



<b>Committee name:</b>	<b>Tourism and Economic Advisory Committee (TEAC)</b>
<b>Status:</b>	<p>Council committee <input checked="" type="checkbox"/></p> <p>Statutory committee <input type="checkbox"/></p> <p>Sunset committee <input type="checkbox"/></p>
<b>Purpose:</b>	<p>The role of Tourism and Economic Advisory Committee (the Committee) is to:</p> <ul style="list-style-type: none"> <li>Act in an advisory capacity to Council on matters relating to the development and implementation of strategies as outlined in Pillar 3 of the Kiama Community Strategic Plan.</li> <li>Act as the primary conduit of information between the community and Council on economic development and tourism matters.</li> </ul>
<b>Objectives:</b>	<p>The objectives of the Committee are as follows:</p> <ul style="list-style-type: none"> <li>Inform and provide input into Council's Integrated Planning and Reporting Framework, drawing on the priorities set within the current Tourism Opportunities Plan and Tourism and Events Strategic Plan.</li> <li>Provide valuable industry/local knowledge to help inform Council decisions on economic development and tourism matters.</li> <li>Determine new initiatives and major projects that support the Economic Development Strategic Plan (pending) and Tourism and Events Strategic Plan.</li> <li>Raise awareness of the value of tourism and the visitor economy.</li> <li>Provide direction on key marketing activities to support increased visitor demand for the Kiama LGA incorporating sustainable principals.</li> <li>Advise Council on significant strategic matters, trends or issues relating to local economic development and prosperity, including: <ul style="list-style-type: none"> <li>Business attraction</li> <li>Industry retention</li> <li>Employment generation</li> <li>Innovation and strategic future planning</li> </ul> </li> <li>Discuss and support regional economic development initiatives and provide local industry advocacy to state and federal government departments.</li> </ul>
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>Meetings are to be held at least bi-monthly commencing at 5pm.</li> <li>These Terms of Reference, meeting dates, and minutes will be placed on Council's website.</li> </ul>

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<b>Venue:</b>	Meetings will be held at the Kiama Council Chambers or other suitable venues as required. They may also be held online if required.
<b>Membership:</b>	<p>Members are formally appointed by Council and comprise:</p> <ul style="list-style-type: none"> <li>○ a maximum of 5 skill-based industry representatives</li> <li>○ a maximum of 3 Councillors</li> <li>○ Council CEO (or appointee)</li> <li>○ Kiama and District Business Chamber representative.</li> </ul> <ul style="list-style-type: none"> <li>● Attendance by Manager Planning and Economic Development or a representative and Manager Tourism and Events.</li> <li>● 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: <ul style="list-style-type: none"> <li>(a) to give notice of business for inclusion in the agenda for the meeting, or</li> <li>(b) to move or second a motion at the meeting, or</li> <li>(c) to vote at the meeting.</li> </ul> </li> <li>● Subject matter experts are invited on an ad hoc basis to discuss specific reports as required.</li> </ul>
<b>Meeting quorum:</b>	<ul style="list-style-type: none"> <li>● A Quorum will be deemed to have been met under the following criteria: <ul style="list-style-type: none"> <li>○ Minimum of 50% plus 1</li> </ul> </li> </ul>
<b>Term of membership:</b>	<ul style="list-style-type: none"> <li>● Councillor representatives will be elected each year at the September Council Meeting.</li> <li>● The term of non-Councillor membership will be for the term of the elected Council.</li> <li>● 50% of the industry representatives will be required to stand for reappointment every 2 years - tenure can be renewed by Council for up to 4 years without re-advertising.</li> <li>● Non-Councillor member positions will be declared vacant/terminated when a member: <ol style="list-style-type: none"> <li>i. completes their designated term and retires from the Committee</li> <li>ii. competes their term and is not reappointed</li> <li>iii. resigns their membership, in writing, to the Chairperson</li> <li>iv. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson</li> <li>v. acts in a way that is contrary to their responsibility as outlined below.</li> </ol> </li> </ul> <p>NOTE: Council on the recommendation of the Committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive</p>

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	<p>and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p> <ul style="list-style-type: none"> <li>• Representatives not attending 3 consecutive meetings can be replaced at the discretion of Council.</li> <li>• Representatives must abide by the terms of reference for the TEAC.</li> </ul>
<b>Meeting administration:</b>	<ul style="list-style-type: none"> <li>• Meetings are to be chaired by a Councillor Committee member as elected by the committee and endorsed by Council.</li> <li>• The agenda and business papers will be circulated no less than five days prior to a scheduled meeting.</li> <li>• Minutes will be taken by a representative of Council.</li> <li>• Minutes are to be brief and focused on action items and advice.</li> <li>• Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held.</li> <li>• Minutes are required to be submitted to the next Ordinary Meeting of Council, immediately following the committee meeting, to be received and noted.</li> <li>• Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.</li> </ul>
<b>Responsibility</b>	<p>Members of the Committee will:</p> <ul style="list-style-type: none"> <li>• Act in an advisory role to Council.</li> <li>• Provide strategic guidance on implementation of plans, programs and initiatives.</li> <li>• Provide important links to the communities they represent in promoting and delivering outcomes.</li> <li>• Participate in working parties as needed.</li> <li>• At all times contribute in a positive and respectful manner.</li> <li>• Avoid disruption, contrary conduct or being wasteful of time and resources.</li> <li>• Represent whole of industry.</li> <li>• Actively participate in working groups.</li> <li>• Represent the Committee at events.</li> <li>• On appointment and annually provide Pecuniary Interest Returns as required by the Office of Local Government and Council.</li> <li>• Comply with Council's Code of Conduct.</li> <li>• Work in an open and honest manner, and with respect for each other.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives, and to make compromises accordingly.</li> <li>• Respect each other's opinions and consider the view of each member to be of equal importance.</li> <li>• Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment.</li> <li>• Undertake to fairly present the discussion and information provided at the Committee to their organisation.</li> </ul>
<b>Conflicts of interest</b>	<ul style="list-style-type: none"> <li>• Conflicts of Interest are to be called as a matter of process.</li> <li>• 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.</li> <li>• Committee members must complete a declaration of interest form.</li> <li>• 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.</li> <li>• Where there is a conflict, Council's Code of Conduct will be adhered.</li> </ul>
<b>Executive positions</b>	<p>The role of the Chairperson is:</p> <ul style="list-style-type: none"> <li>• To chair the meeting and exercise functions as determined by the Committee.</li> <li>• To be the spokesperson for the Committee, as directed by the Committee.</li> <li>• To call for conflicts of interest on agenda items</li> <li>• To advocate for the Committee and represent its decisions</li> <li>• To sign off minutes endorsed by the Committee</li> <li>• To call extraordinary meetings of Committee</li> <li>• 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.</li> </ul>
<b>Sub Committees / Working Groups / Portfolios</b>	<ul style="list-style-type: none"> <li>• The Committee will have the right to establish subgroups as deemed appropriate to assist in fulfilling their role and purpose.</li> </ul>
<b>Voting and Recommendations</b>	<ul style="list-style-type: none"> <li>• Voting and recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes</li> <li>• Where a consensus cannot be reached at two consecutive meetings, then the majority of 60% of those present can adopt a recommendation</li> <li>• Alternative views are to be recorded in the meeting minutes.</li> </ul>

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<b>Communication</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Kiama Municipal Council</li> <li>• Where endorsement is required from Kiama Municipal Council, approval must be sought through the formal processes.</li> </ul>
<b>Staff attendance</b>	<ul style="list-style-type: none"> <li>• Executive staff are normally required to attend the meetings of the Committee.</li> <li>• Other staff at the CEO's discretion or at the Committee's request can attend meetings as required.</li> </ul>

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

*The amendments to this terms of reference were endorsed at the November 2024 Council meeting.*