

KALAMUNDA ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Proposed Terms of Reference
September 2020

1. Name

The name of the Committee shall be the *Kalamunda Economic Development Advisory Committee (KEDAC)*.

2. Purpose

The Kalamunda Economic Development Advisory Committee has been established as an Advisory Committee in accordance with the Local Government Act 1995.

The purpose of the KEDAC is to provide information and advice about the current and emerging trends in Economic Development and to provide guidance in the implementation of the City's Economic Development Strategy.

The Committee will advise Council on matters regarding implementation of City initiatives relating to Economic Development.

The Committee will provide advice and make recommendations to Council on strategic issues which will help implement the Economic Development Strategy.

3. Objectives

- a) Promote the Economic Development Vision to establish the City as a business destination spoilt for choice with a diverse mix of natural assets and employment drivers that complement each other in delivering locally sustainable jobs and businesses.
- b) Assist the City to foster strong relationships with Economic Development stakeholders, including peak bodies and government agencies.
- c) Provide advice on current initiatives, opportunities or gaps in the promotion of Economic Development.
- d) Provide advice to Council to guide the implementation of the Economic Development Strategy.
- e) Provide advice that leverages community expectations in promoting the strengths and opportunities in Economic Development.

- f) Provides a forum for sharing information relating to Economic Development opportunities within the City.
- g) Provide advice and give consideration of how Economic Development can be integrated and aligned in other key informing City Strategies and Plans.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.3 - To support the active participation of local communities.

OBJECTIVE 3.3 - To develop and enhance the City's economy

OBJECTIVE 4.2 - To proactively engage and partner for the benefit of community

5. Membership

5.1 Qualification to be a Member

Members must be able to demonstrate skills, knowledge, experience and a strong interest in Economic Development.

5.2 No. of Members

The committee shall consist of no less than 8 members comprising:

- i. Up to two Elected Members including either the Mayor or Deputy Mayor plus one other.
- ii. No less than five representatives from City of Kalamunda Businesses and Industry.
- iii. One representative from the Kalamunda Chamber of Commerce.

5.3 Deputy Members

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

- a) The Committee shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the committee.
- b) The election of the Presiding Member and Deputy Presiding Member will be conducting in accordance with the provisions of the Local Government Act 1995.

7. Meetings

- a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

- b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

- c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

- d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.

- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.