



## MINUTES

### KALAMUNDA TOURISM ADVISORY COMMITTEE

6.00pm Wednesday 19 February 2020

City of Kalamunda Function Room

#### 1.0 INDUCTION

##### 1.1 Induction commenced at (6.04pm)

The Director Corporate Services, Gary Ticehurst (GT) initiated a roundtable introduction of each of the Committee and Staff members.

The Director provided an induction to the Committee outlining the responsibilities of the Committee and provided an overview of the governance framework and the Local Government Act. GT reminded the Committee to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct.

##### *Referenced Documents:*

*Terms of Reference – KTAC (as distributed)*

*Code of Conduct –*

<https://www.kalamunda.wa.gov.au/council/governance/local-policy>

*Standing Orders –*

[https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/local-laws/standing-orders-local-law-2015.pdf?sfvrsn=81fa85ca\\_4](https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/local-laws/standing-orders-local-law-2015.pdf?sfvrsn=81fa85ca_4)

**ACTION 1:** Committee members to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct and SS to circulate the Presentation.

#### 2.0 ELECTION OF CHAIR AND DEPUTY CHAIR

##### 2.1 The Director called for nominations for Presiding Member. Cr Giardina and Ray Furfaro were both nominated for the position. At Ballot, Cr Giardina received the majority of the votes and was appointed Presiding Member.

*It was noted that Michael Collins who attended via teleconference nominated to go with the Majority Vote.*

**Presiding Member:** Cr Giardina

The Committee congratulated Cr Giardina on his appointment. The Director deferred to the Presiding Member for the continuation of the meeting.

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Ray Furfaro was nominated for position of Deputy Presiding Member and was appointed unopposed.

**Deputy Presiding Member:** Ray Furfaro

The Committee congratulated Ray Furfaro on his appointment.

### 3.0 OPENING OF MEETING

3.1 Meeting opened at 6:31pm

### 4.0 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

4.1 Presiding Member acknowledged the traditional owners of the land.

### 5.0 ATTENDANCE AND APOLOGIES

#### 5.1 Attendance

##### Committee

Cr John Giardina

Councillor Delegate – Presiding Committee Member

Cr Cameron Blair

Councillor Delegate

Ray Furfaro

Committee Member - Deputy Presiding Member

Rebekah Wilson

Tourism Business operator

Nicolas Smeets

Committee Member

Francesca Flynn

Committee Member

Michael Anthony Collins (Tele Conference)

Tourism Business consultant

Eric Radice

Committee Member

Eric Radice

Tourism Business operator

Kevin Bennett

Committee Member

Charles Dornan

Committee Member

##### City of Kalamunda Staff

Gary Ticehurst

Director Corporate Services

Mandy Skeates

Coordinator Tourism Development

Sara Slavin

Minute Secretary (EA-DCS)

##### Apologies

Jeanette Conacher

Committee Member

Tracey Cinavas-Prosser

Industry Body Committee Member

Caroline Babbage

Committee Member

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## **6.0 DISCLOSURE OF INTERESTS**

### **6.1 Disclosure of Financial and Proximity Interests:**

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the Local Government Act 1995)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the Local Government Act 1995)

- 6.1.1** Ray Furfaro declared a Financial and Proximity Interest as he owns properties in the Pickering Brook area.

Eric Radice sought clarification on disclosures of interest as most members of the Committee live and/or operate a business within the City. GT reiterated members are ultimately responsible to ensure that they provide disclosures, however added that the City will provide advice to assist members if they are unsure of the need to provide a disclosure of interest.

### **6.2 Disclosure of Interest Affecting Impartiality**

- a) Members and staff must disclose their interests in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

- 6.2.1** Michael Collins declared an interest affecting impartiality as he is the Director of Eco Tourism Australia, a board member of Forum Advocating Cultural & Eco-Tourism Inc (FACET) and runs a destination Consultancy.
  - 6.2.2** Francesca Flynn declared an interest affecting impartiality as she is a member of the tourism sub-committee for the Mundaring Chamber of Commerce and runs a Tourism Consultancy Business.
  - 6.2.3** Kevin Bennett declared an interest affecting impartiality as he owns and operates a Tourism Business.
  - 6.2.4** Cr Giardina declared an interest affecting impartiality as he is involved in the Pickering Brook and Surrounds Tourism Task Force facilitated by Matthew Hughes.

## **7.0 DATE AND TIME FOR QUARTERLY MEETINGS**

Discussion were held regarding how often KTAC should meet, the majority of the Committee's view was that meeting quarterly would not be sufficient.

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**RECOMMENDATION TO COUNCIL:**

**That KTAC:**

**Request Council approval for KTAC to meet every two months.**

Moved: Eric Radice  
Seconded: Rebekah Wilson  
Vote: CARRIED

The next proposed meeting date is Wednesday 15 April 2020, subject to approval from Council.

**8.0 CURRENT TOURISM STATISTICS FOR KALAMUNDA**

MS provided a presentation on the most recent, recognised Tourism Statistics for Kalamunda.

Discussion was had regarding the statistics and the patronage visiting the local businesses.

**ACTION 2:** MS Presentation regarding Tourism Statistics to be circulated.

**9.0 FUNDED PRIORITIES FOR TOURISM TO JUNE 2020**

MS Presented on the current funded projects (signage audit, hotel feasibility study, WAITOC and short marketing film).

Discussion was had around the priorities including signage, entry statements to the City, tourism promotion and historically informative plaques on walking trails. It was noted that the Signage was a key element and focus in the Strategy.

**ACTION 3:** The Committee to review the Strategy and select 3 projects for funding consideration for the 2020/2021 budget.

**ACTION 4:** MS to provide an update on the Holiday Planner.

**ACTION 5:** MS to provide an update on the current Tourism Projects happening within the City for KTAC.

**ACTION 6:** MS to provide an estimate for the current budget allocation for Tourism and the previous financial year's budget.

**ACTION 7:** MS to provide what information the City have regarding the patronage capacity of venues including restaurants and hotels within the City (to be email to KTAC Members once available).

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## **10.0 ANY OTHER BUSINESS**

### **10.1 City's Lookouts**

Discussion was had on the future plans for the Lions Look Out and the Zig Zag Scenic drive and how current infrastructure may not be sufficient to support increased visitation to these major tourism destinations within the City.

### **10.2 Sub Committees**

Discussion was had on sub-committees; it was agreed the Committee would first establish the priorities in Strategy and then bring this item back for consideration.

### **10.3 Perth Hills Trail Loop**

MS presented the Perth Hills Trail Loop to the Committee.

## **11.0 DATE OF NEXT MEETING**

The Committee agreed the next meeting would be held on Wednesday 15 April 2020 (*pending Council approval please refer to item 7 above*).

## **12.0 CLOSURE**

The Presiding Committee Member closed the meeting at 7.49pm

I confirm these Minutes to be a true and accurate record of the proceedings of this meeting.

Signed: ..... Presiding Member

Dated this ..... Day of .....2020

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ACTION ITEMS – 19 February 2020			
Item	Who	Date raised	Status
<b>ACTION 1:</b> Committee members to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct and SS to circulate the Presentation.	Committee Members / SS	19.02.20	Pending
<b>ACTION 2:</b> MS Presentation regarding Tourism Statistics to be circulated.	MS	19.02.20	Pending
<b>ACTION 3:</b> The Committee to review the Strategy and select 3 projects for funding consideration for the 2020/2021 budget.	Committee Members	19.02.20	Pending
<b>ACTION 4:</b> MS to provide an update on the Holiday Planner.	MS	19.02.20	Pending
<b>ACTION 5:</b> MS to provide an update on the current Tourism Projects happening within the City for KTAC.	MS	19.02.20	Pending
<b>ACTION 6:</b> MS to provide an estimate for the current budget allocation for Tourism and the previous financial year's budget.	MS	19.02.20	Pending
<b>ACTION 7:</b> MS to provide what information the City have regarding the patronage capacity of venues including restaurants and hotels within the City (to be email to KTAC Members once available).	MS	19.02.20	Pending