

## **Heyfield and District – Local Development Strategy**

### **Innovation Working Group - Terms of Reference**

#### **Purpose**

The primary purpose of an Innovation Working Group (“Working Group”) is to develop innovation opportunities that will support sustainable economic development, job creation and social and economic prosperity in Heyfield and District with the long-term aim of fostering a thriving, collaborative innovation system in the district.

#### **Role of Working Group Members**

The Working Group core role is to develop, test, refine, and apply the relevant proposals for innovation.

In undertaking this work, members of the Working Group are asked to:

- contribute and connect relevant expertise to strengthen the opportunity,
- bring a collaborative mindset to the work,
- share knowledge of existing and relevant organisations and innovations locally or elsewhere, and connect, learn from, and strengthen the opportunity,
- draw on local and global research and expertise that can enhance the project.

The Working Group will be facilitated by the HCRC Project Manager

#### **Outputs**

The Innovation Working Group will be responsible for advancing plans for innovation and economic development proposals that will benefit the community. Outputs may include:

- developing strategic plans, and feasibility studies
- gap analyses and economic assessments
- research and data collection
- project plans and outcomes, project management support
- initiatives that build skills (i.e., training, mentoring, and coaching)
- business cases, or other documents to build and support a case for investment and
- engagement of consultants and experts for advice and reports

#### **Membership**

Membership will include people with interest, expertise and/or experience in innovation for the subject matter or regional growth and will come from:

- The Heyfield and District community,
- Local businesses and industry partners,
- Education and research organisations,
- Local, regional, and state government representatives

Membership will be recruited via webpage and EOI, and where appropriate, by approach of the Project Manager. Appointment may be decided by factors such as suitability, experience, expertise, and with a view to ensuring diversity and balance. The Working Group does not have a financial delegation and cannot expend or receive monies.

The Working Group’s term will be nine months, or until the conclusion of its primary project, whichever is shorter. After this period, a review of membership and purpose will be undertaken. A position is deemed vacant if a member fails to attend three consecutive meetings without contact with the

Project Manager. Where a member decides to relinquish their membership before the end of their term of appointment, they must submit their resignation in writing.

### **Ways of working together**

When acting in their capacity within the Working Group, all members must:

- Open, respectful, and honest communication
- Declaration of real, potential, or perceived conflicts of interest
- Not make improper use of their position or use information acquired because of their position,
- Ensure they contribute to a healthy and safe working environment
- Basing all proposal development and recommendations on evidence that is:
  - o Substantiated by independent research or advice as a feasible course of action for innovation
  - o Technically and financially defensible
  - o Socially, environmentally, and economically responsible

### **Confidentiality and Privacy**

Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in Sections 3 and 125 of the *Local Government Act 2020*. Members must not use confidential information other than for the purpose of performing their function as a member of the Working Group. All discussions should comply with the requirements and principals of the *Privacy Act 1988*. The failure of a member to comply with the above may result in the termination of their appointment to the Working Group.

### **Meeting Procedures**

The meeting will be chaired from within the Working Group, by agreement. Unless otherwise agreed by members, one x 1-hour meeting every calendar month. If required additional/ad hoc meetings will be arranged outside of these times at a time convenient to working group.

There will be formal communication within the group through emails, meeting minutes, etc. Unless otherwise agreed by members, notice of meetings and supporting documentation will be dispatched a minimum of two days prior to the meeting date, and meeting minutes circulated no later than five days after the meeting. In exceptional circumstances, the Project Manager may allow reports, etc that are not able to be sent out prior to an Innovation Working Group meeting to be reviewed at the meeting.