

Karratha City Centre Infrastructure Works

Place Team

(Shire of Roebourne)

Terms of Reference

Revised 21 July 2014

BACKGROUND & CONTEXT

In November 2009 the ~~state~~ State government ~~Government~~ launched its Pilbara Cities Vision, being “to build vibrant cities that offer economic and social sustainability from one generation to the next; places that people will choose to live on a permanent and intergenerational basis; and with quality accommodation and services in line with other major Australian cities” ~~marked a major turning point.~~ The introduction of the Pilbara Cities program marked a major turning point in the evolution of the Pilbara.

In response to this vision, the Shire produced (in partnership with LandCorp), the “Karratha City of the North Plan” (KCN Plan) - a roadmap to achieving a population of 50,000 people or more, through a process of targeted economic development intervention aimed at diversifying the economy, unlocking land for additional development and improving the overall amenity of the town. The KCN Plan consists of three parts being the “Implementation Plan”, the “City Growth Plan” and the “City Centre Master Plan”.

The City Centre Master Plan illustrates how the existing town centre can be modernised and transformed into a vibrant and attractive city centre. The vision is to promote a variety of residential, retail, commercial, civic and community amenities. It encompasses ~~great urban~~ contemporary sustainable urban ~~design outcomes; principles;~~ a high quality public realm; diverse residential development providing more choice; and an increased density and scale of mixed-use developments.

~~The current design of the town centre is dysfunctional. At the time of preparing the City Centre Master Plan, the design of the town centre was described as somewhat dysfunctional. The layout of facilities, roads, parking and other amenities provides an was considered~~ uninviting and hot environment where there is a with a distinct lack of legibility to accessing the town centre. All areas of the town centre are dominated by vehicular traffic, have little or no landscaping or open spaces, and are dominated by many unsightly buildings. Vehicular traffic dominated, there was little or no attention to landscaping or public space amenity, and the streetscape was dominated by many unsightly buildings. As a result the town centre’s design actively ~~works against detracted from~~ positive community interaction and socialisation.

In implementing the KCN City Centre Master Plan, modifications and upgrades to the City Centre Infrastructure are planned and budgeted for. ~~is required.~~ This ~~will~~ primarily consists of modifications and upgrades to the public road network (including some road realignments) and associated utilities infrastructure, streetscapes, drainage reserves and public open ~~space.~~ space, but also extends to landowner negotiations and redevelopment facilitation on strategic City Centre sites.

The Karratha City Centre Infrastructure Works Place Team (Place Team) has been formed to oversee implementation of the KCN Centre Master Plan and Karratha City Centre Infrastructure Works (KCCIW) program.

LandCorp is assisting the Shire to project manage these works. LandCorp has commissioned a project consulting team (Project Team) to assist in achieving the project deliverables.

PURPOSE

The place team has been established to:

1. Provide guidance and direction in implementation of the KCN City Centre Master Plan and KCCIW Program.
2. Facilitate implementation of the KCCIW program.
3. Provide a forum for presentations and reporting on matters relating to implementation of the KCN City Centre Master Plan and KCCIW Program.
4. Make decisions under delegation from Council where such delegated decisions are appropriate.

The place team will be the primary point of contact for the Project Team for anything to do with activities within the Karratha City Centre infrastructure Works project area.

~~The Karratha City Centre Infrastructure Works Place Team (Place Team) has been established by the SoR to provide a direct project interface and collaboration between the SoR and LandCorp.~~

~~More importantly, this group have been charged with the key role of facilitating on behalf of the SoR the revitalisation of the City Centre Infrastructure Works project and should be pro-active in their activities.~~

~~The Place Team will be the primary point of contact for the Project Team for anything to do with activities within the Karratha City Centre Infrastructure Works project area, unless otherwise specified in the Stakeholder Engagement & Communication Strategy or other approved project governance documents.~~

RESPONSIBILITIES

The responsibilities of the Place Team will include:

- *1. Working collaboratively with the Project Team to deliver the project deliverables;
- *2. Providing technical advice to the Project Team;
- *3. Sourcing and providing necessary inputs to assist with delivering project deliverables;
- *4. To provide suitable advice to the Project Team on any approval processes required to assist delivery of the project deliverables;
- *5. Acting as an information conduit within the [SoR City of Karratha](#) administration;
- *6. Providing advice and recommendations to the Project Team, and also to the SoR Chief Executive Officer (CEO) and Council; and
- *7. To provide leadership in relation to the implementation of the KCN City Centre Master Plan, as adopted by Council.

MEMBERSHIP

The following positions form the core of the Place Team:

Position Title	Landcorp Project Team
Manager Strategic Planning Services (Chair)	Senior Development Manager
Director Development, Regulatory & Infrastructure Services Director Development Services	Acquisitions Manager
Executive Manager Works Director Strategic Projects and Infrastructure	Regional Development Manager
Manager Works and Technical Services Manager Infrastructure Services	

<u>Parks and Gardens Co-ordinator</u> <u>& Technical Services</u>	<u>Co-ordinator Works</u>	<u>Other Members</u>
<u>Manager Economic and Community Development</u> <u>Parks and Gardens CO-ordinator</u>		<u>Team Leader, Pilbara, Department of Lands</u>
<u>Senior Communications Adviser</u> <u>& Communications</u>	<u>Manager Marketing</u>	
<u>Senior Principal</u> <u>Statutory Planner</u>		
<u>DAO Development Services (Minute Secretary)</u>		

Other parties may attend Place Team meetings to address particular matters or due to interests in particular items. All attendance shall be recorded.

CHAIR

The Place Team will be chaired by the SoR Manager of Strategic Planning (Patrick McClure), in accordance with the Stakeholder Engagement & Communication Strategy.

DELEGATED AUTHORITY

Inherent in the effective operation of the Place Team is the its ability of the Place Team Chair to make decisions on behalf of the SoR the Council.... This authority shall be provided by way of resolution ABSOLUTE MAJORITY resolution of the Council_ to the Place Team Chair, or alternatively by authority of the CEO, sought by the Place Team Chair and subsequently approved by the CEO. In all instances the link between the Project Team and the Place Team is the Place Team Chair.
The following criteria set out the parameters of current decision making powers delegated to the Place Team

1. It is possible for the decision to be delegated by Council under relevant legislation.
2. The decision is consistent with Council adopted City Centre plans and previous Council resolutions; and
3. The matter subject of the decision is determined by the Place Team (through consultation with the City Chief Executive Officer where necessary) to be a matter that does not require a decision of the Council.

Decisions made by the Place Team under Council's delegated authority shall be referred to the next available Ordinary Council Meeting for information. Despite delegated decision making powers, the Place Team can refer any matter to Council for a decision.

QUORUM

A quorum of the Place Team comprises 75% of members to be present. For delegated decision making purposes only, a quorum of the Place Team requires the Chair and at least one City Director, or both Directors to be present.

FREQUENCY OF MEETINGS

The Place Team will meet as and when needed. As a minimum the Place Team will meet monthly with the LandCorp Project Manager and/or the Project Team on a monthly basis to coincide with the date of the monthly Councillor Briefing Session until completion of the KCCIW Program, unless otherwise determined at a Place Team meeting. Every second month the Place Team meeting will coincide with a meeting of the KCN Working Group.

RECORDING OF ~~PROCEEDINGS/DECISION POINTS~~ MINUTES & DELEGATED DECISIONS

For all Place Team meetings ~~between the Place Team and the Project Team actions and decision points will be recorded by the LandCorp Project Manager and circulated to the Place Team and Project Team. Should responses and/or corrections not be received within 5 days of receipt the actions and decision will be read as agreed minutes will be recorded by the Minute Secretary and circulated to Place Team members and meeting attendees.~~ Minutes shall record all key points of discussion, action items and decisions made, including decisions under delegated authority.

COMMUNICATION

Members of the Project Team should refer matters to the Place Team Chair where the City of Karratha needs to action tasks to help deliver the project but they are uncertain who are the responsible Officers are or are unable to contact them. If the Place Team Chair cannot be contacted, matters should be referred to the Minute Secretary in the first instance.

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