

Committee: Meelup Regional Park Working Group

Responsible Directorate: Planning and Development Services

Version: Current

1. INTRODUCTION

- 1.1. The Meelup Regional Park Working Group (Working Group) has been established in accordance with the Council Policy 'Governance of Meelup Regional Park' with the aim of ensuring the effective and inclusive management of Meelup Regional Park (the Park) and to build and maintain productive working relationships between the Council, City officers, volunteers and volunteer groups and users of the Park.
- 1.2. The purpose of the Working Group is to discuss matters relating to and affecting the management of the Park and which are administrative in nature, and where necessary and possible, agree a consensus position on the approach to be taken with respect to those matters.

2. MEMBERSHIP

- 2.1. Membership of the Working Group shall be the same as the Meelup Regional Park Committee (Committee) and may also include City officers involved in management of the Park.

3. PRESIDING MEMBER

- 3.1. The Presiding Member of the Committee (Presiding Member) shall be responsible for the running of Working Group meetings.

4. MEETINGS

- 4.1. Meetings of the Working Group will be scheduled when the need for such a meeting is identified by either the Presiding Member, the Chief Executive Officer or the Chief Executive Officer's nominee, and in any case no more frequently than once per month
- 4.2. When a Committee meeting is also scheduled in the respective month, the Working Group will meet immediately following the Committee meeting.
- 4.3. Meeting agendas shall be developed in consultation between the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee, and shall be distributed to members and relevant City officers no less than three days prior to the meeting.
- 4.4. Where consensus on a particular matter is achieved at a meeting, City officers where delegated, authorised or otherwise empowered to do so, shall take the necessary steps to ensure that the consensus position on a particular matter is implemented.
- 4.5. 'Consensus' means 'general agreement', it is not necessarily achieved through a simple majority 'vote' and nor does it necessarily require unanimity. Judgement as to whether consensus has been achieved should not usually involve any kind of 'voting' procedure or similar. A judgement that consensus has been achieved on a particular matter pursuant to clause 4.5 will require both the Presiding Member at the meeting and the Chief

Executive Officer or the Chief Executive Officer's nominee to be of the view that there is general agreement. If that does not occur, consensus has not been achieved and the matter shall be addressed as per clause 4.7.

- 4.6. Where a consensus position on any particular matter cannot be achieved, the Chief Executive Officer shall ensure that a report is prepared to be presented to and considered by the Committee, in accordance with the Committee's Terms of Reference.
- 4.7. The Chief Executive Officer or the Chief Executive Officer's nominee shall ensure that notes of Working Group meetings are prepared and distributed to all members and the City officers present at the meeting for their review within seven days of the meeting. Notes shall record the outcomes of discussions, but not the content of those discussions.
- 4.8. If the members or City officers present at any particular meeting have any concerns with the notes prepared, they should advise the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee as soon as possible and in any case prior to the next meeting, and where that occurs the Presiding Member shall ensure that the matter is resolved to the extent necessary and practicable at the next meeting, with the outcome to be reflected in the notes of that meeting.

5. APPROVAL

Council Adoption	DATE	27 August 2019	Resolution #	C1908/172
Previous Adoption	DATE	NA	Resolution #	NA