

ATTACHMENT 3
CITY OF JOONDALUP
CBD ENHANCEMENT PROJECT STEERING COMMITTEE
TERMS OF REFERENCE

1. DEFINITIONS

“Council” Council of the City of Joondalup

“Committee” CBD Enhancement Steering Committee

2. MEMBERSHIP

Councillors (two from Lakeside ward and three others as nominated)

Cr P Kadak, (Lakeside)

Cr P Kimber (Lakeside)

Cr A Walker (Pinnaroo Ward)

Cr A Patterson (South Coastal Ward)

Cr C Baker (Marina Ward)

President - Joondalup Business Association (JBA)

Small Business and Economic Development -Perth Area Consultative Committee (ACC)

Regional Employment Coordinator - Department of Training (North Metropolitan)

Manager - North Metropolitan Business Enterprise Centre (BEC)

Representative – Youth Advisory Council

3. CITY OF JOONDALUP STAFF ADVISORS (Non-voting)

City of Joondalup Staff Advisors, as nominated by the Chief Executive Officer, from the following management unit and areas of responsibility with impact on the CBD Enhancement Project;

- Chief Executive Officer
- Director of Planning and Community Development (or nominee)
- Special Projects Officer – Project Management
- Coordinator Sustainable Development
- CBD Promotions Officer
- And other officers as deemed appropriate by the CEO

4. OBJECTIVE

- 4.1 To monitor the financial accountability requirements of the City’s funding contract under the Regional Assistance Program to the end of the contract period in January 2003.

In meeting its objectives, the Committee would address the following issues arising from the City's funding agreement under the Regional Assistance Program (RAP):

- Acquittal of project funds on the following dates; 31/03/02, 30/06/02, 30/09/02, 31/12/02, 28/02/03.
- An audited report of the RAP component of the project funding after 31 January 2003.

- 4.2 To make recommendations to Council concerning the broad priorities of the CBD Enhancement Project to the end of June 2004.

In meeting its objectives, the Committee would also address the two major stakeholder objectives developed at the CBD Enhancement Workshop of Wednesday 20 March 2002.

- To create and promote a coordinated approach to marketing and advertising the Joondalup CBD to the wider community (to include appropriate signage).
- To create a sustainable business environment that will address the vacancy issue.

- 4.3 To make recommendation to Council regarding strategies for the project's financial self-sufficiency by the nominated target of the 2004/05 financial year.

5. MANAGEMENT

5.1 Terms of Appointment

Members shall be appointed by Council.

5.2 Chairperson

The Chairperson and the Deputy Chairperson shall be elected by the Committee.

5.3 Meetings

Meetings shall be arranged at regular intervals as determined by the Committee at an appointed time and place. The meeting place is suggested to rotate amongst interested Joondalup CBD hospitality establishments, therefore reinforcing the Committee's support of the businesses in the Joondalup CBD.

5.4 Quorum

The quorum is set at 50% of the total members of the Committee.

5.5 Minutes

Minutes shall be made of all meetings. A copy of confirmed minutes shall be forwarded to the Committee Clerk. Minutes of all Committee meetings shall be forwarded to members within five working days of the close of each meeting.

5.6 Deputations

The Committee may invite other persons or organisations to attend any meetings to discuss issues or interest.

5.7 Power of Council

Nothing herein contained shall restrict the powers of Council.