



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that of a meeting of **ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE** will be held:

DATE: THURSDAY 4th April 2013

TIME: From 8.00am to 10.00am – maximum 2 hours

PLACE: Councillors Room Manly Town Hall,
1 Belgrave Street, Manly.

COMMITTEE MEMBERS:

Councillors

Cllr Jean Hay AM, Mayor
Cllr Candy Bingham
Cllr Cathy Griffin
Cllr Steve Pickering
Cllr Barbara Aird

Manly Council (Chair)
Manly Council
Manly Council
Manly Council
Manly Council

Other Representatives

David Taylor
Stephen Floyd
Carol Douglas
Meegan Clancy
Randell Stacey
Frank Prestipino
Grant Dowling
Paul Rogers
Chris Coore

Community Member
Community Member
Community Member
Manly Mainstreet Centre Management
Manly Chamber of Commerce
International College of Management
Sydney Harbour Federation Trust
Manly Sebel Hotel
Manly Wharf Management

Council Staff

Vicki Smith
Kathryn Fayle

Acting Manager, Cultural & Information Services
Divisional Manager, Human Services & Facilities

All other Councillors are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.

Kathryn Fayle
Divisional Manager, Human Services & Facilities

Date: 26th March 2013



MEETING TO BE HELD ON 4th April , 2013 AT 8.00AM TO 10.00AM
Councillors Room Manly Town Hall

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|-----------------|---|
| ITEM 1 | Apologies and leave of absence |
| ITEM 2 | Declarations of Interest – Pecuniary
Non- Pecuniary |
| ITEM 3 | Confirmation of the Minutes of the meeting held 21st February 2013 |
| Report – | Update : Events |
| ITEM 4 | Update: Sydney Harbour Federation Trust |
| ITEM 6 | Update: Manly CBD Management |
| ITEM 7 | General Business brought to the Attention of the Chair Prior to the Meeting and Approved for Consideration |
| ITEM 8 | Date of Next Meeting: 16th May 2013 |



MINUTES OF MEETING

ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE

HELD THURSDAY 21ST FEBRUARY 2103
Training Room, Manly Council Chambers

PRESENT:

Councillors

Cllr Jean Hay AM, Mayor	Manly Council
Cllr Steve Pickering	Manly Council
Cllr Candy Bingham	Manly Council

Other Representatives

David Taylor	Community Member
Carol Douglas	Community Member
Megan Clancy	Manly Mainstreet Centre Management
Grant Dowling	Sydney Harbour Federation Trust

Council Staff

Mick Darda	Manager Events & Tourism
Vicki Smith	Acting Manager, Cultural & Information Services

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The Economic Development & Tourism Advisory Committee met 21st February 2013, to consider the matters referred to it and now provides the following advice to Council.

OPEN		ACTION
ITEM 1	WELCOME , APOLOGIES AND LEAVE OF ABSENCE Cllr Jean Hay welcomed all members to the meeting. Apology from Councillor Barbara Aird	
ITEM 2	DECLARATION OF INTEREST There were no declarations of Interest	
ITEM 3	CONFIRMATION OF MINUTES No minutes as this is a newly constituted committee following local government elections 2012.	

ITEM 4 *REPORT Events*

Update on Summer events including Christmas Choral Concert , New Years Eve and Australia day events and program of forthcoming activities till April 2013 Cole Classic ,World Food Markets International Women's Day

Tourism statistics till end of January provided by VIC
Discussion re numbers using the Manly ferry service and commuter profile

Recommendation

That the report be received and noted

ITEM 5 *Update Manly CBD Management*

Business plan being developed with a youth focus
and the theme 'grow with you' including use of technology as a strategy

Within the business plan and in consultation with the Chamber of Commerce there is a leasing strategy to overcome saturated usage patterns

Points of identity include

- type of business
- street location
- precinct identity
- what they offer the community

There is a short fact sheet for businesses to help them find 'best fit location' for their business

Shops are continuing to open; several new hairdressers , Bow & Arrow was a pop up now has permanent lease but some still continue to struggle

Advance notice of an article in the Sydney Morning Herald *Well Being in Manly*

Competition concepts to encourage community to shop local including vouchers 2 for 1 and cross purchasing between businesses

My Manly video to be released 28th February competition why is life better in Manly with \$2000 prize package

Investigating options for production and distribution of digital book on Manly which will include information on conference centre and wedding venues events etc

Image library available for business use

Surfing event in April with Kelly Slater as star guest

Brochures passed around of *Meander Manly* : Manly bar crawl suggestions
Man Town cheap eats

Recommendation That the Update be noted

ITEM 6 GENERAL BUSINESS

i).Terms of Reference of the ED& T Advisory Committee to be distributed with the minutes

VS

ii) Suggestion that a representative from Sydney Ferries be invited to join the Committee perhaps Samantha Hudson

iii) The AOS was a finalist in the recently held Australian Surfing Awards.

iv) Suggestion to hold Tourism Forum during 2013 at the Q Station.
Meeting with Mike Baird to be arranged and a request that the Tourism Minister George Souris be invited to attend the Forum

JH

v) Manly retail area is currently not zoned 'tourism' which restricts trade for larger stores on public holidays only small stores can trade Request for this matter to be addressed by Council
Megan to forward information to Chair and VS

JH/VS

vi)Grant Dowling advised of new signage at North Head ; visitor tracking devices are in testing phase ; new childcare centre with 76 places has commenced operation ; car park at North Fort has been upgraded ; best use for bikes tracks being investigated

ITEM 7 Date of next meeting
Date: 4th April 2013
Time: 8.00am
Venue: Council Chambers

Meeting closed at 9.40am



Manly Council Economic Development and Tourism Advisory Committee

***This Special Purpose Committee has been established
under the Local Government Act, 1993***

The Status of the Committee is purely advisory

Terms of Reference

1. Title

The Committee shall be known as the Economic Development and Tourism Advisory Committee (hereinafter called the Committee).

2. Role and Objectives

This is a Special Purpose Committee, convened by Council, to provide a forum for discussion and recommendation to Manly Council to:

- Take an active role in the formulation of advice to Council on policy and strategies to promote sustainable economic development and tourism, and performance monitoring, for Council's consideration in relation to the adoption of Management Plans required by the Local Government Act, 1993.
- Advise the Council on the effective management of the mix of long-stay and day visitors to bring sustainable economic benefit and ensure conservation and enhancement of the environment for visitors and residents alike.

- Advise Council on the issue of maintaining a balance between tourism and community needs including carrying capacity.
- Advise Council concerning the management, development and funding of the promotion of sustainable development and tourism in Manly.
- Work in partnership to seek funding from the Commonwealth and State Governments to deal with the impact of Iconic Manly.
- Advise Council regarding types and forms of tourism infrastructure development, attractions and events.
- Promote community events which may also result in economic development.
- Working in partnership with the business community, provide community leadership during the economic downturn.
- Liaise with other Committees of Council to co-ordinate tourism, planning, accessibility and environmental objectives, as appropriate.

3. Management

A. *Membership of Committee*

The Committee shall consist of:

Councillor representatives:

- The Mayor Jean Hay AM
- Councillor Bingham
- Councillor Griffin C
- Councillor Pickering

3 community members.

1 Representative from each of the following 7 organisations:

- The Q Station
- Manly Chamber of Commerce
- International College of Management
- Sydney Harbour Federation Trust (Former Artillery College)
- Sydney Ferries
- Manly Mainstreet Centre Management
- Novotel Manly Pacific Hotel

The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed in September 2012.

The quorum for the Committee is 8 members.

This Committee will meet 6 weekly.

B. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

C. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

D. Notification of Vacancies

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Record the minutes in the meeting, prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

- A **QUORUM** shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any

time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

- A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

7. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred immediately to the Staff Servicing Officer and if any error in the minutes is confirmed, the Staff Servicing Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.
- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

- The Committee shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted

Modified

Addendum:

Members of the Economic Development and Tourism Advisory Committee

Councillor Representatives:

- The Mayor Jean Hay AM
- Councillor Bingham
- Councillor Griffin C
- Councillor Pickering

Organisational Representatives:

- The Q Station
- Manly Chamber of Commerce
- International College of Management
- Sydney Harbour Federation Trust (Former Artillery College)
- Sydney Ferries
- Manly Mainstreet Centre Management
- Novotel Manly Pacific Hotel

Community Members:

David Taylor
Stephen Floyd
Carol Douglas