



Cloncurry Shire Council

**POLICY
NO.**

CD 0006

CLONCURRY LOCAL BUSINESS NETWORK TERMS OF REFERENCE

Aim

The aim of the Cloncurry Local Business Network is to act as a sub-committee of Cloncurry Shire Council (Council) to inform and recommend actions and initiatives for local business development in the Shire.

Membership

Membership is open to any business employee, owner, manager, investor, operator, or community group member whose business or community group is in the boundaries of the Cloncurry Shire. These businesses may include but are not limited to retailers, accommodation and service providers.

Guiding Principles

The guiding principles for the Committee are as follows:

1. Business Development Assistance
Offer support to local business, the implementation of development initiatives and provide a connection to the Department of State Development, Infrastructure, Local Government and Planning.
2. Communication, Networking and Membership Voice
Build a business community with one voice to provide Council with advice and recommendations.
3. Promotional Activities
Promote local buy within Cloncurry Shire, conduct promotional activities within the Shire and promote Cloncurry as a destination for business.

Role of the Committee

The Cloncurry Local Business Network is not a decision-making body and will operate as a strategic thinking group to assist Council with the coordination, planning and implementation of economic development initiatives and projects. It is intended the Committee:

- Recommend, plan and implement actions to assist local business development and economic development in the Shire.
- Provide a platform for issues-management to collaboratively address matters impacting local businesses.
- Make recommendations to Council for initiatives requiring funding.

Chair

The Committee will be chaired by an elected Business Representative. The chair is nominated at the first meeting of the Local Business Network and elected by majority vote.

Secretariat

The Secretariat activities will be undertaken by a Council staff member.

Council Representative

The Council Representative member role will be undertaken by an elected Councillor. The Councillor will be elected at the Council meeting where the Local Business Network is formed.

Committee Members

Elected members will serve a term of 12 months. Elected members will be provided the opportunity to nominate for a further 12 months if they have already sat on the previous network.

Membership will consist of a minimum of five business and community members, one Council Representative and one secretary.

Any member of the community wishing to be elected as a member of the Cloncurry Local Business Network will be required to submit a nomination for Council consideration.

To create a fair committee there should not be more than one member from the same business.

Members must attend at least 50% of meetings to continue as a member of the Local Business Network.

If a member misses two consecutive meetings without sending an email apology they will be considered to have resigned from the Local Business Network.

In order to move recommendations of the Local Business Network there must be a minimum of 50% of members in attendance.

If a member resigns from the Local Business Network the position will be advertised to carry out the remainder of the 12 month term.

Reporting

The minutes and recommendations from the Cloncurry Local Business Network will be reported to Council for any decisions required, including funding.

Confidentiality

As per *Reporting*, the minutes, resolution and actions from the Cloncurry Local Business Network will be reported to Council.

Council will determine whether, and to what extent and under what conditions, the records and other documents will be open to the community, other than the Cloncurry Local Business Network.

For any matters requiring consultation with the community, the Cloncurry Local Business Network must seek approval from Council to proceed with consultation.

The Chair has the right to call in committee as required.

Communication

The primary method of communication for the Committee will be email.

The primary method of communication from the Committee to inform the business community will be by e-newsletter.

Conflict of Interest

Committee members will be required to state any conflicts of interest prior to any discussion. Once declared, the Committee member will be permitted to participate in the discussion.

Version No.	Resolution	Date Adopted	Review Date
5	28.230221	21.02.2023	January 2025

Policy Authorised by: Philip Keirle



Title: Chief Executive Officer