

TERMS OF REFERENCE

BALRANALD SHIRE TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (TED)

GROWING BUSINESS, INDUSTRY AND TOURISM

The Tourism & Economic Development Advisory Committee has the following terms of reference:

Terms of Reference

- i. Advise Council in regard to the Implementation of the Economic Development Strategy (EDS) and the Destination Management Plan (DMP) and to encourage equitable access to the benefits of economic development, tourism and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents).
- ii. Assist with the establishment of new tourism events and conducting existing tourism events.
- iii. Advise Council on promoting and creating Councils Tourism attractions and events.
- iv. Advise on the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives.
- v. Identify and advise Council in relation to potential new business or tourism opportunities.
- vi. Assist Council with investment attraction and tourism promotion.
- vii. Support infrastructure and event grant funding prioritisation and applications where so requested by Council.
- viii. Advise on business – industry synergy/partnerships.
- ix. Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development.
- x. Actively support and collaborate with the Euston Progressive Advisory Committee for possible joint business, tourism promotion and development opportunities.
- xi. Develop an annual action plan to focus Advisory Committee priorities and actions.

Membership

- 7 Community Representatives to be appointed by Council following a public expression of interest process
- 2 Councillors
- No more than 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 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 times per year.

Voting

Recommendations are made by a majority vote of voting members at the meeting.

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 for consideration.

Minutes may be approved “off-line” by an email to all members and with a majority of voting members agreeing in writing or via email that the minutes are a true and accurate record of the 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.