

TECHNICAL ADVISORY AND CONSULTATIVE COMMITTEE (TACC) TERMS OF REFERENCE

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ACRONYMS

AIMS	Australian Institute of Marine Science
CU	Channel Upgrade Project
DPI	Department of Primary Industries (Queensland)
DCCEEW	Department of Climate Change, Energy, the Environment and Water (Commonwealth)
DETSI	Department of Environment, Tourism, Science and Innovation (Queensland)
DMPA	Dredge Material Placement Area
DSDIP	Department of State Development, Infrastructure and Planning (Queensland)
DTMR	Department of Transport and Main Roads (Queensland)
GBRMPA	Great Barrier Reef Marine Park Authority
ITAC	Independent Technical Advisory Committee
LTMDMP	Long-Term Maintenance Dredging Management Plan
MDS	Maintenance Dredging Strategy (Department of Transport and Main Roads)
MSQ	Maritime Safety Queensland
MS Teams	Microsoft Teams (video conferencing program)
NAGD	National Assessment Guidelines for Dredging
PEP	Port Expansion Project
PEWG	Port Planning and Environment Working Group
Port	Port of Townsville Limited
TACC	Technical Advisory and Consultative Committee
TCC	Townsville City Council
TOR	Terms of Reference



Port of Townsville Limited acknowledges the Traditional owners and custodians of the land and sea over which the Ports of Townsville and Lucinda operate – the Gurambilbarra Wulgurukaba, Bindal, Gugu Badhun, Warrgamay, and Nywaigi peoples. We pay respect to their Elders past, present, and emerging.

1. BACKGROUND

Technical Advisory and Consultative Committees (TACCs) are an important consultative mechanism for maintenance dredging and dredge material placement activities. A TACC is intended to assist ports, other proponents and the Determining Authority to access local knowledge and reconcile various stakeholder interests (NAGD 2009).

Port of Townsville first established a Technical Advisory and Consultative Committee (TACC) in 1992 to assist in the management of dredging and dredged material placement activities within the Port of Townsville. This TACC is for the maintenance dredging and the placement of maintenance dredge material, both at sea (in the DMPA) and on land (within approved placement areas).

All capital dredging and placement works as approved under the Port Expansion Project (PEP) and Channel Upgrade (CU) Project permits and conditions, are managed and mitigated through a separate TAC process, that being the Independent Technical Advisory Committee (ITAC). The port will provide general updates on capital projects to the TACC, however, any technical, research, monitoring, management and mitigation measure discussions or questions are to be directed through the Port to ITAC.

The Port of Townsville TACC has been established in line with the National Assessment Guidelines for Dredging 2009 (NAGD); and the Qld Maintenance Dredging Strategy 2016 (MDS).

2. OBJECTIVES

The objectives of the Port of Townsville's TACC (as per NAGD 2009) is to:

- Provide continuity of direction and effort in protecting the local environment of the Port of Townsville in relation to dredging and dredged material placement;
- Aid communication between stakeholders and provide a forum where points of view can be discussed, and conflicts resolved;
- Assist in the establishment, as appropriate, of longer term permitting arrangements through activities such as the provision of comments, review of plans and integration of activities;
- Review ongoing management of dredging and dredged material placement activities in accordance with the guidelines and permitting arrangements;
- Make recommendations to the Port of Townsville, State agencies and/or relevant Commonwealth agencies as necessary in direct relation to the above as appropriate; and
- Align with the objectives of the Port's Long-term Maintenance Dredging Management Plan (LTMDMP).



3. MEMBERSHIP

The TACC members are expected to be drawn from relevant Commonwealth, State and Local Government organisations, community groups, research institutes, Traditional Owners, and other relevant stakeholders whose activities may be influenced by maintenance dredging or placement activities. Preferably, members will also have an ability to provide technical input, oversight, or local expertise in identifying or addressing local environmental aspects relating to maintenance dredging and dredge material placement activities within Cleveland Bay.

Members may represent a relevant stakeholder group, may be independent, or represent an organisation for which they coordinate feedback.

The TACC is not intended to duplicate the responsibilities of existing State or Federal agencies. Further it is recognised that some parties may sit on the TACC but also have an assessment function. For clarity the assessment under the legislative process is completely separate to any advice, engagement or review process undertaken by the TACC. However, Port of Townsville Limited (Port) may attach minutes from the TACC meetings to relevant applications as demonstration of consultation on relevant topics.

The current TACC member organisations are:

- Independent Chair
- Port of Townsville
- Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW)
- Great Barrier Reef Marine Park Authority (GBRMPA)
- Department of Tourism, Environment, Science and Innovation (DETSI)
- Maritime Safety Queensland (MSQ)
- Department of Primary Industries (DPI)
- Townsville City Council (TCC)
- Chair of the Port of Townsville Planning and Environmental Working Group (PEWG)
- Department of State Development, Infrastructure and Planning (DSDIP – NQ SARA reps)
- Department of Transport and Main Roads (DTMR)
- Australian Institute of Marine Science (AIMS)
- Community member organisations appointed via Expression of Interest processes as outlined in section 6.2.

At times specialist consultants in areas such as dredging or marine ecology, may be invited to attend meetings and provide input to the TACC on specific issues.

Organisations will be responsible for selection of representative staff on the TACC. It is encouraged that the same representative attends the TACC meetings where possible for continuity reasons, however it is recognised that this is increasingly challenging for organisations.



The Primary contact from the member organisation will be responsible for:

1. circulating relevant TACC material within their respective organisation;
2. providing consolidated feedback to the Port or the TACC as required;
3. nominating a second or proxy member if they cannot attend meetings; and
4. keeping contact details for those to be attending the TACC up to date.

Members are expected to communicate within their own organisations or stakeholder groups to ensure a collective understanding of the Port's maintenance dredging and placement activities; and gather relevant input for future meetings, whilst staying cognisant of membership code of conduct as referenced in section 3.1 below.

3.1 MEMBER'S CODE OF CONDUCT

Member representatives and their proxies are to abide by the following, and in addition to member organisation's own code of conducts:

- Read, understand and agreed to these Terms of Reference.
- Behave ethically and respectfully at all times.
- Treat fellow members of the TACC with respect and courtesy, and without harassment.
- Disclose any relevant conflicts (real or apparent).
- Maintain confidentiality of matters raised in meetings or in other TACC business.
- Do not seek to take unfair advantage of knowledge gained within TACC meetings, documents, or from discussions with other TACC members.
- Attend all TACC meetings (or nominate a suitable second/proxy to attend).
- Contribute to the discussion and consideration at TACC meetings.
- Assist in making timely decisions and providing timely feedback.
- Present an organisational position where possible.
- Understand and agree that Members do not have any authority to speak, represent, or go on the public record on behalf of the TACC, Port of Townsville Limited or any of the TACC member organisations.

3.2 PORT OBLIGATIONS

Members of the TACC can expect the Port will:

- Provide appropriate and meaningful information to support the group's ability to engage, consider and review the planning and management of maintenance dredging and dredge material placement activities at Port of Townsville.
- Provide a safe space to enter into open and honest discussions during meetings, without fear of consequence.
- Provide suitable time for TACC members to review and comment on documents.
- Respond to any queries or concerns in a timely manner.
- Duly consider and appropriately recorded any advice provided by TACC members during meetings and in out-of-session discussions/items.
- Appropriately acknowledge TACC member participation in the review or development of documents.



All communication with the wider community or media regarding the TACC will be undertaken by the Port, unless authorised in writing from the Port of Townsville General Manager Assets, Planning and Environment. Information related to the TACC for the broader audience will be made available on the Ports website.

3.3 INDEPENDENT CHAIR AND CHAIR OBLIGATIONS

The Port's General Manager Assets, Planning and Environment (or their delegate) is the custodian of the Port of Townsville's TACC; and responsible for implementing this TOR. The TACC will appoint an Independent Chair to preside over and run the TACC Meetings. This will be a paid position, paid by Port of Townsville Limited, and reviewed annually. See section 6.3 for the Review and Appointment process of the Independent Chair position.

The Independent Chair will:

- Facilitate annual TACC meetings and any out-of-session meetings required.
- Review and manage the agenda and associated documents.
- Moderate meetings to ensure they are constructive, efficient, and respectful.
- Delegate actions that arise from the meetings or out of session items

The Chair may choose to delegate the administrative functions (call for agenda's, minutes, and maintenance of records) to the TACC custodian or their delegate.

4. MEETINGS

The TACC will meet annually and nominally in the first or second quarter of each year. Depending on circumstances, additional meetings may be held outside the nominal time (see Section 5 - Out-of-Session items).

Attendance at meetings will be in a video conferencing format (nominally MS Teams). Meeting attendance, including apologies, will be noted in the minutes of each meeting. A second or proxy member may also be nominated to attend on behalf of a primary member to maintain representation. The primary member must provide a copy of this TOR to all secondary/proxy members before attending meetings.

The Port will be responsible for providing secretariat services and meeting correspondence.

4.1 QUORUM

A meeting quorum will be one more than half of the nominated members of the TACC (not inclusive of Port staff) and must include at least one (1) Commonwealth Agency and one (1) State Agency member.

4.2 AGENDA

The Chair (or their delegate) will notify the date, time, and provide the video conferencing link, along with a call for agenda items, a minimum of six (6) weeks prior to the proposed meeting (see Appendix 1 for the standard Agenda items).



4.3 MINUTES

Minutes of the meeting will be taken on behalf of the Chair or delegate. These will be circulated to all stakeholders in a timely manner following the meeting.

The Port will be responsible for retaining meeting minutes and circulating copies of the minutes to members along with other associated documents (e.g. TACC progress report, presentation slides etc.).

5. OUT OF SESSIONS ITEMS

5.1 OUT OF SESSION MEETINGS

The Port or Chair may call for an out-of-session meeting where detailed discussion is needed on a particular aspect of maintenance dredging and or placement activities for the Port. These additional meetings will be called a minimum of four (4) weeks before the meeting date.

Out-of-Session meetings will be kept to a minimum; and the Chair (or delegate) will distribute any documents (if necessary) after the meeting for TACC review and comment.

5.2 OUT OF SESSION DOCUMENTS

Where an issue arises that cannot be dealt with at a meeting, but does not need an additional meeting, the Chair may circulate the required material out-of-session by via email.

The Chair will provide the material, allow sufficient time for consideration (nominally two weeks), collate information and then circulate a summary of the responses and, where appropriate, an outcome. Members can request additional time, if necessary, but the Chair will determine if this is feasible.

Out of session material will be limited as much as possible, recognising the value of collective discussions via the TACC meetings.

6. REVIEWS

6.1 REVIEW OF TERMS OF REFERENCE (TOR)

A review of these Terms of Reference will be undertaken by members of the TACC every three years. The review is to ensure the TACC can continue to provide improvement and adaptive management opportunities for dredging and placement activities for the Port of Townsville. Any changes will be circulated to the TACC membership for review, comment, and acceptance.

6.2 REVIEW OF MEMBERSHIPS

The term of membership on the Port's TACC is three years. Every three years the serving members will be asked to re-nominate (via nomination form) to remain on the TACC.



An Expression of Interest (EOI) process will also be undertaken to seek members from local organisations or community groups to be members on the TACC.

Members may withdraw their membership at any time – any withdrawn memberships will be noted in the annual meeting minutes.

6.3 INDEPENDENT CHAIR APPOINTMENT PROCESS

The Independent Chair position will be appointed annually. Nominations for the Chair will be sought by TACC member recommendations or by an Expression of Interest process if no nominations from the group are received. All Nominations for the Chair will be circulated to TACC members for their review, comment, and acceptance of a new chair. The process is to be transparent and allow for consideration of all TACC members before an appointment is made.

7. DOCUMENT INFORMATION

DOCUMENT OWNER	Manager Climate and Environment
APPROVAL AUTHORITY	Chief Executive Officer
APPROVAL DATE	5/09/2025
REVIEW SCHEDULE	36 months
NEXT REVIEW DATE	5/09/2028



APPENDIX 1 – STANDARD PORT OF TOWNSVILLE TACC AGENDA



Port of Townsville
Maintenance Dredging Technical Advisory & Consultative Committee (TACC)
AGENDA

Meeting No. XX
Meeting date
Virtual Teams Meeting
Meeting time (e.g. 9:30am to 11:30am - AEST)

- 1.0 Introduction and acknowledgement of country
- 2.0 Apologies
- 3.0 Video conferencing meeting protocols
- 4.0 Actions from Previous Meeting
- 5.0 Port Updates
- 6.0 Port TACC Progress Report
 - Completed Maintenance Dredge Campaigns
 - Current and Future Permits
 - Compliance with Permit Conditions
 - Incidents or Exceptions
 - Complaints
 - Observations/Inspections
 - Cyclone Contingency
 - Planned/Upcoming Maintenance Dredge Campaigns
 - LTMDMP Research and Monitoring programs
 - Community Consultation
- 7.0 Long-Term Maintenance Dredging Management Plan (LTMDMP) 2019-2029
 - General Update
 - Adaptive Management
 - Sustainability
 - Story Maps
- 8.0 TACC Member updates
- 9.0 General Business
- 10.0 TACC TOR review update (Item only required every 3 years)
- 11.0 Process for TACC new members (Item only required every 3 years)
- 12.0 Annual Independent Chair position review
- 13.0 Next Meeting

