



City of
Karratha

Tourism Advisory Group

Terms of Reference

1. Establishment

The Tourism Advisory Group was established by the City of Karratha on 29 April 2014, Council resolution number- 152815.

2. Scope

The overall scope of the Tourism Advisory Group is to:

- a) Assess, prioritise and make recommendations to Council on the development of tourist events, facilities and infrastructure considered to be within the remit of the City of Karratha
- b) Review and assist in the recommendation of tourism infrastructure and facilities that are considered appropriate for development by the private sector
- c) Assess and make recommendations to Council on funding for bodies responsible for tourist information and marketing
- d) Review and monitor private tourist development proposals
- e) Advocate and lobby for the development of tourism initiatives and businesses within the municipality
- f) Provide advice to Council on tourism related matters to assist in informing the development of a tourism vision, policy and strategy.

Members will need to demonstrate the ability to work collaboratively, be genuinely interested in the development of tourism, be active participants and make recommendations that will inform the setting and delivery of a vision for Tourism.

3. Powers of the Tourism Advisory Group

The Tourism Advisory Group does not have any powers other than the ability to make recommendations to Council in the setting and delivering on a vision for Tourism and on strategic projects and services that the City of Karratha should prioritise for Tourism.

Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

5. Term of Committee

The function and form of the Tourism Advisory Group will be reviewed bi-annually following Council elections or earlier as determined by Council.

6. Membership

Representation to consist of:

- Roebourne Visitor Centre (RVC) Manager
- Roebourne Visitor Centre (RVC) Chair
- Councillor Representative (RVC)
- Karratha Visitor Centre (KVC) Manager
- Karratha Visitor Centre (KVC) Chair
- Councillor Representative (KVC)
- Karratha and Districts Chamber of Commerce and Industry – CEO
- Pilbara Regional Council - representative
- RDA Pilbara - representative
- Business Centre Pilbara - CEO
- Australia's North West Tourism - Representative
- Department of Parks and Wildlife - Representative
- Pilbara Development Commission - Representative
- City of Karratha Director Development Services
- City of Karratha Director Community Services
- City of Karratha Economic Development Advisor
- Indigenous Tourism Representative
- Other interested parties upon invitation

7. Meetings

Meetings of the Group will be held at a suitable venue within the City once every month or as otherwise agreed and convened by the Chair.

Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Tourism Advisory Group.

8. Quorum

A quorum represents a minimum of five members attending the meeting.

9. Reporting

Minutes shall be reported to the City of Karratha at the next Ordinary Council meeting by the Director Development Services as an Information Item. Formal recommendations of the Committee requiring Council decision shall be presented as a Council report for consideration.

10. Delegated Authority

There are no delegations provided to this Group.

11. Ethical Behaviour

Members of the Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relative to the activities of the Group, other than as authorised by the Chair.

12. Liabilities of Members

No civil liability attaches to a member of a Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or committee's powers, functions or duties. Such a liability attaches instead to the Council.

13. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment: 29 April, 2014 Review or Amendment #1 Council resolution 152972 20/10/14 Review or Amendment #2
