



## Tourism Advisory Committee

### Terms of Reference

Version No: 1.0

Issued: November 2016

Next Review:

#### 1. TITLE

Pursuant to Section 41 (1) of the Local Government Act 1999, the District Council of Franklin Harbour resolved on 11 January 2017 to adopt the Terms of Reference of the District Council of Franklin Harbour Tourism Advisory Committee, hereby referred to as The Committee

#### 2. PURPOSE

To stimulate opportunities for the development of tourism related matters within the Franklin Harbour District.

To recommend to Council for consideration potential advancements in tourism product, promotion or co-operative endeavours as they arise.

To make recommendations and support Council in maintaining a positive community attitude towards the viability and sustainability of tourism in the Franklin Harbour District.

To assist in the coordination of the Franklin Harbour community festivals and events which have the endorsement of the Council.

To investigate avenues of funding, including fundraising and making submissions for projects which have the endorsement of Council.

To provide a hub which can facilitate community projects assigned by Council or generated by the group.

Review Council's tourism budget during each year and forward recommendations to Council.

Prepare forward work programs and management plans related to tourism for consideration by Council.

#### 3. MEMBERSHIP

The membership structure shall consist of:

- At least four (4) interested community members who will be elected by nomination to Council.
- One (1) Council staff member, being Tourism Officer who will attend meetings as an ex officio member of The Committee and will hold the role of Secretary.
- One (1) elected Council member who will attend meetings as an ex officio member of The Committee.
- The Chairperson of The Committee shall be elected from within the elected and appointed committee members at the first meeting following the appointment by Council.

Members of The Committee shall serve for a term of twenty four months beginning from the appointment by Council.



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All Committee vacancies shall be publicised in the Eyre Peninsula Tribune at least 14 days before the Council meeting.

#### Subcommittees

The Committee can from time to time appoint a subcommittee to work on a particular project.

All subcommittees of The Committee must adhere to Section 41(1) of the Local Government Act 1999 and these Terms of Reference.

Representatives from all subcommittees are required to attend all meetings to provide a report and any minutes to The Committee. If no representatives are available to attend, the subcommittee must provide a written report to Secretary or Chairperson at least five clear days prior to The Committee scheduled meeting.

#### 4. QUORUM

A quorum of The Committee shall be half the total numbers of members plus one, this does not include any subcommittee members.

#### 5. CONFLICT OF INTEREST

The provisions of Sections 73, 74 and 75 of the Local Government Act 1999 will apply to all members of The Committee, in relation to meetings and any business or proposed business of The Committee.

#### 6. REGISTER OF INTEREST

The provisions of Section 68 of the Local Government Act 1999 will not apply to members of The Committee.

#### 7. PROCEEDINGS OF THE COMMITTEE MEETINGS

Meetings shall be held at least once every two months.

Special or extra ordinary meetings may be called at any reasonable time at the request of at least half the members of The Committee.

Decisions will be made by either reaching a consensus or a voting majority. The names of the members moving and seconding any motion and the outcome of the vote shall be recorded in the Minutes.

All meetings shall be open to the public.

Minutes will be kept by the secretary as a record of the proceedings of meetings and will be signed by the Chairperson at the next succeeding meeting.

Members of The Committee shall be given, emailed or mailed an Agenda and the previous meeting minutes at least two clear days before the date of the meeting.



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#### Duties of the Chairperson

The duties of the Chairperson of The Committee are:

- To preside at meetings of The Committee
- Preserve order at meetings so that the business may be conducted in due form and with propriety
- Upon confirmation of the minutes, sign them in the presence of the meeting
- Responsibility to the Council for the proper observance of these Terms of Reference
- If requested, to provide advice to the Council representative between committee meetings on the implementation of the decisions of The Committee
- To act as the principal spokesperson of The Committee
- To carry out the ceremonial duties of The Committee.

#### General Duties of Members of The Committee

Members are expected to:

- Act honestly and within the law at all times
- Act in good faith and not for improper or ulterior motives
- Act in a reasonable, just and non discriminatory manner
- Undertake their role with reasonable care and diligence
- Conduct their ongoing relationships with fellow council members, council employees and the public with respect, courtesy and sensitivity
- Use information in a careful and prudent manner.

#### Adjournment of Meeting

In the event that all business contained on the agenda cannot be dealt with judiciously within the time allocated for the meeting an adjournment shall occur.

The Chairperson, with the consent of any meeting at which a quorum is present, shall if so directed by the meeting, adjourn the meeting.

In the event of a quorum not being present, the meeting shall be adjourned to a later date not more than 14 days from the date of adjournment.

#### 8. GUESTS

Guests with relevant expertise may be invited to attend specific meetings.

The Chairperson must put the request of an observer to speak on a specific item to the decision of The Committee.

Guests have NO right to debate or vote on any Committee matter.

#### 9. AMENDMENTS

The Terms of Reference shall be reviewed annually in the first instance. They may then be amended by resolution of Council. Subsequent reviews may be performed at the first meeting after appointment of a new committee.

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The above Terms of Reference for the District Council of Franklin Harbour Tourism Advisory Committee have been agreed to:

**Signed:** \_\_\_\_\_

District Council of Franklin Harbour  
Chief Executive Officer

**Signed:** \_\_\_\_\_

Chairperson  
Tourism Advisory Committee

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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