

Charter – Public Open Space Working Group

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Town of Cottesloe Public Open Space Working Group, established by Council.

1. Name

The name of this Group is 'Town of Cottesloe Public Open Space Working Group'. All references to 'Group' in this charter mean 'Town of Cottesloe Public Open Space Working Group'.

2. Establishment

This Group is formed by Council to provide advice and feedback to the Council itself. It is not a "Committee" for the purposes of the *Local Government Act 1995*, particularly section 5.8 of the Act.

3. Purpose

The purpose of this Committee is to consider improvements to all public open space outside of the Central Foreshore Precinct and the SVGC/Harvey Field Recreation Precinct provided by the Town which will enhance their use and enjoyment by the community.

4. Terms of Reference

- a. To advise Council on infrastructure and policy requirements to improve all public open space provided by the Town (outside the Central Foreshore Precinct and the SVGC/Harvey Field Recreation Precinct); and
- b. Make recommendations to Council on matters relevant to the Committee.

5. Membership

Membership of this Committee will generally comprise of:

- Three Town of Cottesloe Elected Members;
- One Coastcare representative; and
- Up to two community representatives

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

6. Meetings

6.1 Annual General Meeting

Nil

6.2 Committee Meetings

Meetings shall be held not more frequently than every month, unless a special meeting of the Group is called for a specified purpose.

6.3 Quorum

The quorum for any meeting of this Group shall be 50 percent of members as endorsed by Council at the time of the meeting.

6.4 Voting

As this Group has no delegated authority, any recommendation or comment provided shall require the support of 50% of the members present at that meeting.

6.5 Minutes

The Town's Administration will provide a record of each meeting to the next ordinary meeting of the Group. These records may be used by Council when considering recommendations forwarded to Council for consideration.

6.6 Who acts if the presiding member is unavailable

In the event the presiding member is not available to attend a meeting, a ballot will be called by the most senior staff member present for a chair for that meeting.

6.7 Meetings

Meetings will not ordinarily be open to the public to attend and/or participate in. The Group however may request a public meeting if they believe it will assist them in their work.

6.8 Public Question Time

As the Group has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

6.9 Members' Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*,

with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

6.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and make a record of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

6.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

6.12 Meeting attendance fees

Nil

7. Delegated Authority

This committee has no delegated authority.

8. Endorsement

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 29 October 2019.