



# **CERVANTES RECREATION PRECINCT WORKING GROUP TERMS OF REFERENCE**

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These Terms of Reference set out the operating conditions for the Cervantes Recreation Precinct Working Group (CRPWG), including the purpose, structure and responsibilities of the group's members established by Council.

## **PURPOSE SCOPE AND OBJECTIVES**

The purpose of the Cervantes Recreation Precinct 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 Cervantes Recreation Precinct Masterplan.

The scope of the CRPWG is limited to assisting the Shire of Dandaragan with the preparation of a Masterplan for the Cervantes Recreation Precinct for the period stated in the Terms below, or at a longer period at the discretion of the CEO.

The objectives of the CRPWG are:

- To provide advice and recommendations to Council on the design development and implementation of the Precinct Masterplan including community, cultural, recreational and event infrastructure assets; and
- To draw on local knowledge and enhance community voice in decision-making processes and outcomes related to the development and implementation of the masterplan.

## **MEMBERSHIP**

The CRPWG will consist of:

- A maximum of 9 and a minimum of 7 members which will include two Shire of Dandaragan Councillors, as nominated by Council, and the balance made up from community representatives which are appointed through an Expression of Interest (EOI) process.
- A Shire Councillor will be appointed by Council to perform the role of Chair for the working group.
- Shire staff will attend meetings to support the CRPWG and facilitate the administrative processes.

### *TERM*

The term of membership is one (1) year, effective from November 2021, subject to compliance with these Terms of Reference.

If the project, exceeds one year and a significant volume of work remains,

another public EOI may be called for by the Shire's 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 Project Group and membership will be disbanded on completion of the project.

#### *VACANCY*

In the event of a member vacancy, a 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 may be removed from the CRPWG 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 CERVANTES RECREATION PRECINCT WORKING GROUP**

The CRPWG 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 CRPWG;
- Provide relevant officers in an 'advisor' role; and
- Provide an officer in an administration support role for creation of agendas, business papers and minutes.

#### *Chairperson*

- The Chairperson will oversee the coordination of the CRPWG, including:
- Participating in meetings and adhering to the Terms of Reference; and
- Ensure group adherence to the Terms of Reference.

Other Members:

- 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 CRPWG will hold meetings, scheduled in consultation with the Shire's architect, for approximately two hours each time at the Cervantes Community Recreation 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. Shire staff will aim to circulate the agenda and any accompanying documents 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.

### *QUORUM*

The quorum required for decisions or recommendations of the CRPWG is 50%+1 of the total Council and Community representatives.

### *VOTING*

Each CRPWG 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 any confidential 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.