

Norfolk Island Regional Council

ATTACHMENT 3

Norfolk Island Regional Council Offices

Kingston

Norfolk Island 2899

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TERMS OF REFERENCE – TOURISM ADVISORY COMMITTEE

INTRODUCTION

Council by resolution may establish Advisory Committees which may consist of community representatives in addition to Councillors. (*S 355 of the NSW Local Government Act 1993*)

An Advisory Committee with external membership cannot exercise a decision making function and must present recommendations to Council.

PURPOSE:

- To advise and make recommendations to the Norfolk Island Regional Council on Tourism Strategy.
- To provide advice to Council and support the efforts and direction of tourism to Norfolk Island, both in the immediate and long term.

ROLE

- To reach an agreement and provide a recommendation to Council on a diversified Vision for Norfolk Island Tourism through the “ground truthing” of the Tourism Strategic Plan 2013-2023.
- To support and assist with the implementation of the agreed Vision and strategic actions once adopted by Council.

MEMBERSHIP

A maximum of 8 voting members consisting of:

The Mayor

One (1) Councillor

One (1) Representative from The Administrator’s Office

One (1) Representative from the Chamber of Commerce

One (1) Representative from the ATA

Two (2) Representatives from other Tourism Operations

One (1) Community Member

Non-voting members:

Council’s Tourism Officer or delegate

Council’s General Manager or delegate(s)

Members will be advertised for in the local paper and must be adopted by Council.

Members must be interested in Tourism and Economic Development as part of the whole of Norfolk Island and not for self-interest only.

CHAIRPERSON

The Mayor or a nominated Councillor is to Chair the Committee unless Council or the Committee has approved otherwise.

ROLE OF DELEGATED COUNCILLOR

The role of the delegated Councillor is to represent Council on the Committee and to assist community members with the formulation of recommendations to Council.

ROLE OF COUNCIL STAFF

The General Manager may attend any Committee meeting in a guiding role only. The General Manager has no voting right.

The role of the Tourism Officer or delegate is to arrange for the agenda and minutes and to provide professional specialist advice to the Committee. Staff do not have voting rights.

MEETINGS

The Committee will meet on a monthly basis on the first Tuesday of the month at 5:30pm.

QUORUM

The quorum will be 50% plus 1 of voting members.

AGENDA

The Tourism Officer or delegate is to forward the Agenda to all members at least one week in advance of the date of the meeting. Template for Agenda:

- Welcome
- Apologies
- Declarations of interest
- Adoption of previous minutes
- Matters arising from previous minutes
- Reports from staff
- Items from members

ACTIONS AND VOTING

Actions delegated to committee members to carry out do not have to be formally voted on but nothing stops the committee to adopt such an approach.

Formal recommendations to Council must be put in the form of a Motion to be Seconded and Voted upon. Reference can be made to Council's Code of Meeting Practice.

CONFLICT OF INTEREST

Members of the Committee must declare a conflict of interest in accordance with Council's Code of Conduct.

MINUTES

Minutes will be taken by a Council staff member unless the committee has otherwise recommended.

Minutes must include any recommendations made to Council; the minutes should also include any actions for committee members. The Committee may also decide to include general points of interest that are discussed at the meeting for the public to read.

The Minutes must be forwarded to Council's Administration – General Manager's Office - as soon as possible after the meeting so that they can be included on the Agenda for the subsequent Ordinary Council meeting in that month.

CHANGING THE TERMS OF REFERENCE

Recommendations to Council to amend or change the Terms of Reference for the Committee, including the Purpose and the Role of the Committee, will need to be endorsed by the majority of the Committee.

DELEGATIONS OF AUTHORITY

The Tourism Advisory Committee does not have authority to commit Council to any expenditure.

ANNEXURE 1

ADVISORY COMMITTEE GUIDELINES

(Section B9.5. Norfolk Island Regional Council Code of Meeting Practice)

- (1) The appointment of Advisory Committees is at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 of the Local Government Act 1993.
- (2) Advisory Committees are formally appointed by the Council in office, therefore all Advisory Committees will be reviewed by the newly appointed Council. All current members will remain to hold office until a determination is made by Council.
- (3) Council aims to appoint representatives of the local community or interest group to the Committee.
- (4) To hold office, all Committee Members must be appointed by Council and for the duration of the Term of the Council.
- (5) Vacancies occurring during the Term of the Council will be advertised and ratified by the Committee prior to recommendation and adoption by Council.
- (6) Council must appoint new members before they are able to take part in the Committee meetings.
- (7) All nominations for Advisory Committees are formally submitted in writing to Council for appointment.
- (8) Members of Advisory Committees of Council are volunteers and therefore do not receive payment for services.
- (9) All members must be informed of, and abide by, Council's Code of Conduct.
- (10) All Committees should have their membership for the Term of the Council unless Council has approved otherwise.
- (11) All Committees should have a quorum of 50% plus one (1) unless Council has approved otherwise.
- (12) All Committees shall meet, as a minimum, quarterly (every three (3) months) unless Council has approved otherwise.
- (13) All Committees shall be chaired by the Mayor or a nominated Councillor unless Council or the Committee has approved otherwise.
- (14) All Committees shall have a Terms of Reference clearly stating the *Purpose and Role* of the Committee.
- (15) The role of the delegated Councillor is to represent Council on the Committee and to assist community members with the formulation of recommendations to Council for consideration.

- (16) The General Manager may attend any of the Committee meetings but does not hold voting rights, and shall nominate at least one staff member for each Committee.
- (17) The role of the staff member is to arrange for the agenda and minutes and to provide professional specialist advice to the Committee. Staff do not have voting rights.
- (18) The role of the staff member may also be to carry out any reasonable action and recommendations of the Committee, but only once adopted by Council.
- (19) All activities conducted by any of the Advisory Committees of Council are to be in line with Council's adopted Integrated Planning and Reporting Framework.
- (20) If there is no quorum, the Committee may hold an informal meeting and take notes if so decided by the Chairperson. No action or recommendations can be made at such an informal meeting.
- (21) The Chairperson of a Committee may call an Extraordinary Meeting in consultation with the General Manager.

REPORTS FROM COMMITTEES

(Section B9.6. Norfolk Island Regional Council Code of Meeting Practice)

- (1) If in a report of a Committee distinct recommendations are made, the decision of Council may be made separately on each recommendation.
- (2) The recommendations of a Committee are, so far as adopted by Council, resolutions of Council.