



**TERMS OF REFERENCE
TOURISM & ECONOMIC DEVELOPMENT
STEERING COMMITTEE**

DOCUMENT CONTROL

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1. Committee Establishment

The Committee is established by Council under S355 of the Local Government Act and will be called the Lockhart Shire Tourism and Economic Development Steering Committee (the Committee).

1.1 Purpose

The purpose of the Committee is to undertake the following functions as delegated by Council:

- Provide timely advice and make recommendations to Council in relation to tourism and economic development matters including but not limited to:
 - Policy
 - Strategy
 - Marketing
 - Memberships
 - Tourism Products
 - Business Activities
- Support the Tourism and Economic Development Officer (TEDO) in matters related to tourism and economic development projects and events.

1.2 Limitations

- The Committee has no delegated authority to make decisions. It can only refer or recommend matters to the Council for consideration.
- The Committee cannot approve expenditure of money, employ or direct Council staff, speak on behalf of Council or make a policy on behalf of Council.
- The Committee does not have approval to authorise or run events on council-owned facilities without prior approval from Council. All events require approval through Council's event management application process.
- The Committee does not have a bank account.
- The Committee must always adhere to all relevant Council policies and procedures in carrying out its approved functions and activities.

2. Composition of Committee

2.1 Membership

The Committee primarily comprises of the following:

- No less than six members representing business and community aligned to the following categories and currently practicing specialised skill sets:
 - Business
 - Marketing
 - History, Arts and Culture

- Nature
- Events and Festivals
- Eat and Drink
- The selection panel (refer to 2.2 Nomination) will aim to have a balanced representation from each of the three wards.
- Three councillors (one each from each ward)
- Council staff representative (non-voting).
- All members must provide an email address and a phone number that can be used to communicate for the purpose of the Committee and between its members. Refer to 2.4 (Secretary).
- The Committee may recommend to Council to remove a member due to lack of attendance. Refer to 4.0.

2.2 Nomination

Lockhart Shire Council will call for expression of interests to fill positions within three months of the creation or renewal of the Committee.

A completed online form is to be submitted to Council, with a panel made up of the TEDO, General Manager and a third party who will select members of the committee and make recommendation to Council.

Lockhart Shire Council will have the final say on selection or refusal of any membership.

2.3 Vacancies

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the committee that has expressed an interest previously or seek new expressions of interest to fill the vacancy.

Lockhart Shire Council will have the final say on selection or refusal of any membership.

2.4 Office Bearers

Office bearers will be selected by the Committee and will include Chair, Deputy Chair, Secretary, and the option of a Timekeeper.

The Chair is responsible for:

- To ensure the smooth running of Committee meetings in accordance with standard or adopted meeting practice.
- To preside over and regulate meetings, ensuring that all Committee members have an equal opportunity to speak, and that adequate time is allocated for discussion and decision making.
- To receive and put to the meeting for debate any motion that is brought before the committee.

- To act as spokesperson for the Committee
- To review the previous meeting minutes and project list before the next meeting agenda is distributed.
- Communicate with Secretary to ensure agenda items are actioned and record keeping is maintained to ensure items are not inadvertently overlooked.

If the Chair is absent from a meeting the Deputy Chair will take the role.

If the Deputy Chair is also absent, another Committee member will be elected to chair the meeting.

The Secretary role will be undertaken by the Council Staff Representative and is the first point of contact for the Committee via email, shared cloud folder/drive and by phone.

The Secretary's areas of responsibility include:

- To deal with incoming and outgoing correspondence and present it at Committee meetings for receipt or confirmation
- To provide notices and agendas of Committee meetings to members via email and/or a shared cloud folder/drive.
- To accurately record the minutes of each meeting (including voice recording the meeting to help with minute taking only) and forward a copy of the minutes to all Committee members via email and shared cloud folder/drive for inclusion in the next Council Meeting Business Paper. Voice recording is deleted once minutes are confirmed.
- Ensure a copy of the agenda and minutes are saved in Council's Records Management system.
- Present to Council every six months the activities of the Committee
- Provide Council information to be included in the Annual Report
- Liaise with the Chair and other office bearers as required to progress matters related to the Committee
- Provide advice on matters of Council business relating to the functions as delegated to the committee
- Ensure actions as decided at the meeting are followed up and monitored for action and completion
- Consult with relevant staff on any issues concerning the operations or governance of the committee.
- Keep a record (with permission) of each member's email and phone numbers for internal communications.
- Keep a record of ongoing and future projects.

The Timekeeper role (if appointed) is:

- To help keep track of the timing of agenda items and the overall meeting

For details of the nominated Office Bearers please refer to Schedule 1.

All office bearers are interim until endorsed by Council at a Council meeting by way of Council accepting the minutes from a meeting where the officer bearers were elected by the Committee.

2.5 Term of Office

The term of office for office bearers will be one (1) year, any of whom who can be re-elected for a further twelve-month term at the next Annual General Meeting.

2.6 Maximum Period of Office

The maximum continued period of office will be five (5) years unless there is no one else willing to step into the role (subject to approval from Council).

Council may dissolve the Committee at any time.

2.7 Council Representatives

For nominated Council Representative details please refer to Schedule 1.

3. Key Responsibilities of the Committee

Refer to 1.1 Purpose.

4. Key Responsibilities of Committee Members

Committee members also have several responsibilities including:

- All members are expected to attend all meetings or a minimum **four** out of the six meetings in a Financial Year (excluding any additional meetings).
- If a member cannot attend at least four meetings, a reasonable excuse needs to be made in writing to the Committee.
- Participate in meetings by being on time, keeping to the agenda, contributing to the discussion, being objective and respectfully listening to the views of other and volunteering where required.
- Support office bearers in performing their roles
- Attend and participate in any planning/project meetings that may be held.
- **Communication between members is encouraged, however all members must respect privacy around sharing of emails and phone numbers. Keeping in mind most members are volunteers.**

Other responsibilities are referred to below.

4.1 Code of Conduct and Council Policies

Members of the Committee are required to comply with Lockhart Shire Council's Code of Conduct. In this regard, each member will be provided with a copy of the document and required to sign an acknowledgement form indicating their acceptance of such.

Members are also required to comply with Council's policies including but not limited to the following:

- Policy 1.4 Code of Conduct
- Policy 1.11 Section 355 Committees
- Policy 1.24 Bribes, Gifts and Benefits Policy
- Policy 3.6 Work Health & Safety
- Policy 3.19 Council Volunteers

4.2 Conflicts of Interest

Members must declare any real or perceived 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 should be recorded in the minutes.

A "pecuniary interest" is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Where members or invitees at Committee meetings are deemed to have a conflict of interest, they may be excused from Committee deliberations on that issue. The Chair will have the final decision on the matter.

Council may revoke Committee membership if a member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Local Government Act 1993.

4.3 Use of Information

It is important that the community has confidence that any information gathered by Council and its Committee members is used only for Council purposes and for the purposes for which it was collected.

All correspondence will be shared to members via shared cloud folder/drive (preferred) or email.

All contacts details of each member to be held and used accordingly.

4.4 Confidentiality

Members of the Committee are required to maintain the integrity and security of confidential information in your possession, or for which you are responsible. This is in accordance with the Code of Conduct and other Council Policy.

5. Projects

Members of the Committee are encouraged to raise new projects and assist the TEDO (Secretary) where possible. The TEDO (Secretary) will keep a list of ongoing and possible future projects the Committee had endorsed or recommended to Council. Members must follow the below steps before starting a new project*.

- Discuss with TEDO.
- Complete project scoping template (provided in share drive) with assistance from TEDO if required.
- Project is added to the next available meeting agenda for discussion.
- If support is granted by the Committee, and endorsed by Council by minutes, project is placed on the project list with timeframe if possible.
- Project updates are to be provided to the committee where necessary.

* Projects can be added to the list by Council and can involve projects from NSW or Federal Government program or initiatives.

6. Meetings

6.1 Meeting Schedule

Meeting schedules are to be determined by the Chair, in consultation with Committee members. For details of agreed Meetings schedule please refer to Schedule 2.

6.2 Meeting Arrangements

Arrangements for meetings are to be determined by the Chair and supported by the Secretary, in consultation with the members.

6.3 Agendas

The Secretary has responsibility for preparing the agenda for each meeting and is to be sent out at least five days prior.

Each meeting will have an agenda, which must be prepared on the template provided and include:

- Welcome and apologies
- Declarations of conflict of interests
- Adoption of previous minutes

- Matters arising from previous minutes
- Reports on priority actions

6.4 Quorum

The quorum will be equal to 50% plus one of the user group votes being represented at the Committee meeting and must include a Councillor representative and a Council staff member representative.

6.5 Decision Making

Members must follow Council's Code of Conduct in their decision-making including, but not limited to, provisions concerning conflict of interests, gifts and benefits and general conduct.

Committees will strive for decisions based on agreement. When agreement cannot be reached a decision will be made by a majority vote. Where the vote is equal, the Chair will have the deciding vote. A decision supported by most of the votes at a meeting with a quorum of members, is a decision of the Committee.

The Committee may elect to vote by either a show of hands or by secret ballot (depending on the issue being discussed).

Each member or delegate is entitled to one vote.

6.6 Minutes

The Secretary will minute all Committee meetings. Minutes of the meetings, together with the notice of the next scheduled meeting, will be sent to all members within five business days after each meeting.

6.7 Other Attendees

Everyone is entitled to attend a meeting of the Council and committees of the Council. Members of the public may attend meetings.

Members of the public (other than the nominated representative) have no voting rights.

Members of the public must issue a request to the Chair in advance if they wish to address the meeting. The Chair's decision is final on whether an address can be scheduled for the meeting.

An address will be limited to three (3) minutes.

7. Review of Terms of Reference

The Committee must review its Terms of Reference every three years or as needed for relevancy. Any proposed amendments must be presented to the staff representative responsible for the Committee, for Council's consideration.

Schedule 1. Office Bearers

The Committee has elected the following Office Bearers:

Chair:

Name	
Email	
Phone	

Deputy Chair:

Name	
Email	
Phone	

Secretary:

Name	
Email	
Phone	

Timekeeper:

Name	
Email	
Phone	

Councillor Representatives

Ward A

Name	
Email	
Phone	

Ward B

Name	
Email	

Phone	
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Ward C

Name	
Email	
Phone	

Council Staff Representative

Name	
Email	
Phone	

Schedule 2. Meetings

Meetings will be held six times within a financial year period in the following months – July, September, November, February, April, and June.

Meetings will rotate between Lockhart, The Rock, Yerong Creek and Pleasant Hills and meet in the first week of the month on rotating days of Tuesday, Wednesday, and Thursday.

The Committee reserves to right to meet more frequently as required from time to time as agreed by all committee members and the Council representatives.

Meetings will be convened to open at 6pm or at another time agreed by all committee members and the Council representatives.

Duration of meetings to be less than (2-3) hrs or as required by the agenda.

Meetings can be face to face, online or a combination of both.