



Terms of Reference

Section 41 Committee

Mannum Main Street Working Party

1. Name:

The name of the Committee is the Mannum Main Street Working Party

2. Establishment

2.1 The Mannum Main Street Working Party was established 11 December 2018, Minute 20679/1 of Council pursuant to Section 41 of the Local Government Act 1999.

2.2 The Mannum Main Street Working Party shall be reviewed in four (4) years unless terminated earlier by resolution of Council.

3. Definitions

4. Purpose and Functions

The Mannum Main Street Working Party is for the purpose of:

- 4.1 Promoting the Main Street's unique characteristics, its cultural traditions, historic character and events to shoppers, investors, potential and existing business and property owners and visitors and tourists.
- 4.2 Creating a safe Main Street environment, preserving the historic character and enabling an inviting environment for all stakeholders
- 4.3 Making recommendations to Council in relation to the maintenance and upgrading of the Main Street existing infrastructure and physical appearance, including public and private buildings, storefronts, public spaces, parking areas, street furniture, public art, landscaping, window displays and promotional materials
- 4.4 Assisting where possible, to retain and expand existing businesses and to provide a balanced commercial mix and attracting new business that the market can support
- 4.5 Recommending annually to Council a budget to support the performance of the objectives of the Mannum main Street Working Party and monitoring the aspects of the budget approved by Council
- 4.6 Preparing a two year Management and Financial Plan for the Main Street for consideration, and adoption by Council

5. Membership

- 5.1 The Mannum Main Street Working Party shall comprise of four (4) Members of the Shearer Ward of Council, the Mayor as ex officio, two (2) Mannum shop/ business owners and one (1) representative from the Mannum Progress Association
- 5.2 The Presiding Member shall be appointed by the Mannum Main Street Working Party for four year period
- 5.3 The Deputy Presiding Member shall be appointed by the Mannum Main Street Working Party for four year period
- 5.4 Should the Presiding Member and the Deputy Presiding Member be absent from a meeting the Committee members present may appoint a person to act as Chairperson for that meeting.
- 5.5 The Mayor is appointed as ex officio
- 5.6 Mid Murray Council will advertise any Mannum Shop/business owner Working Party vacancies via its website, local community Newsletter/s and surrounding area newspapers
- 5.7 Mannum Shop/business owner Working Party vacancies shall be considered through registrations of interest in response to advertisements of a vacancy
- 5.8 Upon completion of the advertising period, the Mannum Main Street Working Party will provide a recommendation to the Mid Murray Council of the preferred applicant/s
- 5.9 Mannum Shop/business owner Working Party appointments to the Mannum Main Street Working Party shall be for a four (4) year period or as amended by Council
- 5.10 In the event of a vacancy in the office of a member of the Working Party the appointment of another person shall be on the same basis as, and for the balance of the term of the original appointment.
- 5.11 Mannum Shop/business owner Working Party Members whose tenure has expired will be eligible to re-apply.

6. Quorum

The quorum required for the transaction of business at a meeting of the Mannum Main Street Working Party shall be 50% plus one (1) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee

7. Voting

- 7.1 Each member of the Mannum Main Street Working Party present at a meeting shall have one vote
- 7.2 The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote
- 7.3 In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation

- 7.4 Members present at the meeting must vote on all resolutions of the Committee
- 7.5 Proxy votes are not permitted

8. Meetings

- 8.1 The Mannum Main Street Working Party shall meet a minimum of twice per year *on days and at a time determined by the Mannum Main Street Working Party*
- 8.2 Meetings will be conducted at *to be determined by the committee*
- 8.3 The Presiding Member, in consultation with the Chief Executive Officer may cancel a meeting due to lack of business
- 8.4 A Special Meeting of the Working Party may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2013
- 8.5 The Presiding Member shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013
- 8.6 Audio recordings of meetings may be made to enable the Minute Taker to reference as required. Audio recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

- 9.1 Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference and, when established Councils Code of Practice - Meeting Procedures

10. Reporting Responsibilities

- 10.1 The Chief Executive Officer will inform the Council at its next Ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises eg recommendation from the Committee. If no business is arising from the Committee meeting, the Chief Executive Officer will provide the Minutes of the meeting through Councils Agenda
- 10.2 Agendas and Minutes of the Mannum Main Street Working Party will be published on Council's website and a copy of minutes will be provided to all Council members in accordance with the requirements of the Local Government Act 1999 and via Council's Extranet

11. Delegations

The Mannum Main Street Working Party has no direct decision making power and will provide recommendations to the Council on matters for consideration

12. Administrative

The Chief Executive Officer shall provide administrative resourcing to the Board

The Committee shall:

- 12.1 have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations;
- 12.2 receive adequate training as required and in accordance with Councils budget
- 12.2 review its performance and Terms of Reference as required and recommend any changes necessary to Council