

# Terms of Reference

## Economic Development Advisory Committee



<b>Name of Group</b>	<b>Economic Development Advisory Committee (EDAC)</b>
<b>Purpose of Group</b>	The aim of the Economic Development Advisory Committee (EDAC) is to provide Council with input and feedback to shape the development of an Economic Development Strategy.
<b>Corporate Plan Alignment</b>	<p><b>ECONOMY – OUR FUTURE - What we want to see by 2025</b></p> <p>A strong diverse economy which provides opportunities for business and investment with an integrated approach to long-term planning where the region's assets meet community needs.</p> <p><b>Strategic Objectives:</b></p> <ul style="list-style-type: none"> <li>• Promote a shared set of values that allows the business community and Council to work together to effectively achieve a common purpose</li> <li>• Encourage and facilitate investment in the region that will support both traditional and emerging industries and act as a catalyst for further employment and population growth</li> <li>• Enable innovation and technology capacity within Council and the community to drive organisational efficiency and community prosperity</li> </ul>
<b>Criteria for Membership</b>	<p><b>Interested Applicants will be assessed based on the following criteria:</b></p> <ul style="list-style-type: none"> <li>• A broad understanding of the influence of business and economics on the local community and its social, environmental and economic well-being.</li> <li>• Good knowledge and understanding of the local issues that are relevant to business, employment, logistics and economic development.</li> <li>• A willingness to contribute positively to meetings in a fair and unbiased manner</li> <li>• An ability and willingness to encourage participation from and provide feedback to the community regarding business and economic development.</li> <li>• Ability to represent a diversity of views and interests of the broader business community.</li> <li>• Qualifications, skills and experience the person can bring to the Economic Development Advisory Committee and the relevance of the skill set to Cassowary Coast Business and Industry</li> <li>• The ability to work collaboratively with other businesses, government and key stakeholders.</li> <li>• A willingness to celebrate the success and achievements of businesses in the Cassowary Coast</li> </ul> <p><b>Permanent or temporary staff members of Cassowary Coast Regional Council are not eligible to apply for membership.</b></p> <p><b>Council will aim to ensure that members of the EDAC reflect the diversity of the community</b></p>

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<b>Selection of Members</b>	<p>An Expression of Interest inviting applications will be advertised through Councils website, social media channels, print media and radio advertisements and circulated through networks.</p> <p>The Expression of Interest will be advertised for a minimum of 14 days. Key members may be recruited directly by Council officers.</p> <p>All applications will be reviewed by a selection committee.</p> <p>The Selection Committee will consist of: <b>Mayor</b> <b>Portfolio Holder – Economic Development and Tourism</b> <b>Director Delivery Services</b> <b>Manager Community Relations and Services</b></p> <p>The committee will assess the candidates against the selection criteria, where required the selection committee may also conduct interviews with candidates. Once a selection has been made the Selection Committee will advise Council of the appointments via a briefing note. Council will then decide on recruitment and candidate will be advised of outcome.</p>
<b>Terms of Appointment</b>	<p>Appointments to the Economic Development Advisory Committee are for a twelve-month term.</p> <p>Members may be provided with the opportunity to extend their term for a further twelve months.</p> <p>A member who is absent from two consecutive meetings, without forwarding an apology, will be assumed to have resigned and Executive Support will begin the process of filling the member vacancy.</p> <p>Previous nominations may be considered to fill any vacancy. An EOI process will be undertaken if there are no previous nominations that meet the selection criteria.</p> <p>Members are free to resign from the EDAC at any time by notifying the Executive Support Team.</p> <p>The EDAC may by majority vote choose to not fill a vacancy if the Membership Structure is still obtained.</p>
<b>Chairperson</b>	<p>The role of Chairperson will be undertaken by the Councillor Portfolio Holder for Economic Development and Tourism.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the EDAC.</p> <p>A deputy Chairperson should be elected to chair meetings in the absence of The Chairperson</p>

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<b>Executive Support</b>	<p>The Executive Support Team will:</p> <ul style="list-style-type: none"><li>• Ensure new committee members receive an induction prior to participation in a meeting.</li><li>• Provide terms of reference to new committee members upon commencement.</li><li>• Facilitate a review process for the group and it's terms of reference on an annual basis.</li><li>• Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests.</li><li>• Offer training for the chairperson if required.</li><li>• Oversee the recruitment and selection process for group membership.</li><li>• Compile and circulate agendas, attend meetings, compile and distribute minutes.</li><li>• Compile the annual report of the committee on behalf of the<ul style="list-style-type: none"><li>◦ Chairperson.</li></ul></li><li>• Seek and engage specialist advice for the committee when identified.</li><li>• Provide professional advice to the committee as required.</li></ul>
<b>Membership Structure</b>	<p>The EDAC membership will consist of up to 12 members and may include representation from:</p> <ul style="list-style-type: none"><li>• Local Chambers of Commerce and Industry Groups</li><li>• Representative Body (Government)</li><li>• Cassowary Coast Regions Business Operators with diversity across industries e.g:<ul style="list-style-type: none"><li>◦ Primary Industry</li><li>◦ Construction</li><li>◦ Education and Training</li><li>◦ Health Care and Social Assistance</li><li>◦ Home Based Business</li><li>◦ Manufacturing</li><li>◦ Professional Services, Scientific and Technical Services</li><li>◦ Retail Trade</li><li>◦ Accommodation and Food Services</li></ul></li></ul> <p>The following representative are also to be included, additional to the community members:</p> <ul style="list-style-type: none"><li>• Up to Two Councillors* (additional to the 12 business members)</li><li>• Up to Four Council officers** (additional to the 12 business members)</li><li>• All EDAC positions are voluntary positions</li><li>• All Councillors are welcomed as observers</li></ul>

<p><b>Roles and Responsibilities</b></p>	<p><b>Role of Councillors</b></p> <ul style="list-style-type: none"> <li>• The Economic Development and Tourism Portfolio Holder will act as Chairperson of the EDAC. This includes guiding the meeting according to the agenda and available time and facilitating relevant discussion in accordance with the intended purpose of the meeting.</li> <li>• To be the link between Council and the EDAC.</li> <li>• To table issues and concerns to Council on behalf of the EDAC.</li> <li>• To nominate another Councillor to attend meetings in their absence.</li> <li>• To give a week's notice to the Executive Support if they are unable to attend</li> <li>• If a Councillor has been invited as an observer, they are to ensure they do not enter into the discussions and remain in observation.</li> </ul> <p><b>Role of Reference Group members</b></p> <ul style="list-style-type: none"> <li>• Commit to a 12 month membership term</li> <li>• Prepare for, attend and actively participate in meetings.</li> <li>• Take an active role in communicating the views of the broader business community to Council.</li> <li>• Provide feedback to Council via the Executive Support Team to convene the Economic Development Advisory Committee</li> <li>• Keep the Economic Development Advisory Committee informed of current and relevant emerging developments, and issues and activities</li> <li>• Respond to requests for input into and/or feedback on Council activities, policies and reports, this may occur but will be limited, outside of the EDAC Meeting times.</li> <li>• Share information and promote consultation opportunities with your networks as requested.</li> </ul> <p><b>Role of Council Staff:</b></p> <ul style="list-style-type: none"> <li>• The Executive Support will provide support to the EDAC including; developing agendas, keep minutes of the meetings, follow up on actions identified in meetings, be a point of contact for all EDAC members and communicate with members between meetings.</li> </ul>
<p><b>Extent of Authority</b></p>	<p>EDAC members have an active role to provide feedback and advice to Council to inform the development of the Economic Development Strategy and project and activities aimed at achieving economic prosperity.</p> <ul style="list-style-type: none"> <li>• EDAC members participate in discussions at meetings.</li> <li>• EDAC members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.</li> </ul> <p><b>Furthermore, EDAC members do not have the authority to:</b></p> <ul style="list-style-type: none"> <li>• Expend money on behalf of Council.</li> <li>• Speak on behalf of Council.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Commit Council to any arrangement.</li> <li>• Direct Council officers in the performance of their duties.</li> </ul>
<b>Induction of Members</b>	<p>An induction and orientation process will occur for all members at the beginning of the term of a membership. This process will include:</p> <ul style="list-style-type: none"> <li>• Briefing members on the expectations and requirements of membership of the EDAC</li> <li>• Providing members with an overview of the Economic Development Advisory Committee</li> <li>• Introduction to Cassowary Coasts Regional Council's Corporate Plan and other relevant Council policies, strategies and plans.</li> <li>• Overview of any current Economic Development Projects</li> </ul>
<b>Meetings</b>	<p>Meetings of the Economic Development Advisory Committee will be held quarterly or more often by arrangement with the committee members and Chairperson.</p> <p>A schedule of meetings will be developed and agreed to annually.</p> <p>Agendas, previous meeting minutes and all relevant supporting documentation will be provided to each member at least 5 business days prior to the meeting to allow appropriate time for review and enhance meeting discussions.</p> <p>Under special circumstances a meeting may be cancelled or re-scheduled. All members will be notified prior.</p> <p>A Council venue that is central for all members to access will be nominated for meetings.</p> <p>To support members to access meetings with ease and allow for diverse participation Council may support participation through the availability of online participation.</p> <p>All support requests will be required to be submitted to the Executive Support Team.</p>
<b>Committee Operation</b>	<p>A quorum for an EDAC meeting shall be half the number of members of the Committee plus one;</p> <ul style="list-style-type: none"> <li>• The Chairperson will preside at an Advisory Committee meeting. However, if the Chairperson is absent or unavailable to preside, the deputy chairperson will preside.</li> <li>• Invited observers can attend the Committee meeting as an observer only</li> <li>• An appointed member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council employees, who are not allowed to Move, Second or Vote on recommendations;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Recommendations of the EDAC will be by majority voting of members only</li> <li>• Recommendations will be included in the reports to Council</li> </ul>
<b>Guiding Principles</b>	<p>The EDAC is inclusive, open minded and respectful of everyone's Perspective;</p> <ul style="list-style-type: none"> <li>• We put our personal agendas aside and provide advice for the greater good of the diverse Cassowary Coast community</li> <li>• Challenging and exploring are an integral part of what we do and how we operate</li> <li>• We represent and commit to the value of the committee</li> <li>• We actively participate and engage in the work of the committee</li> <li>• We are punctual, well prepared, timely with responses and we follow through</li> <li>• We are realistic about what we can achieve</li> <li>• We have a strong focus on outcomes</li> </ul>
<b>Reporting</b>	<p>A report of each Economic Development Advisory Committee meeting and all recommendations are to be presented to Councillors in a CIS session and to the Executive Management Team for wider distribution where the Executive Management Team deem appropriate.</p> <p>Minutes each meeting will be provided to all Cassowary Coast Regional Councillors and the Executive Management Team</p> <p>A report of the achievements of the Economic Development Advisory Committee will be presented to Council by 30 June annually</p>
<b>Changes to Terms of Reference</b>	<p>The Executive Support Team are responsible for ensuring that the Terms of Reference are current and responsive to the project requirements.</p> <p>Changes to the Terms of Reference may be amended at any stage at an Executive Management Team Meeting by majority vote.</p> <p>When the Terms of Reference are amended, the updated version must be circulated to all Councillors, Executive Management Team and Economic Development Advisory Committee members to advise them of the changes.</p>
<b>Related Documents</b> <ul style="list-style-type: none"> <li>• <b>Appendix A:</b> Regulatory Obligations</li> <li>• <b>Cassowary Coast Regional Council Corporate Plan 2021-2025</b></li> </ul>	