



City of
**Norwood
Payneham
& St Peters**

NORWOOD PARADE PRECINCT COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 Pursuant to Section 41(7) of the Local Government Act 1999, the City of Norwood Payneham & St Peters establishes a Committee to assist the Council's Business & Economic Development Committee in relation to the achievement of its objectives as they relate to The Parade Precinct.
- 1.2 The Committee will be known as The Norwood Parade Precinct Committee

2. FUNCTIONS

The Norwood Parade Precinct Committee will report to the Council's Business & Economic Development Committee for the purposes of fulfilling its role and functions.

- 2.1 To develop and recommend to the Business & Economic Development Committee in each financial year, an Annual Business Plan and Budget.
- 2.2 Each Annual Business Plan must address objectives determined by the Business & Economic Development Committee which will include (but not be limited to) marketing, development and promotion of the Norwood Parade Precinct.
- 2.3 Each Budget developed by The Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan and recommend to the Committee an amount that needs to be approved by the Council to meet the objectives of the Annual Business Plan.
- 2.4 To implement the Annual Business Plan as approved.
- 2.5 To co-operatively market The Parade as a single destination through the coordination of activities, joint advertising, sales and promotions, and branding.
- 2.6 To assist in the development and promotion of a vibrant cultural and leisure tourism destination for businesses, residents and visitors.
- 2.7 To initiate events to increase tourism and to promote The Parade as a destination for residents and visitors, including Christmas events and decorations, and other special promotions.
- 2.8 To represent the majority voice of businesses on The Parade and to be the peak body for advocacy and lobbying with respect to issues such as traffic and parking.
- 2.9 To facilitate and encourage networking and communication through a range of measures as identified and relevant.

- 2.10 To undertake regular customer surveys and determine the most appropriate responses to the outcomes.
- 2.11 To advocate for improvements to the appearance of The Parade.

3. MEMBERSHIP

- 3.1 The Norwood Parade Precinct Committee will comprise members selected and appointed by the Council as representing, in the opinion of the Council, the interests of traders and property owners of The Norwood Parade Precinct as defined by Map 1 (attached).
- 3.2 Membership of The Norwood Parade Precinct Committee is for a one (1) year term unless a Member resigns from the Committee or is removed earlier by a resolution of the Council.
- 3.3 Members of The Norwood Parade Precinct Committee are eligible for reappointment at the expiration of their term of office.

4. DELEGATED AUTHORITY

All decisions of The Norwood Parade Precinct Committee will constitute recommendations to the Business & Economic Development Committee.

5. TERMS OF REFERENCE – OPERATIONAL MATTERS

- 5.1 The Norwood Parade Precinct Committee shall act at all times in strict accordance with the Local Government Act 1999 and any other relevant legislation.
- 5.2 Subject to Clause 5.3 below, The Norwood Parade Precinct Committee shall act in strict accordance with the Local Government Act 1999 and Part 2 of the Local Government (Procedures at Meetings) Regulations 2000.
- 5.3 The Norwood Parade Precinct Committee may (subject to the Local Government (Procedures at Meetings) Regulations 2000) determine its own meeting procedures for the better conduct of its meetings. Where the Precinct Committee exercises this power, but subject to the prior approval of the Committee, this Clause 5.3 will operate in preference to Clause 5.2 of these Terms of Reference.
- 5.4 The Norwood Parade Precinct Committee shall initially meet at least once (1) in every calendar month, at a place to be determined by the Chief Executive Officer, and then on such dates and at such times as determined by the Precinct Committee.
- 5.5 A quorum for a meeting of The Norwood Parade Precinct Committee shall be six (6) members of the Precinct Committee.
- 5.6 The Presiding Member (Chairperson) and Deputy Presiding Member (Deputy Chairperson) shall be determined by the Precinct Committee at its first meeting.
- 5.7 If the Presiding Member and Deputy Presiding Member of the Precinct Committee are absent from the meeting, then another Member will be selected from those members present to preside at the meeting.
- 5.8 All decisions of the Precinct Committee shall be made on the basis of a majority decision of the members present.
- 5.9 All Precinct Committee Members, including business representatives, must vote on decisions before the Committee.

- 5.10 The Norwood Parade Precinct Committee may establish sub-committees from time to time to advise them on specific activities and projects as required.
- 5.11 The Norwood Parade Precinct Committee shall make at least one annual presentation to business and other interested organisations and members of the local community.

6. REPORTING

Pursuant to Section 41(8) of the Local Government Act 1999, all decisions of the Precinct Committee will be referred to the Business & Economic Development Committee as recommendations of the Precinct Committee. The reporting of the decisions of the Committee in this manner will satisfy the requirements of Section 41(8).

7. REVIEW OF THE COMMITTEE

The Council will review the membership and Terms of Reference of the Precinct Committee annually.

8. WINDING UP OF COMMITTEE

The Norwood Parade Precinct Committee may be wound up at any time by resolution of the Council.