



PORT HEDLAND INDUSTRIES COUNCIL COMMUNITY INDUSTRY FORUM (CIF)

TERMS OF REFERENCE

2021

PURPOSE

The purpose of the PHIC Community and Industry Forum (the PHIC CIF) 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 PHIC 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. 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 organisations not including industry). PHIC industry members will nominate their representative through the PHIC Community and Stakeholder Working Group.

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

Membership of the PHIC 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.

New members will be appointed to fill any vacancies as they occur. Vacancies will be advertised through the local newspaper (North West Telegraph), PHIC newsletter and PHIC social media accounts (LinkedIn & Facebook). Candidates will receive the PHIC CIF Terms of Reference and Expression of Interest form to be completed and returned for consideration by the PHIC Community and Stakeholder Engagement Working Group.

Community Representative Candidates will be assessed on the following criteria:

1. Must live locally
2. Must be an active community member involved with one or more community groups
3. Must be willing to distribute information through their own networks
4. Must be able to attend the quarterly meetings

Organisational Candidates will be assessed on the following criteria:

1. The organisation must be local
2. Must be able to distribute the information through their organisation's networks.
3. Must be able to attend the quarterly meetings

PHIC Executive will advise all PHIC CIF members of new memberships via email prior to the next meeting.

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

CHAIR

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

The Deputy Chair will rotate every 12 months.

ROLES & RESPONSIBILITIES

Appointed Forum roles include:

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.

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

Conduct themselves in a professional, respectful and civil manner.

Listen to and respect the right of all members to express their views.

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 PHIC CIF being held. An agenda will be distributed at least 2 weeks prior to the Forum.

Standard agenda items may include:

PHIC update presentation

Industry update – PHIC Industry member presentations

PHIC CIF Member presentations

Community update – presentation from one of the community groups

Presentations from Government Departments

FREQUENCY OF MEETINGS

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

CONFLICT RESOLUTION

The PHIC 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 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.

TERMS OF REFERENCE REVIEW

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