

Terms of Reference

Economic Leadership Committee

Cassowary Coast Economic Leadership Committee (ELC)

Purpose

The Growing Stronger Together 2033 Economic Development Strategy and Action Plan," guides the region's economic direction. The ELC will play a crucial role in overseeing the implementation of this action plan, ensuring the actions are delivered in alignment with the key objectives outlined in Council's Economic Development Strategy. By doing so, the ELC aims to deliver strong economic leadership and foster sustainable growth within the region.

Strategic Alignment

Corporate Plan:

Economy – Our Future

We have a resilient economy leveraging opportunities through strategic partnerships and collaboration between all levels of government, community and industry. We meet the social, economic and environmental challenges of our region to provide long-term inclusive and sustainable socio-economic outcomes using a place-based, community-first approach.

Our Objectives

- We provide an environment that encourages and facilitates new investment in our region
- Through our leadership we advocate for sustainable economic opportunities that leverage existing industries and provide opportunities to diversify our economic base
- We continue to develop and promote tourist experiences through our strategic partnerships
- We build regional vibrancy through activities and major events with a collaborative community focus
- Our town and village centers are revitalised and activated through engagement and partnerships with our community
- Our community has accessible and inclusive opportunities for lifelong learning

Growing Stronger Together 2033 – Economic Development Strategy and Action Plan

Vision: Together, grow a strong, sustainable, and resilient economy that positions the region for a prosperous future by:

Growing – A sustainable and resilient economy with a \$2.2 billion Gross Regional Product (GRP)

Stronger – An attractive place to invest and do business with a 20% employment growth target, resulting in 15,688 local jobs

Together – A vibrant and prosperous community with a 20% population growth, equating to 35,526 residents

Criteria for Membership

Further to the nominated standing members a call for membership will be made with the criteria for Interested applicants will be assessed based on the following criteria:

- **Strategic Focus:** Demonstrates a comprehensive understanding of the influence of business and economics on the local community, including its social, environmental, and economic well-being.
- **Local Knowledge:** Possesses a good knowledge and understanding of local issues relevant to business, employment, logistics, and economic development.
- **Positive Contribution:** Shows a willingness to contribute positively to meetings in a fair and unbiased manner.
- **Community Engagement:** Has the ability and willingness to encourage participation from, and provide feedback to, the community regarding business and economic development.
- **Diverse Representation:** Can represent a diversity of views and interests from the broader business community. Members will be considered based on the diversity of the group with a focus on the Growing Stronger Together 2033 Primary Industries.
- **Relevant Expertise:** Offers skills, experience and knowledge that is relevant to the Cassowary Coast Economic Leadership Committee.
- **Collaborative Approach:** Demonstrates the ability to work collaboratively with other businesses, government entities, and key stakeholders.
- **Celebrating Success:** Shows a willingness to celebrate the success and achievements of businesses in the Cassowary Coast.

Permanent or temporary staff members of Cassowary Coast Regional Council are not eligible to apply for membership. The Council will aim to ensure that members of the ELC reflect the diversity of the community.

Selection of Members

The Expression of Interest will be advertised for a minimum of 14 days. Key members may be recruited directly by Council officers. All applications will be reviewed by a selection committee.

The Selection Committee will consist of:

- Two Standing ELC members.
- Portfolio Holder – Economic Development and Tourism
- Director of Development and Environmental Services

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 Local Government Meeting for Councils consideration to endorse. Council will then decide on recruitment and candidate will be advised of outcome.

Terms of Appointment

- Appointments to the Economic Leadership Committee (ELC) is for a three-year term.
- 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.
- Previous nominations may be considered to fill any vacancy. An Expression of Interest (EOI) process will be undertaken if there are no previous nominations that meet the selection criteria.
- Members are free to resign from the ELC at any time by notifying the Executive Support Team.
- The ELC may, by majority vote, choose not to fill a vacancy if the membership structure is still maintained.

Chairperson

The committee will nominate a chair at the first meeting. If no chair is nominated, the relevant Councillor will take the place of chair.

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 ELC.

A Deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.

The Chairperson or Deputy Chairperson in the absence of the Chair will attend all Local Government Meetings where an ELC Recommendation/Report is taken to Council.

Executive Support

The Executive Support Team will:

- Ensure new committee members receive an induction prior to participation in a meeting
- Provide terms of reference to new committee members upon commencement
- Facilitate a review process for the group and its terms of reference on an annual basis.
- Provide information and education on good governance issues such as conflict of interest, confidentiality and register of interests.
- Offer training for the chairperson if required.
- Oversee the recruitment and selection process for group membership.
- Compile and circulate agendas, attend meetings, compile and distribute minutes.
- Compile the annual report of the committee on behalf of the Chairperson
- Seek and engage specialist advice for the committee when identified
- Provide professional advice to the committee as required.

Membership Structure

The ELC membership will consist of up to 15 members and may include representation from:

Standing Members:

- Local Chambers of Commerce (4)
- Cassowary Coast Business Women's Network
- Cassowary Coast Tourism
- Canegrowers Innisfail
- Canegrowers Tully
- Australian Banana Growers Council
- Cassowary Coast Banana Growers
- Ports North

Expressions of Interest and direct invitations:

- Agriculture
- Tourism
- Aquaculture
- Transport and Logistics
- Construction
- Education and Training
- Health Care and Social Assistance
- Manufacturing
- Professional Services, Scientific and Technical Services
- Accommodation and Food Services

The following representative are also to be included, additional to the community members:

- Economic Development and Tourism Portfolio Holder
- All Councillors are welcomed as observers

If a standing member declines membership for the term the membership position will go out to invitation and EOI.

Roles and Responsibilities

Role of Councillors

- Economic Development and Tourism Portfolio Holder to be the link between Council and the ELC.
- To table issues and concerns to Council on behalf of the ELC.
- To nominate another Councillor to attend meetings in their absence.
- To give a week's notice to the Executive Support if they are unable to attend
- All Councilors will be invited to each meeting in an observation capacity

Role of Reference Group members

- Commit to 12 month the membership term
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of the broader business community to Council.
- Provide feedback to Council via the Executive Support Team to convene the Economic Leadership Committee
- Keep the Economic Leadership Committee informed of current and relevant emerging developments, and issues and activities
- 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 ELC Meeting times.
- Share information and promote consultation opportunities with your networks as requested.

Role of Council Staff:

- The Executive Support will provide support to the ELC including developing agendas, keep minutes of the meetings, follow up on actions identified in meetings, be a point of contact for all ELC members and communicate with members between meetings.

Extent of Authority

The ELC will play a critical role in assisting the overseeing the implementation of this action plan, ensuring the actions are delivered in alignment with the key objectives outlined in Council's Economic Development Strategy. By doing so, the ELC aims to deliver strong economic leadership and foster sustainable growth within the region.

Advisory Role and Authority of the ELC:

- ELC members are integral to the strategic discussions and decision-making process, providing valuable insights and recommendations during meetings.
- **Advisory Capacity:** The ELC operates in an advisory capacity, meaning members contribute expertise, insights, and recommendations to guide Council's decisions. However, they do not possess the authority to make final decisions or commitments on behalf of Council.

ELC members do not have the authority to:

- Expend money on behalf of Council.
- Speak on behalf of Council.
- Commit Council to any arrangement.
- Direct Council officers in the performance of their duties.

ELC members do have the authority to:

- **Recommend Actions:** ELC members can move motions to recommend the Executive Support Officer to make a formal submission to Council on behalf of the ELC. These recommendations, once moved, will be subject to the standard Local Government Meeting Approval processes.
- **Review and Evaluate:** ELC members are permitted to review the progress of the action plan and evaluate its alignment with the Economic Development Strategy, providing feedback and suggesting adjustments as needed.
- **Initiate Strategic Discussions:** ELC members may initiate and participate in strategic discussions to identify emerging opportunities or challenges, ensuring the economic development strategy action plan remains responsive and effective.

Induction of Members

An induction and orientation process will occur for all members at the beginning of the term of a membership. This process will include:

- Briefing members on the expectations and requirements of membership of the ELC
- Providing members with an overview of the Economic Leadership Committee
- Introduction to Cassowary Coasts Regional Council's Corporate Plan and other relevant Council policies, strategies and plans.
- Overview of any current Economic Development Projects

Meetings

Meetings of the Economic Leadership Committee will be held quarterly or more often by arrangement with the committee members and Chairperson.

A schedule of meetings will be developed and agreed to annually at the first committee meeting of each term.

Agendas, previous meeting minutes and all relevant supporting documentation will be provided to each member prior to the meeting to allow appropriate time for review and enhance meeting discussions.

Under special circumstances a meeting may be cancelled or re-scheduled. All members will be notified prior.

A venue that is central for all members to access will be nominated for meetings.

To support members to access meetings with ease and allow for diverse participation Council may support participation through the availability of online participation.

All support requests will be required to be submitted to the Executive Support Team.

Committee Operation

A quorum for an ELC meeting shall be half the number of members of the Committee plus one.

The Chairperson will preside at a committee meeting. However, if the Chairperson is absent or unavailable to preside, the deputy chairperson will preside.

Invited observers can attend the Committee meeting as an observer only

An appointed member of a committee (whether or not they are a Councillor) may vote on business before the Committee except Council employees, who are not allowed to Move, Second or Vote on recommendations.

Recommendations of the ELC will be by majority voting of members only

Guiding Principles

The ELC is committed to guiding economic development in the Cassowary Coast region based on the following principles:

- *Challenging and Exploring:* Challenging and exploring are integral parts of what we do and how we operate.
- *Active Participation:* We actively participate and engage in the work of the committee.
- *Professional Conduct:* We are punctual, well-prepared, timely with responses, and we follow through on our commitments.
- *Realistic Goals:* We are realistic about what we can achieve and have a strong focus on outcomes.

- *Environmental Stewardship:* We prioritize environmental sustainability and stewardship in all our recommendations and actions.
- *First Nations Recognition:* We recognize and advance the interests and contributions of First Nations communities.
- *Liveability:* We promote and enhance the liveability of the Cassowary Coast region.
- *Innovation and Digital Enhancement:* We encourage innovation and digital enhancement in economic development initiatives.
- *Connectedness, Collaboration, and Cohesion:* We foster connectedness, collaboration, and cohesion within the community and among stakeholders.

Reporting

A report of each Economic Leadership Committee meeting and all recommendations are to be presented to Councillors in the following Local Government Meeting and to be Executive Leadership Team for wider distribution where the Executive Leadership Team deem appropriate.

Changes to Terms of Reference

The Executive Support Team is responsible for ensuring that the Terms of Reference are current and responsive to the project requirements.

Administrative changes to the Terms of Reference can be made by the Executive Support Team. All other changes must be presented as a recommendation from the ELC for approval at a Local Government Meeting.

When the Terms of Reference are amended, the updated version must be circulated to all Councillors, the Executive Leadership Team, and Economic Leadership Committee members to advise them of the changes.

Code of Conduct

The Stakeholder Reference Group will abide with the Cassowary Coast Council's Code of Conduct.

Related Documents

Appendix A: Regulatory Obligations

Appendix B: Cassowary Coast Regional Council Corporate Plan 2021-2025

Growing Stronger Together 2033 – Cassowary Coast Economic Development Strategy