

Limestone Coast Local Government Association

Tourism Transition sub-committee

Terms of Reference

BACKGROUND

The Limestone Coast Local Government Association (LCLGA) is a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999 by the constituent councils of;

- City of Mount Gambier
- District Council of Grant
- District Council of Robe
- Naracoorte Lucindale Council
- Kingston District Council
- Tatiara District Council

Section 6.11 Committees of the LCLGA Charter, prescribes the Board may establish advisory committees consisting of or including persons who are not Board Members or elected members for enquiring into and reporting to the Board on any matter within LCLGA's functions and powers and as detailed in the terms of reference.

These Terms of Reference (ToR) set out the objectives, functions, roles and responsibilities, authority, composition, and administrative arrangements for the Limestone Coast Local Government Association Tourism Transition sub-committee.

1. Intent and key objectives of the sub-committee

- a. To strategically inform, guide and actively participate in the transition of the Limestone Coast Regional Tourism Organisation.
- b. To increase collaboration with SATC and support the Regional Tourism Manager in the development and implementation of a regional Destination Management Plan.
- c. To guide and inform stakeholder engagement strategies undertaken by the LCLGA as the RTO
- d. To advocate on behalf of the local tourism industry on key tourism projects and initiatives

2. The powers and responsibilities

- a. The sub-committee operates in an advisory capacity only with no delegated authority.
- b. Final decisions in response to recommendations made by the sub-committee remain with the LCLGA Board.



3. Membership

- a. The subcommittee is a voluntary, representative based committee and members must be committed to its strategic objectives
- b. There is no remuneration paid to members of the Subcommittee.
- c. The Subcommittee may from time to time seek the advice of persons or external organisations with specialist knowledge and invite them to attend meetings.
- d. Appointment of members shall have the approval of the LCLGA board.
- e. The process for appointment to the committee and filling of casual vacancies will be through a call for written nominations from the constituent councils/representative stakeholder groups
- f. The President of the LCLGA will at all times be an ex-officio of the subcommittee but will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee.
- g. The membership of the Tourism Transition sub-committee shall comprise:
 - 2 x LCLGA constituent council Chief Executive Officers
 - 2 x tourism or related staff of LCLGA constituent Councils
 - 1x LCLGA Executive Officer
 - 1x RDA Chief Executive Officer
 - 1x delegate from the South Australian Tourism Commission
- h. The Chair and Deputy Chair shall be appointed by LCLGA Board
- i. Proxy delegates for the Regional Development Board and SATC representatives shall be appointed, with the onus on delegates to seek attendance by their proxy if they are unable to attend a meeting.
- j. Any Committee Member may resign from the sub-committee, but such resignation shall not be effective until the Chair has received written notice to that effect.

4. Role and Powers of the Chair

- a. The Chair shall preside over all meetings of the sub-committee
- b. The Chair is to act as the key point of contact between the sub-committee and the LCLGA Board
- c. The Chair is responsible for ensuring the views and recommendations of the sub-committee are accurately communicated to the LCLGA Board
- d. The Chair must ensure the sub-committee, in exercising its functions, takes proper account of and fulfills its obligations as outlined in these ToR
- e. The Chair is to manage any conflicts of interest of sub-committee membership

5. Role and Powers of the Deputy Chair

- a. The Deputy Chair will support the Chair in discharging their responsibilities as set out in section 4 of these TOR
- b. The Deputy Chair shall discharge the responsibilities mentioned in section 4. during any vacancy in the position of the Chair and during any period when the Chair is absent from duty, or if, for any reason, is unable to perform the duties of the Chair



6. Dispute resolution

- a. Should a dispute arise over any matter, then the LCLGA shall determine the dispute and the decision of the LCLGA shall be final and binding.

7. Conflicts of interest

- a. The provisions of Section 73, 74, 75 and 75A of the Local Government Act 1999 relating to conflicts of interest will apply to all members of the sub-committee, in relation to meetings and any business or proposed business of the sub-committee.
- b. If a member of the sub-committee believes that a conflict of interest exists or would be perceived to exist in respect of any matter placed before the sub-committee, that member should declare the interest and not take any part in the discussions or decisions in respect of that matter.

8. Confidentiality

- a. From time to time the sub-committee may be asked to review and comment on draft documents not for publication. Members will be notified of any confidential items requiring discretion and are required to act in confidence.

9. Reporting

- a. The Chair of the sub-committee will provide draft minutes to the LCLGA within 14 days of a sub-committee meeting.

10. Meetings and Recordkeeping

- a. Meetings of the sub-committee are to be held at least four times per year.
- b. Time and place of meetings are to be decided by the sub-committee
- c. Any change to time or place of a scheduled meeting is at the discretion of the Chair, by providing no less than two weeks notice to members
- d. The Chair may convene a special meeting of the sub-committee at the Chair's discretion by providing a minimum of four hours notice.
- e. Observers are permitted at the discretion of the Chair
- f. A quorum will be determined to be 50% of membership, at least one must be the Chair or Deputy Chair
- g. Attendance of meetings by members via telecommunications is permitted and members may be considered as present at a meeting on the condition that all committee members are clearly identifiable and able to hear each other.
- h. Minutes will be kept to accurately reflect the subject of discussions including actions and recommendations but not individual comments
- i. Minutes are to be open to the public, published on the LCLGA website unless matters are found to be in-confidence under section 90 of the Local Government Act 1999
- j. The LCLGA Executive Officer will ensure executive support is provided to the committee



11. Term

- a. The sub-committee membership is appointed for a term of 12 months
- b. A review and evaluation of the subcommittee will be undertaken by the Board of the LCLGA after a term of 12 months and may be renewed with the same or amended membership

12. AMENDMENTS TO THESE TERMS OF REFERENCE

The LCLGA may by resolution revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.

