

## PORT OF NEWCASTLE COMMUNITY LIAISON GROUP CODE OF CONDUCT

Port of Newcastle has established a Community Liaison Group (the “CLG”).

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 Newcastle.

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 Newcastle CLG meetings and advise in advance if I am not able to attend;
- Distribute only authorised information within the community and provide insight and advice about community views on the Port of Newcastle’s plans, projects, and operations;
- Not distribute confidential or sensitive information discussed at CLG meetings;
- Always seek to represent the views of the broader community;
- 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 Newcastle values of Community, Wellbeing, Integrity, and Curiosity;
- 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 Newcastle to promote my participation in the CLG to help provide a platform for community feedback;
- Not make any media comment, other representation or appear to act on behalf of the CLG relating to the Port of Newcastle, or on behalf of the Port of Newcastle, unless first receiving approval from the Port of Newcastle CLG chair.

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 to nominate a replacement.

Name: \_\_\_\_\_

Witness name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_