

<b>Title:</b>	<b><i>Revenue Review Committee</i></b>
<b>Purpose and Role</b>	
<p>The purpose of this group is:</p> <ul style="list-style-type: none"> <li>• To provide a forum to advise and make recommendations to Council on matters pertaining to the revenue sources of the City and related policy.</li> </ul>	
<b>1. Aims &amp; Functions</b>	
<p>1.1 To research, review and advise Council on fees and charges setting strategies and management policy options;</p> <p>1.2 To consider the implementation of such changes in fee strategies and management policy options, as required; and</p> <p>1.3 To research potential revenue sources</p>	
<b>2. Membership:</b>	
<p>2.1 The membership of the committee must comprise a minimum of three Elected Members with one position to be occupied by the Mayor;</p> <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 Committee membership shall be appointed or removed by the Council.</p> <p>2.4 Members must comply with the City's Values and Code of Conduct.</p> <p>2.5 The Committee has authority to second individuals (non voting) from outside of the committee, on a voluntary basis, for their expert advice.</p> <p>2.6 Maximum of 15 on the committee.</p>	
<b>3. Chair and Deputy Chair:</b>	
<p>3.1 Presiding Member:</p> <p>a) The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the committee and in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability it is recommended that Council officers not be appointed to the position of presiding member and deputy presiding member.)</p> <p>b) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.</p> <p>c) The Presiding Member will preside at all meetings.</p> <p>d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his absence, a person is to be elected by the committee members present to assume the Chair.</p> <p>e) The Presiding Member is responsible for the proper conduct of the committee.</p>	

#### **4. Meeting Procedures:**

##### 4.1 Meetings:

- a) The committee shall meet on a regular basis as determined by the nominated committee members.
- 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 committee members (including deputy delegates) at least 72 hours prior to each meeting where possible.
- d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than five business days after each meeting, provide the Committee members (including deputy delegates) with a copy of such minutes. The minutes are to be available for public inspection.
- e) Copies of all minutes are to be forwarded electronically, through TRIM the City's electronic record keeping system, to Governance for filing in the elected members' reading room.
- f) All agenda and minute documentation to be generated through Council's Infocouncil software reporting system.
- g) A committee 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 committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

##### 4.2 Quorum:

The quorum for a meeting shall be at least 50% of the number of endorsed members.

##### 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 Senior Rates Officer.

###### 4.3.2 Motions on Notice

A committee 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 7 days notice has been given in writing to the Committee 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 committee is appointed as an advisory committee to the City of Wanneroo Council under Part 5-Administration, Section 5.8 of the Local Government Act 1995.

5.2 The Council in accordance with the Local Government Act 1995, will assign the powers pertaining to these Terms of Reference to the committee as an appointed advisory committee of Council.

#### **6. Delegated Authority:**

6.1 The committee has no delegated power and has no authority to implement its recommendations without approval of Council.

6.2 The committee has no delegated authority to commit Council to the expenditure of

monies.

6.3 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:		16/287967	
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:	March 2017	Next Review Date:	