

**17.1 LATE ITEM - ADVISORY GROUPS - TERMS OF REFERENCE REVIEW**

<b>File No:</b>	<b>CM.63</b>
<b>Responsible Executive Officer:</b>	<b>Chief Executive Officer</b>
<b>Reporting Author:</b>	<b>EA to CEO &amp; Mayor</b>
<b>Date of Report:</b>	<b>28 January 2022</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li><b>1. Airport Advisory Group TOR</b></li> <li><b>2. Arts Development &amp; Events Advisory Group TOR</b></li> <li><b>3. Environment and Sustainability Advisory Group TOR</b></li> <li><b>4. Waste Advisory Group TOR</b></li> <li><b>5. Youth Advisory Group TOR</b></li> <li><b>6. Walgu Development Reference Group TOR</b></li> </ol>

**PURPOSE**

For Council to consider the review of the Terms of Reference (TOR) for all Advisory Groups of Council.

**BACKGROUND**

The City has six Advisory Groups that provide advice to Council on strategy and direction.

At the October 2021 Ordinary Council Meeting, Council requested the TOR for all Advisory Groups be reviewed to ensure the group’s aims, objectives and key deliverables are current and to be presented to Council for consideration.

The review of TOR for all Advisory Groups were presented to Council for consideration at the December 2021 Ordinary Council Meeting however, Council resolved to defer the item to enable Officers to review feedback provided at the meeting. This has now been completed and feedback incorporated for Council’s further consideration.

The following is a summary of the Advisory Groups:

<b>Advisory Groups of Council</b>	<b>Comments</b>
<b>Airport Advisory Group (AAG)</b> provides advice to Council on the strategic directions of operations at the Karratha Airport.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Long, Bailey, Bertling, Gillam and Harris</li> </ul>
<b>Arts Development &amp; Events Advisory Group (ADEAG)</b> provides input and feedback to Council in relation to the nature and range of programs, events, activities and infrastructure to optimise community capacity, exposure to and participate in all forms of arts and culture in the City.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Long, Furlong, Scott and Waterstrom Muller</li> <li>• Includes Community reps</li> </ul>

Advisory Groups of Council	Comments
<b>Environment &amp; Sustainability Advisory Group (ESAG)</b> provides advice to Council on environment and sustainability matters.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Long, Furlong, and Miller.</li> <li>• Includes Community reps</li> </ul>
<b>Safer Communities Partnership (SCP)</b> provides advice to Council on the development and implementation of a range of preventative and responsive actions to create safe, healthy and liveable communities within the City.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Nunn, Bertling, Furlong and Waterstrom Muller</li> </ul>
<b>Waste Advisory Group (WAG)</b> provides advice to Council on the strategic directions of operations for Waste Services.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Long, Nunn, Bailey, Bertling, Gillam and Harris</li> </ul>
<b>Youth Advisory Group (YAG)</b> creates a mutually respectful partnership with young people in the City and provides a mechanism whereby young people’s ideas, skills, perspectives and contributions are received by Council.	<ul style="list-style-type: none"> <li>• Cr reps: Crs Nunn, Miller, Waterstrom Muller</li> <li>• Includes Community reps (young people).</li> </ul>

The following is a summary of the proposed changes to the TOR for the Advisory Groups:

Advisory Groups of Council	Current	Proposed / Rationale
<b>Airport Advisory Group (AAG)</b>	2) Scope: Reference to ‘Internal Stakeholders’	Change to ‘Officers’ as this is a more accurate reference.
	6) Membership: 5 Elected Council Members	Change to ‘Up to 5 Elected Council Members’ to set a maximum.
	7) Meetings: To be held quarterly	To be held three times a year with additional meetings to be scheduled as required. The agenda will be distributed at least one week prior to meeting.
	8) Quorum: If a quorum is not met, the meeting ‘will’ be rescheduled	May be rescheduled to provide more flexibility and depending on circumstances
<b>Arts Development &amp; Events Advisory Group (ADEAG)</b>	2) Scope	“Member input” and “Officer feedback” added to Scope.
	3) Objectives	Provide clarity relating to what encompasses the arts and cultural framework.
	6) Membership: Up to 3 Elected Council Members	<ul style="list-style-type: none"> <li>• Change to Up to 4 Elected Council Members.</li> <li>• Add ‘Arts Development &amp; Events Coordinator or proxy’;</li> </ul>

Advisory Groups of Council	Current	Proposed / Rationale
		<ul style="list-style-type: none"> <li>• Add 'If a member is unable to fulfil their role or is not able to attend 3 successive meetings without notification, the City reserves the right to secure a replacement member'.</li> </ul>
	7) Meetings Shall not generally exceed one hour.	Duration to be between one and two hours or as required to achieve the agenda.
	8) Quorum A quorum represents a minimum of six members including at least one (1) Elected Council Member attending the meeting.	At least three (3) community members and at least one (1) Elected Council Member attending the meeting.
	11. Ethical Behaviour	Add: The Chairperson will advise the Group of any matters that are confidential.
<b>Environment &amp; Sustainability Advisory Group (ESAG)</b>	2) Purpose: Currently states ESAG is to provide advice to Council on environment and sustainability matters.	Expand the purpose to include providing advice to Council regarding environment and sustainability performance of Council activities, projects and plans.
	3) Objectives: Currently states the objective is to provide advice to Council on the Environmental Sustainability Strategy (ESS), including reference to: Appropriately managed natural assets; Greater energy efficiency; Improved recycling and waste management; and Sustainable use and management of resources.	Adjusted as the ESS has been adopted by Council. The Objective is to provide advice on the implementation of the Strategy. The areas referred to have been changed to align with the ESS, which are: Energy and climate action; Waste; water; Natural environment; and Sustainable development, planning and infrastructure.
	6) Membership: Update composition of members.	<ul style="list-style-type: none"> <li>• Up to 4 Elected Council Members</li> <li>• City Officers to attend as required.</li> </ul>
	7) Meetings: Currently states that the Agenda will be provided	Change to five (5) working days.

Advisory Groups of Council	Current	Proposed / Rationale
	with an agenda no less than three (3) working days.	
	8) Quorum. Currently states a quorum is constituted to be not less than fifty percent of the total number of members of the Advisory Group.	Change to 6 Members including 2 Elected Council Members and 2 members of the public.
<b>Waste Advisory Group (WAG)</b>	2) Scope: Reference to 'Internal Stakeholders'	Change to 'Officers', as this is a more accurate reference.
	6) Membership: 5 Elected Council Members	Change 'Up to 5 Elected Council Members' to provide a limit.
	7) Meetings:	Add 'The agenda will be distributed at least one (1) week prior to meeting'.
	8) Quorum: If a quorum is not met, the meeting 'will' be rescheduled	May be rescheduled to provide more flexibility and depending on circumstances.
<b>Youth Advisory Group (YAG)</b>	3) Objectives:	'Providing Officer input and receiving Youth Member feedback' added.
	4) Powers of the Advisory Group	"Officer input and Youth Member feedback" added as the YAG does not have any powers other than to provide input and feedback.
	6) Membership: Up to 10 young people aged between 11 and 24  6.1) Youth Membership • Currently: Aged 11-24  • Selection process	Membership shall comprise: Up to 12 young people aged between 11 and 18 with representation from across all townships to be the preference.  • Reduce age to 11-18.  • Specify the "selection process conducted by City Officers". • City Officers will recommend appointments for the CEO's approval.
	6.2) Term of Appointment Currently young people cease membership in the year they turn 26.	Change to: 'cease membership the year they turn 19'.

Advisory Groups of Council	Current	Proposed / Rationale
		Add: If a Youth membership position becomes vacant during the term of appointment, recruitment will occur in an effort to fill the vacancy.
	7) Meetings: Shall not generally exceed one hour.	Change to: shall not generally exceed 90 minutes
	8) Quorum: Specified as minimum six members including at least one Councillor	Delete requirement to include at least one Councillor and replace with of which the majority are Youth Members.

The Safer Communities Partnership (SCP) has been identified as a group of stakeholders who regularly meet across a number of other forums. Actions outlined in the SCP’s Actions List have been adopted as business-as-usual tasks by members of the partnership which City Officer’s deliver and report against under the new Liveability reporting framework.

The SCP has recently failed to meet quorum twice in the last few months and following recognition bi-monthly meetings have become a duplication of discussions held in other community working groups, therefore it is proposed to disband the SCP. All participating members of the advisory group were consulted and are supportive of the group’s dissolution. Safety, Security and Policing is one of the City’s 12 Pillars of Liveability which is annually measured, monitored and reported on to stakeholders and should the need arise for a standalone meeting to discuss a specific safety concern, Officers are in the position to coordinate as required.

Additionally, the Walgu Development Reference Group is a new Group proposed to be established to discuss and inform the strategic direction of the Lot 7020 and portion of Lot 7018, Welcome Road Karratha development. The objectives of the Group are as outlined in the Terms of Reference.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of low significance in terms of Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

There are no strategic implications.

**COUNCILLOR/OFFICER CONSULTATION**

No community consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2021-2022 provided for this activity:

Programs/Services:	4.a.2.1	Integrated Strategic Planning
Projects/Actions:	4.a.2.1.19.1	Develop, maintain, monitor and report on the Strategic Community Plan, Corporate Business Plan, Operational Plan, informing strategic documents and Key Performance Measures

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer’s recommendation.

**RELEVANT PRECEDENTS**

A review of each for the Advisory Group Terms of Reference have previously been considered by the new Council following each local government election.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 3.18 of the *Local Government Act 1995* RESOLVES to:

1. DISBAND the Safer Communities Partnership;
2. ESTABLISH the Walgu Development Reference Group and APPOINT for a two-year term expiring October 2023 two (2) Councillors – Cr \_\_\_\_\_ and Cr \_\_\_\_\_.
3. ENDORSE the Terms of Reference with the following changes:  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONCLUSION**

Advisory Groups provide advice to Council on strategy and direction. TOR for all Groups have been reviewed to ensure the group’s aims, objectives and key deliverables are current. It is recommended that the Safer Communities Partnership is disbanded due to low attendance.

The establishment of the Walgu Development Reference Group provides a forum to discuss and inform on the strategic direction of the Walgu Development.

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**OFFICER'S RECOMMENDATION**

That Council by SIMPLE Majority pursuant to Section 3.18 of the *Local Government Act 1995* RESOLVES to:

1. **DISBAND** the Safer Communities Partnership;
2. **ESTABLISH** the Walgu Development Reference Group and **APPOINT** for a two-year term expiring October 2023 two (2) Councillors – Cr \_\_\_\_\_ and Cr \_\_\_\_\_;
3. **ENDORSE** the Terms of Reference as attached, for:
  - a) Airport Advisory Group
  - b) Arts Development & Events Advisory Group
  - c) Environment and Sustainability Advisory Group
  - d) Waste Advisory Group
  - e) Youth Advisory Group
  - f) Walgu Development Reference Group



## Airport Advisory Group Terms of Reference

### 1. Establishment

The Airport Advisory Group was established by Council at its meeting held on 27 November 2017.

### 2. Scope

The Advisory Group is to discuss and inform the strategic direction of operations at the Karratha Airport. The Advisory Group facilitates communication between ~~internal stakeholders~~ Officers and Councillors on matters pertaining to airport operations, and provides recommendations to Council when required.

### 3. Objectives

The primary role of the Advisory Group is to:

- provide advice and support to City officers to guide decision making on the strategic development and operations of Council's Airport Management and operations;
- enable City officers a forum to raise issues and matters of strategic significance seeking input to inform decision making;
- raise awareness of Councillors on the operations of Airport Services; and
- enable a forum to assist in the development of policies to guide Airport management and operational strategy.

### 4. Powers of the Advisory Group

The Airport Advisory Group does not have any powers other than the ability to make recommendations to Council on the strategic direction and operations of the Karratha Airport. Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

### 5. Term of Advisory Group

The function and form of the Airport Advisory Group will be reviewed every two years at the time of Local Government Elections or earlier as determined by Council.

### 6. Membership

Membership shall comprise:

- Up to 5 Elected Council Members
- Chief Executive Officer
- Director Strategic Projects and Infrastructure
- Manager Airport

### 7. Meetings

Held each ~~quarter~~ three (3) times per year with additional meetings to be scheduled as required over the calendar year aligning with Agenda Briefing session dates. The agenda will be distributed at least one (1) week prior to

meeting. Dates will be scheduled once annual Ordinary Council Meetings are confirmed by Council. Meetings may also be scheduled as required. Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Airport Advisory Group.

**8. Quorum**

A quorum of two (2) Councillors and two (2) Officers is required. If insufficient number of members are available for a meeting, the meeting ~~may~~ will be rescheduled.

**9. Place and Duration of Meeting**

Meetings will be held in an available meeting room in the City of Karratha offices unless advised otherwise. Meetings will have a duration that generally does not exceed one (1) hour.

**10. Reporting**

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

**11. Delegated Authority**

There are no delegations provided to this Advisory Group.

**12. Ethical Behaviour**

Members of the Advisory 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 relevant to the activities of the Advisory Group, other than as authorised by the Council.

**13. Liabilities of Members**

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

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: 153939	20 November 2017
Amendment #1 - Res no: 154139	20 August 2018
Amendment #2 - Res no: 154506	20 January 2020
Amendment #3 -	
Amendment #4 -	

## Arts Development & Events Advisory Group Terms of Reference

### 1. Establishment

The Arts Development & Events (formally Arts & Culture) Advisory Group was established by the City of Karratha on 20 November 2017 (Resolution No. 153939).

### 2. Scope

The overall aim of the Arts Development & Events Advisory Group is to provide Member input and Officer feedback on the nature and range of programs, events, activities, and infrastructure to optimise community capacity, exposure to, and participation in all forms of arts and culture in the City.

### 3. Objectives

The role of the Arts Development & Events Advisory Group is to:

- a) Provide input related to the formulation of relevant policy including an Arts and ~~Culture~~ Cultural framework for the City that encompasses:
  - Public art and multi-art forms;
  - ~~Performing arts;ance events;~~
  - Cinema, moving image, and digital media;
  - Festivals, events, and celebrations;
  - Exhibitions and galleries;
  - Museums and historical displays;
  - ~~Resident groups – theatre, music, dance;~~ Residency programs
  - Cultural influences – Aboriginal and Torres Strait Islander culture, multicultural, pop etc.
- b) Assist in the evaluation of public art and other commissions;
- c) Provide input on the City's Annual Calendar of Arts and ~~Culture~~ Cultural activities;
- d) Provide input on the mix and genre of events and shows to be presented to the community;
- e) Development of patronage and participation in arts and ~~culture~~ cultural activities;
- f) Act as ambassadors in the promotion of arts and cultural practice throughout the City through active community liaison

### 4. Powers of the Advisory Group

The Arts Development & Events Advisory Group does not have any powers other than the ability to provide input in delivering on the Arts and ~~Culture~~ Cultural framework.

Note that the selection and contracting of events and shows to be staged at the Red Earth Arts Precinct; and establishing and executing the calendar of events throughout the community are operational and not a function of the Group.

## 5. Term of Advisory Group

The function and form of the Arts Development ~~and~~ Events Advisory Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

## 6. Membership

Membership shall comprise:

- Up to 3-4 Elected Council Members;
- Director Community Services;
- Manager Community Programs;
- Arts Development & Events Coordinator or proxy; and
- Up to 12 community members
- Up to 3 co-opted members\*.

The Director Community Services shall be the Chairperson.

Community members shall be determined by an open invitation to the community with the recommended applicants requiring approval by a resolution of the Council. If a member is unable to fulfill their role, or is not able to attend three (3) successive meetings without notification, the City reserves the right to secure a replacement member.

\*Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation by the Chairperson for a specific purpose and for a fixed term.

## 7. Meetings

Meetings of the Group will be held at a suitable venue within the City quarterly or as otherwise agreed and convened by the Chairperson. The duration of the meeting shall not generally exceed be between one and two hours or as required to achieve the agenda. The Agenda and documents should be distributed at least one week prior to each meeting. Minutes should be drafted and distributed to the Group for review prior to their lodgement with Council.

Group membership shall not be entitled to any sitting fees or costs associated with being a representative on the Arts Development & Events Advisory Group.

## 8. Quorum

A quorum represents a minimum of six members including at least three (3) Community members and at least one (1) Elected Council Member attending the meeting.

## 9. Reporting

Minutes shall be reported to Council at the next City of Karratha Ordinary Council Meeting as an Information Item. Matters requiring Council decision shall be presented as a Council report for consideration.

## 10. Delegated Authority

There are no delegations provided to this Group.

## 11. Ethical Behaviour

Members of the Advisory 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 relevant to the activities of the Group, other than as authorised by the Chairperson. The Chairperson will advise the Group of any matters that are confidential.

**12. Liabilities of Members**

No civil liability attaches to a member of the 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.

**13. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: 153939	20 November 2017
Amendment #1 - Res no: 154183	15 October 2018
Amendment #2 - Res no: 154443 ( <i>Renamed</i> )	28 October 2019
Amendment #3 -	
Amendment #4 -	



## Environment and Sustainability Advisory Group Terms of Reference

### 1. Establishment

The Environment and Sustainability Advisory Group was established by the City of Karratha on 27 January 2016, Council resolution number- 153353.

### 2. Purpose

The purpose of the Environment and Sustainability Advisory Group is to provide advice to Council regarding environment and sustainability performance of Council activities, projects and plans.

### 3. Objectives

To provide advice to Council on the implementation of the review of Councils Environmental Sustainability Strategy (2021), including reference to:

- Energy and climate action;
- Waste;
- Water;
- Natural environment; and
- ~~Sustainable development, planning and infrastructure~~ Appropriately managed natural assets;
- ~~Greater energy efficiency;~~
- ~~Improved recycling and waste management;~~
- ~~Sustainable use and management of resources;~~ and
- ~~Attractive built environment.~~

### 4. Powers of the Advisory Group

The Environment and Sustainability Advisory Group does not have any powers other than the ability to make recommendations to Council. Resolutions of the Advisory Group will not be binding to Council.

### 5. Term of Advisory Group

The function and form of the Environment and Sustainability Advisory Group will be reviewed every two years at the time of Local Government Elections at which time the term of membership for community representatives expires.

### 6. Membership

Membership shall comprise:

- Up to 4 Elected Council Members;
- City of Karratha Director Development Services (Chair);
- City of Karratha Director Strategic Projects and Infrastructure;
- City of Karratha Officers (as required)
- ~~City of Karratha Manager Planning Services;~~
- ~~City of Karratha Manager Infrastructure Services;~~
- ~~City of Karratha Manager City Services, Waste Services;~~
- Up to 6 Community representatives with environment and sustainability expertise.

**7. Meetings**

Meetings are held quarterly unless otherwise determined by the Chair. Notice and the meeting agenda of meetings shall be provided five (5) working days before the meeting date. ~~Members to be provided with an agenda no less than three (3) five (5) working days prior to the meeting date.~~

**8. Quorum**

A quorum is constituted to be not less than six (6) members including two (2) Elected Council Members and two (2) members of the public ~~fifty percent of the total number of members of the Advisory Group.~~

**9. Place and Duration of Meeting**

Meetings will be conducted at a suitable venue in Karratha. Meetings will have a duration that generally does not exceed one (1) hour.

**10. Reporting**

Minutes shall be circulated to all Advisory Group Members and reported at the next City of Karratha Ordinary Council Meeting as an Information Item. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

**11. Delegated Authority**

There are no delegations provided to this Advisory Group.

**12. Ethical Behaviour**

Members of the Advisory 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 Group, other than as authorised by the Council.

**13. Liabilities of Members**

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

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment – Res no: 153353	27 January 2016
Amendment #1	
Amendment #2	
Amendment #3	

## Waste Advisory Group Terms of Reference

### 1. Establishment

The Waste Advisory Group was established by Council at its meeting held on 27 November 2017.

### 2. Scope

The Advisory Group is to discuss and inform the strategic direction of operations for Waste Services. The Advisory Group facilitates communication between ~~internal stakeholders~~ Officers and Councillors on matters pertaining to waste operations, and provides recommendations to Council when required.

### 3. Objectives

The primary role of the Advisory Group is to:

- provide advice and support to City Officers to guide decision making on the strategic development and operations of ~~Council's~~ City's Waste Management and operations;
- enable City Officers a forum to raise issues and matters of strategic significance seeking input to inform decision making; and
- raise awareness of Councillors on the operations of Waste Services.

### 4. Powers of the Advisory Group

The Waste Advisory Group does not have any powers other than the ability to make recommendations to Council on the strategic direction and operations of the 7 Mile Waste Facility and Roebourne/Wickham Waste Transfer Station. Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

### 5. Term of Advisory Group

The function and form of the Waste Advisory Group will be reviewed every two years at the time of Local Government Elections or earlier as determined by Council.

### 6. Membership

Membership shall comprise:

- Up to 5 Elected Council Members
- Chief Executive Officer
- Director Strategic Projects and Infrastructure
- Manager City Services

### 7. Meetings

Held each quarter over the calendar year aligning with Agenda Briefing session dates. The agenda will be distributed at least one (1) week prior to the meeting. Dates will be scheduled once annual Ordinary Council Meetings are confirmed by Council. Meetings may also be scheduled as required.

Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Waste Advisory Group.

**8. Quorum**

A quorum of two (2) Councillors and two (2) Officers is required. If insufficient number of members are available for a meeting, the meeting ~~will~~may be rescheduled.

**9. Place and Duration of Meeting**

Meetings will be held in an available meeting room in the City of Karratha offices unless advised otherwise. Meetings will have a duration that generally does not exceed ~~one and a half (1.5) hours~~90 minutes.

**10. Reporting**

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

**11. Delegated Authority**

There are no delegations provided to this Advisory Group.

**12. Ethical Behaviour**

Members of the Advisory 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 relevant to the activities of the Advisory Group, other than as authorised by the Council.

**13. Liabilities of Members**

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

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: 153939	20 November 2017
Amendment #1 - Res no: 154139	20 August 2018
Amendment #2 - Res no: 154506	20 January 2020
Amendment #3 -	
Amendment #4 -	



## Youth Advisory Group Terms of Reference

### 1. Establishment

The Youth Advisory Group was established by the City of Karratha on 9 December 2019 (Resolution number 154485).

### 2. Scope

The aim of the Youth Advisory Group is to create a mutually respectful partnership with young people in the City of Karratha and provide a mechanism whereby young people's ideas, skills, perspectives, and contributions are received.

### 3. Objectives

The role of the Youth Advisory Group is to support the wellbeing of young people in the community through:

- a) Providing [Officer](#) input and [receiving Youth Member](#) feedback related to the planning of:
  - Youth development and capacity building opportunities
  - Festivals, events, and celebrations
  - Accessible, inclusive, and relevant content for youth
  - Responses that address youth and community issues
  - Infrastructure and town planning
  - Service design and development
- b) Advocating on behalf of young people regarding needs, issues, and aspirations;
- c) Development of young people and participation in community activities;
- d) Acting as ambassadors in the promotion of services for young people throughout the City through active community liaison; and
- e) Developing skills in team building, leadership, organising and advocacy of youth members.

### 4. Powers of the Advisory Group

The Youth Advisory Group does not have any powers other than the ability to provide [Officer](#) input and [Youth Member](#) feedback into planning activities and other actions as stated in the Objectives of this document.

### 5. Term of Advisory Group

The function and form of the Youth Advisory Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

## 6. Membership

Membership shall comprise of:

- Up to ~~40~~ 12 young people appointed, aged between 11 and 18 with representation from across all townships to be the preference:
  - ~~3 x 11-13yrs~~
  - ~~4 x 14-18yrs~~
  - ~~3 x 19-24yrs~~(representing eastern & western corridor townships)
- Up to 3 Elected Council Members;
- Director Community Services;
- Manager Community Programs;
- Coordinator Youth Services or proxy; and
- Up to 3 co-opted members\*.
- ~~The City recognises Youth to be those aged 11-25. Consultation with young adults aged 18-25 will occur by other methods of engagement when and if required.~~
- The City recognises that young people aged 19-25 may have particular needs different to youth and cohorts and will engage separately with these young adults as necessary.

\*Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation by the Chairperson for a specific purpose and for a fixed term.

### 6.1 Youth Membership

Young people can nominate to be a member, provided they:

- Are aged 11 – ~~18~~24 at the time of application; and
- Reside within the City of Karratha.

Youth members shall be determined by open invitation to the community involving a nomination and selection process conducted by City Officers. Members under 18 years of age will require parent/guardian consent. ~~Council officers will conduct this process~~City Officers will recommend appointments for the CEO's approval.

Membership can be reviewed as required should a young person miss meetings consistently or show disinterest during meetings. A member may resign from the Group by providing the City with a written letter of notice.

### 6.2 Term of Appointment

Youth Advisory Group members will hold their membership until Council Elections and can nominate into consecutive periods upon completion of their term. Young people will cease membership in the Group in the year they turn ~~19~~26, at the end of the respective term.

If a Youth Membership position becomes vacant during the Term of Appointment, recruitment will occur in an effort to fill this vacancy.

## 7. Meetings

Meetings of the Group will be held at a suitable venue within the City monthly or as otherwise agreed and convened by the Chairperson. The duration of the

meeting shall not generally exceed one (1) hour thirty (30) minutes. Efforts will be made to make the meetings accessible to all members.

The Director Community Services shall be the Chairperson.

Group membership shall not be entitled to any sitting fees or costs associated with being a representative on the Youth Advisory Group.

Youth members will receive a certificate recognising their contributions and skills and be offered a Letter of Reference from the City of Karratha subject to their consistent participation.

**8. Quorum**

A quorum represents a minimum of six (6) members ~~including at least one Elected Council Member~~ attending the meeting, of which the majority are Youth Members.

**9. Reporting**

Minutes shall be reported to Council at the next City of Karratha Ordinary Council Meeting as an Information Item. Recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

**10. Delegated Authority**

There are no delegations provided to this Group.

**11. Ethical Behaviour**

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, confidentiality, 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 relevant to the activities of the Group, other than as authorised by the Chairperson.

**12. Liabilities of Members**

No civil liability attaches to a member of the 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.

**13. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment – Res No. 154485	9 December 2019
Amendment #1 -	
Amendment #2 -	
Amendment #3 -	
Amendment #4 -	





## **Walgu Development Reference Group Terms of Reference**

### **1. Establishment**

The Walgu Development Reference Group was established by Council at its meeting held on 31 January 2022.

### **2. Scope**

The Reference Group is to discuss and inform the strategic direction of the Walgu Development at Lot 7020 and part of Lot 7018, located on Sharpe Avenue, Welcome Road and Dampier Road in the Karratha CBD. The Reference Group facilitates communication between Officers and Councillors on matters pertaining to the Walgu Development, and provides recommendations to Council when required.

### **3. Objectives**

The primary role of the Walgu Development Reference Group is to:

- Coordinate input to key decisions including internal layouts, design decisions, overall program etc.;
- Ensure regular engagement with lessess(s) and future tenants;
- Coordinate input into a naming and signage strategy for the development; and
- Provide advice and support to Officers to guide decision making and enable a forum to assist in the successful development of the project.

### **4. Powers of the Reference Group**

The Reference Group does not have any powers other than the ability to make design recommendations to Council on the delivery of the Walgu Development. Resolutions of the Reference Group will not be binding to Council, unless specific delegation has been extended.

### **5. Term of Reference Group**

The function and form of the Reference Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

### **6. Membership**

Membership shall comprise:

- Up to 4 Elected Council Members;
- A representative from Ngarluma Aboriginal Corporation;
- Key lessee(s) and future tenants for industry/government representatives; and
- The existing Project Control Group (PCG) Members comprising of:
  - Executive Management Team
  - Manager Infrastructure Projects
  - Manager Marketing & Communications
  - Manager City Growth

**7. Meetings**

Meetings held bi-monthly and scheduled to occur before/after regular PCG Meetings and following Minutes circulated. Dates will be scheduled once the Reference Group members have been confirmed. Meetings may also be scheduled as required.

Reference Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Reference Group.

**8. Quorum**

A quorum of two (2) Elected Council Members and two (2) Officers is required. If insufficient number of members are available for a meeting, the meeting may be rescheduled.

**9. Place and Duration of Meeting**

Meetings will be held in an available meeting room in the City of Karratha offices unless advised otherwise. Meetings will have a duration that generally does not exceed one (1) hour.

**10. Reporting**

Minutes shall be circulated to all Reference Group Members and Councillors for information. Formal recommendations of the Reference Group requiring Council decision shall be presented as a Council Report for consideration.

**11. Delegated Authority**

There are no delegations provided to this Walgu Development Reference Group.

**12. Ethical Behaviour**

Members of the Reference 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 relevant to the activities of the Reference Group, other than as authorised by the Council.

**13. Liabilities of Members**

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

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Amendment #1 – Amendment #2 – Amendment #3 -
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