

SUPPLEMENTARY COUNCIL AGENDA

Ordinary Council Meeting

6:00pm 16 July 2024

Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au



Notice is given that the next Ordinary Council Meeting will be held in the Council Chamber
(Level 1), Civic Centre,
23 Dundobar Road, Wanneroo on **Tuesday 16 July 2024** commencing at **6:00pm**.

B Parker
Chief Executive Officer
16 July 2024

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Item 9 Motion on Notice

MN02-07/24 Cr Paul Miles - Alkimos Open Spaces Master Plan Project Working Group

File Ref: 32763V04 – 24/243774
Author: Councillor Paul Miles
Action Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider the establishment of a Working Group for the Alkimos Open Spaces Master Plan Project.

Background

The Alkimos Open Spaces comprises a 42 hectare regional open space and 10 hectare district open space which will be strategic assets of the City of Wanneroo and will require multiple sports and social spaces to accommodate over 100,000 residents within the coastal corridor.

Detail

The draft Terms of Reference are included at **Attachment 1** and have been prepared in accordance with the City's Management Procedure for Committees and Working Groups.

The purpose of the proposed Working Group is to provide guidance and advice so that the Alkimos Open Spaces Master Plan Project develops in line with the Council's strategic direction.

The Aims and Functions of the Working Group are proposed as follows:

- 1.1. *Provide a platform to inform, engage and collaborate with Council Members;*
- 1.2. *Update the Working Group on the Project's progress;*
- 1.3. *Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input, and support so that the Project continues on track;*
- 1.4. *Provide strategic advice in regards to facility components, financial considerations, strategic objectives and desired outcomes so that the City achieves the goal and vision for the Project and the wider Wanneroo community; and*
- 1.5. *Consider long term budget implications and funding opportunities and to provide advice according to the City's priorities and resources.*

Membership of the Working Group has been proposed as follows:

- The Mayor (or nominee); and
- Up to seven Councillors.

Consultation

Nil

Comment

It is important that Council has input into the early stages of this project through the formation of a working group, which will help ensure it is planned effectively to be a focal point for sport and recreation in the City's northern suburbs for years to come.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk Appetite Statement

In pursuit of strategic objective goal 7, 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
ST-G09 Long Term Financial Planning Accountability Director Corporate Strategy & Performance	Low Action Planning Option Manage

Risk Title	Risk Rating
ST-S04 Integrated Infrastructure & Utility Planning Accountability Director Planning & Sustainability	Low Action Planning Option Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships Accountability Director Corporate Strategy & Performance	Medium Action Planning Option Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic risk register. Action plans have been developed to manage these risks.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **APPROVES** the establishment of a Working Group for the Alkimos Open Spaces Master Plan Project;
2. **ENDORSES** the Alkimos Open Spaces Master Plan Project Working Group Terms of Reference as included at Attachment 1;
3. **APPOINTS** the Mayor and up to seven Councillors to the Alkimos Open Spaces Master Plan Project Working Group:-
 - a) Cr ;
 - b) Cr ;
 - c) Cr ;
 - d) Cr ;
 - e) Cr ;
 - f) Cr ;
 - g) Cr ; and
4. **REQUESTS** Administration to schedule the first meeting of the Alkimos Open Spaces Master Plan Project Working Group before the August Council meeting to discuss design guidelines and budget implications.

Administration Comment

Administration supports establishing Working Groups for significant projects. In this case, it is suggested Council give consideration to whether an overarching Strategic Projects working group should be established, and if so, whether the Alkimos Open Spaces Master Plan Project would be included. If so, then establishing a specific working group for this project would not be required.

Attachments:

[1](#). Attachment 1 - DRAFT Terms of Reference - Alkimos Open Spaces Master Plan Project Working Group

24/243337

TERMS OF REFERENCE

Title:	Alkimos Open Spaces Master Plan Project
Purpose and Role	
<p>The purpose of this Group is:</p> <ul style="list-style-type: none"> • To provide guidance and advice so that the Alkimos Open Spaces Master Plan Project (the Project) develops in line with the Council's strategic position. • Working Group: A Working Group is a group of experts working together to achieve specified goals, generally of a temporary nature. It would be devoted to finite tasks with a specific timeline. Similarly, the group cannot direct employees, expend monies, direct volunteers or do anything, which is the responsibility of the City. 	
1. Aims & Functions	
<ul style="list-style-type: none"> a) Provide a platform to inform, engage and collaborate with Council Members; b) Update the Working Group on the Project progress; c) Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input and support so that the Project continues on track; d) Provide strategic advice in regards to financial and economic preferences, strategic objectives and desired outcomes so that the City achieves the goal and vision for the Project and the wider Wanneroo community; and e) Consider long-term budget implications and opportunities and to provide advice according to the City's priorities and resources. 	
2. Membership:	
<ul style="list-style-type: none"> a) The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • The Mayor (or nominee); • a maximum of seven other Councillor delegates b) 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. c) Members must comply with the City's Code of Conduct. d) The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. e) Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council. f) Administration Representation: <ul style="list-style-type: none"> • Chief Executive Officer; • Director Community & Place; • Director Assets; 	

- Manager Community Facilities;
- Manager Infrastructure Capital Works.

3. Chair and Deputy Chair:

Chairperson:

- a) The members of a Working 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 City 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 Working Group present to assume the Chair.
- d) The Chairperson is responsible for the proper conduct of the Working Group.

4. Meeting Procedures:

Meetings:

- a) The Working Group shall meet on a **minimum of a** quarterly basis, with dates of these meetings determined by the Working Group;
- b) All meeting dates are to be provided in the Council Members Diary and in the 'Wanneroo Wrap' and in the City's Corporate Calendar.
- c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.
- d) The Chairperson shall ensure that Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as is practicable after the meeting.
- e) Copies of all Minutes will be registered electronically, through HPE Content Manager (the City's electronic record keeping system), and a copy placed on the Elected Members Hub Portal.
- f) All Agenda and Minute documentation is to be generated through Council's Infocouncil software reporting system.
- g) 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.
- h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Council Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.
- i) **The continuation of the Working Group shall be reviewed at major project milestones.**

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 in the Group. Particularly in circumstances where recommendations will be made for Councils consideration.

Administration

A Working Group Administrator support for the Group will be provided by the City of Wanneroo through the Director Community & Place.

5. Authority of Establishment

The **Alkimos Open Spaces Master Plan Project Working 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:

- a) The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The Working Group has no delegated authority to commit Council to the expenditure of monies.
- c) 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:			
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	