

# Economic Development Advisory Committee

Terms of Reference

December 2025



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## 1. Establishment of the Committee

- 1.1 The Economic Development Committee (hereinafter referred to as "the Committee"), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 1.2 The Committee will consist of a maximum of eight external members, including the allocation of an external Committee Chair, and will be appointed at Councils discretion, by formal resolution of Council.
- 1.3 New members of the committee will be identified through a public Expression of Interest (EoI) process. The EoI will ensure the strategic intention of the committee is understood by applicants.
- 1.4 External members will be on a two-year membership, with an ability to re-elect.
- 1.5 Two Councillors will be allocated to the committee annually, as part of the annual committee allocation process.
- 1.6 The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

## 2. Objectives

- 2.1 The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference to facilitate decision making by the Council.
- 2.2 The Committee is an advisory committee only and has no delegated decision-making authority.
- 2.3 The Committee is established to:
  - 2.3.1 Provide industry sector market intelligence and sector specific opportunities;
  - 2.3.2 Provide input and guidance in relation to the growth and diversification of the Latrobe City economy;
  - 2.3.3 Provide guidance on economic development opportunities which come to the attention of the Committee;
  - 2.3.4 Perform other activities related to this Terms of Reference as requested by the Council.
- 2.4 The Committee will be asked to provide guidance, input or opportunities that align with and facilitate the implementation and direction of the Council Plan, and the Latrobe City Economic Development Strategy 2025-2029, once adopted by Council.

## 3. Membership

### Composition of the Committee

- 3.1 The committee shall comprise of up to ten members, comprising of:
  - 3.1.1 Up to two Councillors;
  - 3.1.2 Up to eight representatives from industry sectors identified as core economic strengths in Latrobe City. Those sectors are identified as, but not limited to the following:
    - 3.1.2.1 Existing and New Energy;
    - 3.1.2.2 Defence Capability;
    - 3.1.2.3 Advanced Manufacturing;

- 3.1.2.4 Food and Fibre;
- 3.1.2.5 Civil and Commercial Development;
- 3.1.2.6 Advanced Air Mobility;
- 3.1.2.7 Circular Economy.
- 3.1.3 A representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- 3.1.4 The Latrobe City Chief Executive Officer may be engaged in the Committee from time to time, however, will not be identified as a formal member of the committee.
- 3.2 As part of the Expression of Interest process, interested parties will be invited to nominate to be the Chair of the Committee. All interested parties that nominate will be assessed against a selection criteria and a recommendation will be presented to Council for consideration and, if determined appropriate, appointed by formal resolution.
- 3.3 Secretariat of the Committee will be provided by Latrobe City Council Officers and meetings will be attended by the General Manager Investment and Growth, Manager Investment Attraction and Manager Business and Economic Development.

#### Length of appointment

- 3.4 The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointed sector representative members shall be for a term of two (2) years.
- 3.5 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members can re-nominate.

#### Selection of members and filling of vacancies

- 3.6 Latrobe City Council officers will undertake a public EoI process, identifying members of the committee to align with a key set of criteria, that aligns with the Committee's strategic intent. The criteria are outlined as follows,
  - 3.6.1 The expertise of applicants in their sector of speciality;
  - 3.6.2 The applicants' identified and expressed connection to Economic and Industry leaders external to Latrobe City;
  - 3.6.3 The applicants' identified and expressed commitment to growing and supporting the economic diversification of Latrobe City;
  - 3.6.4 The applicants' expertise on similar committees, in both the private and public sector.
- 3.7 All members will be appointed at Councils discretion, and by formal resolution of Council.

#### Co-option of members

- 3.8 With the approval of the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

#### Attendance at meetings

- 3.9 All Committee members are expected to attend each meeting.
- 3.10 A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.11 A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

#### Resignations

- 3.12 All resignations from members of the Committee are to be submitted in writing to the General Manager of the relevant division, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## 4. Proceedings

### Chair

- 4.1 The Committee Chair will be appointed in accordance with Clause 3.2
- 4.2 If the Chair is unavailable, they may nominate a replacement from the current membership of the Committee to chair the meeting.
- 4.3 The Chair will receive payment as set by Council, with review of the remuneration to be at Council's discretion.

### Meeting schedule

- 4.4 Meetings of the Committee will be held twice per year, once in Melbourne and once in Latrobe City, or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

### Meeting Expense Reimbursement

- 4.5 Committee members may be reimbursed on request for reasonable travel and accommodation costs directly associated with committee meeting attendance, to a maximum value of \$1,000 per member, per year.
- 4.6 Committee members must provide appropriate supporting documentation to substantiate the claim as appropriate to the type of claim, including original invoices and receipts. If sufficient supporting documentation is not provided, claims will not be considered.
- 4.7 Claims for reimbursement must be submitted within 60 days of an expense being incurred.

### Meeting procedures

- 4.8 Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).
- 4.9 Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.10 If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.
  - 4.10.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.
- 4.11 All recommendations, proposals and advice must be directed through the Chair.

### Quorum

- 4.12 A majority of the members constitutes a quorum.
- 4.13 If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

### Minutes of the Meeting

- 4.14 A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.15 The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).

- 4.16 The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.17 The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.18 A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

#### Reports to Council

- 4.19 With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.20 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.21 Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.

### 5. Review of Committee and Duration of the Committee

- 5.1 The Committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 are demonstrated to have been met, whichever occurs first.
- 5.2 A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4 The review must consider:
  - 5.4.1 The Committee's achievements;
  - 5.4.2 Whether there is a demonstrated need for the Committee to continue; and
  - 5.4.3 Any other relevant matter.

### 6. Authority and Compliance Requirements

- 6.1 The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2 Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

## Appendix 1: Agenda Template

### [Name] Advisory Committee

**Date:** 00/00/0000

**Time:** 00.00pm to 00.00pm

**Location:** [include specific meeting room and address]

#### Agenda items

No.	Item/description	Owner	Attachment
	<b>Welcome and introduction</b>	Chair	N/A
2	<b>Apologies</b>	All	
3	<b>Declarations of Interest</b> Members of the Committee are to declare any conflicts of interest or any interests in matters listed on the agenda.	All	
4	<b>Confirmation of Minutes</b> Confirmation of the previous minutes of the meeting.		
5	<b>Matters arising from previous meeting</b> Review of action progress from previous meeting.	All	
6	<b>Reports/items for consideration</b> Matters being presented for discussion in accordance with the terms of reference. <ul style="list-style-type: none"> <li>• List</li> <li>■ List</li> </ul>		
7	<b>General business</b> <ul style="list-style-type: none"> <li>■ List</li> </ul>	All	

**Next meeting:** 00 January, 00.00am to 00.00am

## Appendix 2: Minutes template

### [Name] Advisory Committee Minutes

Date: 00/00/0000

Time: 00.00pm to 00 00pm

Location: [Include specific meeting room and address]

Chairperson: Name

No.	Item description
1	Present
	Apologies
3	<p><b>Interest disclosures</b></p> <p>Members of the Committee declare any conflicts of interest or interest in matters discussed at the meeting.</p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <ul style="list-style-type: none"> <li>• Name, nme left 00.00am/pm, Time returned 00.00am/pm</li> <li>• Name, nme left 00.00am/pm, Time returned 00.00am/pm</li> <li>• Name, Time left 00.00am/pm, Time returned 00.00am/pm</li> </ul>
4	<p><b>Confirmation of minutes</b></p> <p>That the minutes of the meeting held on [date] of the [name] Advisory Committee be confirmed.</p>
5	<p><b>Matters arising from previous meeting</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>1. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul> <p>2. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>• List</li> </ul>
6	<p><b>Items for consideration</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>3. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>List</li> </ul> <p>4. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>List</li> </ul>
	<ul style="list-style-type: none"> <li>• List</li> <li>List</li> </ul>
	<p><b>General business</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes.</p> <p>5. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>List</li> </ul> <p>6. Item heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>• List</li> <li>List</li> </ul>

**Next meeting:** 00 January, 00.00am to 00.00am, Location