BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE

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 _____

Bremer Bay Progress Association

Member 1 _____

Member 2 _____

Proxy 1 _____

Bremer Bay Community Men's Shed

Member 1 _____

Member 2 _____

Proxy 1 _____

Bremer Bay Sports Club

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; or*
>
> b. *the person resigns from membership of the committee; or*
>
> c. *the committee is disbanded; or*
>
> d. *the next ordinary elections day,*
>
> *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; or*
>
> b. *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
>
> c. *the committee is disbanded; or*
>
> d. *the next ordinary elections day,*
>
> *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 CEO must cause minutes to be kept of the proceedings of a meeting of a council or a committee.*
>
> *(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***
>
> *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 unwilling to perform the functions of presiding member,*
>
> *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:

Committee Name	
Meeting Date:	**Resolution Reference:**
Mover:	**Seconder:**
Details of the Motion:	