



WEST WIMMERA SHIRE

TOURISM ADVISORY COMMITTEE

TERMS OF REFERENCE – 2022

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 Committee of Council.

4. STATEMENT OF PURPOSE

The West Wimmera Tourism Advisory Committee is a Committee of West Wimmera Shire Council. The Committee's purpose is to act as a key stakeholder with whom West Wimmera Shire Council can consult in respect to the development and growth of tourism in the Shire.

5. RESPONSIBILITIES

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

- a) Act as a sounding board/think tank for potential tourism strategies for West Wimmera Shire.
- b) Act as a forum for all organisations and individuals involved and interested in tourism throughout West Wimmera Shire.
- c) Provide advice on the development and growth of tourism in the West Wimmera Shire

6. MEMBERSHIP

a) The Committee consists of the following members:

- One Councillor Representative appointed by Council (No voting rights)
- One Council Officer (No voting rights)
- Community Members (as appointed by Council)



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- b) Where a Council appointed Councillor Representative is unable to attend a committee meeting, another Councillor may attend as a proxy for the absent Council appointed Councillor Representative.
- c) Committee meetings will be chaired by a Councillor or alternatively, by a Community member delegated by the Councillor to chair that particular meeting.
- d) The Community representatives shall be selected through an Expression of Interest process. Expressions of Interest will be sought by advertisement in the local and/or social 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 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.
- i) Committee Members are required to abide by Council's Employee Code of Conduct. Failure to abide by the conduct principles, (and relevant Council policies, including Council's Occupational Health and Safety Guidelines) will result in the Committee member being deemed to be in breach of their obligations and may result in their removal from the Committee by a Council resolution, or in urgent circumstances, by Council's Chief Executive Officer.

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.
- 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;



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- 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) A quorum for the meeting will comprise a minimum of six voting members;
- h) The Council Officer will submit the minutes of each Committee meeting to the next meeting of the Committee for confirmation;
- i) 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.

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) Feedback received during consultation will be recorded
- b) The Committee will provide a report to Council on a quarterly basis
- c) The committee is not allowed to make public statements, any statement required will be made 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) Direct Council officers to undertake any action or activity
- e) Directly or indirectly get involved in any council operational matters
- f) Commit Council to any action
- g) Make public statements on Council's position on any tourism matter
- h) Act outside of the scope of its functions, powers and duties as specified.



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11. COUNCIL RESPONSIBILITIES

The Council shall have the following responsibilities:

- a) Bring relevant tourism matters for consultation and advice to the Committee
- b) Preparing the agenda and minutes of the Committee meetings.
- c) Preparing reports to the Council containing information on consulted matters and advice received
- d) Communicate to the Committee the outcome and resolutions of the Council regarding matters presented to Council

12. TERMINATION

The Council may at any time by resolution revoke or amend these 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 these terms of reference.