



Horsham Rural City
Council urban rural balance

Terms of Reference

HORSHAM RURAL CITY COUNCIL TOURISM ADVISORY COMMITTEE

1. PURPOSE

The Horsham Rural City Council Tourism Advisory Committee ('the Committee') has been established to provide advice and recommendations on:

- The implementation of the Tourism master plan;
- Opportunities to maximise tourism, marketing, and visitor servicing of the Horsham Rural City Council area;
- Strategies to develop and enhance the local tourism product;
- Emerging themes and visitation trends applicable to the region;
- Opportunities to enhance the coordinated delivery of tourism services;
- Funding applications from local tourism enterprises.

2. RESPONSIBILITIES

The Horsham Rural City Council Tourism Advisory Committee is an Advisory Committee of Council and has been established under the framework of the *Local Government Act 1989*, S3 (1) 'definition' and S76AA 'Assembly of councillors'.

The Committee is empowered to do the following:

- Provide feedback and make input into the implementation of the Tourism master plan and other tourism initiatives identified by council;
- Provide expert advice regarding opportunities and hindrances impacting on visitation and dollar spend of visitors within and outside the region;
- Recommend opportunities for increased service coordination between council and local businesses;
- Recommend the allocation of funding support to eligible enterprises and groups.

The Committee does not have the power to commit Council to any decision or action, or to direct council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

3. MEMBERSHIP

Committee membership shall consist of a maximum of 9 people, being single representatives unless identified from the following groups:

- Councillor, Horsham Rural City Council (Chairperson)
- Retail sector
- Accommodation sector
- Food services' sector
- Environmental sector
- Sport, Leisure and Recreation Sector
- Business Horsham
- Community Members (minimum of 2)

Ex Officio attendees

- Director Planning and Economic
- Manager Business and Economic Development
- Coordinator Tourism and Events
- Promotions Officer
- Coordinator Horsham and Grampians Visitor Information Centre

Participating Organisations

Nominated member organisations will be contacted by the Chairperson (or nominee) and invited to identify a representative for the Committee.

3.1 Selection

Representatives of the Committee will be selected through an application process, advertised in local newspapers and on Council's website.

Applications should include details of business and/or community involvement, previous experience of committee membership, relevant skills and reasons for nominating for the Committee.

If the number of applications does not exceed the number of vacancies, the Council's delegated Officer will approve nominations. In the event of more than the required

number of applicants for the available positions, nominations will be forwarded to Council for determination.

3.2 Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named sectors or groups. Alternative representatives are entitled to vote if the named representative of the sector or group is not present.

3.3 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Committee will be submitted to Council for approval, subject to the requirements of Section 3: Membership being met.

3.4 Specialist advice

Individuals and groups may be invited to attend Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

3.5 Council Officer

Council Officer, (Director, Planning and Economic or delegate) will attend all meetings and at the following meeting of Council will report the Committee's recommendations, with comments where necessary and appropriate.

Council Officers are not members of the Advisory Committee and shall not vote.

3.6 Term of Office

Membership shall generally be for a term of two years.

A meeting shall be held in June of each second year, when Committee membership shall be declared vacant.

Members may apply for re-nomination to the Committee for a second or subsequent term.

3.7 Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within two months of the end of the term of the Committee, the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the confirmed and signed copy of the minutes is forwarded to council@hrcc.vic.gov.au;
- Ensure Council officers or delegates are present at all committee meetings, wherever possible;
- Advertise in local newspapers and on Council's website for nominations to the Committee;
- Notify the Committee of approved committee membership;
- Provide regular reports to Council regarding Committee recommendations;
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee;
- Respond to requests/letters from the Committee within 15 working days;
- Provide additional support as required to ensure the effective operation of the Committee;
- Every four years or earlier if required, review the function and purpose of the Committee.

4.2 Committee

The Committee will:

- Appoint a Deputy Chairperson;
- Develop a schedule of meetings and notify the Council representative;
- Distribute information of relevance from the Committee to their member organisations and user groups;
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes;
- Actively participate in activities that support the achievement of the purpose and responsibilities of the Committee.

4.3 Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If a member of the Committee misses three consecutive meetings without explanation the Chairperson or nominee, will contact the member to determine if they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled by a representative from the same business sector or group.

4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

4.5 Conflicts of Interest

Conflicts of interest must be declared and the declaration must be recorded in the minutes.

The person declaring the conflict of interest must leave the meeting while the identified topic is being discussed and shall not vote on the issue being considered.

4.6 Media

The Chairperson is empowered to be spokesperson for the activities of the Committee.

In the absence of the Chairperson, the Director, Planning and Economic is empowered to be the spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Director, Planning and Economic, or nominee.

4.7 Chairperson

The Councillor representative will be the Chairperson of the committee.

A Deputy Chairperson should also be nominated by the Committee and will perform the duties of the Chairperson if the Chairperson is absent or unable to perform their duties.

5. OPERATING PROCEDURES

5.1 Meetings

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will generally be held six times each year but may be cancelled if there is no business to be dealt with by the Committee.

Additional, special meetings may be called as required. Committee members must be provided with two days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

5.2 Quorum and Decision Making

The quorum is a minimum of 5 Committee members.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

5.3 Councillor report

The Councillor must report the key issues of each meeting to the next meeting of Council.

5.4 Recommendations and Actions

The Director, Planning and Economic will authorise actions within their delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Committee's achievements;
- The purpose and responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue;

- Any other relevant matter.

6.1 Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee at any time, following a review of its operation or if Council Policy or strategic direction alters significantly.

7. RESPONSIBILITY

Responsible Officers: Director, Planning and Economic

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	3 October 2016	Council	<ul style="list-style-type: none">• New Terms of Reference