



# EXPRESSION OF INTEREST

## Economic Development and Tourism Committee Member Information



### Overview

The Macleay Valley consists of a vibrant and diverse range of business and industries such as, but not limited to, Agriculture, Construction, Education and Training, Health Services, Manufacturing, Primary Food Production, Professional Services, Retail Trade and Tourism.

On the 21 August 2018, Council endorsed the establishment of an Economic Development and Tourism Committee to enable business and industry to effectively engage and collaborate with Council on economic development matters which are relevant to the Local Government Area.

Council has been successful in obtaining grant funding through the Building Better Regions Fund - Community Investments Stream delivered by the Department of Industry, Innovation and Science to develop a new Economic Development Strategy and Destination Management Plan. This provides Council with the opportunity to establish a new vision and framework for promoting and facilitating economic development and tourism activity across the region.

Through this Expression of Interest (EOI) process, Council is seeking to appoint six (6) suitable candidates with appropriate skills and experience for the role of Industry Advisory Members of the Economic Development and Tourism Committee.

### Committee Objectives

The Macleay Valley Economic Development and Tourism Committee will be an important mechanism for consultation, collaboration, advice and feedback to staff on the implementation and review of economic development and tourism priorities, strategies and plans. The Committee will also provide Council with the opportunity to engage more significantly with business and industry leaders via establishing a new framework where the Committee will act as a link between Council and key industry sectors with the aim of developing partnerships that allow for the advancement of programs and initiatives to drive economic growth and tourism.

The responsibilities of the Committee will include, but not be limited to,

1. Provide ongoing advice, direction and support to assist and guide Council in the development and implementation of the Macleay Valley Economic Development Strategy (including Macleay Valley Destination Plan); and
2. Facilitate and promote regionally significant economic development and tourism opportunities of the Macleay Valley which lead to:
  - a. Increased employment opportunities and offerings within the Shire
  - b. New industry development
  - c. Growth and retention of existing business
  - d. Attraction of new residents; and
  - e. Increased tourism activity in the Shire.



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## Economic Development and Tourism Charter

The Committee will operate as a formally convened committee of the Council.

### Committee Membership

The Committee will contain a maximum of six (6) independent business / industry representatives.

The Council representatives on the committee will be:

- Two selected Councillors
- General Manager
- Director Corporate and Commercial
- Manager Commercial Business

The Coordinator Economic Development and Tourism will be invited to attend all meetings of the Economic Development and Tourism Committee but will not have voting rights.

In summary, the standing membership of the Economic Development and Tourism Committee will be 11 with membership as follows:

- 6 x independent business / industry representatives
- 2 x selected Councillors
- 3 x Council staff

Other members, including State and Federal Government representatives, specific constituent groups within various sectors and other senior Council staff may be invited to attend meetings on certain issues or to progress an agreed outcome, as approved by the Committee.

### Appointment of Committee Members

Members of the Committee shall hold office:

- In the case of a Councillor, as determined by Council every two years in accordance with the provisions of the Local Government Act
- In the case of staff, while such persons continue to hold the position as stated
- In the case of the industry representative, for a two yearly cycle commencing each Council Election.

All appointments are to be made based upon a demonstrated ability to meet the selection criteria.

### Selection Criteria

Members of the Committee will be representative of all business interests across the Local Government Area rather than a single business interest and be able to demonstrate conceptual and innovative thinking skills.

The following criteria will be considered in relation to skills and experience when assessing applications:

- Industry experience across sectors that have a relevance in this community
- Relevant professional knowledge and expertise
- Understanding of the drivers of economic or tourism development
- Understanding of the Macleay Valley business community



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- Current / prior experience on similar committees
- Personal qualities that encourage collaboration, information sharing and innovative thinking
- Understanding of the operations of local government
- Support of your industry or organisation contained in a letter of support supplied with your application

## Role and Responsibilities

The role and responsibilities of the Committee is in accordance with the Economic Development and Tourism Charter, which may be revised or expanded by Council from time to time.

Members of the Committee are expected to:

1. Commit to working towards advancement of the economic base of the Local Government Area
2. Contribute the time needed to study and understand papers provided
3. Act honestly and in good faith
4. Apply good analytical skills, objectivity and good judgement
5. Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry
6. Attend and actively participate in the work of the Committee
7. Work collaboratively with other members of the Committee in achieving the Committee's objectives
8. Provide well considered advice and recommendations to Council based on objective analysis of facts that are relevant to the agenda items being considered
9. Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances
10. Facilitate and encourage business and industry engagement with the Committee and Council initiatives to support good economic outcomes for our community
11. Councillors, Council staff and members of this Committee must comply with the applicable provisions of Council's Code of Conduct in carrying out the duties as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
12. Comply with this Charter document at all times

## Committee Meetings

The Committee shall meet at least four times per year.

Business will not be conducted at any meeting of the Committee unless a quorum is present.

The quorum of this Committee will be half of the members plus one (ie. 7 people).

A quorum must include one Councillor, one independent business / industry representative and one Council staff member being present.



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Each voting member shall be entitled to one vote in respect to any matter and the decision of the Committee shall be by a majority of votes cast in favour. The Chairperson shall have a casting vote. The Chairperson of the Committee will be the General Manager or his delegate. The Deputy Chairperson will be elected by the Committee.

## Reporting Arrangements

Minutes of the Committee are to be reported quarterly to Council.

The Director Corporate and Commercial will be responsible for ensuring appropriate secretarial support is provided to the Committee.

## Constraints

All Committee members are required to comply with the following:

- Maintain confidentiality in relation to all discussions and information obtained during or as a result of Committee meetings
- Declare a direct conflict of interest with any issue on the agenda at the commencement of the meeting or should any potential conflicts occur
- All conflicts of interest are to be declared and recorded in the minutes and, if necessary, the parties involved will be asked to leave the room while the matter is discussed.

## Code of Conduct

All Committee members shall abide by Council's Code of Conduct and relevant policies at all times.

## Induction and Training

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## Expression of Interest Submission

Council invites interested persons to submit an Expression of Interest to Council via the on-line application process on our website at [www.kempsey.nsw.gov.au/jointeam](http://www.kempsey.nsw.gov.au/jointeam)

The submission should address the selection criteria and outline how you can contribute to this Committee plus a letter of support from your industry body or organisation.

## Enquiries

All enquiries or requests for information should be directed to Marilyn Breen, Coordinator Economic Development and Tourism by telephoning **0428 663 147** or email [marilyn.breen@kempsey.nsw.gov.au](mailto:marilyn.breen@kempsey.nsw.gov.au)



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