

## **Growth Centres Advisory Committee Terms of Reference**

The Minister for Industry, Innovation and Science has established the Growth Centres Advisory Committee to provide strategic advice on the Industry Growth Centres Initiative (the Initiative).

The Growth Centres Advisory Committee may provide advice to the Minister on:

- The merit of each Industry Growth Centre proposal
- The strategic policy of the Industry Growth Centres and the Initiative
- The operation and performance of the Industry Growth Centres and the Initiative
- The Industry Growth Project Fund
- Areas of competitive advantage, emerging industries and potential new Industry Growth Centres
- Other matters relevant to the Initiative and broader Portfolio as it considers appropriate, including deregulation
- Other matters as requested by the Minister.

### **Appointments**

The Minister will appoint members to the Growth Centres Advisory Committee (including a Chair).

The Committee will comprise the Chairs of each of the Industry Growth Centres and up to four independent members.

The Chair of the Committee will be selected from the independent members, by the Minister.

Appointments will not exceed three years. Members can be re-appointed.

### **Meetings**

The Committee is expected to meet four times a year, either in person or via teleconference, or more regularly if required.

A quorum for a meeting is four members, including the Chair.

Records of all meetings must be approved by the Committee and kept by the secretariat.

### **Remuneration**

Members will not be remunerated for meetings. However, the Minister may remunerate a member or members at his discretion. Where the Minister chooses to exercise this discretion, member(s) will be advised in writing and remuneration will be in line with rates for Tier 2 'Offices not specified' in the Remuneration Tribunal Determination 2017/10: Remuneration and Allowances for Holders of Part-Time Office or subsequent updated determinations.

Travel costs for independent members will be reimbursed upon provision of receipts in line with the Remuneration Tribunal Determination 2017/10: Official Travel by Office Holders or subsequent updated determinations.

## **Confidentiality**

Members will be required to sign a confidentiality agreement.

## **Conflict of Interest**

All members will be required to complete an annual Statement of Private Interest, detailing pecuniary and non-pecuniary interests. All members will also be required to disclose any interest in relation to matters on a meeting agenda in advance or at the commencement of a meeting. These disclosures and the management of these disclosures will be recorded in the meeting minutes.

The Chairs of the Industry Growth Centres, who will be appointed as members of the Committee, will exclude themselves from provision of advice to the Minister that relates specifically to the Industry Growth Centre where they are the Chair.

## **Conduct**

Members will be required to adhere to the same conduct as set out in the APS Code of Conduct and relevant components of the PGPA Act for advisory bodies.

## **Secretariat**

The Department of Industry, Innovation and Science provides secretariat support to the Committee. Departmental officials may also attend meetings.

## **Services Deed**

All members will be required to enter into a written agreement with the Commonwealth which will outline the services to be performed as a member as well as terms and conditions of service.

## **Operating guidelines**

Further detail on the above will be outlined in the Growth Centres Advisory Committee Operating Guidelines.