

Terms of Reference: City Centre Master Plan Committee

1. Preamble

Authority

This committee is established under s355 of the *Local Government Act 1993* which states:

A function of a council may, subject to this chapter, be exercised:

- a) *by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or*
- b) *by a committee of the council*

Overview

In June 2013, the Independent Pricing and Regulatory Tribunal (IPART) approved Council's application for a special variation to fund projects identified in the City Centre Master Plan. Council raises the additional funds through a special rate levied on properties within the city centre precinct.

2. Objective

The objective of this committee is to assist Council achieve the vision of the City Centre Master Plan in a manner that is consistent with the conditions set by IPART in its June 2013 determination.

3. Scope/role

The role of the Committee is to:

- a) advise on the scheduling and resourcing of projects during the development of Council's Asset Management Plans, Delivery Program and Operation Plans;
- b) act as a communication conduit between Council and the City Centre stakeholders with respect to the Coffs Harbour City Centre Master Plan;
- c) advocate the Coffs Harbour City Centre Master Plan to the community;
- d) report annually to the City Centre ratepayers on the progress of works; and
- e) consult with the Coffs Harbour Chamber of Commerce, Destination Coffs Coast Committee, Council staff, and other relevant bodies, including other Council committees, to maximise the opportunity to achieve the broader City Centre Master Plan vision.

4. Delegations

- a) To expend funds allocated to the City Centre Master Plan Committee by Council within the approved 'activation' budget for day to day expenses in accordance with Council's adopted procurement policy.
- b) To submit fully substantiated recommendations in writing to Council in regard to any expenditure of funds in accordance with the works and projects in the adopted Coffs Harbour City Centre Master Plan for Council's consideration to approve or not.
- c) To establish sub-committees as deemed appropriate.
- d) To promote the advantages of the City Centre inside and outside the area, including making press releases and promoting the City Centre Master Plan Project, subject to Council's broader communication strategy and policy.
- e) Subject to appropriate Council endorsement, to:

- i. raise funds other than rates and loans to fund the objectives of the Committee; and
- ii. expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

5. Composition of the committee

- a) Committee members will comprise of:
 - Two Councillors
 - One community member that is neither a retailer nor a city centre landowner
 - Five City Centre landowners (four landowners of property valued at greater than \$1,000,000; and one property owner of land values less than \$1,000,000)
 - Two City Centre retailers who are not City Centre property owners.
- b) Non-voting ex-officio members will include a Coffs Harbour City Council Sustainable Infrastructure Representative and a Sustainable Communities Representative and other officers as required.
- c) Councillors will be provided with agendas for all Committee meetings and be invited to attend all meetings as observers.

6. Meetings of the committee

- a) Meetings will be held at least quarterly depending on demand.
- b) A quorum will consist of half Committee members plus one.
- c) Topics for the agenda should be forwarded to the chairperson no later than seven days prior to the meeting.
- d) Agenda and minutes from the previous meeting will be circulated to members at least three days prior to the meeting.
- e) Members must declare in writing any interest in any report or other matter tabled at the meeting.
- f) Voting on recommendations are made by consensus and all decisions regarding recommendations for funding of works must be stated precisely for the inclusion of the minutes.
- g) Where a consensus cannot be reached at two consecutive meetings, then a majority of 60% of those voting can adopt a recommendation. The alternate views are to be minuted.
- h) Council will supply administration support to a reasonable level.
- i) Once the Committee minutes have been adopted, they are to be formally presented to Council.

7. Office bearers

The committee will appoint the position of Chairperson annually.

The role of the Chairperson shall be:

- Chairperson of meetings of the City Centre Master Plan Committee
- Representative on sub-committees as appropriate
- Liaison with Council in oversight of activities of a co-ordinator (if applicable)

8. Term of office

- a) Members will be recruited on a merit based process.
- b) Membership will be for a two-year term. At the end of the two-year term 50% of the membership shall resign and the positions will be advertised through Council's standard media channels.

- c) Members may be reappointed for a further two years.
- d) The selection of members will be a decision of Council.
- e) This process will occur every two years or when a position on the Committee becomes vacant.

9. Sub-committee(s)

- a) The Committee will form a Marketing and Activation Sub-Committee which will assist with the planning of the marketing and activation strategies of the Coffs Harbour City Centre Master Plan.
- b) The Marketing and Activation Sub-Committee will report as required to the City Centre Master Plan Committee and act in accordance with these terms of reference.
- c) Project specific Working Groups may be formed as required reporting back to the City Centre Master Plan Committee.
- d) Project Management for City Centre Master Plan works will be undertaken generally in accordance with the City Centre Master Plan Committee Project Control Procedure.

10. Media and communication

- a) Members of the Sub-Committee are not permitted to speak to the media as representatives of the Sub-Committee unless approved by the Chairperson.
- b) Where approval has been given by the Chairperson, views and opinions expressed are those of the Coffs Harbour City Centre Master Plan Committee and not of Coffs Harbour City Council.
- c) Issues relating to Council policy or strategy require endorsement from Coffs Harbour City Council and approval must be sought through the formal processes.

11. Conduct

- a) All members of the Committee are subject to Council's Code of Conduct, policies and all relevant legislative and other compliance obligations.
- b) Where a member has a project or issue to present, and where that member has a direct interest in the project/issue, the member can make a presentation and engage in discussion, and then be excluded from voting on a decision on the project/issue.
- c) In any dispute, Council's "Code of Meeting Practice" will prevail.

12. Expenditure

- a) Procurement of goods and services will be undertaken by Council in accordance with its relevant purchasing policies.
- b) Activation Account: Council will establish an "Activation Account" for use by the Committee in accordance with Coffs Harbour City Council S355 Guidebook for Community Committees.
- c) Council will undertake procurement of goods and services on recommendation from the Committee (in approved minutes) and following reporting to Council as required.
- d) Council will provide monthly budget and expenditure reports on the Special Rate Variation to the Committee for review.

13. Rules, regulations and procedures

These Terms of Reference should be read in conjunction with Council's S355 Guidebook.