



## **Terms of Reference**

# Port Community Partnerships Forum

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### **Introduction**

The Port Community Partnerships Forum is intended as a strategic partnership between the Townsville Port Authority and interested community-based groups to facilitate sustainable port planning development and operations.

### **Overall Aim**

The overall aim of the Forum is to achieve a balanced and sustainable approach to port management and future development of the Port of Townsville that incorporates the relevant views and concerns of the community.

The principles of adding value and mutuality underpin the work of the Port Community Partnerships Forum as it faces the challenges of competing and often conflicting demands. At all times, the Forum and its members will conduct business openly and transparently and will make rational recommendations, based upon the principles of consultation, consensus and sustainability.

### **1.0 Membership**

Membership of the Port Community Partnerships Forum has been extended to include concerned stakeholder groups and community organisations throughout the Townsville area.

Other organisations and individuals may be invited to attend to provide specific inputs to the discussion as determined appropriate by members of the Forum.

### **2.0 Role of the Port Community Partnerships Forum**

The Port Community Partnerships Forum provides a platform through which:

- a) representatives of conservation and community-based groups may provide input to the Authority's policies, development plans, management programs and ongoing operations with respect to potential impacts on the community interests they represent;
- b) the Authority can provide and discuss information about ongoing port operations and new developments at the port;
- c) community information needs and expectations can be met;
- d) environmental, planning and related issues of mutual interest to the Authority and the neighbouring communities can be discussed; and
- e) mechanisms can be agreed that will assist in enhancing cooperation and collaboration between the Authority and community-based organisation on matters relevant to port planning, development and operations.

### **3.0 Meetings**

- The Port Community Partnerships Forum is held quarterly in the months of February, May, August and November or, as determined by members of the Forum.
- The Chairperson shall be provided by Townsville Port Authority.
- The Secretary to the Forum will be provided by Townsville Port Authority.

#### **4.0 Quorum**

A meeting quorum shall be one representative from Townsville Port Authority and one representative from two community groups.

In the event that a quorum can not be obtained then the Port Community Forum will stand adjourned to a time and place to be advised by the Secretariat.

#### **5.0 Agenda**

The order of business for the Port Community Forum shall be as follows:

- a) apologies;
- b) confirmation of minutes;
- c) consideration and ordering of any business held over from a previous meeting;
- d) adjourned motions;
- e) all other business included in the Agenda; and
- f) general business.

#### **6.0 Special Meetings**

A request for a Special Meeting of the Port Community Forum shall be delivered in writing to the Secretary and shall specify the object of the proposed Special Meeting.

#### **7.0 Minutes**

- The Minutes of meetings (including Special Meetings) shall be kept by the Secretary of the Port Community Forum.
- Minutes shall be distributed by the Secretary to members of the Forum not more than fourteen days after the close of a meeting.
- Minutes of the Port Community Forum meetings will be posted distributed to all members and posted on the Authority's website.

#### **8.0 Sub-Committees**

- Formation of subcommittees to investigate particular issues will be by majority agreement during any scheduled Port Community Forum meeting.
- Any subcommittees formed will report only to the Port Community Forum scheduled meetings.

#### **9.0 Media Release**

- Statements to the media relating to the activities of the Port Community Forum or the information discussed and/or distributed at meetings must have the agreement of all members.

#### **10.0 Responsibility of Members**

- Each individual member organisation shall be responsible for costs associated with attending meetings and general input required to meet the objectives of the Port Community Forum.
- Members have a responsibility to attend meetings when called and, where a representative fails to attend more than two consecutive meetings, their participation in the Port Community Forum may be terminated.
- Members of the Forum have a duty to seek views on relevant issues from the communities they represent.