

Terms of Reference - Broome Boat Harbour Advisory Group

Roles and Responsibilities

1. ADVISORY GROUP CHARTER

The general charter of the Advisory Group is to provide advice on the requirements for; and to assist the Department of Transport (DoT) with the planning for the development of a regional boat harbour (or facilities) that can best meet the local boat launching, mooring and servicing requirements of the Broome boating fleet and community consistent with the current State government's election commitment and funding of \$1M over two years.

2. MEMBERSHIP

The Advisory Group should be limited to approximately 8 members plus a Chairperson.

The Shire of Broome will Chair the Committee.

The Chair will invite representatives of key stakeholder organisations that have statutory and or strategic interest in the project to participate including:

- Shire of Broome (3 including Chair and 1 Observer)
- Nyamba Buru Yawuru Ltd (1)
- Kimberley Port Authority (1)
- Department of Transport (2)
- Community representation from the Broome Fishing Club (1)
- Community representation from Marine Charter Industry (1)
- Kimberley Development Commission (Observer)

Each member will nominate a proxy that may attend on their behalf.

The Kimberley Development Commission (KDC) will participate in an observer role during the initial planning phase. Both the KDC and Landcorp may be invited as full members at a later date and once the project is more developed.

3. ROLE

The Role of the Advisory Group is to provide advice on the following:

- Scope the boating infrastructure requirements of the community
- Identify and assess potential boating facility sites
- Provide advice on the effective communication strategy with groups interested in the proposed Broome Boat Harbour development including business, government, local residents and special interest groups.
 - Determine an appropriate community engagement / Yawuru engagement strategy
 - Develop site assessment criteria based on advice of the community / Yawuru
 - Evaluate input received from community / Yawuru
- Identify positive and negative social, economic, environmental and heritage impacts associated with the development and operation of the Broome Boat Harbour at the range of sites proposed.
- Provide advice on appropriate strategies for management of any concerns identified.
- Provide a copy of all meeting minutes and correspondence to DoT for their records.
- Assist DoT in the development of a business plan for a proposed site for the development of the Boat Harbour.
- Prepare a recommendation report

4. RESPONSIBILITIES

The Advisory Group members, or their identified proxy, 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
- Maintain confidentiality where matters of a sensitive nature are considered.

5. MEETING PROCEDURES

ATTENDANCE

Should a member be unable to attend a scheduled meeting, the member shall endeavour to contact the chair as early as possible to advise alternate representation.

FREQUENCY

Standard meetings shall be held every three months at the offices of the Shire of Broome and the executive officer will be responsible for organising the meeting.

Where necessary additional meetings can be scheduled by the Chair following consultation with DoT.

Where an issue of importance arises out-of-session and that cannot be dealt with at a meeting, but does not require calling an additional meeting the chair may circulate material out-of-session.

Attendance by non-members of the Committee (other than the member proxy's) is by invitation only.

RECORD KEEPING

The Chair will manage the maintenance of accurate meeting records and distribute meeting notes to members for confirmation of the records at the next meeting. Meeting actions will be developed and reported on.

The Shire of Broome Council is to be kept informed of the Committee's actions and progress.

CONFLICT OF INTEREST

Members will disclose any conflict of interest at the start of each meeting.

QUORUM

The quorum for meetings shall be 50% of the members plus one. The quorum shall include the Chair.

VOTING

On matters where voting is required, the Chair will attempt to gain a consensus and where a consensus cannot be reached the chair will obtain a majority decision and positions of each of the members will be recorded.

6. AUTHORITY

The Committee:

- is an advisory body only;
- has no legal status and is not a statutory committee
- has no powers to direct DoT;
- is not an agent for DoT;

7. EXPENSES

No member will receive payment for membership of the Advisory Group for attending meetings.

8. MEDIA

The Chair is the media spokesperson for the Advisory Group. Media enquiries shall be directed to the Chair for a response. Members shall provide assistance to the Chair in drafting responses to media enquiries when requested. Notification of media will be provided to DoT prior to release.

9. VARIATIONS TO THE ROLES AND RESPONSIBILITIES

The Roles and Responsibilities will be reviewed annually and can be amended by the Chair with agreement by the Advisory Group members.

10. DISMISSAL OF COMMITTEE MEMBERS

The Chairperson of the Committee has discretion to dismiss a Committee member by giving written notice.