

#1 REDS Taskforce Terms of Reference



THE MORETON BAY REGION
**REGIONAL ECONOMIC
DEVELOPMENT STRATEGY
2020-2041**

**REGIONAL ECONOMIC
DEVELOPMENT
TASKFORCE**

DRAFT TERMS OF REFERENCE
(as at 1 June 2021)



Preamble

The Moreton Bay Regional Council, Regional Economic Development Strategy 2020-2041 was adopted by Council on 3 February 2021.

The Strategy clearly articulates a plan to diversify and develop our economy to ensure the region is in the best position to take advantage of economic growth opportunities, attract investment, generate employment and capitalise on our unique value proposition.

At the core of the REDS is collaboration to achieve the region's "bigger, bolder, brighter" future. A new delivery framework has been designed to harness the collective strength of key economic development stakeholders and provide a platform for a unified and collaborative approach to economic development. One of the first actions in the Strategy is to establish a REDS Taskforce made up of business leaders to guide the transitions to, and build the identity of, our progressive economy.

Definition of Terms

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

MBRC means Moreton Bay Regional Council.

MBRC Chief Executive Officer means the Chief Executive Officer of the Moreton Bay Regional Council.

MBRC Chief Economic Development Officer means the person appointed to the position of Moreton Bay Regional Council, Chief Economic Development Officer.

REDS means Moreton Bay Regional Economic Development Strategy 2020-2041.

Member means persons appointed by Council to sit on the Taskforce.

Taskforce means the Moreton Bay Regional Economic Development Strategy Taskforce established by the Moreton Bay Regional Council under section 264 of the *Local Government Regulation 2012*.



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1. Purpose

- 1.1. The Moreton Bay Regional Council (MBRC) has identified the requirement to establish a Regional Economic Development Strategy Taskforce that will guide the implementation of the Moreton Bay Regional Council, Regional Economic Development Strategy 2020-2041 (REDS) to deliver strong economic leadership.
- 1.2. The Taskforce shall be referred to as the Regional Economic Development Strategy Taskforce (the Taskforce).

2. Establishment of the Taskforce

- 2.1. The Taskforce is established under section 264 of the Local Government Regulation 2012 as an advisory committee to MBRC.
- 2.2. The Taskforce has been identified as a key initiative within the REDS Leadership and Identity pillar (Key initiative 1.1).
- 2.3. The Taskforce will be a volunteer group which will provide expert advice and guidance to Council on economic development matters and review key actions from the REDS to ensure the achievement of results and support delivery of the REDS economic vision and aspirational goals.
- 2.4. In line with the REDS, the aspirational goals for the new economy in 2041 are as follows:
 - a) A \$40 billion economy (based on gross regional product).
 - b) High-value industries contribute at least 100,000 employment opportunities.
 - c) Strengthen regional innovation.



3. Function

The key functions of the Taskforce are to:

- 3.1. guide the transitions to, and build the identity of our progressive economy as articulated in the REDS;
- 3.2. assess progress in the delivery of the REDS to ensure outcomes and performance measures are met;
- 3.3. advocate the region's competitive strengths to secure new investment;
- 3.4. monitor, encourage and support the contributions of partner organisations which have committed to delivering actions identified in the REDS;
- 3.5. oversee the development of an annual report on the delivery of actions contained in the REDS.

4. Responsibilities

The responsibilities of the Taskforce include, but are not limited to:

- 4.1. providing strategic advice on the direction and progress of implementation of the REDS actions and priorities under related time frames;
- 4.2. recommending future actions and/or responses to resolve emerging opportunities related to the implementation of REDS initiatives or to accommodate changing economic conditions;
- 4.3. facilitating and encouraging cooperation, partnerships and contributions to deliver REDS initiatives;
- 4.4. informing the development and assisting to drive implementation of priority industries and the four pillars;
- 4.5. identifying key avenues for, and assisting to secure, critical capital investment to deliver the region-building projects identified in the REDS and to encourage new investment in our priority industries;
- 4.6. supporting initiatives that position Moreton Bay as one of Australia's top 10 innovation hubs;
- 4.7. advising on and helping to promote export and trade initiatives.



5. Accountabilities

- 5.1. The Taskforce is an advisory group accountable, through the MBRC Chief Executive Officer (CEO) or his/her delegate to Council.
- 5.2. The Taskforce will receive advice on relevant Council matters pertaining to economic development in the region through the CEDO and other REDS contributors.
- 5.3. The CEDO will ensure that advice and recommendations of the Taskforce are accurately communicated to CEO and Council.
- 5.4. The Taskforce will provide reports on issues or progress with the implementation of the REDS to Council or in response to specific requests from Council.

6. Term

- 6.1. As per REDS initial action plan, the Taskforce is required to meet a minimum of six (6) times from Council adoption of the REDS until 30 June 2022.
- 6.2. The Taskforce will be reviewed at the end of each financial year and adjusted based on past successes and changes in the region's economy and priorities.
- 6.3. Council may extend the Taskforce term or dissolve at any time.



7. Taskforce Membership

7.1. Membership

- a) The Taskforce will be represented by nine (9) persons, comprising:
 - The Mayor as the Chair
 - Seven (7) members from the private sector and the
 - CEDO.
- b) Members will be prominent business people who have personal or business links with the region and are experienced leaders in business and/or economic development as it relates to the REDS.
- c) Members will share a passion for the success of the region and the ability to support business and industry aligned to the key priority industries being: Advanced Manufacturing; Food and Agribusiness; Tourism, Sport and Major Events and/or Knowledge, Innovation and Entrepreneurship and/or economic development skill-sets across marketing and promotion, major event delivery, international trade, finance and/or investment.

7.2. Recruitment and Selection

- a) Council has engaged an external human resource provider to undertake formal recruitment of the Taskforce.
- b) Recommended candidates will be provided to Council for formal consideration and appointment.
- c) In appointing Members to the Taskforce, Council will give appropriate consideration to the high-level skills and expertise, commitment and capacity to support the implementation of the REDS, gender balance, and diversity of membership.

7.3. Tenure

- a) Members of the Taskforce will be appointed by the CEO or his/her delegate for a term of up to two years from the date of appointment. A member of the Taskforce is eligible for reappointment at the expiration of their term of appointment.
- b) A person ceases to be a Taskforce Member if they: resign; fail to attend two consecutive meetings without notice or fail to follow these Terms of Reference.
- c) Any Member may resign by giving written notification to the Chair.
- d) The CEO or his/her delegate may terminate the appointment of any or all members of the Taskforce at any time with or without the giving of reasons.



7.4. Authority

The Taskforce will have no formal decision-making powers or authority vested to it by Council. The Taskforce may only act within this Terms of Reference

The Taskforce has no authority to:

- a) commit or expend moneys on behalf of Council;
- b) negotiate or execute contracts or make commitments or undertakings that bind the Council;
- c) disclose to third parties, confidential information;
- d) other than the Chair, make public statements or respond to media enquiries in relation to any matters relating to its activities; and/or
- e) act in a way that brings the professional reputation of council or the taskforce members into disrepute.

7.5. Quorum

A quorum will be formed where 50 per cent of Members plus one is present (when rounded to the nearest whole number).



7.6. Remuneration

- a) Members of the Taskforce shall serve in a volunteer capacity only, with no financial remuneration.
- b) A small subsidy for meeting costs (e.g. parking) may be provided upon request at the discretion of the CEDO.

7.7. Obligations

Members of the Taskforce, in performing their duties, shall:

- a) act in accordance with Council's Values and Code of Conduct and in conjunction with the *Public Sector Ethics Act 1994* (Qld);
- b) act honestly and in good faith;
- c) actively participate in meetings;
- d) perform their duties in a manner that public trust in the integrity, objectivity, and impartiality of Council is conserved and enhanced;
- e) exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances;
- f) seek to understand and refer to the guiding principles defining local government's role in economic development as referenced in the REDS.

7.8. Conflict of Interest

- a) Members shall always act ethically. Failure of a member to do so may result in the termination;
- b) At the commencement of Members' term, a written declaration of interests to the CEO is required;
- c) A declaration of interests shall include personal, business and other interests of the Member which could create a conflict of interest (or give rise to a potential conflict of interest);
- d) A Member must ensure his or her declaration of interests is always accurate and up to date;
- e) The Secretariat must maintain in a confidential environment all declarations of interests submitted by Members of the Taskforce.



7.9. Confidentiality

- a) All Members shall maintain confidentiality of proceedings of the meetings of the Taskforce;
- b) Confidential information provided to the Members shall not be made available to any person or organisation unless otherwise authorised by the Chair;
- c) The Chair is the authorised spokesperson for responding to media enquiries and the making of public statements on matters relating to the work of the Taskforce;
- d) Without the prior approval of the Chair will not present the views or opinions of the Taskforce as the views or opinions of Council in any public statements or responses to media enquiries.

7.10. Insurance

The Taskforce is established as an advisory committee of Council and will be indemnified by Council in the execution and discharge of their duties.



8. Taskforce Roles

8.1. Chair

- a) Chair Taskforce meetings
- b) Introduce the REDS and any other information or advice the Taskforce develops to the appropriate Portfolio/Division of Council.

8.2. Members

- a) To attend meetings and discuss issues pertaining to economic development in the region;
- b) To provide advice and support to MBRC throughout the implementation of the REDS.
- c) Taskforce 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 Chair) 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 Taskforce, its members or Council into disrepute.

8.3. Secretariat

The Taskforce is supported by a secretariat provided by MBRC.

Secretariat responsibilities will be as follows:

- a) To prepare, maintain and distribute all documentation presented and recorded at each meeting;
- b) Coordinate bookings and invitations for all meetings at the request of the Chair.



9. Meeting Procedures

9.1. Meeting Schedule

- a) Date, time and venue for each meeting will be determined by the Chair and communicated via Secretariat.

9.2. Meeting Agenda

- a) Agenda papers distributed via email with at least seven (7) days' notice.
- b) Members may nominate agenda items to the Secretariat up to ten (10) working days before each meeting.
- c) The agenda for each meeting will be approved by the Chair and circulated to Members seven (7) days before each meeting.

9.3. Meeting Minutes

- a) All Minutes are to be approved for distribution by the Chief Economic Development Officer.
- b) Draft Minutes, including action items, will be forwarded to Members within five (5) working days after each meeting to Members via email.
- c) Draft Minutes of a meeting of the Taskforce shall be confirmed at its next meeting.

9.4. Contact

- a) A specific group mailbox (REDSTaskforce@moretonbay.qld.gov.au) will be created and governed by the Secretariat.
- b) All meeting invitations and correspondence to Taskforce Members will be administered from this mailbox.

9.5. Voting

- a) 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.
- b) If the votes are equal, the Chairperson will have a casting vote if required.
- c) If a member present fails to vote, the member is taken to have voted in the negative.



10. Evaluation and Reporting

- 10.1.** A review of the Taskforce and its membership will be undertaken yearly to ensure the purpose, membership and operation is current and to make appropriate changes if/as required.
- 10.2.** The CEDO will undertake an independent, bi-annual assessment of the Taskforce's governance model and performance, including its membership mix, skills and composition

11. Amendments

This document may be reviewed annually by the CEDO. The review will include consultation with the Chairperson and the CEO. Any substantive changes to the Terms of Reference will be formally adopted by the Council.

Moreton Bay Regional Council

GENERAL MEETING - 531
9 June 2021

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ITEM 1.4 REGIONAL ECONOMIC DEVELOPMENT STRATEGY TASKFORCE - 62144100 : 1 June 2021 (Cont.)



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9 June 2021

Supporting Information

#2 REDS Taskforce Nominees

Michael Holmstrom *Co-founder & CEO of STEM Punks Ventures Pty Ltd*

With over 20 years of innovation and technology commercialisation, Michael has gathered strong skills in transforming ideas into successful businesses. Michael has a deep understanding of innovation and entrepreneurship from firsthand experiences of transforming Ideas into multi-million businesses.

As CEO of STEM Punks, his core focus has been strategy development and implementation provide immersive STEM (Science, Technology, Engineering, Maths) programs for students and teachers from grade 1 to 12.

Michael believes he can add tremendous value in the implementation of the Moreton Bay Region's vision and blueprint for sustainable economic growth.

Ms Leanne Kemp *Founder and CEO of Everledger*

Leanne is a prominent figure in the technology sector with over 20 years' experience and co-chairs the World Economic Forum's Global Future Council on the Future of Manufacturing. She also leads workstreams at the Global Blockchain Business Council, co-chairs the World Trade Board's Sustainable Trade Action Group, and is on the IBM Blockchain Platform Board of Advisors.

More recently, Leanne has been appointed to the Global Blockchain Business Council as a Regional Ambassador of Australia, an Adjunct Professor in the Institute for Future Environment at the Queensland University of Technology and Blockchain Advisory Board Member of the Organisation for Economic Cooperation and Development (OECD).

Leanne has been awarded the AIM Global Allan Gilligan Award 2019, Advance Global Australian Awards 2018 for Technology Innovation, and Innovator of the Year 2016 and 2018 at the Women in IT Awards (London). In 2018, her entrepreneurial success saw her appointed as the Queensland Chief Entrepreneur, to develop the state's start-up ecosystem, attract investment and support job creation. She was the first female entrepreneur to hold this position. Her tenure ended in December 2020.

Leanne is a long-term resident of Samford Valley, and understands the importance of the regions market positioning, risk-profile and growth plans. She is attracted to the possibilities afoot and believes she can share with expertise and contributions.

Mr Craig Shim *Founder & Director, Alphacrane Intercultural Specialist*

Craig is qualified intercultural business consultant with over two decades of global experience. Previously based in Asia for 14 years (China, Singapore, Myanmar and Indonesia), Craig was an intercultural advisor to multinational corporations, foreign embassies and various agencies of the United Nations. As a foreign resident for much of his professional life, Craig has gleaned first-hand insights into how cultural competency is a prerequisite for forming solid and lasting business and personal relationships.

Craig now as Director and Founder, Alphacrane Intercultural Specialist since 2015 provides cross-cultural advice and intercultural executive coaching to organisations including Air New Zealand, Boeing, BP, Nike, PepsiCo and Mastercard. He also consults to QLD councils (Bundaberg, Longreach, Gladstone, Winton) to develop their international-ready and Asia-ready tourism strategies as key drivers for their economic growth, consulting with key government and industry stakeholders.

Craig wants to contribute to our region that wants to actively support and attract investments for growth and future opportunities.

Allison McGruddy *Co-founded My Berries*

Holding a Master of Science in regulation, Allison is passionate about safe, ethically sourced, local Aussie grown produce and co-founded My Berries in 2013 and continues to innovatively find a way of using produce that would otherwise be wasted to create food security and employment opportunities in the Moreton Bay.

With strong, entrenched relationships at the forefront of her approach, Allison promotes Australian produce first with her own successful brand as well as partnerships with Arnott's Tim Tam, Beerenberg Farm and many other well-known Australian food and drink manufacturers.

Allison is a member of Queensland Leaders and Future Food Alumni at Brisbane Marketing. A Panellist for Australian Institute of Food Science and Technology Annual Conference 2020 and speaker at the Brisbane Economic Development Agency Future Food 2020 Boot Camp.

Former positions include Senior Compliance roles at the Australian Health Practitioner Regulation Agency; The Human Tissue Authority and Human Fertilisation and Embryology Authority (UK); Health Information and Quality Authority (Republic of Ireland).

Allison is very passionate about the region and the strategy, she wants to play a part in helping achieve a bigger, bolder, brighter future.

Garth Haslam, *Centre Manager & Regional Manager - Facilities at Scentre Group*

Garth has diverse expertise of the Australian property sector spanning over a decade, progressing through industry specific roles in finance, retail management, centre management, project management and regional responsibilities at present.

Since 2008, working across a number of Westfield centres he has a track record of strategic business thinking and planning, commercial acumen to identify competitive advantages and performance improvement through a customer centric lens. Garth now leads the Westfield North Lakes asset team (MAT \$699m) and accountable for the asset infrastructure (\$5.6 billion), capital and facilities management expenditure for the nine Queensland retail and commercial assets. Amongst his responsibilities he also serves as an active member of the Queensland Police Community Board and Property Council of Australia.

Ms Lea Ea *Partner, Arrow Emergency Systems*

As partner of Arrow Emergency Systems, Australia's leading innovator, manufacturer and supplier of roading safety equipment and solutions since 2010, Lea continues to provide consultancy expertise on special projects and strategy.

Lea brings exceptional executive management skills and diverse business experience to board roles with skills in financial governance, risk management, strategic business planning and change management. She can quickly grasp the issues within a business, provide solutions through creating innovative processes and building strong team competencies and networks.

Previously Lea has held CFO and senior executive management roles including profit and loss responsibilities of revenues in excess of \$700 million. Lea has diverse experience in commercial management, corporate administration, developing and implementing strategic business plans, investment management, risk management, change management and developing procurement strategies.

Lea wants to contribute to the business opportunities of our region and be part of a small committee where she can make an impact for growth and change.

David Crowley *Asia Pacific Health Sector Lead, Mott MacDonald*

As a Senior Executive with Mott MacDonald, the world's largest privately owned engineering, management, and development consultancy. David leads the Health Sector for the Asia-Pacific Region, which incorporates Greater China, South East Asia, Australia, and New Zealand practice which includes, healthcare and hospitals, biotechnology and advanced manufacturing, digital health, and aged care.

Previously, David has delivered large master planning projects in Queensland; led commercial transactions on assets greater than \$2 billion in social infrastructure; Engaged and presented to large community stakeholder groups, in the process understanding that aspirations are not always aligned and has worked with other Queensland Regional Councils to plan precinct developments and assess the commercial viability and economic outcomes of investment opportunities, including the Tablelands Regional Council on its proposed Medical and Allied Health Precinct between 2018–2020.

David recognises the importance of the REDS initiatives and wants to share his abilities to help shape outcomes for the region he still calls home.