



Manly Council Tourism Committee

A joint initiative of Manly Council and Manly Chamber of Commerce.

Terms of Reference

The Status of the Committee is purely advisory

1. Title

The Committee shall be known as the Manly Tourism Committee.

2. Role and Objectives for Manly Tourism

Funded by:

Manly Tourism is an initiative of the Manly Chamber of Commerce and Manly Council, funded by from both parties, representing those specific Manly Tourism operators who are financial contributors via additional membership fees.

Manly Tourism BDM role reports to:

Manly Tourism Committee, Manly Council, Manly Chamber of Commerce, all Manly Tourism members based on the agreed Manly Tourism Business and marketing plan.

Vision:

To raise the awareness of both domestic and international markets about the Manly Destination products, services, experiences and unique environment, ensuring sustainable tourism by encouraging visitations to Manly for the benefit of the whole community.

3. Role & Objectives for Manly Tourism Committee

This is a Special Purpose Committee to provide a forum for discussion, recommendation and action in alignment with Manly Tourism Business Plan.

4. Management

A. Membership of Committee

- The Committee shall consist of Gold level membership organizations or those members who demonstrate required investment in tourism distribution channels.
- Membership of the Committee shall be reviewed in September 2010.
- The quorum for the Committee is 9 members.
- This Committee will meet 6 weekly.

B. Absence from Meetings

- A committee member absent from three (3) consecutive Committee meetings without
- Approval of the Committee shall forfeit his/her place on the Committee.

C. Resignation from the Committee

- Any member of the Committee may, by notice in writing addressed to the Committee,
- Resign his/her office as a member.

D. Notification of Vacancies

- The Committee shall notify the Manly Tourism BDM promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee.
- The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions Of Interest.
- All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

5. Duties of Officers

A. Chairperson and Secretariat

The duties of the Chairperson/Secretariat are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Manly Tourism Members
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Manly Tourism, including not directing staff as to the content of any advice or recommendation.
- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.

B. Committee Members

The duties of the committee members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councilors, staff and others during Committee meetings.
- Understand that Manly Tourism BDM is not subject to the direction of Councilors, Committees or their members.

6. Meetings

- A **QUORUM** shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Items may only be raised under General Business if the permission of the chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of pecuniary and non-pecuniary interests and these shall be recorded in minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting or that arises during a meeting, at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.

7. Working Groups

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

8. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the Chairperson.
- The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Committee.

9. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

10. Statutory Requirements

- The Committee shall ensure that the Local Government Act 1993 and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities is at all times strictly observed.

11. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

..... Chairperson
Jackie Lehmann

Addendum:

Chairperson/Secretariat:

Jackie Lehmann BDM Manly Tourism

Members of the Manly Tourism Committee

Organizational Representatives:

1. Quest Grande Esplanade (Mark Stanley),
2. Manly Bike Tours (James van Rooyen),
3. Novotel Sydney Manly Pacific (Tracey Barnes),
4. Oceanworld (Jade Hayes),
5. International College of Management Sydney (Adrienne Jerram),
6. Manly Council (Jon Morgan),
7. Shore Club, (Marc Bennie)
8. Henry Afrikas, (Jay Vautier Hartnett)
9. Manly Wharf (Natalie Habib)
10. Manly Chamber of Commerce (Margot Stolle)