

PORT HEDLAND INDUSTRIES COUNCIL
COMMUNITY INDUSTRY FORUM (CIF)

TERMS OF REFERENCE

2026

PURPOSE

The purpose of the PHIC Community Industry Forum (CIF) is:

1. For PHIC to facilitate greater engagement with local industry, government representatives, Indigenous representatives, local business and the general community.
2. To share information and promote open, constructive communication between all stakeholders.
3. To build trust and openness between industry, government and the broader community.
4. To work together to achieve a vibrant Port Hedland and share positive activities, outcomes and information.

FUNCTION

CIF will allow for the following activities:

1. Receive project and company updates at each meeting.
2. Provide a positive approach to informed discussion and decision-making processes.
3. Two-way sharing of information between the community, industry and government.
4. Assist in a timely response to current and emerging issues and areas of community concern.
5. Assist PHIC and its members in developing an effective approach for achieving mutual outcomes.

MEMBERSHIP

Organisational and Community representative membership will be determined through expressions of interest.

Membership of the CIF for organisational and community representatives is for a period of 2 years with the option to reapply.

PHIC industry members will nominate their representative through the PHIC Community and Stakeholder Engagement Working Group (CSEWG).

The composition of the CIF is intended to be made up of representatives of community, industry and local organisations and service providers including:

- PHIC Industry representatives from the CSEWG,
- Indigenous organisational representatives,
- organisations with local activities across education, government, services, and not-for-profits and
- community members

Candidates interested in applying to be a member will receive the CIF Terms of Reference and Expression of Interest form to be completed and returned for consideration by the PHIC CSEWG.

Membership of the CIF will cease if a member:

1. Resigns from the Forum
2. Resigns from their employment, membership or connection to the group they represent
3. Breach agreed confidentiality and / or these Terms of Reference
4. Fails to attend two consecutive Quarterly meetings without reasonable cause. Reasonable cause includes, but is not limited to, health, travel or unavoidable work commitments which should be communicated to PHIC in writing in advance of the affected meeting, if possible, so it can be formally recorded in the minutes as an apology.
5. Brings the CIF into reputational disrepute, as determined by the CIF forum or the PHIC Executive, supported by the CSEWG.

New members will be appointed to fill any vacancies as they occur.

Vacancies will be publicly advertised, including on the PHIC social media accounts.

Community Representative Candidates will be assessed on the following criteria:

1. live locally
2. an active community member involved with one or more community groups
3. have a bona fide interest in the purpose of CIF
4. willing to distribute information through their own networks
5. ability to attend the quarterly meetings (currently Wednesdays 3-6pm)

Organisational Candidates will be assessed on the following criteria:

1. the organisation has business activities within the Port Hedland region.
2. ability to distribute the information through their organisation's networks.
3. bona fide interest in the purpose of CIF.
4. Ability to attend the quarterly meetings.

PHIC Executive will advise all CIF members of new memberships at the next meeting.

PHIC will seek to form a group that is representative of the business, community and industry interests in Port Hedland.

Guest speakers / presenters: The CIF may invite guest speakers or presenters to meetings as requested by the membership or otherwise in line with these Terms of Reference.

Guests may include Government and public service representatives (Federal, State or local), local organisations, industry or other subject matter experts.

CHAIR & DEPUTY CHAIR

PHIC CEO will Chair the Forum.

The Deputy Chair will be appointed from CIF member representatives' nominations and by a majority vote at the first meeting of the year. An existing Deputy Chair may nominate for re-election.

The Chair is responsible for coordinating meetings and will lead and facilitate discussions to ensure views and contributions from all members of the working group are considered and respectful. The Chair will ensure presentations are kept on time.

The Deputy Chair will provide support to the Chair and act on the Chair's behalf when required.

CONDUCT OF MEMBERS

All participants of the Forum will:

1. Conduct themselves in a professional, respectful and civil manner.
2. Listen to and respect the right of all members to express their views.
3. Endeavour to attend all meetings.

Members are encouraged to advise PHIC of any planned absence and for organisations, please advise PHIC of intent to send a proxy.

AGENDA

PHIC will call for agenda items from CIF members at the end of each CIF meeting which will be arranged for presentation at a following CIF meeting, if possible.

An agenda will be distributed at least 2 weeks prior to the Forum.

Standard agenda items may include:

1. PHIC update presentation
2. Industry update – PHIC Industry member presentations
3. CIF Member presentations
4. Community update – presentation from community / not-for-profit groups
5. Presentations from Government/ Public Service (local, State, Federal)

FREQUENCY OF MEETINGS

The CIF will be held quarterly at a venue to be advised in Port Hedland.

CONFLICT RESOLUTION

The CIF is not a decision-making group, however if a vote is required in order to seek the opinion of the group on a particular issue, then the majority vote will be taken as the group's position.

While a collaborative approach to decision making will always be preferred, overall responsibility for all decisions will rest with PHIC Executive.

QUORUM

Quorum requires representation from at least half of all CIF members, and the attendance of either the Chair or Deputy Chair.

TERMS OF REFERENCE REVIEW

The Terms of Reference will be reviewed every 2 years.