



Cloncurry Shire Council

**POLICY
NO.**

CD 0006

CLONCURRY LOCAL BUSINESS NETWORK TERMS OF REFERENCE

Aim

The aim of the Cloncurry Local Business Network is to act as a sub-committee of Cloncurry Shire Council (Council) to inform and recommend actions and initiatives for local business development in the Shire.

Membership

Membership is open to any business employee, owner, manager, investor or operator whose business is in the boundaries of the Cloncurry Shire. These businesses may include but are not limited to retailers, accommodation and service providers.

Guiding Principles

The guiding principles for the Committee are as follows:

1. Business Development Assistance
Offer support to local business, the implementation of development initiatives and provide a connection to the Department of State Development, Infrastructure and Planning.
2. Communication, Networking and Membership Voice
Build a business community with one voice to provide Council with advice and direction.
3. Promotional Activities
Promote local buy within Cloncurry Shire, conduct promotional activities within the Shire and promote Cloncurry as a destination for business.

Role of the Committee

The Cloncurry Local Business Network is not a decision-making body and will operate as a strategic thinking group to assist Council with the coordination, planning and implementation of economic development initiatives and projects. It is intended the Committee:

- Recommend, plan and implement actions to assist local business development and economic development in the Shire.
- Provide a platform for issues-management to collaboratively address matters impacting local businesses.
- Make recommendations to Council for initiatives requiring funding.

Chair

The Committee will be chaired by an elected Business Representative.

Secretariat

The Secretariat activities will be undertaken by a Council staff member.

Committee Members

Elected members will serve a term of 12 months. Elected members will be provided the opportunity to renominate for a further 12 months if they have already sat on the previous network..

Membership will consist of a minimum of eight business members. Any member of the community wishing to be elected as a member of the Cloncurry Local Business Network will be required to submit a nomination for Council consideration. To create a fair committee there should not be more than one member from the same business.

Members must attend at least 50% of meetings to continue as a member of the Local Business Network.

In order to move decisions of the Local Business Network there must be a minimum of 50% of members in attendance.

If a member resigns from the Local Business Network the position will be advertised to carry out the remainder of the term.

Reporting

The minutes and recommendations from the Cloncurry Local Business Network will be reported to Council for any decisions required, including funding.

Confidentiality

As per *Reporting*, the minutes, resolution and actions from the Cloncurry Local Business Network will be reported to Council.

Council will determine whether, and to what extent and under what conditions, the records and other documents will be open to the community, other than the Cloncurry Local Business Network.

For any matters requiring consultation with the community, the Cloncurry Local Business Network must seek approval from Council to proceed with consultation.

The Chair has the right to call in committee as required.

Communication

The primary method of communication for the Committee will be email.

The primary method of communication from the Committee to inform the business community will be e-newsletter.

Conflict of Interest

Committee members will be required to state any conflicts of interest prior to any discussion. Once declared, the Committee member will be permitted to participate in the discussion.

Adopted by Council Resolution

POLICY VERSION AND REVISION INFORMATION

Version No.	Resolution	Date Adopted	Review Date
1		20 June 2017	June 2018

Policy Authorised by: Ben Milligan

Title: Chief Executive Officer