



TERMS OF REFERENCE

Development of the City's Landholdings within the Neerabup Industrial Area Working Group

4 June 2019

Name:	Development of the City's Landholdings within the Neerabup Industrial Area Working Group.
Purpose of Working Group	To provide guidance and direction so that the Project develops in line with the Council's strategic position.
Definition	Working Group: A Working Group is a group of experts working together to achieve specified goals, generally of a <u>temporary nature</u> . 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.
Aims & Functions	<ol style="list-style-type: none"> 1.1. Provide a platform to inform, engage and collaborate with Elected Members; 1.2. Update the Working Group on the Project progress; 1.3. Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input, direction and support so that the Project continues on track; 1.4. Provide strategic direction and advice in regards to financial and economic preferences, strategic objectives and desired outcomes so that the City achieves the goal and vision for the Project and the wider Wanneroo community; and 1.5. Consider long term budget implications and opportunities and to provide direction and advice according to the City's priorities and resources.
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; • Chair of the Risk & Audit Committee; • Up to one Elected Member per Ward appointed by Council; • Chief Executive Officer; • City Officer - Manager Advocacy & Economic Development; • City Officer - Project Manager Neerabup 2.3 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. 2.4 Members must comply with the City's Code of Conduct. 2.5 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 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.
Operating procedures:	<ol style="list-style-type: none"> 3.1 Chairperson: <ol style="list-style-type: none"> 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

	<p>that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.)</p> <ul style="list-style-type: none"> 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 present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) The Working Group shall meet on a quarterly basis, with dates of these meetings determined by the Working Group; b) All meeting dates are to be provided in the Elected Members Diary and in the 'Wanneroo Wrap' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the 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 Group members (including Deputy Delegates) as soon as is practicable after the meeting. e) 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. f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system. g) 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. h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. <p>3.3 Quorum:</p> <p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.4 Administration:</p> <p>3.4.1. A Working Group Administrator support for the Group will be provided by the City of Wanneroo. That support person will be Projects Officer – Neerabup.</p>
Delegated Authority:	<ul style="list-style-type: none"> 4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.