



# Sunshine Coast Economic Futures Board Charter

**30 January 2014**

(Amended on 6 May 2015 and 16 June 2016)

*Sunshine Coast – The Natural Advantage:*  
**Regional Economic Development Strategy**  
**2013-2033**

[www.business.sunshinecoast.qld.gov.au](http://www.business.sunshinecoast.qld.gov.au)



## PREAMBLE:

The *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033* was launched on 24 September 2013 and commenced on 1 October 2013.

The Strategy represents the first of its kind for the Sunshine Coast. Regional business, industry and council worked hand-in-hand to guide the development of a new evidence-based economic plan with targeted and measurable actions to lead the delivery of a new economy for the Sunshine Coast.

The Strategy provides a 20-year vision and blueprint for the region's long-term, sustainable economic growth and a five-year program of action to help build a more resilient and prosperous regional economy.

One of the first actions in the Strategy is to establish a regional economic leadership board to guide the transitions to, and build the identity of, the New Economy.

The ***Sunshine Coast Economic Futures Board*** is established as the regional economic leadership board in line with this commitment.

## DEFINITION OF TERMS:

**Actions** means the Actions for 2013-2018 specified in *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033*.

**Board** means the Sunshine Coast Economic Futures Board established by the Sunshine Coast Regional Council under section 264 of the *Local Government Regulation 2012*

**Chief Executive Officer** means the Chief Executive Officer of the Sunshine Coast Regional Council.

**Council** means the Sunshine Coast Regional Council constituted and continued in being under the *Local Government Act 2009*.

**Director, Economic Development and Major Projects** means the person appointed to the position of Director, Economic Development and Major Projects in Council or such other person who may be nominated as such by the Chief Executive Officer for the purpose of this Charter.

**Manager, Office of Mayor and CEO Economic Development Branch** means the person appointed to the position of Manager, Office of Mayor and CEO Economic Development Branch in Council or such other person who may be nominated as such by the Chief Executive Officer for the purpose of this Charter.

**Priorities** means the priorities specified in *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033*.

**Strategy** means *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033*.

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## 1. ESTABLISHMENT OF THE BOARD

- 1.1. The ***Sunshine Coast Economic Futures Board*** is established under section 264 of the *Local Government Regulation 2012* as an advisory committee to the Sunshine Coast Council.
- 1.2. The ***Sunshine Coast Economic Futures Board*** ("the Board") is the regional economic leadership board referred to in the *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033*.

## 2. PURPOSE OF THE BOARD

- 2.1 The Board will guide the progress and implementation of *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033* ("the Strategy") to help achieve the Strategy's regional economic vision and aspirational goals for 2033.
- 2.2 In line with the Strategy, the vision for the new economy in 2033 is as follows:  
  
*"In 2033, the Sunshine Coast is a prosperous, high-value economy of choice for business, investment and employment – while offering an enviable lifestyle and environment."*
- 2.3 In line with the Strategy, the aspirational goals for the new economy in 2033 are as follows:
  - a) A \$33 billion economy (based on gross regional product)
  - b) High-value industries contribute at least 100,000 employment opportunities
  - c) 20% of goods and services produced for export outside the region
  - d) Household income levels above the State average.

## 3. FUNCTIONS OF THE BOARD

- 3.1 The key functions of the Board are to:
  - a) guide the transitions to, and build the identity of, the new economy as articulated in the Strategy;
  - b) oversee the progress of the *Five Year Implementation Plan 2013-2018* for the Strategy and the development of project plans for each action;
  - c) assess progress in the delivery of the Strategy to ensure outcomes and performance measures are met;
  - d) oversee the development of an annual report on the delivery of actions contained in the Strategy;
  - e) advocate the region's competitive strengths to secure new investment; and
  - f) monitor, encourage and support the contributions of partner organisations which have committed to delivering actions identified in the Strategy.

## 4. RESPONSIBILITIES OF THE BOARD

- 4.1 The responsibilities of the Board include, but are not limited to:
  - a) providing strategic advice to Council on the direction and progress of implementation of the Strategy's actions and priorities and related time frames;

- b) recommending future actions and/or responses to resolve emerging or unforeseen issues related to the implementation of Strategy actions or to accommodate changing economic conditions;
- c) facilitating and encouraging cooperation, partnerships and contributions by industry, business and other organisations to deliver Strategy actions;
- d) informing the development and implementation of key marketing and communication strategies - including the development and promotion of a new regional investment identity - to support the implementation of Strategy actions and priorities;
- e) informing the development and assisting to drive implementation of, high-value industry investment plans;
- f) identifying key avenues for, and assisting to secure, critical capital investment to deliver the game changer projects identified in the Strategy and to encourage new investment in high-value industries;
- g) promoting innovation and research initiatives that position the Sunshine Coast as a leading growth region;
- h) advising on - and helping to promote - overseas and domestic export and trade initiatives;
- i) overseeing the development of an annual report on a financial year basis, on overall progress in delivering the actions contained in the Strategy;

## 5. ACCOUNTABILITIES

- 5.1 The Board is an advisory and consultative oversight committee accountable, through the Chief Executive Officer, to Council.
- 5.2 The Board will receive advice on Council matters primarily through the Chief Executive Officer and the Director, Economic Development and Major Projects, Manager of the Economic Development Branch.
- 5.3 The Manager, Office of Mayor and CEO Economic Development Branch will ensure that the advice and recommendations of the Board are accurately communicated to the Chief Executive Officer and Councillors.
- 5.4 The Board will provide reports on issues or progress with the implementation of the Strategy to Council or in response to specific requests from Council.

## 6. TERM, MEMBERSHIP AND REMUNERATION OF THE BOARD

### Term of the Board

- 6.1 The Board is established for the term of the Strategy's *Five-Year Implementation Plan 2013-2018* with an end date of 30 June 2018.
- 6.2 Council may extend the Board's term or dissolve the Board at any time by resolution of Council.

### Membership

- 6.3 The Board is to consist of up to seven members comprising:
  - a) one member as Chairperson;

- b) the Mayor of the Sunshine Coast Regional Council as an ex-officio member; and  
c) up to five other members.
- 6.4 The members of the Board are to be appointed by the Chief Executive Officer for a term of up to two years from the date of appointment. A member of the Board is eligible for reappointment at the expiration of their term of appointment.
- 6.5 Unless otherwise specified in this Charter, the members of the Board are to be appointed for a term and on conditions as may be determined by the Chief Executive Officer.
- 6.6 In appointing the members of the Board, the Chief Executive Officer must give appropriate consideration to the high-level skills and expertise (see section 6.7), commitment and capacity to support the implementation of the Strategy, gender balance, and diversity of membership.
- 6.7 The membership of the Board should collectively comprise a combination of high-level skills and expertise in the following disciplines:
- targeted high-value industry development and innovation
  - international and national finance and investment markets
  - regional development
  - business development
  - trade and overseas market development, particularly in Asia
  - education, skills and training
  - commercial marketing and communications.
- 6.8 Council may nominate a Councillor to be the deputy for the ex-officio member to attend meetings of the Board when the ex-officio member is unavailable or incapacitated.
- 6.9 The deputy member for the ex-officio member may exercise all of the functions and responsibilities of a member of the Board when participating in meetings of the Board.
- 6.10 The Chief Executive Officer may appoint one member of the Board to be the deputy Chairperson.
- 6.11 The Chief Executive Officer may terminate the appointment of any or all members of the Board at any time with or without the giving of reasons
- 6.12 A Board member who is absent from three consecutive meetings (without having given reasons acceptable to the Board) will be deemed to have resigned their membership and in such circumstances, the Chief Executive Officer may proceed to appoint a new member.

#### **Inaugural Chairperson**

- 6.13 The inaugural Chairperson of the Board shall be the ex-officio member for a term up to and including 30 June 2014.
- 6.14 The term of appointment of the inaugural Chairperson of the Board may conclude before 30 June 2014 if the Chief Executive Officer appoints another member as Chairperson of the Board.
- 6.15 The term of the inaugural Chairperson may be extended by the Chief Executive Officer if no other member has been selected to be the Chairperson.

- 6.16 In addition to the roles and functions specified for the Chairperson, the inaugural Chairperson is to expedite the establishment of the Board and the implementation of this Charter in a strategic and informed manner.

#### **Remuneration**

- 6.17 The members of the Board may be provided with remuneration in the form of sitting fees as determined by Council.
- 6.18 The members of the Board will receive appropriate out-of-pocket expenses as determined by the Chief Executive Officer.
- 6.19 Councillors and any council or other public sector employee who may be appointed to the Board will not be eligible to receive sitting fees associated with their appointment as a member of the Board.

#### **Insurance**

- 6.20 As the Board is established as an advisory committee of Council, members will be indemnified by Council in the execution and discharge of their duties as members of the Board.

### **7. MEETING PRACTICE**

#### **Frequency and Conduct of Meetings**

- 7.1 The Board shall meet at least quarterly.
- 7.2 The date, time and venue for each meeting will be determined by the Chairperson in consultation with the Manager, Office of Mayor and CEO Economic Development Branch.

#### **Quorum**

- 7.3 A quorum for meetings of the Board will be a majority of the appointed members. If the number of appointed members is an even number, half of the appointed members are a quorum.

#### **Proxies**

- 7.4 No member is entitled to appoint a proxy. No member may be given authority to represent and/or vote on behalf of another member at meetings.

#### **Voting**

- 7.5 As a general rule, decision making will be via consensus. Where this is not possible, all members have an equal vote and a question is decided by the majority of members present.
- 7.6 If the votes are equal, the Chairperson will have a casting vote if required.
- 7.7 If a member present fails to vote, the member is taken to have voted in the negative.

### Agendas and Minutes

- 7.8 Members may nominate agenda items to the Manager, Office of Mayor and CEO Economic Development Branch up to 10 working days before each meeting.
- 7.9 The agenda for each meeting will be approved by the Chairperson and circulated to members five working days before each meeting.
- 7.10 The Chairperson may elect to include a 'Board member only' discussion item on the meeting agenda.
- 7.11 The meeting Minutes may include any issues, actions, outcomes or requests/recommendations for Council.
- 7.107.12 Draft meeting Minutes, including action items, will be forwarded to members within five working days after each meeting.
- 7.117.13 The draft Minutes of a meeting of the Board shall be confirmed at its next meeting.

## 8. CONDUCT OF BOARD FUNCTIONS

### Delegations

- 8.1 The Board will have no delegated functions or powers from Council.

### Working Groups and Specialist Advice

- 8.2 The Board may establish working groups from time to time to address specific issues or to provide specialist advice.
- 8.3 A Working Group must be chaired by a member of the Board.
- 8.4 Specific Terms of Reference, consistent with the Charter for the Board, must be established for each Working Group.
- 8.5 A Working Group must provide a report to the Board on the fulfilment of its Terms of Reference.
- 8.6 A Working Group may exist for no longer than three months from the date on which it is established. All Working Groups of the Board will conclude by 30 June 2018.
- 8.7 The requirements specified in this Charter in relation to Conflicts of Interest, Confidentiality of Proceedings and Media Policy also apply to members of a Working Group.
- 8.8 With the prior approval of the Chief Executive Officer, the Board may source specialist expertise on a needs basis to supplement the skills and expertise of the Board or to discharge specific functions.

### Limitations

- 8.9 Board members will not:



- direct (or seek to direct) Council staff;
- negotiate or execute contracts or make commitments or undertakings that bind Council;
- disclose to third parties (other than Council representatives), confidential information to which it has access;
- (other than the Chairperson) make public statements or respond to media enquiries in relation to any matters relating to its activities; and
- act in a way that brings the professional reputation of the Board, its members or Council into disrepute.

#### **Compliance with Council Policies**

- 8.10 In conducting its functions, Board members are to comply with Council policies (where relevant and appropriate) including Council's Code of Conduct and Council's Workplace Health and Safety objectives and instructions.

#### **9. CONFLICTS OF INTEREST**

- 9.1 Members shall at all times act ethically in discharging their responsibilities as members of the Board. Failure of a member to do so may result in the termination of their membership of the Board.
- 9.2 At the commencement of their term of appointment, each member shall make a written declaration of interests to the Chief Executive Officer.
- 9.3 A declaration of interests shall include personal, business and other interests of the member and the member's spouse or partner, which could create a conflict of interest (or give rise to a potential conflict of interest) vis a vis the member's role on the Board.
- 9.4 A member must ensure his or her declaration of interests is accurate and up to date at all times. Failure of a member to update their declaration of interests within 14 calendar days of an event necessitating an amendment to the declaration of interests may result in the termination by the Chief Executive Officer of the appointment of the member.
- 9.5 The Chief Executive Officer must maintain in a confidential environment all declarations of interests submitted by members of the Board. This does not restrict however, the obligation on the Chief Executive Officer from disclosing information relating to a member's declaration of interest as required by law.

#### **10. CONFIDENTIALITY OF PROCEEDINGS AND MEDIA POLICY**

- 10.1 All Board members shall maintain confidentiality of proceedings of the meetings of the Board.
- 10.2 Confidential information provided to the Board members shall not be made available to any person or organisation unless otherwise authorised in writing by the Chief Executive Officer.
- 10.3 The Chairperson is the authorised spokesperson for responding to media enquiries and the making of public statements on matters relating to the work of the Board.

- 10.4 Without the prior approval of the Chief Executive Officer, the Chairperson will not present the views or opinions of the Board as the views or opinions of Council in any public statements or responses to media enquiries.

#### **11. EVALUATION AND REPORTING**

- 11.1 The Chief Executive Officer in consultation with the Chairperson of the Board, shall make arrangements for an independent, biennial assessment of the Board's governance model and performance, including its membership mix, skills and composition.
- 11.2 The first review of the Board will occur prior to 1 January 2016, with each subsequent review to be conducted no later than two years from the date of the last review.
- 11.3 The Chief Executive Officer shall provide the evaluation and recommendations of the biennial assessment referred to in section 11.1 to Council for consideration.

#### **12. CHARTER AMENDMENTS**

- 12.1 This Charter may be amended from time to time by the Chief Executive Officer.