



BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Council has established the Business & Economic Development Advisory Committee (the Committee) pursuant to Section 41 of the *Local Government Act 1999* (the Act).
- 1.2 These Terms of Reference were adopted by the Council on 20 January 2025.

2. PURPOSE

- 2.1 The Committee provides 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 monitors the implementation of the Council's Economic Development Strategy.
- 2.2 Within the functions and responsibilities of the Committee as provided in these Terms of Reference, the Committee will:
 - 2.2.1 Receive and consider reports submitted to the Committee by the Chief Executive Officer and Senior Staff to recommend a course of action and advise the Council; and
 - 2.2.2 Facilitate a Discussion Forum for the presentation of topics by the Chief Executive Officer, Senior Staff or raised by a Committee member.

3. FUNCTIONS & RESPONSIBILITIES

- 3.1 Identify issues, opportunities, and initiatives which impact on business and economic development in the City of Norwood Payneham & St Peters.
- 3.2 Provide advice to the Council and recommend to facilitate the identification of opportunities, issues, strategies and actions associated with business and economic development.
- 3.3 Assist the Council to facilitate and promote economic growth and development in the City of Norwood Payneham & St Peters.
- 3.4 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.
- 3.5 Provide information to assist the Council with advocacy initiatives and opportunities to 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.
- 3.6 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.

4. DELEGATED AUTHORITY

- 4.1 The Committee does not have any delegated powers, functions or duties of the Council and only acts in accordance with these Terms of Reference, and any direction from Council.

5. MEMBERSHIP AND CONDITIONS OF APPOINTMENT

- 5.1 The Committee will have up to eleven (11) Members comprising of the Mayor and no more than three (3) Councillors, and up to seven (7) Specialist Independent Members. Specialist Independent Members cannot be an Elected Member or staff member of the City of Norwood Payneham & St Peters.
- 5.2 The Specialist Independent Members must live, work or study in metropolitan Adelaide and will have knowledge, skills and experience relevant to the functions of the Committee which can include (but is 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.
- 5.3 The term of appointment for all Members of the Committee will be as determined by the Council, and each Member is eligible for re-appointment to the Committee by the Council.
- 5.4 All Members of the Committee must comply with the Conflict of Interest provisions set out in the *Local Government Act 1999*.
- 5.5 Prior to the Council appointing Independent Members to the Committee, a Selection Panel appointed by the Chief Executive Officer will evaluate potential candidates with consideration given to the requirements of Clause 5.2 of these Terms of Reference before making a recommendation to the Council.
- 5.6 The appointment of Specialist Independent Members will be subject to the endorsement of the Selection Panel's recommendation by the Council.

6. PRESIDING MEMBER

- 6.1 The Council will appoint the Presiding Member of the Committee.
- 6.2 If the Presiding Member of the Committee is absent from a meeting, then the Members present will determine by resolution who will preside at the meeting.
- 6.3 The role of the Presiding Member of the Committee is to:
 - 6.3.1 oversee and facilitate the orderly conduct of Committee Meetings in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*, and any other procedures relevant to the Committee.
 - 6.3.2 ensure that the Guiding Principles set out in Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013*, are observed during Committee Meetings and that all Committee Members have an opportunity to participate in discussions in an open and responsible manner.

7. MEETINGS

- 7.1 Ordinary Meetings of the Committee will be held every two (2) months.
- 7.2 The Committee will approve a schedule of Meetings for each year and Special Meetings will be convened as needed for urgent matters.
- 7.3 Meetings will be held in the Mayor's Parlour, Norwood Town Hall, unless otherwise notified.
- 7.4 Notice of each Committee Meeting confirming the venue, time, and date, together with an Agenda of items to be discussed, shall be forwarded to each Member of the Committee, no later than three (3) clear days before the Meeting.
- 7.5 If there is no business for the Committee to consider, prior to Notice of a Committee Meeting being forwarded to Committee Members, the Chief Executive Officer may cancel a scheduled meeting of the Committee, in consultation with the Presiding Member, and advise all Committee Members via email.
- 7.6 Subject to the operation of Section 90 of the *Local Government Act 1999*, and in accordance with the requirement of Section 132 of the *Local Government Act 1999*, the Agendas and

Minutes of the Committee Meeting will be published on a website as determined by the Chief Executive Officer

- 7.7 In accordance with Section 88 of the *Local Government Act 1999*, Notice of Meetings of the Committee must be displayed at the Principal Office of the Council and on a website determined by the Chief Executive Officer, and must continue to be published and kept on display until the completion of the relevant Meeting.
- 7.8 The quorum for a Meeting of the Committee shall be five (5) Members of the Committee, with at least two (2) of those Members present being Specialist Independent Members.
- 7.9 The Chief Executive Officer may adjourn a scheduled meeting of the Committee, in circumstances where sufficient apologies have been received to indicate a quorum will not be achieved for the scheduled Meeting.¹
- 7.10 Meetings of the Committee must be conducted in accordance with the *Local Government Act 1999* and Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013*.
- 7.11 All decisions of the Committee shall be made based on a majority decision of the Members present.
- 7.12 Each Member of the Committee at a Meeting will have one (1) vote. The Presiding Member will have a deliberative vote and does not, in the event of an equality of votes, have a casting vote.
- 7.13 For Discussion Forum Items the following applies:
- 7.13.1 No decision making will occur in response to an Agenda Item in a Discussion Forum.
 - 7.13.2 Discussion will be focused on the issues and matters that are the subject of the item raised in the Discussion Forum.
 - 7.13.3 A Discussion Forum item may include a presentation from an external party.
 - 7.13.4 At the conclusion of each Discussion Forum item the Presiding Member will provide an opportunity for the Chief Executive Officer, a General Manager, Manager or officer to identify the next steps.
- 7.14 Minutes of the Committee Meetings shall be circulated within five (5) days after a Meeting to all Committee Members and to all Members of the Council. For Discussion Forum Items, the title of the matter and brief summary of the discussion points will be included, as well as any undertaking made by the Chief Executive Officer, General Manager or Manager.

8. REPORTING

- 8.1 A report will be presented to the Council Meeting following each Meeting of the Committee which will contain recommendations from the Committee for the Council to consider for determination as well as any other matters considered by the Committee by way of the Committee.

9. TERM OF THE COMMITTEE

- 9.1 The Committee is established for the Council term and will be wound up without further action by the Council at the conclusion of the term of the Committee.

¹ *Local Government (Procedures at Meetings) Regulations 2013*, Regulation 7(1)