

Point Samson Place Making Group Terms of Reference

1. Establishment

The Point Samson Place Making Group was established by Council on 28 October 2024 (Resolution No. TBC).

2. Scope

The Place Making Group is one conduit for the sharing of information between the City of Karratha and the Point Samson Community.

3. Objectives

The Place Making Group aims to:

- Improve communication between residents, businesses, tourists, and the City of Karratha (the City).
- Focus on community projects that address local needs.
- Provide a platform for feedback on local projects.
- Offer community and business insights for current and future projects.
- Discuss budgets and priorities to ensure alignment with local needs.
- Help the City of Karratha understand and advocate for community priorities.

4. Powers of the Advisory Group

The Place Making Group does not have any powers other than the ability to provide input in delivering on matters relating to Point Samson.

5. Term of Advisory Group

The function and form of the Place Making Group will be reviewed every (2) two years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Membership shall comprise:

- One Elected Council Member
- Up to 10 members based on diversity, including:
 - Residents
 - Business owners/operators
 - Community Group representatives
 - Local visitors
- One member from the Point Samson Community Association Executive

Member Definitions

Members: A diverse group from Point Samson interested in community outcomes.

Residents: People living in Point Samson for over 70% of the year.

Business Owners/Operators: People who own/manage a business in Point Samson with at least 50% of their trade there.

Community Groups: Committee members or designated roles in local groups with at least 50% of activities in Point Samson.

Visitors: People from nearby towns who visit Point Samson at least twice a month or overnight stay at least twice a year for recreation purposes.

The Director Community Experience shall be the Chairperson.

7. Meetings

Meetings of the Group will be held at a suitable venue within the Point Samson township quarterly or as otherwise agreed and convened by the Chairperson. The duration of the meeting shall not generally exceed one (1) hour.

Group Members shall not be entitled to any sitting fees or costs associated with being a representative on the Group.

8. Quorum

No formal quorum is required. If insufficient number of members are available for a meeting, the meeting may be rescheduled.

9. Reporting

Minutes shall be circulated to all Group members and Councillors for information.

Matters requiring Council decision shall be presented as a Council report for consideration.

10. Delegated Authority

There are no delegations provided to this Group.

11. 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 relevant to the activities of the Group, other than as authorised by the Chairperson/Council.

12. Liabilities of Members

No civil liability attaches to a member of this 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.

13. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: TBA	28 October 2024
Amendment #1 -	
Amendment #2 -	
Amendment #3 -	
Amendment #4 -	