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# KALAMUNDA TOURISM ADVISORY COMMITTEE

## Terms of Reference

August 2019

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### 1. Name

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

### 2. Purpose

The Kalamunda Tourism Advisory Committee has been established as an Advisory Committee in accordance with the Local Government Act 1995.

Its purpose is to provide information and advice about the current and emerging trends in Tourism and to provide guidance in the implementation of the City's Tourism Development Strategy.

The Committee will advise Council on matters regarding policy, strategic planning, integration and implementation of City initiatives relating to Tourism.

The Committee will provide advice and make recommendations to Council on strategic issues which will help implement the Tourism Development Strategy.

### 3. Objectives

To:

- a) Promote the Tourism Vision to establish the City as a major tourist destination with a sustainable and vibrant future.
- 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) Provide advice to Council to guide 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.

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#### **4. Council's Strategic Alignment**

*Kalamunda Advancing Strategic Community Plan to 2027*

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

#### **5. Membership**

##### **5.1 Qualification to be a Member**

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

##### **5.2 No. of Members**

The committee shall consist of up to 10 full time voting members comprising:

- i. Two Elected Members.
- ii. Two community members with demonstrated experience and an interest in seeing tourism grown in the City of Kalamunda.
- iii. Two community members who have experience in tourism development (not necessarily tourism development within the City).
- iv. One member of a recognised Tourism Industry Board. i.e. Tourism Western Australia, Tourism Council of Western Australia, Destination Perth.
- v. One business consultant with expertise in tourism.
- vi. Two tourism operators, representing different perspectives of tourism, operating within the City.

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

Observers are welcome to attend meetings; however, they are not able to become involved in the discussion of the meeting unless the Committee has made a resolution inviting observers to participate.

##### **5.3 Deputy Members**

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

##### **5.4 Term of Appointment**

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

##### **5.5 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.

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- 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 Committee shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the committee.
- b) The election of the Presiding Member and Deputy Presiding Member will be conducted 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 and can increase the frequency of meetings if required. 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 called 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

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**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.

**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 minutes will be tabled at the

**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.