



RURAL CITY OF
WANGARATTA

**WANGARATTA UNLIMITED
BOARD
(ADVISORY COMMITTEE)**

CHARTER

August 2014

1. BACKGROUND

This Charter has been developed under the Local Government Act 1989.

2. CONSTITUTION

2.1 The Wangaratta Rural City Council ("Council") has resolved to appoint an Advisory Committee to be known as the Wangaratta Unlimited Board (the "Board").

2.2 The Board shall comprise of appropriately skilled representatives of the community as appointed by Council.

2.3 The Council has set no time limit on the duration of the establishment of the Board. It shall remain in existence until such time as the Council resolves to revoke its establishment.

3. OBJECTIVES OF THE BOARD

3.1 To advise on the promotion, enhancement and generation of sustainable economic development and tourism within the Rural City of Wangaratta.

3.2 To advise on the development and maintenance of viable economic development and tourism strategies and associated performance measures for the Rural City of Wangaratta.

3.3 To advise on the promotion, facilitation and coordination of opportunities for economic development and associated employment growth in line with the Rural City of Wangaratta's economic development and tourism strategies and Council Plan objectives.

3.3.1 In particular to assess the suitability of proposed business development and industry attraction initiatives identified in the Economic Development Strategy and the Tourism Strategy.

3.4 To ensure all sectors of the community within the Rural City of Wangaratta have the opportunity to provide input into the directions and issues considered by the Committee.

4. FUNCTIONS OF THE BOARD

The Board shall have the following functions:

4.1 To establish special interest task forces and sub-committees to carry out work on behalf of the committee, including a review of economic analysis and feasibility studies.

4.2 To provide a strategic overview of specific projects and programs.

- 4.3 To provide quality and timely advice, make recommendations or provide comment to Council on issues considered appropriate by the Board or matters referred by Council to the Board.
- 4.4 On behalf of the Rural City of Wangaratta, facilitate and advocate for economic development and tourism initiatives.
- 4.5 To advise on the preparation and delivery of submissions for economic development initiatives.
- 4.6 To inform, liaise with and seek input from appropriate businesses, stakeholders, relevant agencies and the community with regard to economic development and tourism issues.
- 4.7 To identify, recommend and advocate for appropriate resource allocations to projects from Council together with State and Federal Government sources.
- 4.8 To support existing business and industry within the Rural City of Wangaratta.
- 4.9 To attract new investment and industry to the Rural City of Wangaratta.
- 4.10 To establish and maintain relevant tourism marketing and development initiatives to ensure that the Rural City of Wangaratta is recognised as a preferred visitor destination.

5. BOARD MEMBERSHIP

- 5.1 Council has resolved that the Board shall consist of:
- 5.1.1 the Mayor of the day;
 - 5.1.2 Councillor holding the Economic Development and Tourism Portfolio;
 - 5.1.3 appropriately skilled representatives of the community, based on an established skills matrix (Appendix 1).
- 5.2 The Board may at any time co-opt an additional member or members to provide additional knowledge as may be required pursuant to the function of the Board.
- 5.3 (a) The Chief Executive Officer of the Council will regularly attend meetings of the Board.
- (b) The Chief Executive Officer of the Council shall appoint a senior Economic Development Officer or officers from the Council to regularly attend meetings of the Board. The Chief Executive Officer shall advise the Board of such appointments.
 - (c) Appointed officer/s do not have voting rights.

5.4A quorum requires the attendance of the majority of members at formal committee meetings called.

6. TERM OF APPOINTMENT

6.1 Any person appointed to the Board shall hold office for a period of three years. At the conclusion of the three year period the position will be declared vacant.

6.2 Members of the Board shall be eligible for re-nomination for a further term or terms of three years each.

6.3 Such appointment will be made to provide for three (3) year appointments on a staggered basis.

6.4 A member of the Board may resign his/her position at any time.

6.5 All vacant positions shall be publicly advertised.

6.6 Non attendance at three (3) consecutive meetings without registering apologies will trigger a board vacancy.

7. CHAIRPERSON AND SUB-COMMITTEES OF THE BOARD

7.1 The Board shall elect the Chairperson on an annual basis no later than July 31 of each year :

7.2 The role of the Chairperson shall be:

- (a) To chair all meetings of the Board;
- (b) To act as the liaison person between the Board, Council and the community;
- (c) To represent the Board as and where appropriate.
- (d) The term of Chairperson is limited to three (3) consecutive years.

7.3 If the chairperson is unable to attend a scheduled committee meeting for any reason the committee must appoint an acting chairperson.

7.3.1 Any election for the appointment of an acting chair will follow the same procedure as that for an election of Mayor as specified in Council's Local Law No. 2.

7.4 (a) The Chief Executive Officer of the Council shall appoint an officer of the Council to act as executive to the Board.

- (b) The appointed executive does not have voting rights.

8. REPORTING

8.1 The executive shall prepare the agenda and minutes for each meeting of the Board, and shall distribute or arrange to be distributed copies of the agenda and minutes to members of the Board and to the Councillors.

8.2 The Board through the Council portfolio holder or nominee shall provide a report after each meeting to the Council.

9. STAFF

As an advisory committee of the Council the Board has no delegated authority to employ staff.

10. FINANCES

As an advisory committee of the Council the Board has no delegated authority to expend monies.

11. INSURANCES

Council shall arrange and maintain a portfolio of insurances to cover all possible risk, including a Personal Accident Policy, a Voluntary Worker's Policy and an Indemnity Policy for board members.

12. MEETINGS FOR THE BOARD

Meetings will be held monthly or as convened by the Chairperson with the exception of the month of January when no meeting will be held.

13. CONFLICT OF INTEREST

13.1 Where members of the Committee have a direct or indirect conflict of interest in a matter (as defined in the Local Government Act 1989) the committee member must:

13.1.1 Disclose the interests:

- Advise the meeting that you have a conflict of interest in the matter,
- State the type (or types) of interest, and
- Describe the nature of the interest.

13.1.2 Abstain from the proceedings:

- Notify the Chairperson that you are leaving the meeting because you have a conflict of interest,
- Leave the room and any area where you can see or hear the proceedings,
- Stay outside until all discussion and voting on the matter is completed, and

- The Chairperson must ensure you are told when the matter is concluded so you can return to the meeting.

13.2 Members of the Committee are not required to submit primary and ordinary returns.

14. MISUSE OF POSITION

No member can use information obtained through their position on this advisory committee for private purposes or private gain.

15. REVIEW

15.1 Council shall review this Charter at least every four years. If changes are proposed at least one month's notice in writing of the proposed changes will be forwarded to members of the Board.

15.2 In addition to Council's regular reviews, the Council may carry out a review of the Charter at the written request of the Board.

15.3 The Council shall consult with the Board prior to giving its consideration to any proposals to amend the Charter.

15.4 All changes to the Charter shall be subject to the approval of the Council.

SIGNED by the RURAL CITY OF WANGARATTA
by its authorised officer

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Chief Executive Officer

Date

