

TERMS OF REFERENCE FOR WICKHAM KEY STAKEHOLDER MEETINGS FROM 2015

Purpose

The purpose of the Wickham Key Stakeholder Meetings (WKSM) is to provide a regular forum for government and non-government agencies that have an interest in the Wickham community to network and exchange reciprocal information that informs their planning and decision making processes. The WKS meeting is not a forum to resolve issues or orchestrate a desired outcome.

Membership

Any government or non-government organisation who is a key stakeholder in Wickham will be welcome to attend and participate in the meetings.

Meeting Schedule

Meetings will be conducted quarterly and will be held on the first Wednesday in February, May, August and November unless otherwise agreed.

Meeting Chair

Each quarterly meeting will be organised, chaired and minuted by a nominated and different key stakeholder organisation. Rio Tinto, City of Karratha, Pilbara Development Commission and Sodexo have nominated to be meeting organisers:

February – Rio Tinto

May – City of Karratha

August – Pilbara Development Commission

November – Sodexo

Meeting Location

The Wickham Key Stakeholder meetings will be conducted in the St John's Ambulance Wickham Sub-centre. Whichever stakeholder organisation that is chairing the meeting will be responsible for catering.

Agenda and Minutes

The minutes will be collated and distributed by the key stakeholder organisation that organises and chairs the respective quarterly Wickham Key Stakeholder meeting e.g. in the case of the February quarterly meeting this will be Rio Tinto. Based upon those minutes this same organisation will finalise the agenda for the next meeting and pass it on to the organisation that has nominated to arrange and chair the next quarterly meeting e.g. City of Karratha will be organising the May quarterly meeting. They will also pass on the current email contact list for attendees to assist with sending out agendas and appointment emails.