



**Barengi
Gadjin**
LAND COUNCIL
ABORIGINAL CORPORATION RNTBC
ICN: 4395

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Barengi Gadjin Land Council

Economic Development Sub-Committee

Terms of Reference

BGLC Sub-committees

Rule 13 of the BGLC Rulebook provides the following:

The directors may at any time appoint a sub-committee from its members and shall determine the responsibilities and powers of the sub-committee.

Unless otherwise decided by the directors, a sub-committee shall:

- (a) have a quorum of three (3) at its meetings, unless the sub-committee resolves that a larger number shall be the quorum;
- (b) appoint one of its members to be responsible for calling meetings of the subcommittee and inform the chairperson of the name of the responsible person.

Any sub-committee so appointed shall cease to exist at the following times:

- (a) at the expiry date determined by the directors;
- (b) at a date determined by a resolution of the directors; or
- (c) at a date determined by a resolution of the corporation.

Overview

The main purpose of the Economic Development Sub- Committee (**EDC**) is to consider matters relating to economic and business development and make recommendations to the Barengi Gadjin Land Council (**BGLC**) Board. The EDC will oversee the functions of BGLC's commercial ventures and ongoing economic development agenda and provide guidance and oversight of other related functions as determined from time to time by the BGLC Board. This includes providing guidance and oversight to the Manager, Economic Development.

Key responsibilities

To provide guidance to and oversight of the Manager, Economic Development to develop and enhance business and economic development opportunities, in line with BGLC's Strategic Plan and Economic Development Strategy, including:

- oversee the development of the Wail Nursery and Bushfood business into a profitable venture
- oversee the development of the BGLC Economic Development Strategy
- oversee the implementation of the BGLC Economic Development Strategy
- identify and assess potential economic development opportunities
- making decisions about BGLC economic development
- examine current and potential business and economic opportunities consistent with the BGLC Board's strategic priorities
- establish, maintain and extend supportive networks in the private, public and community sectors to assist BGLC to pursue its business and economic priorities and;
- any other relevant issues referred to it for advice by the BGLC board and management

Membership

- The EDC may have up to seven members, with membership comprised in the following manner:
 - up to five representatives from any of the following recognised BGLC family groups who are deemed to have the necessary business development and/or economic development experience and knowledge to serve the EDC and the Board, providing that there be no more than one representative from each Family Group:

CLARKE	HARRADINE
HARRISON	HOOD
KENNEDY	MARKS
PEPPER	PEPPER (WERGAIA)
ROBINSON (JUPAGULK)	COOMBS
WELLINGTON	

- A maximum of two independent members with particular knowledge and expertise in any of the following fields:
 - local business and industry
 - have experience serving on similar committees,
- EDC members are appointed by the BGLC Board for a term of 24 months following a call for Expressions of Interest
- EDC members may be re-appointed
- The EDC will have a minimum membership of three
- Where possible, the EDC should have an even mix of males and females



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Processes and decision-making

The Manager, Economic Development will provide secretariat support to the Committee however is not a member of the EDC.

The Manager, Economic Development will:

- provide services to the EDC, in particular by coordinating meetings and managing documentation, and reporting on activity
- convene meetings on a quarterly basis
- manage the day-to-day administrative business of the economic development portfolio, including the operations at the Wail Nursery, at the direction of the EDC
- manage (with support from the back-office support services) invoicing and administration
- minute the meetings of the EDC and prepare a summary of meetings to the BGLC Board
- escalate issues to the BGLC Board or CEO as appropriate

The Manager, Economic Development may, from time to time, seek support from other BGLC staff members

The EDC will:

- Meet as required for economic development and potential business opportunities evaluation or other decision making, or otherwise meet no less than once every quarter at a scheduled time, either in person or through electronic or telephone systems
- Guide and authorise actions required
- Provide recommendations to the BGLC Board where required
- Defer decision making to the BGLC Board when appropriate

Key processes

Key processes will follow the appropriate policies and procedures, which in practical terms requires:

1. Manager, Economic Development will provide key information to the EDC, and determine the process and timeframes required to the EDC
2. The Manager, Economic Development will assign work, where required or appropriate, to other BGLC staff and manage the workloads and application of policies and procedures
3. The Manager, Economic Development will provide the information and materials to the EDC required for their evaluation and decision prior to the meeting

Quorum

The quorum for meetings will be determined by the number of members on the CHC:

5 members or less = quorum is 3

6 members or more: quorum is 4

Dispute Resolution

If any dispute arises that cannot be amicably settled by the EDC, the matter must be escalated to the BGLC Board. In the event that the Board cannot settle the dispute, the matter shall be referred to a general meeting of the corporation for decision. If the dispute cannot be resolved by the membership, the directors may refer the matter to any person that the directors consider appropriate to mediate the dispute. Such persons may include but are not limited to the following:

- (a) an elder of the native title group; or
- (b) an independent mediator agreed to by the parties to the dispute.

Decision Making

In making decisions members must adhere to the following objectives as provided in the BGLC Strategic Plan:

- We work on the spirit of partnership
- We pursue cultural and economic opportunities
- We support our people to build their own capacity
- Our decisions are driven by our long-term goals with sustainability a key to our success.

Members should also align decision making with any other corporate document of the BGLC, including but not limited to its Operational Plan, Economic Development Strategy (once developed), and any policy or procedure set by the CEO or the Board.

Filling Vacancies

Vacancies will be filled by a call for Expressions of Interest ensuring that the Traditional Owner to Independent member quota is adhered to.

How to stop being a member

- A member dies
- A member resigns in writing
- A member's appointment expires
- A member is removed as a member by the BGLC Board