



CARPENTARIA SHIRE
Outback by the Sea®

***Economic Development
Advisory Committee
Terms of Reference***

May 2024

*It's a great place to work,
live and play*



Policy Details

Policy Category	Council Policy
Date Adopted	15 May 2024
Resolution Number	No. 0524/020
Approval Authority	Carpentaria Shire Council
Effective Date	15 May 2024
Policy Version Number	1
Policy Owner	Director Community Development, Tourism and Regional Prosperity

Supporting Documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Nil
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Expression of Interest application form
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2020 – 2025 Carpentaria Shire Economic Development Strategy and Action Plan Outback By The Sea® Tourism Strategy

Version History

Version	Adopted	Comment	#EDRMS#
1	15 May 2024	Endorsed	598085



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Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders past, present and emerging and welcomes the ongoing role that Indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Economic Development Advisory Committee.

Purpose

The purpose of the committee is to:

- assist with the delivery of actions from the Carpentaria Economic Development Strategy and the Carpentaria Shire Outback By The Sea® Tourism Strategy
- highlight opportunities and challenges facing business and industry to inform Council's Advocacy Strategy
- support the delivery of Small Business Friendly initiatives
- provide other assistance where required.

Tourism Sub-Committee

A Tourism Advisory Sub-Committee can be formed if the Committee resolves this will assist in the delivering the outcomes of the Advisory Committee as listed in this terms of reference.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and community members representing business and industry.

Agency

Council
Council
Council
Council

Council
Council
Gulf Savannah Development
Community member
Community member
Community member
Community member
Community member
Community member
Community member
Community member

Community member
Community member
Community member

Representative/s

Mayor
All Councillors
CEO
Director Community Development, Tourism and Regional Prosperity
Tourism and Events Officer
Community Development Coordinator
CEO or delegate
Agriculture
Fishing
Mining
Retail Services
Education / Training
Tourism and Events
Business
Carpentaria Land Council Aboriginal Corporation
Bynoe CACS Ltd
Member from each Traditional Owner Group
Gulf Chamber of Commerce (if available)

A quorum will exist if at least eight representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any issue, the chairperson may make a determination. From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.



Tenure

The Mayor or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and
- Develop recommendations for consideration by Council concerning matters of interest developing and growing the economy of Carpentaria Shire

Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chair about non-attendance at meetings
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies.

In addition, the Chair will be responsible for:

- a. facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Les Wilson Barramundi Discovery Centre on alternate months.

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and



- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Director Community Development, Tourism and Regional Prosperity
 PO Box 31
 Normanton, Queensland, 4890
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 Email: council@carpentaria.qld.gov.au

Adopted by Council 15 May 2024 by Resolution No. 0524/020



Mark Crawley
Chief Executive Officer

