

# Dalrymple Bay Coal Terminal Pty Ltd Community Working Group Charter

## ROLE OF THE GROUP

- Advisory in nature, not a decision-making forum, so no voting on issues
- Provide community members with the opportunity to interface with DBCT P/L and other stakeholders to represent community interests
- Facilitate the exchange of ideas, suggestions and information among community members, the terminal and other relevant stakeholders
- Promote discussion between DBCT P/L and the community
- Work towards partnerships that better the future
- Identify mutually-beneficial partnership opportunities.

## SCOPE OF MATTERS THAT CAN REALISTICALLY BE ADDRESSED

Those relating to DBCT P/L and community interests in three general categories - social, environmental and economic.

For example:

### Social

- Supporting road safety initiatives on Hay Point Road
- Community events
- Community initiatives, such as Clean up Australia Day.

### Economic

- Joint application for government grants
- Opportunities for sponsorship
- Tourism opportunities
- Potential work with Mackay Regional Council.

### Environment

- Dust
- Water
- Greening projects
- Landcare
- Further development plans.

The forum may also provide an opportunity to interact with other industry or special interest groups who may be invited when items relevant to them are tabled in advance.

CWG members are to encourage members of the public to use existing channels for complaints before bringing issues before the group.

## STAKEHOLDER REPRESENTATION

### Community representatives:

- One from each area plus one guest each, who will be the responsibility of the Member who invited that person.
- One representative from the local business community.
- One representative from environmental interests.

**Industry and government representatives:**

- DBCT P/L: CE/General Manager, Senior Specialist Public Relations and Communication, Public Relations Assistant and other officers as required.
- DBCTM representatives
- Representative/s from Mackay Regional Council as determined by the council
- QR National representative
- Ports Corporation Queensland representative (on invitation)
- Environmental Protection Agency (on invitation)
- Special industry guest/s.

**RESPONSIBILITIES OF MEMBERS**

- Take issues from community and report back on outcomes.
- Represent the community's interests, not just individual interests.
- Work towards a better future.
- Regularly attend meetings.
- Non-attendance at three meetings without reasonable excuse will result in the representative being replaced.

**MUTUAL EXPECTATIONS**

**Community representatives:**

- Committed to accurately portraying the views and interests of those they represent
- Prepared to interact/consult with community members they're representing
- Prepared to follow-up on issues
- Able to attend meetings
- Accountable
- Professional in approach and behaviour
- Confidential when appropriate
- Able to look to future needs/growth as well as current issues.

**Industry representatives:**

- Prepared to undertake timely follow-up on issues, as required
- Frank, open and transparent in their approach
- Respectful of community concerns
- Committed to the process.

**All participants in the CWG:**

- Respectful of others' opinions
- Committed to positive outcomes
- Willing to give other members the right to speak uninterrupted – and to listen.

**TERM OF MEMBERSHIP:**

- A member may remain on the committee until they wish to resign unless they are regularly not attending or not adhering to the mutual expectations outlined in the charter.

**MEETINGS**

- Every eight weeks

- Extraordinary meetings to be held as required. Extraordinary meetings can be called with the support of any four CWG members.

#### **CHAIR**

The DBCT P/L Chair is the Senior Specialist of Public Relations and Communication or a DBCT P/L alternative.

#### **ADMINISTRATION**

- DBCT P/L to manage secretariat issues
- Agenda items to be received at least 48 hours prior to meetings
- Non-tabled items may be presented by a guest, but it must be accepted that a satisfactory response may not be reached at that meeting.

#### **CONFLICTS OF INTEREST**

- Representatives should declare any conflict of interest on issues discussed.

#### **GUIDING PRINCIPLES FOR “STYLE” OF INTERACTION**

- Mutual respect for a right to hold and voice any opinion
- Respect for other people’s rights to address the group uninterrupted
- Willingness to listen to all other attendees’ points of view
- Members to remain civil at all times
- Non-attendance at three meetings without reasonable excuse will result in the representative being replaced
- Overarching, shared focus on working together to find solutions and positive outcomes
- This is a forum for cooperation and progress involving mutual engagement as stakeholders.

#### **CHANGES TO THE CHARTER**

- These can be made by consensus.

#### **SELECTION PROCESS**

- An outgoing community member has the right to nominate a new representative to take their position on the CWG. If a suitable person is not nominated by the outgoing representative, the CWG members will be asked to nominate potential representatives. If a suitable person is not nominated by the committee, DBCT P/L will approach the community for nominations. The appointment to the committee must be made by consensus.