



GLADSTONE REGIONAL COUNCIL

GLADSTONE REGION ECONOMIC DEVELOPMENT
STRATEGY WORKING GROUP

(the Working Group)

TERMS OF REFERENCE (ToR)

Adopted: XX xxxx 2020

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1.0 Purpose

Gladstone Regional Council has engaged SC Lennons & Associates work with Council and regional stakeholders to develop a new economic development strategy for the Gladstone region (the EDS) to inform and guide the region to economic prosperity.

Council's current economic development strategy was developed in 2015 since it's inception there have been significant changes not only in the local region but the broader state, national and global economic context. It is now considered timely to review and update the current strategy to foster the region's economic evolution.

The EDS will be based on detailed economic research and analysis as well as engagement with a diverse range of stakeholders to envision a future economy that is more diverse and sustainable. The current aim for the Gladstone Region is to maintain its industrial heritage and leadership in major project attraction, delivery and support in a transitioning global economy.

The Gladstone Region Economic Development Strategy Working Group (the Working Group) is being formed to facilitate and contribute to the development and delivery of the EDS.

2.0 Scope and Responsibilities of Members

To fulfil its purpose, Working Group Members will:

- Attend all scheduled meetings;
- Actively participate in meetings through discussion, review of reports, papers and other documents;
- Support open discussion and debate, and encourage fellow members to present their views and provide advice and guidance within their area of expertise or experience;
- Contribute to the content of the EDS;
- Provide advice on overcoming challenges or barriers to achieving sustainable economic development outcomes within the EDS;
- Act on opportunities to communicate positively and obtain feedback about the EDS within their respective business units and with key stakeholders; and
- Review and provide feedback on the EDS as it progresses from draft through to final completion.

3.0 Membership

Membership will be restricted to the following councillors and employees of Gladstone Regional Council:

- Economic Development Specialist (Chair & Secretariat)
- Councillor Representative
- Manager Strategic Business Planning
- Manager Events and Entertainment
- Strategic Project Specialist
- Manager Engagement and Partnerships
- Manager Development Services
- Gladstone Regional Councillor (s)

Other Council employees or consultants whose work complements the work of the Working Group may be invited to attend meetings on an as needs basis in an ex-officio capacity.

If a member is unable to attend a scheduled meeting, with prior notice to the Secretariat, a representative can attend on their behalf.

If a member is unable to continue as a member of the Working Group, they must provide written notice to the Chair. The notice will be tabled at a following meeting and noted in the minutes.

The relinquishing member can nominate a replacement representative to join the group to ensure representation of their Business Unit is maintained.

4.0 Chairperson and Secretariat

4.1 Chairperson

The Chairperson of the Working Group is the Economic Development Specialist.

The responsibility of the Chairperson is to:

- Preside over meetings
- Provide impartial and independent facilitation of the Working Group meetings
- Endorse the agenda for each meeting with input from the Working Group
- Ensure members are given reasonable time to consult within their business units
- Alert members of potential risks and issues that could impact outcomes as they arise
- Facilitate an open, proactive and solutions focussed discussion on issues and challenges
- Maintain positive and respectful interactions during meetings and out-of-session communications

4.2 Secretariat

The Secretariat functions will be fulfilled by the Economic Development Specialist. The Secretariat will be responsible for the preparation and circulation of the meeting agendas and minutes and other administration support as required.

5.0 Processes

5.1 Decision-Making

The role of the Working Group is of an advisory and collaborative capacity to inform the development of the EDS. The final decision-making on all aspects of the strategy will be made in accordance with the relevant authorities and delegations of Gladstone Regional Council.

5.2 Meetings

Regular Meeting of the Working Group

The Working Group will meet on a bi-weekly basis by teleconference/videoconference or as otherwise agreed by the Working Group.

The quorum of the meeting is five (5) members.

Meetings will be presided over by the Chairperson, or in the absence of the Chair, another member as nominated by the Committee (presiding member).

Agendas and support material will be forwarded to members at least two (2) business days prior to each meeting. Standing agenda items for the meeting will include:

- Welcome and apologies
- Minutes and actions arising from last meeting
- Consultant report - progress updates on issues, opportunities and risks
- Discussion of project status and direction
- General Business
- Next meeting

Decisions required to be made at a meeting at a meeting will be made by majority of members present.

Minutes of each meeting will be taken in the form of a high-level meeting summary detailing key discussion points and agreed actions and outcomes and will be prepared and circulated by the Secretariat to the Working Group following each meeting.

Consultant Briefings

Throughout the development of the EDS, the Consultant will provide written reports on a monthly basis and bi-weekly project updates with the Working Group.

In addition, the Consultant will facilitate four (4) meetings with the Working Group and Council at the following stages EDS development:

1. Start-up Meeting – prior to the commencement to discuss and clarify relevant aspects of the project.
2. Mid-point Progress Meeting – at the mid-point of the project or no later than the completion of stakeholder and community consultation.
3. Draft EDS – after the completion of the draft EDS for discussion before finalising the EDS.
4. Presentation - presentation of the final EDS to the Working Group and Council.

Stakeholder Engagement Workshops

The Working Group together with the consultant will facilitate four (4) regional stakeholder engagement workshops.

5.3 Communication

Documents to be tabled at meetings are to be provided prior to the meeting for distribution with the Agenda through the Secretariat.

Information of interest can be circulated by Members at any time via email through the Secretariat to the Consultant.

Confidential materials should be marked “Commercial in confidence/not for distribution” and the Working Group is not permitted to disclose any confidential materials outside of the Working Group unless expressly permitted to do so by agreement of the Working Group.

5.4 *Timeframe*

The Working Group will be formed during September 2020 and will operate until the Economic Development Strategy has been adopted by Council.

6.0 Review of ToR

This ToR may be reviewed by the Working Group on an as required basis in consultation with amendments to be approved by the General Manager Strategy and Transformation.

The ToR may be updated (i.e. to correct grammar or position changes etc) as required by the Chairperson.