

CITY CENTRE MARKETING AND IMPROVEMENTS LEVY ADVISORY GROUP

Terms of Reference

1. Background

Pursuant to the *Rates Act 2004*, the ACT Revenue Office collects the City Centre Marketing and Improvements Levy (CCMIL) on behalf of the City Renewal Authority (the Authority). The CCMIL is a partnership between levy payers, the Authority and Government that supports actions/activations that contribute to the long-term sustainable growth, economic prosperity, culture, creativity and vibrancy of the CCMIL collection zone.

The CCMIL is applied to all rateable commercial properties in the city centre and selected areas of benefit in Braddon.

2. Purpose

The purpose of the CCMIL Advisory Group (Group) is to function as an advisory body to the executive of the Authority in supporting their management of the CCMIL and the associated program of CCMIL funded initiatives.

3. Membership

The Group comprises of:

- Chief Executive Officer, City Renewal Authority (Chair)
- Executive Branch Manager, Place Experience and Marketing, City Renewal Authority (Deputy chair)
- a minimum of eight (8) current CCMIL payers
- a maximum of four (4) owners or managers of commercial businesses in the CCMIL collection zone

Observers may attend by invitation of the Chair.

The CCMIL payers will be selected by the Authority from nominations received through an expression of interest process open, and distributed, to all current CCMIL payers.

The four (4) owners or managers of commercial businesses will be selected by current Group members from nominations received through an expression of interest process open, and distributed, to all CCMIL area businesses.

Group members will be selected on the following basis:

- possess a range of business skills and experience;
- a diversity of interests across the CCMIL area; and
- be able to represent CCMIL payers.

Group members will be appointed for a two (2) year term.

Casual vacancies may be filled using the most recent nomination process.

Current Group members may renominate for membership at the conclusion of their term. In the instance a Group member renominates for consecutive terms the decision to reappoint must be approved by the Chair and ratified by the remaining current Group members.

As representatives of the CCMIL payer cohort, members must be accessible to their fellow CCMIL payers. Accordingly, the names and contact details of these members will be published on the Authority's website.

3.1 Chair

The Chief Executive Officer, City Renewal Authority will chair the Group.

If the designated Chair is not available, the Executive Branch Manager Place Experience and Marketing, City Renewal Authority will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/matters raised or agreed to at that meeting.

The Chair will ensure all matters raised at the meetings are shared with the Authority's Board and relevant staff. This will be achieved via circulation of meeting minutes. The Chair may also, at any time, report to the Board on any other matter the Chair deems of sufficient importance to do so.

3.2 Secretariat

The Authority will provide secretariat functions for the Group and new members will be provided with background information to support their transition into the Group

3.3 Proxies

Members may nominate a proxy to attend a meeting where a member is unable to attend.

Proxies are required to participate in discussions, represent the absent member and that member's interests. Proxies must be a current CCMIL payer, owner or manager of a business located within the CCMIL collections area or an employee of the Authority.

Members will inform the secretariat as soon as possible should they intend to nominate a proxy to a meeting, and preferably no less than two (2) business days prior to the scheduled meeting.

3.4 Quorum

A quorum will consist of two (2) Authority representatives and four (4) Group members.

4. Meetings

4.1 Meeting Frequency

Group meetings will be held in person on a quarterly basis four (4) times per annum according to dates agreed in advance by the Group.

Group members will be invited to host meetings on a rotational basis (at no cost to the CCMIL). In the event a suitable venue cannot be secured, the Authority would host the meeting at its offices.

Group members may be consulted for advice out of session on an ad hoc basis.

4.2 Meeting Agenda

The Chair is responsible for setting meeting agendas, which will include agreed standing items.

All Group members can nominate items to the agenda. These must be forwarded to the secretariat at least three (3) weeks prior to a meeting.

The Chair has the right to decline to list an item on the formal agenda if it is not considered relevant to the work of the Group.

Group members are encouraged to regularly liaise with their fellow CCMIL payers to ensure the matters they are bringing forward to the Group are representative of the interests of the broader CCMIL payer cohort.

All members may raise matters under “Other Business” during a meeting if time permits.

The draft agenda and any relevant meeting papers will be distributed to all Group members at least two (2) weeks prior to the agreed meeting dates. The papers are provided in good faith for the purposes of consultation with the Group and as the representative body of payers but not for broader circulation.

All members should notify the Secretariat if they determine a discussion topic on the agenda may be a potential conflict of interest.

4.3 Minutes

The minutes of Group meetings, cleared by the Chair, will be provided to all Group members no later than two (2) weeks following a meeting and proposed for formal acceptance at the following meeting. Minutes will be in simple form capturing key areas of updates, discussion or advice only. The minutes will reflect any actions agreed to by the Chair for the Authority and the Secretariat will maintain an action log that will be circulated with the papers.

5. Reporting

The endorsed meeting minutes will be:

- available to all CCMIL payers via the Authority’s website
- provided to the Authority Board at the following Authority Board meeting.

6. Review

The Group will review these Terms of Reference on an annual basis and make recommendations to the Chair regarding any revisions.

November 2023