

JURIEN BAY FORESHORE WORKING GROUP TERMS OF REFERENCE

PURPOSE SCOPE AND OBJECTIVE

These Terms of Reference set out the operating conditions for the Jurien Bay Foreshore Working Group (JBFWG), including the purpose, structure and responsibilities of the group's members established by Council.

The purpose of the Jurien Bay Foreshore Working Group is to provide a platform where community representatives provide advice, views and information to Council on matters relating to the development of the Jurien Bay foreshore redevelopment, including the Youth Precinct and skatepark.

The scope of the JBFWG is limited to assisting the Shire of Dandaragan for the period stated in the Terms below, or at a period at the discretion of the CEO.

The objectives of the JBFWG are:

- To provide advice and recommendations to Council on the implementation of the Foreshore Masterplan and in the development of detailed design elements of the Jurien Bay Foreshore redevelopment, including community, cultural, recreational and event infrastructure and design; and
- To draw on local knowledge and enhance community voice in decision-making processes and outcomes related to implementing the foreshore masterplan.

MEMBERSHIP

The JBFWG will consist of:

- A maximum of 7 and a minimum of 6 members all of which are appointed through an Expression of Interest (EOI) process, which will include a Shire of Dandaragan Councillor, as nominated by Council; and
- One member will be nominated by the Working Group as Convenor, who will act as Facilitator, assisted by Shire officers from relevant departments.

Subject matter experts from the Shire may be invited to attend a meeting from time-to-time, if required, for particular projects or issues.

TERM

The term of membership is one (1) year, effective from June 2020, subject to compliance with these Terms of Reference.

If the project, exceeds one year, another public EOI will be implemented at the end of each term by the community development team. Members may submit another EOI at the end of their term, however priority may be afforded to new applicants in the assessment process to ensure a diversity and evolution of community participation is possible.

The Working Group and membership will be disbanded on completion of the project.

VACANCY

In the event of a member vacancy, replacement shall be appointed by the Chief Executive Officer (CEO) by revisiting unsuccessful EOI applications, or by targeting individuals of a particular interest group.

TERMINATION

A member will be removed from the JBFWG if they are absent from three (3) consecutive meetings. Members may also be removed, by decision of the CEO, if they breach these Terms of Reference. The CEO will formally notify the member in writing if their removal is required.

Members may terminate their membership at any time. Notice of membership termination must be provided in writing to the CEO.

POWERS OF THE JURIEN BAY FORESHORE WORKING GROUP

The JBFWG provides information, advice, and views and, where sought, recommendations to Council. Any information, advice, views and recommendations will be recorded in the minutes. The group has opportunity to influence Council decision-making, however, does not have decision-making authority. This remains the function of Council.

ROLES AND RESPONSIBILITIES

SHIRE OF DANDARAGAN

The CEO will:

- Undertake a review of the Terms of Reference and group's efficacy each year;
- Report to Council every quarter on the outcomes, views, and advice of the JBFWG;
- Provide relevant officers in an 'advisor' role; and
- Provide an officer in an administration support role for creation of agendas, business papers and minutes.

MEMBERS

The Convenor will oversee the coordination of the JBFWG, including:

- Participating in meetings and adhering to the Terms of Reference; and
- Ensure group adherence to the Terms of Reference.

Other members will:

- Attend and participate in meetings;
- Adhere to the Terms of Reference; and
- Represent community views and provide information and advice to the Working Group on items related to the Group's purpose, scope, and objectives.

MEETINGS

FREQUENCY

The JBFWG will meet fortnightly, for approximately two hours at the Jurien Bay Education & Conference Centre. Depending on the agenda and discussion, meeting run times may be shortened or lengthened.

AGENDAS AND MINUTES

The Convenor will set the agenda and circulate to the group at least one week prior to the meeting. Each agenda will incorporate a standing agenda item called 'Declaration of potential or actual conflicts of interest' and require members to declare any conflicts of interest they may have, including conflicts of interest with any particular agenda item/s or issue/s to be discussed at the meeting. Other members can also request items be added to the agenda.

Members will deliberate based on the set agenda items. The agenda and any accompanying documents will be circulated to members at least one week prior to the meeting. Minutes will be recorded and will be circulated to members and the CEO within two weeks of the meeting. The final minutes will be uploaded onto the Shire website within three weeks of the meeting and be appropriately recorded by the Shire.

VOTING

Each JBFWG member appointed as a JBFWG member shall be entitled to one (1) vote in respect to any advice or recommendations of the group. The working group shall aim to make decisions by consensus when possible, otherwise the decision of the group shall be by the majority of votes cast in favour.

In the case where a majority vote cannot be reached, the matter will be referred to the CEO who may provide additional information, for a revote to be held. If a decision is not forthcoming, the matter will be determined by Council.

INFORMATION

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

RECORD-KEEPING

The Shire of Dandaragan will manage record keeping of the group's activities in Shire's internal records management system, including:

- Member details – as provided on the EOI application (personal details will be managed confidentially, in accordance with Council's privacy standards);
- EOI applications and other selection process documentation;
- Register of when meetings were held;
- Terms of Reference;
- Agendas and minutes for each meeting; and
- Any other related correspondence or information.

DISCLOSURE

The following information will be published on Shire's public website:

- Names of the members;
- Terms of Reference; and
- Agendas and minutes of each meeting.