



## 1.0 INTRODUCTION

The Macleay Valley Economic Development and Tourism Committee will be an important mechanism for consultation, advice and feedback to staff on the implementation and review of these 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 the 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.

## 2.0 OBJECTIVES

To establish the Macleay Valley Economic Development and Tourism Committee to:

1. Provide ongoing advice, direction and support to assist and guide Council in the development and implementation of Macleay Valley Economic Development Strategy (including Macleay Valley Destination Management 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. Increase tourism activity in the Shire.

## 3.0 MEMBERSHIP

A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Committee. Members of the Committee will be representative of all business interests across the Local Government Area rather than a single business issue and be able to demonstrate conceptual and innovative thinking skills.

Applications from both individuals and also representatives from business groups, as shown below and in no particular order, and who meet the selection criteria will be encouraged:

- Macleay Valley Business Chamber;
- South West Rocks Chamber of Commerce;
- NSW Business Chamber;
- NSW Business Chamber;
- Macleay Valley Business Women's Network;
- Local education and skills providers;
- Local industry Associations / Representatives.



Council representatives will be:

- Two selected Councillors (as determined by Council)
- General Manager
- Director Corporate and Commercial
- Manager Commercial Business
- Other senior Council as required.

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

**Members of the Committee shall hold office:**

- In the case of a Councillor, as determined by Council each year 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 for a two (2) yearly cycle commencing each Council Election.

## 4.0 QUORUM

The quorum of this committee be half of the members plus one. A quorum must include one (1) Councillor and (1) Council staff member being present.

## 5.0 TERMS OF COMMITTEE

Meetings of the Committee shall be held at least on six (6) occasions per year.

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

Each voting member shall be entitled to one (1) vote in respect to any matter and the decision of the Committee shall be by the majority of votes cast in favour. The chairperson shall have a casting vote.

A review of the Committee will be undertaken every two (2) years to ensure the purpose, membership and operations are appropriate.

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

All Committee agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

## 6.0 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee will be appointed by the Council.

The Deputy Chairperson will be elected by the Committee.

## 7.0 OBLIGATIONS OF MEMBERS

**In performing their Committee duties, members shall:**

- 7.1 Commit to working towards advancement of the economic base of the Local Government Area.
- 7.2 Act honestly and in good faith.



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- 7.1 Commit to working towards advancement of the economic base of the Local Government Area.
- 7.2 Act honestly and in good faith.
- 7.3 Act impartially at all times.
- 7.4 Participate actively in the work of the Committee.
- 7.5 Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- 7.6 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.
- 7.7 Comply with this Charter document at all times; and
- 7.8 Facilitate and encourage business and industry engagement with the Committee and Council initiatives to support good economic outcomes for our community.



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