

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) - representatives TBC
- 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
- A Chair of the SCRG will be nominated by the Land Activation Working Group.
- The Town of Port Hedland is the lead agency for the SCRG

- Meetings will be chaired by the Town of Port Hedland with attendance from the Department of Transport, LandCorp and Pilbara Development Commission. The Mayor of the Town of Port Hedland and State member for the Pilbara will have observer status.

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.

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.