



Dampier Community Hub Project Reference Group

Terms of Reference

1. Establishment

The Dampier Community Hub Project Reference Group was established by the City of Karratha in May 2013 (Council Resolution # 152488). Membership of the Project Reference Group was approved by Council at this time.

2. Scope

The overall aim of the Dampier Community Hub Project Reference Group is to have general oversight to the Dampier Community Hub Project. The Project Reference Group facilitates communication between internal stakeholders, Rio Tinto and the Council on this project.

3. Objectives

The aim of the Dampier Community Hub Project Reference Group is to:

- Provide technical and functional input on a progressive basis to facilitate and expedite the design process and preparation of the Facility Management Plan;
- Review and endorse plans and documentation on a progressive basis during the design and documentation process;
- Consider and advise on operational budgets and practices;
- Manage the preparation of reports and other information as required by the Council, Rio Tinto and the community;
- Monitor the financial management of the Dampier Community Hub Project particularly with respect to the Council's contribution;
- Ensure all funding conditions and reporting requirements are complied with; and
- Provide positive advice in order to ensure the success of the project.

4. Powers of the Dampier Community Hub Project Reference Group

The Dampier Community Hub Project Reference Group does not have any powers other than the ability to make recommendations to Council on matters pertaining to the Dampier Community Hub Project. Resolutions of the Group will not be binding to Council, unless specific delegation has been extended.

5. Term of Project Reference Group

The function and form of the Dampier Community Hub Project Reference 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:

- 2 x Councillors;
- Up to 3 Rio Tinto representatives;
- 1 x Pilbara Development Commission representative;
- Director Strategic Projects and Infrastructure;
- Manager Leisure Services;

- Manager Information Technology;
- Project Manager – Strategic Projects & Infrastructure;
- Engineering Technical Officer;
- Manager Planning Services (as required);
- Manager Communications and Marketing (as required);

The Chair of the Project Reference Group shall be the Director Strategic Projects & Infrastructure.

7. Meetings

Meetings of the Project Reference Group will be held in Karratha, once every month or as otherwise agreed and convened by the Strategic Projects Office.

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

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

8. Quorum

Formal quorum is not applicable to this Project Reference Group. If sufficient members are not available the meeting will be rescheduled.

Meetings shall be convened in the absence of council member representatives if they choose not to attend.

9. Place and Duration of Meeting

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

10. Reporting

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

11. Delegated Authority

There is no delegated authority to this Project Reference Group.

12. Ethical Behaviour

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

13. Liabilities of Members

No civil liability attaches to a member of a committee 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

Amendment to these Terms of Reference can be approved by the Project Reference Group.

Original Date of Establishment: May 20, 2013 Review or Amendment #1 October 21, 2015 Review or Amendment #2 Review or Amendment #3 Review or Amendment #4 Review or Amendment #5
