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|  <p>LCLGA Limestone Coast Local Government Association</p> <p>Limestone Coast Tourism Management Group Terms of Reference</p> | Version Number | 3 |
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PREAMBLE

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
- Wattle Range Council

Under its Charter, the LCLGA's Objects and Purpose includes;

- Work in association with both the LGA and the Australian Local Government Association
- Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
- Facilitate and co-ordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
- Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
- Develop further co-operation between its Constituent Councils for the benefit of the communities of its region;
- Develop and manage policies which guide the conduct of programs and projects in its region with the objective of securing the best outcomes for the communities of the region;
- Undertake projects and activities that benefit its region and its communities;
- Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest;
- Implement programs that seek to deliver local government services on a regional basis; and
- To effectively liaise and work with the State and Commonwealth Governments and instrumentalities on a regional basis for the general enhancement of the region.

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For the purpose of carrying out special projects or to investigate specific areas of interest the Charter outlines the process whereby committees can be established.

6.11 COMMITTEES

- 6.11.1 The Board may establish a committee of Board Members for the purpose of:
- a) enquiring into and reporting to the board on any matter within the LCLGA's functions and powers and as detailed in the terms of reference given by the Board to the Committee;
 - b) exercising, performing or discharging delegated powers, functions or duties.
- 6.11.2 A member of a committee established under this Clause holds office at the pleasure of the Board.
- 6.11.3 The Board may establish advisory committees consisting of or including persons who are not Board 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 which must be given by the Board to the advisory committee.
- 6.11.4 A member of an advisory committee established under this clause holds office at the pleasure of the Board.
- 6.11.5 The President of the Board is an ex-officio member of any committee or advisory committee established by the Board.

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1. Name

The name of the Committee shall be the Limestone Coast Tourism Management Group.

2. Membership

One member is appointed from each constituent council through a nomination process in December following Local Government elections held by full postal ballot every four years. Each nomination is to be submitted to LCLGA by 31st December and tabled at the LCLGA AGM in February. The LCLGA Board will vote on appointments and replacements should a Committee member leave during their term.

The membership of the Committee is intended to be represented **by senior operational members from each of the constituent councils;**

- A Chief Executive Officer or delegate from each of the constituent councils, noting a member is not intended to infer an Elected Member of Council;
- The President of the LCLGA shall be an ex-officio member of the Committee;
- The Executive Officer of the LCLGA;
- The Destination Development Manager of the LCLGA.

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
- Membership is appointed at the LCLGA AGM following Local Government elections every four years.

4. Administrative Support

The Executive Officer of the LCLGA shall ensure administrative support is available to the Committee.

5. Role of the Presiding Member

The Presiding Member 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 Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- Preserve order at meetings so that the business may be conducted in due form and with propriety.
- Upon confirmation of the minutes, sign them in the presence of the meeting.

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6. Aims and Objectives

- Increase 2-way communication across the region and a closer connection to regional tourism activities:
 - Build and strengthen the network of tourism expertise across the region
 - Identify opportunities to collaborate and create efficiencies
- Monitor and provide guidance for the development and implementation of a Destination Development Strategy.
- Review the Regional Growth Strategy with relevance to Pillar No.5 “Collaborate to build tourism capacity in the region”
- Engage with the tourism industry and encourage a collaborative approach to further developing the visitor economy.
- Provide advice on marketing the region as a destination to visit, live, invest and stay.
- Develop and strengthen strategic partnerships with key stakeholders, such as the South Australia Tourism Commission, Regional Development Australia and relevant industry groups like the Limestone Coast Tourism Industry Reference Group etc.

7. Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held at least four 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.

8. Reporting to LCLGA Board

The Committee Minutes or Notes will be provided to the LCLGA for endorsement and/or consideration of recommendations of the Committee.

9. Financial Responsibility

- The Committee has no authority to expend funds unless approved by the LCLGA Board.
- The Committee shall each year consider the financial requirements and submit this request to the LCLGA Board for consideration.

10. Delegation of Functions and Powers

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The primary purpose of the Committee is to enquire into and report to the LCLGA Board on any matters related to Functions and Powers (Aims and Objectives) detailed in the terms of reference which must be given by the Board to the advisory Committee.

The Committee will make recommendations to the LCLGA Board on matters related to the aim and objectives of the Committee.

11. Dissolution

The Committee may be dissolved at the completion of the project/purpose or at the discretion of the LCLGA Board.

12. 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. In doing so, the Council will consult with the Committee prior to adoption.