

KALAMUNDA TOURISM ADVISORY COMMITTEE

Terms of Reference

October 2021

1. Name

The name of the Committee shall be the *Kalamunda Tourism Advisory Committee (KTAC)*.

2. Purpose

To provide Council with support to establish the City of Kalamunda as a tourism destination with a sustainable and vibrant future.

3. Objectives

- a. Assist the City in its development of strategies, actions and plans to contribute to establishing the City as a major tourist destination.
- b. Assist the City to foster strong relationships with tourism stakeholders, including peak bodies and government agencies.
- c. Provide advice on current initiatives, opportunities or gaps in the promotion of tourism.
- d. Upon request by the City, to undertake specific investigations, reviews of items related to:
 - i. Guiding the implementation of the Tourism Development Strategy
- e. Provide advice that leverages community expectations in promoting the strengths and opportunities in Tourism.
- f. Provides a forum for sharing information relating to tourism opportunities within the City.
- g. Provide advice and give consideration of how tourism can be integrated and aligned in other key informing City Strategies and Plans.
- h. Act as Champions within the Community for City initiatives in the Tourism area.

4. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

OBJECTIVE 1.3 - To support the active participation of local communities.

5. Membership**a. Qualification to be a Member**

Members must be able to demonstrate skills, knowledge and experience and a strong interest in tourism development.

b. No. of Members

The committee shall consist of up to 8 members comprising:

- i. One Elected Member.
- ii. Three tourism operators from within the City of Kalamunda.
- iii. Three community members with experience within the tourism field

An invitation to a Local State Member of Parliament with a strong interest in tourism will be extended. This is a non-voting position.

c. Deputy Members

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

d. Term of Appointment

Appointment is for up to two years and members are eligible for re- appointment following the Council Ordinary Election.

e. Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- i. will not participate in the business of the committee.
- ii. will not be present when items of confidentiality are presented or discussed by the committee.

f. Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

- a. The election of the Presiding Member and Deputy Presiding Member will be conducting in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a. Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b. Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of the committee following a Council election.

c. Schedule of Ordinary Meetings

The Committee shall meet at least quarterly. Meetings should be held on a regular date and time to be determined by the Committee

d. Special or Extra Meetings

A Special or extra meeting can be proposed by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e. Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes

f. Disclosure of Interest

All Committee Members are required to disclose any financial, proximity or impartiality interests that they may have in any matter to be discussed at the meeting.

g. Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

The City may appoint additional officers to attend meetings and provide advice or subject matter expertise on topics to be discussed at any meeting. These officers do not have a voting right.

h. Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. City of Kalamunda Officer will be appointed by the CEO as the Secretary to the Committee.
- iii. A call for agenda items and notices of meeting will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 working days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 10 working days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.

- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All draft minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.