

Regional Development Advisory Committee Terms of Reference

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

Council recognises that local business owners, industry representatives and key community stakeholders are well placed to understand and share the challenges and opportunities for growth and prosperity faced by the South Burnett region.

Council has established a Regional Development Advisory Committee (the Committee) to act as a direct two-way conduit for information, advice and support between key leaders of our region and the Council.

Council values the Committee member's views, perspectives and observations, and aims to formally engage by way of an Advisory Committee.

This Committee will assist Council to advance the growth and development objectives of its corporate plan and deliver on its Regional Development Strategy.

2. SCOPE

Council aims to grow our region's economy and prosperity through encouraging investment and innovation that promotes population growth and community wellbeing.

The Regional Development Advisory Committee aims to bring together key leaders who will work with Council officers and elected representatives to:

- create a pipeline of project concepts for Council's consideration for future project development, feasibility studies, grant submissions or potential forward planning and investment;
- connect stakeholders and partner in discussions that share information, encourage collaboration and create tangible solutions for our region;
- provide guidance and support to Council in relation to growth and development challenges, barriers and opportunities;
- inform Council with constructive feedback, learnings and insights relevant to strategic regional planning priorities, Council programs or future focussed investment in infrastructure;
- support the identification of key priorities that will help to inform Council's approach to advocacy with both State and Federal Governments;
- explore ideas and concepts for the development of an expanded and diversified agricultural economy;

- consider and investigate options to improve our tourism infrastructure, support the evolution of tourism and participate in industry led development of the region's tourism sector;
- support our community and key stakeholders to build a plan for our region's eventual coal transition; and
- work with key stakeholders to promote workforce attraction and retention in the South Burnett.

3. GENERAL INFORMATION

3.1. Duties and Responsibilities

The Committee will help provide critical intelligence back to Council on potential impacts and opportunities with regards to the region's businesses, industries and communities. Council recognises this local information will help to inform policy and evidence based decision making.

The primary duties and responsibilities of the Committee members are to:

- be respectful in sharing ideas, learning and insights with Council for consideration in relevant strategy, policy, programs or projects;
- provide feedback in terms of overcoming the challenges and barriers to development in the South Burnett;
- maintain confidentiality with any information that may be sensitive or related to a specific issue;
- provide advice and recommendations to Council relevant to Regional Development, including projects, barriers or issues related to the South Burnett;
- undertake research into the feasibility of project ideas and concepts relevant to the South Burnett; and
- consult stakeholders on the development of the region, as appropriate.

Please note the role of the Committee does not extend to the day to day operational matters of Council, and any matters not relating to Regional Development will not be tabled at the Committee's meetings.

3.2. Membership

The Regional Development Advisory Committee members will play an active role in informing Council, with a clear focus on growing a strong and confident regional economy that harnesses its competitive advantages, seizes opportunities and attracts suitable investment.

Council will appoint up to seven (7) committee members along with two (2) Councillors.

Committee members may be invited by Council to join the committee based on their diverse skill set, specific knowledge or understanding of the region, an industry or sector.

Committee members must have a genuine interest in positively supporting and partnering in the outcomes of Council, and furthermore supporting the regional growth and development of the region.

The Regional Development portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

Council can at any time appoint a proxy or replacement member to the committee.

Council will appoint the members on the committee based on appropriate cross industry representation.

Council's Chief Executive Officer and General Manager Liveability is appointed to the committee as ex-officio members. Council's planning and technical officers may be invited to provide advice and feedback to the committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

3.3. Membership Sub-committee

Council and the Committee recognises the importance of Chamber and Business Associations across the region to represent the local business and industry issues. To facilitate clear lines of communications with these associations, a permanent Sub-committee will be established to facilitate discussion with these groups.

Council will appoint representatives from the following associations to the Sub-committee:

- Kingaroy Chamber of Commerce;
- Maidenwell Community Group;
- Murgon Business Development Association;
- Nanango Tourism Development Association;
- Blackbutt District Community Organisation;
- Proston Round Table; and
- Wondai Business Networking Group.

Sub-committee representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June. Membership will be reviewed after the first year of each appointment.

Representatives may be nominated at the end of the two-year term to extend their appointment; however, no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

3.4. Meetings

- the chairperson may determine the dates, times and places for the Committee's meetings.
- the Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Finance and Executive Committee Meeting.
- based on current priorities, grant funding opportunities or alike, the Regional Development Advisory Committee may meet more regularly depending on current priorities and demand, however, will meet at a minimum of four times a year.
- the agenda will be prepared and circulated among members and attendees at least five (5) days prior to the meeting.
- the Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary.
- committee members may request a meeting be scheduled within a minimum of 10 business days' notice.
- a quorum shall consist of at least half of the members of the Committee plus one.
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about.
- the Chief Executive Officer shall present the report to Council at the next available Council meeting.
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the committee with regards to a specific topic or matter.
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the committee members.

3.5. Ethical Conduct

Committee and Sub-committee members must:

- exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities.

- ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties; and
- immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership.

In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required.

The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

3.6. Committee Evaluations

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of its objectives.

The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed and will involve a review of the terms of reference.

The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, apprentices, trainees, contactors, volunteers and work experience students.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory 001

South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

7. NEXT REVIEW

As prescribed by legislation or March 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	24 March 2021	2787779
2	Review of policy	28 July 2021	2787779
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2787779


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 27 April 2022

