



**EMALAHLENI LOCAL MUNICIPALITY
LOCAL ECONOMIC ADVISORY
COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

The purpose of the Local Economic Advisory Committee is to provide feedback, recommendations and vision to the Council of Emalahleni Local Municipality to address priority Local Economic Development issues and opportunities within the local business community with the aim of encouraging economic growth in the region.

2. ROLES AND OBJECTIVES

The objective of the Committee is to make recommendations to Council on economic development and investment related issues and opportunities. These recommendations to develop economic opportunities will be to aid in the growth and progress of Emalahleni Local Municipality by making it a desirable place to move to and to do business in.

The committee's role will be to:

- Act as a link between Council and key industry sectors to encourage open communication to respond to issues that may impact on the business community;
- Develop and promote partnerships and business networks in the local area;
- Identify economic development projects, opportunities and actions;
- Assist with the commissioning and implementation of a Local Economic Development Strategy for the Emalahleni Local Municipality;
- Partner with Council to attract new businesses, investments and jobs;
- Provide a business perspective on local economic development priorities which should be addressed;
- Identify the pillars of economic development in the Townships;
- Identify economic development impediments and opportunities in the Townships;
- Review and/or participate in the development of policies, programs and initiatives relating to economic development;
- Make recommendations to support and develop economic opportunities to encourage sustainability and prosperity within the community; and
- Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.

3. COMMITTEE COMPOSITION

The composition of the Committee will be sought on the basis of broad interest, understanding and commitment to advancing economic growth in the local area and shall comprise of the following:

- The Executive Mayor as the Chairperson;
- The Member of the Mayoral Committee for Directorate: Development Planning;
- One representative from each opposing party;
- One representative each from large and small business sectors;
- One representative from the Chamber of Commerce;
- Representatives from Key Industries;
- Other members who may be invited by the Executive Mayor, from time to time, to assist the Committee to achieve its objectives.

The following Emalahleni Local Municipality staff will attend Committee meetings but are not considered members of the Committee:

- Executive Director: Development Planning (or their authorised representative);
- Manager: Local Economic Development;
- Personal Assistant to the Executive Mayor; and
- Administration Officer.

The role of Council staff will be to provide professional advice, administrative and technical support.

4. TERM OF OFFICE

Members of the Committee will be appointed for a two (2) year term with the option of a further two (2) year term at the discretion of Council. Council may also from time to time, on the advice of the Executive Mayor, appoint additional members for a lesser period, to assist the Committee to achieve its objectives. Membership of the Committee will be confirmed by a resolution of Council in the first instance and on a bi-annual basis prior to the establishment of first instance. Membership of the Committee can be altered or withdrawn by a resolution of Council. Council staff will be appointed to the Committee by the Accounting Officer.

Committee members shall:

- Be subjected to the Standing Rules and Order of Council; and
- Be required to have a general knowledge of economic development, tourism and community sustainability principals.

5. MEETINGS

At the first meeting of the term of the newly appointed committee, the committee must establish a regular meeting schedule by motion. The agenda and meeting documents must be circulated to the Committee members at least one week prior to the meeting. Each meeting shall be properly recorded by the taking of minutes. Presentations may be made to the Committee but will be restricted to a maximum of ten (10) minutes.

6. VOTING

As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination.

7. QUORUM

As the membership of the Committee operates in an advisory capacity only, no quorum is required. However, the Chairperson will use their discretion to determine if any item should be deferred to a future meeting date if it is considered that there are insufficient Committee members present to fully consider the item.

8. REMUNERATION

Committee members will not receive remuneration and will not be reimbursed for kilometres travelled to attend meetings

9. PROCEDURE

All meetings will be conducted in terms of the procedures of the Standing Rules and Orders.