

<b>Title:</b>	<b>East Wanneroo Community Reference Group</b>
<b>Purpose and Role</b>	
<p>The purpose of this Group is to:</p> <ul style="list-style-type: none"> <li>• Provide input into the preparation of a District Sense of Place Statement for the East Wanneroo District Structure Plan area;</li> <li>• Provide input into the development of place-principles which will inform future local planning policy provisions that will guide the preparation of local structure plans, subdivision and development within the East Wanneroo District Structure Plan area;</li> <li>• Receive periodical updates on relevant milestones which are likely to impact on residents of the East Wanneroo District Structure Plan area including, but not limited to, greater certainty on the final alignment for future regional reservations, construction/upgrading of major infrastructure including roads and local structure planning.</li> </ul> <p>This group will not be involved in the assessment of any local structure plans, subdivision referrals or development applications. This group has not been established to review the East Wanneroo District Structure Plan.</p>	
<b>1. Aims and Functions</b>	
<p>Members of the group will be required to:</p> <ol style="list-style-type: none"> <li>a) Consider input from general community engagement and the City's records on local events, history and places that hold significance in East Wanneroo and provide further input as required;</li> <li>b) Provide input on how the information outlined in a) has contributed to the past and present sense of place of East Wanneroo and how these elements can be incorporated into future sense of place; and</li> <li>c) Act as a conduit between the City and local community members to build awareness and understanding of the requirements and status of the processes that need to be progressed to enable the urbanisation of East Wanneroo.</li> </ol>	
<b>2. Membership:</b>	
<p>2.1 The Group membership shall consist of the following representation:</p> <ol style="list-style-type: none"> <li>a) Voting Members: <ul style="list-style-type: none"> <li>• Six (6) Council Members inclusive of the Mayor and five (5) Council Members appointed by Council;</li> <li>• A maximum of eight (8) community representatives;</li> </ul> </li> <li>b) Non-voting Members: <ul style="list-style-type: none"> <li>• The Director Planning &amp; Sustainability (or nominee), Director Community &amp; Place (or nominee) and other staff as required; and</li> </ul> </li> </ol> <p>2.2 Guests and guest speakers may be invited to attend meetings when appropriate, to provide specialist advice to the Group Members on matters relating to the urbanisation of East Wanneroo.</p>	

- 2.3 Community Member representatives are to be approved by the Director Planning & Sustainability and Director Community & Place and shall be:
- Residents or owners of land within the East Wanneroo District Structure Plan area, or persons who can demonstrate strong previous family linkage to the East Wanneroo area;
  - Able to demonstrate genuine interest in how the past and present events, history and places of East Wanneroo can be represented in its future urban landscape;
  - Preference will be given to:
    - Appointing representatives from a range of precincts over multiple representatives from any one precinct; and/or
    - Representatives from precincts within Stage 1 as identified by the East Wanneroo District Structure Plan Staging Plan.
- 2.4 Members will be appointed for a maximum period of up to two years, with membership to cease at each Ordinary Local Government Election. Members are eligible to reapply.
- 2.5 Members must comply with the City's Code of Conduct.
- 2.6 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.

### 3. Chair and Deputy Chair:

- a) Group Members will select a Chair and Deputy Chair at the first meeting;  
*(For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chair or Deputy Chair.)*
- b) The Chair will facilitate all meetings;
- c) In the absence of the Chair, the Deputy Chair will assume the Chair; and
- d) In the absence of both the Chair and Deputy Chair, the group members present at the meeting are to choose one of themselves to preside at the meeting.

### 4. Meeting Procedures:

- a) The Group shall meet a minimum of four times per year, with dates of those meetings determined by the Group;
- b) The City will provide an agenda and keep clear notes to be registered in the City's record keeping system; and
- c) A Group meeting may be held without a quorum, but every effort should be made to hold meetings with a quorum present. The quorum is at least 50% of the number of endorsed members.

### 5. Delegated Authority:

- a) The Group has no delegated power and has no decision making authority;
- b) The Group has no authority to commit Council to the expenditure of monies; and
- c) Majority group consensus is required for suggestions to be progressed on behalf of the group.

Administration Use Only			
Date of Council Establishment of Group:		14 June 2022	
Council Minute – Ref:			
Terms of Reference - HPE Ref:		22/152808	
HPE Container – Ref:		45558	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	September 2023