



**ECONOMIC DEVELOPMENT ADVISORY  
COMMITTEE**

**Terms of Reference**

ADOPTED AT SMC 14 November 2019

## Economic Development Advisory Committee

<b>Council Delegates</b>	2 x Elected member delegates 2 x Deputy elected member delegates
<b>Chairperson and Deputy Chairperson</b>	Council Delegates
<b>Agency and Organisation Delegates</b>	2 x Business Associations 6 x Industry Representatives 2 x Major Infrastructure 1 x Educational Institution 3 x Government Agencies
<b>Secretariat</b>	Director Development and Community
<b>Ex-Officio</b>	The Committee may invite ex-officio members as deemed necessary
<b>Meeting Schedule</b>	As required
<b>Meeting Location</b>	Shire of Broome's Administration Building or as convened.
<b>Quorum</b>	Eight (8) members
<b>Delegated Authority</b>	Nil

### **FUNCTIONS:**

#### **1.0 NAME**

The name of the Group is the **Economic Development Advisory Committee**.

#### **2.0 DISTRICT/AREA OF CONTROL**

Applies to local government boundaries of the Shire of Broome.

#### **3.0 VISION / PURPOSE**

The Economic Advisory Committee's purpose is to provide advice to the Shire of Broome on Economic Development matters including but not limited to:

1. Positioning local business and industry to capitalise on global and emerging industry trends that facilitate new markets and investment.
2. The identification of stakeholders, formation of strategic partnerships and communication to facilitate new and developing industry initiatives across sectors to ensure ongoing and sustained economic growth.
3. The role the Council should play to address industry specific feedback (including perceived impediments) on State, Local and Federal regulatory processes and funding programs to create better investment conditions and refinements for economic growth and employment generation in the short, medium and long term.

4. Facilitating identified industry and strategic initiatives across industry sectors and relevant organisations.
5. Industry feedback and input as appropriate into strategic and high-level economic development documents and plans including future growth plans for Broome, including but not limited to, the Kimberley Regional Investment Blueprint and Kimberley Planning and Infrastructure Framework.
6. Recommendations to Council regarding funding applications received for identified Shire of Broome grants.
7. Policies relating to Economic Development as required.

#### **4.0 STATUTE**

##### ***Local Government Act 1995***

All Council adopted policy, especially 3.4 Community and Economic Development policies.

#### **5.0 ESTABLISHMENT**

Established by Shire of Broome in accordance with Council resolution on 30 April 2015. Last reviewed on 14 November 2019.

#### **6.0 MEMBERSHIP**

##### **6.1 General**

Members of the Committee are nominated by Council. Council will appoint one elected member and one deputy elected member to the Committee. Council will appoint members to the Committee in accordance with the terms of reference. Each member agency and or organisation will be requested to provide one voting representative per meeting.

##### **6.2 Tenure of Membership**

As per section 5.11 Tenure of committee membership of the ***Local Government Act 1995***.

#### **7.0 DELEGATED AUTHORITY**

This Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

#### **8.0 COMMITTEE**

##### **7.1 Chairperson and Deputy Chairperson**

The Chairperson and Deputy Chairperson is a Council delegate.

## **7.2 Secretariat**

The Shire's Director of Development and Community is the responsible Secretariat.

## **7.3 Standing Ex-Officio Members**

The Committee may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chair. Shire staff may be appointed as ex officio officers by the Secretariat.

<b>9.0 MEETINGS</b>
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### **8.1 Annual General Meetings**

N/A

### **8.2 Committee Meetings**

Meetings will be held as required. The Chairperson may at any time convene a meeting of the Committee.

Meetings are open to the public.

### **8.3 Quorum**

Quorum shall be as per section 5.19 – Quorum for meetings of the ***Local Government Act 1995***.

### **8.4 Voting**

As per section 5.21 –Voting, of the ***Local Government Act 1995***.

### **8.5 Minutes**

The person presiding at a meeting is to ensure that the minutes are kept of the meeting proceedings, in accordance with section 5.22 - Minutes of council and committee meetings and 5.25 - Regulations about council and committee meetings of the ***Local Government Act 1995***.

Once minutes have been confirmed by Committee Members they will be distributed to Council. Recommendations arising from minutes, that require a Council decision shall be presented to Council at the next Ordinary Council Meeting, or the earliest available Council meeting if it is not possible to present the minutes to the next Ordinary Council Meeting.

### **8.6 Who Acts if No Presiding Member**

In accordance with section 5.14 – Who acts if no presiding member, of the ***Local Government Act 1995***.

### **8.7 Members Interests to be Disclosed**

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the ***Local Government Act 1995***.