



Manly Council ANZAC Centenary 2015 Project Working Group

***This Special Purpose Working Group has been established
under the Local Government Act, 1993***

The Status of the Working Group is purely advisory

Terms of Reference

1. Title

The Working Group shall be known as the ANZAC Centenary 2015 Project Working Group (hereinafter called the Working Group).

2. Role and Objectives

This is a Special Purpose Working Group, convened by Council to provide a forum for discussion and recommendation/s to Manly Council on:

- The coordination of Manly sporting clubs to coordinate ANZAC Centenary 2015 Project.

The role of this Working Group is purely advisory and may not commit Council resources. The Working Group is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Working Group or any of its members.

3. Management

A. *Membership of Working Group*

The Working Group shall consist of:

Councillor representatives (and the Mayor ex officio):

- Councillor Steve Pickering, Deputy Mayor

Staff representatives:

- Henry Wong, General Manager, Manly Council
- Beth Lawsen, Deputy General Manager, People Place and Infrastructure, Manly Council

Sporting club representatives:

- Manly Life Saving Club
- North Steyne Surf Life Saving Club
- Queenscliff Surf Life Saving Club
- Manly Surf Club
- Manly Amateur Swimming Club
- Manly Rugby Club
- Manly Golf Club
- Manly Warringah District Cricket Club

The Community members shall serve on the Working Group in a voluntary capacity.

Membership of the Working Group shall cease on conclusion of delivery of the ANZAC Centenary 2015 Project.

This Working Group meets on an as needs basis.

B. *Absence from Meetings*

A Working Group member absent from three (3) consecutive Working Group meetings without approval of the Working Group shall forfeit his/her place on the Working Group.

C. *Resignation from the Working Group*

Any member of the Working Group may, by notice in writing addressed to the Working Group, resign his/her office as a member.

D. Notification of Vacancies

The Working Group shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Working Group. The Working Group shall submit to the General Manager within 28 days the name of a person considered by the Working Group to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a Working Group induction process as soon as possible following their appointment to the Working Group so that they can comply with the proper conduct of meetings.

4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Working Group Terms of Reference and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all Working Group members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Working Group.
- Develop and send out the agenda and reports for the meetings.
- Advise the Working Group without fear or favour.
- Comply with Council's Guide to Ethical Behaviour.
- Prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the Working Group.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Working Group, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the

Working Group.

- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Working Group meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Working Groups or their members.

5. Meetings

- A **QUORUM** shall comprise a majority of members on the Working Group. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Working Group, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Working Group shall have one vote and decisions of the Working Group shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all Working Group meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any Working Group member who has a pecuniary interest in any matter on the agenda for a Working Group meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the Working Group is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the Working Group. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and

objectively considering all the relevant information as a result of this conflict of interest.

- A Councillor Working Group member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a 'significant' non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the Working Group is voting on any question in relation to the matter.
- A community representative member of a Working Group who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups

- The Working Group may appoint any number of Working Groups at any time to investigate any matter or thing to which the Working Group may require information or to organise and manage, subject to the control of the Working Group, any activity which may be considered by the Working Group to be essential to the objectives of the Working Group.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Working Group meeting.

7. Minutes, Communications and Reporting

- The agendas and minutes of the Working Group shall be stored as a permanent record of Council, as determined by the General Manager.
- The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Working Group meeting and then reported to the next available Council Meeting.

- All agendas shall be published on Council’s website prior to the meeting.
- All minutes shall be published on Council’s website within 5 days of adoption by Council.
- Members of the Working Group are not permitted to speak to the media as representatives of the Working Group unless approved by Council.

8. Insurance

- Council shall effect personal accident insurance on Working Group members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Working Group and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

- The Working Group shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all times strictly observed.

10. Dissolution

All Working Groups are automatically dissolved from the date of the quadrennial election.

..... General Manager

..... Chairperson

Addendum:

Staff Officer:

Henry Wong, General Manager
Beth Lawsen, Deputy General Manager, People Place and Infrastructure

Members of the ANZAC Centenary 2015 Project Working Group

Councillor Representatives (and the Mayor ex officio):

Councillor Steve Pickering, Deputy Mayor

List members

- Colonel John Platt, Manly Life Saving Club
- Lee Cooper, North Steyne Surf Life Saving Club
- Tracey Hare-Boyd, North Steyne Surf Life Saving Club
- Barry Miles, Queenscliff Surf Life Saving Club
- Dennis Froggatt, Manly Surf Club
- Maryann Gogee, Manly Amateur Swimming Club
- Sean Rout, Manly Rugby Club
- Paul Fenn, Manly Golf Club
- Bob Brenner, Manly Warringah District Cricket Club