



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

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Venue:	Meetings will be held at the Kiama Council Chambers or other suitable venues as required. They may also be held online if required.
Membership:	<p>Members are formally appointed by Council and comprise:</p> <ul style="list-style-type: none"> ○ a maximum of 4 skill-based industry representatives ○ a maximum of 2 Councillors ○ Council CEO (or appointee) ○ Kiama and District Business Chamber representative. <ul style="list-style-type: none"> ● Attendance by Manager Planning and Economic Development or a representative and Manager Tourism and Events. ● 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"> (a) to give notice of business for inclusion in the agenda for the meeting, or (b) to move or second a motion at the meeting, or (c) to vote at the meeting. ● Subject matter experts are invited on an ad hoc basis to discuss specific reports as required.
Meeting quorum:	<ul style="list-style-type: none"> ● A Quorum will be deemed to have been met under the following criteria: <ul style="list-style-type: none"> ○ Minimum of 50% plus 1
Term of membership:	<ul style="list-style-type: none"> ● Councillor Representatives will be elected each year at the February Council Meeting. ● The term of non-Councillor membership will be to 30 June 2024. ● 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. ● Non-Councillor member positions will be declared vacant/terminated when a member: <ol style="list-style-type: none"> i. completes their designated term and retires from the Committee ii. competes their term and is not reappointed iii. resigns their membership, in writing, to the Chairperson iv. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson v. acts in a way that is contrary to their responsibility as outlined below. <p>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</p>

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	<p>inappropriate or is regarded as failing to provide productive and valued input.</p> <ul style="list-style-type: none"> • Representatives not attending 3 consecutive meetings can be replaced at the discretion of Council. • Representatives must abide by the terms of reference for the TEAC.
Meeting administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by a non-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. • 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 are required to be submitted to the next Ordinary Meeting of Council, immediately following the committee meeting, to be received and noted. • Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.
Responsibility	<p>Members of the Committee will:</p> <ul style="list-style-type: none"> • Act in an advisory role to Council. • 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 parties as needed. • At all times contribute in a positive and respectful manner. • Avoid disruption, contrary conduct or being wasteful of time and resources. • Represent whole of industry. • Actively participate in working groups. • Represent the Committee at events. • On appointment and annually provide Pecuniary Interest Returns as required by the Office of Local Government and Council. • Comply with Council's Code of Conduct. • Work in an open and honest manner, and with respect for each other.

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	<ul style="list-style-type: none"> • 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. • Respect each other's opinions and consider the view of each member to be of equal importance. • Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment. • Undertake to fairly present the discussion and information provided at the Committee to their organisation.
Conflicts of interest	<ul style="list-style-type: none"> • 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.
Executive positions	<p>The role of the Chairperson is:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The Committee will have the right to establish subgroups as deemed appropriate to assist in fulfilling their role and purpose.
Voting and Recommendations	<ul style="list-style-type: none"> • Voting and recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes • Where a consensus cannot be reached at two consecutive meetings, then the majority of 60% of those present can adopt a recommendation • Alternative views are to be recorded in the meeting minutes.

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Communication	<ul style="list-style-type: none"> • 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.
Staff attendance	<ul style="list-style-type: none"> • Executive staff are normally required to attend the meetings of the Committee. • Other staff at the CEO's discretion or at the Committee's request can attend meetings as required.

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

This terms of reference was endorsed at the February 2024 Council meeting.