks prior to each meeting.
- 6.2 Minutes will be distributed at least one week before the next meeting and published on the Port's website once approved.

7 COMMUNICATION

- 7.1 Members are encouraged to communicate directly with each other to enhance understanding of the Port's operations and business.
- 7.2 Individual CLG members may discuss issues with their own community group/members 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.
- 7.3 Group communication (i.e. sending information or requests to all members) should be coordinated through the Port's Corporate Affairs team to ensure consistency, efficiency and accuracy.
- 7.4 Members seeking to send information out to the broader membership should email their request to the Port's Corporate Affairs team for review.

- 7.5 Members may not speak to the media or comment on online forums (including public and personal pages) as members of the CLG, on behalf of the CLG, the Port or on behalf of any other member of the CLG.
- 7.6 Media enquiries about the group's activities or Port of Townsville should be referred to the Port's Corporate Affairs team via media@townsvilleport.com.au.

8 AMENDMENT AND REVIEW

- 8.1 These Terms of Reference will be reviewed every three (3) years, or as otherwise determined by the Port, to ensure best practice governance.

Date approved: ## October 2025

Next revision date: ## October 2028

Date of distribution to CLG: 30 October 2025