

Terms of Reference - Shire of Harvey Advisory Groups

Advisory Groups are a key component of the aspirations set out in the Shire's Community Engagement Policy. They bring key stakeholders together to advise the Shire on strategies and policies, and on communities need within the Shire of Harvey. The below Terms of Reference consists of General Terms that apply to all groups and Specific Terms for each Advisory Group.

General Terms for all Groups

- 1.1 Advisory groups are not formal Committees of Council created under s5.8 of the Local Government Act 1995.
- 1.2 Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3 Advisory group meetings will be held four times per year or as often as necessary to perform the objectives of the group.
- 1.4 The Council will appoint Councillor members to the Advisory Groups.
- 1.5 Shire Officers will determine other members in accordance with the specific terms for each Advisory Group.
- 1.6 Councillor members of advisory groups are to represent the policy position and strategic views of Council when participating as a member appointed by the Council.
- 1.7 The Chairperson of each Advisory Group will be the Councillor member or a community or industry representative
- 1.8 The Deputy Chairperson of each Advisory group may either be a Councilor, or community or industry representative
- 1.9 The quorum for the Advisory Group will be at least five representatives of the membership
- 1.10 Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.11 Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.12 The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.13 That membership to all Advisory Groups, with the exception of the Sport and Recreation and Tourism Advisory Groups, be a maximum of 15 members.

Specific Terms: Harvey Region Tourism Advisory Group (TAG)

Role of the Group

- Harvey Region TAG will strive to establish Tourism as front of mind within the Shire of Harvey and the Harvey Region.
- Advisory Group meetings will be conducted informally, allowing for idea-sharing and general discussion and will be documented within the minutes.

Objectives of the Group

- Act as the crucial connection between the Shire of Harvey and the community to maximise participation in Tourism and Destination Harvey Region business unit initiatives.
- Advise the Shire of Harvey on strategies and policies relating to Tourism within the Harvey Region.
- Assist the Shire of Harvey to engage the Tourism industry about priority projects, services and facilities.
- Support and help drive the implementation and progress reviews of the Harvey Region Tourism Road Map 2031.
- Assist the Shire of Harvey to identify opportunities for Tourism development in the Harvey Region.
- Support lobbying and the attraction of Tourism and related industry investment to the Harvey Region.
- Advise the Shire of Harvey about strategies and actions to promote and celebrate Tourism awareness.
- Support the Shire of Harvey's Destination Harvey Region business unit.

Membership of the Group

- At least three community members with demonstrated experience in Tourism and/or related industry.
- At least four tourism and/or related industry operators with relevant skills.
- Two Shire of Harvey Councillors and Deputy
- The Shire of Harvey CEO or nominee.
- The Shire of Harvey Director Sustainable Development or nominee.

Chair

The Chair will be nominated and appointed by majority vote of the Members at the first meeting of the Group.

Stakeholders

At times, Harvey Region TAG may invite other stakeholders, government representatives, and Shire staff to meet with and/or attend meetings of the Group in a non-voting capacity to provide advice on specific projects.

Responsible Division

Sustainable Development.

Administrative Support

Economic Development (Destination Harvey Region) Business Unit.