



Shire of Dardanup

Infrastructure
Directorate

APPENDICES

Item 12.3.1

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 23rd October 2024
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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EATON FORESHORE WORKING GROUP

INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2024

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1 AIMS

The Working Group aims to provide advice on developing and implementing relevant projects or programs, along with providing input into project planning, design and implementation as part of the overall Eaton Foreshore Concept Plan (EFCP). The Concept Plan will form part of the Shires Council Plan and Long-Term Financial Plan.

2 OBJECTIVES

The Objectives of the Eaton Foreshore Working Group is to:

2.1 Act in an advisory capacity on matters relating to the establishment of an Eaton Foreshore Concept Plan and the design and implementation of the projects and elements contained within the plan. Components within this plan to be considered will include but will not be limited to:

- Multi Water Boat Storage Facility
- Little Theatre
- Timber jetty fishing platform
- Fish cleaning station
- Waterpark near nature play
- Community function centre
- Toilets
- BBQ facilities

3 MEMBERSHIP

3.1 The term of appointment for membership will be a period of two (2) years.

3.2 Community Representation: Members of the disbanded Eaton-Millbridge Advisory group will be invited to nominate to be part of the Eaton Foreshore Advisory Group.

3.3 Participating Organisational Representation: Membership will be sought from the following Organisations:

- Coastal Rowing Club Inc
- Bunbury Repertory Club
- Eaton Foreshore Festival Committee (Eaton Primary School)
- Eaton Junior Football Club
- Eaton Cricket Club
- Grow Cook Eat Create Inc.
- Tennis Club
- Elected Members
- Bunbury Riverside Holiday Park
- Shops and Ampol Service station
- Eaton Basketball Association
- Eaton Netball Association
- Other Groups may be added

- 3.4 Elected Members: Council has nominated three (3) Elected Members to the Working Group. All other Elected Members will be notified of all meetings and may attend Working Group meetings at will, but are not entitled to vote on matters.
- 3.5 Shire Officers: The Chief Executive Officer shall appoint an officer to liaise and manage the Working Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Working Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Working Group and shall not vote.
- 3.6 Chair and Deputy Chair: One of the elected Members will be appointed by the Council as the Chair and another as the Deputy Chair of the Working Group. The Chairperson shall ensure that the Working Group operates in accordance with the Terms of Reference at all times.
- 3.7 Working Group Support: The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Working Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.
- 3.8 Specialist Advice: Individuals and groups may be invited to attend Working Group meetings to provide specialist advice, e.g. user group requirements on the functionality of a building. They must not be involved in the decision making process and cannot vote on any issue.

4 MEETINGS

- 4.1 Working Groups will meet on an ad hoc basis as required to progress with the concept plan, designs and or implementation of projects identified within the plans. Meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.
- 4.2 As there are no powers or duty delegated to the Working Group the meetings are not open to the public.
- 4.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 4.4 The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than twenty one (21) days after each meeting, provide the members with a copy of such meeting notes.
- 4.5 All members of the Working Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.
- 4.6 Working Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Working Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Director or the Chief Executive Officer as to whether a matter will be included in the Agenda.
- 4.7 Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific

report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5 QUORUM

5.1 As there is no delegation, there will be no quorum for the working group.

6 DELEGATIONS

6.1 The Working Group performs an advisory function and does not have any delegated authority.

7 CONFLICTS OF INTEREST

7.1 All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2 If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3 If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4 The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5 If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8 CONFIDENTIALITY AND PRIVACY

8.1 Members of the Working Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2 At the first meeting of the Working Group, a Confidential Agreement will be provided to members for their review and execution.

8.3 Members of the Working Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

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- 8.4 Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.
- 8.5 Should a breach of Confidentiality be made by an Working Group member, the Chief Executive Officer will remove the respective member from the Working Group.
- 8.6 Members are not to speak to the media in their capacity as Working Group Members and any comments on social media are to be in their personal capacity and not in their capacity as a Working Group Member.
- 9 CODE OF CONDUCT
- 9.1 The relevant Shire of Dardanup Code of Conduct applies to members of the Working Group and shall be adhered to during meetings and interactions with other Working Group members.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Eaton Foreshore Working Group Terms of Reference

RISK THEME PROFILE:

4 - Document Management Processes

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	The Terms of Reference provide guidance to Committee members by setting roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire has a good reputation for following best practice in Governance and Probity.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.3.1B)