The Northwest Regional Economic Development Committee (NWREDC) Charter

1. Background

The Cradle Coast Authority (CCA) is a joint authority established under the Local Government Act by the nine Councils of western and north western Tasmania to facilitate the sustainable development of the region, resolve regional issues and coordinate regional-scale activity. The CCA derives its objectives, functions, powers and responsibilities from the CCA Rules and expectations set by the Representatives through the endorsement of the Annual Plan and other means. The CCA Board is responsible for ensuring effective governance systems and processes are in place to shape, enable and oversee the management of CCA and achieve statutory and legislative objectives.

Under section 36 of the CCA Rules, the Board may establish a committee or advisory group as it considers appropriate and delegate to those committees and advisory groups the functions and powers the Board considers appropriate.

2. Purpose

The Northwest Regional Economic Development Committee (NWREDC) is established by the Cradle Coast Authority (CCA) Board to provide strategic advice, regional intelligence and coordinated advocacy on economic development across North-West and West Tasmania. The purpose of the committee is to:

- Undertake analysis, understand and respond to emerging economic opportunities and risks
- Strengthen regional coordination across government, industry and community
- Provide a consistent regional voice on key development priorities
- Inform strategic direction, advocacy and investment focus for North-West and West Tasmania

3. Function of the Committee

The NWREDC is primarily an advisory committee of the CCA Board and does not have operational or executive authority, with the exception of actions agreed with the Board as part of the Annual Works Plan.

The committee shall:

- Support the commissioning and provide strategic research, analysis, insight and forward-looking advice to the CCA Board
- Identify regional economic opportunities and risks including new and emerging sectors and opportunities
- Support regional advocacy and influence outcomes (where agreed)
- Facilitate collaboration, networking and information sharing
- Contribute to strategic initiatives and regional planning

The NWREDC will advise and support the establishment of Regional Economic Development Working Groups and the development of an Annual Works Plan.

The NWREDC does not manage or deliver programs or projects.

3.1. Operating Model

- Nimble, outcomes-focused advisory group
- Focus on priority regional issues
- Focus on emerging themes
- Strong stakeholder engagement

3.2. Strategic Focus

The NWREDC will advise and work within the agreed prioritised matters of regional significance. While these may change from time to time, they may include:

- Housing
- Workforce development and skills
- Major Developments, e.g. energy, mining, processing
- Industry and sector development
- Public infrastructure and regional connectivity
- Health and education systems supporting economic growth

3.3. Role of CCA (Guiding Framework)

In advising the Board, the NWREDC will consider CCA's role as it relates to:

- Advocacy – influence policy and investment decisions

- Coordination – connect stakeholders and encourage collaboration
  Leadership – provide strategic leadership where required

4. Role and Responsibilities of the NWREDC

The Committee is to advise the CCA Board on matters including the evaluation of and support required for CCA to determine and achieve its regional development objectives. The Committee is not responsible for the day-to-day management and administration of CCA; that responsibility rests with the CEO.

Specifically, the Committee is to:

- Provide guidance to those directly involved in projects;
- Suggest options to address and issues that may have major implications for the regional plan;
  - Suggest options to reconcile differences in opinions and approach among key stakeholders, and resolve disputes arising from them;

  Report on progress to the CCA Board, including promptly notifying the Board of anything which may prevent or significantly affect the delivery of agreed objectives; and
- Review and assess projects of significance to North-west and West Tasmania, including providing recommendations to the Board for consideration and endorsement.

The role and responsibility of the individual NWREDC Committee members includes to:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for major stakeholders and represent their interests;
- Be genuinely interested in the initiatives and the outcomes being pursued in the regional plan;
- Have a broad understanding of project management issues and the approach being adopted;
- Be committed to, and actively involved in pursuing the regional plan objectives;
- Be an advocate for the regional plan and;
- Adhere to applicable CCA policies and procedures.

The CCA Board authorises the NWRED Committee through its Chair in consultation with the CEO to:

- Obtain information it needs from any employee, supporting agency and their staff or external party (subject to their legal obligation to protect information);
- Discuss any matters with external parties (subject to confidentiality considerations);
- Request the attendance of any member of a Working Group at NWRDEC Committee meeting;
- Obtain external professional advice considered necessary to meet its obligations.

4.1 Committee Interactions and Coordination

The Northwest Regional Development Committee (NWREDC) will maintain effective coordination with the NRM Committee to support alignment of strategic priorities across economic development and natural resource management. This includes sharing relevant information, identifying areas of overlap or interdependency, and engaging, where appropriate, through joint briefings or coordinated advice to ensure a consistent and integrated approach to regional strategy and advocacy.

5. General

5.1. Membership / Structure

The NWREDC will comprise a small, skills-based membership of no less than five and no more than eight members, all of whom are appointed by the CCA Board, with the Chief Executive Officer serving as an ex-officio member of the Committee. Ex-officio members are not entitled to vote at NWRED Committee meetings.

Sector Representation will target the following sectors:

- Energy/Energy Infrastructure
- Small Business
- Tourism
- Mining and Manufacturing

- Education
- Social Development
- Primary Industries
- Housing/Construction

5.2. Selection and Appointment of Members

The Chair, as a director of the CCA Board, will be appointed by the CCA Representatives in accordance with the CCA Rules.

Other positions will be sought through a publicly advertised process overseen by the Chairperson or their delegate and will involve a selection panel with relevant skills or knowledge.

Successful applicants will be recommended to the CCA Board for appointment.

The CCA Board has the power to end the term of any Committee member.

NWRED Committee members are generally appointed for a three-year term. Members may reapply for one additional term (maximum six years total). Where a member transitions to the role of Chair, the total consecutive service may extend to a maximum of nine years, subject to Board discretion.

Where a vacancy arises due to non-attendance (see 5.5), the Board may appoint a replacement member in accordance with the Committee's composition provisions.

5.3. Chairperson's Responsibilities

The Chairperson provides leadership to the NWRED Committee, ensuring processes and actions are consistent with relevant strategies and annual plans. The Chairperson will promote a culture of collaboration and co-operation, modelling behaviours that support and uphold CCA values.

The Chairperson's primary responsibilities include:

- Remaining abreast of regional development initiatives.
- Liaising with CCA management to support the NWREDC work as required and communicating with stakeholders regarding the activities of the Committee.
- Understanding the requirements and responsibilities of the NWRED Committee members.
- Spokesperson for the Committee where independent perspective is requested and authorised by the Board.
- Chairing meetings impartially so that:

a) Discussions are centered on matters defined in the Charter;

b) All members are treated even-handedly and with respect;

c) All members are encouraged and enabled to make a positive contribution to the Committee's deliberations; and

d) The NWRED Committee conducts its business professionally and ethically.

- Ensuring meetings are properly planned, including:

a) Meeting papers are produced and distributed in a timely manner;

b) Maintaining minutes that accurately reflect the deliberations and decisions of the Committee;

c) Ensuring a quorum, the meetings follow the order of business on the agenda and there is enough time to discuss all agenda items;

d) Ensuring discussions and decisions of the Committee give effect to the objectives of the regional.

The Chairperson will have the opportunity to be directly involved in the selection and annual performance review of the Regional Development Manager position.

The Chairperson will be required to undertake commitments out-of-meeting and be contactable by telephone for decision-making purposes, media presentations, interviews or consultation as required. Out-of-meeting commitments may include attending briefings and meetings with various stakeholders. The Chair may delegate aspects of the Chair responsibilities, however, remains accountable for the overall role.

5.4. Meetings

The NWRED Committee will meet four to six times per year.

All members must act with courtesy towards each other, respect the confidentiality of information obtained and discussed, and be prepared for meetings and give advice that is focused on delivering the best possible outcomes for communities and the sector/industry.

A quorum will consist of a majority of members.

5.5. Member Attendance

Committee members are expected to actively participate in the work of the Committee and must attend a minimum of 75% of meetings within a rolling 12-month period, unless otherwise approved by the Chair.

Failure to attend three consecutive meetings without apology may trigger review.

Failure to meet attendance threshold may result in removal.

Attendance may be in person or via approved electronic means and will be recorded in the official minutes.

Members who are unable to attend a meeting must provide advance notice and an apology to the Chair or Secretariat.

Where a member anticipates extended absence (e.g. due to work, health or personal reasons), a formal leave of absence may be requested and approved by the Chair, and that period will not be counted towards attendance requirements.

If a member fails to meet the minimum attendance requirement without approved leave:

- First instance: The Chair will discuss the matter with the member to confirm their capacity to continue.
- Ongoing or repeated non-attendance: The Chair may recommend to the Board that the member's appointment be reviewed.
- Persistent non-attendance (e.g. failure to attend two consecutive meetings without apology or failure to meet minimum attendance over a 12-month period): The membership may be terminated or declared vacant by the Board.

5.6. Remuneration

The Chairperson will be paid a fee per annum in addition to Directors remuneration.

Independent members of the NWREDC are paid a sitting fee per sitting determined by the CCA Board, if there are more than five meetings in a calendar year, sitting fees will be at the discretion of the CCA Board.

Remuneration is reviewed annually by the Board.

5.7. Reporting Requirements

The NWREDC is to keep minutes of its meetings on record, which will be filed by CCA staff.

The NWREDC Chair is to produce a report for the Board each quarter summarising the activities of the committee, their contribution to regional development priorities and advice provided to the CEO. The report will also outline:

- A summary of insights and recommendations - assessment of opportunities and risks for regional economic growth
- strategic issues requiring escalation, particularly with Government
- The Committee is to develop an annual work plan that includes a program of meetings for the year. The objectives for each scheduled meeting will be adaptive to align with relevant priorities and opportunities at the time. A copy of the annual plan will be provided to the CCA Board by the first of April each year.

5.8. Secretariat and Technical Support

The CEO will provide the NWRED Committee with necessary secretariat support to allow the Committee to function effectively.

5.9. Confidentiality

Members of the Committee must comply with the application provisions of the CCA's Code of Conduct in carrying out the functions as CCA's officials. It is the personal responsibility of the Committee members to comply with the standards in the Code of Conduct and regularly review their circumstances with this in mind.

Members of the Committee must complete an induction and agree to CCA's confidentiality and other requirements upon appointment. Members are bound by those requirements to the extent as a CCA employee.

Once distributed, Committee papers including but not limited to Agendas and Minutes and the confidentiality of such documents (including the disposal process) are the personal responsibility of the members.

In fulfilling their role, members may have or require access to information about CCA and may hold information about some members. Such information is strictly confidential and is to be used solely for the purpose for which it was made available to the member. Members must not disclose any such information to third parties without prior and specific authority from CCA.

5.10. Conflict of Interest

Committee members have a duty to disclose a real or perceived conflict of interest, about a particular item of discussion and must declare the interest before the discussion commencing. This will be a standing item on each meeting agenda.

Members of the Committee must comply with the applicable provisions of CCA's Code of Conduct in carrying out the functions as CCA Officials. It is the personal responsibility of members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee Members must declare any conflict of interest at the start of each meeting or before discussion of a relevant agenda item or topic. The declaration must be made using the correct form and submitted to the CEO. Details of any conflict of interest should be appropriately recorded in the minutes.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue. The final arbiter of such a decision is the Chairperson of the Committee

5.11. Working Groups

On particular matters of regional importance, a Working Group may be established with the approval of the Board. The Working Group may include both members of the NWREDC and other experts as required, and may:

- Be established for specific priorities
- Operate under defined Terms of Reference
- Provide advice only and no decision-making authority

5.12. Charter Review

- Reviewed within 12 months of adoption
- Reviewed at least every two years thereafter
- May be amended by the Board at any time

5.13. Definitions

In these Rules, unless the contrary intention appears;

“Board” means the CCA Board.

“CCA” means the Cradle Coast Authority;

“CCA CEO” means the chief executive officer of the CCA;

“CCA Rules” means the CCA Rules (2018) or as amended;

“Region” means the Cradle Coast Region defined as the ‘north-western area or north-western region’ in section 43(2) of the Acts Interpretation Act 1931 (Tas).