

Title:	<i>Strategic Projects Working Group</i>
Purpose and Role	
<p>The purpose of this Working Group to provide guidance and advice on the planning, construction and implementation of identified strategic projects undertaken by the City of Wanneroo.</p> <p>Strategic Project: A project is considered a 'strategic project' if it meets all of the following criteria:</p> <ul style="list-style-type: none"> • Major capital project listed in the City's Corporate Business Plan; • The City is delivering the project; • A project of significant value (over \$15,000,000); • The project has funding contributions from external parties, such as state and/or federal government; and • Other projects as identified by the Working Group <p>Working Group: A Working Group is a group of experts working together to achieve specified goals, generally of a temporary nature. It would be devoted to finite tasks with a specific timeline. Similarly, the group cannot direct employees, expend monies, direct volunteers or do anything which is the responsibility of the City.</p>	
1. Aims & Functions	
<ol style="list-style-type: none"> 1.1. Provide a platform to inform, engage and collaborate with Council Members; 1.2. Update the Working Group on the progress of each project; 1.3. Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input and support so that projects continue on track; 1.4. Provide strategic advice in regards to financial and economic preferences, strategic objectives and desired outcomes so that the City achieves the goal and vision for the projects and the wider Wanneroo community; and 1.5. Consider long-term budget implications and opportunities and to provide advice according to the City's priorities and resources. 	
2. Membership:	
<ol style="list-style-type: none"> 2.1. The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • The Mayor; • All City of Wanneroo Council Members; • Guests and guest speakers when appropriate. 2.2. Administration representation (non-voting): <ul style="list-style-type: none"> • Chief Executive Officer; • Director Community and Place; • Director Planning and Sustainability; • Director Assets; 	

- Director Corporate Strategy & Performance;
- Manager Community Facilities;
- Project Director - Strategic Projects; and
- Senior Project Manager - Assets.

2.3. The Working Group has the authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice.

2.4. Members must comply with the City's Code of Conduct.

2.5. Membership shall be for a period of up to two (2) years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply.

3. Chair and Deputy Chair:

3.1. Working 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 and Deputy Chair.

3.2. In the absence of the Chair, the Deputy Chair will assume the Chair.

3.3. In the absence of both the Chair and the Deputy Chair, the Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

3.4. The Chair will preside at all meetings and is responsible for the proper conduct of the Working Group.

4. Meeting Procedures

4.1. The Working Group will meet at least quarterly, with dates of these meetings to be determined by the Working Group.

4.2. All meeting dates are to be provided in the Council Members Diary, in the 'Wanneroo Wrap' and in the City's Corporate Calendar.

4.3. A notice of meetings including an Agenda will be circulated to the Group members at least 72 hours prior to each meeting where possible.

4.4. The Chair shall ensure that Minutes of all meetings are kept and that copies are made available to all Group members as soon as is practicable after the meeting.

4.5. Copies of all Minutes will be registered electronically, through HPE Content Manager, and a copy placed on the Elected Members Hub Portal.

4.6. All Agendas and Minutes is to be generated through Council's InfoCouncil reporting system.

4.7. A Working 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.

4.8. All endorsed members of the Working Group will have one vote. The Chair will have the casting vote and simple majority will prevail.

4.9. A meeting may be held without a quorum, if necessary. However, every endeavour should be made to achieve a quorum (50% of voting members).

4.10. Administration support for the Working Group will be provided by the City of Wanneroo through the Senior Project Manager - Assets.

4.11. At the last meeting of each financial year the Working Group is to review the list of projects for inclusion in the following financial year. The preferred number of projects to be included is 4-6.

5. Authority of Establishment

5.1. The Strategic Projects 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 and has no authority to implement its recommendations without approval of Council.

6.2. Matters requiring Council consideration will be subject to separate 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:	