



BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Council has established the Business & Economic Development 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 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 3 December 2018.

2. OBJECTIVES & FUNCTIONS

OBJECTIVES

- 2.1 To assist the Council to facilitate and promote economic growth and development in the City of Norwood Payneham & St Peters.
- 2.2 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.
- 2.3 Provide advice to the Council where necessary, to facilitate the creation of business networks (both within South Australia and Australia), which provide benefits for the City of Norwood Payneham & St Peters.
- 2.4 To oversee the strategic planning, the implementation of projects (including those identified in the Council's *Business & Economic Development Strategy*) and marketing and promotion associated with businesses and economic development.

FUNCTIONS

To achieve these objectives the Committee will:

- 2.5 Identify issues, opportunities and initiatives for the Council to work actively with State and Federal Governments and with the private sector.
- 2.6 Consider and advise the Council on medium and long term matters relevant to the economic development of the City of Norwood Payneham & St Peters.
- 2.7 Encourage regional co-operation and private and Government sector participation to achieve the outcomes endorsed by the Council.
- 2.8 Consider issues relevant specifically to business and economic development within the City of Norwood Payneham & St Peters.

3. MEMBERSHIP

- 3.1 The Committee will comprise ten (10) 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 Five (5) Specialist Members with a background and experience in (but not limited to) business and economic development, multimedia, tourism, strategic planning, 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 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 Council will appoint one (1) of the Elected Member Representatives as the Presiding Member of the Committee.
- 4.2 If the Presiding Member of the Committee is absent from a meeting then a Member of the Committee chosen from those present will preside at the meeting until the Presiding Member is present.
- 4.3 The role of the Presiding Member includes:
- 4.3.1 overseeing and facilitating the conduct of meetings in accordance with the Act and *the Local Government (Procedures at Meetings) Regulations 2000*;
 - 4.3.2 ensuring all Committee Members have an opportunity to participate in discussions in an open and encouraging manner; and
 - 4.3.3 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 Business & Economic Development 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. MEETING PROCEDURES

- 8.1 The Committee shall act at all times in strict accordance with the Local Government Act 1999 and any other relevant legislation.
- 8.2 In particular, the Committee shall act in strict accordance with the Local Government Act 1999 and Part 2 of the Local Government (Procedures at Meetings) Regulations 2000.
- 8.3 The Committee shall meet at least quarterly at a place to be determined by the Chief Executive Officer in accordance with the responsibilities imposed upon within these Terms of Reference and otherwise on such dates and at such times determined by the Chief Executive Officer.
- 8.4 A quorum for a meeting of the Committee shall be six (6) Members of the Committee.
- 8.5 If the Presiding Member of the Committee is absent from the meeting, then the Members present will determine between themselves who will preside.
- 8.6 All decisions of the Committee shall be made on the basis of a majority decision of the Members present.

9. REPORTING

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).

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.