

Code of Conduct



Bowen and Abbot Point
Community Reference Group

Privacy statement: North Queensland Bulk Ports Corporation (NQBPC) adheres to the requirements established by the *Privacy Act 1988* (Cth) and the *Information Privacy Act 2019* (Qld). By providing your personal information, you are consenting to NQBPC's use of that information for the purposes of selection of representatives for Bowen and Abbot Point Community Reference Group. NQBPC will not disclose your personal information to third parties without your consent, subject to legal requirements.

As a condition of engagement, all members of the Bowen and Abbot 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 Bowen and Abbot 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;
- To have input into recommendations prepared for the CRG to consider;
- Openly communicate relevant concerns, interests and ideas and make reasons for any disagreement clear in a constructive and thoughtful manner;
- 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 NQBPC;
- 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 Bowen and Abbot Point CRG, I agree to abide by this Code of Conduct.

Name

Phone

Email

Address

Stakeholder group (if relevant)

Signature

Date

For more information:

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nqbp.com.au

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