



Advisory Committee Terms of Reference

TOURISM KURANDA ADVISORY COMMITTEE

Terms of Reference 2018

1. Intent

- 1.1. To advise Council on the promotion and development of Kuranda as a premier tourism destination to attract visitors to the Kuranda area.

2. Scope

- 2.1. The terms of reference apply to the Councillors, Committee members and staff of the Mareeba Shire Council.

3. Purpose Responsibilities & Powers of the Committee

- 3.1. This Committee is an advisory committee to Council under Section 265 of the *Local Government Regulation 2012*

4. Functions of the Committee

- 4.1. Provide expert advice, information and guidance for the development of the Tourism Kuranda Strategic Plan.
- 4.2. Provide expert commentary on the implementation, monitoring and review of the Strategic Plan so that promotional and other activities achieve the strategic goals within budget.
- 4.3. Provide expert advice on other matters as referred to it by the Council regarding tourism in the Kuranda area.

5. Membership

- 5.1. The Committee is a voluntary skills-based committee with relevant experience and expertise, and members must be committed to the strategic objectives outlined in these terms of reference.
- 5.2. Members are appointed by the Mareeba Shire Council.
- 5.3. The Committee may from time to time seek the advice of persons with specialist knowledge and invite them to attend the meeting.
- 5.4. Permanent Members:
 - 5.4.1. Chairperson - a Mareeba Shire Council Councillor.
 - 5.4.2. Council appointed community members with skills and experience in marketing, business management and development and the tourism industry.
 - 5.4.3. The Tourism Kuranda Executive Officer and the Senior Engagement Officer, Mareeba Shire Council or their delegate, are ex-officio positions with no voting rights.

6. Conditions of Membership

- 6.1. Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties and not make improper use of information.
- 6.2. Members are to exercise common courtesy on all occasions.
- 6.3. Members are to accept that other points of view may be different to their own.
- 6.4. Members are to work collaboratively towards the purpose of the Committee.
- 6.5. Members are to acknowledge that disagreement in the Committee is healthy so long as it is used to work towards a satisfactory outcome of the Committee.
- 6.6. The Council may remove an appointed member from office:
 - 6.6.1. For misconduct; or
 - 6.6.2. For failure or incapacity to carry out the duties of his or her office satisfactorily.
- 6.7. The office of an appointed member becomes vacant if the member:
 - 6.7.1. Dies; or
 - 6.7.2. Resigns by written notice to the Committee; or
 - 6.7.3. Is removed by the above clause.
- 6.8. Members may not nominate proxies or representatives to attend meetings in their absence.
- 6.9. Members are to comply with the *Mareeba Shire Council Handbook for Advisory Committees*.

7. Committee Term

- 7.1. The Committee is appointed for the term of three (3) years but is subject to review by Council at any stage. The Committee may be renewed with the same membership at end of the three-year term or public nominations called for positions.

8. Time, Place and Regularity of Meetings

- 8.1. Time: 2pm
- 8.2. Place: Tourism Kuranda Office, Kuranda Community Precinct, Arara Street Kuranda
- 8.3. Regularity: on the fourth Tuesday of every month and the frequency of meetings may be changed as required.

9. Conduct of Meetings

- 9.1. Meetings will be conducted in accordance with the requirements of this policy document.
- 9.2. A quorum will be determined to be 50% of the total number of committee members, of which at least one must be a Mareeba Shire Council Councillor.
- 9.3. If after fifteen minutes have elapsed from the advertised time of the meeting without a quorum being present, the meeting will be abandoned. The chairperson is to reconvene the Committee as convenient, but no later than the next scheduled meeting date.
- 9.4. Observers are allowed by approval of the Chair

- 9.5. An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the Committee must disclose the nature of the interest to the Committee. Such a disclosure must be recorded in the minutes of the Committee.

10. Reporting

- 10.1. The Committee shall review and update the Strategic Plan annually and prepare an Annual Budget for submission to Council for consideration and endorsement by 28 April each year.
- 10.2. The Tourism Kuranda annual budget will be finalised by Council during the annual budget planning cycle. Funding shall be the subject of annual review by Council.

11. Recordkeeping

- 11.1. Minutes of the Committee meeting will reflect decisions and actions.
- 11.2. Resolutions will be reached preferably by consensus, otherwise by majority with The Chair having the casting vote.

12. Confidentiality

- 12.1. Minutes are to be open to the public (following 10 days comment from distribution).
- 12.2. Members should be aware that all written material associated with the Committee is subject to the Freedom of Information Act and may be made available to the public.

13. Media

- 13.1. All media inquiries and requests for comment by members must be directed to the Committee Chairperson.

14. Administrative Support

- 14.1. The Tourism Kuranda Executive Officer is a council employee and takes instructions from the appointed senior council officer and not from Advisory Committee members.
- 14.2. The Mareeba Shire Council will provide administrative support for the operation of the Committee.
- 14.3. The operation of the Tourism Kuranda program and day to day implementation of the strategic plan will be the responsibility of Council.

15. Evaluation of Performance of Committee

- 15.1. The Committee will undertake an annual assessment of performance against the Terms of Reference.

This policy document is to remain in force until otherwise determined by Council

Director Responsible for Review – Director Corporate and Community Services