

	<p><b>Claremont Town Centre Advisory Committee</b></p> <p><b>Terms of Reference</b></p>
<p><b>Key Focus Area</b> Local Prosperity</p>	<p><b>Relevant Council Delegation</b> 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 was 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; and
  - b. To bring together retailers, professionals, civic authorities and others for the purposes of improving the Claremont Town Centre as a destination.

### Committee Membership

5. The Committee is to be 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 be:
  - a. An owner of rateable property within the Claremont Town Centre; or
  - b. A representative of a retailer conducting a business in the Claremont Town Centre; or
  - c. A person whose application for membership has otherwise been accepted by the Chief Executive Officer.
7. Following each biennial local government election, Council will appoint members to the Advisory Committee as outlined above.
8. Membership to the Committee will be for a period of two years coinciding with biennial local government elections.
9. In the event of a vacancy due to the resignation of a Claremont Town Centre Representative, Council may resolve to fill the vacancy by appointing a replacement.
10. Members of the Advisory Committee are bound by the Town's Code of Conduct for Council Members, Committee Members and Candidates.
11. At the first meeting following each biennial local government election, the members of the Advisory Committee will elect a Presiding Member from amongst themselves in accordance with section 5.12(1) of the Local Government Act 1995 (Act).

12. A Council Member will be appointed as the Presiding Member by simple majority of the Committee. The Presiding Member'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 2018*; and
  - c. To promote full participation and open debate at meetings so that relevant matters are discussed, and effective recommendations are made to Council.
13. If the Presiding Member is absent from a Committee Meeting, the Committee Members are to choose one of themselves to preside at the meeting in accordance with section 5.14 of the Act.
14. 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

15. The Committee shall formally meet on a quarterly basis. Meetings will be convened by the Presiding Member in consultation with the Chief Executive Officer.
16. 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 2018*.
17. A quorum for a meeting of the Committee shall be at least 50% of the number of Committee Members (whether any positions are vacant or not) of the Committee in accordance with section 5.19 of the Act.
18. Meetings of the Committee are generally closed to the public. Attendance is permitted only through invitation or prior approval.

### Reporting

19. 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.
20. 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

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

Document Control Box				
<b>Business Unit:</b>	Community Engagement			
<b>Legislation:</b>	<i>Local Government Act 1995</i>			
<b>Organisational:</b>	<i>Town of Claremont Meeting Procedures Local Law 2018 Town of Claremont Code of Conduct for Council Members, Committee Members and Candidates</i>			
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