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## ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE TERMS OF REFERENCE

### **Council Portfolio**

Environment and Development Services

### **Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

### **Purpose**

The committee has as its primary purpose responsibility to provide advice and guidance to Council on planning and priorities for tourism and economic development for Warrumbungle Shire.

Core responsibilities of the committee are to: Provide a forum for discussion and act in an advisory role and not commit Council resources.

Core duties of the committee are to: Work within the framework of the Community Strategic Plan and Warrumbungle Shire Economic Development Strategy and not deal with day to day operational matters.

It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

### **Term**

Council may by resolution dissolve the committee at any time.

### **Membership**

Committee representation will be comprised of the following:

- ✓ A minimum of two Councillor representatives (and the Mayor ex officio)
- ✓ One Staff representative
- ✓ Thirteen community representatives from the Warrumbungle Shire Council Local Government Area. The Community members shall serve on the Committee in a voluntary capacity representative of the following groups:
  - Coonabarabran District Chamber of Commerce Incorporated
  - 2357 Partnerships Incorporated
  - Dunedoo District Development Group Incorporated
  - Coolah District Development Group Incorporated
  - Mendooran District Development Group Incorporated
  - Baradine Progress Association Incorporated
  - Binnaway Progress Association Incorporated
  - The Coonabarabran Local Aboriginal Lands Council
  - Siding Spring Observatory
  - National Parks
  - NSW Farmers

Nominated substitutes to attend meetings if the main member can not attend.

Membership of the Committee shall be reviewed after each quadrennial election.

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## **Quorum**

A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting.

A quorum for the EDT is eight (8) members (not including Council staff).

No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to a time, date and place fixed:

- a) by the Chairperson, or
- b) in his or her absence – by the majority of the members present, or
- c) failing that, by the Executive Officer of the Committee.

## **Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

## **Meeting Schedule**

Meetings will be held at least four (4) times per annum and will meet on the third Monday of the specific quarterly meeting month.

The Committee may from time to time call special meetings and workshops to address relevant issues.

## **Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function of the committee.

The Executive Officer:

- ✓ provides executive support to the committee;
- ✓ is responsible for preparing the meeting agenda and minutes;
- ✓ is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- ✓ provides to the committee the outcome and resolutions of Council regarding each recommendation.

## **Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- ✓ apologies;
- ✓ confirmation of previous minutes and matters arising;
- ✓ review of outstanding actions; and
- ✓ reports;

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

## **Reporting**

Directly to Council by recommendation recorded in meeting minutes.

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**Code of Conduct**

Council's Code of Conduct applies to members of the committee.

**Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

**Delegations**

The committee has no Council delegations.

**Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

**Media Liaison**

The Mayor is the designated media spokesperson for Council.

**Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

**Relevant Policies/Documents** *Local*

*Government Act 1993 (NSW) Warrumbungle*

Shire Council Code of Conduct

Warrumbungle Shire Council Code of Meeting Practice

Warrumbungle Shire Community Strategic Plan\*

Delivery/Operational Plan\*

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.