



# **BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **1. ESTABLISHMENT**

- 1.1 The Council has established the Business & Economic Development Advisory 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 Business & Economic Development Advisory 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 5 December 2022.

### **2. PURPOSE & OBJECTIVES**

- 2.1 The primary role of the Business & Economic Development Advisory Committee is to provide high-level independent expert advice to the Council on economic development matters and employment growth opportunities in the City of Norwood Payneham & St Peters and to have oversight of the continued implementation of the Council's Economic Development Strategy.
- 2.2 To identify issues, opportunities, and initiatives which impact on business and economic development in the City of Norwood Payneham & St Peters.
- 2.3 To provide advice to the Council and recommend actions, including the conduct of studies associated with business and economic development, as required, in order to facilitate the identification of opportunities, issues, strategies and actions.
- 2.4 To assist the Council to facilitate and promote economic growth and development in the City of Norwood Payneham & St Peters.
- 2.5 To provide advice to the Council as required, to facilitate the creation of business networks (both within South Australia and Australia), which provide benefits for the City of Norwood Payneham & St Peters and the business sector.
- 2.6 To provide strategic direction and leadership to ensure that members of the business community are able to participate in the development and implementation of the City's business and economic development outcomes.
- 2.7 Conduct forums to identify and articulate relevant information in respect to services and activities in the City of Norwood Payneham & St Peters that contribute to the City's economic growth.
- 2.8 Advocate and work actively with State and Federal Governments and their agencies, the private sector and relevant peak bodies on key economic priorities which deliver positive outcomes for the City and the community.
- 2.9 Consider and advise the Council on medium and long term matters relevant to business and economic development within the City of Norwood Payneham & St Peters.

### **3. MEMBERSHIP**

- 3.1 The Committee will comprise of eleven (11) Members.
- 3.2 Membership of the Committee will comprise of:
  - 3.2.1 the Mayor;
  - 3.2.2 three (3) Councillors as determined by resolution of the Council; and
  - 3.2.3 seven (7) Specialist Members with a background and experience in (but not limited to) business and economic development, multimedia, tourism, strategic planning, property, marketing and similar areas of expertise and who are regarded as leading practitioners in their respective fields.
- 3.3 Subject to Clause 1.3 of these Terms of Reference, membership of the Committee is for a term of two (2) years, or some other period as determined by the Council, unless a Member resigns or is otherwise incapable of continuing as a Member or is removed from office by the Council.
- 3.4 Independent Members are eligible for re-appointment to the Committee for a further two (2) year term, subject to agreement from both the Council and the Independent Member.
- 3.5 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.
- 3.6 All Members of the Committee must comply with the Conflict of Interest provisions set out in the *Local Government Act 1999*.

### **4. SELECTION PROCESS**

- 4.1 All nominations for appointment to the Committee will be assessed according to the following selection criteria:
  - 4.1.1 a requirement for representatives to live, work or study in metropolitan Adelaide;
  - 4.1.2 a statement of purpose submitted by the representatives, setting out their reasons for applying; and
  - 4.1.3 a list of the skills, knowledge and/or experience they will bring to the Committee.
- 4.2 Applications for the Committee will be assessed against the selection criteria by an Assessment Panel as determined by the Chief Executive Officer.
- 4.3 The full list of applicants, together with the recommendations of the Assessment Panel will be presented to the Council for its consideration and endorsement.
- 4.4 Applicants will be advised in writing of the outcome of their nomination.

### **5. PRESIDING MEMBER**

- 5.1 The Mayor will be appointed as the Presiding Member of the Committee.
- 5.2 If the Mayor does not wish, or is unable to be appointed as the Presiding Member, the Council will appoint a Councillor Representative as the Presiding Member of the Committee.
- 5.3 If the Presiding Member of the Committee is absent from a meeting, an Acting Presiding Member will be chosen from those present and will preside at the meeting until the Presiding Member is present.

5.6 The role of the Presiding Member includes:

- 5.6.1 overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*;
- 5.6.2 ensuring all Committee Members have an opportunity to participate in discussions in an open and encouraging manner; and
- 5.6.3 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.

## 6. DELEGATED AUTHORITY

- 6.1 Pursuant to Section 44 of the *Local Government Act 1999*, the Business & Economic Development Advisory 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.

## 7. MEETINGS

- 7.1 Notice of the Meetings of the Committee will be given in accordance with Sections 87 and 88 of the *Local Government Act 1999*. Accordingly, notice will be given:
- 7.1.1 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
  - 7.1.2 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 on the Council's website.
- 7.2 The Committee shall meet a minimum of four (4) times in every calendar year on dates to be set out in advance for each year or as determined by the Chief Executive Officer, at the Council's Principal Office, the Norwood Town Hall, 175 The Parade, Norwood or as determined by the Chief Executive Officer and in accordance with the responsibilities imposed upon them within these Terms of Reference.
- 7.3 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 *Local Government Act 1999*.
- 7.4 A Special Meeting can be called by the Presiding Member of the Committee to deal with any urgent business. A request for a Special Meeting must include details of the time, location and purpose of the meeting, which will be included in the Notice of the Special Meeting.
- 7.5 The Committee shall act at all times in strict accordance with the *Local Government Act 1999* and Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* and any other relevant legislation.

## 8. QUORUM

- 8.1 A quorum for a meeting of the Committee shall be six (6) Members of the Committee which shall include four (4) Specialist Members.

## 9. REPORTING

- 9.1 Pursuant to Section 41(8) of the *Local Government Act 1999*, all decisions of the Committee will be referred to the Council as recommendations of the Committee. The reporting of the decisions of the Committee in this manner will satisfy the requirements of Section 41(8) of the Act.

**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 2024.