



# ECONOMIC DEVELOPMENT ADVISORY COMMITTEE CHARTER

## **Objective**

To provide advice and support to Council relating to Economic Development, with a link between Council and key emerging industry sectors with the aim of encouraging economic growth in the region.

## **Role**

- The Committee will act as an advisory committee to Council and has no executive powers;
- 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, innovations, opportunities and actions;
- Assist with the commissioning of an Economic Development Strategy for Upper Lachlan Shire Council region;
- Partner with Upper Lachlan Shire Council to attract new businesses, investment and jobs to the local area.

## **Membership, Chairperson and Voting**

Membership of the Economic Development Advisory Committee comprises:

- 3 Councillors (voting), (annual selection of the Committee Chairperson)
- 3 Community representatives (voting),
- Council Chief Executive Officer (or nominee) (non-voting) and Council staff and Council secretariat as required (non-voting).

## **Meetings**

Meetings are to be held quarterly or by arrangement. All operations of the Committee shall be in accordance with Council's Section 355 Code of Meeting Practice.

## **Voting**

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

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate and vote. (Video conferencing is accepted as attendance.)

## **Quorum**

A quorum is to consist of a majority of voting Committee members at each meeting.

## **Legal Status**

The Committee is constituted under Section 355, of the Local Government Act 1993.

## **Appointment of Members**

Community members seeking appointment to the Economic Development Advisory Committee are to nominate by contacting the Chief Executive Officer, who will provide a report to Council seeking approval to appoint committee members.

## **Term**

The Economic Development Advisory Committee membership shall be reviewed annually and after an election term of the Council.

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

Council may dissolve the Committee at any time, and any authority conferred by Council to this Committee may be withdrawn – either wholly or in part – by resolution of Council.

## **Conflicts of Interest**

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be minuted.

## **Communication and Reporting**

An agenda will be circulated by post and/or email to all members of the Economic Development Advisory Committee at least one week prior to the meeting.

Matters to be considered must be included in the Agenda for the meeting and must be provided in writing to the Chief Executive Officer (or nominee) at least ten (10) days before the date of the meeting. The agenda will include an open session for general business where new issues can be raised.

Formal minutes of the Economic Development Advisory Committee will be produced in accordance with Council's Code of Meeting Practice. The mover and seconder of any recommendation are to be recorded.

The main items of business and recommendations will be reported to the ordinary meeting of Council. Council may amend any recommendation or any portion thereof, or may refer it back to the Committee for further investigation.

## **Code of Conduct and Other Council Policies**

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of:-

- Council's Code of Conduct;
- Section 355 Committee Policy;
- Section 355 Code of Meeting Practice; and
- Other related policies that may be applicable to the operation of the Committee.