



Economic Development Advisory Group

Terms of Reference (Draft)

1. Establishment

The Economic Development Advisory Group was established by the City of Karratha on 16 November 2015, Council resolution number- xxxxxx.

2. Scope

The overall scope of the Economic Development Advisory Group is to provide advice and make recommendations relating to:

- 2.1 Implementation of the City's Operational Economic Development Strategy in particular advice as to which strategic projects and services the City of Karratha should prioritise for economic development (with the exception of tourism related matters as they are dealt with by the City of Karratha Tourism Advisory Group);
- 2.2 The promotion of Economic Development within the City;
- 2.3 Matters that could impact on local businesses and employment; and
- 2.4 Funding opportunities and potential partnerships for economic development.

Members will need to:

- Commit to familiarising themselves with the City's Operational Economic Development Strategy 2014-2016;
- Demonstrate the ability to work collaboratively;
- Be genuinely interested in the development of Economic Development; and
- Be active participants and make recommendations that will assist in the delivery of the City's Economic Development Strategy.

3. Powers of the Economic Development Advisory Group

The Economic Development Advisory Group does not have any powers other than the ability to make recommendations to Council in the delivering on the Economic Development Strategy and on strategic projects and services that the City of Karratha should prioritise for Economic Development.

Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

4. Term of Committee

The function and form of the Economic Development Advisory Group will be reviewed bi-annually following Council elections or earlier as determined by Council.

5. Membership

Representation to consist of:

- City of Karratha Mayor - Chair
- City of Karratha CEO
- City of Karratha Director Development Services
- City of Karratha Councillors as determined by Council
- RDA Pilbara – CEO
- Karratha and Districts Chamber of Commerce and Industry CEO
- Business Centre Pilbara CEO
- Pilbara Development Commission - Representative
- Indigenous Business Representative
- Local REIWA representative
- Landcorp Representative
- 2x City of Karratha Business Owners
- 2x Industry Representatives
- City of Karratha Economic Development Advisor – Secretariat
- Other interested parties upon invitation

6. Meetings

Meetings of the Group will be held at a suitable venue within the City once every two months or as otherwise agreed and convened by the Chair.

Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Economic Development Advisory Group.

7. Quorum

A quorum represents a minimum of five members attending the meeting.

8. Reporting

Minutes shall be reported to the City of Karratha at the next Ordinary Council meeting by the Director Development Services as an Information Item. Formal recommendations of the Committee requiring Council decision shall be presented as a Council report for consideration.

9. Delegated Authority

There are no delegations provided to this Group.

10. Ethical Behaviour

Members of the Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the Chair.

11. Liabilities of Members

No civil liability attaches to a member of a Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or committee's powers, functions or duties. Such a liability attaches instead to the Council.

12. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

13. Related Documents

City of Karratha Operational Economic Development Strategy 2014-2016.

Original Date of Establishment:	November 16, 2015
Review or Amendment #1	
Review or Amendment #2	
Review or Amendment #3	
Review or Amendment #4	