



LITHGOW CITY COUNCIL TOURISM ADVISORY COMMITTEE Terms of Reference

Committee Name

Tourism Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Resolution to establish the Committee: The Council has had a Tourism Committee since the early 1980s.

Resolution to adopt the Terms of Reference: Minute 09-140 Ordinary Council Meeting 30 March 2009.

Amendment to Terms of Reference: Minute 09-381 Ordinary Council Meeting 14 September 2009.

Amendment to Terms of Reference: Minute 11-126 Ordinary Council Meeting 28 March 2011

The Terms of Reference of this Committee have been amended to include the functions of the Wolgan Valley Railway Working Group Committee.

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

The Committee will function until the next Council election.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's Responsibilities

The principal responsibilities of the Committee are to:

- Provide input that assists Council in determining the long term tourism development needs for the Lithgow City Council area.
- Provide input that assists with the development of a Tourism Development Plan for the Lithgow City Council area.
- Provide input that assists with the identification of new tourism businesses and product and growth opportunities for existing tourism businesses.
- Consider potential social, environmental and economic impacts of anticipated tourism growth.
- Provide advice on and input into marketing and promotion of tourism in the Lithgow LGA
- In conjunction with the Council identify, seek out and advocate for tourism development opportunities for the area.
- Work with interest groups to protect and develop the disused Newnes Junction to Wolgan Valley railway corridor as a walking and cycle trail.
- Advise Council on the development and implementation of annual events, promotions and celebrations across the Lithgow region that provide economic, environmental and community benefits, including Christmas, Easter, Celebrate Lithgow, Lithgow Flash Gift and other notable events.

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

Committee Membership

The Committee will be comprised of the following representation:

- Two Councillors (Chairperson and Deputy Chairperson)
- Lithgow City Council General Manager or his nominee
- Council's Representative on Blue Mountains Tourism Limited
- National Parks and Wildlife Service
- Six tourism operators
- All members of the Tourism Advisory Committee are to have a broad tourism knowledge and/or skills including in the areas of: financial awareness; marketing and promotions; knowledge of the local product; knowledge of

broader product; knowledge of tourism market sectors; and work in/or have worked in a tourism or related business.

- Lithgow State Mine Rail Railway group (also known as Eskbank Rail Heritage Centre).
- DELTA
- Lithgow Business Association

Council officers (non-voting)

- Group Manager Community and Strategy
- Tourism Manager
- Economic Development Officer

Other industry representatives may be called upon as and when required.

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the member's absence.

Term of Office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be for two years unless otherwise resolved by the Council.

Executive Officer

The Tourism Manager shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee
- be responsible for preparing the agenda and minutes of Committee meetings
- be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of Meetings

Meetings shall be held bi-monthly on a day and at a time to be determined by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.