

---

# Economic Development Advisory Committee Terms of Reference

---



## Classification

Advisory Committee of Council

## Purpose and Objectives

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation to:

- Identify and provide advice on a range of economic development opportunities and issues facing the Shire.
- Identify the priority actions to address these issues.
- Provide a forum for discussion on a range of topics impacting on the prosperity of the community.
- Ensure consultation and ongoing liaison between Council and key business and community stakeholders.
- Facilitate the development of the Shire's Economic Development Strategy and provide recommendations for its implementation.
- Provide an opportunity for the business community to ask questions and seek clarification on major developments, Council strategies and related topics.

## Membership and Chairperson

The committee comprises up to fifteen members including:

- Three Councillor representatives appointed by Council; including the Economic Development Portfolio Councillor who will act Chairperson.
- A representative, or alternate, nominated by each of the following key business and industry Associations:
  - ❖ Eltham Chamber of Commerce and Industry (1)
  - ❖ Diamond Creek Traders Association (1)
  - ❖ Hurstbridge Traders Association (1)
  - ❖ Nillumbik Tourism & Business Association (2)
- General business and industry representatives, appointed by Council following a public call for nominations.
- Representatives and alternates from the key business groups outlined above will be nominated by the business/reference group and appointed by Council.
- The Committee may also invite suitably skilled persons to join in an advisory capacity for a specified purpose and for a specified period of time.

## Criteria for Members

Selection criteria for the general business and industry representatives will be as follows:

1. Familiarity and connection to Nillumbik Shire Council and an ongoing interest in the local economy.
2. Expertise and experience in economic/business development or investment attraction.
3. Own or operate a business.
4. Experience in serving on similar bodies, boards, Committees etc.
5. Strong connection with local business and/or community groups.
6. Professional skills applicants bring to the role.

Ability to take an independent, non-parochial and futuristic view of the shire.

### **Term of appointment**

All representatives will be appointed for a two-year term or until otherwise resolved by Council.

### **Co-opted members**

The Advisory Group may invite suitably skilled persons to join the Group in an advisory capacity, for a specified purpose and for a specified period of time however co-opted members are not entitled to vote.

### **Member responsibilities**

In order to fulfil the Committee's objectives, members are expected to:

- Prepare for and attend a minimum of 3 meetings per year and actively participate in any deliberations outside of the meetings.
- Through a collaborative approach, contribute to agenda items and other matters as presented.
- Consult with and report to constituent groups, associations or business stakeholders on matters addressed by the Committee.
- Be respectful of other members and open to new ideas and ways of thinking.
- As Council volunteers, Committee members will, at all times, adhere to the NSC Employee Code of Conduct and the terms and conditions within the Code of Conduct.

### **Meeting frequency and quorum**

The Committee meets every second month or more frequently if required. A meeting can only take a place with a minimum quorum of seven (7) Committee members.

### **Management of the group**

- The Manager, Business, Tourism & Marketing and/or other members of the Business, Tourism & Marketing Department will resource the Committee and attend all meetings.
- The Business, Tourism & Marketing Department will be responsible for the preparation of meeting agendas, minutes, and other administrative functions.
- Meeting venue to be provided by Council, either at the Civic Centre in Civic Drive, Greensborough or an alternative venue.
- Council Officers provide support only and do not have voting rights.

## **Reporting procedure**

- The Committee is an advisory group that is established by Council. It is not a decision making body and does not require voting protocols or other decision making mechanisms.
- Any formal advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any minutes, reports and statements issued.
- Minutes of the meetings are presented to Council at the next scheduled Council meeting.

## **Public Statements**

Any public statements made by members of the Committee must be in accordance with Council's media protocol and with prior approval.

## **References**

- Council Plan 2017-2021
- Health & Wellbeing Plan 2017-2021

## **Contacts for the Advisory Committee:**

Kylie Lethbridge, Business, Tourism & Marketing Manager, 9433 3163  
[kylie.lethbridge@nillumbik.vic.gov.au](mailto:kylie.lethbridge@nillumbik.vic.gov.au)

Danielle Phyland, Business and Industry Engagement Coordinator, 9433 3783  
[danielle.phyland@nillumbik.vic.gov.au](mailto:danielle.phyland@nillumbik.vic.gov.au)

Kate Shannon, Business Support Officer, 9433 4131  
[kate.shannon@nillumbik.vic.gov.au](mailto:kate.shannon@nillumbik.vic.gov.au)

For member details please visit [www.nillumbik.vic.gov.au](http://www.nillumbik.vic.gov.au)

## **Approval date**

February 2019

## **Next review date**

March 2021