



Terms of Reference

Section 41

Economic Development & Commercial Enterprises Committee

1. Name:

The name of the Committee is the Economic Development and Commercial Enterprises Committee

2. Establishment

- 2.1 The Economic Development and Commercial Enterprises Committee was established 11 December 2018, Minute 20679/2 of Council pursuant to Section 41 of the Local Government Act 1999.
- 2.2 The Economic Development and Commercial Enterprises Committee shall be reviewed in four (4) years unless terminated earlier by resolution of Council.

3. Definitions

4. Purpose and Functions

The Economic Development and Commercial Enterprises Committee is for the purpose of:

- 4.1 Developing an Economic and Tourism Development Plan for the Mid Murray Council area
- 4.2 Identifying opportunities to leverage Council assets in partnership with Lessees
- 4.3 Identifying Council plans, policies or practices that may unreasonable inhibit economic development
- 4.4 Identifying opportunities to foster increased collaboration across all stakeholders
- 4.5 Identifying infrastructure requirements that support economic development
- 4.6 Identifying strategies to build the capacity of enterprises and the labour force
- 4.7 Identifying opportunity to grow domestic and international markets
- 4.8 Identifying opportunity to grow targeted investment

- 4.9 Consider all Council commercial leases, agreements, operations and operational activities in a timely manner through a framework of processes
- 4.10 Ensure Council obtains optimum value and return for commercial leases and agreements
- 4.11 Ensure maximum use of facilities in terms of community benefit and ratepayer investment

5. Membership

- 5.1 The Economic Development and Commercial Enterprises Committee shall comprise of four (4) Members of Council
- 5.2 Relevant Business / Industry Leaders/Peer organisations shall be sought at times when any other specific support/input depending on the sector development is required. No voting rights will apply
- 5.3 The Presiding Member shall be the Mayor for a four year period
- 5.4 The Deputy Presiding Member shall be appointed by the Committee for a four year period

6. Quorum

The quorum required for the transaction of business at a meeting of the Economic Development and Commercial Enterprises Committee shall be 50% plus one (1) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee

7. Voting

- 7.1 Each member of the Economic Development and Commercial Enterprises Committee present at a meeting shall have one vote
- 7.2 The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote
- 7.3 In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation
- 7.4 Members present at the meeting must vote on all resolutions of the Committee
- 7.5 Proxy votes are not permitted
- 7.6 Relevant Business / Industry Leaders/Peer organisations sought at times when any other specific support/input depending on the sector development is required, shall not have any voting rights
- 7.7 A Committee Member may partake in the meeting via telephone, video conference or in person. If via telephone or video conference, the Committee Member must verbalise their vote to enable the Presiding Member to clarify and record the vote
- 7.8 Should a Committee Member wish to partake in the meeting via telephone or video conference a minimum two business days notice must be provided to the Chief Executive Officer

- 7.9 The Presiding Member must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.

8. Meetings

- 8.1 The Economic Development and Commercial Enterprises Committee shall meet quarterly *at date/time as determined by the Committee*
- 8.2 Meetings will be conducted at Councils Main Office, 49 Adelaide Road Mannum
- 8.3 The Presiding Member, in consultation with the Chief Executive Officer may cancel a meeting due to lack of business
- 8.4 A Special Meeting of the Board may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2013
- 8.5 The Presiding Member shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013
- 8.6 Audio recordings of meetings may be made to enable the Minute Taker to reference as required. Audio recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

- 9.1 Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference and, when established Councils Code of Practice - Meeting Procedures

10. Reporting Responsibilities

- 10.1 The Chief Executive Officer will inform the Council at its next Ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises eg recommendation from the Committee. If no business is arising from the Committee meeting, the Chief Executive Officer will provide the Minutes of the meeting through Councils Agenda
- 10.2 Agendas and Minutes of the Economic Development and Commercial Enterprises Committee will be published on Council's website and a copy of minutes will be provided to all Council members in accordance with the requirements of the Local Government Act 1999 and via Council's Extranet

11. Delegations

The Economic Development and Commercial Enterprises Committee has no direct decision making power and will provide recommendations to the Council on matters for consideration

12. Administrative

The Chief Executive Officer shall provide administrative resourcing to the Board

The Committee shall:

- 12.1 have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations;
- 12.2 receive adequate training as required and in accordance with Councils budget
- 12.2 review its performance and Terms of Reference as required and recommend any changes necessary to Council