



Arts & Community Precinct Working Group

Terms of Reference

1. Establishment

The Cultural and Municipal Offices Advisory Group was established by the City of Karratha in October 2013 (Resolution Number 152640). The Group was renamed in January 2014 to the *Cultural Precinct Advisory Group* (Resolution 152735) and subsequently to the **Arts & Community Precinct Working Group** to better reflect the role of the group.

2. Scope

The overall aim of the Arts & Community Precinct Working Group is to discuss and inform strategic direction for Arts & Community Precinct project throughout its development. It will facilitate communication between stakeholders, including Councillors, on matters relevant to the project and provide recommendations to Council where required.

3. Objectives

The aim of the Arts & Community Precinct Working Group is:

- To have general oversight of planning for the Arts & Community Precinct Project.
- To provide advice and support to Council officers that will thus guide decision making on the strategic development of the Arts & Community Precinct Project.
- To enable Council officers a forum to raise issues and matters of strategic significance.
- To raise awareness of Councillors on the status of the Arts & Community Precinct.
- To provide input on a progressive basis to facilitate and expedite the design process.
- To review and endorse plans and documentation on a progressive basis during the design and documentation process.
- To consider and advise on operational budgets and business planning where relevant and appropriate.
- To monitor identified risks, and ensure any issue that may negatively impact on the project are addressed.

4. Powers of the Arts & Community Precinct Working Group

The Arts & Community Precinct Working Group does not have any powers other than the ability to make recommendations to Council on the strategic direction of the Arts & Community Precinct Project. Resolutions of the Working Group will not be binding to Council, unless specific delegation has been extended.

5. Term of Working Group

The function and form of the Arts & Community Precinct Working Group will be reviewed every 2 years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Representation to consist of:

- 4x Elected Council Members
- Up to 3 Community Representatives
- Chief Executive Officer (CEO)
- Director Community Services
- Manager Leisure Services
- Manager Community and Engagement
- Project Manager
- Coordinator Library Services
- Events Coordinator

Additionally, the CEO may, from time to time co-opt industry and community representatives to the group as deemed appropriate. These representatives may, for example, provide specialist information on issues such as finance, planning, building and health compliance and asset management.

7. Meetings

Meetings of the Working Group will be held in Karratha, on an as needs basis and will be convened by the CEO or respective Director.

Resolutions of the Working Group will not be binding to Council, unless specific delegation has been extended.

Working Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Arts & Community Precinct Working Group.

8. Quorum

A quorum is not required for a Working Group as decisions are non-binding. However, without representation of a minimum 2 Councillors the meeting will be rescheduled.

9. Place and Duration of Meeting

The meetings will take place at the City of Karratha Offices in an available meeting room.

10. Reporting

Minutes shall be circulated to all Working Group Members for information. Formal recommendations of the Working Group requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There is no delegated authority to this Working Group.

12. Ethical Behaviour

Members of the Working Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Working Group, other than as authorised by the Chief Executive Officer.

13. Liabilities of Members

No civil liability attaches to a member of an Working Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties. Such a liability attaches instead to the Council.

14. Amendments to Terms of Reference

These Terms of Reference can amended through mutual consensus of the Working Group and minuted accordingly.

Original Date of Establishment:	October, 2013
Review or Amendment #1	January 2014
Review or Amendment #2	June 2014
Review or Amendment #3	October 2015
Review or Amendment #4	