Port Kembla Harbour Environment Group Terms of Reference

Vision

To help maintain a high-quality, holistic environment within Port Kembla Harbour.

Purpose

The purpose of the Port Kembla Harbour Environment Group (PKHEG) is to provide a consultative forum where proposals and issues are discussed and solutions suggested towards achieving and maintaining environmental sustainability at the Harbour.

Objectives

The objectives of the PKHEG are to:

- Protect and enhance the environment of the Harbour and its catchment.
- Contribute to the understanding of the Harbour and its catchment by the broad community, including potential impacts from any development, program or initiative.
- Encourage appropriate research or other inquiries, where necessary, to support environmental sustainability at the Harbour.
- Maintain a collaborative dialogue between operators at the Harbour and other stakeholders, regarding current and future operations at the Harbour.

Meetings

Meetings of the PKHEG will be convened on the first Wednesday of every second month between 9am and 11am. Where the group agrees there is insufficient business to discuss, members may agree by consensus to hold meetings at intervals of longer than two months.

The Chair may invite guest speakers to meetings to present on specific topics that are relevant to the Harbour. Any such presentations will be included in the meeting agenda.

Members

Membership will comprise representatives of:
- Community members. Preference is given to individuals who live or work near Port Kembla or the Inner Harbour, have existing links with local communities and community organisations and can share information with the wider community
- Businesses operating at or around the Harbour
- Wollongong City Council
- NSW Environment Protection Authority
- University of Wollongong
- NGOs relevant to the Harbour and its operations.

Nominations for new community members, as required, will be called for via advertising in local newspapers, community websites or on social media platforms, plus emails to existing group members and communications with other local community groups.

Any such nominations or appointments will be discussed and determined by consensus of group members.

Chair

The Chair is appointed or dismissed by consensus of group members and is required to:

- Provide leadership and facilitation of meetings to ensure participation, adherence to the agenda and timekeeping.
- Act in a manner that is unbiased and independent of group members.
- Bring any breach of these Terms of Reference to the attention of the persons concerned.

Code of conduct

Members should regularly attend meetings of the group. If unable to attend, the member should advise the Chair in advance of the meeting.

The PKHEG should not be used for personal or political interests.

Members are required to work constructively and respectfully with other group members. Attendees may not use intimidatory, offensive, defamatory or discriminatory language or actions in meetings or correspondence.

Meeting facilitation and secretariat services

NSW Ports will fund the provision of secretariat services as part of its community engagement program. This arrangement will be reviewed by NSW Ports in the financial year 2022-23.

Media

Media inquiries about the group's activities should be referred to the Chair. Any external statements or correspondence agreed to by consensus of group members will be issued by the Chair only.

No other member of the group may make media or other public comments, including on social media, on behalf of the group.

Confidential information

Where information conveyed in meetings or obtained through the group is formally classified as confidential, members of the group will not communicate such information outside the group, including to the media or on social media.

Review of Terms of Reference

Any amendments to these Terms may be made if agreed by consensus of group members.

A copy of the Terms of Reference will be published on the NSW Ports website.