



TERMS OF REFERENCE

Joint Cities of Wanneroo & Joondalup North-West Corridor Co-ordinating Committee

12 December 2006

Name:	Joint Cities of Wanneroo & Joondalup North-West Corridor Co-ordinating Committee.
Role / Purpose:	To provide a co-ordinated approach to the urban and economic development within the north-west corridor and identify and develop business cases for the timely provision of local, State and Commonwealth infrastructure.
Aims and Functions:	<ol style="list-style-type: none"> 1 To ensure that urban and economic development within the corridor is being co-ordinated, and that both local governments actively engage the State and Commonwealth governments in dialogue relating to the timely provision of State and Commonwealth infrastructure. 2 To provide the State government with quality information to assist the government in preparing a review of the North-West Corridor Structure Plan and the current levels of demand for urban and economic development in the corridor. This will include providing the government with the following key strategy documents for consideration in the review: <ol style="list-style-type: none"> (a) City of Wanneroo Smart Growth Strategy; (b) City of Wanneroo Economic Development Strategy and Local Employment Policy; (c) City of Wanneroo Local Housing Strategy; (d) Information on various key economic and urban development projects in the Cities of Joondalup and Wanneroo; (e) City of Joondalup 20 Year Strategic Financial Plan; and (f) City of Joondalup Tourism Development Strategy. 3 To provide feedback to both State and Commonwealth governments on the best ways to maximise the effectiveness and efficiency of both short and long term partnerships with all spheres of government and industry. 4 To co-ordinate industry forums when required.

<p>Membership:</p>	<p>2.1 The Committee shall consist of the following representation:</p> <ul style="list-style-type: none"> • Mayor(s) of the Cities of Wanneroo and Joondalup; • Councillor representatives from the City of Joondalup (4) and City of Wanneroo (4); • The Chief Executive Officer(s) of the Cities of Wanneroo and Joondalup (non-voting). <p>2.2 A nominated proxy member may attend in place of the endorsed representative member.</p> <p>2.3 Membership shall be for a period of two years terminating on the day of the Ordinary Council elections, with retiring members eligible to be renominated.</p> <p>2.4 Committee membership shall be appointed or removed by the Council.</p> <p>2.5 Members must comply with the City's Code of Conduct relevant to each member Council.</p> <p>2.6 The Committee has authority to second individuals from outside of the Committee, on a voluntary basis, for their expert advice.</p> <p>2.7 The Committee may recruit members according to the terms of reference.</p> <p>2.8 Maximum total on Committee is 12.</p>
<p>Operating Procedures:</p>	<p>3.1 Presiding Member:</p> <ul style="list-style-type: none"> (a) The Committee will be co-chaired by the Mayors of the Cities of Wanneroo and Joondalup on a rotational meeting basis. (b) The Chair will preside at the meeting. (c) In the absence of the Presiding Member, the alternate Co-Chair will assume the chair, and in his (or her) absence, a person is to be elected by the Committee members present to assume the chair. (d) The Presiding Member is responsible for the proper conduct of the Committee. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> (a) the Committee shall meet on a regular basis as determined by the Chair. (b) A Notice of Meeting, including an agenda, will be circulated to the Committee members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all elected members at the same time that copies are normally provided to appointed Council delegates.

	<p>(c) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the members (plus all Elected Members) with a copy of such minutes. The minutes are to be available for public inspection.</p> <p>(d) <i>This item relates to an administrative arrangement for the electronic filing of documents which is specific to the City of Wanneroo.</i></p> <p>(e) A Committee decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.</p> <p>(f) All endorsed members (or the proxy attending in lieu of the Elected Member) of the Committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.</p> <p>3.3 Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>3.4 Administration:</p> <p>Administration support for the Committee will be provided by the Cities of Wanneroo and Joondalup on a meeting rotational basis. That support person will be the Director(s) of Governance & Strategy from the Cities of Wanneroo and Joondalup.</p>
Appointing Legislation:	<p>4.1 The committee is appointed as an advisory committee under Part 5 – Administration, Section 5.9(c) of the <i>Local Government Act 1995</i>.</p> <p>4.2 The Council, in accordance with the <i>Local Government Act 1995</i>, will assign the powers pertaining to these Terms of Reference to the Joint Cities of Wanneroo and Joondalup North-West Corridor Co-ordinating Committee as an appointed advisory committee of Council.</p>
Delegated Authority:	<p>5.1 The committee has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>5.2 The Committee has no delegated authority to commit Council to the expenditure of monies.</p> <p>5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p> <p>5.4 The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee.</p>