

# **WICKHAM COMMUNITY HUB TERMS OF REFERENCE**



## **Wickham Community Hub Reference Group**

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## 1. Name

The name of this working group shall be the **Wickham Community Hub Reference Group** or referred to as the **WCHRG**.

## 2. Purpose

The purpose of the **WCHRG** is to;

- Advocate for Wickham and the wider community for the planning and design of the Wickham Community Hub
- Disseminate information
- Provide community feedback on issues of relevance and need relating to the development of the Wickham Community Hub

## 3. Term

The **WCHRG** shall function for the duration of the design phase of the Wickham Community Hub.

## 4. Background / Context

In 2012, Wickham Community Association (WCA) developed a Business Plan for the construction of a Youth and Community Centre, inclusive of a youth drop in centre, music recording studio, dance studio and stage room, art and craft studios, a bowling alley, a skateable splash pad, senior playground, changing room/toilets and more.

The City of Karratha and Rio Tinto Iron Ore (RTIO) entered into a partnership agreement in 2012 and out of the partnership arose a need for a community hub facility in the town of Wickham, to meet the needs of the town that was quickly gaining local residents. Following an agreement with Wickham Community Association to amalgamate the Youth Centre project with the Hub project, City Officers developed a scope and master plan based on community needs and some WCA Business Case components.

Through the early planning stages of the Wickham Community Hub, City Officers consulted with a number of community groups regarding the master plan of the facility, however conflicting feedback resulted in the need to refine the scope, management plan and redevelop the master plan, with the guidance of a community reference group.

## 5. Roles and Responsibilities

The **WCHRG** brings together key stakeholders to develop mutual goals, shared understandings and collaborative relationships for the Wickham Community Hub. The roles and responsibilities of the Group are;

- Be committed to and actively involved in advocating community priorities and requirements.
- Provide feedback on project documentation provided by the City of Karratha staff in a professional and constructive manner.

- Actively participate in all meetings and discussions as appropriate.
- Develop a sound understanding of the Wickham Community Hub project and anticipated outcomes.
- Advocate for and help promote the **WCHRG** existence, objectives and meeting outcomes to the community.
- Collaboratively work with City of Karratha to ensure the best outcomes for the community.
- Carry out all tasks and discussions with respect, honesty and with the wider community in mind.

The roles and responsibilities of the **WCHRG** members are;

- To allow each member to advocate and present the views of the community group they are representing.
- Demonstrate respect and consideration of other members' opinions.
- Encourage all members of the **WCHRG** to present their views.
- Actively support the project and act as advocates for the aims, community intent and shared outcomes of the Wickham Community Hub.
- Commit to the Wickham Community Hub Terms of Reference.

## 6. Membership

Membership of the **WCHRG** is designed to achieve a group voice that is representative of the broader community views. Representation is to consist of;

1. City of Karratha representatives, as determined by the City of Karratha Chief Executive Officer
2. One representative from each potential user group for the Wickham Community Hub

Additional representatives may be seconded to the **WCHRG** from time to time, at the discretion of the City of Karratha Chief Executive Officer.

### 6.1 Chair

The Chief Executive Officer will determine the **WCHRG** Chair. The Chair is responsible for ensuring the **WCHRG** operates collaboratively, effectively and according to the Terms of Reference. The Chair will act to enable all members equal opportunity to contribute.

### 6.2 Selection of members

Community groups will be required to meet to elect a representative and proxy from their group to sit as a member of the **WCHRG**. Nominations are to be presented in writing to the City of Karratha Leisure Planner.

## 7. Proxies to Meetings

Where a nominated delegate is unable to represent their organisation, an alternative delegate (Proxy) will attend WCHRG meetings in their absence.

The nominated proxy can exercise the same rights as the **WCHRG** member that they are representing and must carry out all responsibilities and expectations of members of the **WCHRG** as described herein.

## **8. Meetings and minutes**

**WCHRG** will meet as required for the duration of the term. Minutes will be recorded and prepared by City of Karratha and distributed to members via email within two (2) business days of the meeting. Minutes will be circulated to all members as a draft seeking comment/amendments, and must be finalised within two (2) business days following the distribution of the minutes.

## **9. Powers of the Committee**

The **WCHRG** does not have any powers other than the ability to make recommendations to City of Karratha Officers in the setting and delivering on a vision for the Wickham Community Hub for Wickham residents and the wider community. Resolutions of the Group will not be binding to Council. The **WCHRG** is not a decision-making group. The aim of the **WCHRG** is to represent a diversity of viewpoints and community views. It is not a requirement that consensus is reached among members of the issues discussed. No sign-off from the **WCHRG** is required to progress the project, although it is desired.

## **10. Quorum Requirements**

A quorum represents 5 members and must contain at least one member from City of Karratha.

**11. Endorsement of Terms of Reference**

The Parties have individually read, understood and accepted all the terms and information as contained herein; and agree that together they will uphold and carryout the objects and activities of the Wickham Community Hub Reference Group Terms of Reference.

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Organisation/Group: \_\_\_\_\_

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## **12. Glossary of terms**

### **Community group(s)**

Any not-for-profit organisation that acts as a stakeholder to the Wickham Community Hub project.

### **Project**

The Wickham Community Hub Project.

### **Proxy**

An elected alternative delegate that is not the primary elected representative from a community group, who acts on behalf of the absent representative.

### **Quorum**

The minimum number of members of the Wickham Community Hub Reference Group that must be present at any of its meetings to make the proceedings of that meeting valid.

### **Terms of Reference**

This document, executed as an agreement.

### **WCHRG**

Wickham Community Hub Reference Group.

## **13. Contact**

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