

Background

The Viva Energy Newport Terminal Community Liaison Group (CLG) is the key community network body to the Newport Terminal.

Newport Terminal is committed to operating in an environmentally, socially and economically sustainable manner. The terminal actively contributes to the community through Viva Energy's social investment programmes.

This document sets out the Terms of Reference for the operation of the Viva Energy Newport Terminal CLG, including objectives, purpose, membership, roles and responsibilities of Liaison Members, and operational issues such as meeting process, frequency and documentation.

Objectives

The objectives of the CLG are to:

- Provide a forum for two-way dialogue between the broader Newport community and Newport Terminal
- Encourage any community member to come along, ask questions, learn more about the terminal and raise any concerns directly with senior terminal employees.

Purpose

The CLG is the key community liaison body for Viva Energy Newport Terminal.

Formal community liaison is highly valued because it provides us with a structured opportunity to listen to and engage with the local community on issues that affect them. Regular CLG meetings are held, where any community member is welcome to come along, ask questions, learn more about the terminal and raise any concerns directly with senior terminal employees.

Membership

The CLG is made up of interested people from the community, representatives from Hobsons Bay City Council, the Environment Protection Authority, WorkCover and City West Water as well as Viva Energy employees.

Roles and responsibilities

Viva Energy Newport Terminal Representation

A member of the Newport Terminal Leadership Team (Terminal Manager) chairs the CLG meetings. In addition, the terminal provides logistical support in the form of meeting convener and minute taker.

Technical Advisors

Representatives from Viva Energy or other organisations may attend CLG meetings as technical advisors to respond to questions and/or provide technical information.

Other attendees

From time to time other Viva Energy representatives and representatives from other organisations may be invited to attend CLG meetings to give presentations or otherwise participate in discussions.

Responsibilities

CLG participants are responsible for representing the interests of their organisations and wider community.

Attendance

To promote consistent and comprehensive engagement on terminal operations and issues, community members are strongly encouraged to attend all CLG meetings.

Meeting Process

Liaison process

The overarching aim of the CLG meeting process is to keep the community informed of activities (current or future) undertaken by the Newport Terminal and to receive feedback in response to these activities.

Operational procedures

It is proposed that the following act as a guide to expected meeting behaviours and protocols for all group participants:

- Each member of the group agrees to treat other group members with courtesy and respect
- All participants agree to give each group member equal opportunity to speak and allow all voices and the views they represent to be heard
- Each member of the group accepts responsibility for ensuring the success of the CLG.

Frequency and Duration

Meetings are held in the evening with duration of approximately 1.5 hours with light refreshments provided by Viva Energy prior to allow networking for CLG members, Viva Energy representatives and guests.

An odour review is also conducted once a year prior to the meeting. It follows a designated safe route and appropriate Personal Protective Equipment (PPE) is made available to attending members.

Documentation

All CLG minutes will be documented as an official record and circulated to group members for confirmation at the next meeting.

A notice of meetings will be mailed out prior to each CLG meeting. The final meeting agenda will be circulated before the meeting date.

To provide the broader community with information the terminal provides updates via a Community Newsletter and its website.

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