

**Terms of Reference
Economic Development Advisory Committee
(EDAC)**

PURPOSE OF COMMITTEE:

- To advise Council on matters relating to the economy of Warrnambool and the Great South Coast.
- To discuss new initiatives and major projects that support the Economic Development and Investment Strategy
- To review new initiatives using an agreed assessment model
- To review feasibility studies and business cases in line with Council priorities; and
- To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference, or are otherwise consistent with the intent and purpose of the Economic Development and Advisory Committee.

TERM

Four years, in line with Warrnambool City Council terms

COMMITTEE STRUCTURE:

The committee shall be composed of no fewer than 6 members and shall include:

- One (1) member of Council (to chair)
- Five (5) skill-based members appointed by Council
- Director City Growth
- Council Manager Economic Development and Investment

Additional representatives and stakeholders may be co-opted by the committee or Warrnambool City Council for a limited period to provide advice on specific issues.

The EDAC committee will be supported by the Economic Development Unit, with the 5 key industry representatives selected via an 'Expression of Interest' process.

Any committee member that is absent from three consecutive EDAC meetings will be deemed to have vacated their position and the committee position will be filled via EOI process.

APPOINTMENT OF CHAIR:

Chair to be nominated through Councillor briefing, endorsed by sitting Councillors.

MEETING TIME AND FREQUENCY:

Committee will meet three times annually (or at the call of the Chair as required to deal with urgent Committee business);

Members must be physically present at the meeting in order to participate in the meeting.

MANAGING CONFLICT OF INTEREST:

The advisory committee shall comply with council policies in relation to confidentiality, privacy and reporting. Members of EDAC shall not disclose matters dealt with by the Committee to third parties with approval of EDAC.

If a member of the EDAC committee considers to have, or might reasonably be perceived to have, an interest in a matter before the committee, they will clearly state the nature of their interest at the beginning of each meeting and immediately before the matter is considered. This will be done on every occasion that the matter is considered by EDAC.

A member of EDAC who may have financial, commercial or economic interest in any matter before the Committee must disclose the nature of the interest to the meeting preceding EDAC meetings and must not be present at, or in sight of the committee.

REPORTING REGIME:

Minutes of each meeting will be presented at the next Council meeting.

MEETING PROCESS:

Agenda items can be submitted to the Manager, Economic Development and Investment for consideration for inclusion by the Chair into the Agenda five days prior to each Committee meeting. The final structure of the Committee Agenda and documents will be determined by the Chief Executive Officer or Director of City Growth.

A quorum is the Chairperson (or Acting Chairperson) and at least half of the ordinary members.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.