

PORT HEDLAND SPOILBANK MARINA SPOILBANK COMMUNITY REFERENCE GROUP TERMS OF REFERENCE

PURPOSE

The Spoilbank Community Reference Group will provide stakeholder input and advice regarding the ongoing development of the Spoilbank Marina Project. The Reference Group shall have a particular focus on the landside development.

AIM

- Provide a user perspective in relation to the design functionality of the Spoilbank Marina;
- Assist with disseminating relevant project information within the community;
- Provide feedback and advise on issues raised through discussions with the community;
- Provide a broad range of community perspectives to be considered and understood by the Land Activation Working Group and Spoilbank Steering Committee

MEMBERSHIP

The membership of the Spoilbank Community Reference Group (SCRG) will consist of one nominated representative from each of the following organisations:

- Port Hedland Yacht Club
- Port Hedland Returned Services League (RSL)
- TS Pilbara
- Port Hedland Fishing Club
- Volunteer Marine Rescue Service Port Hedland
- Port Hedland Chamber of Commerce
- Port Hedland Seafarers Centre
- Care for Hedland
- Hedland Collective
- Traditional Owners (Kariyarra)
- Pilbara Development Commission – Trish Barron
- Community members x 2

The community member representatives shall be:

- Able to demonstrate an interest or area of expertise relevant to the marina project;
- Able to demonstrate their involvement in community or other organisations

It is noted that:

- Where a nominated representative is not available to attend a meeting, the organisation may nominate a proxy to attend.
- Membership of the SCRG is voluntary and unpaid
- With the approval of the Chair, Traditional Owners (Kariyarra) may bring further observers to the meeting.

DUTIES

Reference Group members shall endeavour to:

- Attend all meetings, give due consideration to the matters raised and actively participate in discussions
- Fairly represent the views of their organisation or group
- Contact the Chair as early as possible to advise alternate representation should they be unable to attend a scheduled meeting
- Disseminate information to and seek feedback from the broader stakeholder community

PROJECT GOVERNANCE AND REPORTING

The SCRG is not a decision making body, but may provide advice on particular matters from time to time. The members of the SCRG will be encouraged to facilitate broader conversations within the community.

The Reference Group will provide updates and escalate issues to the Land Activation Working Group.

The Reference Group may have interaction with other Working Groups on an as needed basis.

CHAIR

The Local Member for the Pilbara will chair the SCRG. Should the Chair be unavailable to attend to the Reference Group meeting, a proxy representative from the Town of Port Hedland (ToPH) will act as Chair.

The Chair's responsibilities include but are not limited to:

- i. guiding the meeting according to the ToR, the agenda and time available;
- ii. ensure matters are dealt with in an orderly, efficient manner;
- iii. bring impartiality and objectivity to meetings and recommendations;
- iv. when required, ensuring all discussion items end with a decision, action or outcome;
and
- v. reviewing and approving the draft minutes before distribution.

CONVENOR

The Project Management Team includes Landcorp and the Department of Transport and is led by the ToPH. The ToPH shall convene the SCRG meetings;

Duties include:

- i. scheduling meetings and notifying SCRG members of such meetings;
- ii. ensuring a suitable agenda is provided to Reference Group Members prior to meetings;
- iii. inviting representatives of other agencies / organisations to attend meetings to provide technical or other advice and assistance, if and when required;
- iv. provide briefings on the progress of the Spoilbank Marina project

SECRETARIAT SUPPORT

Secretariat support to the Chair will be provided by the Pilbara Development Commission.

Duties include:

- i. taking notes of proceedings and preparing minutes of Reference Group meetings;
- ii. ensuring the Chair has checked and accepted draft minutes as a true and accurate record of meetings; and
- iii. Liaising with ToPH Executive Officer re agendas other materials as required for SCRG meetings under the direction of the Chair.

EXECUTIVE SUPPORT

An Executive Officer to the SCRG will be provided by Town of Port Hedland.

Duties include:

- iv. preparation and distribution of agendas and other materials as required for SCRG meetings under the direction of the Chair;
- v. distribution of the minutes to all members within one week of meetings.

MEETING FREQUENCY

The Community Reference Group will be held bimonthly; this may be altered as required by the Chair.

QUORUM

The quorum for the meeting is to be a minimum of 50% of its membership. The quorum shall include the Chair.