
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 ~~with respect to economic development issues, initiatives, policies and strategies to:~~

- Identify and provide advice on a range of economic development issues facing the Shire
- Identify the priority actions to address these issues
- Provide a forum for discussion on a range of issues impacting on the prosperity of Nillumbik communities
- Ensure consultation and ongoing liaison between Council and key business and community stakeholders
- Facilitate the development of the Council Economic Plan 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.

Objectives

- ~~Identify and provide advice on a range of economic development issues facing the Shire~~
- ~~Identify the priority actions to address these issues~~
- ~~Provide a forum for discussion on a range of issues impacting on the prosperity of Nillumbik communities~~
- ~~Ensure consultation and ongoing liaison between Council and key business and community stakeholders~~
- ~~Facilitate the development of the Council Economic Plan 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 the following membership:

- 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)
- ~~Economic Development and Marketing Portfolio Councillor to act as chairperson~~
- ~~Two additional Councillor representatives appointed by Council with one of these Councillors to act as alternate chairperson~~
- ~~A representative, and/ or alternate, nominated by each of the following key business and specialist reference groups:~~
- 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. Eltham Chamber of Commerce and Industry (1)~~

~~Diamond Creek Traders Association (1)~~

~~Hurstbridge Traders Association (1)~~

~~Nillumbik Tourism Association or Nillumbik Business Network representative (1)~~

~~The Artisan Hills marketing working group (1)~~

~~Eight (8) 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.~~

~~Criteria for the selection of the eight (8) general business and industry representatives will be as follows:~~

- ~~Familiarity and appreciation of the Nillumbik area, and an ongoing interest in its local economy~~
- ~~Experience in serving on similar bodies~~
- ~~Strong connection with local business and/ or community groups~~
- ~~Any professional skills which the applicants bring to the role, which may assist the deliberations of the Committee.~~

Criteria for Members

Desired 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.
7. 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. Community representatives will be appointed for a two-year term or until otherwise resolved by Council.~~

Co-opted members

~~The Committee Advisory Group may invite suitably skilled persons to join the Committee Group as a co-opted member in an advisory capacity, for a specified purpose and for a specified period of time however co-opted members are not entitled to vote and period of time. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.~~

Quorum

~~A meeting can only take place with a quorum of:~~

- ~~• Seven (7) members~~
- ~~• One Council officer must be present for administrative purposes.~~

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. Undertake induction as a volunteer of Nillumbik Shire Council~~
- ~~• Prepare for, attend and actively participate in Committee meetings~~
- ~~• Through a collaborative approach, contribute towards the Council Economic Plan development and its implementation~~
- ~~• Consult with and report to constituent groups~~
- ~~• Be an advocate for the economic plan initiatives~~
- ~~• Declare conflicts of interest prior to the consideration of an agenda item.~~

~~Nillumbik Shire Council is committed to providing a safe workplace for employees, Councillors and volunteers. Members of Council Advisory Committees must:~~

- ~~• Adhere to the *Equal Opportunity Act 1995*, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.~~
- ~~• Adhere to the requirements of the *Occupational Health and Safety Act 2004* and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.~~

- ~~The Council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti-Bullying and Violence Policy as part of the Committee induction process.~~

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. Meetings are held quarterly at the Civic Centre, Civic Drive, Greensborough, unless otherwise advised.~~

Management of the group of the committee

- ~~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. Director Business and Strategy or nominated delegate in the role of secretariat, will resource the Committee and attend all meetings, provide information, support and technical advice.~~
- ~~The secretariat is responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.~~

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 reports and statements issued.
- Minutes of the meetings are presented to Council at the next scheduled Council meeting.
- ~~Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon.~~

Public Statements

~~Any public statements made by members of the Committee must be in accordance with Council's media protocol and with prior approval. Members of the Committee cannot make public statements on behalf of Council.~~

References

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

- ~~State Government policy.~~

Contacts for the Advisory Committee:

Kylie Lethbridge, Business, Tourism & Marketing Manager, 9433 3163
kylie.lethbridge@nillumbik.vic.gov.au

Danielle Phyland, Business and Industry Engagement Coordinator, 9433 3783
danielle.phyland@nillumbik.vic.gov.au

Kate Shannon, Business Support Officer, 9433 3141
kate.shannon@nillumbik.vic.gov.au

For member details please visit www.nillumbik.vic.gov.au~~Contact details of group~~

~~Director Business and Strategy, 9433 3127.~~

Approval date

~~February 2019~~August 2017

Next review date

~~March 2021~~August 2019

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 issues facing the Shire
- Identify the priority actions to address these issues
- Provide a forum for discussion on a range of issues impacting on the prosperity of Nillumbik communities
- Ensure consultation and ongoing liaison between Council and key business and community stakeholders
- Facilitate the development of the Council Economic Plan 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 the following membership:

- 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

Desired 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.
7. 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 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

Danielle Phyland, Business and Industry Engagement Coordinator, 9433 3783
danielle.phyland@nillumbik.vic.gov.au

Kate Shannon, Business Support Officer, 9433 3141
kate.shannon@nillumbik.vic.gov.au

For member details please visit www.nillumbik.vic.gov.au

Approval date

February 2019

Next review date

March 2021