

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	Delegate	Deputy
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X

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

- Strategic Corporate Planning (including the CBD Promotions Officer)
- Marketing, Communications and Council Support (Marketing)
- Planning, Approvals and Environmental Services (Planning and approvals)
- Community Development Services (Cultural services)
- Operation Services

Other members in order to comply with the seed funding agreement with the Federal Government under the Regional Assistance Program (RAP).

- Joondalup Business Association (JBA)
- Perth Area Consultative Committee (ACC)
- Department of Training (Regional Employment Coordinator, North Metropolitan)
- North Metropolitan Business Enterprise Centre (BEC)

3. OBJECTIVE

- 3.1 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.

- 3.2 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 following issues arising from the CBD Enhancement Workshop of Wednesday 20 March 2002.

- Development of a project plan marketing plan that is consistent the vision of CBD Enhancement Area as a vibrant location for local residents, CBD workers and students.
- Develop a strategy to facilitate the sustainable mix of businesses in the CBD Enhancement area that is consistent with consumer demand for goods and services for local resident, employee and student demands.

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

4 MANAGEMENT

4.2 Terms of Appointment

Members shall be appointed by Council.

4.3 Chairperson

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

4.4 Meetings

Meetings shall be arranged at regular intervals as determined by the Committee at an appointed time and place.

4.5 Quorum

A quorum has been set at X members by the Council Resolution of X.

4.6 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 at

4.7 Deputations

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

4.8 Power of Council

Nothing herein contained shall restrict the powers of Council.