



Economic Development and Visitor Economy Advisory Committee

Terms of Reference

Effective Date: 17 December 2024

1. Establishment:

The Economic Development and Visitor Economy Advisory Committee (the Committee) was established by Walgett Shire Council resolution (minute number XX/XXX) on 17 December 2024, in accordance with the *Advisory Committees and Working Parties Policy*.

The Committee provides non-binding strategic advice to the Council and the General Manager on matters related to economic development and the visitor economy, ensuring informed decision-making, fostering local business growth, promoting tourism, and supporting responsible resource allocation to enhance the region's economic and visitor opportunities.

2. Chair

The Chair of the Committee will be a Councillor elected by the Council in accordance with the *Advisory Committees and Working Parties Policy*.

The election will occur at the commencement of each term of the Committee and will be reviewed every two years or when the position becomes vacant.

In the absence of the Chair, another Councillor member of the Committee shall act as Chair, as elected by the Councillor members present.

The Chair holds the casting vote in the event of a tie.

3. Membership:

The members of the Committee shall be:

- 4 Councillors
- 3 Community representatives
- General Manager (or their delegate)
- Director People, Place and Liveability (or their delegate) (non-voting)

The Term set for Councillor members is in accordance with the relevant provisions of the *Advisory Committees and Working Parties Policy*.

The appointment of community representatives is in accordance with the relevant provisions of the *Advisory Committees and Working Parties Policy*.

Other staff members, external representatives, or subject matter experts may be invited to attend meetings by the General Manager, as required, but do not have voting rights.

4. Quorum

A meeting quorum shall consist of at least three members, including at least two Councillors and the General Manager.

5. Functions

The Economic Development and Visitor Economy Advisory Committee is responsible for advising the Council and General Manager on the following matters:

- Supporting and promoting initiatives that drive local economic development and foster sustainable business growth within the community.
- Reviewing and recommending strategies and projects that enhance the region's visitor economy and tourism potential.
- Monitoring the performance and effectiveness of Council's economic development programs and visitor economy initiatives and recommending improvements or necessary adjustments.
- Advising on opportunities to attract investment, create jobs, and support local businesses in collaboration with industry stakeholders.
- Providing input on marketing, branding, and promotional strategies to boost the region's profile as a tourist destination.
- Reviewing relevant data, industry reports, and market assessments to inform decision-making and provide strategic recommendations.

6. Responsibilities of members

Members are committed to:

- Understanding the Council's economic development and visitor economy objectives, policies, and financial priorities.
- Engaging in thoughtful discussion and offering constructive advice on strategies to support local business growth, tourism, and sustainable economic development.
- Contributing time and expertise to support the Committee's objectives in promoting a vibrant local economy and enhancing the region's appeal to visitors.
- Maintaining transparency and accountability in all discussions and recommendations related to economic development and the visitor economy.
- Collaborating with other members to ensure sound governance in decision-making and effective implementation of Council's economic and tourism initiatives.

7. Advisory and governance

The Committee is advisory only and has no decision-making authority or delegations from Council.

The Council or General Manager will consider the Committee's recommendations, and formal decisions will be made through Council resolutions in accordance with the *Local Government Act 1993* (NSW).

8. Meeting

The Committee will convene at least twice per year, with additional meetings scheduled as necessary to review matters related to economic development or support the development of strategic plans and strategies in line with the Committee's advisory functions.

The Chair will determine the date and times of meetings in consultation with the members of the Committee.

9. Agendas, Minutes and Reporting

The General Manager will prepare the agenda, which will be distributed to Committee members at least one week before the meeting.

The Chair will provide a report to the Council at the next scheduled Council meeting following each Committee meeting. This report will include a copy of the Committee's minutes and will outline any recommendations made by the Committee that require a formal Council resolution for implementation.

10. Related expenses

Nil

11. Conflicts of Interest

Where a Committee member or invited attendee has an actual, potential, or perceived conflict of interest, they must declare it to the Chair and the Committee at the commencement of the meeting or as soon as they identify the conflict during the meeting.

All conflicts of interest will be managed in accordance with the *Walgett Shire Council Code of Conduct*, the *Advisory Committees and Working Parties Policy* and any other relevant council policies.

12. Review and Variations

The Terms of Reference will be reviewed following a general election and upon the expiration of the term of committee membership as outlined in clause 3 of this Terms of Reference.

Any changes to the Terms of Reference must be made by resolution of Council.

History

Minute Number	Meeting Date	Description of Change
R-12-12-2024	17 December 2024	Adopted by Council