

## Port Liaison Committee (PLC)

### Terms of reference

#### Background

Lyttelton Port of Christchurch (LPC) is the South Island's major deep water port and is the international gateway for the South Island, with Christchurch being the major distribution centre for inbound goods. Export customers include a wide variety of dairy, meat, forestry, horticultural, mineral extraction and manufacturing businesses. LPC has an important role in the regional economy and operates 24/7 with over 500 employees and many more regional businesses that depend on the efficient, successful operation of the port.

The Port Liaison Committee (PLC) has been in operation since 2007/2008 and has overseen the implementation of the Port Noise Management Plan and the Port Noise Mitigation Plan which provides for acoustic treatment of eligible Lyttelton properties.

In 2015 the PLC agreed it was advantageous for both the local communities and LPC to broaden the terms of reference of the committee to provide a forum that covers all issues of relevance to Port/ community relationships.

Lyttelton, Diamond Harbor and other local harbour basin communities are in close proximity to the port and it is important that LPC maintains good community relationships that support a strong social license to operate.

#### Purpose

The **Port Liaison Committee (PLC)** is a constructive forum for interacting on issues of mutual interest, primarily where port operations or development can have effects, or are relevant to local communities.

The PLC's membership draws from the residential communities closest to the port; Lyttelton and Diamond Harbour, Community Board and also includes representatives from Christchurch City Council, Canterbury Regional Council, port customers / port users (stevedores) and Lyttelton Port Company.

The PLC will also fulfil the obligations outlined in the Port Noise Management and Mitigation Plans.

#### Role of the PLC

The general role is to communicate regarding issues of mutual interest where port activities could have relevance or effects on local communities.

## Membership

### LPC

- LPC will raise issues with the PLC and seek advice on local community views to assist LPC maintain a strong social license to operate.

### Community Representatives

- Act as two way communications channel between the port and local community.
- Advise LPC of any issues in the community that relate to port activities.
- Endeavor to represent the views of their local residential area and where possible provide feedback, in an informal way, to those communities on any relevant matters covered at the PLC.

### Port Users / Port Customers / Environment Canterbury / Christchurch City Council

- Actively participate in covering any issues that relate to their responsibilities.
- Seek advice from the PLC on dealing with any issues that relate to community interests.

## Procedures

- LPC will provide the administrative support and chair the meetings.
- Agendas will be developed and information circulated electronically in advance of the meeting. Agenda items can be added by any member of the PLC through the Chair.
- When requested, confidentiality will be upheld by all members.
- The Port Liaison Committee meetings are not public meetings although by prior arrangement, and the agreement of the committee, any person can attend and listen to any meeting except for those matters deemed confidential.

## Membership

The membership shall comprise:

- (a) Up to three representatives of LPC, including at least one member of the senior management team.
- (b) Up to two representatives of Port users and customers appointed by LPC
- (c) Up to four representatives of Lyttelton residents
- (d) One representative of the Lyttelton Community Association
- (e) One Christchurch City Council officer
- (f) One Canterbury Regional Council officer
- (g) One representative of the Diamond Harbour/ Harbour basin communities
- (h) One representative of the Community Board

Or as otherwise agreed by the PLC.