

Terms of Reference: City Centre Masterplan Committee

1. Purpose and/or Objectives

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 Masterplan. Council raises the additional funds through a special rate levied on properties within the city centre precinct.

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

2. Scope

The scope of the City Centre Masterplan Committee is as follows:

- a) Advise on the scheduling and resourcing of projects during the development of The City's Asset Management Plans, Delivery Program and Operation Plan.
- b) Act as a communication conduit between the City and the City Centre stakeholders with respect to the Coffs Harbour City Centre Masterplan.
- c) Advocate the Coffs Harbour City Centre Masterplan to the community.
- d) Consult with the Coffs Harbour Chamber of Commerce, Destination Coffs Coast Committee, City staff, and other relevant bodies, including other Council committees, to maximise the opportunity to achieve the broader City Centre Masterplan vision.

3. Meeting Arrangements

Meetings of the City Centre Masterplan Committee will be held at least quarterly depending on demand. A quorum will consist of half Committee members plus one.

4. Committee Composition

Committee membership will comprise of:

- a) Two Councillors.
- b) One community member that is neither a retailer nor a city centre landowner.
- c) 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).
- d) Two City Centre retailers who are not City Centre landowners.

In addition to the Committee membership, the Director Business Services is invited to be a regular attendee but is not a voting member.

A City support staff member will be provided to assist the committee and chairperson (e.g. agenda and minute production).

The City Centre Masterplan Committee will have a Chairperson. The term of office for the Chairperson will be 12 months. In the event that the Chairperson retires or resigns, their replacement shall be by a majority vote of the Committee.

4.1 Quorum and voting

As this Committee has delegations, the Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only.

5. Appointment

Committee members will serve a term of four years and can renominate.

5.1 Attendance

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative, or if required, dissolve the committee.

6. Delegations and Expenditure

The City Centre Masterplan Committee is delegated to:

- a) Expend funds allocated by Council within the approved 'activation' budget for day-to-day expenses in accordance with Council's adopted procurement policy.
- b) 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 Masterplan 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 Masterplan Project, subject to Council's broader communication strategy and policy.
- e) Raise funds other than rates and loans to fund the objectives of the Committee.

Decisions made by this committee under and within the committee's delegation and budget are to be forwarded to the City's Executive representative who is to allocate the actions to a City staff member to complete in accordance with the City's relevant Policies and Procedures (e.g. the Procurement Policy).

Any decisions or recommendations outside of this Committee's delegation will be forwarded to the City's Executive representative for tabling with the Executive Leadership Team and/or Council for determination.

7. Review and Assessment of the Committee

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for three consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

8. Member Obligations

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct.
- b) The City of Coffs Harbour Committee Management Policy.
- c) The Committee's Terms of Reference.
- d) Any relevant details in their letter of appointment.

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.

Note: It is important that Committee members work in good faith with the City in achieving the City's and Committee's objectives. Member's actions are to be in accordance with the Committee's Terms of Reference and are not to publicly disparage the City; for example, through sharing information that is inaccurate or misleading.