

# PORT OF NEWCASTLE COMMUNITY LIAISON GROUP

## TERMS OF REFERENCE

### BACKGROUND

These terms of reference govern the Community Liaison Group (CLG) and must be read in conjunction with the and CLG Code of Conduct.

Port of Newcastle has maintained a (CLG) since Port of Newcastle's incorporation and privatisation in 2014. Port of Newcastle values the contribution, time and insights of its community representatives and equally invests time administering the CLG for this purpose. We prioritise meaningful engagement with our communities and are proud of the Port's role in the region.

### PURPOSE & DUTIES

The purpose of the CLG is to:

- help create and maintain relationships between Port of Newcastle and the wider community;
- provide the opportunity for the community to develop an increased understanding about the Port of Newcastle, specifically how operations connect with the community;
- provide a means for community members and other key stakeholders to receive information about how Port of Newcastle operations, projects and initiatives may impact the community;
- identify and comment on concerns raised by the community and suggest actions to minimise the concerns;
- discuss issues and suggest ways to minimise the impact to the Port of Newcastle community; and
- to work together to create a CLG aligned directly to Port of Newcastle values of Community, Wellbeing, Integrity, and Curiosity.

### MEMBERSHIP

CLG membership is by invitation from Port of Newcastle.

A key aim of the CLG is to represent a diversity of viewpoints and community views. The CLG will be limited to an amount that ensures the CLG remains workable and effective.

The CLG membership may include a diverse mix of:

- community group representatives
- local government or government agency representatives
- Port of Newcastle representatives

Port of Newcastle may also invite members representing other interests beyond those listed above which may provide value to the CLG.

Members of the CLG must:

- be available to attend meetings or additional activities as required;
- live or work near the port and have meaningful communication links with local communities and community groups;
- have a deep understanding of, or significant interest in, local business and community issues within the areas neighbouring the Port;
- understand local community issues and concerns and have the ability to exchange information;
- contribute respectfully to discussion and cooperative problem solving, and work constructively with other members of the group;

- have an understanding of the Port of Newcastle values of community, wellbeing, integrity and curiosity and apply these values when consider community issues that may consider environmental, social and economic matters; and
- comply with the CLG Code of Conduct.

Where a CLG member wishes to appoint an alternate representative, that representative may apply to Port of Newcastle in writing to appoint an alternate representative. The proposed alternate representative will be confirmed by Port of Newcastle and must:

- represent the same or similar community interests or community group as the invited member; and
- demonstrate their ability to meet the membership criteria and adhere to these Terms of Reference and the Code of Conduct.

## MEMBERSHIP REVIEW

A member's position on the CLG may be terminated if the member:

- completes a two-year term;
- resigns their membership in writing to the Chair;
- fails to attend more than two meetings per year without prior notice;
- in the opinion of Port of Newcastle, fails to demonstrate the necessary requirements; or
- fails to adhere to these Terms of Reference or the Code of Conduct; and
- if the member is a local government or government agency representative, ceases to hold a position with local government.

Notification of the termination of a member will be made in writing directly to the member and notified to the CLG.

Where the position is vacated due to the expiry of the two-year term, Port of Newcastle may, at its discretion, reissue an invitation to the member for a further two-year term.

## MEETINGS & MINUTES

Meetings will be held not less than 4 times a year (quarterly) or such other cadence as notified by Port of Newcastle.

Meetings will be held at Port of Newcastle's head office, 251 Wharf Road Newcastle, from 5.30pm to 7pm unless otherwise advised by the Chair.

Meetings will be chaired by the Senior Manager Stakeholder Relations / Senior Manager Corporate Affairs, Port of Newcastle or other such Port of Newcastle Representative nominated from time to time.

Port of Newcastle will provide reasonable notice of meetings and endeavour to provide at least five (5) days' notice of meetings. The notice of meeting will include details of the agenda and detailed supporting submissions as appropriate.

Port of Newcastle will ensure that business of the CLG is minuted. The Chair will circulate minutes of the meetings of the Committee in a reasonable time following each meeting. Due to the commercially sensitive nature of the detailed information to which the CLG group is made privy, full Minutes will be not be published on the CLG page of the Port of Newcastle's website. Meeting overview Minutes will be shared with the group for on-sharing with their community constituents.

## MEDIA OR OTHER PUBLIC COMMENT

Members may discuss issues with their own community group/members that may impact their own local community to gather feedback and discuss any concerns at future CLG meetings. Members should discuss with Port of Newcastle how they can feedback/reference to their community, information Port of Newcastle has provided at the meeting that has been stated as confidential.

Media inquiries about the group's activities or the Port of Newcastle should be referred to the Corporate Affairs and Strategy team at Port of Newcastle via [media@portofnewcastle.com.au](mailto:media@portofnewcastle.com.au).

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, Port of Newcastle or on behalf of any other member of the CLG. Members must not discuss activities of the group or discuss any information deemed as confidential with media or information shared in good faith by members.

## AMENDMENT AND REVIEW

The CLG and these Terms of Reference will be reviewed on a three (3) yearly basis, or as otherwise determined by Port of Newcastle, to ensure best practice governance.

The Terms of Reference is to be approved by the Port of Newcastle Chief Executive Officer.

*Date Approved by Group Manager Corporate Affairs: 11 August 2022*

*Next Revision Date: 23 August 2025*

*Date of Distribution to CLG: 23 August 2022*