



George Town Council Placemaking Advisory Committee Section 24 Committee

DRAFT Terms of Reference

INTRODUCTION

The George Town Placemaking Advisory Committee (the Committee) is established as a Special Committee of Council in accordance with section 24 of the Local Government Act 1993.

The Committee was established by George Town Council on the 19th February 2019 in accordance with Council resolution 028/19.

AIM

To enhance public spaces within the George Town municipal area.

OBJECTIVES

The Committee will:

- Work collaboratively as a group and be actively involved in projects/activities as established by the Committee;
- Promote projects to Council to be made 'shovel ready' in order to seek funding opportunities through eligible grants; and
- Consider strategies and plans for:
 - the improvement of existing and community spaces;
 - the development of new community spaces; and
 - generally enhancing the built environment and natural assets of the municipality.

ROLES AND RESPONSIBILITIES

The Committee is an advisory group that will make recommendations to Council on matters relating to the enhancement of public spaces throughout the municipality.

Limitations

The Committee does not have any delegated powers of authority.

The Committee does not have any delegated financial authority.

The Committee will communicate with the community through Council.

The Committee will not engage with media without the approval of the General Manager.

The Committee may not appoint any sub-committee/s.

MEMBERSHIP

Composition

The Committee will comprise:

- one (1) Councillor, who appointed by the Council will act in the capacity of Chair; and
- six (6) community members consisting of individuals with a diverse range of skills, experience and backgrounds who are willing to give of their time and talent for the enhancement of their respective communities but also willing to work collaboratively for the greater good of the whole region.

One (1) member is to be nominated by the Committee to act in the capacity of proxy to the Chair.

Term

Term of membership is for four (4) years from date of first meeting. Calls for expression of interest for membership shall be made at least three months prior to the expiration of the term.

A selection process for membership will be undertaken based on submissions received during the expression of interest process.

Membership will be formally endorsed by the Council at the next available ordinary Council meeting following the closure of the expression of interest process.

There are no limitations on consecutive terms of membership.

Where a vacancy occurs, the Committee will consider the recommendation of its members and the Chair will advise Council accordingly.

Selection Criteria

Community members must work, reside, lease or own land within the George Town municipality.

Community members must be able to commit to attending meetings.

Community members will be selected to represent a diverse community based body. Knowledge and/or experience in one or more of the following areas will be considered favourable:

- Arts & Culture
- Architecture
- Civil Engineering
- Strategic Planning
- Tourism
- Economic Development

Members need to have the capacity to reflect on and present airfield related issues, rather than focussing on personal concerns or individual issues only.

Administrative Support

A Council officer will be appointed to assist with the distribution of Committee meeting agendas, the attendance at Committee meetings and the taking and circulation of minutes.

The General Manager or a nominated representative will attend meetings.

MEETINGS & MEETING PROCEDURES

The Committee will meet bi-monthly. Meetings will be held in the George Town Council Chambers with a suitable time and day to be set by the Committee at its first meeting.

The Chair of the Committee is to circulate notice of meetings to Committee members, Councillors and the General Manager and appropriate Council staff.

A quorum of fifty (50) percent plus one (1) must be met in order to proceed with a meeting.

Confirmed minutes of the Committee are to be submitted to the next available Council meeting for endorsement.

Council's Development & Community Services department will have administrative, budgetary and operational responsibility for the Committee.

REPORTING REQUIREMENTS

Any recommendations to Council made by the Committee will be submitted by the Chair of the Committee to the General Manager for incorporation in the next available ordinary Council meeting agenda.

REVIEW PERIOD

The Committee's terms of reference, membership and responsibilities shall be reviewed annually by Council in accordance with the requirements of the George Town Establishment of Committees Policy No. 7.

FORMALISATION OF TERMS OF REFERENCE

These Terms of Reference were adopted by Council at its meeting held on [insert date] by resolution [insert resolution number].