



LITHGOW CITY COUNCIL ECONOMIC DEVELOPMENT COMMITTEE Terms of Reference

Committee Name

Economic Development 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

Version 2 adopted - Ordinary Meeting of Council 22 July 2019 – Min No 19-195

Introduction and Background

The Economic Development Committee is a strategic committee of Council that will consider the positioning of the Lithgow Local Government Area for the future and the transition issues facing Lithgow citizens currently, in the context of changes in the local and regional economic environment. Economic transition; Tourism and a greater diversified Economic /Commercial base within the LGA will be primary considerations of the committee.

The committees' consideration of matters will be broad based and include but not be limited to-

- Strategic Direction of Council.
- Strategic Property issues.
- Council land and property development
- Economic and Business/Industry Development.
- General Tourism Development and Facilitation.
- CBD Revitalisation.

The matters identified above are inter- related and have economic development activities as a common thread.

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

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:

- Assist Council in determining the long term economic development needs for the Lithgow City Council area.
- Monitor and respond to the short and medium term transitional impacts resulting from changes in the local mining and power generation industries.
- Consider and advise council on lobbying and any other strategies to assist the local mining, power generation and general work force when those employees face dislocation, in the context that the state and federal governments have both policy and financial ability to respond.
- Assist with the development of Economic Development Strategies and Destination Management Plans for the Lithgow City Council area and oversee implementation of such strategies and plans
- Act as a committee of review to reduce red tape and facilitate timely decision making on matters applications and/or processes administered by Council.

Councillor Membership

The committee comprises:

Voting Members

- All elected members of Council

The Mayor by virtue of holding the office of the 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)

The General Manager or his delegate 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.
- provide the Committee the outcome and the resolution of the council regarding each recommendation.

Committee Member Responsibilities

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

Working Parties:

The committee may convene working parties of Community Volunteers under guidance from the administration to research and advise by way of written report and recommendations to Council on research projects approved by Council following development and recommendation from the Administration.

The working Groups will be appointed from a list of relevantly qualified community volunteers and they will be established for periods no longer than three months, at the end of which period the working party will report to the committee on the outcome of their research relevant to Council's original request.

The list of available community volunteers will be compiled by the Administration after receiving expressions of interest from community members in response to Council advertising for such. Each working party will be governed by standard Terms of Reference that mandates compliance with Council's code of conduct and adherence to the requirements of the Local Government Act 1993.

In establishing working parties in this format, Council is concerned to create a formalised advisory approach based on research and analysis in lieu of informal discussions that occur in committees.

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 from 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.

MEETING PRACTICE

Code of Meeting Practice

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

Office Holders

When nominating Councillors to the Committee on an annual basis the Council shall determine which of the Councillors shall be Chair and Deputy Chair.

Frequency of Meetings

Meetings shall be held on four (4) occasions per year 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.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

Meeting Protocol

- An agenda will be prepared and distributed at least 3 working days before each meeting, together with the minutes of the previous meeting.
- Four Councillors shall constitute a quorum.
- Presentations may be made at Committee meeting either in addition to agenda items or supplementing agenda items.

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) voting 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.