

AGENDA



INNER WEST COUNCIL

ECONOMIC DEVELOPMENT STRATEGIC REFERENCE GROUP

DATE: Wednesday 8 February 2017

TIME: 4.00pm-5.30pm

LOCATION: Supper Room at Leichhardt Town Hall
107 Norton Street Leichhardt

RSVP: Bernadette Selfe bernadette.selfe@innerwest.nsw.gov.au 9716 1871

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ITEM NUMBER

- 1. Welcome**
- 2. Acknowledgement of Country**
- 3. Apologies**
- 4. Disclosures of Interest
(any conflicts of interest need to be disclosed in accordance with Council's Code of Conduct)**
- 5. Election of Chairperson**
- 6. Draft Terms of Reference**
- 7. Inner west Council – Vision and Priorities**
- 8. Inner West Council – Draft Inclusion Action Plan**
- 9. Update from Economic Development Team**
- 10. Sceduling of meetings and venues**

General Business

Meeting Close

Please note that only community members appointed by the Administrator can vote on recommendations made by the Strategic Reference Group.

Item No: Item 6

Subject: Draft Terms of Reference

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY Community engagement and participation processes are a vital part of local democracy for Inner West Council. Reference Groups are one element in Council's overall framework for engaging and involving the community in Council decision making and activities. Draft Terms of Reference (TOR) has been prepared for the Economic Development Strategic Reference Group.

RECOMMENDATION: That the Economic Development Strategic Reference Group adopt the Draft Terms of Reference.

Background

In September 2016 Council determined to establish a number of targeted interim Strategic Reference Groups as part of Council's framework for participatory local democracy, community engagement and to ensure that Council maintains close links with the community and continues to receive strategic input and focused community involvement.

The Strategic Reference Groups that have been established include:

- Young Leaders Strategic Reference Group
- Aboriginal and Torres Strait Islander Strategic Reference Group
- Social Inclusion Strategic Reference Group
- **Economic Development Strategic Reference Group**
- Housing and Affordability Strategic Reference Group
- Transport Strategic Reference Group
- Environment Strategic Reference Group
- Planning and Heritage Strategic Reference Group

Role of the Economic Development Strategic Reference Group

The purpose of the Economic Development Strategic Reference Group is to provide informed advice to Council on matters relating to a sustainable economic environment.

Specifically, the Economic Development Strategic Reference Group will:

- Provide input into development of Community Strategic Plan
- Contribute input to policies which impact on emerging trends, opportunities and service gaps that impact on economic development
- Provide feedback and input on strategies, plans and Council initiatives
- Serve as a resource for Council in relation to aspects of economic development where relevant

All Strategic Reference Groups are time limited to December 2017, with progress to be reviewed by the Council following its election in September 2017.

Financial Implications

Nil

Conclusion

Inner West Council is committed to engaging with the diverse community including businesses of the inner west and ensuring that participation processes are a vital part of local democracy. Reference Groups are one element in Council's overall framework for engaging and involving the community in Council decision making and activities.

Attachments

Refer to Draft Terms of Reference at **Attachment 1**

Attachment 1 Item 6**DRAFT TERMS OF REFERENCE****ECONOMIC DEVELOPMENT STRATEGIC REFERENCE GROUP**

(Adopted on)

1. Scope

The Economic Development Strategic Reference Group will provide feedback to Council on issues relating to economic development which could include;

- Input into development of Community Strategic Plan
- Input to policies which impact on emerging trends, opportunities and service gaps that impact on economic development
- Feedback and input on strategies, plans and Council initiatives
- Serve as a resource for Council in relation to aspects of economic development where relevant
- Input into the development of programs and initiatives to enhance the local economic environment

2. Purpose Statement

The role of the Economic Strategic Reference Group will be to assist Council to develop its plans, policies, programs and services by providing feedback on:

- policy, research and priorities relating to economic development
- the development and review of projects and programs
- joint opportunities with State and Federal agencies
- implementation of policy
- activities, programs, festivals and business forums that aim to contribute to a sustainable local economy

3. Link to Community Engagement Framework

Council is committed to including the community in its decision-making processes, as outlined in the Community Engagement Framework (in development). Council's SRGs are recognised in the Framework as stakeholders that will be identified in the engagement plans of relevant projects. The SRG will be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the SRG represents. Recommendations or advice will be included in engagement reports as the opinion of the SRG as a whole. SRG members may also participate in engagement processes as individuals.

4. Meeting principles

4.1 As a member of the Strategic Reference Groups, members agree to:

- attend meetings and participate in discussions;
- adequately review any agenda attachments or documents as required prior to meetings;
- allow all members to present their views and opinions;
- suggest agenda items;
- make suggestions regarding improvements to Strategic Reference Groups;
- clearly declare any conflict of interest regarding any issue under discussion;
- maintain confidentiality where appropriate;

- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- act with integrity;
- not speak publicly such as to the media on behalf of Council; and
- only maintain membership to one Strategic Reference Group at any time.

4.2 Conflicts of Interest

A conflict of interest exists where a reasonable and informed person could perceive that you could be influenced by a private interest when carrying out a public duty. Strategic Reference Group members must avoid, or appropriately manage, any conflict of interest. The onus is on members taking the most appropriate action to identify and manage the conflict of interest to ensure proper probity and good governance.

The procedure to be followed for the disclosure of non-pecuniary interests is for the member to disclose to the meeting any agenda item(s) that a member has an interest in as well as the nature of that interest. The Chairperson must ensure that the minutes of the meeting record the disclosure of the interest and how it was managed.

4.3 Confidentiality

From time to time members may be provided with draft Council reports, or possibly, other confidential or draft material. Members must not release such material without the approval of the Council. Guidance on confidentiality requirements is set out in the Council's Code of Conduct.

4.4 Media

Members must not speak or purport to speak on behalf of Council on any matter, whether or not that matter is explicitly raised in the Strategic Reference Group meetings.

4.5 Insurance

Members are covered by the public liability and personal injury policies of council, whilst undertaking actions authorised by council relating to their role on the Strategic Reference Group. This insurance does not preclude the Strategic Reference Group members from due diligence and all council policies must be adhered to.

5. Meetings

Strategic Reference Group to meet 5-6 times during 2017, at a day, time and venue to be set by Strategic Reference Group Facilitator in consultation with the members. Meetings will have a duration of 2 hours, with two extensions of a further 30 minutes available, subject to agreement by all members. These meetings are by invitation only and are not a public meeting. The Strategic Reference Group has been established by the Administrator and will operate until December 2017.

6. Membership and Chairperson

6.1 Members

Members of the Strategic Reference Group are community representatives appointed by Administrator after an expression of interest process.

6.2 Chairperson

The Chairperson will be responsible for running the meetings and liaising with the Strategic Reference Group Facilitator to coordinate the agenda and minutes. The Chairperson is to be

selected from the persons appointed by the Administrator as members of the Strategic Reference Group. The Chairperson may be rotated among members to share this role. If the elected Chairperson is absent from a meeting the members are to elect a Chairperson for that meeting. If a member resigns then they will be replaced in the same way as members were appointed.

6.3 Non-voting Participants

Council staff, invited speakers and Local Representation Advisory Committee (LRAC) members can participate in discussion of meetings but cannot move or vote on recommendations.

7. Quorum

The Quorum of the Strategic Reference Group will be 50% plus 1 of appointed members.

8. Strategic Reference Group Facilitator

The Strategic Reference Group Facilitator (Council staff member) will be responsible for developing the Agenda, inviting speakers to attend the meetings, be present at meetings, shall draw the meetings attention to any recommendation that is contrary to Council Policy and take notes of any recommendations or actions.

9. Agenda availability

The Agenda will be circulated to members and non-voting participants one week prior to the meeting.

10. Recommendations and Voting

Members of Strategic Reference Groups are encouraged to reach consensus on any recommendations they make. However, if consensus cannot be reached each member referred to in 6.1 above is entitled to one vote. Any Recommendations of the Strategic Reference Group will be referred to the relevant Group Manager for their consideration and action. An update on the action taken in regards to recommendations made by the Strategic Reference Group will be made at the following meeting.

11. Minutes

Minutes of the Meeting will record any recommendations or actions made by the Strategic Reference Group. Minutes will be published on Council's website within 10 days of each meeting.

Item No: Item 7

Subject: Statement of Vision and Priorities

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY

At the 6 December 2016 Council meeting a draft Statement of Vision and Priorities was adopted as a first step in the development of a new Community Strategic Plan (CSP) for the Inner West.

RECOMMENDATION:

That the Economic Development Strategic Reference Group engage with the community consultation process for the development of the Inner West Community Strategic Plan.

Background

The Department of Premier and Cabinet (DPC) requires all newly amalgamated councils to prepare a statement of vision and priorities by the end of December 2016. Please refer to Attachment 2 for a copy this draft Statement of Vision and Priorities.

The eight high level priorities include:-

Planning and Development
Social vitality and quality of life
One Council
Advocacy

Transport
Sustainability and environment
Local business and industry
Local democracy

The Statement of Vision and Priorities is the first step in the development of a Community Strategic Plan for the Inner West. The priorities will be further explored as part of an issues paper and community engagement program informing the CSP that will commence early in 2017.

The draft statement has been on public exhibition including on the Your Say Inner West – page on Council’s website - <http://www.yoursayinnerwest.com.au/home1> and open for community feedback until 8 February 2017.

Financial Implications

The Operational Plan and Budget 17/18 will factor in any specific programs and projects that specifically support implementation of the priorities. It should be noted that the current Operational Plan and Budget 16/17 supports many of the priorities as they remain largely reflective of the outcomes articulated in the community strategic plans, and therefore delivery programs, of the former councils.

Conclusion

Council will commence a broad program of in-depth engagement with the community, partners and staff to develop the Inner West’s first Community Strategic Plan. The first draft CSP will be prepared for the consideration of the newly elected Council by September 2017. The Statement of Vision and Priorities is a first step in the development of the CSP and will provide direction to Council in the meantime. It will also serve to inform the Operational Plan 2017/18.

Attachments

Refer to Draft Statement of Vision and Priorities at **Attachment 1**

Item No: Item 8

Subject: Draft Inclusion Action Plan

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY

A draft Inclusion Action Plan (IAP) has been prepared to meet state government requirements.

RECOMMENDATION:

That the Economic Development Strategic Reference Group note the report and provide feedback on the IAP during the public exhibition period with particular reference to business actions.

Background

The draft Inner West Council Inclusion Action Plan 2017-2021 (IAP) outlines Council's commitment to respecting the rights and improving opportunities for people with a disability of all ages, to participate fully in community life. Council has a legislative requirement under the NSW Disability Inclusion Act 2014 (DIA) to complete a disability inclusion planning process and have an Inclusion Action Plan (IAP) in place by 1 July 2017.

The draft IAP is based on extensive review and merging of actions of existing plans; the former Marrickville Inclusion Access Plan and the former Leichhardt Access Plan, acknowledging Ashfield's Access Committee actions. The LGNSW guidelines for merged Councils developing access plans have been followed.

Inclusion happens when every person who wishes to (irrespective of age, disability, gender, religion, sexual preference or cultural heritage) can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

The IAP is a whole of Council plan with actions across the range of activities of Council, community and partners: it is core business. It requires going the next step beyond a removal of the barriers. Previous action planning focussed on addressing discrimination based on disability and responding to systemic disadvantage as a consequence of a disability. Current legislation and practice recognises that this, while still necessary, is only a foundation part of the wider issues people face. Inclusion planning means that agencies need to be proactive in creating the opportunities that facilitate inclusion, while ensuring their business considers and accommodates everyone.

How the Economic Development Strategic Reference Group can be involved:

- Be aware of and promote the plan and its principles
- Note that it is underpinned by the Social model of disability and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) which are the rights based benchmarks for any activity that may involve a person with a disability
- Refer to the plan on any matters they address that may have a relationship with or impact on people with a disability and families
- Engage in the consultation process through the avenues below

There will be several ways in which you can provide feedback:

- Feedback through YourSay during the exhibition (you'll be notified of the dates)
- Attend a staffed display at either Ashfield, Leichhardt or Petersham
- Attend the community workshop

Section 3 will be of particular relevance to this strategic reference group. Actions for people with a disability include:

- 3.1.3 – Facilitate links with local businesses to promote opportunities for employment, mentoring and skills development, with a focus on social enterprise
- 3.2.1 – Develop and promote access and inclusion features in urban centre activities and make information about the level of access in these centres more readily available
- 3.3.5 - To encourage accessible tourism, consider a 'Headline' Project aiming to make all the shops in a major shopping precinct/s accessible and consider matching grants and partnerships for access improvements.

Financial Implications

The vast majority of actions outlined in the IAP will be accommodated in operational budgets. The leadership team have been advised of areas where additional resources are required.

Conclusion

The IAP, positions Council well to respond to state, federal and international obligations and provides direction to all Council undertakings and initiatives.

Attachments

Refer to Draft Inclusion Action Plan Summary at **Attachment 1**

(end)