



McMahon Estate Local Structure Plan
Community and Stakeholder Reference Group
Terms of Reference

McMahon Estate Local Structure Plan – Community and Stakeholder Reference Group Terms of Reference

1.0 Members

Chairperson	Councillor of the Shire of Broome
Secretariat	Shire of Broome
Deputy Chairperson	Shire Councillor
Shire Council Representative	One (1) Members
Broome Community Representatives	Up to Five (5) Member
Department of Communities	Two (2) Member
Department of Education	Two (2) Member
Nyamba Buru Yawuru	One (1) Member
United Petroleum Petrol Station	One (1) Member
Kimberley Kids Child Care Centre	One (1) Member
St Marys College	One (1) Member
Broome Community Health Centre	One (1) Member
Kimberley Development Commission	One (1) Member
Regional Development Australia	One (1) Member
Broome Chamber of Commerce and Industry	One (1) Member
Department of Planning Lands and Heritage	One (1) Member
Proxies	Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson prior to the meeting.
Meeting Schedule	As required
Meeting Location	Shire of Broome Administration Building
Quorum	Six members (including one Shire of Broome Councillor)

Delegated Authority

Nil

2.0 Name

The name of the group is **McMahon Estate Local Structure Plan - Community and Stakeholder Reference Group.**

3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

4.0 Vision / Purpose

The purpose of the McMahon Estate Local Structure Plan - Community and Stakeholder Reference Group is as follows:

- Provide input and feedback to the Shire of Broome and Council for the preparation of a McMahon Estate Local Structure Plan that will guide a residential development with appropriate public open space and drainage.
- Ensure the community and key stakeholders are appropriately engaged in the local structure plan preparation phase of the project.
- Act as a conduit between the Shire of Broome, Council and the community, businesses and residents.

5.0 Establishment

Expressions of Interest process will commence pending Council endorsement at the 28 September 2023 Ordinary Meeting of Council.

6.0 Membership

Council will appoint members to the Group in accordance with the terms of reference.

Staff will be invited to participate in the Group by the Chief Executive Officer as required.

Council will appoint one elected member as a delegate, one elected member as a deputy to the Group and an optional elected member as a general representative.

7.0 Delegated Authority

The Group has no delegated authority.

8. Committee

8.1 Chairperson

A Councillor of the Shire of Broome will be the Chairperson. The role of Chairperson is to be vacated following biannual Council elections in October and reappointed by Council.

8.2 Secretariat

This role is to be fulfilled by Shire Officers.

8.3 Standing Ex-Officio Members

Chief Executive Officer, Manager Community Engagement and Projects or their delegate. Members of the Project Working Group will also be invited to attend the meetings as required.

9.0 Meetings

9.1 Group Meetings

The Chairperson will call meetings as required.

9.2 Quorum

Quorum shall be six (6) members including one Shire of Broome Councillor.

9.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

9.4 Minutes of Meetings

The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Minutes may be confirmed by a majority of members at the following meeting. Minutes of the meeting are to be submitted for inclusion in the Councillor Information Bulletin.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.

9.5 Members Interests to be Disclosed

Members are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

- (a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

A member who has an impartiality interest in any matter to be discussed at a meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

[Local Government Act 1995](#)