

# AMENDED REPORT



**Item No:** 3.6  
**Title:** Appointments to the Tourism Advisory Committee  
**Department:** Governance

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8 April 2019 Ordinary Council Meeting

Trim Reference: F2018/00020-07 - D13478119

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Executive: Julie Vaughan, Director, Connected Communities

## Report Purpose

To recommend Council determine the Councillor and community representative positions on the Tourism Advisory Committee.

## Recommendation

- 1 That Council determine the Councillor representatives on the Tourism Advisory Committee are:**
  - **Mayor Jane Smith**
  - **Councillor Holstein**
  - **Councillor Pilon**
  - **Councillor Sundstrom**
- 2 That Council resolve, pursuant to s1.11(3) of the Local Government Act 1993, that Attachment 2 to this report remains confidential as the attachment includes "personal information" about individuals who are not Councillors.**
- 3 That Council endorses the applicants recommended in the confidential attachment that is attachment 2 to this report titled "EOI Applications Evaluations".**

## Context

At its Ordinary Meeting on 10 September 2018, Council resolved to establish a Central Coast Tourism Advisory Committee (the Committee). A draft Terms of Reference for the Committee was then reported to Council at the 12 November 2018 Ordinary Council meeting. The draft Terms of Reference are at Attachment 1 to this report.

At the 12 November 2018 Ordinary Council meeting, the below was resolved.

*1007/18 That Council note the report on the Central Coast Tourism Advisory Committee.*

*1008/18 That Council note the draft Terms of Reference for the Central Coast Tourism Advisory Committee as provided in Attachment 1 to this report*

*and amend these terms of reference to include:*

- *A representative from Central Coast Tourism Inc;*
- *A representative from a Council funded provider of marketing and industry services.*

1009/18 *That Council request the Chief Executive Officer invite expressions of interest from members of the community to participate in the Central Coast Tourism Advisory Committee, and that the Chief Executive Officer provide a further report to Council for the purpose of determining the membership of this group.*

1010/18 *That Council note the following Councillors indicated their interest in being on the Central Coast Tourism Advisory Committee:*

- *Mayor Smith*
- *Councillor Holstein*
- *Councillor Pilon*
- *Councillor Sundstrom*

In response to the above, advertising to fill the community vacancies on the Committee was undertaken as follows:

- An article on the [Expressions of Interest page of Council's website](#) on 11 December 2018.
- A post on Council's Facebook page on 10 December 2018 and 20 January 2019
- An advertisement in the 11 December 2018 edition of the Wyong Regional Chronicle.
- An advertisement in the 13 December 2018 edition of the Central Coast Express Advocate.
- An advertisement in the 17 December 2018 edition of the Peninsula News.
- An advertisement in the 20 December 2018 edition of the Coast Community News.
- A notification in the Tourism Central Coast newsletter on 18 December 2018, which was emailed to contacts in database.

Applications closed on 25 January 2019 and a total of 14 Expressions of Interest (EOIs) were received from community representatives. These EOIs were made available to Councillors via the 8 March 2019 Councillor Support Update and are in the confidential attachment that is Attachment 2 to this report.

All 14 EOIs have been reviewed by the Staff Convenor of the Committee, who considered each submission on its merit against the draft Terms of Reference for the Committee.

The recommendation of the Staff Convenor is that six of the community representatives who submitted an EOI be appointed to the Committee as outlined in Attachment 2.

As resolved at the Ordinary Council meeting on 12 November 2018, Councillors who indicated their interest in being on the Committee were Mayor Smith, Councillor Holstein, Councillor Pilon, and Councillor Sundstrom.

### **3.6 Appointments to the Tourism Advisory Committee (contd)**

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It is proposed that the Councillor Chair will be determined by the Committee at its inaugural meeting and this will be reported back to Council with the Committee's first Meeting Record.

#### **Link to Community Strategic Plan**

Theme 4: Responsible

#### **Goal G: Good governance and great partnerships**

R-G3: Engage with the community in meaningful dialogue and demonstrate how community participation is being used to inform decisions.

#### **Attachments**

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| <b>1</b> | Draft Terms of Reference - Central Coast Tourism Advisory Committee | D13371178 |
| <b>2</b> | EOI Application Evaluations - Confidential -                        | D13480361 |

## Draft 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:	Mayor Smith	Voting Member
	Councillor Holstein	Voting Member
	Councillor Pilon	Voting Member
	Councillor Sundstrom	Voting Member

- **Six** community representatives (voting members)
  - Two representatives demonstrating their connection to tourism for the Central Coast and from small to medium sized business enterprises
  - One representative demonstrating their connection to tourism for the Central Coast and from a large sized business enterprise
  - One representative demonstrating senior marketing experience in any business field
  - Two representatives demonstrating senior business development experience in any business field
- Destination Sydney Surrounds North representative (voting member)
- Central Coast Tourism Inc. representative (voting member)
- A representative from a Council funded provider of marketing and industry services (voting member)

## Draft Terms of Reference – Central Coast Tourism Advisory Committee

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.

## Draft Terms of Reference – Central Coast Tourism Advisory Committee

### *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.

## Draft Terms of Reference – Central Coast Tourism Advisory Committee

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.