



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. Purpose

The purpose of the Tourism Advisory Group is to provide advice to Council on tourism development.

3. Objectives

To provide advice to Council on:

- the development of tourist events, facilities and infrastructure;
- tourist information and marketing;
- destination management; and
- support needed to develop tourism products and businesses.

4. Powers of the Advisory Group

The Tourism Advisory Group does not have any powers other than the ability to make recommendations to Council. Resolutions of the Advisory Group will not be binding to Council.

5. Term of Advisory Group

The function and form of the Tourism Advisory Group will be reviewed every two years at the time of Local Government Elections.

6. Membership

Membership includes:

- City of Karratha nominated Councillors;
- City of Karratha Director Development Services (Chair);
- City of Karratha Business Engagement Coordinator;
- Karratha/Roebourne Visitor Centre representative;
- Australia's North West Tourism representative
- Karratha and Districts Chamber of Commerce and Industry representative;
- Pilbara Regional Council representative;
- Business Centre Pilbara representative;
- Pilbara Development Commission representative
- Department of Biodiversity, Conservation and Attractions representative;
- Department of Jobs, Tourism, Science and Innovation representative;
- Regional Development Australia Pilbara representative;
- Ngarluma Yindjibarndi Foundation Limited representative; and
- Murujuga Aboriginal Corporation representative.

7. Meetings

Meetings are held quarterly unless otherwise determined by the Chair.

8. Quorum

A quorum is constituted to be not less than fifty percent of the total number of members of the Advisory Group.

9. Place and Duration of Meeting

Meetings will be conducted at a suitable venue in Karratha. Meetings will have a duration that generally does not exceed one (1) hour.

10. Reporting

Minutes are to be reported at the next City of Karratha Ordinary Council Meeting as an Information Item. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There are no delegations provided to this Advisory Group.

12. Ethical Behaviour

Members of the Advisory 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 relevant to the activities of the Advisory Group, other than as authorised by the Chair.

13. Liabilities of Members

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

14. 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.

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| Original Date of Establishment - Res No.152815 | 29 April 2014 |
| Amendment #1 - Res No.152972 | 20 October 2014 |
| Amendment #2 - Res No.154010 | 19 February 2018 |
| Amendment #3 | |