



TERMS OF REFERENCE

Title:	<i>Wanneroo Town Centre Advisory Group</i>
Purpose and Role	
The purpose of this Advisory Group is to provide a forum to advise and make recommendations to Council on matters pertaining to the planning and activation of the Wanneroo Town Centre.	
1 Authority of Establishment	
1.1. The Advisory Group is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.	
2 Aims & Functions	
2.1 To Support Council in its leadership role to develop and implement a vision for the Wanneroo Town Centre.	
2.2 To provide comment and advice on matters relating to the stewardship and Place Management of the Wanneroo Town Centre.	
2.3 To provide comment and advice on policies and guidelines relating to the planning, development and management of the Town Centre and associated facilities.	
2.4 To provide comment, advice and recommendations on investment opportunities, projects, and development proposals within the Town Centre.	
2.5 To provide comment and advice on how to increase the community's involvement in the activation of the Wanneroo Town Centre.	
The Wanneroo Town Centre Advisory Group will be kept informed of significant development applications and public art proposals within the Town Centre Precinct. The Wanneroo Town Centre Precinct will be defined as all facilities and amenities located within the Wanneroo Town Centre Activity Centre Structure Plan No.90.	
3 Membership	
3.1 The Advisory Group shall consist of the following representation: <ul style="list-style-type: none"> • Mayor and a maximum of four Council Members; • Director Planning & Sustainability; • Director Community & Place; • Director Assets. 	
3.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.	
3.3 Members must comply with the City's Code of Conduct.	
3.4 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.	
3.5 The Advisory Group may recruit members according to the City's Management Procedure for Advisory Groups.	

4 Chair and Deputy Chair:

Chairperson:

- a) The members of the Advisory 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 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 Advisory Group members present to assume the Chair.
- d) The Chairperson is responsible for the proper conduct of the Advisory Group.

5 Meeting Procedures

5.1 Meetings

- a) The Advisory Group shall meet on a regular basis as determined by the nominated Group members.
- b) All meeting dates are to be provided to Council Members in the 'Wanneroo Wrap' and in the City's Corporate Calendar.
- c) A Notice of Meetings including an agenda will be circulated to the Advisory Group members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all Council Members at the same time.
- d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Advisory Group members as soon as is practicable after the meeting. The minutes are to be available for public inspection.
- e) Copies of all minutes are to be forwarded electronically to Council Members and uploaded to the Council Members Portal.
- f) All agenda and minute documentation is to be generated through Council's InfoCouncil software reporting system.
- g) An Advisory Group decision 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.
- h) In the event that a vote is taken, all endorsed members of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.

5.2 Quorum:

A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration

5.3 Administration

5.3.1 Administration Support

Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be nominated by the Director Community & Place.

5.3.2 Motions on Notice

An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group, in the form of a motion, of which seven (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.

HPE #

6 Delegated Authority	
6.1	The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.
6.2	The Advisory Group 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:		22/249133	
HPE Container – Ref:		1456	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	

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