

Limestone Coast Local Government Tourism Management Committee

1. Preamble

The Limestone Coast Local Government Tourism Management Committee (the Committee) is established to collaborate on matters relating to tourism on behalf of the Limestone Coast Local Government Association (LCLGA) and the six Constituent Councils:

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

2. Membership

The membership of the Committee shall consist of;

- One member from each constituent council intended to be the Chief Executive Officer or delegate with relevant tourism, marketing or visitor experience responsibilities
- The Executive Officer of the LCLGA
- The Regional Tourism Manager of the LCLGA

The President of the LCLGA shall be an ex-officio member of the Committee

A person may be removed from membership of the Committee by resolution of the LCLGA Board.

3. Term of Office

A member of the Committee holds office at the pleasure of the LCLGA Board.

4. Administrative Support

The Presiding Member (Chair) shall ensure administrative support is provided to the Committee.

6. Role of the Presiding Member

The Chair of the Committee shall:

- Be appointed by the Committee at the first meeting of each calendar year.
- Preside at all meetings of the Committee and, in the event of the Chair being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Chair is present.
- Preserve order at meetings so that the business is conducted in due form and with propriety.
- Ensure minutes are appropriately endorsed as a true and correct record of meetings, in line with meeting procedures.

7. Aims and Objectives

7.1 Ensure ongoing communication and collaboration across constituent councils to:

- Build and strengthen the network of tourism expertise within local government
- Identify opportunities to collaborate, share knowledge and experiences and create efficiencies through shared tourism efforts
- Identify opportunities to secure funding for tourism as it relates to constituent councils – in particular region-wide, joined up visitor experiences that benefit the economies of constituent councils and the regional tourism industry
- Guide and coordinate any operational actions for Local Government relating to the region's Destination Management Plan, local industry capability and product development
- Guide advise and coordinate tourism related strategic objectives on behalf of the LCLGA as the RTO

7.2 Provide advice and recommendations to the LCLGA Board and, as required, the Tourism Transition Sub-Committee Tourism related matters including but not limited to;

- Delivery of actions related to the Regional Growth Strategy 2025-2030 Goal: VISIT.
- Marketing strategies for the region's visitor experiences, including potential funding mechanisms.
- Data relating to regional tourism in the Limestone Coast, including any strategies to promote the region's position as a tourism leader.
- Development of and actions emerging from the region's Destination Management Plan

- Emerging tourism opportunities to support constituent councils and their local visitor economies through product development, industry capability and marketing

8 Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held at least six times a year at times and places determined by the committee, considering the availability and convenience of Members of the Committee.
- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

9 Reporting

- Minutes of each meeting will be provided to the LCLGA EO for noting by the LCLGA Board
- The Committee will also report to the Tourism Transition Sub-committee, who shall consider recommendations of the Committee.

10 Financial Responsibility

The Committee has no authority to expend funds unless approved by the LCLGA Board.

11 Delegation of Functions and Powers

- The primary purpose of the Committee is to report to the LCLGA Board and relevant sub-committees on any matters related to Aims and Objectives detailed in Section 7.
- The Committee will make recommendations to the LCLGA Board and relevant sub-committees on matters related to the aim and objectives of the Committee.

12 Dissolution

The Committee may be dissolved at the discretion of the LCLGA Board.

13 Alteration of Terms of Reference

The LCLGA Board may, at any time, either on its own initiative or at the request of the Committee, alter, delete or add to any provisions of these Terms of Reference.