

# BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE

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## TERMS OF REFERENCE

### FUNCTIONS

#### 1.0 NAME

The name of the Committee shall be the Bremer Bay Community Development Committee.

#### 2.0 DISTRICT

The Bremer Bay Community Development Committee shall operate within the local government boundaries of the Shire of Jerramungup.

#### 3.0 PURPOSE

To provide opportunity for various community groups in Bremer Bay to make recommendations to Council on matters which aim to improve the community of Bremer Bay.

#### 4.0 GUIDING PRINCIPLES

This committee is established with the guiding principles in accordance with the *Local Government Act 1995*.

#### 5.0 ESTABLISHMENT

The Committee is established pursuant to the *Local Government Act 1995, Section 5.8*.

#### 6.0 MEMBERSHIP

##### Council Representation

- Member 1     Shire President
- Member 2     Deputy Shire President
- Proxy 1       Any other Councillor

##### Bremer Bay Community Resource Centre

- Member 1     Manager
- Member 2     \_\_\_\_\_
- Proxy 1       \_\_\_\_\_

##### Bremer Bay Regional Trails Committee

- Member 1     \_\_\_\_\_
- Member 2     \_\_\_\_\_
- Proxy 1       \_\_\_\_\_

## **Fitzgerald Biosphere Group**

Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_

Proxy 1 \_\_\_\_\_

### **6.1 Tenure of Membership**

The membership will be reviewed on an ad hoc basis and also in accordance with the *Local Government Act 1995*, Section 5.11.

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*

- a. *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
- b. *the person resigns from membership of the committee;*
- c. *the committee is disbanded; or*
- d. *the next ordinary elections day,*
- e. *whichever happens first.*

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*

- a. *the term of the person's appointment as a committee member expires;*
- b. *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
- c. *the committee is disbanded; or*
- d. *the next ordinary elections day,*
- e. *whichever happens first.*

### **7.0 DELEGATED AUTHORITY OF**

Nil – this committee will make recommendations to Council.

### **8.0 COMMITTEE**

#### **8.1 Chairperson**

The Shire President will undertake the role of Presiding Member of the Committee. The Deputy Shire President will undertake the role of Presiding Member in the Shire President's absence.

#### **8.2 Secretary**

An officer of the Shire of Jerramungup will act as secretary of the meetings.

**8.3 Standing Ex-Officio Members**

Nil

**9.0 MEETINGS**

**9.1 Annual General Meeting**

Nil

**9.2 Committee Meetings**

The committee is required to hold four (4) meetings per year.

**9.3 Quorum**

At least half of the voting delegates are required to attend the meeting for a quorum.

**9.4 Voting**

Each participating Community Group and the Presiding Member will have one vote on items requiring a decision.

**9.5 Minutes**

Shall be in accordance with the *Local Government Act 1995, Section 5.22*.

***5.22 Minutes of council and committee meetings***

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

**9.6 Who acts if no presiding member?**

Shall be in accordance with the *Local Government Act 1995, Section 5.14*.

***5.14 Who acts if no presiding member***

- (1) If, in relation to the presiding member of a committee —
  - (a) the office of presiding member and the office of deputy presiding member are vacant; or*
  - (b) the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**
- (1) then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

**9.7 Meetings**

Meetings shall generally be open to the public pursuant to the *Local Government Act 1995, Section 5.23(2)* and is not required to have questions from the public as there are no Council delegations.

**9.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

**10.0 REPORTING REQUIREMENTS**

**10.1** Recommendations arising from this Committee’s operation will be presented to the next Ordinary Council Meeting for endorsement.

**10.2** Each community group is required to present relevant items requiring a decision to the Shire one (1) week prior to a committee meeting in the following format;

<b>Committee Name</b>	
<b>Meeting Date:</b>	<b>Resolution Reference:</b>
<b>Mover:</b>	<b>Secunder:</b>
<b>Details of the Motion:</b>	