

## Purpose

This Committee is established in accordance with Section 264 of the *Local Government Regulation 2012*.

The purpose of the Committee is:

- to bring together community and industry representatives to engage with Council on economic development and tourism issues and opportunities within the Somerset region;
- to advise Council in the development, marketing and management of tourism, including events, representing the interests of both the tourism industry and residents;
- to act as the initial point of community engagement for economic development and tourism related matters;
- to foster links with State and Federal Government departments and agencies, other local governments, tourism and business organisations, environmental stakeholder organisations and the community.

## Membership

The membership of the committee shall comprise:

- A minimum of two (2) elected representatives from the Council;
- A representative of Seqwater, or the agency responsible for managing the recreational and related uses of Somerset and Wivenhoe dams and surrounds;
- A representative of the Regional Tourism Organisation (RTO);
- Up to two (2) community tourism sector representatives;
- Up to two (2) agricultural industry sector representatives;
- Up to three (3) business sector representatives;
- One representative from the Brisbane Valley Rail Trail Steering Committee.

An elected representative of Council shall chair the meeting.

## Delegated Powers

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to the Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

## Frequency of Meetings

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee. Out of session meetings can be scheduled, when required.

## Agenda

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

## Reporting

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the

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responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the director/manager responsible for this function.

### **Review**

These Terms of Reference should be reviewed within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Membership revision**

The renewal cycle of membership will be staggered with the elected member term to ensure carry over and reinvigoration of the committee. Expressions of interest will be called at each renewal cycle. Council may, by resolution, vary these Terms of Reference at any time.