

# **KALAMUNDA ECONOMIC & TOURISM DEVELOPMENT ADVISORY GROUP Terms of Reference**

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## **1. Name**

The name of the Group shall be the ***Kalamunda Economic & Tourism Development Advisory Group***

## **2. Purpose**

The Kalamunda Economic & Tourism Development Advisory Group has been established to provide information, support and advice about the current and emerging trends in Economic & Tourism Development.

The Group will advise Council on matters regarding the implementation of City initiatives relating to Economic & Tourism Development.

The Group will provide advice and make recommendations to Council on strategic issues which will help implement the Economic Development & Tourism Development Strategies.

## **3. Objectives**

- a) Promote the Economic & Tourism Development Vision to establish the City as a business and tourism destination spoilt for choice with a diverse mix of natural assets and employment drivers that complement each other in delivering locally sustainable jobs, businesses and create a major tourism destination.
- b) Assist the City to foster strong relationships with Economic stakeholders, including peak bodies and government agencies.
- c) Provide advice on current initiatives, opportunities or gaps in the promotion of Economic & Tourism Development.
- d) Upon request by the City, to undertake specific investigations, reviews of items related to:
  - i. Guiding the implementation of the Tourism Development Strategy
  - ii. Guiding the implementation of the Economic Development Strategy.

- e) Provide advice that leverages community expectations in promoting the strengths and opportunities in Economic & Tourism Development.
- f) Provides a forum for sharing information relating to Economic & Tourism Development opportunities within the City.
- g) Act as Champions within the Community for City initiatives in the Economic & Tourism Development area.

#### 4. Councils Strategic Alignment

##### Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the community.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Priority 1: Kalamunda Cares and Interacts

Objective 1.3 - To support the active participation of local communities.

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.5 - Community engagement and education in environmental management.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Priority 3: Kalamunda Develops

Objective 3.4 - To be recognised as a preferred tourism destination.

Strategy 3.4.2 - Advocate and facilitate Agri Tourism opportunities for rural properties to flourish.

Priority 4: Kalamunda Leads

Objective 4.2 - To proactively engage and partner for the benefit of community.

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

## **5. Membership**

### **5.1 Qualification to be a Member**

Members must be able to demonstrate skills, knowledge, experience and a strong interest in Economic & Tourism Development.

### **5.2 No. of Members**

The Group shall consist of up to eight (8) members comprising:

- i. One Elected Member.
- ii. Up to six representatives from City of Kalamunda Businesses and Tourism Industry.
- iii. One representative from the Kalamunda Chamber of Commerce.

### **5.3 Deputy Members**

Each Group shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor. Council will appoint Deputy Members who are able to attend meetings in the absence of a member.

### **5.4 Term of Appointment**

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election via a community engagement and nominations process.

### **5.5 Resignation or Termination of Membership**

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership providing written notice of the resignation to the Chief Executive Officer.

**6. Election of Presiding Member and Deputy Presiding Member**

- a) The Group shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the Group.

**7. Meetings**

- a) Scheduling of Ordinary Meetings

The Advisory Group shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the Group.

- b) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Group
- ii. The presiding member of the Group
- iii. By at least 1/3<sup>rd</sup> of the members of the Group

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Group with the City to ensure resources can be made available.

- c) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

- d) Disclosure of Interests

All Group Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

- e) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Group do not have voting rights.

- f) Agendas and Minutes
- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
  - ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Group.
  - iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
  - iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to Group meeting for sign off.
  - v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
  - vi. Agenda items along with any supporting papers are to be sent to the Group members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
  - vii. Late or urgent agenda/business items may be accepted for consideration by the Group by the Presiding Member.
  - viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
  - ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
  - x. All recommendations made by the Group will be reported to Council for consideration.
  - xi. All minutes will be tabled at the next Meeting.

## **8. City of Kalamunda Administrative Support**

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.