

TERMS OF REFERENCE

Quinns Beach Long Term Coastal Protection – Advisory Group

October 2019

Name:	Quinns Beach Long Term Coastal Protection – Advisory Group
Role/Purpose:	To have input into the development and implementation of long term coastal protection measures for the Quinns Rocks coastline.
Definition:	Advisory Group: The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	<p>The Advisory Group needs to understand the scope and limitations of the task and responsibilities delegated to it. It needs to know definitely what is expected of it and appreciate its aims and function in relation to the body's whole operation.</p> <p>Responsibilities need to be defined as to both scope and limitations and needs to state what the specific requirement of the Advisory Group is, e.g. to make a Recommendation; or to come to a decision and then initiate an action; or some other specific objective.</p> <p>1.1 To receive information at the key stages of the Quinns Beach Long Term Coastal Management Project.</p> <p>1.2 To provide input in to the development and implementation of long term coastal protection measures for the Quinns Rocks coastline.</p> <p>1.3 To present community views to the Group.</p>
Membership:	<p>2.1 The Advisory Group shall consist of the following representation:</p> <ul style="list-style-type: none"> ○ The Mayor; ○ North Coast Ward Elected Members or their delegates; ○ Director Assets; ○ Manager Assets Maintenance; ○ Specialist Coastal Engineer; ○ Representative from the Department of Transport; ○ A maximum of six representatives from the community/community groups. <p>2.2 Community representatives are to be approved by the appropriate Director and shall be:</p> <ul style="list-style-type: none"> ○ the residents or property owners within proximity from the Quinns Beach car park off Ocean Drive; ○ able to demonstrate an understanding of this significant project and willing to contribute; ○ able to demonstrate their community network through local community organisations.

	<p>2.3 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 apply.</p> <p>2.4 Members must comply with the City's Code of Conduct.</p> <p>2.5 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.</p> <ul style="list-style-type: none"> o 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>Operating procedures:</p>	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> a) The members of an Advisory 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 City Officer's 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 Advisory Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Advisory Group. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) The Advisory Group shall meet on a quarterly basis. b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' 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 Group Recommendation does not have effect, unless it has been 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: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.4 Administration:</p> <p>3.4.1 Advisory Group Administrator Support An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be Director Assets' Personal</p>

	<p>Assistant or their delegate.</p> <p>3.4.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, 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 Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory 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>