

STRATHFIELD COUNCIL

LOCAL ECONOMIC
DEVELOPMENT AND
PARTNERSHIP
ADVISORY COMMITTEE

Terms of Reference

1. Purpose

The purpose of the Local Economic Development and Partnership Committee is to encourage stakeholder networking in the Strathfield Local Government Area (LGA) and advise Council of recommendations to improve local economic development.

2. Aims and Objectives

The aims and objectives of the Local Economic Development and Advisory Committee are:

- To allow dialogue between key business and traders groups in the Strathfield LGA and Council to see what initiatives can be put in place to assist and promote local economic development in the Strathfield LGA.
- To explore possible partnership opportunities and to allow input from local business to Council on how its programs, services and facilities can assist them and the broader community at the same time.
- Provide input into how to market the Strathfield LGA as a destination to do business or visit and utilize local businesses.

3. Committee Charter

The Local Economic Development and Partnership Committee is auspiced by the General Manager and operates to these Terms of Reference.

4. Meeting Principles

The Local Economic Development and Advisory Committee should be:

- Transparent,
- Informed,
- Inclusive,
- Principled,
- Trusted,
- Respectful,
- Effective, and
- Orderly.

5. Functions

- 5.1 The Local Economic Development and Advisory Committee is a purely advisory committee to Council and has no decision-making authority and therefore cannot commit Council resources, direct employees of Council or deal with operational matters.
- 5.2 Minutes of the Local Economic Development and Advisory Committee are presented to the next available Council Meeting for notation and adoption if there are recommendations.
- 5.3 The Local Economic Development and Advisory Committee provides a forum for all Council staff, Councillors and members of Strathfield's community to discuss local economic development opportunities for the Strathfield Local Government Area.
- 5.4 The provisions of Council's Code of Meeting Practice are taken to apply to the Local Economic Development and Advisory Committee.

6. Membership

6.1 The Local Economic Development and Partnership Committee comprises of:

- a. the Mayor (or their delegate) as ex-officio and Chair of the Committee
- b. up three (3) Councillors who's membership will be endorsed by Council
- c. two members of Council staff
- d. up to three (3) members of the community who have been selected following an Expression of Interest selection process, and
- e. Other experts or stakeholders as listed in Appendix 1

6.2 The Committee will nominate and elect the Deputy Chair at their first meeting;

6.3 Membership of the Local Economic Development and Partnership Committee is to be balanced and be a fair reflection of the Strathfield LGA community;

6.4 Members of the Local Economic Development and Partnership Committee are appointed for the period March 2022 – September 2023, unless a member provides written confirmation of their wish to resign from the Committee. Should a community representative vacancy occur during the term of appointment, a new representative may be selected from eligible applications from the original call for Expressions of Interests.

7. Quorum

The quorum of the Local Economic Development and Advisory Committee will be one half plus one of the total committee membership. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.

8. Meeting Procedures

8.1 The committee will meet on at least four (4) occasions per year.

8.2 Councillors and the community will be notified of the meeting one (1) week prior to the meeting being held or at least three days prior to the meeting.

8.3 The business paper will be published on Council's website and be made available for public inspection at the Council Chambers.

8.4 Committee meetings are to last no longer than two (2) hours. The committee may resolve to extend the length of the meeting to enable it to finish the business of the meeting.

8.5 The Chair directs the progress of all meetings. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.

8.6 Meetings will be collaborative discussions of ideas and feedback, with the intention of reaching consensus when endorsing items and recommendations. It will be at the discretion of the Chair when a matter is to be put to the vote, by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied (or Deputy in the absences of the Chair).

8.7 Council will ensure that each meeting is properly recorded with the use of minutes which record the recommendations of the Committee and these will be reported to Council.

9. Attendance at Meetings

- 9.1 All members are expected to attend meetings, or otherwise tender their apologies to either the Chair or Committee liaison person.
- 9.2 No members should be absent for more than two (2) consecutive meetings without first seeking and being granted leave by the Chair. Without being granted such leave a person's committee membership will be re-evaluated after missing two (2) consecutive meetings.
- 9.3 While other Councillors may attend Committee meetings as observers, the meetings will not be open to other members of the public.

10. Conduct

All members of the Local Economic Development and Partnership Advisory Committee must comply with Council's Code of Conduct and Code of Meeting Practice. Any conflicts of interest must be declared and managed in accordance with Council's Code of Conduct. Any breach may result in membership removal.

11. Review of Terms of Reference

The Terms of Reference of the Local Economic Development and Partnership Advisory Committee can be reviewed by the committee at any time.

12. Document History

Date	Details	Council Meeting Date
09/02/2022	First Draft	
21/02/2022	TOR presented to Councillor Workshop and endorsed for implementation	21/02/2022
13/07/2022	Reviewed	13/07/2022

