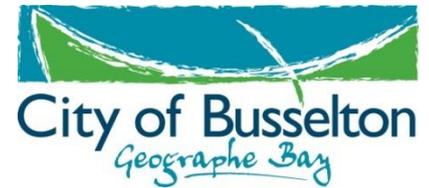


## TERMS OF REFERENCE

### ECONOMIC DEVELOPMENT TASKFORCE



#### 1. INTRODUCTION

Although not a formal Committee of Council (as defined in s5.8 of the Local Government Act 1995), the City of Busselton Economic Development Taskforce (EDT) will provide leadership, recommendations and updates to Council on implementation of the City's Economic Development Strategy (2016-2026).

#### 2. AUTHORITY

The EDT is a reference group with no formal decision-making powers or authority vested to it by Council. It will be chaired by the Mayor (or his/her delegate), who will work with members to implement and advocate projects, policies and programs identified within the City's Economic Development Strategy (2016-2026).

The EDT may only act within the Charter and procedural arrangements endorsed by the City of Busselton. It has no authority to:

- Expend moneys on behalf of the City;
- Commit the City to any arrangement;
- Consider any matter outside its specific reference; and
- Direct City Officers in the performance of their duties.

The City of Busselton will ultimately determine actions, having regard to the advice and recommendations of the EDT. The EDT is not intended as a definitive tool of consultation for economic development initiatives and the City of Busselton may consult with other stakeholders outside of the EDT.

#### 3. RESPONSIBILITIES AND FUNCTIONS

It provides advice, recommendations and updates to Council on the implementation and review of the Economic Development Strategy (2016-2026), with a strong focus on Investment Attraction and Marketing; Business Retention and Expansion; Regional Workforce Development; Industry Development; Strategic Infrastructure and Place Making and Activation.

#### 4. MEMBERSHIP

The EDT will consist of the following:

- City of Busselton Mayor, or his/her delegate (Chair);
- Two (2) City of Busselton Councillors;
- Three (3) key industry sector members from representative bodies, such as REIWA to represent the property sector and Margaret River Wine Association to represent the wine industry;
- One (1) representative of the Margaret River Busselton Tourism Association;
- One (1) Community leader appointed by Council;
- Two (2) City of Busselton staff members;
- One (1) representative of the South West Development Commission (State Government);

- One (1) representative of Regional Development Australia South West (Federal Government);
- One (1) representative of the Busselton Chamber of Commerce and Industry Inc (BCCI); and,
- One (1) representative of the Dunsborough-Yallingup Chamber of Commerce and Industry Inc (DYCCI).

The EDT may request the attendance of any other person or representative for advisory purposes only. It may also establish informal sub-committees or working groups comprising its members or other persons to assist in fulfilling its responsibilities and functions.

## 5. OBLIGATIONS OF MEMBERS

Members of the EDT, in performing their duties, shall:

- Act in accordance with Council's Values and Code of Conduct;
- Act honestly and in good faith;
- Actively participate in meetings;
- Perform their duties in a manner that public trust in the integrity, objectivity, and impartiality of Council is conserved and enhanced;
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances;
- Seek to understand and refer to the guiding principles defining local government's role in economic development as referenced in Appendix 1 of the City of Busselton Economic Development Strategy (2016-2026) and participate in capacity/knowledge building professional development opportunities as and when they are offered by the City and/or regional development organisations.

## 6. MEETINGS AND MINUTES

It is anticipated that the EDT will meet quarterly or as required.

Meetings of the EDT shall be called by the Chair, with notice of the meeting being forwarded to members with Agenda papers distribute with at least seven (7) days' notice.

The quorum for meetings shall be 50% of the members. The Chairperson will have a casting vote, as well as an original vote.

EDT meeting minutes are to be approved for distribution by the Chair and confirmed at the next Ordinary Meeting of the EDT. The Minutes will be distributed to EDT members and available on Council's website for general access as part of the Council minutes Information Bulletin.

The City of Busselton will provide the following administrative support to the EDT:

- Agendas, minutes and associated reports will be forwarded to members prior to the meeting;
- Attending meetings and taking minutes of proceedings;
- Any item from a meeting requiring action by Council officers will, in the first instance, be communicated to the relevant officer/s for consideration and/or action. Actions will be communicated at the next meeting.

## 7. EVALUATION AND REVIEW

A review of the EDT and its membership will be undertaken every two years to ensure the purpose, membership and operation is current and to make appropriate changes if required.