



**KIMBERLEY
PORTS**
AUTHORITY



**COMMUNITY
CONSULTATION
COMMITTEE
PORT OF WYNDHAM**





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VARIATION RECORD:

Version No.	Version Date	Brief Description of Change
1.0	November 2021	Initial Charter
1.1	February 2024	Item 3.2 terms increased to three years, item 3.10 replaced annual call for nominations, item 3.13 removed Board endorsement, item 5.2 reduced size of quorum, and item 8.1 removed the KPA Board.

 19/2/24

1. BACKGROUND

1.1 Section 14A of the *Port Authorities Act 1999 (PAA)* requires Kimberley Ports Authority (**KPA**) to establish a consultation committee for the Port of Wyndham (**Committee**).

1.2 The purposes of the Committee are to promote and facilitate:

- a) two-way communication;
- b) information sharing; and
- c) consultation,

between KPA and members of the public who are, or may be affected by operations at the Port of Wyndham (**Purpose**).

1.3 This charter establishes the authority and responsibilities of the Committee.

2. TERMS OF REFERENCE

2.1 The Committee will:

- a) provide advice on effective mechanisms for communication and consultation with groups interested in Port of Wyndham operations including business, government, local residents and special interest groups;
- b) liaise on the development of the Port of Wyndham's management plans;
- c) identify potential positive and negative social, economic and environmental impacts associated with the operation and development of the Port of Wyndham and provide recommendations on appropriate monitoring, mitigation and management strategies;
- d) provide regular feedback and advice to KPA; and
- e) consider other matters of interest as determined by the CEO of KPA.

3. COMMITTEE MAKEUP & APPOINTMENT

3.1 The Committee will have a maximum of ten members plus an independent Chairperson.

3.2 The independent Chairperson will be appointed to the Committee by the CEO of KPA on a three yearly basis.

3.3 If the Committee Chair is unavailable to attend a meeting then the Committee can appoint a temporary Chairperson to conduct that meeting.

3.4 KPA will invite representatives from local organisations with expertise, responsibilities or interest in port related matters to be part of the Committee with interests and skills in:

- a) Commerce;
- b) Tourism;
- c) Local Government;
- d) Environment and Heritage; and
- e) Community.

- 3.5 In accordance with section 14A (3) of the PAA, one seat on the Committee is reserved for local government representation.
- 3.6 Two seats on the Committee are reserved for members of the local community. KPA will publicly advertise seeking nominations for the seats.
- 3.7 One seat will be reserved for the Port of Wyndham Manager's Cambridge Gulf Ltd.
- 3.8 New members will be chosen by a selection panel determined by KPA which includes the CEO.
- 3.9 Membership candidates will be assessed to ensure no conflict of interest with KPA and Cambridge Gulf Ltd and the contribution that they would make to the committee.
- 3.10 A call for nominations for positions made vacant by expiry of Committee members terms will be undertaken as required.
- 3.11 Existing members interested in remaining on the Committee will be eligible to re-nominate.
- 3.12 Committee members will be elected for terms of three years.
- 3.13 Non-attendance at three consecutive meetings without notice causes that position to be declared vacant. Proxy members are not permitted.

4. DISMISSAL OF COMMITTEE MEMBERS

- 4.1 The Chairperson of the Committee with concurrence of the CEO of KPA have discretion to dismiss a Committee member by giving written notice.
- 4.2 The CEO of KPA can dismiss the Chairperson of the Committee by giving written notice.

5. COMMITTEE MINUTES AND MEETINGS

- 5.1 The Committee will propose their meeting procedures, meeting times and dates and must obtain the approval of the KPA CEO to those proposed procedures and meetings.
- 5.2 A quorum for the Committee is three members.
- 5.3 Meetings shall be held twice a year and KPA will be responsible for organising the meeting venue.
- 5.4 Where an issue of importance arises out-of-session and that cannot be dealt with at a meeting, but does not require calling an additional meeting the Chair may approve circulation of material out-of-session.
- 5.5 Attendance by non-members of the Committee (other than KPA Board members, the office of the Minister for Ports, and KPA staff) is by invitation only.
- 5.6 KPA will arrange for a staff member to take minutes of the meeting which will be kept and published in accordance with section 14A (4) of the PAA.
- 5.7 The Committee may not make public statements by way of interview, media releases or otherwise without first obtaining the prior approval of the CEO of KPA. The CEO may approve or decline the Committee's request at the CEO's discretion.

6. AUTHORITY

6.1 The Committee:

- a) is an advisory body only;
- b) has no legal status and is not a statutory committee established under the PAA or otherwise;
- c) has no legal status or powers to direct the Board or Management of KPA or CGL;
- d) is not an agent for KPA;
- e) has no legal status under the PAA or otherwise; and
- f) is not, and is not to become an incorporated body.

7. EXPENSES

- 7.1 No Committee member will receive payment for membership of the Committee or attending meetings.
- 7.2 KPA will pay the reasonable costs associated with hosting Committee meetings, taking and publishing minutes and other costs which the CEO of KPA, in their discretion determines to be relevant.

8. VARIATIONS TO CHARTER

- 8.1 This Charter can only be amended with the agreement of the KPA CEO.



APPENDIX A – PORT OF WYNDHAM PLAN

