

## **1. Role and Purpose**

The purpose of the Charters Towers Country University Centre Working Group is to support the Regional University Study Hubs Program Application, providing the information requested by Charters Towers Regional Council and Australian Government, Department of Education, concerning but not limited to:

- Community Ownership
- Regional Needs Model
- Governance Arrangements and Connections
- Location and Staffing
- Budget and Capital Works Plan
- Partnerships (Tertiary Providers, Community, and Industry)
- Student Support

The work of the Charters Towers Country University Centre Working Group is voluntary, and time limited, once the final submission has been accepted by Department of Education then the working group will be disbanded.

## **2. Membership**

The membership will consist of up to seven members:

- Mayor (Chairperson)
- Portfolio Councillor
- CEO

Up to four Community members with skills in one or more of the following areas:

- Corporate Governance;
- Finance/Accounting;
- Law;
- Marketing/Public Relations;
- Business Management;
- Human Resource Management;
- Community Health; or
- Education.

*NB: Community representation will be through an Expression of Interest (EOI) process and endorsed by Council at a General Meeting of Council.*

## **3. Quorum**

A quorum will exist if four group members with a minimum of two community members in attendance and the Chairperson deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Each member will have one vote and decisions shall be made on a majority basis. In the event of a tied vote, the Chairperson shall have a casting vote.

External expertise can be invited on an as-required basis; however, they will not be considered members.

From time to time, the Group may consult with other agencies on specific issues and/or invite a representative to attend a Charters Towers Country University Centre Working Group meeting. Other agencies may include, but will not be limited to, State and Federal agencies.

#### 4. Authority

The Group is advisory in nature as Charters Towers Regional Council will be the party submitting the final submission to the Department of Education.

Recommendations will be made by consensus of the Group's membership prior to being submitted to Council for consideration. Recommendations and advice will not be actioned until fully endorsed by Council at a General Meeting.

Further, the Group:

- Must seek the approval of the Chairperson before inviting external representative(s) to attend meetings of, or otherwise participate in, the Group and/or any subsequent working groups.
- Must make recommendations to Council regarding any policy and/ or program changes.
- Is not authorised to make or change budgets, program(s), or policy(s).
- Can provide recommendations to the Chairperson but cannot direct staff on operational matters.
- Will work through the CEO in respect of any operational matters.
- Will operate in accordance with the approved Terms of Reference for the Group.
- Must keep minutes of their meetings.
- Must abide by the Councillor Code of Conduct and requirements of the *Local Government Act 2009* and *Local Government Regulations 2012*.
- Must report on the meeting outcomes by presenting the meeting minutes following each meeting at a General Meeting.
- The Working Group makes a recommendation to Council on the application form to be endorsed and submitted by Council.

#### 5. Frequency of Meeting

- The Group will meet fortnightly from creation until submission of the final application.

#### 6. Secretariat

- The Office of the Chief Executive Officer will provide secretariat services.

##### a. Agendas, Minutes and Reports

- Agenda items must be provided to the secretariat by close of business the Friday prior to a meeting.
- The Agenda will be issued with a minimum of two (2) business days prior to a meeting,
- Minutes will be issued within three (3) business days following a meeting.

**Associated Documents**

- *Community Strategic Plan 2023- 2033*
- *Delivery Program 2021-2025*
- *Economic Development Strategy – New plan under development*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act*
- *Code of Conduct*
- *Confidentiality Procedure D0057*

Document Review			
<b>Date Adopted by Council</b>	17 July 2024	<b>Council Resolution</b>	4267
<b>Date Adopted by ELT</b>	-	<b>Next Review Date</b>	17 July 2026
<b>ECM No.</b>	4939075	<b>Document Contact</b>	Economic Development Officer