



Walgu Development Reference Group Terms of Reference

1. Establishment

The Walgu Development Reference Group was established by Council at its meeting held on **13 December 2021**.

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 years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Membership shall comprise:

- Up to two (2) 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) Councillors 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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