



# 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 5 December 2022.

### 2. FUNCTIONS & RESPONSIBILITIES

- 2.1 To develop and have oversight of the Annual Business Plan and Budget based on the Separate Rate 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 and the amount recommended to the Council for approval by the Council, is required to meet the objectives set out in the Annual Business Plan.
- 2.3 To have oversight of the implementation of the Annual Business Plan as approved by the Council.
- 2.4 To deliver initiatives as set out in the Annual Business Plan that contribute to the development and promotion of The Parade as a vibrant shopping, leisure and cultural destination for businesses, residents and visitors.
- 2.5 To initiate and encourage communication between businesses within the Precinct.

### 3. MEMBERSHIP

- 3.1 The Committee will comprise of thirteen (13) Members.
- 3.2 Membership of the Committee will comprise of:
  - 3.2.1 The Mayor and four (4) Councillors, one (1) being from the Kensington/East Norwood Ward and one (1) being from the West Norwood/Kent Town Ward and two (2) Councillors as determined by resolution of the Council; and
  - 3.2.2 Eight (8) Independent Member 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 A Committee Member position will become vacant if:
  - 3.3.1 An Elected Member, appointed by the Council to the Committee, ceases to hold a position as an Elected Member of the Council; and

- 3.3.2 An Independent Member Representative appointed in accordance with Clause 3.2.2:
- the Member resigns their position from the Committee; or
  - the Member is no longer a property owner/trader/business owner, trading or owning a property within the Precinct.
- 3.4 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.
- 3.5 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.

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

- 4.1 The Mayor will be appointed as the Presiding Member of the Committee.
- 4.2 If the Presiding Member of the Committee is absent from a meeting, then an Acting Presiding Member will be chosen from those present and 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 *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*;
  - 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**

- 5.1 Pursuant to Section 44 of the *Local Government Act 1999*, the 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. MEETINGS**

- 6.1 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:
- 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.
- 6.2 The Committee shall meet at the Council's Principal Officer, the Norwood Town Hall, 175 The Parade, Norwood, or as determined by the Chief Executive Officer.
- 6.3 The Committee shall meet a minimum of four (4) times in every calendar year.
- 6.4 A Special Meeting can be called by the Presiding Member of the Committee or the Chief Executive Officer 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.
- 6.5 The Norwood Parade Precinct Committee shall act at all times in accordance with the *Local Government Act 1999* and any other relevant legislation.

6.6 All Committee Members (subject to the provisions of the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*), must vote on any matter arising for decision at a meeting of the Committee.

6.7 Every Committee Member has a deliberative vote only. The Presiding Member of the Committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

## **7. QUORUM**

7.1 A quorum for a meeting of the Committee shall be seven (7) Members of the Norwood Parade Precinct Committee, comprising of a minimum of five (5) property owner/trader/business owner representations and two (2) Elected Members, which may or may not be the Mayor.

## **8. PUBLIC ACCESS TO MEETINGS**

8.1 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*.

## **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) of the *Local Government Act 1999*.

## **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.

