

Cultural and Municipal Offices Advisory Group

Terms of Reference

1. Establishment

The Cultural and Municipal Offices Advisory Group was established by the Shire of Roebourne in October 2013 (Resolution Number 152640).

2. Scope

The overall aim of the Cultural and Municipal Offices Advisory Group is to discuss and inform strategic direction for both the Karratha Cultural Precinct and Shire of Roebourne Municipal Offices project's throughout their development. It will facilitate communication between internal stakeholders and Councillors on matters relevant to the projects and provide recommendations to Council where required.

3. Objectives

The aim of the Cultural and Municipal Offices Advisory Group is:

- To have general oversight of planning for the Karratha Cultural Precinct Project and Municipal Offices Project.
- To provide advice and support to Council officers that will thus guide decision making on the strategic development of the Karratha Cultural Precinct Project and Municipal Offices 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 Karratha Cultural Precinct and Municipal Offices Project.
- To provide input on a progressive basis to facilitate and expedite the design process.
- To review and endorse plans and documentation on a progressive basis during the design and documentation process.
- To consider and advise on operational budgets and business planning.
- To monitor identified risks, and ensure any issue that may negatively impact on the project's are addressed.

4. Powers of the Cultural and Municipal Offices Advisory Group

The Cultural and Municipal Offices Advisory Group does not have any powers other than the ability to make recommendations to Council on the strategic direction of the Karratha Cultural Precinct Project and Municipal Offices Project. Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

5. Term of Advisory Group

The function and form of the Cultural and Municipal Offices Advisory 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:

- 4x Elected Council Members
- Chief Executive Officer
- Director Community Services
- Director Corporate Services
- Manager Leisure Services
- Manager Community Development
- Project Manager
- Coordinator Library Services
- Events Coordinator

Additionally, the Advisory Group will also invite specialist officers and consultants to attend to provide advice and guidance on such issues as finance, planning, building and health compliance and asset management when required.

7. Meetings

Meetings of the Advisory Group will be held in Karratha, on an as needs basis and will be convened by the respective Director.

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

Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Cultural and Municipal Offices Advisory Group.

8. Quorum

A quorum is not required for an Advisory Group as decisions are non-binding. However, without representation of a minimum 2 Councillors, the meeting will be rescheduled.

9. Place and Duration of Meeting

The meetings will take place at the Shire of Roebourne Offices in an available meeting room.

10. Reporting

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

11. Delegated Authority

There is no delegated authority to this Advisory Group.

12.Ethical Behaviour

Members of the Advisory 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 Advisory Group, other than as authorised by the Board of Directors.

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:	October, 2013
Review or Amendment #1	
Review or Amendment #2	
Review or Amendment #3	
Review or Amendment #4	