

# Terms of Reference

## Glebe Island and White Bay Port Community Liaison Group

### Purpose of the Community Liaison Group

The purpose of the Glebe Island and White Bay Community Liaison Group (CLG) is to provide a forum for information exchange and consultation with the local community and other port stakeholders about activities at the port. The core objectives of the group are to; facilitate discussion between Port Authority of NSW and port stakeholders regarding port operations, provide a forum to inform the local community and other stakeholders about port activities and provide Port Authority with an opportunity to gather feedback from the local community on any initiatives being considered.

### Function of the Community Liaison Group

As a forum for information exchange and consultation, this group facilitates discussion and enables the local community and other stakeholders to be involved in communications regarding activities at the port.

Specifically, the CLG's functions include:

- Exchanging information and discussing port operations and activities including port lessee activities, at Glebe Island/White Bay.
- Promoting collaboration between members to foster discussion regarding environmental impacts of port operations (potential and actual), and development of mutually satisfactory solutions that are consistent with the objectives of operating a commercially viable working port.
- Local resident identification and provision of information about impacts, issues and concerns pertaining to the local port community.

### Agreed Ways of Working

Meetings of the group will be convened every three months. Where the group agrees there is insufficient business to discuss, it may hold meetings at intervals of longer than 3 months. If any urgent business arises between meetings, an urgent meeting can be convened with 14 days' notice.

Port Authority will select the Group Chair, and will:

- a) convene meetings at a time acceptable to the majority of members of the group
- b) provide an appropriate local meeting venue
- c) invite all members to submit agenda items for each meeting
- d) distribute the agenda for each meeting to all members no less than 7 days beforehand
- e) prepare and distribute minutes of each meeting to all members of the Group and other relevant authorities, within 14 days of that meeting having been held
- f) arrange for suitable experts on relevant issues to attend meetings as required.

Special sub-groups may be established as required to report to the main body. These will have specific terms of reference established by the Group, and will meet as frequently as required until their task is completed.

## Membership

A selection panel consisting representatives of Port Authority within the Environmental Planning, Sustainability and Strategy and Stakeholder Relations divisions will be established and selection criteria developed and agreed. The panel will choose a minimum of 8 members. Membership will comprise at least 3 individuals from Balmain/Rozelle and 3 from Pyrmont. In order to gain maximum participation, the panel will be looking for individuals who live or work near the port and have existing communication links with local communities.

In addition, Port Authority will invite businesses operating at the port and the Local Council to join the group. Other relevant government authorities will be issued invitations to attend meetings as required.

Community nominations for membership of the Group will be called via advertising in the relevant local online newspaper and on the Port Authority website. Port Authority may also use letterbox drops and direct emails to existing committee members.

## Requirements for membership

Membership of the liaison group requires that applicants can:

- Verify that they live or work near the port and have existing communication links with local communities
- Demonstrate their understanding of or significant interest in, local environmental, business and community amenity issues within the areas neighbouring the port at Glebe Island / White Bay
- Demonstrate their ability to understand and articulate local community issues and concerns and exchange information
- Demonstrate their ability to contribute respectfully to discussion and cooperative problem solving, and to work constructively with other members of the group
- Recognise the goal is to achieve balance between environmental, social and economic needs
- Be an active team member available to attend meetings and take part in Sub-Groups as required.

Selection of community members will be based on their ability to demonstrate their suitability of the above criteria.

Community members will:

- Regularly attend meetings.
- Represent the views of the local community and provide input on local issues.
- Communicate and share information with the wider community.

Tenant members will:

- Regularly attend meetings, with a minimum attendance of 2 meetings per year.
- Be willing to share information about the operation of their business.
- Take on board any community views and questions and respond appropriately.

Port Authority members will:

- Provide information to the group to enable informed discussions on operations and other activities.

- Be open and respectful and consider feedback and suggestions from the group on operations and other activities.
- Provide feedback to the group on how their suggestions were considered during decision-making.

## Membership Review

A member's position on the Group will be terminated if the member:

- completes a three year term;
- resigns their membership in writing to the Chair;
- fails to attend more than two meetings per year without prior notice; or
- in the opinion of the Group, consistently fails to demonstrate the necessary requirements.

Where the position is vacated due to the expiry of the three year term, the Group may, at its discretion, re-issue an invitation to the member for a further three-year term, or call for additional nominations for the position.

In addition, the Group and these Terms of Reference will be reviewed as required as discussed and agreed by the members.

## Selection Process & Timeline

The selection panel will consider all nominations.

- Call for nominations w/c 19 April 2021
- Closing date Friday 21 May 2021
- Successful and unsuccessful applicants notified Monday 31 May 2021
- First meeting Tuesday 22 June 2021 (tbc)

The decision of the selection panel will be based on the "requirements of committee members" identified above as answered by community members in their member application.

The selection by the panel will be final and non-negotiable.

## Location & times of meetings

Generally, at White Bay, Pyrmont or Walsh Bay area from 3:00pm till 4:30pm, on a Tuesday, or as otherwise agreed by the Group.

## Meeting Facilitation and Minutes

An independent Chair will facilitate meetings of the group. All meetings will be recorded in the form of minutes taken by an independent third party. The minutes will include issues raised and agreed actions, but not be a verbatim record of discussion. Agreement of the minutes will be by consensus of the members present at the following meeting.

## Media

Members may not speak to the media as members of the Group, on behalf of the Group or on behalf of any other member of the Group. Members must not discuss activities of the group or discuss any confidential information with media. Media inquiries about the group's activities should be referred to the Strategy and Stakeholder Relations team at the Port Authority on 9296 4672 (24/7 media hotline).

## Further Information

For further information about this process please call Port Authority on 9296 4999.