

# Economic Development and Tourism Advisory Committee

**Due for Review:** June 2025  
**Responsible Officer:** Director City Growth

## 1. Purpose

The formal name of the Committee shall be the Economic Development and Tourism Advisory Committee (the Committee).

The purpose of the Committee is to provide strategic advice and direction in relation to Warrnambool economic development and tourism matters and to act as a conduit of information between stakeholders and the Warrnambool City Council.

## 2. Role/Objectives

The role of the Committee is to:

- Advise Council on significant strategic matters, trends or issues relating to the economic and tourism development of Warrnambool and the Great South Coast region.
- To discuss new initiatives and major projects that support the Economic Development and Investment Strategy, Events Strategy and Warrnambool Destination Action Plan.
- To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference.
- Provide valuable industry/local knowledge to help inform Council decisions on economic development and tourism matters.

## 3. Powers and Responsibilities

The Committee has the power to and must:

- Report to Council after every meeting via Committee meeting minutes.
- Advise Council through recommendations. These recommendations are to be considered and agreed to by Council before action can be taken.

## 4. Membership

The committee shall be composed of no fewer than 6 members and shall include:

- One (1) member of Council (to chair)
- Five (5) skill-based members appointed by Council
- Director City Growth
- Council Manager Economic Development and Tourism

Additional representatives and stakeholders may be co-opted by the committee or Warrnambool City Council for a limited period to provide advice on specific issues.

The Committee shall be comprised of no fewer than six (6) members.

The term of membership for each independent member shall be four (4) years, and the term for Councillor Committee members shall be one (1) year.

## 5. Role of Individual Members

The role of the individual member of the Committee includes:

- Have and maintain a broad understanding of economic development and tourism issues.
- Be committed to, and actively involved in pursuing improved communication between stakeholders and Council through your role on the Committee.
- Seek to consider ideas and issues raised by stakeholders, and make informed and fact/evidence based recommendations to Council.
- Contribute the time needed out-of-session to study and understand any papers and supporting documentation provided
- Apply good analytical skills, objectivity and good judgement
- Express opinions frankly and ask questions that go to the fundamental core of the issue
- Respect the confidential nature of information discussed and provided through:
  - Maintaining the confidentiality of the information to which access is provided and take reasonable precautions to prevent its unauthorised dissemination or use.
  - Not use any confidential information for purposes other than those necessary to perform the role of Committee member.
  - Declare any perceived or actual conflict of interest that arising. Where there is a material conflict of interest, ensure no participation in discussions or decision on recommendations to Council.

## 6. Decisions

Decisions on recommendations to Council will be made by majority consensus. The Chair will have the deciding vote if required.

## 7. Chair

One member of Council will Chair. The role of the Chair is to:

- chair Committee meetings, ensuring adherence to good governance practices;
- ensure any conflicts of interest declared are recorded in the minutes of the meeting;
- ensure that minutes of the meeting are circulated to all members after the meeting;
- attend and present any recommendations to the Council where so requested by the Council; and
- seek to ensure committee members are acting in accordance with the responsibilities as set out in section 5.

If the elected Chair is not available, then the Committee shall elect, by vote another member of the committee to conducting that meeting.

## 8. Frequency of Meetings

The Committee shall meet at least quarterly or four (4) times each financial year, as agreed from time to time.

Meetings will take no longer than two (2) hours unless otherwise agreed to by members.

Additional meetings may be convened as required.

## **9. Agenda Items**

The Committee's designated Council officer will coordinate the preparation and distribution of the Agenda for each meeting. Committee members can submit suggested agenda items in advance to the designated Council officer.

## **10. Minutes and Meeting Papers**

Minutes will be taken by the Committee's designated Council officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email.

## **11. Invitees**

In addition to the Committee members and any Council staff representatives, other people can be invited as guests to attend and/or report to meetings as required. These may include specialist experts, consultants or contractors.

## **12. Quorum**

Quorum is considered to be one half of the total number of members plus one. A quorum must be present at a meeting for the meeting to proceed.

## **13. Term**

The effectiveness and membership of the Committee will be reviewed in May 2025.