

COMMUNITY WORKING GROUP – MUNDARING CULTURAL HUB

This Charter is to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy” (2.8).

1. Establishment

The Community Working Group – Mundaring Cultural Hub is established by the Executive Leadership Team (19 November 2024).

2. Purpose

The purpose of the Community Working Group – Mundaring Cultural Hub (the group) is to assist in the design of the Mundaring Cultural Hub, in line with the following strategic objectives:

Council Plan 2024-2034 - Outcome 7 - Attractive, welcoming and well-maintained places

Objective 7.1 - Support the development of vibrant, attractive and welcoming town centres and local hubs

Priority project 7.1.1 - Revitalise and activate Mundaring Town Centre, including, Mundaring Cultural Hub construction.

3. Powers

The group has no delegated authority to make any decisions for or on behalf of Council and are not authorised to:

- expend or authorise the expenditure of any Shire funds
- correspond with any party
- speak on behalf of the Shire or Council
- issue any media release
- issue any instruction to Shire employees.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall be given due consideration in decision making processes but are not be binding on staff or Council.

4. Membership

The group shall be composed of a maximum of twelve (12) community members, including:

- a. at least one (1) person who identifies as Whadjuk Noongar
- b. at least one (1) person with a disability
- c. at least one (1) person with neurodivergent needs

- d. a range of age groups, including youth (under 25) and older adults (over 65)
- e. at least one (1) person from a culturally and linguistically diverse background
- f. a balance of gender identities
- g. individuals with skills and/or experience in the design and/or use of similar facilities (e.g., architects, artists, community facility users).

If the Shire has exhausted all reasonable efforts to identify individuals meeting the specified criteria, the position(s) otherwise reserved for specific groups may be filled by other community members who can reasonably represent the interests of those positions.

A community member absent for three consecutive meetings without leave shall forfeit their membership.

The group may invite, through the CEO, Shire employees or other individuals to attend meetings to provide pertinent information where necessary; however, such persons shall not be entitled to vote on any item arising out of that meeting

5. Appointment

The Panel to determine appointment to the group shall consist of ELT members.

If for any reason, a member is unable to hold office for the full period of their appointment, the Panel shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

5.1 Council Members

Council Members may attend meetings as non-voting observers, enabling them to listen to discussions without holding voting rights on any matters addressed during the meeting.

5.2 Community Members

Applicants for the role of community member will be required to provide a statement on their lived experience and/or skills in order to be considered for appointment.

5.3 Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

6. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- External members are responsible for contributing to the delivery of the group's objectives within the scope of their experience, skills, knowledge and capabilities.
- The presiding member is responsible for ensuring that the group adheres to the direction set by Council, that all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items.
- Shire staff are responsible for conducting necessary research aligned with Council's priorities, providing professional advice and administering meetings. This includes secretarial support such as preparing agendas, minutes and supporting materials. The Project Manager will attend meetings regularly to provide guidance and oversight.

7. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held monthly.

Special meetings may be held:

- a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b. if so decided by the group; or
- c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the group whether vacant or not. Each member of the group at a meeting will have one vote. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

8. Recording and Reporting

The Meeting Notes shall record:

- details of any disclosure of interest and the extent of such interest
- consensus agreement on actions.

The Meeting Notes will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Meeting Notes, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

9. Changes to Charter

This Charter may be amended by the group when required with the Executive Leadership Team to endorse any changes.

10. Term

The Chief Executive Officer may determine at any time that a group is no longer required and is to be disbanded. This Charter is effective upon endorsement by with the Executive Leadership Team and continues until the completion of detailed design of the Mundaring Cultural Hub.

Document Control

| Item | Date | Reviewed by |
|---------------------------------------|------------------|-----------------------|
| Group established (in current format) | 19 November 2024 | ELT (approved by CEO) |