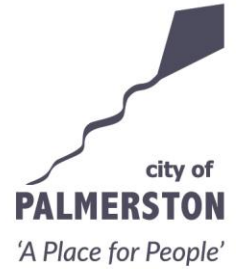


TERMS OF REFERENCE



VIBRANT ECONOMY ADVISORY COMMITTEE

1. PURPOSE

The Vibrant Economy Advisory Committee (VEAC) provides strategic advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of VEAC.

2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council in relation to identifying economic development opportunities and improving the services provided to the community, in accordance with legislation and council policies.
- 2.2. Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
- 2.3. Provide business perspective and advise on economic development issues or opportunities and Council's relevant plans and strategies.
- 2.4. Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5. Increase partnerships in place between Council and other levels of government to build a vibrant economy and community in Palmerston.
- 2.6. Draw on and share the expertise of specialists, as appropriate.

3. AUTHORITY/DELEGATION

The VEAC is an advisory body to Council and does not hold any decision-making powers. The Committee is authorised to recommend a course of action to Council on matters falling within its objectives.



4. MEMBERSHIP

- 4.1. Members are appointed by the Council.
- 4.2. Council shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
 - Two Councillors as members and one Councillor as alternate member
 - Maximum two Community Members
 - Maximum two members of relevant business or property associations
 - Maximum three members being local business owners from varying sectors
 - One Representative from the Department of the Chief Minister and Cabinet
- 4.3. The Chairperson will be a Councillor holding membership to the committee.
- 4.4. The Mayor will be ex-officio Member.
- 4.5. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

5. TERMS AND VACANCIES

- 5.1. Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2. Membership term for all other Members will be for two years from date of appointment.
- 5.3. Council officers will invite relevant business associations to hold representation on the Committee.
- 5.4. Representatives shall be nominated by the appointed organisations.
- 5.5. A Member who fails to attend three consecutive meetings without providing an apology is considered to have resigned their membership.
- 5.6. Following the confirmed resignation of a member, Council will actively fill the position.
- 5.7. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the committee's term, or as required.

6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1. In considering expressions of interest, applicants are expected to:
 - Hold a special interest in development of the local economy.
 - Contribute positively to the work of the Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively
 - Be a Palmerston resident or owner of a Palmerston local business.
- 6.2. Community and local business representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

7. MEETINGS

- 7.1. Notice of Meetings and Business Papers
 - 7.1.1. The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2. Meeting Schedule
 - 7.2.1. Meetings will be held quarterly, or more frequently as required.
 - 7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the calendar year and submitted to the next Ordinary Council Meeting for endorsement.
- 7.3. Attendance
 - 7.3.1. Meetings are open to the public unless confidential business is being considered.
 - 7.3.2. Guests or Business Representatives may be invited to attend meetings to provide advice or update on relevant matters by approval of the committee chairperson and responsible officer.
- 7.4. Quorum
 - 7.4.1. Quorum consists of a majority of its committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.
- 7.5. Chairperson Responsibilities
 - 7.5.1. To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.
 - 7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.
 - 7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.
- 7.6. Voting
 - 7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by show of hands.
 - 7.6.2. A Committee decision is by majority vote of voting Members present at a meeting.
- 7.7. Minutes
 - 7.7.1. Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8. REMUNERATION

- 8.1. Entitlement
 - 8.1.1. Community Members of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
 - 8.1.2. Members entitled to this remuneration are:
 - Community Members (x2)
- 8.2. Applicable Meetings
 - 8.2.1. Remuneration is applicable for attendance at formally convened committee meetings.
- 8.3. Exclusions
 - 8.3.1. Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

8.4. Payment Process

8.4.1. Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

9. CONDUCT

9.1. Conflicts of interest

9.1.1. Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda.

9.2. Code of Conduct

9.2.1. All Committee Members are required to abide by Schedule 1 of the Local Government Act 2019, the Code of Conduct for Elected Members and Committee Members.

9.3. Committee Representation

9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

10. PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of the financial year.

COMMITTEE NAME	Vibrant Economy Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager People and Place
APPROVAL DATE	18/02/2025	NEXT REVIEW DATE	March 2026
RECORDS NUMBER	496740	COUNCIL DECISION	10/1750