

## CLAREMONT TOWN CENTRE ADVISORY COMMITTEE

### 1 Objectives of the Advisory Committee

The Claremont Town Centre Advisory Committee (the 'Committee') is a formally appointed committee of Council and is responsible to that body.

It has been established to consider matters relating to the marketing of the Claremont Town Centre and to make recommendations to Council regarding their findings to allow for an informed decision making process.

This Committee is a result of the Claremont Town Centre Project which has been established to support the economic viability of the Claremont Town Centre.

### 2 Responsibilities of the Advisory Committee

The Committee's responsibility is to:

- Provide advice to Council regarding initiatives for the Claremont Town Centre;
- Contribute to, and work cooperatively with the Town, on the progress of the Claremont Town Centre; and
- Bring together retailers, professionals, civic authorities and others for the purposes of improving the Claremont Town Centre as a destination.

### 3 Advisory Committee Membership

- 3.1 The Committee is comprised of nine voting members (three Elected Members, five external persons and the Chief Executive Officer of the Town)
- 3.2 External persons appointed to the Committee shall:
- a) Be an owner of rateable property; or
  - b) Be the sole representative of a retailer conducting a business in the Claremont Town Centre; or
  - c) A person whose application for membership has been accepted by the Chief Executive Officer.
- 3.3 In the event of a vacancy due to the resignation of a Committee member, the Committee shall fill the vacancy by calling for a special membership nomination and forwarding to Council for appointment.
- 3.4 Membership to the Committee will be for a period of two years with the nomination year coinciding with local government election years.
- 3.5 If a Committee member is unable to attend a meeting, an apology or an approved leave of absence is required. The Committee may resolve to relinquish membership after three or more unexcused absences.



# TERMS OF REFERENCE

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## 4 Meetings

- 4.1 The Committee shall formally meet on a quarterly basis. A schedule of meetings will be developed and agreed to by the members.
- 4.2 Additional meetings may be convened by resolution of Council.
- 4.3 Any informal meetings called by members are not considered as formal meetings of the Committee.
- 4.4 Meetings of the Committee are generally closed to the public. Attendance is permitted only through invitation or prior approval.

## 5 Operating Procedures

- 5.1 All meetings of the Claremont Town Centre Advisory Committee are to be conducted in accordance with the *Local Government Act 1995* and associated Regulations.
- 5.2 A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of members of the Committee.
- 5.3 Voting
  - a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present.
  - b) If the decision results in a tied vote, the person presiding is to cast a second vote.
  - c) Persons other than voting Committee members are not entitled to cast a vote.
- 5.4 The Committee will appoint a Chairperson by simple majority. The Chairperson's responsibility is –
  - a) To provide leadership and facilitate the achievement of the Committee's objectives
  - b) To ensure that appropriate conduct is observed at Committee meetings in line with the Town's *Meeting Procedures Local Law 2018*
  - c) To promote full participation and open debate at meetings so that relevant matters are discussed, and effective recommendations are made to Council
- 5.5 The Committee's Administrator will be non-voting member and an employee of the Town. The Administrator's responsibility is –
  - a) To serve as a secretariat to the Committee by preparing agendas and minutes, and ensuring timely distribution to all members
  - b) To ensure that meetings are effectively organised and recorded
  - c) To provide administrative support for the purposes of the Committee



# TERMS OF REFERENCE

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## 6 Financial Management

- 6.1 The Claremont Town Centre Advisory Committee is responsible for guiding how funds from the Claremont Town Centre Project are allocated.
- 6.1.1 The Claremont Town Centre Project funds are a 50/50 contribution from a set amount taken from the Council's operational budget, and through directing revenue from specified-area rate.
- 6.2 The income and property of the Committee must be applied solely towards the promotion of its objectives and in line with the requirements of the specified area rates. No part of that income or property may be paid or otherwise distributed, directly or indirectly, to a member of the Committee except –
- In good faith in the promotion of those objects;
  - By way of reasonable and proper remuneration for services rendered to the Committee; or
  - By way of reimbursement for expenses incurred on behalf of the Committee.

## 7 Reporting

- 7.1 Where matters require a decision from Council, the Committee shall resolve in its meeting to recommend a decision to Council at the next available Ordinary Council Meeting.

## 8 Delegated Powers

- 8.1 The Claremont Town Centre Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council.

Reviewed	Resolution	Next Due
17 October 2017	150/17	October 2019
15 October 2019		