

## Glen Waverley Activity Centre Committee – Terms of Reference

### Type

The committee is a Standing Advisory Committee consisting of Councillors and supported by the CEO, Director City Development, Director of Community Services and other staff as required.

### Purpose

The purpose of the Glen Waverley Activity Centre Committee is to provide high level advice, direction and input into major Council and State Government projects and strategic policy initiatives for the Glen Waverley Activity Centre (**GWAC**).

The key areas of focus currently include:

- the Montclair Multideck Car Park project;
- implications for Council and the GWAC arising from the State Government's Suburban Rail Loop project;
- the redevelopment and reinvigoration of Kingsway (with an increased focus on pedestrians and outdoor dining);
- a new library and community meeting spaces for Glen Waverley;
- the establishment of a town square in Kingsway;
- future options for the Central Car Park site; and
- replacement car parking.

In addition to the areas of focus identified above, the Committee may also have take on other areas of focus relating to the GWAC.

### Objectives

The objectives of the GWAC Committee are:

- provide input and advice to Council on opportunities, Council and State Government driven strategic development issues and major projects in the Activity Centre;
- actively support and assist Council's consultation with, engagement and advocacy to the State Government, relevant stakeholders and the broader community in relation to the GWAC;
- assist with shaping and encouraging a reinvigorated Kingsway streetscape which prioritises pedestrians, outdoor dining and other activity over cars;
- recommend to Council appropriate projects or development opportunities for the GWAC; and
- assist Council in determining priorities and strategic directions for the Activity Centre.

### Scope

The scope of the Committee is limited to matters relating to the GWAC as shown in Figure 1.

### Authority

The Committee will act in an advisory capacity only. The Committee has no delegated authority to make decisions as if it was the Council. The Committee may make recommendations to Council on any matter in relation to the GWAC.

### Membership

The Committee will comprise:

- the Mayor; and
- Glen Waverley Ward councillors.

One of the Committee members will be appointed to chair the Committee. This appointment will be made by either the Council or the Mayor.

It will be supported by the Chief Executive Officer, Director of City Development, Director of Community Services and other officers as required.

### Meeting arrangements

The Committee will meet as required at the Glen Waverley Civic Centre or via remote methods including virtual meetings.

Additional meetings may be required from time to time and can be called as required by the chair or any of the Chief Executive Officer, the Director Development or Director Community Services to address urgent or pressing matters as they arise.

The Committee may also deal with matters via email outside of meetings where appropriate.

There is no requirement to give public notice of the meetings and meetings are not open to the public.

Meetings will:

- be scheduled and confirmed in advance will all relevant papers distributed (as appropriate) to each member;
- encourage fair and respectful discussion;
- focus on the relevant issues at hand as identified by the Committee or Council; and
- operate on a consensus basis as far as possible, or otherwise on a vote of members.

### Agendas and minutes

Agendas and minutes must be prepared for each meeting of the Committee. The agenda must be provided to members of the committee not less than five business days before the time fixed for the holding of the meeting unless all committee members consent to a shorter period because of a pressing matter.

The minutes of each meeting will be taken by a Council officer. The minutes must:

- contain details of the items discussed, major issues and commentary and any recommendations or actions requested by the Committee;
- be clearly expressed;
- be self-explanatory;
- in relation to recommendation or action items recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process; and
- distributed to all Committee members within 14 days of the meeting.

### Reporting

The Committee will report at least annually to Council on its activities. As a minimum, the Committee is required to prepare a formal report on an annual basis in line with its stated objectives. The report must be formally adopted by the Committee and should directly reflect the objectives of the Committee as set out in these terms of reference. The report will be presented to Council for noting as a report from the Committee.

### Resources and budget

Council facilities will be used for conduct of meetings. Administrative and technical support will be provided from existing resources within the Council.

### Review

The Committee is established as an ongoing committee of Council. The Committee will review its terms of reference periodically and provide any recommendations to Council in relation to any changes required.

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Figure 1. Boundary of GWAC

