

## POSITION DESCRIPTION

<b>Position Title:</b>	Regional Economic Development Committee Chairperson and Independent Director of the CCA Board
<b>Business Unit:</b>	Cradle Coast Authority
<b>Location:</b>	Burnie, Tasmania
<b>Appointment Term</b>	Initially 2 years (subject to performance and review)
<b>Reports to:</b>	Chair of Board
<b>Date:</b>	April 2026

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### Context

Cradle Coast Authority (CCA) is jointly owned by the Councils of north-west and western Tasmania and is a service delivery agency with business units of Regional Economic Development, Regional Advocacy, Strategic Services for Local Government and Natural Resource Management (NRM) in accordance with statutory requirements with funding provided by partner Councils, State and Commonwealth Governments.

### Position Summary

Cradle Coast Authority (CCA) is seeking to fill the vacancy of Regional Economic Development Committee (REDC) Chairperson and Independent Director of the CCA Board.

The REDC chairperson will be responsible for the oversight of regional economic development activities of the CCA. The [Regional Futures Plan](#) including the [Regional Investment Framework](#) (RIF) is the current platform document that guides CCA's regional and economic development activities.

CCA supports the RIF process which includes receiving and evaluating community applications for Regional Important Projects by seeking advice from the REDC to recommend a [register of Regionally Important Projects](#). Under current processes, the REDC works with Member Councils, the CCA Board and CCA management to assist in lobbying for State and Federal government funding for projects.

A review of the Regional Economic Development Committee is underway, including its purpose, functions and desired outcomes. The REDC Chairperson will be influential in finalising the review and providing oversight and support in refreshing the direction of the committee.

In addition, the Chair of the REDC will be a director of the CCA Board. The Board is responsible for providing a strategic and proactive approach to identifying regional priorities and undertaking advocacy and collaboration with government and industry to improve the prosperity of the region. The Authority liaises closely with its member councils, government and industry when determining priorities.

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### Role Purpose

The Chair provides independent leadership and strategic direction to the Regional Economic Development Committee, ensuring the Committee operates effectively, transparently and in alignment with regional priorities. The Chair facilitates informed decision-making, constructive collaboration and clear outcomes that support sustainable economic growth across the region. The Chair provides a direct link between the CCA Board and the Committee.

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### Key Responsibilities

Leadership and Governance

The REDC Chair is responsible for:

- Providing strong, impartial leadership to the Committee
- Ensuring meetings are conducted efficiently, respectfully and in accordance with the Committee's Terms of Reference
- Upholding high standards of governance, integrity and ethical conduct
- Ensuring conflicts of interest are appropriately declared and managed

#### Strategic Oversight

The REDC Chair will:

- Guide the Committee's focus on priority economic development issues, opportunities and risks
- Support the development and review of regional economic strategies, action plans and major initiatives
- Encourage evidence-based discussions informed by consistent data measurement, regional intelligence and stakeholder insights
- Ensure the Committee's advice is strategic, forward-looking and regionally focused

#### Stakeholder Engagement and Advocacy

The REDC Chair will:

- Act as a key point of contact between the Committee and the Board, and where authorised, be a key spokesperson on behalf of CCA with councils, government agencies, industry and community stakeholders
- Represent CCA, along with the CCA Chair and CEO, where requested, in discussions with State and Commonwealth Government
- Promote collaboration across jurisdictions, sectors and organisations to advance shared regional outcomes

#### Reporting and Accountability

The REDC Chair is responsible for:

- Endorsing agendas, minutes and key recommendations prior to submission to the Committee and, or Board
- Ensuring clear, accurate reporting of Committee advice and outcomes to the Board
- Monitoring progress against agreed actions and priorities, including key measures of the regional economy

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### **Member Support and Committee Effectiveness**

The REDC Chair will:

- Foster an inclusive and collaborative environment that values diverse perspectives
- Encourage active participation from all members
- Support constructive debate while maintaining focus on agreed objectives
- Work with the CEO and Executive Assistant to ensure effective meeting preparation and follow-up

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### **Selection Criteria (Skills, Experience and Attributes):**

The REDC Chair will demonstrate:

Position Description: Regional Economic Development Committee Chairperson

- Senior leadership experience in industry, government, business or economic development
- Strong facilitation and consensus-building skills
- Sound understanding of the challenges and opportunities facing regional economies
- Strategic thinking, sound judgement and the ability to navigate complex stakeholder environments
- High-level communication and stakeholder engagement capability

#### *Essential*

- a) Strong commitment and connection to the region and regional development.
- b) Well-developed communication skills.
- c) Strategic planning, innovation and entrepreneurial skills.
- d) Competency and contemporary experience in one or more of the following fields:  
business/industry, finance and/or economic development.
- e) Reside in Tasmania.

#### *Desirable*

- a) Member of the Australian Institute of Company Directors (AICD) or similar membership.
- b) Experience leading a working group, board or similar.
- c) Experience working in industry, including establishing and operating business.
- d) Experience in working with government to facilitate regional economic enablers.

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### **Time Commitment**

- Chairing scheduled Committee meetings (typically quarterly)
- Additional time for agenda setting, briefings, stakeholder engagement and representation as required
- Attending Board meetings and workshops (at least five meetings per year)

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### **Outcomes of the Role**

Through effective leadership, the REDC Chair supports:

- Strong governance and well-functioning committee processes
- Clear, credible advice to Board members and CCA Representatives
- Coordinated regional economic initiatives
- Long-term economic resilience and sustainable growth

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### **Organisational Relationships**

#### *Internal*

- Cradle Coast Authority Board Chair and Members
- Cradle Coast Authority Representatives (nine councils)
- Cradle Coast Authority Chief Executive Officer and Management

#### *External*

- Local Business and Industry, Regional Economic Development interests

## Conditions

- The appointment will be for an initial 2-year period. The appointee shall be eligible for re-appointment for a further term of two years at the discretion of the Shareholders. Provided that the maximum term of appointment shall be six (6) years.
- The REDC meetings are in addition to the five scheduled Board meetings. The REDC will meet quarterly. REDC Chair will receive Chair and directorship fees.
- It is expected that phone and incidental expenses will be met from within the annual allowance payable, but reasonable expenses will be met by the Authority whilst travelling or undertaking approved business on behalf of the organisation.

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## Remuneration

Current remuneration as a REDC Chair is \$2,075 per annum and as a Board Director is \$11,192 per annum.

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## Cradle Coast Authority

Cradle Coast Authority is a Joint Authority in accordance with the *Local Government Act (1993)*. It is governed by a Board of Directors, which is responsible to the Representatives. The Representatives consist of two delegates of each of our eight member Councils, usually the Mayor and General Manager, and elects from its number, a Chief Representative and Deputy Chief Representative.

**Our vision:** a region that is prospering as a result of strong Councils working together, where ratepayers, industry and governments see the benefits of investing in the CCA model. In short, 'Stronger Councils, Strong Region.'

**Our purpose:** to help Councils achieve regional outcomes and maintain strong local government, by working together.

**Our principles:** CCA is a values-based organisation with the aim to attract, recruit and retain people who will uphold our principles and are committed to building a strong values-based culture.

We take our responsibility as public administration professionals seriously and have a growth mindset. We act with:

- **Integrity** – we do the right thing even when no one is watching.
- **Honesty** – we keep our promises and take responsibility.
- **Respect** – we show consideration for each other and welcome differences.

The [organisation's website \(https://www.cradlecoast.com/\)](https://www.cradlecoast.com/) provides more information.