

Shoalhaven Economic Growth & Advocacy Group - Terms of Reference

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1. Role and purpose of the Advisory Group

- Inform the development, implementation, and review of council economic growth strategies
- Providing advice and make recommendations to Council on matters relating to business and economic growth in the Shoalhaven.
- Provide advice and recommendations on key advocacy opportunities to support business growth in the region

2. Definitions

- **Economic growth** – growth associated with all aspects of commerce in Shoalhaven City, including tourism, business, investment, entrepreneurial activities events, sponsorship and the like.
- **Advocacy** – support, reinforcement, promotion and sponsorship (financial or non-financial) provided by Shoalhaven City Council and the SCAGG to support tourism, business, investment, entrepreneurial activities events, sponsorship and the like.
- **Council** – Shoalhaven City Council.

3. Relationship to Council

The Shoalhaven Economic Growth and Advocacy (SEGA) Group an advisory group of Council.

4. Delegated Authorities

SEGA

- Make recommendations on actions and priorities
- Provide feedback on economic growth key issues or growth opportunities
- Appoint suitable representatives to fill casual vacancies
- Research contemporary methodologies to achieve advocacy, business growth and economic development.
- Inform and recommend policy for business growth
- Partner and liaise with other Council Advisory Groups on key issues as required

5. Membership

The membership shall comprise of the following delegates:

Voting Participants

A maximum of ten skills-based industry representatives as follows

- Minimum of two positions to be held by representative/s from the tourism industry
- Maximum of six positions to be held by representatives from other industry growth areas
- Minimum of one position to be held by a representative from the education sector
- Minimum of one position to be held by a representative from the Aboriginal Business Sector
- The Mayor
- Councillors present at meetings to have voting rights with a maximum of three Councillor votes in total, being one Councillor from each Ward. All Councillors will be considered alternate members of SEGA, voting rights will be determined at the beginning of each meeting depending on those who are present.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Non-Voting Participants

Political representatives

- *All non-delegated Councillors*
- *Member for Gilmore (or nominee)*
- *Member for Kiama (or nominee)*
- *Member for South Coast (or nominee)*

Cross government and advocacy representatives

- *A representative of National Parks & Wildlife Service*
- *A representative of Regional NSW*
- *A representative of Department of Industry*
- *A representative of AusIndustry*
- *A representative of Regional Development Australia*

Business Associations and / or Chamber representatives

- *President, Shoalhaven Business Chamber*
- *President, Sussex Inlet District Chamber*
- *President, Milton Ulladulla Business Chamber*
- *President, Huskisson Business Chamber*
- *President, Kangaroo Valley Chamber*
- *President, Shoalhaven Professional Business Association*
- *Chair, Shoalhaven Defence Industry Group (SDIG)*

6. Election and Appointment

Industry Representatives

- Appointment to the SEGA will occur every two years or thereabouts.
- Vacancies will be advertised locally via media, Council communication channels and industry networks
- Applications will be actively sought from appropriately skilled industry representatives
- Council will manage the application and appointment process.
- An interview panel will consist of the Tourism and Economic Development Manager, one internal staff member and a suitably qualified and independent representative/s (Minimum of 1 others) to assess the applications and make recommendations for appointments to Council

Councillors

Council will advise the Shoalhaven Economic Growth and Advocacy (SEGA) Group of its appointed representatives. Council at its discretion can replace representatives at any time.

7. Casual Vacancies

Should there be a casual vacancy; the SEGA will seek applications by the means set out in **Part 6** to fill these vacancies.

8. Term of Appointment

- Appointments will be for a term of approximately two years
- 50% of the industry representatives will be required to stand for reappointment every two years

9. Duties of SEGA Members

- Represent whole of industry in sectors of expertise
- Actively participate in working groups as required
- SEGA members will undertake the prescribed Induction process
- Complete Pecuniary Interest Returns as required on appointment and annually as required by the Office of Local Government and Council

10. Executive Positions

The SEGA will appoint a Chairperson and Deputy Chairperson on an annual basis by a vote of members of the SEGA.

The role of Chairperson is:

- To chair the meeting and exercise functions, as determined by SEGA
- To be the spokesperson for the committee, as directed by SEGA.
- To advocate for SEGA and represent its decisions.
- To call extraordinary meetings of the SEGA
- The role of the Deputy Chairperson is to act as Chair when the Chair is not present at meetings.

11. Working Groups

The SEGA will have the right to establish working groups as deemed appropriate to assist in fulfilling their role and purpose.

The Group to co-opt individuals as and when required, to contribute to an expert panel or special reference group.

SEGA will actively work with other relevant Council Advisory Groups on key issues or opportunities and seek representation on relevant working groups.

12. Advisory Group Meetings

- Formal Advisory Group Meetings will be held no less than quarterly in a form and format as determined by SEGA
- Topics for the Agenda are to be forwarded to the Chairperson no later than 14 days prior to the meeting.

- Agenda and minutes from previous meetings will be circulated to members at least 7 days prior to the meeting.
- Members must declare in writing, or during the meeting, any interest in any report tabled at the meeting in line with the Code of Conduct.
- Informal SEGA meetings or special meetings will be held as and when required or set by the SEGA.
- Costs associated with conducting meetings will be borne by Council on approval of the Tourism and Economic Development Manager.

13. Quorum

The Quorum is half the total of voting members total plus one, for example, if there are thirteen industry members, the quorum is 8 (6.5 (half) plus 1 = 7.5).

14. Voting and Recommendations

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two consecutive meetings, then the majority of those present can adopt a recommendation
- Alternative views and general key discussion points are to be minuted
- Where staff deems an item requires SEGA guidance, an electronic vote via email will be conducted. Members will be required to vote within 72 hours of the vote request. Quorum rules apply in this instance. Results to be advised to the SEGA

15. Communication

- Members of the SEGA are not permitted to speak to the media as representatives of the SEGA unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the SEGA and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes

16. Parent to SEGA

Ordinary Council.

17. Code of Conduct

All members of the Committee are to abide by Council's Code of Conduct, including declaration and management of all conflicts of interest.

Members cannot obtain private benefit because of their involvement in decision making as a member of the Committee.

18. Record of Minutes

The SEGA shall ensure that an agreed written record of each of their meetings is forwarded to Council.

19. Staff Attendance

Executive staff are normally required to attend the meetings of the SEGA. Other staff at the Directors' discretion or at the SEGA's request can attend meetings as required.

20. Responsibility of Council

Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.

Council at its discretion may review and change the Terms of Reference, Role and Structure of the SEGA.

21. Review

After each election of Council.