

# TERMS OF REFERENCE

## EUSTON PROGRESSIVE ADVISORY COMMITTEE (EPAC)

### **EUSTON PROGRESSIVE**

The Euston Progressive Advisory Committee (EPAC) has the following terms of reference:

#### **Terms of Reference**

- i. To provide advice in regard to the economic development and tourism strategic objectives to benefit the Euston Community.
- ii. Encourage and nurture volunteerism of members (committee and community) to help resource on-the-ground activities.
- iii. Advocate for the Euston community on identified areas of interest and priority
- iv. Assist in the development of an annual action plan to focus Advisory Committee priorities and actions.
- v. Collaborate as regularly as is necessary with the Balranald Tourism & Economic Development Advisory Committee to ensure a whole-of-Shire approach is taken on economic development and tourism opportunities and initiatives.

#### **Membership**

- 7 Community Representatives, to be appointed by Council following a public Expression of Interest process.
- 2 Councillors
- Up to three staff nominated by the General Manager (Observers)

#### **Support**

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

#### **Quorum**

A majority of the voting membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

#### **Delegation**

No delegation.

#### **Meeting Frequency**

As required but no less than three meetings per year.

### **Voting**

Recommendations are made by a majority vote of voting members in attendance.

### **Meeting Minutes**

Within one month of each committee meeting, minutes are to be submitted to the General Manager to be reported to the next Council meeting.

### **Term of Membership**

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.