

## TERMS OF REFERENCE

Title:	Yanchep Coastal Management – Advisory Group
<b>Purpose and Role</b>	
<p>The purpose of this Group is:</p> <ul style="list-style-type: none"> <li>• To have input into the development and implementation of coastal management measures for the Yanchep coastline.</li> </ul> <p><b>Advisory Group:</b> The role of an Advisory Group is to act in an Advisory capacity, providing the City’s Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>	
<b>1. Aims &amp; Functions</b>	
<p>The Advisory Group needs to understand the scope and limitations of the task and responsibilities delegated to it. It needs to know definitely what is expected of it and appreciate its aims and function in relation to the body’s whole operation.</p> <p>Responsibilities need to be defined as to both scope and limitations and needs to state what the specific requirement of the Advisory Group is, e.g. to make a Recommendation; or to come to a decision and then initiate an action; or some other specific objective.</p> <ol style="list-style-type: none"> <li>1.1 To receive information and provide feedback on coastal monitoring, maintenance and management projects for the Yanchep coastline.</li> <li>1.2 To provide input in to the development and implementation of coastal management measures for the Yanchep coastline.</li> <li>1.3 To present community views to the Group.</li> </ol>	
<b>2. Membership:</b>	
<ol style="list-style-type: none"> <li>2.1 The Advisory Group Membership shall consist of the following representation: <ol style="list-style-type: none"> <li>a) The Mayor;</li> <li>b) A maximum of five (5) Councillors;</li> <li>c) A maximum of six representatives from the community/community groups.</li> <li>d) A representative from the State Government (Department of Transport).</li> </ol> </li> <li>2.2 Community representatives are to be approved by the appropriate Director and shall be: <ul style="list-style-type: none"> <li>• The residents or property owners within close proximity to Ocean Drive;</li> <li>• Able to demonstrate an understanding of coastal processes and the need for ongoing coastal management activities; and</li> <li>• Able to demonstrate their community network through local community organisations.</li> </ul> </li> </ol>	

- 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 Advisory Group have authority to request attendance of individuals from outside of the Advisory 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 a Council Member of a neighbouring Council.

### **3. Chair and Deputy Chair:**

#### **3.1. Selection of Chair and Deputy Chair:**

- a) The Group Members are to select a Chair and Deputy Chair from amongst themselves at the first meeting of the Group.

*(For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chair or Deputy Chair.)*

- b) The Chair will preside at all meetings and is responsible for the proper conduct of the meeting.
- c) In the absence of the Chair, the Deputy Chair will assume the chair.
- d) In the absence of both the Chair and Deputy Chair, the group members present at the meeting are to choose one of themselves to preside at the meeting.

### **4. Meeting Procedures:**

#### **4.1 Meetings:**

- a) The Advisory Group shall meet a minimum of four times per year.
- b) All meeting dates are to be provided in the City's Corporate Calendar.
- c) A Notice of Meetings including an Agenda is to be distributed to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.
- d) The City will ensure that Minutes of all meetings are kept in accordance with appropriate record keeping requirements and that copies are made available to all Group members as soon as is practicable after the meeting. The Minutes are to be available for public inspection.

#### **4.2 Voting:**

- a) 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. For clarity, simple majority group consensus is required for suggestions to be progressed on behalf of the group.
- b) All Members of the Group present will have one vote. The Chair will have the casting vote, if required.

#### 4.3 Quorum:

- a) A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Members) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.

#### 4.4 Administration:

- a) An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be the Director Assets' Personal Assistant or their nominee.
- b) Technical support and Advice. The following City Officers will provide technical support and advice to the Group:
  - Director Assets.
  - Manager Assets Maintenance.
  - Principal Coastal Engineer.
  - Other technical or advisory officers as nominated by the Director.

#### 4.5 Motions on Notice:

- a) A Group member may raise at a meeting any business that the member considers appropriate, and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days' notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.
- b) An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.

### **5. Authority of Establishment**

- 5.1. 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.

### **6. Delegated Authority:**

- 6.1. The Group has no delegated power and has no authority to implement its recommendations without approval of Council.
- 6.2. The 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.