

Jetty Road Mainstreet Committee – Terms of Reference

Council Policy

1. Purpose of the JRMC

The JRMC exists to:

- Promote the Precinct to attract residents, visitors, and the wider community, positioning it as a vibrant destination for shopping, leisure, and recreation all year round.
- Develop and recommend to Council a strategic and financial plan for the Precinct (minimum two-year scope), including:
 - Retail strategy.
 - Tenancy mix.
 - Economic stimulus initiatives.
 - Marketing, promotion, and event activation.
- Recommend to Council an annual budget to support JRMC activities, and monitor its performance through regular reporting to ensure alignment with strategic goals.

2. Objectives

As an Advisory Committee to Council, the JRMC advises on:

- Retail strategy and tenancy mix: Creating a diverse and community-focused business environment for at least two years.
- Economic development: Supporting existing businesses and attracting new investment through programs that stimulate local economic growth.
- Marketing and branding: Establishing a consistent strategy to promote the Precinct as a year-round destination for shopping, leisure, and recreation.

The JRMC is an Advisory Committee to Council under Section 41 of the *Local Government Act 1999*.

3. Meeting Procedures

- Meetings of the JRMC will be conducted in accordance with the *Local Government Act 1999*, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, these Terms of Reference and any applicable Code of Practice adopted by the Council.

4. Membership

- Every two years, the JRMC appoints a Presiding Member and Deputy from non-Elected, non-independent members. The Presiding Member is the Committee's spokesperson. The Deputy acts if the Presiding Member is absent. If both are absent, members present choose an Acting Presiding Member (who is not an Elected Member).

The JRMC has up to 13 members, appointed by Council:

- 8 local landlords or business owners paying the separate rate.
- Up to 3 independent members with relevant skills.
- 2 Elected Members from Somerton or Glenelg wards.
- The Mayor attends quarterly (non-voting).

5. Leadership and Speaking Conditions

- JRMC members cannot speak on behalf of Council unless Council has specifically given them that authority.
- Normally, only the Mayor (as Principal Member) or the CEO (or staff they delegate).
- JRMC members can talk informally about the committee's work (general updates), but they cannot claim to be speaking for Council or as the committee's official voice.

6. Term

- The Committee operates on a two-year term, with members able to serve a maximum of two consecutive terms, aligned with Council's four-year term.

7. Appointment Process

- Recruitment of members will be undertaken by Administration in accordance with approved recruitment best practice and relevant policies and procedures. Once completed, a recommendation(s) for appointment will be put to Council for decision.
- Council advertises vacancies and assesses nominations based on:
 - Business, marketing, property, or governance experience.
 - Availability to attend meetings.
- Independent members may be appointed for specialist skills (e.g., tourism, events, urban planning).
- All members are required to have a National Police Clearance.
- A Selection Panel (*must* include the Chair [or nominated delegate], two other members of the JRMC, the Mayor and/or CEO, and *may also* include a JRMC Elected Member) recommends appointments.
- The Selection Panel will be confirmed by a motion of the JRMC.

8. Authority

- The JRMC has no delegated powers—it makes recommendations to Council only.

9. Meetings

- Held at least every two months, usually after 5:00 PM.
- Special meetings can be called for urgent matters.
- Attendance can be held virtually.
- Agendas and reports are published online.
- 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*.
- Minutes of the JRMC meetings will be presented to the next meeting of the Council for their information and endorsement.

10. Quorum

- A meeting is not able to conduct any business until a quorum is present.
- The quorum for a meeting is ascertained by dividing the total number of members by two, ignoring any fraction resulting from the division, and adding one.

11. Reporting

- The JRMCM Chair or Deputy Chair (or Independent Chair, if appointed) will provide quarterly reports to Council on strategy, promotions, master plan input, and financial performance.
- An annual performance review and report will be included in Council's Annual Report.
- Each year, the JRMCM will submit a proposed budget for its activities to Council, for consideration and adoption, within Council's budget preparation timelines.
- The financial year runs from 1 July to 30 June.

12. Behavioural Standards for JRMCM Members (Extract from the [SA Government Gazette notice](#))

JRMCM members must:

General behaviour

- Show commitment and discharge duties conscientiously.
- Act in a way that generates community trust and confidence in the Council.
- Act in a manner that is consistent with the Council's role as a representative, informed and responsible decision maker, in the interests of its community.
- Act in a reasonable, just, respectful and non-discriminatory way.

Responsibilities as a Committee Member

- Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- Take all reasonable steps to provide accurate information to the community and the Council.
- Take all reasonable steps to ensure that the community and the Council are not knowingly misled.
- Take all reasonable and appropriate steps to correct the public record in circumstances where the Member becomes aware that they have unintentionally misled the community or the Council.
- Act in a manner consistent with their roles, as defined in section 59 of the Act.
- In the case of the Principal Member of a Council, act in a manner consistent with their additional roles, as defined in section 58 of the Act.
- Use the processes and resources of Council appropriately and in the public interest.

Relationship with fellow Council Members

- Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council members.
- Not bully other Council members.
- Not sexually harass other Council members.

Relationship with Council employees

- Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council employees.
- Not bully Council employees.
- Not sexually harass Council employees.

Further requirements (in terms of reporting complaints) can be found in [Council's Behavioural Support Policy](#).

13. Secretariat and Support

- The Council will employ and manage appropriate administrative staff to assist the Committee to meet its objectives.
- All workplace equipment and facilities are provided by the Council.
- The members of the JRMC will be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.

14. Governance

- Guided by relevant legislation and Council policies, including:
 - *Local Government Act 1999.*
 - Council's Meeting Procedures Regulations.
 - Council's Behavioural Management Policy.

15. For Administration Use Only

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Applicable Legislation:	<i>Local Government Act 1999.</i>	
Related Policies:	<i>Local Government Act 1999.</i> Council's Meeting Procedures Regulations. Council's Behavioural Management Policy.	
Other Reference Documents:	https://www.governmentgazette.sa.gov.au/2022/November/2022_079.pdf	