



**City Of Ryde**

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**Economic Development Advisory Committee**

**TERMS OF REFERENCE**

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## DOCUMENT APPROVAL

This Document has been approved by Council at its meeting held on \*\*\*\*.

## DOCUMENT VERSION CONTROL

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## CHANGE HISTORY

Version	Issue Date	Author	Reason for Change
1.2	25/05/10	Kate Higgins	Resolution of Council 7 October 2008: <ul style="list-style-type: none"> <li>- that Mayor not automatically be represented on certain Committees</li> <li>- that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee</li> <li>- that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee</li> </ul> Resolution of Council 20 April 2010: <ul style="list-style-type: none"> <li>- Provisions for casual vacancies</li> </ul>
1.3	14 September 2010	Jennifer Anderson	Resolution of Council 14 September 2010 to report all Minutes to CIB unless resolution of Council required: page 7

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## 1. ROLE

**The primary role of the Economic Development Advisory Committee is to:**

- Provide direction and support to assist and guide Council in implementation of the CoR Economic Development Strategy (EDS), identified Strategy Actions, 2009 – 2014;
- Identify and recognise economic development issues / projects, government and business sector initiatives and actions that underpin the EDS' three strategic themes of:
  - *Marketing of the City of Ryde;*
  - *Employment Generation;*
  - *Building Partnerships.*

## 2. RESPONSIBILITIES

**The Economic Development Advisory Committee is responsible for:**

- Support undertaking the actions, opportunities and initiatives outlined in the EDS;
- Provide advice on other economic development strategies and plans affecting the LGA or region;
- Respond and advise the Ryde Business Forum and local Chambers on issues relating to local centres, eg. business - related events;
- Facilitate communication between Council and the wider business community and support initiatives that promote sustainable economic development, support business retention, expansion and attraction;
- Respond to issues that may impact on the business community.

## 3. MEMBERSHIP, CHAIRPERSON AND VOTING

**Membership of the Economic Development Advisory Committee comprises:**

- No less than one (1) Councillor appointed annually
- 2 x members of the Ryde Business Forum
- 2 x business representatives
- 1 x representative of each of the five local Chambers of Commerce (including the Korean and Chinese Chambers)
- NSROC Executive Director
- 2 x community representatives (includes Macquarie University)

- 1 x representative of a Ryde educational establishment. (University / NSW TAFE / Macquarie Community College).

Note: the Mayor is not automatically represented on certain Committees.

Local residents shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any local resident representatives.

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

- Group Manager Environment and Planning (or representative)
- Economic Development Manager

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof.

### **Term of Membership to Committee**

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

### **Casual Vacancies**

A casual vacancy caused by the resignation or death of a Member will be filled by undertaking the following process:

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes, and highlight it in the report to Council.
- (ii) The Committee Facilitator will provide a report to Council regarding the proposed replacement that will give consideration to the following options;
  - (a) If the Member was nominated as the representative of an organisation it will be recommended that the organisation be invited to nominate a replacement representative (if no alternate member has previously been nominated).

- (b) If the Member was nominated as an individual, the Committee Facilitator will review the original expressions of interest received and will confirm if any of those individuals who previously nominated, are still prepared to be considered as a member of the respective committee for the Committee.
  - (c) Where, due to either no other previous nominations, or those nominations not being current, an expression of interest will be called for in replacing member/s, for appointment by Council.
  - (d) Where a vacancy occurs within 9 months of the end of the term of the current Council, the vacancy will not be filled.
- (iii) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

**The Chairperson of the Committee is:**

- A Councillor or Staff Member as elected by Council.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

The Chairperson is to be a staff member or Councillor. Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee.

**Committee Facilitator**

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it deemed more appropriate for that person to address a formal Council or Committee meeting.

### **Voting**

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

### **Proxy**

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

### **Quorum**

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

## **4. MEETINGS**

### **Meeting Schedule and Procedures**

Meetings are to be held four times per year. The Chairperson has the authority to call meetings.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

### **Public Participation**

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers. However, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator. Presentations shall be limited to a maximum of 5 minutes.

## **5. COMMUNICATIONS & REPORTING**

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

The Minutes of all Advisory Committees will be reported in the Councillor Information Bulletin within two (2) weeks of the Committee Meeting. However, if a resolution of Council is required, e.g. allocation of funds, resources or an amendment to any Council policy, then the Minutes shall be reported to the next available Council or Committee of the Whole meeting. *(Resolution of Council, 14 September 2010)*

All agendas shall be published on Council's website within 5 days of completion.

All Advisory Committee minutes shall be published on Council's website within 5 days of completion or adoption by Council. *(Resolution of Council, 14 September 2010)*

A report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

## **6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES**

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.