

## **PURPOSE**

This procedure outlines how an individual or organisation can lodge a complaint with Port of Newcastle and the process that Port of Newcastle will follow in considering and responding to the complainant. Port of Newcastle strives to handle complaints in a fair, accessible, responsive and efficient manner.

This procedure took effect in November 2014, and is reviewed annually.

## **INTRODUCTION**

Port of Newcastle strives to maintain strong relationships with all its stakeholders and to provide quality customer service. Port of Newcastle values stakeholders' feedback and is committed to the efficient and fair consideration and where possible, resolution, of complaints. Complaints are logged in a safety management software system called myosh. Myosh allows all complaints to be registered and tracked through to resolution and remain as a record within the system.

### **Port of Newcastle's Functions**

Port of Newcastle manages the following functions under a 98-year lease with the NSW Government: vessel scheduling; property management; port development; trade development; cruise shipping; dredging; survey; wharf and berth services; maintenance of major port assets; and pricing for associated services.

In noting details of the complaint, the Port of Newcastle representative will consider whether it relates to Port of Newcastle's functions and responsibilities. If the matter is outside Port of Newcastle's remit or control, this information will be clarified to the complainant and the complaint will not be lodged. If Port of Newcastle is aware of who the responsible organisation is for the complaint, the Port of Newcastle representative will provide advice to the complainant on where the complaint should be directed.

### **Reasonableness**

Port of Newcastle will consider genuine individual complaints made on behalf of an individual, group or organisation. Complaints lodged in bulk (e.g. form letters) for the purpose of lobbying or disruption will not be considered as a genuine complaint.

### **Accessibility**

This Policy is available at [www.portofnewcastle.com.au](http://www.portofnewcastle.com.au). Printed copies may be requested.

### **Privacy and Confidentiality**

Complaints are treated confidentially, and there will be no adverse repercussions. For the purposes of accurate reporting and follow up, Port of Newcastle requests that the complainant provides their name and contact details. This information will remain confidential to Port of Newcastle staff and Directors.

## **PROCESS**

### **How to lodge a complaint**

Complaints can be made in person, via phone, email or website.

Phone: 02 4908 8200

Post: Port of Newcastle

Level 4, 251 Wharf Road Newcastle  
NEWCASTLE NSW 2300  
Attention: Senior Manager Corporate Affairs

Email: [info@portofnewcastle.com.au](mailto:info@portofnewcastle.com.au)

Website: [www.portofnewcastle.com.au/the-port/contact](http://www.portofnewcastle.com.au/the-port/contact)

Please provide a telephone number and email address, to enable follow up communication

### **Timeframe**

For complaints that can be assessed and resolved quickly (for example, a noise complaint), the target resolution timeframe is 7 days.

If a complainant wishes to make a formal complaint, or if the circumstances involve matters which warrant a thorough and formal investigation, the target resolution timeframe is 60 days.

### **Acknowledgement**

In the event of a formal complaint, or a matter which warrants a thorough and formal investigation, the complaint will be acknowledged in verbally through phone contact, or in writing within 7 days. If further information is required, Port of Newcastle will contact the complainant.

### **Assessment**

Port of Newcastle will record details of the complaint in the organisation's safety management software system, myosh. The complaint will be assessed in consultation with the responsible department and assigned priority.

### **Investigation**

If the circumstances involve matters which warrant a thorough and formal investigation, Port of Newcastle will carry out an investigation. This would consider factual issues and options for complaint resolution.

Port of Newcastle will provide a written response to the complainant addressing the issues raised and outlining the assessment or investigation process followed. The target timeframe is within 60 days of the initial enquiry.

### **Review**

If the complainant's issue remains unresolved, or they are not satisfied with the response, the Port of Newcastle representative will invite them to send a letter detailing the issue or dispute to the CEO. The CEO will then respond to the stakeholder within 30 days.

### **Consideration of systemic issues**

If issues arise as a result of the complaint which Port of Newcastle regards as systemic, they will be considered and acted on.

## **QUESTIONS**

For questions about this procedure or requests for assistance in lodging a complaint, contact the Corporate Affairs team.

Phone +61 2 4908 8200  
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Office Port of Newcastle  
Level 4, 251 Wharf Road  
NEWCASTLE NSW 2300