



**ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE**
Terms of Reference

Economic Development Advisory Committee

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

Shire of Broome Meetings Procedure Local Law 2020

In accordance with Council's Meetings Procedures Local Law 2020, formal Committees of Council are to be compliant with the provisions of the Meetings Procedures Local Law as far as this does not conflict with any other written Law.

All Council adopted policies, especially 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 28 October 2021.

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 REFERENCE DOCUMENTS

- Strategic Community Plan 2021-2031
- Broome Growth Plan
- Covid-19 Recovery Plan
- Economic Development Strategy 2021-2026

8.0 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.

9.0 COMMITTEE

9.1 Chairperson and Deputy Chairperson

The Chairperson and Deputy Chairperson is a Council delegate.

9.2 Secretariat

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

9.3 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.

10.0 MEETINGS

10.1 Annual General Meetings

N/A

10.2 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.

10.3 Quorum

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

10.4 Voting

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

10.5 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.

10.6 Who Acts if No Presiding Member

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

10.7 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***.

Document Control Box

Document Responsibilities:

Owner:	Director Development Services	Owner Business Unit:	Economic Development
Reviewer:	Economic Development Coordinator	Decision Maker:	Council

Compliance Requirements:

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Industry:	
Organisational:	

Document Management:

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2.							