Tourism

Community Advisory Committee

Operational Guidelines and Terms of Reference

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Rural Living

WOLLONDILLY SHIRE COUNCIL

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TOURISM COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. OBJECTIVE OF THE TOURISM COMMUNITY ADVISORY COMMITTEE

To bring together interested community members and industry representatives to engage with Council on Tourism issues within the Wollondilly Shire.

2. LINKS TO COMMUNITY STRATEGIC PLAN 2033 AND WOLLONDILLY DESTINATION MANAGEMENT PLAN

The Tourism Community Advisory Committee directly supports the Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Tourism Community Advisory Committee will consider issues and pursue actions and strategies which support the Wollondilly Community Strategic Plan 2033 and the Wollondilly Destination Management Plan.

The Tourism Community Advisory Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033 and the Wollondilly Destination Management Plan.

3. KEY FOCUS AREAS FOR THE TOURISM COMMUNITY ADVISORY COMMITTEE

The Tourism Community Advisory Committee will advise on actions and strategies which relate and contribute to the following key focus areas:

- Assist and advise Council on activities relating to Tourism issues and the Wollondilly Destination Management Plan.
- Consider strategic advocacy options for Tourism.
- Effective communication through partnerships and cooperation within the Tourism Industry and local community.
- Promotion of Tourism initiatives and opportunities for the Wollondilly community and raise awareness of the value of Tourism within the local community.

TOURISM COMMUNITY ADVISORY COMMITTEE OPERATIONAL GUIDELINES

1. MEETING FREQUENCY, TIMES AND VENUE

The Tourism Community Advisory Committee is to meet Quarterly at Council's Administration Building, Picton.

More frequent meetings may be convened as the need arises.

Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific opportunities.

2. MEMBERSHIP

The Tourism Community Advisory Committee is to have a minimum of ten (10) community members/ industry representatives.

Only one (1) representative from any Community Group or Organisation can sit on the Community Advisory Committee at any one time.

3. MEMBERSHIP SELECTION AND TENURE

Community members / industry representatives are to be recruited through a public Expression of Interest (EOI) process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership will be dissolved / renewed in line with the electoral term of Council.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest (EOI) or a call for new Expressions of Interest (EOI).

4. OTHER ATTENDEES

Designated Council Officer(s) will attend the committee. The role of this Officer/s are to coordinate the Committee and to fulfil secretariat duties (see section 7 below).

Councillor attendance is optional. The Tourism Community Advisory Committee can meet without a Councillor present.

Guest Speakers / Observers may be invited as required and as determined by the Chair of the Tourism Community Advisory Committee.

5. CHAIRPERSON

A staff member will act as Chairperson and is required for the quorum.

If the regular Chairperson is absent, an alternative staff member will Chair the meeting.

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

Training will be available to Chairpersons as required.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct will also act in accordance with these Operational Guidelines and Terms of Reference. This includes communication, representing the Tourism Community Advisory Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Tourism Community Advisory Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Tourism Community Advisory Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting giving at least 14 days notice.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Lack of attendance (3 meetings or more) may result in the individual members position being declared vacant.

7. ROLE OF THE COUNCIL OFFICER

Designated Council Officers are responsible for:

- Chairing the meeting.
- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Committee are conducted in accordance with the Operational Guidelines and Terms of Reference and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Management or the elected Council body.

8. QUORUM & DECISION MAKING

The quorum shall be half of the existing membership plus One (1), in addition to the Wollondilly Council staff member who acts as Chair. The staff member / Chairperson is required for the Quorum.

If a quorum is not reached the meeting will not go ahead. Where possible council will provide adequate notice of a meeting cancellation. If apologies are received on the day of a meeting resulting in cancellation, committee members will be notified as soon as possible.

Councillor attendance is not a requirement to form a Quorum.

The Tourism Community Advisory Committee will make recommendations by consensus.

Council Officers (excluding the Chair) and Councillors do not have voting rights.

At times the Tourism Community Advisory Committee may make recommendations which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council Officer and recorded in the minutes. The matter will then be referred for consideration by Executive and / or Council as required.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's website at least 10 working days prior to the date of the next scheduled meeting (this advice will include an agenda).

Minutes are to be taken by the Council Officer and distributed to Tourism Community Advisory Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the previous meeting date.

An annual report will be provided to Council outlining the activities of the Tourism Community Advisory Committee during the previous year and upcoming 12 month period. This should

demonstrate clearly how the work of the Tourism Community Advisory Committee has contributed to the Community Strategic Plan and Wollondilly Destination Management Plan outcomes. The annual report should also outline proposed priorities for the Tourism Community Advisory Committee in the upcoming 12 months.

10. STANDING AGENDA ITEMS

These Operational Guidelines and Terms of Reference have been developed and tailored to meet the specific needs of the Tourism Community Advisory Committee. The goals and tasks for the committee are outlined in the Terms of Reference.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- WHS
- Confirmation of minutes
- Tasks / Actions
- General Business

11. FINANCIAL

The operational costs of convening the Tourism Community Advisory Committee will be met by Council.

No sitting fees or out of pocket expenses will be paid to members of the Tourism Community Advisory Committee.