



**George Town Council
Placemaking Special Committee
Section 24 Committee**

TERMS OF REFERENCE

DEFINITIONS

Appointed Council Officer: A staff officer of the Council appointed by the General Manager to serve as a member of the Committee. The Officer is an Ex-Officio member of the Committee and has no voting rights.

Employee: Paid and unpaid persons engaged as servants of the Committee.

INTRODUCTION

The George Town Placemaking 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 and strengthen the connection between people and places within the George Town municipal area through advice and recommendations to the George Town Council, co-ordination and synergizing with other placemakers, and consultation with key stakeholders, in order to grow the sense of community pride, ownership, and spirit.

OBJECTIVES

The Committee will:

- Work collaboratively as a group to provide advice and recommendations to the George Town Council on placemaking projects and activities within the George Town Municipal Area, as well as the development of strategies and plans as requested by Council.
- Engage placemakers within the community to the discussions and deliberations of the Committee in order to synergise placemaking efforts across the municipality,
- Provide for the co-ordination and information sharing of placemaking efforts with the operational taskings of the General Manager and their staff,
- Promote projects to Council to be made 'shovel ready' in order to seek funding opportunities through eligible grants,
- Engage in consultation with the community to inform the recommendations and advice it gives to Council, and

ROLES AND RESPONSIBILITIES

The Committee is a Special Committee 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 to the community through Council.

The Committee does not hold views independent of the George Town Council.

The Committee may consult with the Community on its own volition, in accordance with the George Town Council Consultation Framework and within the scope of the objectives of the Committee.

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

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

The Committee may not provide direction to Council staff.

The Committee may not advertise for or appoint an employee.

Project management and implementation is to be undertaken through the appointed Council Officer within realm of officer's responsibilities and powers as delegated and approved by the General Manager.

MEMBERSHIP

Composition

The Committee will comprise:

- One (1) Councillor appointed by the Council, appointed by the Council who 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 staff member as appointed by the General Manager. The staff member will be an ex-officio member without voting rights.

One (1) member is to be nominated by the Committee to act in the capacity of proxy to the Chair. The proxy to the Chair shall serve for a term of 12 months or to the end of the term of the Committee, whichever is the lesser. Upon the cessation of a term the committee shall nominate a new proxy to the Chair. There is no limit of terms served.

Term

Term of membership is from date of appointment until the end of the Term of Council. Expressions of interest for membership shall be opened for a period of three months from the first sitting of Council post an election.

A selection process for membership will be undertaken based on submissions received during the expression of interest process in accordance with the George Town Council policy on Council and Special Committees. The Chair and the Appointed Council Officer will provide recommendations for appointment as members of the Committee to the Council.

Membership will be confirmed by the Council after review of the recommendations 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.

A Committee Member, including the Chair may be removed at the discretion of the Council.

Selection Criteria

Community members must work, reside, lease or own rateable property 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 community related issues, rather than focussing on personal concerns or individual issues only.

Administrative Support

A Council officer will be appointed to assist with the governance of the Committee.

MEETINGS & MEETING PROCEDURES

The Committee will meet 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 meeting agenda and minutes to the Committee members, Councillors, 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 Liveable and Connected Communities department will have administrative and budgetary 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 Council policy on Council and Special Committees.

FORMALISATION OF TERMS OF REFERENCE

These Terms of Reference were adopted by Council at its meeting held on 28 Jan 2020 Council Resolution No. 10/20.