



Economic Development Strategy Working Party

Terms of Reference

1. Establishment

- 1.1 The City of Victor Harbor (Council) resolved on 23 September 2019 (OC6232019) to establish a working party to be known as **Economic Development Strategy Working Party** (the Working Party).
- 1.2 The Working Party is a sub-committee of the City Activation and Strategic Planning Advisory Committee (the Committee).

2. Purpose

- 2.1 The purpose of the Working Party is to provide advice to the Committee on the development of a draft Economic Development Strategy for consideration by Council

3. Role and Function

- 3.1 The Working Party:
 - 3.1.1 has been formed to provide advice to the Committee on specific matters. For clarity, it is not a committee formed pursuant to *Section 41 of the Local Government Act 1999* which would provide advice direct to the Council.
 - 3.1.2 is expected to stay within the Terms of Reference adopted by Council.
 - 3.1.3 will not commission work on their own initiative or have any decision making powers delegated by Council, other than to provide advice to the Committee.

4. Membership

- 4.1 The membership of the Working Party shall consist of:
 - 4.1.1 five (5) business community representatives who have relevant experience economic development or related fields.
 - 4.1.2 three (3) Elected Members of the City of Victor Harbor.

5. Term of Membership

5.1 The term of membership of:

5.1.1 Business community members shall be for twelve (12) months or as resolved by Council.

5.1.2 Elected Members shall be for twelve (12) months or as resolved by Council.

6. Attendance

6.1 Any Elected Member may attend the meetings of the Working Party.

6.2 Working Party members are expected to attend all meetings where possible. Apologies for non-attendance must be submitted to the Working Party Facilitator prior to the meeting.

6.3 Where a member fails to attend three successive meetings without submitting a satisfactory explanation, the Chairperson will make a determination on their membership.

7. Working Party Facilitator

7.1 An Working Party Facilitator:

7.1.1 shall be appointed by the Chief Executive Officer and/or her delegate or as resolved by Council.

7.1.2 shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and meeting notes of the Working Party.

7.1.3 shall be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Working Party in consultation with the Chairperson.

7.1.4 has the right to refuse a request from a member of the public to address the Working Party if it is deemed more appropriate for that person to address an Ordinary Council Meeting or the Committee

8. Chairperson

8.1 The Chairperson of the Working Party will be an Elected Member.

8.2 In the absence of the Chairperson, another Elected Member of the Working Party or a delegated staff member shall chair the meeting.

9. Decision Making

9.1 The Working Party has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of the Committee. If consensus is not achieved, and if required, the matter shall be referred to the Committee for determination.

- 9.2 The Chief Executive Officer and/or her delegate will determine which items are required to be referred to the Committee and action accordingly.

10. Quorum

- 10.1 The Working Party requires a quorum to hold a meeting. The quorum is fifty percent of the membership.

11. Meeting

- 11.1 The Working Party shall meet four (4) times in the twelve (12) month period, additional meetings will need to be approved by the Facilitator.
- 11.2 The Working Party shall meet at times and dates determined by consensus of the Group.
- 11.3 The Working Party meetings will be held at the Civic Centre, 1 Bay Road, Victor Harbor or another venue agreed to by the Working Party Members.
- 11.4 The Working Party meetings may be closed to the public, as declared by the Chief Executive Officer in accordance with Council's Informal Gathering Policy, as matters that will be discussed involve:
- 11.4.1 a planning session of a general or strategic nature; or
 - 11.4.2 is a briefing session relating to information or a matter of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999; or
 - 11.4.3 exchange information on proposals that are being worked on by staff or ideas that need to be investigated including options for engaging the community.

12. Agenda

- 12.1 The Agenda shall be determined by the Chief Executive Officer and/or her delegate in consultation with the Chairperson and include enough detail to enable matters to be considered at the meeting.
- 12.2 The agenda shall be distributed by email no later than least three (3) days prior to the next meeting date.

13. Minutes and Reporting

- 13.1 The Working Party is not a formal committee of Council, the meeting notes will record at a minimum the following:
- 13.1.1 the place, date and time at which the Advisory Group meeting was held
 - 13.1.2 the meeting attendees and apologies
 - 13.1.3 the topics discussed; and
 - 13.1.4 recommendations arising from the discussion and advice provided to the Chief Executive Officer and/or her delegate shall determine if any individual recommendations/actions are required to be reported to the Committee for determination.

14. Conduct of Working Party Members

- 14.1 Community Members of the Working Party will be expected to:
 - 14.1.1 comply with Council's policies including the Volunteer Code of Conduct;
 - 14.1.2 be honest and fair when dealing with all persons present at the meetings;
 - 14.1.3 deal with information received in their capacity as a member in a responsible manner;
 - 14.1.4 be aware of any conflict between their role as a Member of the Working Party and their private interests and disclose these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent;
 - 14.1.5 endeavour to provide accurate information to the group
 - 14.1.6 endeavour to establish and maintain respectful relationships with all Working Party Members, Elected Members and Council Staff, regardless of difference of views and opinions.
- 14.2 Members of the Working Party are not permitted to speak to the media as representatives of the Working Party.
- 14.3 Confidential matters presented to the Working Party, shall be dealt with and remain in confidence until such time as confidentiality is withdrawn as advised by the Chief Executive Officer.

15. Removal

- 15.1 A member of the Working Party may be removed from the group on the grounds that;
 - 15.1.1 he or she was absent, without leave from the Working Party, from three or more consecutive meetings; or
 - 15.1.2 he or she has made public statements that may be detrimental to the effective functioning of the Working Party; or
 - 15.1.3 He or she, is behaving in a way which is detrimental to the smooth, efficient and effective workings of the Working Party.
- 15.2 The determination as to whether a Member's conduct constitutes grounds for removal from office will be made by a reference panel comprising the Mayor, Chief Executive Officer (or delegate) and the Working Party Facilitator.
- 15.3 The reference panel will observe the principles of natural justice in making any decision to remove a member from office. That is, the member will be given an opportunity to comment in relation to any adverse allegations against him or her in relation to any proposal that he or she be removed from office. Any comments made by the member will be taken into account by the Reference Panel before a decision is made.

16. Vacancies

16.1 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of Council through a Council resolution.

17. Dissolution

17.1 Council or the Committee may at any time abolish the Working Party and such action by the Council may include but is not limited to the Working Party:

17.1.1 has fully achieved its purpose for establishment

17.1.2 has become unproductive

17.1.3 can no longer attract membership

17.1.4 no longer serves the service priorities and/or core business of Council or the Committee

18. Amendments to Terms of Reference

18.1 Council may amend the Terms of Reference by Council resolution.

19. Document History

Version	Issue Date	Resolution No.	Description
1.0	28 October 2019	OC7632019	Terms of Reference endorsed by Council
2.0	25 November 2019	OC8182019	Members appointments endorsed by Council

SCHEDULE 1

ECONOMIC DEVELOPMENT STRATEGY WORKING PARTY

Party Membership

November 2019

Member	Representative	Appointed	Expires
Community Member	Alan Edmond	25 Nov 2019	25 Nov 2020
Community Member	Julie Irwin	25 Nov 2019	25 Nov 2020
Community Member	Murray Hird	25 Nov 2019	25 Nov 2020
Community Member	Robert Niederer	25 Nov 2019	25 Nov 2020
Community Member	Business Victor Harbor Representative	25 Nov 2019	25 Nov 2020
City of Victor Harbor	Cr Andrew Robertson	23 Sept 2019	23 Sept 2020
City of Victor Harbor	Cr Nicholas Hayles	23 Sept 2019	23 Sept 2020
City of Victor Harbor	Cr Tim Glazbrook	23 Sept 2019	23 Sept 2020

Working Party Facilitator

Working Party Facilitator	Mark Przibilla
---------------------------	----------------

Office Bearers

Chairperson	Cr Andrew Robertson
-------------	---------------------