



COUNCIL POLICY

TERMS OF REFERENCE AND CHARTER

EAST GIPPSLAND SHIRE COUNCIL ECONOMIC DEVELOPMENT ADVISORY BOARD

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OBJECTIVES OF THIS DOCUMENT

This document sets out the Terms of Reference for the charter and operation of the East Gippsland Shire Council Economic Development Advisory Board.

BACKGROUND

Since 2005 Council has operated an Economic Development Advisory Board (EDAB) and a Tourism Advisory Board (TAB). Following a review by Council of all Council's Board structures, and a joint meeting between the EDAB and the TAB, it was agreed to combine these two Boards and create a single board with a renewed focus.

Council is firmly of the view that an independent board is an important element in ensuring the long-term support and advice from, and participation by, the business and investment sectors, in pursuit of Growing East Gippsland: East Gippsland Shire Economic Development Strategy 2014-2108 (Economic Development Strategy). This view is supported by the both the EDAB and the TAB members.

The Economic Development Advisory Board Terms of Reference establishes the guiding principles on how the Economic Development Advisory Board will operate, its structure, objectives and reporting protocols.

TERMS OF REFERENCE STATEMENT

1. Formation

- a) Council will oversee the establishment of an Economic Development Advisory Board representing Council and a broad range of East Gippsland's independent stakeholders.
- b) The Board will be a Council Advisory Board independent of Council.

2. Membership

- a) The Board will comprise nine members:
 - i. Two (2) Councillors appointed by Council, or other Councillors as their delegates;
 - ii. Six (6) skill-based members appointed by Council, selected by way of a publically advertised process.

East Gippsland Shire Council will endeavor to ensure that these six skill-based members will individually possess the relevant skills and experience, will carry a high level of support from the industry sector they represent, and collectively will bring a breadth and depth of knowledge from East Gippsland's top industry sectors:

1. Manufacturing;
2. Construction;
3. Agriculture, Forestry and Fisheries;
4. Tourism and Hospitality;
5. Retail; and
6. Professional Services and training.

- iii. East Gippsland Shire Council Chief Executive Officer or delegate.

The Board will be supported by the Economic Development unit. The six industry representatives will be selected via an 'Expression of Interest' Process and in line with the following skills matrix.

| Economic Development Advisory Board Skills Matrix | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Board Member Name | Board Member Name | Board Member Name | Board Member Name | Board Member Name | Board Member Name |
| Preferred Skill Sets | | | | | | |
| Representative of a recognised business or industry group | | | | | | |
| Membership / affiliation with a recognised business / industry groups, Gippsland Committee | | | | | | |
| Leadership | | | | | | |
| Technology / eCommerce | | | | | | |
| Marketing | | | | | | |
| Finance / Investment | | | | | | |
| Innovation | | | | | | |
| Business Planning | | | | | | |
| New Business Development | | | | | | |
| Education | | | | | | |

- a) Additional representatives and stakeholders may be co-opted by the Board or East Gippsland Shire Council for a limited period to provide advice on specific issues.
- b) The term of appointment for the skills based board members will be two years. However, in the first term three will be appointed for a period of three years so as to ensure that only half of the skills based board members retire and continuity of knowledge is retained.
- c) An Independent Chair shall be appointed annually by the Board, from the membership of the Board.
- d) Members of the Board, when engaged on or attending to Economic Development Advisory Board duties, will at all relevant times be covered by Council's insurance.

3. Meetings

- a) The Board will meet at least three (3) times per year.

- b) The Chief Executive Officer of East Gippsland Shire Council will ensure that all necessary secretarial and administrative support is provided to the Board.
- c) Agenda items can be submitted to the Manager Economic Development for consideration for inclusion by the Chair into the Agenda for each Board meeting. The final composition of Board Agendas and associated documents shall be determined by the Chief Executive Officer, or delegate;
- d) A quorum will exist if five (5) or more Board members are present.
- e) After verification by the Chief Executive Officer, or delegate and the Chair a report on each Economic Development Advisory Board meeting shall be presented to the next ordinary Council meeting.

4. Terms of Reference and Duties

- a) The Board will:
 - i. Act as a consultative mechanism to discuss new initiatives and major projects with the objective of developing a pool of projects, with a focus on synergistic opportunities across industries, that will support of the Economic Development Strategy and drive economic development in East Gippsland;
 - ii. Review and prioritise new initiatives utilising an agreed assessment model, for example the Regional Development Australia project assessment tool;
 - iii. Review the development of feasibility studies and business cases in line with the priority initiatives; and
 - iv. Act as a reference group and provide recommendations to Council and other stakeholders on matters that fall within the Board's Terms of Reference, or are otherwise consistent with the intent and purpose of the Board.

5. Conduct of the Economic Development Advisory Board

- a) It is expected that Board members will at all times:
 - i. Achieve considered and informed judgment by an open and respectful sharing of opinion;
 - ii. Ensure that matters are considered fairly and consistently;
 - iii. Make decisions based on the best available information;
 - iv. Keep confidential all matters and documents declared to be confidential; and
 - v. Respect each other and the right of others to be heard (whatever the views of that person).
 - vi. Any Board member that is absent from three consecutive Board meetings will be deemed to have vacated their position and the Board position will be filled through a public Expression of Interest process.

6. Conflicts and Disclosure of Conflict of Interest

- a) A conflict can arise when a person has the potential to be influenced, or appear to be influenced, by personal or private interests. It is generally accepted that where such a

conflict exists, it should be resolved in the best interests of the overall economic development in East Gippsland Shire, as opposed to the individual private interest.

- b) If a member of the Board considers that they have, or might reasonably be perceived to have, an interest in a matter before the Board, they will clearly state the nature of their interest at the beginning of the meeting and immediately before the matter is considered. This will be done on every occasion that the matter is considered by the Board.
- c) If a member of the Board considers that they may be unable to vote due to their inability to act impartially on a matter because of a Conflict of Interest, they will notify the Chair or Manager Economic Development as soon as possible. Further, they will limit their participation in any discussion on the matter to ensure they cannot be perceived as pursuing their own personal interests. This usually means restricting any comments to factual statements that may assist the decision making process.

7. General Advice

- a) The Board, through the Chief Executive Officer, may obtain information and advice on any Council matter that falls within the Board's jurisdiction.

**EXPRESSION OF INTEREST
EAST GIPPSLAND SHIRE COUNCIL
ECONOMIC DEVELOPMENT ADVISORY BOARD**



Please send completed form to:
Tim Ellis, Manager Economic Development
East Gippsland Shire Council
PO Box 1618, BAIRNSDALE, VIC 3875
Email: feedback@egipps.vic.gov.au

EXPRESSIONS OF INTEREST CLOSE INSERT DATE.

Name: _____

Address: _____

Postal Address: _____

Email: _____

Telephone: Home _____ work _____ mobile _____

Please list any economic development or business related committees or boards on which you currently hold a position or have done so in the last five years, or by which you are employed.

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What skills and attributes do you feel you can bring to the Economic Development Advisory Board that will assist the Board in achieving its objectives?

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**EXPRESSION OF INTEREST
EAST GIPPSLAND SHIRE COUNCIL
ECONOMIC DEVELOPMENT ADVISORY BOARD**



Please provide information in relation to work and/or other related experience, such as self-employment, including information in relation to:

- Business ownership or management
- Marketing
- New business development and/or investment development
- Strategic planning, business planning,
- Finance
- Business skills training / Education
- Leadership / Industry advocacy
- Digital

(These are desirable but not mandatory skills)

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Please attach any documentation that would help support your application e.g. your Resume.

DECLARATION STATEMENT

Please sign:

I _____ have listed this information as a true and correct record of my experience in business, investment and industry.

Date: / / 20

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