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This charter establishes the authority and responsibility of the Port Community Liaison Committee’s (Committee) function so that it may perform adequately within the Southern Ports Authority, (SPA) Port of Bunbury (PoB).

1. ROLE AND RESPONSIBILITIES

The Committee was established in August 2001 to proactively assist the Authority to address community issues associated with port operations and port development and is now a legislative requirement as per the *Port Authorities Act 1999* (Act) as prescribed below:

"A port authority must establish a committee for the port for the purpose of promoting and facilitating communication, information sharing and consultation between the port authority and members of the public who are or may be affected by port operations.

A local government that has electors who are or may be affected by port operations at the port is to be represented on the consultation committee.

Minutes of the proceedings of the consultation committee are to be made available on the port authority’s website or in a prescribed manner.”

2. TERMS OF REFERENCE

The Committee will:

1. Provide advice on effective mechanisms for communication and consultation with interested groups including residential, non-residential, business, government and special interest groups;
2. Advise the Port on individuals and groups with an interest in the PoB and the PoB’s operations to ensure that they have adequate opportunities to contribute to the liaison process;
3. Advise PoB on its management plans of current and future development;
4. Discuss potential positive and negative social, economic and environmental impacts of the Port brought to their attention by the PoB and or the community and advise on appropriate monitoring, mitigation and management strategies proposed by the PoB;
5. Advise PoB on their monitoring, mitigation and management strategies;
6. Provide regular feedback to the community;
7. Provide regular feedback and advice to the PoB; and
8. Consider other matters of interest as determined by the Committee.

3. PORT COMMUNITY LIAISON COMMITTEE MEMBERS

The Committee will have up to a maximum of 15 members, including two non-member Directors representing the Southern Ports Authority Board (Board). The Directors do not have any voting rights. All nominated Committee members require endorsement by the Board.
The Committee will recommend to the Board for endorsement an independent Chairman and Deputy Chairman to the Committee for the term of their appointment.

The Chairman cannot have been employed or contracted by SPA in the previous two years of their appointment.

To ensure that a cross section of community/organisations participate in the Committee, community representatives will be selected as follows:

1. A call for nominations for positions made vacant by expiry of terms or by vacation of position on the Committee will be issued in February/March of each year.
2. Existing members interested in remaining on the Committee will be eligible to re-nominate.
3. New members will be recommended by the Committee to the Board. Membership candidates will be assessed to ensure no conflict of interest with the SPA will exist with no affiliation to a Port User.
4. Candidates cannot be employed or contracted by SPA.
5. Committee members will be elected for terms of two years.
6. Membership of the Committee will be ratified by the Board.
7. In accordance with the ACT, the City of Bunbury is invited and is entitled to sit on the Committee.

4. QUORUM

A quorum shall be 50 per cent of the membership plus one. Members are required to attend at least 80 per cent of meetings or 4 out of the 6 meetings per year.

5. SECRETARIAL/ADMINISTRATIVE SUPPORT

The PoB will provide secretarial/administrative support. The secretarial/administrative support, in conjunction with the Independent Chairman, shall draw up an agenda which will be circulated to the members of the Committee at least five (5) working days prior to each meeting.

6. MEETINGS

There are to be at least six meetings each year.

7. MINUTES

Minutes are to be prepared for each Committee meeting. The draft minutes are to be reviewed by the Chairman and circulated to all Committee members as soon as practicable but no later than ten (10) working days after the meeting.

The minutes can be confirmed via circular resolution out of session and affirmed at the next meeting of the Committee. Once the minutes have been confirmed via circular resolution a copy is to be included in the papers of the next Board meeting.
The minutes of the meeting will be made available on the PoB website (or similar public forum), as legislated in the Act.

Secretarial/administrative support will maintain a full copy of the minutes. Confidential matters may be recorded and not circulated to Committee members and Directors, but reported to the Board by the General Manager Ports (GMP) via the Chief Executive Officer (CEO).

Staff or those sitting with the Committee may be provided with a copy of the minutes or part thereof prior to formal endorsement at the next Committee meeting, however, provision of these are restricted as follows:

- Minutes or specific sections will only be provided once the full minutes have been reviewed by the Chairman;
- Confidential matters or matters of a sensitive nature will be excluded from circulation to staff or those sitting with the Committee;
- The Chairman in consultation with the Director Committee members will determine matters considered at the meeting that are confidential or of a sensitive nature.
- In the absence of a Director Committee member the GMP/CEO will determine matters considered of a confidential or sensitive nature.

8. AUTHORITY

The Committee is a statutory committee established under the Act however the Committee has no executive powers to direct the Board or Management of SPA.

9. SCOPE AND ACTIVITIES

The Committee will:

- Facilitate good community relations and engagement between the Authority and the South West community;
- Provide a two-way vehicle for communication, engagement and consultation with the PoB and representation from the South West community to the PoB;
- Contribute to the sustainable growth and development of the Port and, therefore the South West region.

Approved by Board of Directors at Board meeting held on