

TERMS OF REFERENCE

Title:	Quinns Rocks Caravan Park Redevelopment Working Group March 2022 HPE 22/110336
Purpose and Role	
To participate in the Quinns Rocks Caravan Park Redevelopment project and give guidance to Administration on the project.	
1. Aims & Functions	
<p>1.1 To work collaboratively in order to achieve the City's aspiration of redeveloping the identified parcel of land previously known as Quinns Rocks Caravan Park (Lot 211 Quinns Road, Mindarie).</p> <p>1.2 Specifically, the Working Group will undertake the following tasks:</p> <ul style="list-style-type: none"> • Review project progress and discuss key project milestones; and • Provide input into the level and type of community engagement processes, at key stages of the project. 	
2. Membership:	
<p>2.1 The Working Group shall consist of the following representation:</p> <ul style="list-style-type: none"> • The Mayor; • Maximum of seven Councillors; • Maximum of two Deputy Delegates; • Council Officers (non-voting); <ul style="list-style-type: none"> - Chief Executive Officer (or delegated Director); - Director Corporate Strategy & Performance; - Manager Property Services; and - Property & Projects Officer. <p>2.2 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>2.3 Members must comply with the City's Code of Conduct.</p> <p>2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice.</p> <p>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.</p>	
3. Chair and Deputy Chair:	
<p>3.1 Chairperson:</p> <p>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</p>	

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.

4. Meeting Procedures:

4.1 Meetings:

- a) The Working Group shall meet on a regular basis as determined by the nominated Group members and, as a minimum, meetings will be held twice a year.
- 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.
- e) A Working Group outcome 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.
- f) 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.

4.2 Quorum:

For a meeting to occur, a minimum of 50% of voting members, including the Mayor, must be present.

Every endeavour should be made to achieve a quorum to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.

4.3 Administration:

4.3.1 Administration Support

Administration support for the committee will be provided by the City of Wanneroo. That support person will be the Administration Officer Property Services.

4.3.2 Motions on Notice

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.

5. Authority of Establishment

5.1 The Working Group is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.

6. Delegated Authority:

- 6.1 The Working Group has no delegated power.
- 6.2 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:			
Council Minute – Ref:			
Terms of Reference - HPE Ref:			
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	