

Council Supplementary Agenda

**ORDINARY COUNCIL MEETING
7.00pm, 01 MARCH, 2016
Council Chambers, Civic Centre,**

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S U P P L E M E N T A R Y A G E N D A

Item 1 Reports

Community & Place

Community Facilities

CP01-02/16 Yanchep District Active Open Space Sports Amenities Building

File Ref:	6443 – 16/32901
Responsible Officer:	Director Community & Place
Disclosure of Interest:	Nil
Attachments:	4
Previous Items:	CD02-08/14 - Yanchep Active Open Space - Sports Amenities Building Extension - Ordinary Council - 19 Aug 2014 7:00pm

Issue

To consider an increase in the size of the proposed multi-purpose space in the Yanchep District Active Open Space Sports Amenities Building (the Building).

Background

In February 2012, Administration met with local sporting clubs to review the draft concept for the development of Yanchep Active Open Space (YAOS). The YAOS is a district level facility, comprising two multipurpose, senior-sized playing fields. These playing fields will be able to cater for both senior and junior sporting competitions (including, though not exclusive to cricket, soccer, rugby, athletics and AFL). Additionally, YAOS will also provide two multipurpose hardcourts, floodlighting to the playing fields (up to 50 Lux - "large-ball sport training level"), car parking, playground and a Sports Amenities Building.

When Council adopted the DCP at its meeting 28th April 2015, an indicative building scope was estimated to be 498sqm. Through the concept design and consultation process it was identified that to maximise the functionality of the building to interface with two ovals as opposed to a single oval and to accommodate the needs of the sporting groups and the community the design scope increased to 724sqm.

Detail

A preliminary concept plan for the Building was developed (**Attachment 1**)

Following the decision of Council in respect to the provision of a 100m² multi-purpose room to the existing Oldham Reserve Changerooms (CD02-08/14), as part of standard facility provision, the concept for the Building was further revised to accommodate 100m² multi-purpose room. (**Attachment 2**).

After consultation with Yanchep Little Athletics Club, Yanchep Junior Football Club, Yanchep Redhawks Cricket Club and Yanchep Redhawks Football Club (the Clubs), the concept has been further adjusted to better suit the operational needs of the clubs, while still maintaining a building standard appropriate to the district level YAOS.

Consultation

Initial design and consultation

A meeting was held with the Clubs at Yanchep Community Centre on Thursday, 5 November. The Meeting was attended by representatives of the Clubs (with the exception of Yanchep Redhawks Cricket Club (YRCC)), representatives from Yanchep United Football Club (Soccer) and Mr John Quigley, MLA for Butler (invited by the Clubs without the knowledge of Administration).

A subsequent meeting was held with YRCC on Thursday, 12 November.

A number of points were raised by the Clubs in respect to the design to improve the functionality of the design. These are outlined in detail in **(Attachment 3)** and touched on the following areas:

- First Aid Room;
- Roof height on Western side;
- Function Room;
- Kiosk;
- Changerooms;
- Storage; and
- Verandah Area.

According to discussions with the clubs, it is understood the clubs will use reserves within Yanchep as per the following table:

Club	Anticipated Future Grounds Used
Yanchep Redhawks Football Club	New Yanchep Active Open Space
Yanchep Redhawks Cricket Club	New Yanchep Active Open Space, Oldham Park and St Andrews Park
Yanchep Dolphins Little Athletics Club	New Yanchep Active Open Space
Yanchep Junior Football Club	New Yanchep Active Open Space and Oldham Park
Yanchep United Soccer Club	St Andrews Park

Comment

While the majority of the design changes identified by the clubs were considered to be feasible and within budget and therefore can be accommodated within the concept design, the following two items requested by YRFC were considered to be in excess of needs for a district level facility:

- Larger function room; and
- Larger changerroom.

Larger Function Room

While it can be appreciated that YRFC will experience growth in the near future, a 200m² function room is considered excessive to service a two oval, district level facility it is considered important that the hierarchy of facility should be the key driver of the ultimate use. This level of provision would be considered appropriate for a regional facility. It should also be noted that this level of provision is consistent with the larger of the City's Communities Centres (e.g Butler Community Centre).

Administration consulted with surrounding local governments, requesting details regarding their guidelines (or similar) for facility provision at their various sized reserves:

- City of Joondalup – “Function room of minimum 150m²”
- City of Stirling – “Purpose built – room size and number based on need and facility function”
- City of Swan – no guidelines or policy, though they are being developed

Additionally, according to guidelines stipulated by the West Australian Football Commission (WAFC), the floor area for a Senior Club is to be a minimum 100m².

As such, following the guidelines of surrounding Local Governments, and the guidelines of the WAFC, this report will recommend that the multi-purpose room space be designed to a total footprint of 150m². Administration is of the view that the provision of a total of 150m² of multipurpose room space is suitable for a district level facility of this type and will accommodate the large majority of the user groups. This position is consistent with the draft Community Facility Standards which are currently being developed by Administration in respect to future community level sport infrastructure provision. The draft Standards will propose all future district level Active Open Space is provided with a sports amenities building between 100-150sqm, subject to consideration through the planning process of:

- Number of user groups
- Specific sport requirements

Facility catchment and broader community demand (taking into account other facilities in the catchment)

To ensure access by the broader community to the new building, it will be necessary to implement an appropriate management model that does not allow any one group or only a small number of groups to have dedicated exclusive use.

Future facility provision will be guided by the Standards. These will be based around the below existing hierarchy which applies to Active Open Space:

Designation	Number of Ovals Provided*	Size +	Minimum Multipurpose Facility Provision	Maximum Multipurpose Room Provision
Local	0	Between 0.4 and 1 ha	N/A	N/A
Neighbourhood	1	1 to 5ha	0m ²	100m ²
District	2	5 to 15+ha	100m ²	150m ²
Regional	More than 2	At least 20ha	150m ²	200m ²

*1 Oval can host cricket, AFL, 2 x Rugby / Soccer fields

*based on classification framework developed by Department of Sport and Recreation(DSR) in 2012

In accordance with the draft Standards that will ultimately be presented to Council for endorsement, the provision of such infrastructure would also be measured against the levels of activity at each location on a case by case basis specific to sport requirements and a clear demonstration of the need identified for the provision of the facilities within the minimum and maximum provision.

Based on the classification framework compiled by the DSR, Public Open Spaces are defined as follows:

Local Open Space (LOS) - usually small parklands that service the recreation needs of the immediate residential population. It is primarily used for recreation and may include small areas of nature space. Local Open Space is unlikely to be used for a formal or informal sport. Usually accessible within 400 metres or a five minute walk.

Neighbourhood Open Space (NOS) - serves as a recreational and social focus of a community. Residents are attracted by the variety of features and facilities and opportunities to socialise. NOS may be used for sport or sports training if appropriate space is available. Usually accessible within 800 metres or a 10 minute walk. According to the City's Local Planning Policy 4.3 – Public Open Space (the Policy), NOS can also feature formal playing fields, sports goals, children's play-spaces, cricket nets, central cricket wickets and appropriate car parking. NOS typically host one or two sporting clubs throughout the year (one in summer and one in winter).

District Open Space (DOS) – is principally designed to provide for organised formal sport. DOS will very likely include substantial recreation space and some nature space. Serves several neighbourhoods with players and visitors travelling from surrounding districts. Catchment is usually within 2 kilometres or a five minute drive. According to the City's Local Planning Policy 4.3 – Public Open Space (the Policy), DOS also provides for appropriate formal playing fields, car parking, sports goals, cricket nets, central cricket wickets. DOS typically host more than two sporting clubs (e.g. Cricket and Athletics in Summer, Senior and Junior Football in Winter).

Regional Open Space (ROS) – may accommodate important recreation and organised sport spaces as well as significant conservation and/or environmental features. ROS may provide substantial facilities for organised sport, play, social interaction relaxation and enjoyment of nature. ROS serves one or more geographical or social region and is likely to attract visitors from outside any one local government area. ROS hosts multiple clubs throughout the year, often with more than one club in from the same sport utilizing the facility at the same time.

In regard to demand for the new Yanchep Active Open Space facility, it is worth noting the expected population increases* over the next 10 years, as follows:

Yanchep
2016 - 7684
2021 – 11,711
2026 – 16,104

Two Rocks
2016 - 2806
2021 – 4,713
2026 – 6,710
(*Forecast ID estimates)

It would be reasonable to assume that the membership of local sporting clubs would reflect the level of population increase in coming years. This population increase in the catchment reconfirms the demand for a district level facility to be delivered in the area.

There is currently a 100m² multipurpose room provided for community use at Oldham Park which was developed at the request of YRFC in August 2014. This recently established facility was deemed appropriate for a neighbourhood (one oval). Despite this provision, as the YAOS is considered a district level open space, it is reasonable to consider that a multipurpose room of 100m² may be insufficient for the higher level of use anticipated from the community. As such, it is therefore appropriate that the space should be increased from that provided at Oldham Park. Increasing the size of the multipurpose room space to 150m² is considered sufficient to meet the forecast growth of all current and potential future clubs, using the draft proposals from the table above as a guide.

Whilst the provision for multipurpose space in a building on a District level active open space, as per the table above, is in the range of 100-150sqm, it is recommended based on both sporting and community needs that for the YAOS facility, a provision of 150sqm is appropriate.

It is anticipated that in supporting an increase to the multipurpose space at YAOS to 150sqm and taking into consideration the provision of 100sqm multipurpose space at Oldham Reserve, the sporting and community needs will be met until the regional open space and additional community infrastructure is delivered in Yanchep.

Following from the above, a request was passed to the Architect, and subsequently an option (**Attachment 4**) that caters for 150m² total (120m² for the function room, plus an additional 30m² for a meeting room) was developed. The two rooms are divided by a concertina door, which can be moved to make a bigger space for larger events but provide flexible space for other operations of the local clubs and community groups.

Larger Changeroom

The request from the football club was to incorporate a removable wall in between two changerooms, thus creating one large changeroom. This would create a space of approximately 90m². The Club's rationale is that they have 80 people in the room at any one time.

According to the WAFC guidelines, the minimum requirements for a Senior Club are two Changerooms measuring 25m² each. Currently, the design caters for six changerooms, each measuring 45m². The football clubs request would mean the changeroom would be approximately four times the minimum requirement from the WAFC.

It is not recommended this be incorporated into the design.

All other elements from the community consultation have been taken into account with the updated design.

This project is currently behind schedule by 2-3 months due to a variety of factors, however the Director of Assets is currently reviewing the project timelines.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2013 – 2023:

“2 Society - Healthy, safe, vibrant and active communities.

2.1 Great Places and Quality Lifestyle - People from different cultures find Wanneroo an exciting place to live with quality facilities and services.”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Consideration of the amenities provided as community infrastructure to support community needs has implications in this case relevant to the Yanchep two Rocks Development Contribution Plan. Additionally, planning for new community infrastructure, in particular in the northern growth corridor, has necessitated a review of the City's standards for community facility provision, which is currently underway to guide future planning provision.

Financial Implications

The City is in the process of determining the exact financial implications of the proposed final design. It is however anticipated that there will be minimal increase to current estimated budget cost due to the proposed minimal increase to the overall building footprint. Any change to the budget requirement will be reflected in the long term Capital Works Program.

To accommodate the overall function space increase the draft layout was developed by the Architect and as explained previously in the report used multiple spaces to achieve the overall function room floor space that can then be used as flexible spaces for other operations of the resident clubs and wider community. Therefore the overall footprint of the building does not increase by 50m² on each occasion.

With a multipurpose room of 100m² and meeting room of 32m² (Attachment 2), the footprint of the building is 275m² (plus 450m² for the changeroom building). In order to accommodate the increase in the multi-purpose room total to 150m² (Attachment 3), the footprint of the building will only increase by approximately 12m² (to 287m²) due to the revisions agreed through the community consultation and review process. This would increase the total budget by approximately \$74,000 from the original layout.

However, if the multi-purpose room were to increase to a total of 200m², as requested by YRHFC, the overall footprint of the building would need to increase by 80m² (to 367m²). This would represent an increase in the scope of the project, and would ultimately further increase the budget by approximately \$178,000 (or \$252,000 more than the original layout).

Currently this project is subject to a Community Sport and Recreation Facilities Fund (CSRFF) grant, provided by the Department of Sport and Recreation. There is a risk that any significant delay to the project may jeopardise the grant, which has already been extended once with the Department due to earlier delays in the YAOS project.

Yanchep Two Rocks Development Contribution Plan (YTRDCP)

The YAOS, inclusive of the Building, is included as a shared infrastructure item in the YTRDCP. Therefore, a relevant consideration of the proposed increase in scope and budget of the Building is its impact on the cost contribution under the YTRDCP. The cost estimate for the Building component of the YAOS included in the YTRDCP was based on the preliminary concept plan for the building (refer Attachment 1) plus an allowance for a 100 m² multi-purpose room. Any change to this scope that results in an increase in cost will likely have a direct impact on the YTRDCP cost contribution.

Notwithstanding the above, the DCP cost estimates were based on concept plans which were always subject to review and amendment through the process of detailed design. Although some contingencies were built into the estimates for this purpose, a natural part of the DCP operation involves revising the cost estimates as more detailed planning and design is undertaken for DCP facilities. Any changes to the cost estimates for this facility will need to be factored into the annual review process for the YTRDCP to ensure that the cost estimates reflect the cost of delivering the facilities as best as possible. Landowners within the DCP area will also need to be updated and consulted through the Yanchep Two Rocks DCP Technical Advisory Committee as part of this review process.

In relation to the proposed developer contributions, the City will need to arrange prefunding prior to the sufficient accumulation of developer contributions. The various prefunding options, including borrowing, are currently being reviewed.

As a result of community user group feedback the scope of the building is proposed to change from its original size as per the DCP and more recently due to the proposed additional 50sqm multi-purpose space or cost.

Council should not make a final determination on the scope of this facility until such time as it has gone through the process outlined in the Clause 11 of Schedule 17 of the Scheme. This process involves adoption of a revised cost apportionment schedule on an annual basis and is required to be undertaken in consultation with contributing landowners. Administration is currently finalising a draft cost apportionment schedule for the purposes on landowner consultation which will need to reflect Council's resolution.

The DCP review process is anticipated to be completed in 2 months, which may require a Special Council Meeting. Advice received from the project manager is that this timing can be accommodated with minimal impact on the current amended delivery schedule.

Voting Requirements

Simple Majority

Recommendation

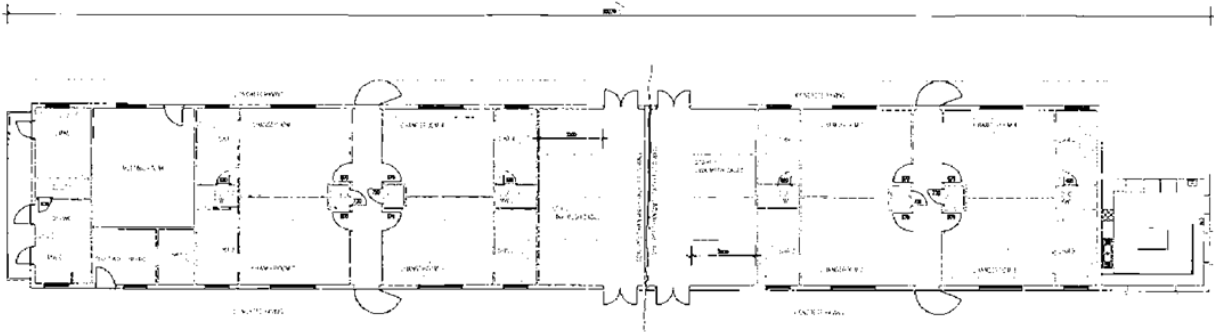
That Council:-

1. **SUPPORTS IN PRINCIPLE** for inclusion in the draft revised cost apportionment schedule for the Yanchep Two Rocks Development Contribution Plan, the increase from 100m² to 150m² of the multi-purpose room within the Yanchep District Level Active Open Space Sports Amenities Building due to:
 - District function of the active open space
 - Multi-purpose function of the building for both sport and the community
 - Status of Yanchep as a fast growing primary activity centre;
2. **NOTES** the DCP review process will consider changes in scope to the Sports Amenities Building at YAOS, including both the increase in total building size and increase in multipurpose space; and
3. **THANKS** the following Clubs:
 - Yanchep Little Athletics Club
 - Yanchep Junior Football Club
 - Yanchep Redhawks Cricket Club
 - Yanchep Redhawks Football Club

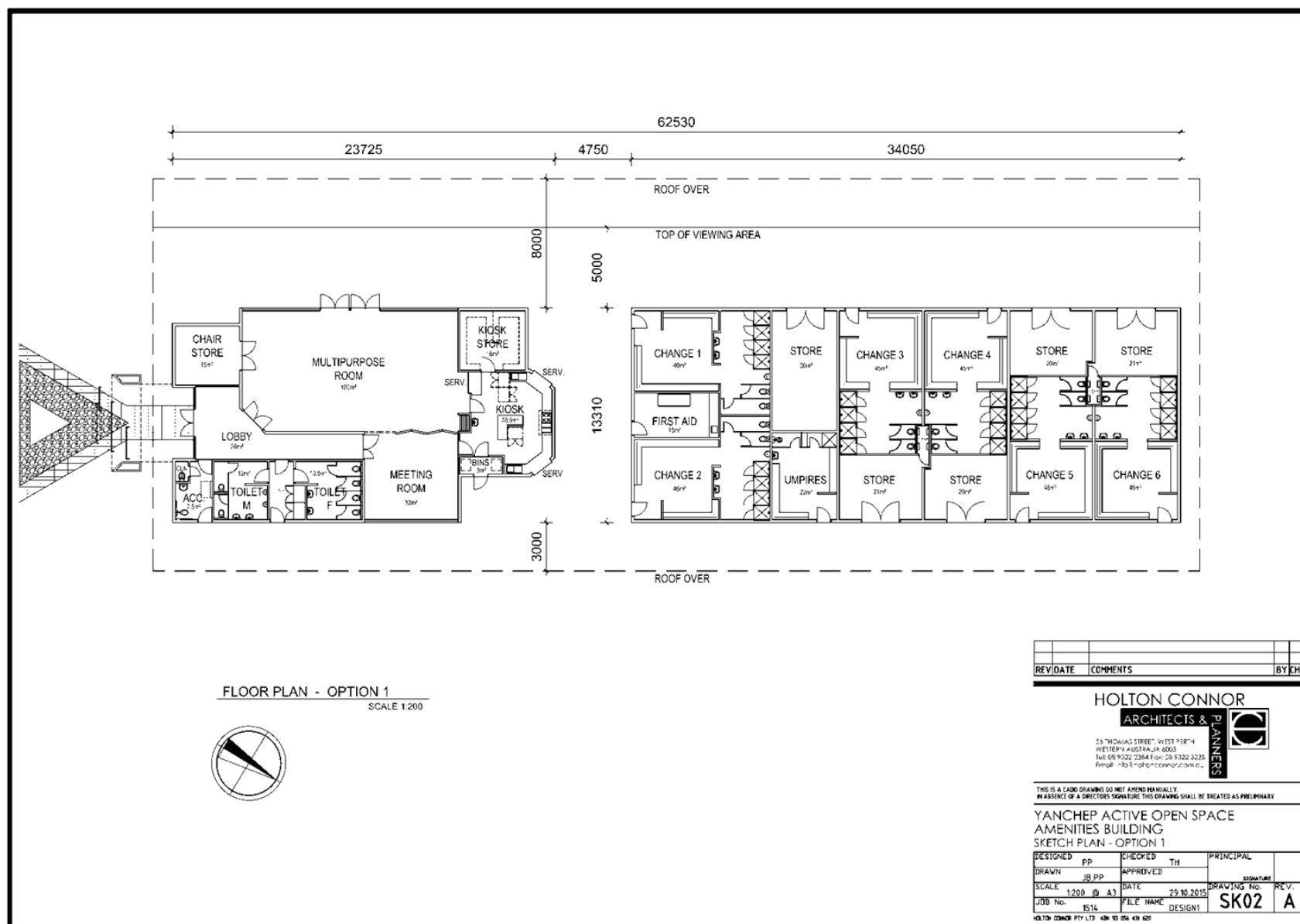
for their input during the consultation phase.

Attachments:

- | | |
|---|-----------|
| 1. YAOS Draft Concept Plan Building | 14/211078 |
| 2. Concept Design - Yanchep Sports Amenities Building - Plan Option 1 | 15/529230 |
| 3. Briefing Note - Club Requests for buildings - based on meeting 5 November 2015 | 15/590186 |
| 4. Concept Plan - Yanchep Active Open Space Sports Amenities Building | 15/590138 |



CITY OF WANNEROO INFRASTRUCTURE	
DATE OF PRELIMINARY DESIGN	DATE OF PRELIMINARY DESIGN
PROJECT	PROJECT
CONTRACTOR / FIRM	CONTRACTOR / FIRM
PREPARED BY	PREPARED BY
Yanchep District Open Space PROPOSED BUILDINGS	
CITY OF WANNEROO	
2620 - 1 - 1	



COMMUNITY CONSULTATION – YANCHEP OPEN SPACE SPORTS AMENITIES BUILDING

Yanchep Community Centre – Thursday 5 November 2015

ATTENDANCE

Ian Ireland – City of Wanneroo
 Peter Hoole – City of Wanneroo
 John Quigley – Member for Butler
 Phil Smeeton – Yanchep Redhawks Football Club
 Mick Sutherland - Yanchep Redhawks Football Club
 Shane Carey - Yanchep Redhawks Football Club
 Les Porter - Yanchep Redhawks Football Club
 Jay Leonhardt – Yanchep Redhawks Football Club
 Shaun Parkin - Yanchep United Football Club
 Chris Mayhew – Yanchep United Football Club
 Harold Ball – Yanchep Districts Junior Football Club
 Abid Imam – WA Little Athletics
 Corrine Parker – Yanchep Little Athletics Club
 Monica McCarthy – Yanchep Little Athletics Club

AMENITIES BUILDING DISCUSSION**Verandah Area**

- Yanchep Redhawks Football Club (YRFC) expressed concerns regarding the steps
 - Explained that the levels were in place due to the height from the ground of the facility, and the steps could still be used for viewing.
- Option put forward by YRFC to extend the flat surface to 5m, then have two big steps down
- Other option is to have full flat area, and steps leading down

Roof height on Western side

- YRFC had reservations regarding the potential impact of weather if roof remains on current angle.
- Requested roof to be lowered to mitigate this

Function Room

- YRFC requested larger room designed (requesting 200m²).
 - There is currently around 130m² inclusive of the meeting room, which can be utilised via concertina doors.
- Requests from YRFC:
 - Moved toilets to southern end of building
 - Reduce size of the lobby
 - Increase meeting room size to create another 100m² function room
 - Concertina doors between meeting room and function room to remain (though larger)
 - Be able to utilise the chair store as part of function room when chairs not stored

Kiosk

- Option 1 (SK02) was seen as the preferred option for clubs (primarily due to the dual serving areas)
- YRFC requested the kiosk store be moved to the eastern side
 - This would mean the bin store being relocated to the western side of the storage area
- Request to have the kiosk widened to allow for serving areas in both the meeting room and multipurpose room
- May need capacity for deep fryer or chip cooker
- Questions were asked regarding potential liquor licencing.
 - This will need to be determined at a later date.

Changerooms

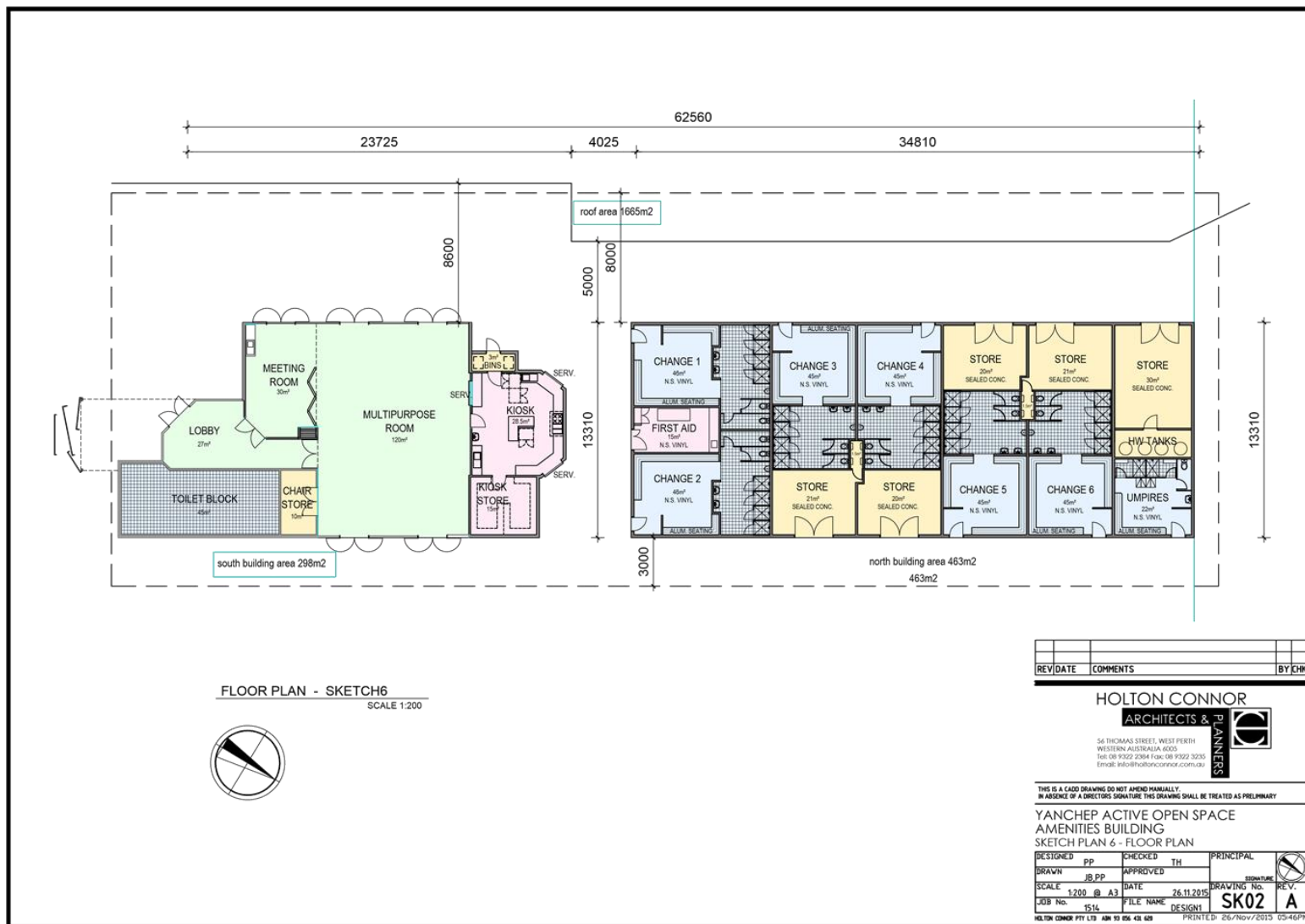
- Request from YRFC to insert concertina doors between changerrooms (either 1 & 2 or 3 & 4).
 - This would allow for the 80 people that require access on game days

Storage

- Yanchep Dolphins Little Athletics Club (YDLAC) requires vehicle access to storage
 - This will facilitate removal / storage of hurdles (require car trailer) and other heavy equipment
 - Possible option is to move the storage to the Northern end of the building for more direct access
 - Need to have a ramp space large enough to potentially accommodate a large trailer
- YDLAC has requested a larger storeroom (Western Australian Little Athletics recommends around storage 100m² at Regional facilities)
 - While YDLAC are not a regional centre at this stage, they anticipate they will be within the next three years

First Aid Room

- Recommendation to have double door access



Chief Executive Office

Item 2 Motions on Notice

MN01-02/16 Cr Sabine Winton – Additional member to the North Coast Ward Community Reference and Sporting Usergroup

File Ref:	21390 – 16/65228
Author:	Cr Sabine Winton
Action Officer:	Director Community & Place
Disclosure of Interest:	Nil
Attachments:	1
Previous Items:	MN04-11/15 - Request to form a North Coast Community Reference and Sport User Group - Ordinary Council - 10 Nov 2015 7.00pm

Issue

To consider increasing the number of Sporting User Group representatives from seven (7) to eight (8) within the North Coast Ward Community Reference and Sporting User Group.

Background

At its meeting held on 8 December November 2015, Council approved the formation of the North Coast Ward Community Reference and Sporting User Group as per the Terms of Reference contained within **(Attachment 1)**.

The Working Group shall consist of the following representation:

- Mayor;
- North Coast Ward Councillors;
- Manager Community Facilities (non-voting delegate);
- A maximum of seven (7) community representatives from the North Coast Ward;
- A maximum of seven (7) representatives from existing Sporting User Groups located within the North Coast Ward.

An Expression of Interest (EOI) for members was advertised for three weeks from 18 January to 8 February 2016 via local newspapers, public notices, the City's website and social media pages and emailed directly to the North Coast ward user groups.

A total of 15 submissions were received representing: seven residents, seven sporting groups and one ineligible private business/non-resident. After assessing the submissions all 14 eligible applicants were accepted.

Detail

A request from Councillor Winton on behalf of a representative of the Butler Netball Club has since been received to be considered as an additional member of the group. This nomination was not forwarded by the nominee in time for consideration in the formation of the Group.. As the group is already at capacity, to accommodate the request would require amending the Terms of Reference.

Consultation

Consultation was carried out through the EOI process outlined above.

Comment

There is currently no netball representation on the user group and the inclusion of the Butler Netball Club representative's submission to the user group would offer a valuable perspective. The nominee is also has connected to the Joondalup Netball Association and is therefore well placed to represent netball in the region beyond the stated club.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2013 – 2023:

“2 Society - Healthy, safe, vibrant and active communities.

2.2 Healthy and Active People - We get active in our local area and we have many opportunities to experience a healthy lifestyle.”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Absolute Majority

Recommendation

That Council APPROVES BY ABSOLUTE MAJORITY to amend the Terms of Reference for the North Coast Ward Community Reference and Sporting User Group as detailed in Attachment 1 with the following amendment to *Membership 2.1*:

A maximum of eight (8) representatives from existing Sporting User Groups located within the North Coast Ward.

Administration Comment

Administration is supportive of the inclusion of representation from netball being included within the Working Group. Whilst this requires an amendment to the Terms of Reference and is outside the advertised period, the inclusion of a representative of such a high participation women's sport would be beneficial.

Attachments:

1. North Coast Community Reference and Sporting User Group Terms of Reference - updated as per 16/16339 Minuted Substantive motion 3.2a



TERMS OF REFERENCE

North Coast Community Reference and Sporting User Group

8 December 2015

Name:	North Coast Ward Community Reference and Sporting User Group
Role/Purpose:	To act as a consultative forum to advise on local sporting needs to assist in the implementation of the North Coast Ward Active Reserve Master Plan outcomes, as endorsed by Council.
Aims & Functions:	<ol style="list-style-type: none"> 1.1 Advise Council of the short, medium and long terms aspirations for sport within the North Coast Ward; 1.2 Provide input in respect to the inclusion of new sporting facilities within the Ward in the North Coast Active Reserve Master Plan; 1.3 Provide input into local sporting needs and issues as it relates to the implementation of the North Coast Ward Active Reserve Master Plan.
Membership:	<ol style="list-style-type: none"> 2.1 The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • Mayor; • North Coast Ward Councillors ; • Manager Community Facilities (non-voting delegate); • A maximum of seven (7) community representatives from the North Coast Ward; • A maximum of seven (7) representatives from existing Sporting User Groups located within the North Coast Ward. 2.2 Membership shall be for the period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	<ol style="list-style-type: none"> 3.1 Chairperson: <ol style="list-style-type: none"> a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. For transparency and accountability it is recommended that Council officers not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group.

	<p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) The Working Group shall meet quarterly. b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary. c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection. e) Copies of all agendas and minutes are to be forwarded electronically through TRIM the City's electronic record keeping system to Governance for filing in the Elected Members' Reading Room. f) All agenda and minute documentation is to be generated through Council's Infocouncil software reporting system. g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. <p>3.3 Quorum:</p> <p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration:</p> <p>3.4.1 Administration Support</p> <p>Administration support for the committee will be provided by the City of Wanneroo. Those support people will be the Coordinator Facility Planning.</p> <p>3.4.2 Motions on Notice</p> <p>A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group, in the form of a motion, of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>