



TOURISM AND EVENT MANAGEMENT ADVISORY COMMITTEE CHARTER

Objective

To provide advice and support to Council relating to Tourism and event management, with a link between Council and key emerging industry sectors with the aim to raise awareness of the value of tourism and event benefits to our region.

Role

- The Committee will act as an advisory committee to Council and has no executive powers;
- Advise Council on the development of strategies relating to tourism within the Upper Lachlan Shire region;
- Provide ideas that will help grow the visitor economy on a sustainable and or diverse basis;
- Provide advice to help find solutions to challenges facing the LGA to support sustainable visitor growth;
- Support future funding bids for specific projects, including NSW Government funding opportunities;
- Help build stronger local community awareness of the importance and value of the visitor community;
- Partner with Council to promote the benefits of tourism and events

Membership, Chairperson and Voting

Membership of the Tourism and Event Management Advisory Committee comprises:

- 3 Councillors (voting), (annual selection of the Committee Chairperson)
- 3 Community representatives (voting),
- Council Chief Executive Officer (or nominee) (non-voting) and Council staff and Council secretariat as required (non-voting).

Meetings

Meetings are to be held quarterly or by arrangement. All operations of the Committee shall be in accordance with Council's Section 355 Code of Meeting Practice.

Voting

As the Committee has an advisory role, the recommendations are made by consensus and no recommendation is deemed a decision of Council. If consensus is not achieved and is required, the matter will be referred to Council for determination.

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate and vote. (Video conferencing is accepted as attendance.)

Quorum

A quorum is to consist of a majority of voting Committee members at each meeting.

Legal Status

The Committee is constituted under Section 355, of the Local Government Act 1993.

Appointment of Members

Community members seeking appointment to the Tourism and Event Management Advisory Committee are to nominate by contacting the Chief Executive Officer, who will provide a report to Council Seeking approval to appoint committee members.

Term

Tourism and Event Management Advisory Committee shall be reviewed annually and after an election term of the Council.

A member of the Committee can be removed and/or replaced by the Chair for:

- Non-attendance at three (3) consecutive meetings; or
- For disorder at a meeting

Council may dissolve the Committee at any time, and any authority conferred by Council to this Committee may be withdrawn – either wholly or in part – by resolution of Council.

Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be minuted.

Communication and Reporting

An agenda will be circulated by post or email to all members of the Tourism and Event Management Advisory Committee at least one week prior to the meeting.

Matters to be considered must be included in the Agenda for the meeting and must be provided in writing to the Chief Executive Officer (or nominee) at least ten (10) days before the date of the meeting. The agenda will include an open session for general business where new issues can be raised, and members of the public can speak and be heard.

Formal minutes of the Tourism and Event Management Advisory Committee will be produced in accordance with Council's Code of Meeting Practice. The mover and seconder of any recommendation are to be recorded.

The main items of business and recommendations will be reported to the ordinary meeting of Council. Council may amend any recommendation or any portion thereof, or may refer it back to the Committee for further investigation.

Code of Conduct and Other Council Policies

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of:-

- Council's Code of Conduct
- Section 355 Committee Policy;
- Section 355 Code of Meeting Practice; and

- Other related policies that may be applicable to the operation of the Committee.