



Sutherland Shire Economic Development & Tourism Committee

CHARTER

November 2016

DOCUMENT REVIEW AND APPROVAL

This document has been approved by:

Approved by	Minute No.	Date Approved
1. Shire Services Committee		19 December 2016
2.		
3.		

Revision history:

Version	Author	Date	Revision
1.	Manager Economic & Community Development	18 November 2016	Original version for the merged Economic Development Committee and Tourism Committees into one joint Committee.

1. NAME

Sutherland Shire Economic Development & Tourism Committee.

2. MEMBERSHIP

The membership of the Committee shall consist of:

VOTING MEMBERS:

Chairperson (Councillor appointed by Council)

Deputy Chairperson (Councillor appointed by Council)

Councillors Up to three (3) Councillors appointed by the Council, in addition to the Chairperson and Deputy Chairperson.

Industry Representatives

Up to ten (10) representatives of key industry sectors in the Shire, including, but not limited to:

- Education, including
 - University of Wollongong
 - Sutherland TAFE
 - St George & Sutherland Community College
- Healthcare and allied services
 - ANSTO
- Tourism, Hospitality, Retail, Arts & Recreation Services
 - National Parks & Wildlife Service
- Financial and Professional Services
 - St George and Sutherland Shire Business Enterprise Centre (or nominee)
 - Local Chamber Alliance Sydney South East - NSW Business Chamber
 - Southern Sydney Business Education Network
 - Sutherland Shire Business Chamber
- Manufacturing, Construction and Transport

NON-VOTING MEMBERS:

Any other Interested Councillors

Council Staff

General Manager or his delegate

Manager – Economic and Community Development

Other staff as required

Any additional expertise, other relevant sectors or individuals who are seconded as required.

3. OBJECTIVE

The committee is aimed at driving economic and employment growth in the Shire. It will achieve this by;

- identifying new opportunities for improved growth and improved employment in the local area;
- developing short, medium and longer term plans with set targets to achieve these; and
- actively seeking private and public sector investment and funding opportunities from the Federal and State Governments; and
- Promoting opportunities for tourism and tourism infrastructure.

4. PROCEEDINGS

4.1 Committee Members

All Committee members shall be bound by the provision of this charter and the Code of Conduct.

4.2 Vacancies

A vacancy on the Committee shall be filled in the same manner as the original appointment is made.

4.3 Tenure of Office

4.3.1 Members of the Committee shall hold office:

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

In the case of staff, while such persons continue to hold the position as stated.

In the case of the industry for a two (2) year period commencing each Council Election.

4.3.2 The position of any committee member is to be considered vacant after non attendance of three (3) consecutive meetings without valid reason and that the position to be filled in the same manner as the original appointment was made.

4.4 Meetings

4.4.1 Meetings of the Committee shall be held at least on six (6) occasions per year.

4.4.2 Business will not be conducted at any meeting of the Committee unless a quorum is present.

4.5 Quorum

The quorum of this committee shall be five (5) voting members, including one (1) Councillor

4.6 Voting

Each voting member shall be entitled to one (1) vote in respect to any matter and the decision of the Committee shall be by the majority of votes cast in favour. The chairperson shall have a casting vote.

4.7 Attendance

Industry representatives are only permitted to miss a maximum of three (3) out of six (6) meetings per annum without the Sub-Committee formally endorsing special leave of absence.

4.8 Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

4.9 Variation of this Charter

This charter may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of, the Committee.