

Meeting Minutes
Economic Development Advisory Committee
19 March 2013

ITEM: 1 PRESENT AND APOLOGIES

Present: Mr Mick Cairney, Ms Anne Forster, Mr Paul Phillips, Ms Cassandra Harvison, Mr Gahame Danaher, Mr Luke Welfare, Clr Inzitari and Clr Higlett, Matt Brewster

Apologies: The Hon Paul Toole MP, The Hon John Cobb MP

Officers: No additional

Declaration of Interests: NIL

ITEM: 2 ELECTION OF CHAIR AND DEPUTY CHAIR

SUMMARY

Under the Council adopted Terms of Reference for the Economic Development Committee one of the two member Councillors will be elected as the Chairperson of the Committee. The Deputy Chair shall not be a Councillor or member of Council staff.

COMMENTARY

Clr Frank Inzitari was elected Chair of the Committee

Mr Grahame Danaher was elected as Deputy Chair of the Committee

COMMITTEE ACTION

THAT the Committee:

1. Note the election of Clr Frank Inzitari as Chair and Grahame Danaher as Deputy Chair of the Committee.

MOVED: Clr Ross Higlett

SECONDED: Mr Mick Cairney

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ITEM: 3 COMMITTEE TERMS OF REFERENCE

SUMMARY

The Terms of Reference for the Economic Development Advisory Committee was adopted by Council its meeting of 5 November 2012.

COMMENTARY

The adopted Terms of Reference sets out the key operational parameters of the Committee including delegations, term of the Committee, responsibilities, Councillor and Committee membership, and meeting practice.

A hard copy of the adopted Terms of Reference has been made available to all members of the Economic Development Advisory Committee.

COMMITTEE ACTION

THAT the Committee:

1. Note that the Economic Development Advisory Committee membership is aware of the adopted Terms of Reference for the Committee.

MOVED: Ms Anne Forster

SECONDED: Mr Grahame Danaher

ITEM: 4 CODE OF CONDUCT

SUMMARY

The membership of all Committees of Council are required to be aware of Councils Code of Conduct.

COMMENTARY

Council provided Code of Conduct training for all Council Committee members at 4 pm Wednesday 20 February and at 5 pm Wednesday 27 February 2013 with both sessions held in Councils Chambers.

Section 8 of the Code of Conduct "Relationship between Council Officials" is of particular relevancy to all Committee members and a hard copy of this section was distributed to the Committee members during this meeting.

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COMMITTEE ACTION

THAT the Committee:

1. Notes that the members of the Economic Development Advisory Committee are aware of Councils Code of Conduct.

MOVED: Mr Mick Cairney

SECONDED: Cllr Ross Higlett

ITEM: 5 OVERVIEW OF EXISTING ECONOMIC DEVELOPMENT STRATEGIES

SUMMARY

Council has completed a number of Economic Development strategies and documents over recent years. These include the Economic Development Strategy, Economic Development Strategy Summary, Investment Prospectus, and the Retail and Business Strategy.

COMMENTARY

It was noted by the Committee that an Economic Development reporting matrix be developed to record and promote achievements arising from actions and priorities set out in Councils Economic Development Strategies and documents.

It was also noted that the Economic Development Strategy Summary Document and Investment Prospectus be updated to reflect emerging 2011 Census data as well as any other changes to ensure the most current information is available to the community.

COMMITTEE ACTION

THAT the Committee:

1. Oversee the preparation of a reporting matrix as well as the updating of relevant Economic Development strategies and documents to reflect current information.

MOVED: Mr Grahame Danaher

SECONDED: Mr Paul Phillips

ITEM: 6 ECONOMIC DEVELOPMENT INITIATIVES

SUMMARY

Council has both completed and continues to undertake a number of economic development initiatives arising from the implementation of Councils Economic Development Strategy and Business and Retail Strategy.

COMMENTARY

The primary focus of recent economic development initiatives has been to support the viability and attractiveness of our main street shopping precincts. These initiatives include:

- Repackaging and marketing of Councils Mainstreet Façade Improvement Program.
- Targeted training of business operators to improve the visual merchandising appeal of their shopfront retail experience.
- Instigation of a social media based Christmas Shopfront competition with over 30 retailers between Lithgow and Portland participating in its inaugural year.
- 7 week program of activation for Cook St Plaza with local musicians and local stallholders in the lead up to Christmas 2012.
- Interim activation of empty shopfronts in the top end of Main St as part of the Lithglo event.

Other initiatives include:

- Creating and delivering the major inaugural Lithglo event in partnership with Westfund and other local stakeholders.
- Design of tourist trail signage for Wallerawang, Portland Lithgow and Capertee.
- Creation of the Lithgow Creatives Webpage to showcase and build business opportunities for LGA based creative practitioners.
- Activation of key sites held by Boral and THALES in Portland and Lithgow
- Preparation of a submission to the Decentralisation Taskforce advocating for additional decentralisation of government services and infrastructure from Sydney to the Lithgow LGA.
- Ongoing liaison to facilitate the establishment of the University of Western Sydney Lithgow Outreach Campus.

Other initiatives under consideration include:

- Exploration of opportunities to further revitalise Main St including improvement to destination signage, car parking and visual amenity.

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- Development of a Lithgow App to market and promote business and tourism services across the Lithgow LGA.
- Development of an Industries and Services Cluster to support and promote services relating to the mining, power, armament, and transport industries as well as associated specialist ancillary services.

COMMITTEE ACTION

THAT the Committee:

1. Note the recent economic development achievements in Lithgow as well as the range of initiatives to be further considered by the Committee for implementation.

MOVED: Mr Grahame Danaher **SECONDED:** Ms Cassandra Harvison

ITEM: 7 IDENTIFICATION OF COMMITTEE PRIORITIES

SUMMARY

The Committee identified the need to establish a co-ordinated and collective process to establish goals and projects to foster economic development while taking into account existing economic development strategies of Council and emerging opportunities and challenges since their preparation.

COMMENTARY

A number of issues and ideas were discussed in relation to economic development opportunities for Lithgow including Main Street revitalisation, improved destination signage, opportunities arising from the establishment of the University of Western Sydney outreach campus, the need to support the energy and mining sectors, and the draft Local Environmental Plan.

It was identified that a planning session should be undertaken by the Committee members to collectively set goals, priorities and actions.

A pre planning logistics meeting will be undertaken by several Committee members.

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COMMITTEE ACTION

THAT the Committee:

1. Hold a planning workshop of Committee members to identify priority actions to be undertaken by the Committee.

MOVED: Cllr Ross Higlett

SECONDED: Ms Anne Forster

ITEM: 8 GENERAL BUSINESS

No general business items were raised

Next Meeting of the Economic Development Advisory Committee

Date to be confirmed subject to finalisation of the planning workshop logistics