



ECONOMY, TOURISM AND CULTURE ADVISORY COMMITTEE

1. Document Information

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| Author | Department Leader – Community & Economy |
| Owner <i>(Relevant GM/DGM)</i> | Office of the General Manager |
| Next Review Date | Within 12 months of new term of Council |
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2. Introduction

The purpose of the Economy, Tourism, and Culture Advisory Committee (the Committee) is to provide advice and make recommendations on all matters pertaining to the Cabonne economy, tourism, and culture in accordance with all applicable plans, policies and strategies.

Specifically, the committee:

- a) Provides a forum for the discussion of economic, tourism, and cultural issues or ideas that impact the Cabonne community.
- b) To advise Council's Community, Economy, and Culture Committee and make recommendations in relation to Cabonne's economic development, community services, cultural response, obligations and performance as defined by Council's Community Strategic Plan, Delivery Program, and Operational Plan.

3. Term

Elected members continue as members of the committee until:

- The next ordinary election of the Mayor; and/or
- The next general election of Council; and/or
- The committee is disbanded or completes its purpose in accordance with these terms of reference.

Other members continue until the committee is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in elected Council members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

4. Role of the Committee

The Committee operates as an 'advisory committee' of Council.

5. Key Objective

The committee considers key issues including the following:

- To advise the Community, Economy and Culture Committee, and make recommendations in relation to Cabonne's economic development, community services, cultural response, obligations and performance as defined by Council's Community Strategic Plan, Delivery Program, and Operational Plan.
- To advise the Community, Economy and Culture Committee, and make recommendations in relation to the implementation of Council's Economic Development & Tourism Strategy.
- To review and make recommendations on specific community, social, economic and cultural initiatives and projects.
- To consider any other matters referred to it by the Cabonne Community.

6. Responsibilities

The Committee may make recommendations to the Community, Economy and Culture Committee on all matters before it. These recommendations are submitted via the minutes of each meeting for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant departments within the Council organisation by delegation of the General Manager.

7. Membership

Membership of the Committee shall comprise the following voting members:

- Elected Councillor Members – 2 representatives (from the Community, Economy and Culture Committee)
- Community Members – up to 7 representatives (one representative to be elected as Chair at the first meeting)
- Council Staff – up to 2, as delegated by the General Manager (secretariat and non-voting)

Other Attendance at Meetings

Attendance of other elected Council members is permitted; however no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialists do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

8. Meetings

Meeting Schedule

The committee will meet bi-monthly. The location, date and time for meetings may be decided by the Chair in consultation with the General Manager.

Quorum

The quorum for a meeting of the Committee is half plus 1 member. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

In general, it is expected the Committee will develop recommendations by consensus. If, however voting is required, voting is to occur by majority vote, and the Chair has a casting vote.

Proceedings

The administrative provisions of Council's Code of Meeting Practice apply.

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

9. Code of Conduct

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Committee members may encounter confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Members are not to speak to the media in their capacity as a member of the Committee.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

10. Document Control

These Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by Council.

| Date | Description of Changes |
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| 28 June 2022 | Adopted by council – minute number 22/06/09 |
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