



LITHGOW CITY COUNCIL ECONOMIC DEVELOPMENT ADVISORY COMMITTEE Terms of Reference

Committee Name

Economic Development Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Resolution to establish the Committee: Min: Minute O08-133: Ordinary Council Meeting 19 August 2008

Resolution to adopt the Terms of Reference: Minute O08-196: Ordinary Council Meeting 18 November 2008

Resolution to vary the Committee's membership: Minute 11-345: Ordinary Council Meeting 22 August 2011.

Resolution to establish the Committee: Min: Minute 09-50: Ordinary Council Meeting 16 February 2009

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on 14 September 2009 Min 09-381

Resolution to include the functions of Shopfront Committee and Business Enquiry Committee : Minute 12-353: Ordinary Council Meeting 15 October 2012.

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

By Council resolution the committee has the authority to review and approve applications made to Council under Policy 8.8 Main Street Façade Improvement Program.

Term of the Committee

The Committee shall function until the next Council election. The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's Responsibilities

The principal responsibilities of the Committee are to:

- Provide input that assists Council in determining the long term economic development needs for the Lithgow City Council area.
- Provide input to the implementation of priority actions in the Economic Development Strategic Plan for the Lithgow City Council area.
- Provide input that assists with the identification of new business and growth opportunities for existing businesses.
- Provide input into land use planning that will allow for and stimulate economic growth.
- Consider social and environmental impacts of anticipated economic growth.
- In conjunction with the Council identify, seek out and advocate for economic development opportunities for the area.
- Review and approve applications made to Council under Policy 8.8 Main Street Façade Improvement Program.

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

Committee Membership

The Committee will be comprised of the following representation:

- Two Councillors
- Lithgow City Council General Manager or nominee
- Power industry
- Mining industry
- Creative/cultural industry sector
- Education and training sector
- Retail and business services sector
- Health services sector
- State Member of parliament (non- voting)
- Federal Member of parliament (non- voting)

Councillors (non-voting) - All other councillors are entitled to attend the meeting of the Committee as observers.

Other industry and Council representatives may be called upon as and when required.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

Term of Office of Committee Representatives

The Committee shall be formed following advertising for expressions of interest and review of applications by Councillors and General Manager (or nominee) and subsequent invitation to join the Committee. The term of office shall be for the term of the Council.

Executive Officer

The Economic Development Officer or Group Manager Community and Strategy shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;

- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of Meetings

Meetings shall be held at least every three months on a day and at a time to be determined by the committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.