

Terms of Reference – Central Coast Tourism Advisory Committee

1. Role

Central Coast Council has an adopted Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council's Advisory Groups are an important mechanism for consultation, advice and feedback to Council staff on implementation and review of the Community Strategic Plan.

The role of the Central Coast Tourism Advisory Committee is to advise Council on matters relating to tourism destination management and marketing for the Central Coast Council local government area.

2. Responsibilities

The Advisory Group is responsible for providing advice and feedback to Council on:

- The advocacy of the Destination Management Plan and Tourism Opportunity Plan;
- Improving collaboration with tourism industry representation groups and relevant government funding bodies; and
- Promoting and supporting sustainable tourism.

3. Membership, Voting and Quorum.

Membership

Councillors:	Councillor Holstein (Chair)	Voting Member
	Councillor Pilon	Voting Member
	Councillor Smith*	Voting Member
	Councillor Sundstrom	Voting Member

Community Members:	Robert Diaz	Voting Member
	Tim Faulkner	Voting Member
	Bill Jackson	Voting Member
	Nadia O'Connell	Voting Member
	Emma Perham	Voting Member
	Catharine Retter	Voting Member

Glenn Caldwell (Destination Sydney Surrounds North)	Voting Member
David Jewell (Central Coast Tourism Inc.)	Voting Member
Russell Mills (Tourism Central Coast)	Voting Member

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Community representatives shall be appointed by resolution of Council following advertisement for nominations. Nominations are to be in writing and will circulate in full to Councillors for evaluation and consideration. The Advisory Group is not involved in the evaluation or selection process, it is a matter for Council.

The staff holding the following Central Coast Council positions may attend Advisory Group meetings:

- Director Connected Communities (or their delegate)
- Unit Manager Community Engagement
- Section Manager Marketing and Tourism
- Tourism and Marketing Officer

Council officers will provide professional advice and administrative support. Employees of the Council are not subject to the direction of the Advisory Group or any members of it. Staff attendance is at the discretion of the Chief Executive Officer.

Non-staff members are appointed to the Advisory Group are appointed for the remainder of the current Council term, although membership can be altered at any time by a resolution of Council.

Membership can be withdrawn by resolution of Council.

If a member misses three consecutive meetings without apology, their membership may be withdrawn and their position deemed vacant.

Casual Vacancy

A casual vacancy is caused by the resignation or death of a member or the withdrawal of membership. To fill a casual vacancy:

- The Advisory Group staff contact will report the vacancy to the Advisory Group and then to the next available Council meeting.
- If the member was nominated as a representative of an organisation, it will be recommended that the organisation be invited to nominate a replacement member.
- If the member was nominated as an individual, the original expressions of interest will be reviewed to identify an appropriate replacement member.
- Where there are no appropriate alternate nominations, expressions of interest will be called for to replace the member.
- Where the vacancy occurs within nine months of the end of the term of the Advisory Group the vacancy will not be filled.

Chairperson

The Chairperson is a Councillor. The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the Agenda.

Where the Mayor is appointed to be a delegate to an Advisory Group it is not necessary that the Mayor be the Chairperson.

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Convenor

A Central Coast Council staff position shall be nominated as convenor by the Chief Executive Officer. They will be a staff member responsible for coordinating the preparation of agendas, invitations and minutes (meeting records).

The Director Connected Communities (or their delegate) shall be the convenor of the Central Coast Tourism Advisory Committee.

Voting

No formal voting rules apply.

As the Advisory Group has an advisory role, its recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chairperson. The vote will be carried by a majority of voting members. The meeting record would reflect this process.

Council is the decision making body and the Advisory Group provides recommendations for consideration.

The Advisory Group may agree to allow participation in meetings through conference calls and other technology. As no formal voting rules apply, there is no proxy voting.

Quorum

The Quorum for a meeting is half the Advisory Group voting membership plus one and must include at least one Councillor.

However the Chairperson shall use their discretion to determine if a meeting should be postponed due to insufficient members being able to attend.

4. Meetings

- Meetings are held quarterly;
- The Chairperson has the authority to call additional meetings;
- The agenda and meeting papers will be distributed to members at least three days prior to the meeting;
- Meetings will be recorded by the taking of minutes (meeting record) – the minutes will document agreed outcomes and will not record discussions.

5. Communications and reporting

The agendas and meeting records of the Advisory Group will be stored as a permanent record of Council. All agendas and meeting records will be published on Council's website.

Where the Advisory Group recommends an action that is outside the delegation of staff to determine, a report will be provided to Council.

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Staff will prepare the report that recommends that Council note the meeting record of the Advisory Group. Reporting of Advisory Group recommendations to Council will be reported as Committee Recommendations without change. Staff will also provide professional commentary on the Group's recommendation and provide a staff recommendation which may or may not align to that of the Group.

Council may then, at its discretion, resolve to adopt some or all of the Advisory Group's recommendations.

Where the Advisory Group has not recommended an action, the meeting record will be reported to Council as an Information Report only.

6. Conduct

Code of Conduct training will be provided to all Advisory Group members, and must be completed prior to attending a meeting of the Advisory Group.

Each member of the Advisory Group will be provided with Council's adopted Code of Conduct and the Conduct of members is expected to be consistent with the principles outlined in the Code of Conduct.

For the avoidance of doubt, members of the Advisory Group are not permitted to speak to the media or make representations on social media on behalf of the Advisory Group or Council unless approved by Council.