



Port of Mackay

Community Reference Group

Terms of reference

2019-20



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1.0 Background

North Queensland Bulk Ports Corporation (NQBP) has seaport facilities located at Hay Point, Mackay, Abbot Point and Weipa and was established as a Port Authority on 1 July 2009, under the *Transport Infrastructure Act 1994*.

NQBP respects the aspirations and concerns of its port communities and stakeholders, and as a business acknowledges that social performance is a key factor by which its performance and success is measured. NQBP's corporate strategy recognises the importance of engagement with the community as a strategic stakeholder.

The following section outlines the objectives to help guide the implementation of the community engagement process.

1.1 Key principles to guide community engagement

1. Collaborative process where all participants are committed to working together.
 - NQBP is committed to working in partnership with the community and understands this can lead to better outcomes for all concerned.
2. Community engagement must inform decision-making processes.
 - NQBP will engage with the port communities via the Community Reference Groups (CRGs). This may include asking for and incorporating community and stakeholder feedback, where possible, into plans, projects, policies, or strategies, before they are finalised.
3. Engagement will be centred on the question: How can our port communities add value and improve outcomes?

1.2 Core values to guide community engagement

NQBP and the CRG will adopt Core Values that align with international best practice.

Community engagement should:

- Be based on the belief that those who are affected by a decision have a right to be informed and provide input into the decision-making process.
- Ensure that, through the CRG, the community's contribution will be factored into NQBP's decision-making process.
- Promote sustainable decisions by recognising and communicating the needs and interests of the community, stakeholder groups and NQBP.
- Seek out and facilitate the involvement in the CRG of those directly affected, potentially affected or who have an interest in a NQBP's operations.
- Seek input from community and stakeholder groups about the way the CRG operates and its objectives.
- Provide CRG members with the information and support they need to participate in a meaningful way.
- Communicate back to CRG members as a part of the process of consultation and provide information about how their various inputs have been incorporated in to the decision-making process.

1.3 Community engagement implementation

The CRG will be the core community engagement mechanism for NQBP. Delivery of the CRG program for the Port of Mackay will include:

- Objectives and governance processes of the CRG, outlined in this document;
- Providing an opportunity for new members to apply and former members to reapply at the end of each term; and
- Appointment of a Chair who has the knowledge and skills to facilitate CRG meetings in a fair and neutral manner.

2.0 Purpose of the Group

The purpose of the Port of Mackay CRG is to provide a forum for discussion between NQBP and representatives of the community and stakeholder groups on issues directly relating to the operation, development and planning activities within the port.

The CRGs inform the decision-making of NQBP through providing an advisory and consultative role.

The purpose of the CRGs is to:

- Establish good working relationships and promote information sharing between NQBP, local community and stakeholder groups.
- Allow NQBP to keep the community informed about projects, seek community views on projects, and respond to matters raised by the community.
- Allow local community and stakeholder groups to seek information from NQBP and give NQBP feedback on the development and implementation of:
 - New and emerging trade and proposed changes to approved trade;
 - New and emerging projects or proposed changes to approved projects, and
 - Community engagement activities.
- Provide suggestions to NQBP to support in terms of sponsorships and donations for initiatives benefiting the community of Mackay.

Refer to **Appendix A** for outline of the CRG Work Plan and indicative timing.

3.0 Group Membership

3.1 Membership of the CRG: Port of Mackay

To provide representation of the industry and region, the following CRG membership is provided as a guide:

1. A Chair
2. Two (2) NQBP representatives (one member of the Executive Committee; and one member of External Affairs)
3. Stakeholder representatives
 - a) One (1) Mackay Regional Council representative
 - b) One (1) local environment group representative
 - c) Two (2) local business representatives (1 local business owner; 1 Chamber of Commerce representative)
 - d) One (1) Port Advisory Group (PAG) representative
 - e) One (1) representative from the registered Aboriginal Party
 - f) Two (2) Port industry representatives (users/tenants)
 - g) Two (2) recreational users (including boating, surfing or fishing)
 - h) One (1) representative from the Mackay Marina community/resident
4. Up to three (3) community representatives

It is recommended that there is adequate representation of women on the CRG, in accordance with the World Health Organisation's diversity goals (refer to <http://www.who.int/gender-equity-rights/en/>) and that there is at least one (1) youth representative (below the age of 21).

In addition, an NQBP External Affairs member will attend each meeting to support the Chair through administration of the group.

*Membership guide is not intended to be prescriptive and therefore positions are pending applications received and assessment.

3.2 Chair

The Chair must:

- Convene, facilitate and advise the CRG;
- Be able to facilitate the meeting in a neutral and impartial manner;
- Oversee the preparation and publication of the minutes of CRG meetings..

3.2.1 Appointment of the Chair

The Chair will be a NQBP employee who:

- Has the capacity, ability and experience to meet the criteria listed above; and
- Is willing to accept the roles and responsibilities outlined in **Section 7.3**.

This Chair will be nominated by the Executive Committee. The selection process (of the NQBP Chair) will be restaged after 12 months. The existing Chair will be eligible to reapply.

3.2.2 Review of Chair

If any CRG member is concerned about the performance of the Chair then they should notify the NQBP representatives in writing.

NQBP:

- May review the performance of the Chair at any time.
- Must review the performance of the Chair if:
 - More than half the CRG members have concerns about the conduct or performance of the Chair (e.g. there is an ongoing perception of bias, inappropriate control, or a refusal to share information or adhere to the wishes of the CRG).
- If required, NQBP will appoint a new Chair (refer to **Section 3.3.2** and **3.2.2**).

3.3 Community representatives

Community representatives will be selected from the local community and identified stakeholder groups. Employees and contractors of NQBP are not eligible to be appointed as community representatives.

Local community representatives must:

- Be current residents or landowners within the Mackay Local Government Area;
- Demonstrate involvement in local community groups and/or activities;
- Have knowledge and awareness of NQBP and related issues of concern to the local community;
- Be able to represent and communicate the interests of the affected local community; and
- Be willing to adhere to the Group's Code of Conduct and Terms of Reference.

Representatives of stakeholder groups must:

- Be a member of a stakeholder group with an interest in NQBP activities;
- Be able to represent and communicate the interest of the group or community; and
- Be willing to adhere to the Group's Code of Conduct and Terms of Reference.

3.3.1 Appointment of community and stakeholder representatives

The following processes will be adopted to determine who will be appointed to the CRG:

3.3.1.1 Targeted nomination requests

For targeted community groups (where potential groups/organisations/individuals are already known to NQBP) the process of appointment is as follows:

1. Call for nominations will be placed by NQBP. This must involve:
 - a) Direct contact (via email or telephone) to target stakeholder groups;
 - b) Minimum of three (3) week period for groups/organisations/individuals to respond with their nomination form (refer to **Appendix F**);
2. Nominations are to be mailed or emailed directly to External Affairs.
3. NQBP External Affairs will review all nomination forms in line with the selection criteria (identified on nomination form) and forward all nominations and a list of recommended candidates to NQBP Selection Committee.
4. The NQBP Selection Committee must:
 - a) Review all nominations and recommendations;
 - b) Appoint the representatives; and
 - c) Formally notify successful and unsuccessful nominees, the Chair and NQBP.
5. The Chair may review the appointment of community and stakeholder representatives at any time.

3.3.1.2 Non-targeted nomination requests

For all other appointments of Community member representatives and any of the stakeholder groups the following process will be followed:

1. Call of nominations will be placed by NQBP. This will involve:
 - a) Minimum of 3-week advertising period;
 - b) Advertising in a variety of mediums (local newspapers and radio; letterbox drop; social media posts; NQBP website update) (refer to **Appendix C**).
 - c) Nomination forms will be available to download from the NQBP website, and the ability to be posted if needed (refer to **Appendix F**).
2. Nominations are to be mailed or emailed directly to External Affairs.
3. External Affairs will review all nomination forms in line with the selection criteria and forward all nomination forms and a list of recommended candidates to the NQBP Selection Committee.
4. The NQBP Selection Committee must:
 - a) Review all nomination forms and recommendations;
 - b) Appoint representatives; and
 - c) Formally notify successful and unsuccessful nominees, the Chair and NQBP.
5. The NQBP Chair may review the appointment of community and stakeholder representatives at any time.

3.3.2 Appeal of unsuccessful nominations

If a CRG applicant/nominee wishes to appeal the decision of the NQBP Executive Committee Representative, then they must:

- Apply in writing to the Chair within 10 working days of the date of the decision;
- State the reason/s for their appeal; and
- Provide the Chair with any required information.

The Chair will review the appeal and make the final decision. If the Chair decides to appoint the CRG applicant as a CRG member then an additional membership place will be added to the CRG for one Term of Appointment.

3.4 Term of appointment

The Term of Appointment for CRG members elected to represent the community or stakeholder groups is for two years (term ending September 2020). After this, the selection process (including advertising for nominations) will be restaged. Past CRG members will be eligible to reapply.

4.0 CRG Meetings

4.1 Frequency, timing and location of meetings

The CRG will meet a minimum of three (3) times a year. The duration of each meeting will normally be two (2) hours. This process is subject to review at the option of the Chair of the relevant CRG. Members will be notified in writing of the meeting time and place at least four (4) weeks in advance. Meetings will be held at a local venue. Any costs associated with attending meetings must be borne by CRG member.

4.2 Extraordinary meetings

If there are important or urgent matters requiring consideration, any member of the CRG may ask the Chair to convene an extraordinary meeting. The Chair will decide whether the extraordinary meeting is warranted, or whether the matters can be addressed in other ways.

Members will be given at least two (2) weeks' notice before an extraordinary meeting.

4.3 Meeting proceedings

The Chair, with support from External Affairs, will:

- Circulate the agenda for all meetings two (2) weeks prior to the meeting date in consultation with the members of the CRG.
- Convene and run meetings in a fair and neutral manner by:
 - Facilitating discussion to ensure all members have an opportunity to speak and share their views;
 - Supporting constructive dialogue; and
 - Managing conflicts of interest.
- Identify prior to the meetings any items of a confidential nature and assist committee members to understand how this information may, or may not, be used.
- Resolve disagreements or difference of opinion in a fair, transparent and supportive manner.
- Ensure that issues raised by the community representatives or stakeholder representatives on behalf of the community are heard and appropriately considered.

4.3.1 Meeting agenda

CRG meeting agenda items will be decided by the Chair but may include the following:

1. Welcome.
2. Apologies.
3. Declaration of conflicts of interest (refer to **Appendix G**).
4. Actions/items arising from previous minutes.
5. NQBP update of items from previous meeting;
6. NQBP reports and overview of activities:
 - a. Progress of Strategic intent and NQBP operations;
 - b. New and emerging projects that are of relevance to the community;
 - c. Monitoring and environmental performance;
 - d. Maintenance and public space update;

- e. Community complaints and response to these complaints; and
 - f. Information provided to the community and any feedback.
7. Community update:
 - a. Sponsorships;
 - b. Donations; and
 - c. Community events.
 8. Other agenda items.
 9. General business.
 10. Next meeting.

4.3.2 Additional agenda items

Any member of the CRG may propose a matter for inclusion on the agenda. To be included on the agenda the following must occur:

1. Either:
 - a) CRG member must notify the Chair in writing three (3) weeks prior to the meeting;
 - b) If an item is suggested during the meeting, then it will be included on the Agenda for the next meeting; or
 - c) If a suggested agenda item requires a guest speaker or technical expert is invited to present to the CRG 4 weeks' notice will be required (refer to **Section 4.7.3**).
2. Chair will review the agenda items and have final say on the agenda items for each meeting.

The agenda and accompanying reports or information must be distributed by the Chair at least two (2) weeks prior to the meeting. Late items may be deferred to the following meeting.

4.4 Minutes of meetings

The Chair is responsible for overseeing the preparation of the minutes for each CRG meeting.

These minutes must:

- Provide an accurate summary of the matters that were discussed at the meeting, including any community concerns expressed and inquiries made;
- Record the dissenting views of members on a matter; and
- Clearly identify the actions to be undertaken before the next meeting, and who is responsible for taking these actions and by when.

An NQBP External Affairs member will attend each meeting to support the Chair through administration of the group including minutes. Recording of meetings – by recording device, telephone or any other electronic device – is not permitted.

4.4.1 Circulation and publication of minutes

Within 2-3 Weeks of the meeting:

Chair must ensure distribution of the draft minutes to all CRG members through External Affairs.

CRG members must provide their feedback to the External Affairs.

If there are any disagreements between members on the minutes, the Chair will have final say on the matter.

Within 4 weeks of the meeting:

Chair must ensure finalisation of the minutes in consultation with External Affairs and members (in a web accessible format).

Within 5 weeks of the meeting:

NQBP External Affairs must publish the minutes on the company's website.

4.5 Decision-making process during CRG meetings

The aim of the CRG is to represent a cross-section of viewpoints and community and stakeholder concerns in achieving a balanced approach to issues associated with NQBP operations. It is not a requirement that consensus be reached among members on the issues discussed.

While, the CRG is not a decision-making body the group may be required to make decisions as a group related to selected matters. These decisions will not be in relation to NQBP operations or projects but may be related to the operation of the CRG, CRG processes, community events, sponsorship or donation. Where decisions are to be made by the CRG the following process will be used:

1. Item will be appropriately discussed by the CRG, with all members being given the opportunity to voice their views;
2. Decisions will be reached wherever possible through consensus.
3. Where consensus is not possible, a vote will be taken by the Chair requiring a majority decision for resolutions to be passed.
4. There is only one vote per CRG member however in case of a tied vote the Chair shall have a casting vote.

4.5.1 Dispute resolution

The CRG is encouraged to discuss and seek agreement on all matters that may be the subject of substantial disagreement between its members. In the event of a dispute between CRG members:

1. The Chair is responsible for dispute resolution.
2. If a dispute between the CRG and NQBP cannot be resolved by the Chair, the Chair should seek the advice of a relevant third party.

4.6 Conduct of CRG members

All members, including the Chair must sign a Code of Conduct Agreement (refer to **Appendix B**) before they join the Port of Mackay CRG and comply with this Code while they are members of the relevant CRG.

As part of the code of conduct, CRG members must agree to:

- Attend committee meetings, at dates and times set by the Chair;
- Advise the Chair in advance if a member is unable to attend meetings;
- Work collaboratively with other members of the CRG towards achieving focus area objectives;
- Contribute to an atmosphere of open and constructive participation;
- Openly communicate relevant concerns, interests and ideas and make reasons for any disagreement clear in a constructive and thoughtful manner;
- To have input into recommendations prepared for the CRG to consider;
- Actively work with the members of the CRG to try and resolve any disputes that may arise during the CRG's activities;
- Ensure confidential matters handled by the CRG are kept confidential, and refrain from discussing these matters with other parties outside meetings;
- Not interrupt when another member is speaking;
- Not speak publicly on behalf of the CRG;
- Only speak publicly about CRG matters that have been approved by NQBP;
- Not misrepresent the views of other members of the CRG outside meetings; and
- Abide by the directions of the Chair.

4.6.1 Breaches to the Code of Conduct

The Chair must bring any breach of the Code to the attention of the persons concerned using the following process:

1. If any CRG member has a complaint about other members conduct they must notify the Chair in writing.
2. If the Chair must then decide if the complaint is valid and if it is, provide a written warning to the individual.

If a breach of the Code occurs during the meeting the Chair must:

1. Provide a verbal warning during a meeting, which is formally recorded in the meeting's minutes; and
2. Provide a written warning within one week of the meeting.

Following three written warnings, the Chair, may replace a member.

Similarly, the Chair may request the replacement of any member who fails to attend three (3) consecutive CRG meetings.

4.7 Meeting attendance

4.7.1 Quorum

The quorum of meetings is the Chair; one NQBP representative (either the Executive Committee or External Affairs representative); six (6) of the Community or Stakeholder representatives.

4.7.2 Attendance by an alternative CRG member

NQBP representatives or representatives of stakeholder groups (not community member representatives) may appoint an alternate CRG member who may exercise all powers of the CRG member when attending in their place. The CRG member must notify the Chair in writing two (2) weeks prior to the meeting if they are appointing an alternate CRG member and who that will be. An alternate CRG member cannot attend more than one meeting in a row.

This alternate CRG member may:

- Be part of the same organisation or community group;
- Be willing and able to represent the interests of the organisation or community group; and
- Be approved by the Chair one (1) week prior to the meeting.

4.7.3 Attendance by non-CRG members

Members may ask the Chair to invite non-CRG members/expert advisors to attend meetings, either as observers or to provide advice to the CRG.

This may include:

- Representatives of any State government agency;
- Technical experts or consultants;
- Community Project/Program Partners; and /or
- Members of the general public.

The process for inviting a non-CRG member involves:

1. Four (4) weeks prior to the meeting, the CRG member will provide the Chair with:
 - a) Name and contact details of the invitee/s
 - b) Reason for inviting them
 - c) Overview of presentation including content, length and purpose.
2. Three (3) weeks prior to meeting the Chair is to:
 - a) Circulate the proposed invitation to other members of the CRG before issuing the invitation; and
 - b) If there is any disagreement between the members about the invitation, then the Chair will have final say on the matter.

Non-CRG members cannot participate in the business of a meeting unless they are invited to do so by the Chair.

4.7.4 Attendance by the general public

CRG meetings are closed meetings; however, the CRG may wish to put forward an open invitation to the general public to observe a CRG meeting. For this to occur, the following process must be followed:

1. During the meeting the CRG will discuss the invitation to allow the general public to observe the subsequent CRG meeting;
2. A vote will be called by the Chair and a majority vote will decide (see **Section 0**);
3. The Chair, NQBP secretariat and the External Affairs Representatives will advertise the open invitation a minimum of three (3) weeks prior to the meeting date via the following methods:
 - a. Local newspaper;
 - b. Social media;
 - c. NQBP website; or
 - d. Any other relevant medium.
4. Community and Stakeholder representatives should share this invitation with their group, organisation or community.

5.0 Sponsorship and Donations

The Port of Mackay CRG will receive a minimum donation and sponsorship budget of \$5,000 each annually (to coincide with the Term of Appointment). The use of the budget will follow the following process:

1. Members of the CRG will suggest sponsorship or donation opportunities to support.
2. The opportunities will be adequately discussed by the CRG where all members are given a chance to have their say;
3. The following criteria will be used to assess sponsorship and donation opportunities:
 - a. Will the opportunity have an environmental, social or cultural benefit to the community affected by and surrounding the Port of Mackay?
 - b. What is the level of benefit (how necessary is the opportunity; how many people will benefit, etc.)?
 - c. What is the ability of the group or organisation to implement the initiative?
4. The CRG will vote on the initiative (see **Section 0**).

5.1 Ineligible activities

NQBP is unable to support the following types of activities because they do not meet the criteria set for NQBP's Port Communities Program:

- Requests from an individual or family that benefit only that individual or family
- Local events in areas where NQBP does not operate or impact
- Religious activities, in whole or in part, for the purpose of furthering religious doctrine
- General operating expenses
- Political candidates or political parties
- Commercial documentation such as feasibility studies or business plans
- Gambling, smoking or alcohol linked organisations
- Sponsorships that may be viewed as violent or hazardous
- Sponsorships that may be viewed as racially prejudiced or discriminatory to any group
- Recipients whose business, initiative or event may present a conflict of interest.

6.0 Review of the Group's Effectiveness

If the Chair has concerns about the effectiveness of the committee:

1. The Chair must notify the NQBP Executive Committee Representative in writing.
2. Within four (4) weeks of receiving the notification the NQBP Executive Committee Representative will examine and investigate these concerns and respond. Possible outcomes include:
 - a) Review CRG membership, including the Chair;
 - b) Review Terms of Reference; or
 - c) Dissolve CRG.

6.1 Annual review of CRG

In addition, an annual Review of the CRG will be conducted where members are asked to anonymously review the current status of the CRG, evaluate their effectiveness and provide recommendations for the future. The annual review will be coordinated by NQBP.

The annual review will address:

- Role of Chair
- Purpose of the Group
- Meeting processes
- Membership
- Terms of Reference

External Affairs will collate this information and present the findings back to the CRG via email before the next meeting. At the next meeting the CRG members will discuss the findings and determine if the CRG requires reconstituting. An external consultant may be required for this scope of work.

7.0 Communication with the Broader Community

7.1 Non-confidential information

CRG members are encouraged to discuss non-confidential issues and disseminate information about the projects and operations of with the wider community, including special interest groups.

Individual CRG members may make comments to the media or in public forums on behalf of themselves or their stakeholder groups, but not on behalf of the CRG.

7.2 Confidential information

In the case of confidential information being presented to the CRG:

- Owner of the confidential information must:
 - Notify the Chair before the dissemination of information that it is confidential.
- Chair must:
 - Notify CRG members of the confidential information and the terms of the confidentiality;
 - Ensure that CRG members sign a Confidentiality Agreement (refer to **Appendix H**) before the information is disseminated.

In addition, any CRG member may request that particular information (e.g. a declaration of a personal interest, site visit photos, or information which NQBP considers to be commercial-in-confidence) be kept confidential by the CRG.

In the absence of full consensus amongst the CRG members over whether such information should be kept confidential, the decision of the Chair shall be final and binding on all members.

7.3 Media releases

The CRG may agree to release statements or information to the media or adopt other approaches to disseminate information.

The Chair can disseminate information that has been previously approved by NQBP. In these situations:

1. The Chair will develop a draft of the information and send to:
 - The CRG members for their feedback; and
 - The NQBP External Affairs representative for their approval.
2. Within two (2) weeks of receiving the draft from the Chair the NQBP External Affairs representative must respond that the media release is:
 - Approved;
 - Approved with changes; or
 - Not approved.
3. If approved or approved with changes, the NQBP External Affairs Representative will release the statement or information to the media.

8.0 Responsibilities of CRG Members

Table 8.1 Roles and responsibilities of CRG members

Participant	Role	Responsibilities
NQBP	Meeting conduct	Sign and abide by the CRG Code of Conduct and Terms of Reference.
		Attend CRG meetings and contribute constructively to CRG discussions.
		Advise the Chair in advance if unable to attend the meeting and provide a suitable replacement.
	Annual recruitment	Complete necessary tasks, including advertising and administration of applications, for annual recruitment of CRG members and Chair.
	Provide meeting venue	Provide and book venue for CRG meetings. If a suitable NQBP venue is not found, then NQBP will book a suitable alternative within Mackay.
	Information provision	Provide CRG with timely, accurate and comprehensive reports on the state of NQBP activities and relevant projects including the development of projects, any operations, environmental performance and community relations.
		Provide the CRG with copies of: <ul style="list-style-type: none"> • The project’s conditions of approval, and other relevant documentation including management plans; • Monitoring results; • Annual review reports; • Audit reports (including audits required as a condition of consent); • Reports on community concerns and complaints and Company responses; and • Any other information specified by Chair. At the same time, they are submitted to Agencies.
		If any of the information provided by NQBP requires further explanation or clarification, NQBP must give a presentation to the CRG in an accessible format where questions can be raised by members.
		Publish any media releases from the CRG.
		Publish CRG minutes and annual report on NQBP website.
Consult with CRG prior to approvals	Consult with the CRG prior to seeking approval for modifications to its conditions of consent, to change operational requirements or to expand its operations.	

Participant	Role	Responsibilities
	Respond to questions and advice	<p>Within 4 weeks of the meeting, NQBP must forward each CRG members:</p> <ul style="list-style-type: none"> • NQBP's response to any questions or advice by the CRG; and • Any information requested at the meeting by the Chair.
	Organise site visits	Organise at least one site visit per year of key operations and projects for the CRG.
		Accommodate any reasonable request by the Chair for the CRG to undertake additional inspections or site visits provided at least 48 hours' notice has been given to NQBP by the Chair.
	Performance Management	Ensure effective performance of the CRG through reviewing the CRG at any time. And by examining, investigating and responding to any concerns made by the Chair or a CRG member regarding the group's performance or the performance of an individual CRG member including the Chair.
		Coordination of annual review of the CRG.
	Sponsorship	Provide sponsorship and donation budget to the CRG.
		Ensure the capacity of the CRG and recipient community groups to implement sponsorship projects.
Remuneration of Chair	Pay the Chair's standard fees, as well as the fees of any note-taker the Chair may use to take the minutes of any meeting.	
Confidential material	Notify the Chair if any information provided or discussed is of a confidential nature and the terms of the confidentiality.	
Chair	Meeting conduct	Attend all CRG meetings.
		Sign and abide by the CRG Code of Conduct and Terms of Reference.
		<p>Convene and run meetings in a fair and neutral manner by:</p> <ul style="list-style-type: none"> • Facilitating discussion to ensure all members have an opportunity to speak and share their views; • Supporting constructive dialogue; and • Managing conflict of interest.
		Ensure that issues raised by the community representatives or stakeholder representatives on behalf of the community are heard and appropriately considered.
	Meeting organisation	Prepare agenda for each meeting in consultation with NQBP and the CRG members.
Circulate agenda and any other relevant materials, two (2) weeks prior to the meeting.		

Participant	Role	Responsibilities
		Notify CRG members in writing of the meeting date, time and place at least four (4) weeks in advance for a regular CRG meetings, and two (2) weeks in advance for extraordinary meeting.
	Meeting minutes	Oversee the preparation of the minutes.
		Circulate draft minutes to CRG members for feedback and provide NQBP finalised minutes for publication on the company's website.
	Information sharing	Be the key contact between the CRG and NQBP.
		Ensure all CRG members are provided with relevant information and reports.
	Annual Report	Prepare an annual report for the CRG and provide it to NQBP.
Confidential material	Identify prior to the meetings any items of a confidential nature and assist CRG members to understand how this information may, or may not, be used.	
	Where required, ensure that all CRG members sign a confidentiality agreement.	
CRG community and stakeholder representatives	Meeting conduct	Sign and abide by the CRG Code of Conduct and Terms of Reference.
		Attend CRG meetings and contribute constructively to CRG discussions.
		Advise the Chair in advance if unable to attend the meeting.
		Provide suggestions for sponsorship and donation programs.
	Key contact between NQBP and the community/stakeholder groups	Communicate information approved by NQBP to the broader community and/or your interest group relating to the operation, development and planning activities within the Port of Mackay.
	Confidential material	Only disseminate information discussed and provided to the CRG that has been approved by NQBP.
Notify the Chair if any information provided or discussed is of a confidential nature and the terms of the confidentiality.		

APPENDIX A

Work Program

The following work program outlines items in addition to the proposed agenda items previously outlined.



CRG Work Program

CRG Meeting / Proposed Date	Topic	Priority and focus
Meeting 1	Strategic Directions	NQBP to provide an overview of operation, activities and projects.
		NQBP to provide an overview of Strategic Directions of company
	Work plan	Establish priorities for the CRG and work plan moving forward.
Meeting 2	Investment Funding	Community representatives to suggest funding options.
Meeting 3	Investment Funding	Community representatives to vote on funding options.
Meeting 4	Investment Funding	Annual review of CRG performance.

APPENDIX B

Code of conduct

Code of Conduct



As a condition of engagement, all members of the Port of Mackay and Hay Point Community Reference Groups (CRG) must agree to adhere to the following Code of Conduct.

Accepted behaviour

I agree that as a member of the Port of Mackay/Hay Point CRG, I understand I am expected to:

- Attend committee meetings, at dates and times set by the Chair;
- Advise the Chair in advance if I am unable to attend meetings;
- Work collaboratively with other members of the CRG towards achieving focus area objectives;
- Contribute to an atmosphere of open and constructive participation;
- Openly communicate relevant concerns, interests and ideas and make reasons for any disagreement clear in a constructive and thoughtful manner;
- To have input into recommendations prepared for the CRG to consider;
- Actively work with the members of the CRG to try and resolve any disputes that may arise during the Group's activities;
- Ensure confidential matters handled by the CRG are kept confidential, and refrain from discussing these matters with other parties outside meetings;
- Not interrupt when another member is speaking;
- Not speak publicly on behalf of the CRG;
- Only speak publicly about CRG matters that have been approved by NOBP;
- Not misrepresent the views of other members of the CRG outside meetings; and
- Abide by the directions of the Chair.

I understand that if I miss three consecutive meetings I may be replaced on the CRG.

Signed declaration

As a member of the Port of Mackay/Hay Point CRG, I agree to abide by this Code of Conduct.

Name:

Phone:

Email:

Address:

Stakeholder group (if relevant):

Signature

Date

APPENDIX C

Advertisement

Would you like to represent your community?

Nominations Open - Community and Recreational Group Members

Port of Mackay Community Reference Group

North Queensland Bulk Ports Corporation (NQBP) invites nominations from local residents to volunteer for membership of the Port of Mackay Community Reference Group (CRG).

A total of six (6) positions are available including:

- Three (3) community representatives
- Two (2) recreational group representatives (boating, surfing or fishing)
- One (1) local Marina resident representative

The CRG provides a forum for discussion between NQBP and representatives of the community, stakeholder groups and the local council on issues relating to the operation, development and planning activities within the Port of Mackay.

CRG member responsibilities

As a CRG member you will be expected to:

- contribute constructively to CRG discussions;
- attend meetings a minimum of three times a year; and
- communicate information to the broader community and/or your interest group.



Port of Mackay
Community Reference Group

How to apply

Complete the nomination form at www.nqbp.com.au or in hardcopy from NQBP Office Level 1, Waterfront Place, Mulharin Drive, Mackay Harbour.

Applications must be lodged via

Email
communications@nqbp.com.au

Post
External Affairs,
North Queensland Bulk Port Corporation,
PO Box 3340 North Mackay QLD 4740

Nominations close 5pm Friday 24 August 2018

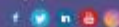
For further information

Contact NQBP External Affairs
communications@nqbp.com.au



For more information:
P 1300 129 255
E communications@nqbp.com.au

nqbp.com.au



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APPENDIX D

Nomination form Community Member/Stakeholder Group



About North Queensland Bulk Ports

North Queensland Bulk Ports Corporation (NQBP) has seaport facilities located at Hay Point, Mackay, Abbot Point and Weipa, and was established as a Port Authority on 1 July 2009, under the Transport Infrastructure Act 1994. NQBP respects the aspirations and concerns of its port communities and stakeholders and acknowledges that social performance is a key factor by which its performance and success is measured.

Purpose of Community Reference Groups

The purpose of the Port of Mackay Community Reference Group (CRG) is to provide a forum for discussion between NQBP and representatives of the community, stakeholder groups and the local council on issues directly relating to the operation, development and planning activities within the Port of Mackay.

CRG member responsibilities

As a CRG member you will be expected to:

- contribute constructively to CRG discussions;
- attend meetings a minimum of three times a year; and
- communicate information to the broader community and/or your interest group.

Are you eligible to join the CRG?

We are looking for local residents or people who are members of a stakeholder group (community, environment, Aboriginal or industry), to join the Port of Mackay CRG.

Local community/stakeholder group representatives eligibility criteria:

- Be current residents or landowners within the Mackay Local Government Area;
- Have knowledge and awareness of the NQBP and Port Mackay;
- Have awareness of funding opportunities of interest to the local community;
- Be able to represent and communicate the interests of the local community;
- Be willing to follow up actions, as relevant; and
- Be willing to abide by the CRG Code of Conduct.

Employees or contractors of NQBP are not eligible to be appointed as community/stakeholder group representatives.

Have you read and understand eligibility criteria?

Yes No

Do you meet the eligibility criteria?

Yes No

Applicant nomination form

First Name:

Last Name:

Primary Phone Number:

Primary Email Address:

Stakeholder group represented and position within the group (if relevant):

Address:

Suburb:

State:

Postcode:

Postal Address (if different from above):

Address:

Suburb:

State:

Postcode:

Length of Residence in the Mackay area? years

For more information:

P 1300 129 255 E communications@nqbp.com.au



nqbp.com.au

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APPENDIX E

Conflict of Interest Disclosure Form



Community Reference Group Member Details

Name:

CRG: Port of Mackay
 Port of Hay Point

Members of the CRG must disclose if they:

- Are a member, partner or, employee of NOBP;
- Have some other specified interest relating to NOBP or their operations;
- Have a financial or vested interest in a matter being considered by the CRG.

Describe the conflict of interest:

CRG Member Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of

interest in connection with my role on the Community Reference Group and to advise the Chair of any relevant changes in my personal circumstances.

Signature

Date

Action by Chair

Describe the action proposed to mitigate the real or perceived conflict which has been disclosed and the reasons for the decisions:

The above action has been discussed with the CRG member and is appropriate to resolve the real or apparent conflict of interest disclosed above.

Signature

Date