



Alexandrina Council

Terms of Reference

Economic Development Advisory Panel

1. Establishment

In 2016, Council endorsed an Economic Development Strategy which included the establishment of an Economic Development Advisory Panel to act as an advisory Panel to Council.

2. Purpose

The Advisory Panel is established to provide advice to Council on the following areas:

-) The implementation and review of the Alexandrina Council Economic Development Strategy;
-) Initiatives that support and improve the economic viability and resilience of the local economy, industry and businesses;
-) Participation in regional and statewide partnerships that contribute to influencing policies that ultimately support the local economy;
-) Promoting the advantages of sustainable economic development to the Alexandrina community and conducting ambassadorial activities to engage businesses in networking events;
-) Preparation and revision of relevant Council policies and procedures that support a sustainable, viable and growing business sector; and
-) Provide advice on State and Local Government infrastructure and services that are impacting on the growth potential for the district.

3. Membership

The membership of the Economic Development Advisory Panel shall consist of eight members - the Mayor and one Elected Member and six people experienced in economic development, strategic thinking and small business. Expressions of interest in becoming Chairperson will also be sought.

Membership will be sought via community advertisements and specific invitation to representative bodies.

For the inaugural membership, a selection panel will be established comprising of the Mayor and Elected Member on the advisory Panel and will recommend appointments to Council for consideration.

Following this time, the filling of any vacancy shall be achieved by a resolution of Council after consideration of a recommendation from the advisory Panel.

Council will take out an insurance policy for the Advisory Panel.

4. Appointment of Chairperson

The Council will appoint a Chairperson from the successful nominees.

5. Term of Office

The term of office for each member shall be two years or as resolved by the Council.

6. Role and responsibilities of Panel members

The role of the member is to:

-) Participate in the deliberations of the Panel with regard to the policy and business which is before it;
-) Be mindful of the strategic objectives and policies of the Council as they relate to the business of the Panel;
-) Be conscious of Council resources and the efficiency and effectiveness of relevant activities;
-) Be well-informed on issues before the Panel, to prepare adequately for meetings and seek additional information if required;
-) Read thoroughly all Panel business papers prior to the scheduled meeting;
-) Promote the economic development activities of Council;
-) Undertake ambassadorial and networking duties to engage local businesses in Council economic development activities
-) Support the delivery of Panel initiatives where appropriate;
-) Represent the nominating sector, body or organisation honestly and fairly;
-) Observe confidentiality when it is required;
-) Abide by Council's Volunteer Code of Conduct; and
-) Abide by Council's Communication Policy and recognise it is the Mayor's role to conduct media engagement for and on behalf of the Panel.

7. Meetings

Meetings will be held bi-monthly and will follow the meeting protocol of Part 3 of the Alexandrina Meeting Code of Practice.

Meetings will be supported by an Executive Officer being the Manager, Governance and Strategy, or if required additional administrative support.

Meetings are public and will be announced in advance on Council's website.

8. Advice and Reporting

The advisory Panel will be brought agenda items by the administration some of which will result in advice and recommendations to Council via quarterly reports.

In some cases, the administration and/or Panel may invite attendees with specialist skills with prior approval of the Chair to attend and/or present to a meeting.