

## **Depot Master Plan Project Reference Group**

### **Terms of Reference**

#### **1. Establishment**

The Depot Master Plan Project Reference Group was established by the City of Karratha in **TBA Date (Council Resolution # XXX)**. Membership of the Group was identified at this time.

#### **2. Scope**

The overall aim of the Depot Master Plan Project Reference Group is to have general oversight to the Depot Master Plan Project and provide a forum to discuss and inform strategic direction for the project throughout its development. The Project Reference Group facilitates communication between internal stakeholders and City Councillors on this project.

#### **3. Objectives**

The aim of the Depot Master Plan Project Reference Group is;

- To have general oversight of planning for the project.
- To provide advice and support to Council officers that will guide decision making on the strategic development of the 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 project.
- To provide technical and functional input on a progressive basis to facilitate and expedite any design processes.
- To review and endorse plans and documentation on a progressive basis during any design and documentation processes.
- To consider and advise on operational budgets and practices.
- To monitor the financial management of the Depot Master Plan Project particularly with respect to Councils contribution.
- To monitor identified risks, and ensure any issue that may negatively impact on the project are addressed.
- To manage the preparation of reports and other information as required by the Project Director for Council and the Executive Management Group.
- To provide positive advice in order to ensure the success of the project.

#### **4. Powers of the Depot Master Plan Project Control Group**

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

## **5. Term of Committee**

Not specified. The function and form of the Depot Master Plan Project Reference Group will be reviewed every 2 years at the time of Local Government Elections or earlier as determined by Council.

## **6. Membership**

The representation consists of:

- 2 x Elected Council Members
- Director Strategic Projects and Infrastructure (Project Director)
- Manager Infrastructure (Client)
- Manager Regulatory Services
- Building Maintenance Coordinator
- Fleet and Plant Coordinator
- Technical Services Coordinator
- Works Coordinator
- Parks and Gardens Coordinator
- Depot Coordinator
- Ranger Coordinator
- Project Manager
- Project Officer or Project Administration Officer

## **7. Meetings**

Meetings of the Control Group will be held in Karratha, on an as needs basis and will be convened by the Strategic Projects Office.

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

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

## **8. Quorum**

No formal quorum required as decisions are non-binding. If there are insufficient members available for a meeting the meeting will be rescheduled.

## **9. Place and Duration of Meeting**

The meetings will take place at either the City of Karratha Administration or Depot Offices, in an available meeting room.

## **10. Reporting**

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

### **11.Delegated Authority**

There is no delegated authority to this 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 relative to the activities of the Project Reference Group, other than as authorised by the Chief Executive Officer.

### **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 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 Advisory Group and minuted accordingly.

Original Date of Establishment: TBA
Review or Amendment #1
Review or Amendment #2
Review or Amendment #3
Review or Amendment #4