

## ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. Council Portfolio

Environment and Development Services

### 2. 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*

### 3. 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 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.

### 4. Term

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

### 5. Membership

Committee representation will be comprised of the following:

- A minimum of two Councillor representatives (and the Mayor ex officio)
- One Staff representative appointed by the General Manager
- ~~Thirteen~~ Six (6) community representatives from the Warrumbungle Shire Council Local Government Area. The Community members shall serve on the Committee in a voluntary capacity representative from each 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; and~~
  - ~~NSW Farmers~~

Nominated substitutes are to attend meetings if the main member cannot attend. The Chair to be notified in advance if a substitute is to attend a meeting. Membership of the Committee shall be reviewed after each quadrennial election.

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## 6. Quorum

A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting. [Members can attend meetings via conference call or video conferencing if unable to attend in person.](#)

A quorum for the EDT is ~~five (5)~~ four (4) members (not including Council staff), one of whom must be a Councillor.

No business will be transacted by the ~~committee~~ 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.

Observers may attend the meeting. The number of observers permitted at each meeting will be at the discretion of the Chair. Request for observers must be submitted to the Chair at least 3 days prior to the meeting, and admittance will be at the discretion of the Chair. Observers may not contribute to meeting, and are bound by confidentiality.

[Representatives of interest groups may be invited to address the meeting at the discretion of the Chair.](#)

## 7. 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.

## 8. Meeting Schedule

Meetings will be held at least four (4) times per annum [and to coincide with Council meeting days](#). The Committee may from time to time call special meetings and workshops to address relevant issues.

## 9. Executive Officer

The Executive Officer will be [the Manager Economic Development and Tourism who 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.

## 10. 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.

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

**11. Reporting**

Directly to Council by recommendation recorded in meeting minutes.

**12. Code of Conduct**

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

**13. Code of Meeting Practice**

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

**14. Delegations**

The committee has no Council delegations.

**15. Financial Arrangements**

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

**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

**17. 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.

**18. 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
- Warrumbungle Operational and Delivery Program

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.

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