



# Cloncurry Shire Council

## CLONCURRY ECONOMIC DEVELOPMENT ADVISORY BOARD CHARTER

### 1.0 Aim

The aim of the Cloncurry Economic Development Advisory Board (Board) is to act as an advocacy board for the Cloncurry Shire Council (Council) to inform and recommend actions and initiatives for economic development in the Shire.

### 2.0 Role of the Board

The board's role is to assist in the implementation of the Cloncurry Economic Development Strategy through the following:

- Facilitate and promote economic development
- Act as a link between Council and the key industry sectors
- Partner with other agencies to attract investment to Cloncurry Shire, including lobbying state and federal government on key initiatives and projects
- Identify priorities, strategies, initiatives and issues affecting the Cloncurry business community

### 3.0 Objectives

The guiding principles for the Board are as follows:

1. Business Development  
*Identify and advocate for business development in the Cloncurry Shire. Create a positive business environment to encourage growth.*
2. Promotional Activities  
*Proactive approach to marketing the shire as a desirable place to invest.*
3. Collaboration  
*Facilitation and enhancement of collaborative regional partnerships in order to increase economic development activity.*
4. Lifestyle  
*Deliver on a range of infrastructure and liveability initiatives to encourage growth.*

### 4.0 Board Members

Nominations will be opened for members to be invited to nominate to join. Council will receive the nominations and appoint the members. The board will be comprised of representatives from the shire's key economic sections including but not limited to Government, mining, agriculture, small business and tourism.

The Board will comprise of seven members as follows:

- 1 Elected Council member (Chair)
- Council CEO

- 5 Industry representatives

Board members will serve a term of two years and may be invited to join in following terms of the board. Appointed members are entitled to travel and accommodation expenses to be paid by Council for a maximum of four meetings per year.

Each board member is entitled to vote on decisions of the board.

Members must attend at least 50% of meetings throughout their term. There may be times a skype/zoom meeting may be necessary, however at least one face to face meeting per year will be held.

A quorum of the Cloncurry Economic Development Advisory Board shall be constituted by attendance of a minimum of 50% of the board members.

A board member may resign at any time with notice to be provided in writing to the chair.

Board members may be terminated for any of the following reasons:

- Failure to attend two consecutive meetings of the Cloncurry Economic Development Advisory Board, without prior notice
- Conduct behaviour that is not supported by the committee and/or Council for example, breach of confidentiality or failing to declare a conflict of interest.

If the Board or Council make a decision to terminate a board member, written notice setting out the intended decision and the grounds on which it is based will be made. The written notice will inform the board member that they may attend the next board meeting and may give an oral or written explanation or submission before the decision is finalised.

Any board member that resigns or is terminated may be replaced by another person identified by the board.

#### **4.1 Chair**

The Cloncurry Economic Development Advisory Board will be chaired by the Cloncurry Shire Council Mayor or Councillor as decided by the Council.

#### **4.2 Secretariat**

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

### **5.0 Meetings and Agendas**

Meetings will be held at a minimum three times per year.

Five working days' notice must be provided to board members to hold a meeting. The agenda must also be distributed at least five working days prior to the meeting.

Meetings will remain closed to the board members however; the board may invite special guests as needed.

### **6.0 Authority**

Council authorises the Board, within the scope of its roles and responsibilities:

- Obtain any information required from internal and external parties
- Advocate for projects identified in the Cloncurry Economic Development Strategy

### **7.0 Reporting**

The minutes, recommendations and actions from the Cloncurry Economic Development Advisory Board will be reported to Council.

### **8.0 Confidentiality**

As per *Reporting*, the minutes, resolution and actions from the Cloncurry Economic Development Advisory Board will be reported to Council.

The board must keep items confidentiality until such time that Council has approved for projects to go to the public.

For any matters requiring consultation with the community, the board must seek approval from Council to proceed with consultation.

### **9.0 Communication**

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

Any media requests will follow Council's media policy with the chair person being the official spokesperson.

### **10.0 Conflict of Interest**

Board members will be required to state any conflicts of interest prior to any discussion, clearly stating the nature of that interest. Once declared, the Board member will be permitted to participate in the discussion. At the discretion of the chair and other board members may ask a board member to leave the room while discussions take place.

### **Adopted by Council Resolution**

#### **POLICY VERSION AND REVISION INFORMATION**

<b>Version No.</b>	<b>Resolution</b>	<b>Date Adopted</b>	<b>Review Date</b>
1		21 May 2019	May 2020

*Authorised by: David Bezuidenhout*

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*Title: Chief Executive Officer*