



# WEST WIMMERA SHIRE

## TOURISM ADVISORY COMMITTEE

### TERMS OF REFERENCE – 2021

#### **1. COMMITTEE NAME**

West Wimmera Tourism Advisory Committee (WWTAC)

#### **2. DEFINITIONS**

In this Schedule unless contrary intention appears:

**Committee** means West Wimmera Tourism Advisory Committee

**Council** means West Wimmera Shire Council

#### **3. CONSTITUTION**

The West Wimmera Tourism Advisory Committee is a delegated committee of Council established under Section 63 of the Local Government Act 2020.

#### **4. STATEMENT OF PURPOSE**

The West Wimmera Tourism Advisory Committee is a Committee of West Wimmera Shire Council. The Committee's purpose is to:

- Provide advice that assists Council in determining the long-term tourism development needs for West Wimmera Shire.
- Provide advice that assists with the development of a Tourism Strategy for West Wimmera Shire.
- Provide advice on tourism related issues that also have an impact on the wider community.
- Act as the primary conduit for representation of the local tourism industry operators to Council.

#### **5. RESPONSIBILITIES**

Provide strategic advice to Council in regard to tourism related issues.

- a) Assist West Wimmera Shire and the tourism industry to establish positive working relationships with other regional tourism bodies and state governing bodies such as Tourism Victoria and the Victorian Tourism Industry Council and ensure that tourism development in West Wimmera Shire is aligned to and in partnership with regional, state and federal strategies.



# WEST WIMMERA SHIRE

## TOURISM ADVISORY COMMITTEE

- b) Act as a sounding board/think tank for potential strategies for West Wimmera Shire.
- c) To act as a forum for all organisations and individuals involved and interested in tourism throughout West Wimmera Shire.
- d) Provide advice on marketing and promotion of tourism in West Wimmera Shire.
- e) To represent the interests of the tourism and associated industries within the Shire and to keep the community informed of activities, latest developments and trends in the tourism industry.

### **6. MEMBERSHIP**

- a) The Committee consists of the following members:
  - Two Councillor Representatives appointed by Council (No voting rights)
  - One Council Officer (No voting rights)
  - Community Members (as appointed by Council)
- b) Where a Council appointed Councillor Representatives are unable to attend a committee meeting, another Councillor may attend as a proxy for the absent Council appointed Councillor Representatives.
- c) Section 63(2)(a) of the Local Government Act 2020 requires that any meeting of the committee must be chaired by a Councillor.
- d) Membership for the Community representatives shall be selected through an Expression of Interest process. Expressions of Interest will be sought by advertisement in the local media. Council will evaluate applications with regards to the applicant's abilities, experience, enthusiasm and commitment to the tourism industry. Council will appoint as many community members as it considers necessary to undertake the role for which the committee was established.
- e) Committee members will be appointed for a two-year term. Members are eligible to re-apply for a position on the Committee for subsequent terms.
- f) In the instance that a Committee member resigns prior to the completion of the tenure, Council may appoint a person to fill the consequent vacancy in accordance with the composition of the Committee. The newly appointed member will complete the balance of the resigning member's term (not the full two years).
- g) Committee members can nominate in writing to the chair a proxy to attend a meeting of the committee on their behalf when they are unable



# WEST WIMMERA SHIRE

## TOURISM ADVISORY COMMITTEE

to attend a meeting of the committee, but the proxy will be a non-voting member of the committee.

- h) Committee members are required to attend a minimum of three of the four meetings annually. A member unable to attend the required number of meetings may forfeit their position on the Committee at the discretion of the Chair.

### **7. MEETINGS**

The Committee will hold and conduct meetings in accordance with the following provisions:

- a) The Committee will meet four times annually according to the agenda items set with the option to call additional special meeting/s as required;
- b) Meeting days and times will be determined by consensus of the Committee members;
- c) The meeting duration will be no longer than two hours without the consensus of the Committee members;
- d) Written and/or electronic notice of each Committee meeting will be provided to all members at least one week before the date of the scheduled meeting;
- e) Members are required to notify the Council Officer of their attendance or absence prior to the date of the scheduled meeting;
- f) Following a call for agenda items, the agenda will be provided by the Council Officer and distributed to the Committee members three working days prior to the meeting;
- g) Annually the Committee will hold a workshop to review the twelve months preceding, and update strategies and key objectives for the coming year;
- h) A quorum for the meeting will comprise a minimum of eight voting members;
- i) The Council Officer will submit the minutes of each Committee meeting to the next meeting of the Committee for confirmation;
- j) If a matter before the Committee requires a decision in the absence of consensus, a motion must be made, seconded and put to the Committee for a vote. The voting method will normally be a showing of hands. A motion will be considered carried if a simple majority of voting members in attendance vote in the affirmation.



# WEST WIMMERA SHIRE

## TOURISM ADVISORY COMMITTEE

### **8. RECORD OF MEETINGS**

- a) Minutes of the meetings will be recorded and stored in accordance with Council procedures.
- b) The minutes will be approved by the Chairperson and distributed to Committee members prior to the next meeting.

### **9. REPORTING**

- a) Formal recommendations from the Committee to Council will be coordinated through the Director of Corporate & Community Services.
- b) The Committee will report to Council on a quarterly basis
- c) All public statements of the Committee will be managed by Council's Communications department.

### **10. LIMITATIONS**

The Committee shall not have the power to:

- a) Delegate any of its functions, duties or powers.
- b) Spend money
- c) Borrow money
- d) Commit Council to any action
- e) Make public statements on Council's position on any tourism matter
- f) Act outside of the scope of its functions, powers and duties as specified.

### **11. COUNCIL RESPONSIBILITIES**

The Council shall have the following responsibilities:

- a) To provide a Council Officer to assist with the administration duties including:
  - Executive support to the Committee.
  - Preparing the agenda and minutes of the Committee meetings.
  - Preparing a report to the Council containing the minutes and providing staff comment on the recommendations made by the Committee to the Council.
  - Communicate to the Committee the outcome and resolutions of the Council regarding each recommendation.
- b) To provide advice and support to the Committee as may be reasonably required.



# WEST WIMMERA SHIRE

## TOURISM ADVISORY COMMITTEE

---

### **12. TERMINATION**

The Council may at any time by resolution revoke or amend this delegation of functions, powers and duties. Council shall consult with the Committee before implementing any action under this section.

### **13. INDEMNITY**

The Council will indemnify members of the Committee against any action, or omission, liability, claim or demand on account of performing the functions, duties and powers as specified in this Instrument of Delegation.