



# NORWOOD PARADE PRECINCT COMMITTEE

## TERMS OF REFERENCE

### 1. ESTABLISHMENT

- 1.1 The Council has established the Norwood Parade Precinct Committee (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* ("the Act").
- 1.2 The Committee will be known as the Norwood Parade Precinct Committee.
- 1.3 The Committee may be wound up at any time by resolution of the Council.
- 1.4 These Terms of Reference were adopted by the Council on 2 November 2020.

### 2. FUNCTIONS

- 2.1 To develop and recommend to the Council in each financial year, an Annual Business Plan and Budget for The Parade Precinct.
- 2.2 The Budget developed by the Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan. The amount recommended to the Council, to be approved by the Council, should meet the objectives set out in the Annual Business Plan.
- 2.3 To oversee the implementation of the Annual Business Plan as approved.
- 2.4 To oversee the implementation of the approved Marketing and Promotional Plan for The Parade.
- 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 facilitate and encourage networking and communication.

### 3. MEMBERSHIP

- 3.1 The Committee will comprise of thirteen (13) Members.
- 3.2 Membership of the Committee will comprise of:
  - 3.2.1 Mayor Robert Bria and four (4) Elected Members as determined by resolution of the Council; and
  - 3.2.2 eight (8) Representatives who must be either a current property owner/trader/business owner, currently trading or owning a property within the Precinct boundaries as defined by Map 1 (attached), selected and appointed by the Council as representing, in the opinion of the Council, the interests of all business and property owners within the Norwood Parade Precinct.
- 3.3 Subject to Clause 1.3 of these Terms of Reference, Membership of the Committee is for the term of the Committee *unless* a Member resigns or is otherwise incapable of continuing as a Member, or is removed from office by the Council.
- 3.4 The Committee must report to the Council where a Member has failed (without the leave of the Committee) to attend three (3) consecutive meetings of the Committee.

#### **4. PRESIDING MEMBER**

- 4.1 The Presiding Member of the Committee will be appointed by the Committee at the first meeting of the Committee.
- 4.2 The Committee will appoint one (1) of the Elected Member Representatives as the Presiding Member.
- 4.3 If the Presiding Member of the Committee is absent from a meeting then an Elected Member representative on the Committee, chosen from those present, will preside at the meeting until the Presiding Member is present.
- 4.4 The role of the Presiding Member includes:
  - 4.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and *the Local Government (Procedures at Meetings) Regulations 2013*;
  - 4.4.2 ensuring all Committee Members have an opportunity to participate in discussions in an open and encouraging manner; and
  - 4.4.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

#### **5. DELEGATED AUTHORITY**

Pursuant to Section 44 of the Local Government Act 1999, the Norwood Parade Precinct Committee does not enjoy the delegation of any powers, functions and duties of the Council. All decisions of the Committee will, therefore, constitute only recommendations to the Council.

#### **6. NOTICE OF MEETINGS**

- 6.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
  - 6.1.1 to Members of the Committee by email or as otherwise agreed by the Committee at least three (3) clear days before the date of the meeting; and
  - 6.1.2 to the public as soon as practicable after the time that notice of the meeting is given to Members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

#### **7. PUBLIC ACCESS TO MEETINGS**

- 7.1 The Committee shall meet at the Norwood Town Hall, 175 The Parade, Norwood.
- 7.2 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

#### **8. OPERATIONAL MATTERS**

- 8.1 The Norwood Parade Precinct Committee shall act at all times in strict accordance with the Local Government Act 1999 and any other relevant legislation.
- 8.2 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 2013.
- 8.3 The Norwood Parade Precinct Committee shall meet four (4) times in every calendar year, 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.

- 8.4 A quorum for a meeting of the Norwood Parade Precinct Committee shall be six (6) Members of the Precinct Committee, comprising of a minimum of four (4) property owner/trader/business owner representations.
- 8.5 All decisions of the Precinct Committee shall be made on the basis of a majority decision of the Members present. If the vote is tied then the motion shall be determined to have lapsed.
- 8.6 All Precinct Committee Members, including business representatives, must vote on decisions before the Committee.

## **9. REPORTING**

- 9.1 Pursuant to Section 41(8) of the Local Government Act 1999, all decisions of the Precinct Committee will be referred to the Council 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).
- 9.2 The Norwood Parade Precinct Committee shall make at least one annual public report presentation to business and property owners within the Norwood Parade Precinct and other interested organisations and members of the local community at a meeting to be held in the Norwood Town Hall or other public place as determined by the Committee.

## **10. TERM OF THE COMMITTEE**

- 10.1 The Committee will be wound up without further action by the Council at the conclusion of the term of the Committee.
- 10.2 The term of the Committee expires on 31 October 2022.

**The Parade Precinct Boundaries**

