

	<p style="text-align: center;">Claremont Town Centre Advisory Committee Terms of Reference</p>
<p>Key Focus Area Local Prosperity</p>	<p>Relevant Council Delegation Nil</p>

Objectives of the Advisory Committee

1. The Claremont Town Centre Advisory Committee ('Advisory Committee') is a formally appointed committee of Council and is responsible to that body.
2. The Advisory Committee has been established as a result of the Claremont Town Centre Project which was created to support the economic viability of the Claremont Town Centre.
3. The Advisory Committee has the following functions:
 - a. To provide advice to Council regarding initiatives for the Claremont Town Centre;
 - b. To bring together retailers, professionals, civic authorities and others for the purposes of improving the Claremont Town Centre as a destination.
 - c. To provide recommendations to Council as to how funds from the Claremont Town Centre Project should be allocated in accordance with Council Policy PS203 – Claremont Town Centre.

Committee Membership

5. The Committee is comprised of three Council Members, up to five Claremont Town Centre Representatives and the Chief Executive Officer.
6. Claremont Town Centre Representatives appointed to the Committee shall:
 - a. Be an owner of rateable property within the Claremont Town Centre; or
 - b. Be a 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.
7. Membership to the Committee will be for a period of two years with the nomination year coinciding with local government election years.
8. In the event of a vacancy due to the resignation of a Claremont Town Centre Representative, the Committee shall fill the vacancy by calling for a special membership nomination and forwarding the application(s) to Council for appointment.
9. A Council Member will be appointed as the Chairperson by simple majority of the Committee. 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 of Claremont Meeting Procedures Local Law; and
 - c. To promote full participation and open debate at meetings so that relevant matters are discussed, and effective recommendations are made to Council.

10. The Chief Executive Officer will appoint an employee of the Town as an Administrator to the Committee. 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; and
 - c. To provide administrative support for the purposes of the Committee.

Meetings

11. The Committee shall formally meet on a quarterly basis. Meetings will be called by the Chairperson in consultation with the Chief Executive Officer.
12. All meetings of the Claremont Town Centre Advisory Committee are to be conducted in accordance with the *Local Government Act 1995* , its associated Regulations and the Town of Claremont Meeting Procedures Local Law.
13. 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.
14. Meetings of the Committee are generally closed to the public. Attendance is permitted only through invitation or prior approval.

Reporting

15. Town staff shall report to the Advisory Committee at each meeting to provide an update on the activities carried out during the previous quarter in the Claremont Town Centre.
16. Where a matter requires a decision from Council, the Advisory Committee shall resolve in its meeting to recommend a decision to Council at the next available Ordinary Council Meeting.

Delegated Powers

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

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