

Terms of Reference

Background

Lyttelton Port Company (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 600 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 Harbour and other local harbour basin communities are near the port and it is important that LPC maintains good community relationships that support a strong social license to operate.

Purpose

The 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 and Community Boards around the harbour, and includes representatives from Christchurch City Council, Canterbury Regional Council, port customers / port users (e.g. stevedores) and LPC.

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 and Roles

The membership shall comprise:

- a) Up to four representatives of LPC, including at least one member of the Executive Management Team;
- b) Up to two representatives of Port users and customers appointed by LPC;
- c) Up to 10 representatives of the harbour communities / Community Boards;
- d) One Christchurch City Council representative; and
- e) One Environment Canterbury representative.

Or as otherwise agreed by the PLC.

LPC

- LPC wishes to be regarded as a good corporate citizen. LPC will raise issues with the PLC and seek advice on local community views to assist LPC maintain a strong social license to operate.

PLC

PORT LIAISON COMMITTEE

Community Representatives

- Act as two-way communications channel between the port and local community.
- 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.

Representation

The recruitment of members will be open to expressions of interest every two years. The only requirement for representation is that members are aligned with the purpose of the PLC and the role requirements of members as set out in this document.

It is hoped that members will collectively provide broad representation of the diversity of the harbour communities, as much as this is practical.

Meetings are held quarterly, generally on the last Tuesday of the month, at Lyttelton Port Company from 5:30-7pm.

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.
- Declarations of any conflict of interest will be made at the start of each meeting.
- The PLC 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.
- If a member can no longer continue to serve on the PLC, they should submit a notice of resignation (via email / phone, etc) to the Chair at least one month before the next meeting. Alternatively, if a member has not attended or been heard from at least 3 consecutive meetings, the PLC reserves the right to remove that person from the committee.

Review

The TOR will be reviewed every two years and updated as agreed by the committee.