

Terms of Reference

Project Reference Group – Pingelly Memorial Park Re-development



Purpose and objective

1. The primary purpose and objective of the Memorial Park Project Reference Group (MPPRG) is:
 - supporting and advising the Council with the development of a detailed design for the redevelopment of Memorial Park in accordance with the grant funding submission under the Drought Communities Program.

Membership

2. The Group shall be comprised of two elected members who shall be appointed by Council.
3. The Group shall be comprised of up to six community members, to be selected by the Chief Executive Officer. Selection shall be based on:
 - a) being a Shire of Pingelly resident or ratepayer
 - b) having a specific interest in an element of one of the outcomes of the project, e.g. children's play spaces, art, events, tourism, accessible spaces.
 - c) Ability to commit to the total hours required for the planning meetings
 - d) Willingness to work collaboratively with other members of the Group, to fairly represent the community.
4. The Group shall be comprised of Shire of Pingelly staff as appointed by the Chief Executive Officer.
5. Members appointed to the Group are not entitled to a sitting fee, or any such type of remuneration.
6. Elected Members not members of the Group may attend meetings as observers at their discretion.

Length of term

7. The MPPRG will be active until the end of the project which is anticipated to be 30 June 2021. The term of this Group may otherwise be ended by resolution of Council.

Meetings

8. The schedule of meetings will be in accordance with the project timeline requirements and are expected to be a minimum of three meetings during the months of October and November.
9. The Group may invite meeting guests that may include, but is not limited to, staff and or external subject matter experts.

Delegation

10. This Group has no delegated authority to make any decisions for or on behalf of Council.

Quorum

11. Not applicable.

Reporting

12. The outcomes of the Group's recommendations are to be reported through the process for Council to endorse the detailed design component of the project.

Variations

13. Any variations to these Terms of Reference are to be endorsed by Council.