

TERMS OF REFERENCE

Quinns Rocks Caravan Park Re-Development Community Advisory Group

Adopted by Council - 14 December 2020

Name:	Quinns Rocks Caravan Park Re-Development Community Advisory Group (Advisory Group)
Role/ Purpose:	<p>The purpose of the Quinns Rocks Caravan Park Re-Development Community Advisory Group is to provide a platform where community representatives provide information, advice and views to the City on the re-development of the former Quinns Rocks Caravan Park as a modern tourist park.</p> <p>The Quinns Rocks Caravan Park Re-Development Community Advisory Group will act in an advisory capacity and its scope is limited to the following:</p> <ul style="list-style-type: none"> • Re-development footprint priorities; • Facilities wants and needs to ensure services meet those requirements; and • Ranking of desirable and undesirable outcomes of the potential development.
Definition:	<p>Advisory Group: The role of an Advisory Group is to act in an advisory capacity, providing the City with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>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.</p>
1. Aims and Functions:	<p>Further to the resolution adopted at the Ordinary Council Meeting on 22 September 2020 (CS03-09/20):</p> <ol style="list-style-type: none"> 1.1 To provide a forum for members to discuss issues of community interest related to the matters within the scope. 1.2 To draw on local knowledge and experience, and enhance community voice in decision-making processes. As well as outcomes related to matters within the scope. 1.3 To build community understanding of the project related to matters within the scope.

	<p>1.4 To provide consumer and community perspectives and advice to the City on the matters within the scope.</p> <p>In the event that more than one Advisory Group is established to support the project relating to Quinns Rocks Caravan Park redevelopment, the Group will provide advice to the City within its area of expertise, in conjunction with the other Advisory Group(s).</p>
<p>2. Membership:</p>	<p>2.1 The Advisory Group will consist of the following representation:</p> <ul style="list-style-type: none"> • A maximum of 12 community representatives (residents and business owners), nominated and selected via an Expression of Interest process; • Director Corporate Strategy & Performance (or nominee) (non-voting); • Manager Property Services (or nominee) (non-voting); and • Community Engagement Officer (or nominee) (non-voting). <p>2.2 Consideration will be given to the following criteria (but without any specific priority as between the criteria) when selecting community representatives for membership, following the Expression of Interest process:</p> <ol style="list-style-type: none"> a) Residents living in Quinns Rocks or Mindarie; b) Business owners operating in Quinns Rocks or Mindarie; c) Residents or business owners with knowledge of local environmental issues; d) Community members with knowledge of Aboriginal or non-Aboriginal heritage, or cultural diversity; e) Community members with relevant industry knowledge or expertise, including known or expertise in tourism or hospitality development, management and operation; f) Potential users of the redeveloped tourist park, including those residing outside Quinns Rocks/Mindarie or outside the City of Wanneroo. <p>2.3 Subject to the composition of nominations for the Advisory Group, membership should include at least 2 representatives of categories 2.2a), 2.2c) and 2.2e), and at least one representative from each of the other categories.</p> <p>2.4 Community representatives are to be approved by the Director Corporate Strategy & Performance. This includes determining members where the number of nominations exceed the permitted number of members.</p> <p>2.5 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>2.6 Members must comply with the City's Code of Conduct.</p> <p>2.7 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.</p> <p>2.8 Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council.</p>

	<p>2.9 Council Members will not be members of the Advisory Group, due to the Advisory Group being a discrete forum from the Quinns Rocks Caravan Park Re-development Councillor Working Group. However, Council Members are welcome to attend meetings of the Advisory Group as observers.</p>
<p>3. Operating Procedures</p>	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> a) The Chairperson and Deputy Chairperson will be an Administration member of the Advisory Group or a nominee of the City of Wanneroo. 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 regular basis as determined by Administration, subject to the project requirements of the Quinns Rocks Caravan Park re-development project. b) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least fourteen (14) days prior to each meeting where possible. c) 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. d) 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. e) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system. f) 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. g) All voting members of the Advisory Group will have one vote. Simple majority will prevail. h) Members with an actual or perceived conflict of interest for various agenda item/s must advise the Chairperson in advance of the relevant item and will be asked to leave the room for the period of discussion of that item. The disclosure of the conflict of interest will be recorded in the minutes of the meeting. <p>3.3 Quorum:</p> <ul style="list-style-type: none"> a) A meeting can be conducted without a quorum if necessary. However, every endeavour should be made

to achieve a quorum (50% of voting members) or at least to ensure a reasonable spread of representation in the Group.

b) Where permitted by Administration, meeting participation may occur by video conferencing.

3.4 Administration:

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 the Administration Officer (Property) or another officer nominated by Administration.

3.4.2 Motions on Notice

An Advisory 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 (7) days notice has been given in writing to the Group Administrator 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 Director Corporate Strategy & Performance.

3.5 Rules of Participation

a) Members are required to:

- i) Act with honesty, good faith and integrity;
- ii) Abide by the Terms of Reference;
- iii) Actively participate in meetings providing constructive feedback having regard to resolutions of Council;
- iv) Declare any actual or perceived conflicts of interest at the commencement of the meeting;
- v) Represent the interests of their local community rather than individual interests or issues;
- vi) Maintain confidentiality of discussions items identified as confidential in meeting agendas or by meeting participants within meetings, which includes confidentiality of documentation identified as confidential when provided or tabled at meetings;
- vii) Not liaise with the media or represent either the opinions of the City, the Council or the Advisory Group; and
- viii) Not to use the Advisory Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

b) Any material breach of these Terms of Reference or the City's Code of Conduct may result in termination of membership.

4. Delegated Authority:	<p>4.1 The Advisory Group has no delegated power or decision-making authority 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 the City to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>
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