



**GEORGES  
RIVER  
COUNCIL**

**TERMS OF REFERENCE  
Economic Development Advisory  
Committee**

## DOCUMENT ADMINISTRATION

<b>Document Owner</b>	Director of Environment and Planning
<b>Related Documents</b>	Georges River Council Code of Meeting Practice
<b>References &amp; Legislation</b>	Local Government Act 1993 and Related Regulations
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this document will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## VERSION CONTROL AND CHANGE HISTORY

<b>Version</b>	<b>Amendment Details</b>	<b>Owner</b>	<b>Period Active</b>
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## **INTRODUCTION**

On 12 May 2016 Hurstville City and Kogarah City Councils were amalgamated to form a new entity – Georges River Council. The new council area is 38 square kilometers and has an estimated residential population of approximately 153,452 people. In 2016 the Gross Regional Product of the Georges River Council area was estimated to be \$7.24 billion. In order to support the local economy, Council identified the need to appoint an Economic Development Advisory Committee.

## **NAME**

Georges River Council Economic Development Advisory Committee.

## **STATUS OF THE COMMITTEE**

This Committee is an Advisory Committee of Council.

## **DELEGATIONS**

The following delegations will apply to the Economic Development Advisory Committee:

- The Committee does not have the authority to incur expenditure;
- The Committee does not have the authority to bind Georges River Council without approval from Council;
- The Committee may make recommendations to Council on all relevant business presented before it;
- Such recommendations will be presented to Council in a report prepared by nominated Council Officers;
- Recommendations made by the Committee may or may not be adopted by Council; and;
- Members of the Committee are not permitted to speak to the media or social media in the guise of a representative of Council unless approved by the General Manager.

## **PURPOSE**

The purpose of the Georges River Economic Development Advisory Committee is to advise on the development, implementation, monitoring and review of the Georges River Economic Development Strategy.

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## **ROLE AND OBJECTIVES**

The Georges River Economic Development Advisory Committee will provide a link between Council and key and emerging industry sectors with the aim of encouraging economic growth in the region.

The Committee's role will be to:

- Act as a link between Council and key industry sectors to encourage open communication to respond to issues that may impact on the business community;
- Develop and promote partnerships and business networks in the local area;
- Identify economic development projects, opportunities and actions;
- Assist with the commissioning and implementation of an Economic Development Strategy for the Georges River Council area;
- Partner with Georges River Council to attract new businesses, investment and jobs to the local area.

## **MEMBERSHIP**

Membership of the Georges River Economic Advisory Committee will be sought on the basis of broad interest, understanding and commitment to advancing economic growth in the local area and shall comprise the following membership structure:

- Councillor Con Hindi
- Councillor Warren Tegg
- Councillor Nick Katris
- Councillor Stephen Agius
- Councillor Vince Badalati
- Councillor Rita Kastanias
- One representative and one alternate from the St Business Chamber;
- One representative and one alternate from Realise Business;
- One representative from each key industry - Health, Manufacturing, Finance, Education, Hospitality, Sport and Recreation, and Retail;
- One Community representative and one Community Sector Representative; and
- Other members who may be invited by the Mayor, from time to time, to assist the Committee to achieve its objectives.

A representative can include a Councillor representing a community or business association. Any Expressions of Interest from Community or Business Associations must include a copy of the organisations' Annual Report or audited Financial Statement or equivalent.

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## COUNCIL STAFF

The following Georges River Council Staff will attend Committee meetings but are not considered members of the Committee:

- Director of Environment and Planning (or their authorised representative);
- Manager of Strategic Planning
- Economic Development Officer
- Administration Officer.

The role of Council staff will be to provide professional advice, administrative and technical support. It must be noted that Council staff are not subject to the direction of the Committee Chairperson, or any Committee members thereof.

## RESPONSIBILITIES

<b>Position</b>	<b>Responsibility</b>
<i>All Committee Members</i>	<ul style="list-style-type: none"><li>• Read and understand the agenda for each meeting</li><li>• Be an advocate for Economic Development Advisory Committee</li><li>• Have a broad understanding of community and cultural issues, the adopted Council strategies and the associated actions</li></ul>
<i>Chairperson</i>	<ul style="list-style-type: none"><li>• Convenes and conducts the meeting</li></ul>
<i>Director</i>	<ul style="list-style-type: none"><li>• Support the Chairperson</li></ul>
<i>Administration Officer</i>	<ul style="list-style-type: none"><li>• Creates Agendas, Business Papers and Minutes</li></ul>

## TERM OF OFFICE

Members of the Committee will be appointed for a one (1) year term with the option of a further one (1) year at the discretion of Council. Council may also from time to time, appoint additional members for a lessor period, to assist the Committee to achieve its objectives. Membership of the Committee will be confirmed by a resolution of Council in the first instance and on an annual basis prior to September each year. Membership of the Committee can be altered or withdrawn by a resolution of Council. Council staff will be appointed to the Committee by the General Manager.

A member of the Committee can be removed and/or replaced by the Chair for:

- Non-attendance at three (3) consecutive meetings; or
  - For disorder at a meeting.
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Acts of disorder include:

- Assaults or threatens to assault another person present at the meeting.
- Insults or makes personal reflections on or imputes improper motives to any other person or member of Council's staff.
- Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or committee into contempt.
- Reads at length from any correspondence, report or other document, without the leave of the Council.
- Insults or engages in verbal abuse of a member of the public gallery.

## **CHAIRPERSON**

The initial Chairperson may be appointed by Council. Thereafter the members of the Committee will elect the Chairperson. All remarks and recommendations made by the Committee will be made by the Chairperson. In the absence of the Chairperson, the Committee will elect a Chairperson.

## **ALTERNATES**

The General Manager may from time to time appoint a person to be the alternative to a member and may revoke such an appointment. While acting in the place of a member the alternative member has all the functions of a member and is taken to be a member.

## **VACANCIES**

The office of a member becomes vacant if the member:

- Dies, or
- Completes a term of office and is not reappointed, or;
- Resigns from office in writing addressed to the General Manager, or;
- Is removed by the General Manager from office for any or no reason and without notice.
- Non-attendance at three (3) consecutive meetings.

## **MEETINGS**

The following procedures will apply with regards to Committee meetings:

- Meetings will be held on a Quarterly basis and will be open to the public;
  - Extraordinary meetings may be called by the Chairperson in consultation with the General Manager;
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- The agenda and meeting documents will be circulated to Committee Members at least one week prior to the meeting;
- Each meeting shall be properly recorded by the taking of minutes;
- Members of the public and the media may attend the meeting as observers;
- Members of the public can not address the meeting unless prior arrangements are made with the meeting facilitator;
- Presentations will be restricted to a maximum of five minutes.

## **VOTING**

As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved and is required, the matter will be referred to Council for determination.

## **QUORUM**

As the membership of the Committee operates in an advisory capacity only, no quorum is required however; the Chairperson will use their discretion to determine if any item should be deferred to a future meeting if it is considered that there are insufficient Committee members present to fully consider the item.

## **PROXY**

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular item, the member can notify the Chairperson to request a deferral of the item to a subsequent meeting. Deferral of any item is at the discretion of the Chairperson.

## **COMMUNICATION AND REPORTING**

The agendas and minutes of the Committee will be stored as a permanent record of Council as determined by the General Manager. Meeting agendas and minutes will be placed on Council's website. The minutes of each meeting will be circulated to Committee members within one week of the meeting. Any questions regarding the minutes will be referred to the Administration Officer. Where recommendations by the Committee exceed the delegations by Council officers, or if a resolution of Council is required with regards to the allocation of funds, resources or amendments to Council policy, a report will be prepared for the next available Council meeting.

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## **CODE OF CONDUCT AND CODE OF MEETING PRACTICE**

Each Committee member shall be provided with the Georges River Council Code of Conduct and Code of Meeting Practice.