



Innovation and Business Development Committee

- Terms of Reference -

Endorsed by Council: 26 October 2020 (0715/2020)

Review Date: November 2022

Amended 27 September 2021 (1098/2021)

1. Establishment

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council establishes a committee to be known as the **Innovation and Business Development Committee** (“the Committee”).
- 1.2 The Committee will exist for the term of the Council or unless resolved otherwise by the Council.
- 1.3 The Committee is established as a Standing Committee within the Council’s governance framework.

2. Functions and Responsibilities

- 2.1 The Committee is established to assist the Council in the performance of its functions as set out in the attached Special Term 1.

3. Authority

- 3.1 The Committee is established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in the attached Special Term 1.
- 3.2 The Committee does not enjoy the delegation of any powers or functions of the Council but acts in accordance with these Terms of Reference and any additional authorisations provided by the Council.
- 3.3 All decisions of the Committee will, therefore, constitute recommendations to the Council.

4. Membership

- 4.1 Membership of the Committee is determined by the Council and is set out in the attached Special Term 2.
- 4.2 Membership continues for the term of the Committee unless a member resigns from the Committee or is removed earlier by resolution of Council.
- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 Proxy membership is not permitted under the Act.



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- 4.6 Members of the Committee, where they are not elected members of the Council must, nevertheless, comply with the *Code of Conduct for Council Members* and all members of the Committee must comply with the conflict of interest provisions of the Act. In particular, sections 62 (general duties), 63 (code of conduct) and 73, 74, 75 and 75A (conflicts of interest), must be observed.
- 4.7 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.8 The Deputy Chair will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make another 12-month appointment.
- 4.9 The Committee shall be provided with administrative support by the services of an employee of the Council appointed by the Chief Executive Officer or his/her delegate.

5. Operational Matters

- 5.1 Meetings of the Committee will be held in the Council Offices at 34 Church Street, Salisbury, in the Council/Committee Rooms. Meetings will occur on such dates and times as set out in the attached Special Term 3.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 In accordance with section 87 of the Act, a minimum of three clear days' notice of an ordinary meeting of the Committee will be provided to members of the Committee.
- 5.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will be displayed publicly on a monthly basis.
- 5.5 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.
- 5.6 The quorum is determined by dividing the total number of members of the Committee in office by two (ignoring any fractions) and adding one. See the attached Special Term 3.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.



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- 5.9 Elected Members who are suspended from office and those granted a leave of absence under Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum

6. Meeting Procedures

- 6.1 All meetings will be held in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*. Insofar as the Act and Regulations and these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure. Refer to the attached Special Term 4 for more detail regarding meeting procedures.
- 6.2 All members of the Committee have equal voting rights. A question arising for decision will be decided by a majority of votes cast by all members present.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 In the event of an equality of votes, the Committee has not made a decision on that item, which will then be referred to the Council for decision.

7. Minutes and Documents

- 7.1 Minutes and documents will be managed in accordance with the *City of Salisbury Code of Practice for Access to Meetings and Documents*.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of the Council will be provided with a copy of all minutes of the proceedings of the Committee within five days after a Committee meeting.
- 7.3 Members of the public are entitled to access to all documents received at a meeting of the Committee unless it is resolved to be confidential under the Act.

8. Reporting

- 8.1 The Committee reports directly to the Council.
- 8.2 Decisions made by the Committee will be referred to the next Council meeting, presented as Committee recommendations to Council.



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10. Winding Up of the Committee

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



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SPECIAL TERM 1

Clause 2 Functions and Responsibilities

The Innovation and Business Development Committee is charged with providing advice to the Council in identifying economic development opportunities, improving the services provided to the community, and overseeing the following functions:

- Business Initiatives:
 - NAWMA - Transforming waste
 - Salisbury Water
 - Building Services
 - Cemetery
- Business Development and Transformation.
- Community Experience and Quality Outcomes.
- COVID-19 program delivery.

Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.

SPECIAL TERM 2

Clause 4 Membership

The membership of the Committee comprises one Ward Councillor from each Ward of the Council.

SPECIAL TERM 3

Clause 5 Operational Matters

The Committee meets on the 3rd Tuesday of each month.

Quorum for the Committee is 4, when the Mayor is not in attendance.

Elected Members who are suspended from office and those granted a leave of absence under Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum

SPECIAL TERM 4

Clause 6 Meeting Procedures

The Committee applies Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*.