

## **Information Regarding the Springwood Town Centre Advisory Committee (the Committee)**

The Council resolved on 12/10/2007:

*That expressions of interest be called for members of the community to take part in an Advisory Committee for Springwood concurrent with the Expression of Interest process.*

*This committee would be comprised of eight members and be selected to be as representative as possible of interested community members and groups such as the Springwood Chamber of Commerce.*

*This Advisory Committee meet on a monthly basis or as required at the time and place that the Committee shall decide.*

*The Advisory Committee be chaired by the Mayor or nominee and that the first meeting discuss a "terms of reference" and guidelines for meeting procedure.*

Minute No. 289

### ***Purpose of the Committee***

The Committee will provide a forum for exchange of information and community opinion on matters relating the Springwood Town Centre Project which seeks to progress the economic and social viability of the Springwood Town Centre.

### ***Reporting Structure***

The Committee will operate in an advisory capacity. Advice will be given to the Council through the Springwood Town Centre Project Manager.

It should be noted that the Springwood Advisory Committee is not a formally constituted Committee of the Council. It has no authority to make decisions on behalf of the Council or any community or business groups. It cannot commission or contract work to be undertaken.

Any actions recommended by the Committee which are the responsibility of the Council will be reported to the Council for consideration in future budgets and operational programs.

### ***Role of the Springwood Advisory Committee***

In the short term the role of the Springwood Advisory Committee will be to provide feedback to the Council on the development of projects such as the Social and Cultural Assessment of Springwood which will be in preparation during the period November- December 2007.

The **Call for Expressions of Interest** for the redevelopment of three Sites within Springwood Town Centre **is a confidential process**. There will be no opportunity for the Committee to provide comment on the EOIs before the Council has received and considered a report on the evaluation of tenders received.

However after the Council has considered the tender evaluation report there may be the opportunity for the Committee to provide advice to the Council on the basis of non- confidential information available on any short listed proposals. This may then inform the process for Stage 2 Request for Detailed Proposals.

In the future the Committee may also be requested to advise the Council on other relevant policy development or projects. Subject to allocation of sufficient resources by the Council this may include the proposed review of the Springwood Town Centre Master Plan and the Policy for Parking.

### ***Constraints on the Committee***

It should be noted that there is and will continue to be diversity of opinion in relation to this project and that this may affect the dynamics of the Committee.

In addition the role of the Committee is and will continue to be limited by the nature of the project and the need for strict probity considerations.

### ***Membership***

The Chair of the Committee will be the Mayor of Blue Mountains City Council or his delegate.

Ward Councillors are also to be members of the Committee.

In addition to the Councillor membership, it is proposed that the Committee is comprised of 6 to 8 people who belong to the local community of Springwood district, also known as Planning Area 4. These community people will be selected to provide a diversity of opinion and backgrounds: i.e. are residents, or business owners or operators, or representatives of community organisation or agencies operating in the local area.

### ***Term of the Committee***

It is proposed that the Council appoint the Committee up to June 2008 and then, subject to the outcome of Stage 1 of the Springwood Town Centre Project and the allocation of resources to continue support for the Committee, the Council may consider extension of the term of appointment of the Committee.

## ***Terms of Reference***

The Committee will consider terms of reference including times and places for the conduct of Committee meetings and recommend these to the Council for approval.

These terms of reference would include:

- adherence to the Council Code of Conduct; and
- agreement that any media contact is to be made through the Chair of the Committee.

No honorariums will be paid to members of the Committee.

## ***Process for Seeking Nominations to the Committee***

Advertisements seeking nominations for membership of the Committee are to be placed in the Blue Mountains Gazette for 2 consecutive weeks from 14 November. Nominations must be lodged with the General Manager of the Council by 5pm 13<sup>th</sup> December 2007.

Nominations can be lodged by email to [corporate@bmcc.nsw.gov.au](mailto:corporate@bmcc.nsw.gov.au) or by mail to Locked Bag 1005, Katoomba NSW 2780.

## ***Appointment Criteria***

Personal attributes as well as expertise are important considerations in selection of members of the Committee. Nominations for appointment should provide a statement against each of the following key skills being sought in a committee member as well as outlining personal attributes that would add value to the Committee.

Appointment criteria are outlined below:

1. Demonstrated ability to contribute in a constructive way to a community based group, including through the exercise of skills such as leadership and community networking;
2. Ability to communicate, liaise with and represent views of Springwood community members;
3. Holding respect and good relationships within the Springwood community;
4. Contribution to the diversity of Springwood Advisory Committee membership in bringing a range of views and perspectives to the group;
5. Demonstrated commitment to sustainability and quality of life in the Blue Mountains;
6. Demonstrated commitment to a positive outcome for Springwood Town Centre;
7. Understanding and tolerance for community-government committee processes;

8. Sufficient time to devote to the role.

### ***Recruitment Panel***

The Recruitment Panel will comprise the Mayor and the Ward Councillors supported by The Springwood Town Centre Project Manager.

This Recruitment Panel would make recommendations to the Council for the appointment by the Council of members to the Committee. This Council report would be confidential.

### ***Support for the Committee***

Limited secretariat support will be provided for the Committee by the City Planning Branch. This would involve the preparation and circulation of agendas and minute taking and submission of reports from the Committee to the Council. The minutes will be limited to heads of consideration and recommendations for action. No transcripts of proceedings will be documented.

### ***Enquiries***

Enquiries regarding the Springwood Town Centre Advisory Committee can be made to Janne on 4732 5448.