MN06-02/26 Cr Miles - Disband Wanneroo Town Centre Advisory Group

File Ref: 19152V04 – 26/55158
Author:
Action Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 1

Changes to Report and Additional Information Arising from Agenda Briefing

Nil

Issue

To consider disbanding the Wanneroo Town Centre Advisory Group.

Background

The Wanneroo Town Centre Advisory Group (**WTCAG**) was established in 2004 following the execution of a Memorandum of Understanding between the City of Wanneroo (the **City**)and the State Government to support the revitalisation of the Wanneroo Town Centre. At that time, the Town Centre was in an early stage of development and required coordinated strategic oversight in relation to the planning and delivery of civic and community infrastructure. The WTCAG was formed to provide advice and make recommendations to Council on matters including the development of policies for the management of facilities within the Town Centre.

Over the past two decades, the Wanneroo Town Centre has evolved significantly. Much of the land within the centre has now been developed and the focus has shifted from the planning and delivery of core facilities to broader considerations of place activation, economic development, community experience and ongoing town centre management.

At the Ordinary Council Meeting (**OCM**) held on 23 September 2025, Council resolved to retain the Wanneroo Town Centre Advisory Group; supporting recommendations to expanding the membership of the Group to incorporate community representatives to better reflect the diverse interests and perspectives within the Wanneroo Town Centre. Following this resolution, Administration undertook an Expression of Interest process, inviting participation from community members, local groups and sporting clubs within and surrounding the Town Centre.

Detail

The group was established during the Wanneroo Town Centre upgrade period and has delivered some valuable outcomes. However, as the work now moves into the next phase focused on planning and delivery of the new Town Centre Precinct, there are multiple existing planning and revitalisation touchpoints that could more effectively incorporate this work. Consolidating these functions into one working group would streamline engagement, avoid duplication, and provide a clearer pathway for both Administration and Councillors.

Consultation

No consultation has been undertaken.

Comment

The working group was established during the Wanneroo Town Centre upgrade period and has delivered a number of valuable outcomes, which is appreciated.

However, as we now move into the next phase focused on the planning and delivery of the new Town Centre Precinct Plan, there are already multiple established planning and revitalisation processes in place. Integrating traffic planning and community representation directly into these existing planning frameworks will help avoid siloed working groups and support a more holistic and coordinated approach.

Statutory Compliance

Not applicable, as the Wanneroo Town Centre Advisory Group was created by Council resolution and not established as a statutory committee under the *Local Government Act 1995 (WA)*.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	3.0 Community Engagement & Stakeholder Relationships	High
Level 2 Corporate Risk	3.4 Brand Reputation	High
ACCOUNTABILITY		**ACTION PLANNING OPTION**
Director Community & Place		Manage

Policy Implications

It is noted that as an *Advisory Group*, the Wanneroo Town Centre Advisory Group is not subject to the Ordinary Council Meetings and Forums of Council Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Huntley

That Council:-

1. DISBANDS the Wanneroo Town Centre Advisory Group; and

2. THANKS the members of the Wanneroo Town Centre Advisory Group.

CARRIED
8/4

For the motion: **Cr Berry, Cr Coetzee, Cr Figg, Cr Huntley, Cr Miles, Cr Parker, Cr Seif and Cr Wright**

Against the motion: **Mayor Aitken, Cr Bedworth, Cr Rowe, Cr Smith**

Administration Comment

The City currently maintains a range of Reference Groups, Advisory Groups and Committees (equating to 18 groups in total) comprising either community membership, Council membership, or a combination of both. Existing Groups and Committees tend to be either issue-specific (for example safety, environment or multicultural matters), project-specific, or focused on corporate governance and compliance functions. None have a primary mandate to provide strategic, place-based leadership or integrated oversight of planning, activation and revitalisation initiatives within the Wanneroo Town Centre.

While there is merit in seeking efficiencies and reducing duplication across governance structures, it is noted that there are currently limited groups with a specific focus on place leadership, integrated town centre development, or coordinated implementation within the Wanneroo Town Centre.

All appointed WTCAG members have formally been notified of their acceptance and onboarding documentation has been issued. The membership reflects a broad cross-section of the local community, including community members, local business owners, representatives of community organisations and sporting clubs, each with established connections and current active involvement within the Wanneroo Town Centre.

Attachments:

1⇩. Attachment 1: Terms of Reference - Wanneroo Town Centre Advisory Group 25/344140

City of Wanneroo

TERMS OF REFERENCE

Title:	***Wanneroo Town Centre Advisory Group***

Purpose and Role

The Wanneroo Town Centre Advisory Group is established to provide high-level strategic oversight, leadership, and guidance to Council in the revitalisation and long term development 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 by, upholding a shared vision for the Wanneroo Town Centre, ensuring alignment with strategic goals and community aspirations.

2.2 To provide comment and advice on the stewardship and management of the Wanneroo Town Centre recognising the importance of coordinated efforts across infrastructure, community engagement, economic development and urban design.

2.3 To contribute to the revitalisation of the Wanneroo Town Centre by offering advice on relevant policies, guidelines, and strategies that affect the area's function and identity.

2.4 To support the identification and consideration of community needs, gaps and trends related to safety, accessibility, activation, equity, and cultural expression, as part of holistic Town Centre revitalisation.

2.5 To provide input on ways to strengthen community involvement and activation, helping to build a vibrant, inclusive and well-used centre through events, partnerships, and place-based initiatives.

2.6 To provide advice on initiatives that promote social connection, inclusion, and wellbeing within the Town Centre, to create a diverse and welcoming environment for all community members.

The Wanneroo Town Centre Precinct includes all land, facilities and amenities located within the Wanneroo Town Centre Activity Centre Structure Plan No.90.

3 Membership

The Advisory Group shall consist of the following representation:

3.1 City of Wanneroo Mayor

3.2 Maximum of four Council Members

3.3 A maximum of six (6) community representatives (residents or business owners), as determined through an Expression of Interest process

3.4 Director Planning & Sustainability.

3.5 Director Community & Place.

3.6 Director Assets.

3.7 Consideration will be given to the following criteria as a priority when selecting community representatives for membership on the Group:

3.7.1 Persons residing in, conducting business within, or representing a community organisation located in or around the Wanneroo Town Centre.

3.7.2 Stakeholders with a demonstrated history of participation in community initiatives or local interest groups, who maintain a connection to the Wanneroo Town Centre through residence, business activities, or organisational representation.

3.7.3 Community members with an interest in Wanneroo Town Centre.

3.8 Community representatives are to be approved by the Director of Community and Place.

3.9 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.

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

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

3.12 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 relevant Council Members at the same time and uploaded to the Council Members Portal.

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.

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 (50% of voting Delegates) 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 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.

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:		25/344140	
HPE Container – Ref:		1456	
Operational Procedures - HPE Ref:			
Last Review Date:	September 2022	Next Review Date:	September 2026