



# PORT HEDLAND INDUSTRIES COUNCIL COMMUNITY INDUSTRY FORUM (CIF)

**TERMS OF REFERENCE**

2019

## PURPOSE

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

1. For PHIC to develop 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.

## FUNCTION

The Forum 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. Convey information back to the community
4. Assist in the resolution of community concerns
5. Ensure a quick response to current and emerging issues and areas of community concern
6. Assist PHIC in developing an effective approach for achieving mutual outcomes.

## MEMBERSHIP

Membership will be determined through a combination of expressions of interest (for community members) and organisational invitation (for others).

Membership of the Forum is for a period of 2 years.

Membership of the Forum 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

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

PHIC will seek to form a representative group of no more than 25 members. Guest Speakers/presenters: The Forum may invite guest speakers or presenters to meetings as requested by the membership. Guests may include State Government Departments (eg JTSI, DoP, DoH, DWER etc) or other subject matter experts. CHAIR

PHIC CEO will Chair the Forum. A Deputy Chair will be nominated from non-PHIC member representatives.

## ROLES & RESPONSIBILITIES

Appointed Forum roles include:

1. Chair - 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.
2. Deputy Chair - 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 the Chairperson of any planned absence and potential proxy.

## AGENDA

PHIC will call for agenda items from invited forum participants 3-4 weeks prior to the Forum being held.

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

Standard agenda items may include:

- Industry Update - presentation from PHIC
- Town of Port Hedland - presentation /update
- Community update - presentation from one of the community groups

## FREQUENCY OF MEETINGS

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

## CONFLICT RESOLUTION

The Forum 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 for the project will rest with PHIC Executive.

## QUORUM

Quorum requires representation from at least 50% of all invited participants, and the attendance of either the Chair or Deputy Chair.

## REPORTING

The CEO will be responsible for reporting to the PHIC Management Committee and Board.

## TERMS OF REFERENCE REVIEW

The terms of reference are to be reviewed every 2 years.