



Terms of reference: Tourism and Economic Advisory Committee

25/8684

Committee	Tourism and Economic Advisory Committee (TEAC)
Status	Council committee ☒ Statutory committee ☐ Sunset committee ☐
Purpose	The role of the committee is to: • Act in an advisory capacity to Council on matters relating to the development and implementation of strategies of Tourism and Economic Development. • Act as a conduit between the community and Council on economic development and tourism matters. • Review tourism and economic development related major plans and strategies.
Objectives	The objectives of the committee are to: • Inform and provide input into Council's Integrated Planning and Reporting Framework, drawing on the priorities set within the current Council's strategic plans relating to tourism and economic development. • Provide local industry knowledge to help inform Council decisions on economic development and tourism matters. • Provide advice and make recommendations to Council on initiatives and major projects that align with endorsed strategic plans. • Promote awareness of the value of both tourism and the broader visitor economy, highlighting their contribution to the prosperity and liveability of the Kiama Local Government Area (LGA). • Provide guidance on marketing strategy, investment attraction, and business development activities that increase demand, strengthen the Kiama brand, and encourage sustainable practices. • Discuss and support regional economic development initiatives and provide local industry advocacy to state and federal government departments.
Committee operations	• Council will engage TEAC early in strategic planning and policy development processes. Confidentiality protocols will apply, and meeting topics will be scheduled to ensure timely input. • Meeting agendas will align with Council's adopted Economic Development and Tourism related strategies and action plans. • Engage with local industry, including the Kiama Business Network.

Item 13.1

Enclosure 1

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Committee	Tourism and Economic Advisory Committee (TEAC)
Committee meetings	- Meetings are to be held bi-monthly commencing at 4pm. - These Terms of Reference, meeting dates, and minutes will be placed on Council's website.
Venue	Meetings will be held at the Kiama Council Chambers or other suitable venue. They may also be held online if required.
Membership	Voting members: - Four skill-based industry representatives with specific qualifications in Tourism and Economic Development appointed by Council. - Two Councillor representatives. - A Kiama Business Network representative. Meeting will also have attendance by the Director Strategies and Communities and Manager, Tourism and Economic Development. A councillor who is not a member of the Committee is entitled to attend, and to speak at a meeting of the Committee, however, the councillor is not entitled: - to give notice of business for inclusion in the agenda for the meeting, or - to move or second a motion at the meeting, or - to vote at the meeting. Subject matter experts are invited on an ad hoc basis to discuss specific reports as required.
Term of membership	Non-Councillor membership of the Tourism Economic Advisory Committee will be for the length of a council term. NB: a specified term does not preclude an incumbent from reapplying to serve for a consecutive term.
Meeting quorum	A Quorum will be deemed to have been met under the following criteria: minimum of 50% plus 1.
Selection of members	When vacancies occur, Council will appoint new committee members through an open and transparent process as follows: - through a public invitation for EOI by applicants - by consideration of applications by Council - by Council approval of successful applicants. The following factors will be taken into consideration when determining members:

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	1. the relevant experience and expertise of the person 2. a balance of tourism and economic development experience 3. a resident of the Kiama Local Government Area 4. a gender balance 5. cultural and age diversity is represented
Responsibility	Committee members will: • Act in an advisory role to Council staff, the Council and Councillors on tourism and economic development matters • Provide strategic guidance on implementation of plans, programs and initiatives. • Provide important links to the communities they represent in promoting and delivering outcomes. • Participate in working groups as needed. • Comply at all times with Council's Code of Conduct • At all times contribute in a positive and respectful manner • Avoid disruptive behaviour or conduct contrary to the committee's purpose. • On appointment and annually provide Pecuniary Interest Returns as required by the Office of Local Government and Council. • Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment.
Conflicts of interest	• Conflicts of Interest are to be called as a matter of process. • Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. • Details of any conflicts of interest shall be appropriately noted. • Committee members must complete a declaration of interest form. • Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. • Where a conflict is identified, Council's Code of Conduct will apply.
Meeting administration	• Meetings are to be chaired by a Councillor Committee member as elected by the committee and endorsed by Council. • The agenda and business papers will be circulated no less than five days prior to a scheduled meeting. • Minutes will be taken by a representative of Council.

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	• Minutes are to be brief and focused on action items and advice. • Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held. • Minutes will be submitted to the next Ordinary Meeting of Council for noting. • Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.
Code of conduct & WHS	At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with Council's Code of Conduct. At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.
Termination of membership	Non-Councillor member positions will be declared vacant/terminated when a member: 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.
Process for termination	Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record. Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the Chief Executive Officer or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council.

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	In addition, counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling. If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.
Executive positions	The role of the Chairperson is: • To chair the meeting and exercise functions as determined by the Committee. • To be the spokesperson for the Committee, as directed by the Committee. • To call for conflicts of interest on agenda items • To advocate for the Committee and represent its decisions • To sign off minutes endorsed by the Committee • To call extraordinary meetings of Committee • The Deputy Chairperson will be elected by the Committee. The role of the Deputy Chairperson is to act as Chair when the Chair is not present at meetings.
Sub Committees / Working Groups / Portfolios	• The Committee will have the right to establish subgroups as deemed appropriate to assist in fulfilling their role and purpose.
Voting and Recommendations	• Voting and recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes • Where consensus cannot be reached after two consecutive meetings, a simple majority (60%) of members present may adopt a recommendation. • Alternative views are to be recorded in the meeting minutes.
Communication	• Members of the Committee are not permitted to speak to the media as representatives of the Committee or Destination Kiama unless approved by the Chairperson. • Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Kiama Municipal Council • Where endorsement is required from Kiama Municipal Council, approval must be sought through the formal processes.

Review of Terms of Reference

Council at its discretion may review and change the Terms of Reference, role and structure of the Tourism and Economic Advisory Committee.



Committee	Finance & Major Projects Advisory Committee
Status	Council Committee ☐ Statutory Committee ☐ Sunset Committee ☐ (specify the end date.....)
Purpose	Role of the committee is to: - Act in an advisory capacity on finance and major projects - Foster adherence to established project management principles and robust reporting mechanisms for Kiama Municipal Council - Provide expert guidance to Council and the community on long-term projects, ensuring adherence to sound project management principles throughout all phases - Assess the efficacy of the Project Management Framework in supporting the delivery of critical milestones and desired outcomes. - Review major project plans, progress reports and business cases. - Review and investigate opportunities proposed by Council officers or other committee members. - Inform the highest and best use of Council catalyst sites to maximise community return on investment.
Objectives	Objectives of the committee are to: - Provide expert advice on financial sustainability and project management fundamentals across Council. - Support and provide advice to Council's Chief Executive Officer, Critical Project Coordinator and the Chief Financial and Technology Officer. - Act as a conduit between the community and Council on major projects and finances. - Make recommendations to Council on specific major projects and financial matters.
Committee Meetings	Meetings are held every quarter on the first Thursday of the month.
Venue	Meetings will be held at the Kiama Municipal Council Chambers, or other suitable venues as required and available via teams.
Membership	- Mayor - One Councillor representative

Committee	Finance & Major Projects Advisory Committee
	• Chief Executive Officer • Chief Financial and Technology Officer • Director Strategies and Communities • Head of Implementation • 5 board members with specific qualification appointed by Council: ○ Architecture / Design / Planning ○ Legal, risk and compliance ○ Environment and social sustainability ○ Project management ○ Financial management.
Terms of membership	Non-Councillors membership of the Finance and Major Projects Advisory Committee will be for the length of a council term. NB: a specified term does not preclude an incumbent from reapplying to serve for a consecutive term.
Meeting quorum	A Quorum will be deemed to have been met under the following criteria: • minimum of 50% plus 1.
Meeting administration	• Meetings are to be chaired by the Mayor • The agenda and business papers will be circulated no less than five days prior to a scheduled meeting. • Minutes will be taken by a representative of Council. Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held. • Minutes are to be brief and focused on action items and advice. • Recommendations from the meeting minutes that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.
Selection of members	When positions become vacant the selection of new committee members will be undertaken: 1. through a public invitation for EOI by applicants 2. by consideration of applications by Council 3. by Council approval of successful applicants. The following factors will be taken into consideration when determining members: 1. The relevant experience and expertise of the person. 2. Whether the person is a resident of the Kiama Local Government Area. 3. There is a gender balance.

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	4. There is representation from across the full Kiama geographical area. 5. Cultural and age diversity is represented. 6. Committee members are able to demonstrate that they are connected and representative” of the community. 7. Fit against skills matrix.
Responsibility	Committee members will: 1. act in an advisory role to Council staff, the Council and Councillors on finance and major project matters arising in performance of the role of the Committee. 2. provide strategic guidance. 3. provide information and analysis to Council on finance and major projects. 4. provide advice on highest and best use of catalyst sites. 5. at all times comply with Council's Code of Conduct. 6. at all times contribute in a positive and respectful manner. 7. avoid disruption, contrary conduct or being wasteful of time and resources.
Conflicts of interest	Conflicts of Interest are to be called as a matter of process. Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately noted. Committee members must complete a declaration of interest form. Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. Where there is a conflict, Council's Code of Conduct will be adhered.
Termination of membership	Non-Councillor member positions will be declared vacant/terminated when a member: 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in

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	instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.
Process for termination	Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record. Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the Chief Executive Officer or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition, counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling. If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.
Code of conduct & WHS	At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with Council's Code of Conduct. At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.
Communications	- Members of the Committee are not permitted to speak to the media as representatives of the Committee or Destination Kiama unless approved by the Chairperson. - Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Kiama Municipal Council - Where endorsement is required from Kiama Municipal Council, approval must be sought through the formal processes.