

## **TERMS OF REFERENCE**

### **ECONOMIC DEVELOPMENT STRATEGIC REFERENCE GROUP**

Adopted on 8 February 2017

#### **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.