

# **Burnie City Council**



## **City Centre Urban Plan Working Group**

### **Terms of Reference**

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The Council has approved the establishment of a Working Group to provide effective community governance in implementing the Burnie City Centre Urban Plan.

This group is known as the City Centre Urban Plan Working Group.

These Terms of Reference set out the Group's objectives, authority, composition, and tenure, roles and responsibilities, reporting and administrative arrangements.

## **1. Objectives**

- 1.1. To promote the need for, and act as a conduit for community feedback on the Urban Plan.
- 1.2. To consider community feedback from the co design sessions for the City Centre Urban plan and ensure, where practicable it is represented in the final plan.
- 1.3. To ensure that all advice to Council reflects strong community engagement and input that iteratively implements, and does not depart from, the approved Urban Plan.

## **2. Membership**

- 2.1. The Group is to be comprised of 16 members consisting of
  - 2.1.1. 11 members including residents, business owners, community groups and other representatives of the Burnie community.
  - 2.1.2. 3 Ex officio members being Council officers
  - 2.1.3. 2 councillors.
- 2.2. A Chairperson will be elected from members of the User Group. It is considered most appropriate that the elected Chairperson be an independent member from the Burnie community.
- 2.3. If the Chairperson is not available for a meeting, a majority vote will determine the Acting Chairperson.
- 2.4. The Council will appoint two councillors to participate on the Group as the asset owner.

## **3. Tenure of appointment**

- 3.1. The elected member positions will become vacant every three (3) years directly following a Council election.
- 3.2. Non-Council positions will become vacant every three (3) years.
- 3.3. Serving members may seek to be reappointed to the Group.

## **4. Advertising vacancies**

- 4.1 The council will advertise vacancies when and where required. Selection of the new members will be chosen by majority vote of the current members.

## **5. Authority**

- 5.1. The Council are the final decision-maker with respect to investment decisions.
- 5.2. The Urban Plan is approved by the Council and becomes the framework the User Group is established to implement.
- 5.3. The User Group's role and responsibilities are to:
  - a) To participate in, and actively seek out community input and engagement;
  - b) Act as a conduit of information between the community, organisations and the Council;
  - c) The governance associated with implementing the Urban Plan, such as but not limited to all aspects of final design briefs for built infrastructure, community art and activation initiatives.
- 5.4. The Group nor any of its members, with the exclusion of the Council officers, have the ability to enter into any agreement or to contract said consultants or contractors where it is expected that the Council is liable for the costs, without the express written consent of the Council.

## **6. Meetings**

- 6.1. The Group will meet at least six times per year.
- 6.2. The Council will provide administrative support to administer the Group's activities and meetings.
- 6.3. The Chairperson is able to call additional meetings as they see fit.
- 6.4. A quorum will consist of a simple majority (half of the members plus one).
- 6.5. Members will be provided notification of a meeting, at least 7 days prior to that meeting being conducted.
- 6.6. The Agenda for the meeting will be distributed 3 full days clear of the meeting to enable time for the members to effectively consider matters prior to debate.
- 6.7. Minutes will be provided to members within 10 days following the meeting.

## **7. Ex-Officio Members**

- 7.1. The General Manager, Director Operations and Director Corporate and Commercial Services are ex-officio members to the Group.

## **8. Code of Conduct**

- 8.1. Members, councillors and council officers of the Group are required to conduct themselves in accordance with their respective Code of Conduct, on the basis that they are acting for the Council in availing themselves of these roles and are acting with regard to Council assets.
- 8.2. Members will be required to complete a Confidentiality Undertaking Form upon appointment and are bound by the conditions of the undertaking where a matter is minuted as confidential.

- 8.3. Once distributed, User Group papers including but not limited to Agendas and Minutes, in particular where a matter is minuted as confidential is the personal responsibility of member to secure (including the disposal process).

## **9. Conflict of Interest**

- 9.1. Elected members, council staff and members of the Group must comply with the applicable provisions of the Council's Code of Conduct in carrying out their functions. It is the personal responsibility of members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with regard to any conflict of interest that may arise.
- 9.2. Members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest will be appropriately minuted.
- 9.3. A Declaration of Interest Form must be supplied prior to departing the meeting following a declaration having been made.
- 9.4. Where members of the Group are deemed to have a real or perceived conflict of interest, it is appropriate that they be excused from the Group's deliberations on the issue where the conflict of interest may arise.

## **10. Alteration to Terms of Reference**

- 10.1. The Group is to conduct a review of the Terms of Reference prior to the completion of each three year term.
- 10.2. Council will be responsible for approving the Terms of Reference but will not do so at any time without seeking advice from the Group.