

GEORGES RIVER COUNCIL

**Draft Terms of Reference
Economic Development Advisory
Committee**

Trim or other reference

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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 a population of approximately 147,000 people. In 2014/15 the Gross Regional Product of the Georges River Council area was estimated to be \$6.8 billion. In order to support and the local economy, Council has recently 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;
- 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.

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 sustainable economic growth and development in the region. The Committee will work cooperatively with Council without political bias and always act in the best interests of the local area.

The Committee's role will be to:

- Assist with the commissioning and implementation of an Economic Development Strategy for the Georges River Council area;

- 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;
- 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:

- The Administrator of Georges River Council or their authorised representative;
- Following election of the Council in 2017, no less than one (1) Councillor and one alternate Councillor appointed annually;
- One representative and one alternate from the regional Chamber of Commerce (name to be advised);
- One representative and one alternate from the Southern Sydney Chinese Business Association;
- One representative from each key industry - Health, Manufacturing, Finance, Property, Education, Hospitality, and Retail;
- One community representative.

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);
- Economic Development Officer
- Committee Facilitator

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.

TERM OF OFFICE

Members of the Committee will be appointed for a two (2) year term with the option of a further two years at the discretion of Council. 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.

CHAIRPERSON

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.

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;
- 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.

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 Committee Facilitator. 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.

CODE OF CONDUCT AND CODE OF MEETING PRACTICE

Each Committee member shall be provided with the Georges River Code of Conduct (TBA) and Code of Meeting Practice (May 2016).

