

TERMS OF REFERENCE

Yanchep Lagoon Community Working Group

24 September 2019

Name:	Yanchep Lagoon Community Working Group
Role/Purpose:	To build and maintain local awareness on proposals and important project milestones through implementation of the Yanchep Lagoon Master Plan actions.
Definition:	A Working Group is a group of experts working together to achieve specified goals, generally of a <u>temporary nature</u> . It would be devoted to finite tasks with a specific timeline. The Working Group cannot direct City Employees, expend monies, direct volunteers or do anything, which is the responsibility of the City.
1.0 Aims & Functions:	<p>1.1 Provide feedback and input on the planning and implementation aspects of the Yanchep Lagoon Masterplan, to ensure that improvement works stay true to the community vision set out in the Yanchep Lagoon Masterplan;</p> <p>1.2 Build local community awareness, capacity building and leadership to inform and drive short term improvements and place activation initiatives in the Yanchep Lagoon Precinct.</p> <p>1.3 Raise awareness of local issues that may impact on the implementation of the Yanchep Lagoon Masterplan;</p> <p>1.4 Inform and advise on community engagement approaches and opportunities;</p> <p>1.5 To consider possible grants/funding opportunities; and</p> <p>1.6 To identify joint venture/business/not-for-profit initiatives or organisations that may benefit project implementation.</p>
2.0 Membership:	<p>2.0 The Working Group shall consist of the following representation:</p> <ul style="list-style-type: none"> • City of Wanneroo Mayor or nominee; • North Coast Ward Councillors; • A representative from the Local Residents Association; and • A maximum of ten (10) community representatives (residents or business owners), as determined through an Expression of Interest process. <p>2.1 Business owners with an actual or perceived Conflict of Interest for various agenda item/s will be asked to leave the room for the period of discussion of that item.</p> <p>2.2 Consideration will be given to the following criteria as a priority when selecting community representatives for membership on the Group:</p> <p>2.2.1 Residents or business owners living or operating in Yanchep or Two Rocks;</p> <p>2.2.2 Residents or business owners with a demonstrated involvement in community activities or interest groups;</p> <p>2.2.3 Residents or business owners with knowledge of or interest in Aboriginal or European Heritage relevant to the Yanchep Lagoon Precinct;</p> <p>2.2.4 Residents or business owners with knowledge or an interest in local environmental issues; or</p> <p>2.2.5 Community members with an interest in Yanchep.</p>

	<p>2.3 Community representatives are to be approved by the appropriate Director.</p> <p>2.4 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to reapply.</p> <p>2.5 Members must comply with the City's Code of Conduct.</p> <p>2.6 The Working Group has authority to second individuals or guests from outside of the Working Group, on a voluntary basis, for their expert advice.</p> <p>2.7 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.</p>
<p>3.0 Operating procedures:</p>	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> a) Working Group members are to elect a Chairperson and Deputy Chairperson at the first meeting, both of which must be an Elected Member of Council. 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 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 on a regular basis as determined by the nominated Group members. b) All meeting dates are to be provided in the Elected Members Diary, in the <i>'Wanneroo Wrap'</i> and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection. e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal. f) All Agenda and Minute documentation 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) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the 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 (50% of Working Group Membership) or at least to ensure a reasonable spread of</p>

	<p>representation in the Group. Particularly in circumstances where Recommendations will be made for Council's consideration.</p> <p>3.4 Administration:</p> <p>An Administrator for the Group will be provided by the City of Wanneroo. That support person will be the Director Community & Place (or nominee).</p> <p>3.4.2 Motions on Notice</p> <p>A 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 seven days notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.</p> <p>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>