

Karratha Community Liaison Group Terms of Reference

Corporate Affairs

March 2025

DRAFT

1. Purpose

As a long-term member of the City of Karratha, Woodside has established a community liaison group (CLG) to engage the local community and to provide updates on its activities across the Pilbara region. The CLG is a forum for members to provide feedback on Woodside's current and planned activities, as well as for Woodside and CLG members to discuss issues of common interest or concern.

The purpose of the Karratha CLG is to:

- Disseminate information and seek community knowledge and input on issues of interest and concern relating to Woodside's operational, development and planning activities within the Pilbara region;
- Provide a vehicle for community engagement with Woodside in Karratha; and
- Assist Woodside to identify local issues and discuss appropriate future management strategies.

1.1 Role of the Karratha CLG

The Karratha CLG will be consultative in nature and operate in an advisory capacity.

The key functions of the Karratha CLG are:

- Provide advice, information and community perspectives;
- Identify and communicate the potential local and regional interests and needs of the community;
- Help forge positive relationships between local groups, organisations, businesses and individuals; and
- Discuss and consider the range of community views, interests and concerns.

2. Responsibility of Karratha CLG members

2.1 Responsibilities of community members

- Respect the opinions of all Karratha CLG members and treat members with courtesy and respect.
- Advise Woodside of opportunities and community issues in relation to Woodside's operations and proposed activities.
- Suggest agenda items.
- Commitment to attending and participating in at least three CLG meetings per calendar year or providing advance notice of a delegate or non-attendance at meetings where possible.
- Disseminate project information, status and direction within their community, organisation, or network, and convey feedback to CLG meetings.
- Members must comply with Woodside's Code of Conduct.
- Members must comply with Woodside's Privacy Policy.

2.2 Responsibilities of Woodside

- Respect the opinions of all Karratha CLG members and treat members with courtesy and respect.
- Advise the Karratha CLG on relevant activities and programs, specifically those that could impact the community or provide a benefit.

- Be open, honest and fair, give due consideration and respond in a timely manner to queries, feedback and community issues raised by members.
- Facilitate meetings on a quarterly basis and provide the Karratha CLG with secretarial services.

Woodside will genuinely seek and consider the Karratha CLG member's advice on its activities but is not bound by any Karratha CLG recommendation.

3. Composition

3.1 Membership of Karratha CLG

Membership is at the discretion and invitation of Woodside as the organising body. Woodside will invite subject matter experts to attend and present on specific matters, based on agenda requirements.

Community representatives will be considered as members based on community and industry partners, local government, and State-based essential service providers.

As ongoing members, the Karratha CLG membership includes:

- City of Karratha
- Dampier Community Association
- Department of Education
- Department of Local Government, Sport and Cultural Industries
- Horizon Power
- Karratha & Districts Chamber of Commerce and Industry
- Karratha Health Care
- DevelopmentWA
- Murujuga Aboriginal Corporation
- Ngarluma Yindjibarndi Foundation Ltd
- Pilbara Development Commission
- Pilbara Ports Authority
- Regional Development Australia
- Western Australia Police
- Department of Communities
- Department of Fire and Emergency Services
- Western Australian Council of Social Service
- Ngarluma Aboriginal Corporation

Individual membership

In addition to core members, annual memberships will be publicly advertised to recruit two individuals based within the City of Karratha to participate in the CLG for a 12-month period.

This will follow a thorough expression of interest process whereby individuals seeking membership must apply and be accepted with Woodside holding decision making over new memberships.

In the interest of diversity and inclusion applications for community membership can be accepted verbally and in writing.

An expression of interest stating applicants' details, declaration, acceptance of commitment and their experience will be reviewed by Karratha Corporate Affairs team members and a nominated core member of the Karratha CLG.

Accepted members must reapply annually to reinstate their position.

Membership acceptance

A representative from each organisation, as well as individuals, must agree to and sign the terms of reference. A primary and secondary (delegate) contact for organisations must be listed.

3.2 Chairperson & Secretariat

Meetings will be Chaired by the Corporate Affairs Manager North West or their delegate and facilitated by a Karratha-based Corporate Affairs team member and supported by Woodside staff as required.

Woodside will provide the Karratha CLG with secretarial services, which will:

- Schedule and convene all meetings;
- Prepare agendas and presentations for all meetings; and
- Record minutes and actions of the meeting and distribute to members.

4. Operations**4.1 Agenda**

Draft agendas, including a call for item suggestions from the group, will be circulated by Woodside at least one month prior to each meeting. Members of the Karratha CLG must suggest items for inclusion in the agenda no later than 14 days prior to the meeting.

The meeting agenda will typically include:

- Acknowledgement of country
- Welcome and introductions
- Safety / values moment
- Corporate Woodside news
- Operational update
- Developments / projects update (including regulatory approvals)
- Community update
- Special topic (as requested by Karratha CLG members)
- Roundtable update from Karratha CLG members
- Any other business.

4.2 Frequency of meetings

The Karratha CLG will meet on a quarterly basis, however there may be occasions when Woodside will invite CLG members to participate in additional Woodside briefings.

The timing of these meetings will remain flexible with at least two meetings per annum held during office hours and two held outside of office hours (afternoon/evening). This may include an annual dinner event.

4.3 Minutes of meetings

- Minutes of each meeting are to be recorded by Woodside and maintained as a record.
- Minutes are to be distributed to members at the earliest opportunity, but no later than four weeks after the last meeting.

- A summary of the minutes, including organisations in attendance will be published on the Woodside website and remain available for a 12-month period.
- Minutes must be endorsed by at least 2 members of the CLG verbally at the following meeting prior to being made available publicly.

4.4 Expenses

Woodside will fund the establishment and ongoing management of the Karratha CLG. This includes venue hire, catering, secretariat costs, preparation of presentation materials and distribution of information to the wider group.


Any expenses incurred as a result of attending meetings or activities associated with the Karratha CLG will be at the member's expense, or the organisation they represent.

5. Review and dissolution of the Karratha CLG

Woodside will review the need for a Karratha CLG annually in line with operational activities and community feedback.

6. Agreement of terms of reference

As outlined in the terms of reference please provide a signature as confirmation of agreement and provide a primary and secondary contact from your organisation. If an individual, list only your details.

Primary member:	Bev Menezes
Email:	Beverley.menezes@karratha.wa.gov.au
Sign and date:	 08/04/2025
Delegate member:	Vanessa Subramoney
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