

SHIRE OF DENMARK TOWN CENTRE CONNECTIVITY AND STREETScape WORKING GROUP [Council Working Group]



Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town Centre Connectivity and Streetscape Working Group.

1 NAME

The name of the group shall be the Shire of Denmark Town Centre Connectivity and Streetscape Working Group, hereinafter referred to as the TCCSWG.

2 ESTABLISHMENT

The TCCSWG was established pursuant to Council Resolution No. _____.

3 GUIDING PRINCIPLES

The TCCSWG is established as a Council Working Group in accordance with the Shire's Meeting Framework Policy. It is an advisory forum established to provide strategic input and local context to officers in relation to the Town Centre Connectivity and Streetscape project.

The Working Group is not a committee established under section 5.8 of the Local Government Act 1995, does not exercise delegated authority, and does not make decisions on behalf of Council.

4 VISION

For the Denmark town centre to be a connected, attractive, accessible and resilient place that reflects the character of the community, supports local businesses, encourages walking and cycling, and provides a safe, welcoming and high-quality public realm for residents and visitors now and into the future.

5 PURPOSE

The purpose of the TCCSWG is to provide strategic input, guidance and local context to support the development of town centre connectivity and streetscape concepts that are practical, integrated, community-informed and future-focused.

Its role is to assist officers by testing ideas, identifying opportunities and risks, and providing considered input at key hold points throughout the consultant contract.

6 OBJECTIVE

The following are the key objectives:

- Ensure the project is aligned with the Shire's broader strategic direction, including town centre activation, access and movement, place-making, economic development, environmental sustainability and long-term asset management.
- Provide a forum for early testing of streetscape and connectivity ideas before they are progressed into more detailed design work.
- Assist officers to identify community priorities, local issues, constraints and opportunities that should be considered by the consultant team.

- Support a future-proofed approach that considers long-term growth, changing transport patterns, accessibility, climate resilience, universal access, maintenance requirements and whole-of-life costs.
- Assist in ensuring that the concepts are realistic, deliverable and capable of being staged over time, subject to future Council decisions, funding availability and detailed design.
- Support a balanced approach that recognises the needs of pedestrians, cyclists, motorists, businesses, residents, visitors, people with disability, service vehicles and emergency access.
- Provide advice on how community and stakeholder feedback can be meaningfully reflected in the development of the concepts.

7 MEMBERSHIP

The TCCSWG will comprise six members, being:

- Three Councillors, appointed by Council;
- Chief Executive Officer;
- Director Infrastructure Services; and
- Manager Technical Services.

Councillor membership will continue until the next Ordinary Local Government Election, unless the Councillor resigns from the TCCSWG, ceases to hold office or the TCCSWG is disbanded earlier. A Councillor may be reappointed by Council following an Ordinary Local Government Election.

Officer membership is by position.

8 GENERAL

8.1 Meeting Frequency

Meetings will be held on a reactive, ad hoc basis to align with the requirements and timeframes of the Town Centre Connectivity and Streetscape project. As this is a live project being progressed with appointed consultants, the Working Group will meet when there is a need to provide timely input, guidance or feedback to officers at key project milestones and consultant hold points.

Meetings will generally be scheduled on Tuesdays, coinciding with Concept Forums or Ordinary Council Meetings, between 9:00am and 5:00pm. A minimum of five working days' notice will be provided to members wherever practicable, recognising that the timing of meetings may need to respond to project milestones, consultant deliverables and the need to provide advice within relevant project timeframes.

8.2 Presiding Person

The Presiding Person will be a Councillor member of the TCCSWG appointed by Council. If the appointed Presiding Person is not present at a meeting, the members present are to choose another Councillor member of the TCCSWG to preside for that meeting.

8.3 Members Conduct

Councillor members, employee members and any other participants are to comply with the conduct requirements that apply to their respective role, including the Shire's relevant codes of conduct.

Any actual, potential or perceived conflict of interest should be disclosed to the Presiding Person and the Secretary as soon as practicable. The disclosure and any agreed management approach should be recorded in the meeting notes.

Members must handle draft, confidential or sensitive project information appropriately and must not disclose or represent the views of the Working Group, Council or the Shire externally unless authorised.

Members should respect the advisory role of the Working Group and avoid directing staff, consultants or other members outside the agreed meeting process.

8.4 Secretary

The Manager Technical Services or that officer's appointed nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and notes.

VERSION CONTROL

Approved by the Council, xx xx xxxx