

Terms of Reference: Port of Eden Stakeholder Group

Overview

Port Authority of NSW (Port Authority) and Transport for NSW Maritime (TfNSW) are establishing a Port of Eden Stakeholder Group to engage with key stakeholders and the community to support coordination of activities and initiatives within the Port of Eden.

The Group will provide a forum to promote communication, consultation and collaboration between TfNSW, Port Authority, port industry operators, adjacent land managers, the community and other stakeholder representatives. The meeting will focus on planning proposals, current projects, port operational updates and initiatives being undertaken at Snug Cove and the surrounding area.

Purpose

The group will facilitate:

- Establishment of good working relations and information sharing with stakeholders through transparent information exchange and meaningful discussion.
- Coordination of simultaneous operations and interfaces where two or more planned proposals, activities, projects or operations may occur around the same time within the Port, on adjacent land areas or associated facilities.
- Consultation on the development of projects and provision of feedback on issues that may arise during development or operations of projects.
- Discussion and the development of mutual understanding and potential solutions concerning developments, operations and potential environmental impacts of activities at the port.
- Opportunities for stakeholders to provide feedback and identification of emerging issues and opportunities for improvement.

Although the group is not a decision-making or regulatory body; it performs an advisory role in the sharing of updates and information and consultative function through feedback on project related matters.

Roles

Port Authority will:

- Provide updates on cruise operations and other activities to enable informed discussions.
- Provide updates on new proposals and projects
- Be open and take on feedback and suggestions from the Group.
- Provide feedback to the Group on how suggestions were considered during decision-making.

Transport for NSW Maritime will:

- Provide updates on the Eden regional harbour management.
- Provide updates on new proposals and projects (i.e. Transport for NSW' Boating Infrastructure and Dredging Scheme and Snug Cove Maritime Precinct).
- Be open and take on feedback and suggestions from the Group.

- Provide feedback to the Group on how suggestions are considered during decision-making processes including alignment with project brief, user requirements, project objectives, business cases, defined scope, funding agreements and all relevant conditions of approvals.

Port industry operators will

- Regularly attend meetings.
- Share information about the operation of their organisation.
- Identify current interfaces, emerging issues and opportunities for improvement.
- Have an opportunity to seek feedback on community views, ask questions and respond appropriately.

Adjacent land managers will

- Regularly attend meetings
- Share information about planning proposals, development activities, and other projects.
- Identify current interfaces, emerging issues, and opportunities for improvement.
- Have an opportunity to seek feedback on community views, ask questions and respond appropriately.

Community groups, individuals and other stakeholder representatives will

- Regularly attend meetings
- Be willing to share information about the operation of their organisation
- Take on board any community views and questions and respond appropriately.
- Represent the views of the local community and provide input on local issues in a constructive manner
- Communicate and share information with the wider community

Membership

Membership will include a diverse mix of:

- Port users and port industry operators
- Adjacent land managers
- Community group representatives
- Local government or government agency representatives
- Port Authority and TfNSW representatives

Membership is by an Expression of Interest (EOI). In addition, Port Authority and TfNSW will invite stakeholders connected to the port precinct including Eden Tourism Incorporated, Eden Local Aboriginal Land Council, Bega Valley Shire Council, port industry operators and adjacent land managers to join the Group.

The EOI will be advertised through direct emails, local newspapers, social media, and community notice boards. Applicants for membership will need to complete an online form which details:

- Connection to the area and meaningful communication links with port users and community groups.
- Demonstrated understanding of, or significant interest in, port operations, local environmental, tourism, maritime industry, business and community matters within the areas adjacent the Port.

- Understanding of local community matters and ability to communicate and articulate emerging issues and opportunities for improvement.
- Experience in contributing respectfully and constructively to discussion with other members of a group and dissemination of information to the wider community.

Selection of members will be based on their ability to demonstrate their suitability of the above criteria. EOI applications will be reviewed by a selection panel of Port Authority and TfNSW representatives and appointed to represent a diverse range of viewpoints.

A member's position on the Group will run for a two-year term. Where the position is vacated due to the expiry of the two-year term, the Group may, at its discretion, re-issue an invitation to the member for a further two-year term or call for additional nominations for the position.

Stakeholder group representatives are volunteers and not eligible to receive sitting fees from Port Authority or TfNSW for attendance at meetings.

Administration

Port Authority and TfNSW will jointly support the group by providing a meeting chairperson and administrative assistance. Responsibilities will be evenly divided, with Port Authority chairing and providing administrative support for two meetings, while TfNSW will chair and support the other two. This will include:

1. Providing an appropriate local meeting venue and online meeting option.
2. Advising members of meeting dates and venues.
3. Preparing meeting agendas ten working days before the meeting.
4. Arranging for suitable experts on relevant issues to attend meetings as required.
5. Providing supporting documentation as required.
6. Recording minutes, points of discussion, actions, and recommendations.
7. Agreement of the minutes will be by consensus of the meeting members.
8. Distributing and publishing on website any publicly available information, including meeting minutes and presentations ten working days after the meeting.

Meeting frequency

The group will meet quarterly every three (3) months depending on the updates and business to discuss. Where the group agrees that there is insufficient business to discuss, it may hold meetings at intervals of longer than three (3) months. If any urgent business arises between meetings, an urgent meeting may be convened with 14 days' notice.

Dispute resolution

Although the Committee is not a decision-making or regulatory body, and consensus is not required on all matters, it should discuss and try to resolve any disagreements between members. If the dispute or issue is about the chairperson, and cannot be resolved locally, a committee member may make a complaint to either Port Authority or TfNSW for further investigation via the applicable complaint's procedure. Port Authority and TfNSW decision on any disputes or complaints it receives in relation to port administration and matters is final.

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 enquiries about the group's activities should be referred to the applicable Corporate Affairs team at either Port Authority on 9296 4672 (24/7 media hotline) or media@portauthoritynsw.com.au or Transport for NSW on 1800 497 190 or mido@transport.nsw.gov.au

Code of Conduct

As a condition of engagement, all members of the Group must agree to adhere to the following Code of Conduct. Expected behaviour as a member of the Group is as follows:

- attend Group meetings, at dates and times.
- advise the Chairperson in advance if unable to attend meetings.
- all discussion should be kept relevant and convivial.
- all members shall respect each other's opinions – and be interested in hearing a range of views.
- respectfully engage with other members of the Group.
- 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.
- put forward views but also remain committed to open and shared dialogue the meetings provide equal opportunities for all.
- where necessary discussions can be taken offline (outside of the dedicated meeting) with individuals and the project team leads to allow specific focused discussions to occur.
- actively work with the members of the Group to try and resolve any disputes that may arise during the Group's activities.
- ensure confidential matters handled by the Group 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 Group.
- not misrepresent the views of other members of the Group outside meetings.
- immediately advise the Chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion.
- abide by the directions of the Chairperson.

Review

The Group and these Terms of Reference will be reviewed on a yearly basis, or as otherwise determined by Port Authority and TfNSW, to ensure best practice governance. If the group is not functioning effectively, Port Authority and TfNSW may decide to close or reconstitute the Group.