

CITY CENTRE MARKETING AND IMPROVEMENTS LEVY ADVISORY COMMITTEE

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 Levy 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 levy 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 Committee 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 levy funded initiatives.

3. Membership

The Committee is comprised of:

- Chief Executive Officer, City Renewal Authority (Chair)
- Chief Operating Officer, City Renewal Authority (Deputy Chair)
- Director, Design and Place Strategy, City Renewal Authority
- six (6) current levy payers.

Observers may attend by invitation of the Chair and should include Authority representatives from the Design and Place Strategy, and Communications and Engagement teams.

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

Panel members will be selected on the following basis:

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

Panel members will be appointed for a maximum two (2) year period. Casual vacancies will be filled based on the most recent nomination process.

As representatives of the levy payer cohort, members must be accessible to their fellow levy 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 Committee.

If the designated Chair is not available, the Chief Operating Officer, 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 Committee.

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 also be a current levy payer or 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) current levy payers.

4. Meetings

4.1 Meeting Frequency

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

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

4.2 Meeting Agenda

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

All Committee 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 refuse to list an item on the formal agenda if it is not considered relevant to the work of the Committee.

Levy payer representatives are encouraged to regularly liaise with their fellow levy payers to ensure the matters they are bringing forward to the Committee are representative of the interests of the broader levy 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 Committee members at least two (2) weeks prior to the agreed meeting dates.

4.3 Minutes

The minutes of Committee meetings, cleared by the Chair, will be provided to all Committee members no later than two (2) weeks following a meeting.

5. Reporting

The endorsed meeting minutes will be:

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

6. Review

The Committee will review these terms of reference on an annual basis and make recommendations to the Chair regarding any revisions.

27 February 2020