



# Agenda

Economic Development Committee  
Monday 20 November 2017  
4:30 pm

Item	Agenda
1	Welcome/present/ apologies
2	Confirmation of minutes
3	Economic Development Strategy
4	Terms of Reference for Working Parties
5	Verbal report on REDS Workshop
6	Working Party Members
7	Next meeting and Meeting Schedule

**ITEM: 1        PRESENT AND APOLOGIES**



**PRESENT:**

**APOLOGIES:**

**OFFICERS:**

**DECLARATION OF INTERESTS:**

**ITEM: 2        CONFIRMATION OF MINUTES FROM THE PREVIOUS  
MEETING**

This being the inaugural meeting of the Economic Development Committee there are no minutes to confirm at this meeting.

**ITEM: 3        LITHGOW ECONOMIC DEVELOPMENT STRATEGY 2015 -  
PRIORITY ACTIONS REVIEWED OCTOBER 2017**

**SUMMARY**

To advise Council of the recent project undertaken to review the actions within Council's Economic Development Strategy and propose a streamlined priority action list.

**COMMENTARY**

The Lithgow Economic Development Strategy was adopted in 2015. It is a comprehensive document that examines the role of Council in Economic Development; includes population profile – Social and Economic Analysis; explores issues and opportunities; and provides a Strategy and Priority actions. The plan contains five (5) Economic Development priority areas and sixteen (16) objectives. Within the priority areas there are over two hundred (200) separate actions. Upon review of the actions it was considered that this needed to be streamlined down to something that was realistically achievable. With this in mind an internal working party was set up under the direction of the General Manager. The Consultant who worked on the original Economic Development Strategy, AP Sheere Consulting was engaged to work with the Working Party with the aim of streamlining the priority actions.

The review resulted in a number of changes including the reduction in the number of Economic Development priority areas from five (5) to four (4) and a reduction in the number of objectives down to twelve (12). The number of

actions have been reduced down to thirty six (36), with seventeen (17) high priority actions identified. Copies of the original action plan and revised action plan are separately appended to the business papers for Councillors information.

Councillors are encouraged to review the revised priority action plan and comment as they feel appropriate. It will be the intention to adopt the reviewed priority action plan which can then provide the road map for Economic Development activities for the next three years.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

- Budget approved - \$102,864.00 across the entire cost centre for various economic development expenses, materials and services.
- Cost centre – 1619
- Expended to date - \$3,762.00 on this project.
- Future potential impact – The actions within the reviewed priority action plan will become the prime responsibility of the Economic Development Manager, once appointed. The salary for this position is in the operating budget. Other activities may or may not be able to be funded in the operating budget and there may be future needs for Project funding or funding from external sources.

## **LEGAL IMPLICATIONS**

Nil

## **ATTACHMENTS**

1. Economic Development Strategy Objectives and Actions (extract from Economic Development Strategy 2015)
2. Lithgow Economic Development Strategy 2015 – Priority Actions reviewed October 2017

## **RECOMMENDATION**

**THAT** Council endorse the Lithgow Economic Development Strategy 2015 – Priority Actions reviewed October 2017 as its road map on Economic Development Activities for the following three year period.

**MOVED:** [Insert Committee Member] **SECONDED:** [Insert Committee Member]

**ITEM: 4                      ECONOMIC DEVELOPMENT COMMITTEE WORKING PARTY  
TERMS OF REFERENCE**

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**REFERENCE**

Min No 17 – 262:            Ordinary Meeting of Council held on 25 September 2017

**SUMMARY**

This report seeks Council approval of the following Draft Terms of Reference for the working parties listed below:

- Tourism Bureau Model – Working Party
- Tourism Events – Working Party

**COMMENTARY**

At the Ordinary Meeting of Council held on 25 September 2017 Council Resolved:

***17 – 262 RESOLVED  
THAT:***

1. *Council merge the following committees into one Economic Development Committee*
  - a) *Tourism Advisory Committee*
  - b) *Economic Development Advisory Committee*
  - c) *CBD Revitalisation Committee*
  - d) *Business Industry Investment committee*
2. *Council write to all members of the committees listed in 1. above thanking them for their participation to date.*
3. *Council establish the Economic Development Committee in accordance with the terms of reference in attachment 1 to this paper*

Council approval is sought for the Draft Terms of Reference for the establishment of the Tourism Bureau Model Working Party and the Tourism Events Working Party (see attachments 1 & 2)

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

- Budget approved – \$102864.00
- Cost centre – 1619
- Expended to date – Nil on this initiative
- Future potential impact - NIL

**LEGAL IMPLICATIONS**

NIL

**ATTACHMENTS**

1. Tourism Bureau Model – Working Party – Terms of Reference
2. Tourism Events – Working Party – Terms of Reference

**RECOMMENDATION**

**THAT** Council:

1. Endorse the Tourism Bureau Model Working Party & the Tourism Events Working Party Terms of Reference
2. Note the Economic Development Committee Working Parties will be engaged over the next three months to undertake work on projects determined by the committee.

**MOVED:** [Insert Committee Member] **SECONDED:** [Insert Committee Member]

## **ITEM: 5 VERBAL REPORT ON REDS WORKSHOP**

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### **SUMMARY**

A verbal report will be provided on the initial Regional Economic Development Strategy Workshop.

### **RECOMMENDATION**

**THAT** the verbal report be noted on the initial Regional Economic Development Strategy Workshop

**MOVED:** [Insert Committee Member] **SECONDED:** [Insert Committee Member]

## **ITEM: 6 WORKING PARTY MEMBERS**

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### **SUMMARY**

To consider the expressions of interest from those who expressed an interest in participating in Economic Development Working Parties.

### **COMMENTARY**

Attached to the agenda are expressions of interest from a number of community members interested in becoming members of the economic development working parties to work on projects and report back to the Economic Development Committee. An initial informal meeting has been held with a number of parties to brief them on the scope of their potential contribution and glean their areas of interest and expertise.

### **RECOMMENDATION**

**THAT** council:

1. Note the Working Party members
2. Delegate authority to the General Manager to allocate members to the working parties after discussions as to their preferences.

**MOVED:** [Insert Committee Member] **SECONDED:** [Insert Committee Member]

**ITEM 7:     NEXT MEETING:**

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**Next Meeting:** It is proposed for the Economic Committee to meet every three months on the first Monday of the month.

Therefore the next meeting will be scheduled for Monday 5 March 2018 at 5pm at Crystal Theatre Portland.

The following meeting will be Monday 4 June 2018 at 5pm at the Wallerawang Library Conference room.

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