
TERMS OF REFERENCE

1. Purpose

To establish Pilbara Ports Authority's (Pilbara Ports) Port of Dampier Community Consultation Committee (DCCC) in accordance with section 14A of the *Port Authorities Act 1999 (WA)*.

2. Scope

As stated in the *Port Authorities Act 1999 (WA)*: "without limiting the GTE Act section 26, the board of a port authority must establish a committee for each port for which it has the control and management for the purpose of promoting and facilitating communication, information sharing and consultation between the port authority and members of the public who are or may be affected by port operations."

Pilbara Ports Community Consultation Committees foster open dialogue between Pilbara Ports and the local communities in which it operates.

The scope is to:

- Ensure transparent communication and gather community input on port operations, developments, projects and initiatives.
- Strengthen relationships with community members, industry, and local government.
- Promote sustainability, safety, and economic opportunities.
- Provide feedback to support responsible trade and community well-being.

Through meaningful engagement, Pilbara Ports aims to build social value and improve liveability in the Pilbara.

It is important to note that the DCCC is not a decision-making committee, and the role of the DCCC is not to direct or govern the strategic or operational decisions of Pilbara Ports Board or Executive. However, the input and feedback of the DCCC membership will be considered by Pilbara Ports Board and Executive as appropriate.

Examples of topics that might be covered on a typical DCCC agenda include updates on marine operations, environment, Pilbara Ports community initiatives and investments and special projects as relevant. Topics of commercial nature and the business of Pilbara Ports proponents are not within the scope of the DCCC.

3. Membership

Membership will be pursued by an initial courtesy contact to relevant local community, interest and business groups. This will be followed by a public expression of interest process to ensure a broad cross-section of the community and interested parties are included.

The committee will have a maximum of 25 members, and will include representatives from Pilbara Ports, City of Karratha, industry groups, relevant local community, interest and business groups and other Government departments as required.

The membership of the DCCC will include the following Pilbara Ports representatives or their delegate:

- Executive General Manager Corporate Affairs (Chairperson)
- Community Relations Lead
- Harbour Master Marine West
- Port Manager Dampier
- Environment and Heritage Manager
- Customer and Strategy Manager
- Project Directors / Managers / Engineers (as required)
- Guest Executive Team Member (as per roster)

To ensure that a cross section of community/organisations participate in the DCCC, community representatives will be selected as follows:

- a) A call for nominations for positions will be issued every two years.
- b) Existing members wishing to remain on the DCCC from one year to the next will be eligible to re-nominate.
- c) New members will be chosen by a selection committee consisting of Pilbara Ports representatives on the DCCC.
- d) Membership candidates will be assessed to ensure no conflicts of interest with Pilbara Ports exist. Members remain responsible at all times to declare actual or potential conflicts of interest during their tenure on the DCCC.
- e) Membership of the DCCC will be ratified in writing by the Chairperson.
- f) A representative from the Local Government Authority (City of Karratha).

Conditions of membership are as follows:

- Members formally agree that they do not have authority to speak, represent, or go on the public record on behalf of the DCCC and that authority lies entirely with Pilbara Ports Board or its delegate (this does not preclude the members' rights as a citizen or sector they may represent at the DCCC); and
- Members agree to abide by Pilbara Ports Code of Ethics and Conduct when onsite and/or when in attendance or representing in the capacity as a member of the DCCC.
- A member may be removed/asked to resign, by Pilbara Ports CEO or DCCC Chairperson, if the member's public or private action/s reflect negatively on Pilbara Ports or the DCCC.

The Chairperson, or their authorised delegate, may invite other persons to attend meetings as considered appropriate for matters under discussion, e.g. senior Pilbara Ports subject matter experts, external subject matter experts, project proponents, consultants and representatives from other government agencies.

4. Chairperson

The Pilbara Ports Executive has appointed the Executive General Manager Corporate Affairs as Chairperson of the DCCC. This position will be reviewed as required and reappointment of this position will be at the discretion of Pilbara Ports CEO.

5. Meetings

Meetings shall be held approximately every four months (i.e. three meetings per annum) and Pilbara Ports will be responsible for organising the meeting venue and providing secretariat services.

6. Attendance

Attendance of a meeting may be in person or via suitable electronic means. Meeting attendance, including apologies, will be noted in the minutes of each meeting. A proxy member may also be nominated to attend on behalf of a Member to maintain representation.

It is expected that members should attend at least two of the three meetings per calendar year. Members who fail to attend at least two meetings in a calendar year may have their membership revoked.

7. Agenda

The Chairperson or their authorised delegate, will:

- Nominate a date, time and location for the meeting with at least one month's notice.
- Collate agenda items and circulate an agenda one week prior to the meeting.
- Ensure that where (or if) an agenda item cannot be addressed sufficiently in the time leading up to the proposed meeting date, the item will be carried over and addressed in either a subsequent meeting or through appropriate correspondence.

8. Minutes

Minutes will be taken on behalf of the Chairperson and circulated to all committee members within two weeks of a meeting occurrence. Pilbara Ports will be responsible for retaining meeting minutes and circulating copies of the minutes to DCCC members and stakeholders along with publishing on Pilbara Ports website.

9. Out of Session Items

Where an issue of importance arises out of session that cannot be dealt with at a meeting, but does not require calling an additional meeting, the Chairperson, or their authorised delegate, may circulate material out of session.

10. Review of Terms of Reference

A review of these Terms of Reference will be undertaken one year after inception and then every third year, or as required. Administrative changes will be made as necessary by Pilbara Ports.