



**DISTRICT COUNCIL OF  
KIMBA**

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**KIMBA TOURISM  
COMMITTEE TERMS OF  
REFERENCE**



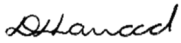
[www.kimba.sa.gov.au](http://www.kimba.sa.gov.au)

[council@kimba.sa.gov.au](mailto:council@kimba.sa.gov.au)

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|  | <b>Tourism Committee<br/>Terms of Reference</b> | Version No:  | 9        |
|                                                                                  |                                                 | Adopted:     | May 2025 |
|                                                                                  |                                                 | Next Review: | May 2027 |

## DOCUMENT APPROVAL

This document has been endorsed and approved for use by:

  
 \_\_\_\_\_  
 Deb Larwood  
 CEO District Council Kimba

14/05/2025

\_\_\_\_\_  
Date

### Document Version Control

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|-------------------------|-------------------------------------------------------|
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| <b>Document Status:</b> | Final                                                 |
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| <b>Author:</b>          | Emily Maxwell, Executive Assistant/Governance Officer |
| <b>Authorised By</b>    | Deb Larwood, Chief Executive Officer                  |

### Change History

| Version | Issue Date    | Author     | Reasons for Change              |
|---------|---------------|------------|---------------------------------|
| 1       | November 2006 |            |                                 |
| 2       | June 2008     | D. Larwood |                                 |
| 3       | January 2010  | D. Larwood |                                 |
| 4       | April 2011    | D. Larwood | Review                          |
| 5       | April 2012    | D. Larwood | Review                          |
| 6       | June 2014     | D. Larwood | Review                          |
| 7       | July 2016     | D. Larwood | Review                          |
| 8       | October 2017  | D. Larwood | Review                          |
| 9       | November 2018 | D. Larwood | Local Government Elections 2018 |
| 10      | November 2020 | E. Maxwell | Review                          |
| 11      | November 2022 | D. Larwood | Local Government Elections 2018 |
| 12      | April 2025    | D. Larwood | Review                          |

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## TERMS OF REFERENCE

Established pursuant to Section 41 of the *Local Government Act 1999*

### Official Title

District Council of Kimba Tourism Committee

### Date of Establishment

8<sup>th</sup> November, 2006

### Purpose of Committee, Roles and Functions

The purpose, role and functions of the Committee are to:

- Discuss and consider Tourism related matters as required and referred to by Council.
- Prepare forward work programs and management plans related to Tourism for consideration by Council.
- Review Council's Tourism budget during each year and forward recommendations to Council.
- Assist with the preparation of budget items relating to Tourism for inclusion within the draft budget for consideration of Council.
- Prepare forward programs for undertaking Tourism activities.
- Assess tenders for the replacement of Tourism related equipment, marketing and advertising activities and forward reports and recommendations to Council on the tenders received.
- Liaise with Council regarding budget requirements and budget reviews.
- Review the operations and resources, including volunteers, of Tourism activities on an annual basis.

### Membership

- Two (2) elected members
- Two (2) community/independent representatives (minimum)
- 1 representative of Kimba Community Development Group

The principal member of council is an ex officio member of the committee and will not be taken to be included in the membership of the committee unless actually present at a meeting of the committee.

The Chief Executive Officer, or proxy, to provide the role of secretarial support only with no voting rights.

Nominations for community/independent representatives shall be called for in early December following an election of Council and will be appointed for a term of 2 years. Further nominations will be called for prior to the conclusion of this 2-year term.

### Chairperson

In the event that the Mayor of the Council is represented on the Committee, the Mayor will automatically be appointed to the position of Chairperson of the Committee.

If the Mayor of the Council is not represented on the Committee, then Council grants the Committee power pursuant to Section 41(4) of the Local Government Act 1999, to elect a Chairperson. In this case, the Chairperson shall be so elected at the first ordinary meeting of a new Committee to be held following an election year. The Chairperson will hold office for a two-year term.

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The process for electing the Chairperson shall be as follows:

- Chief Executive Officer, or proxy, shall call for nominations for the position of Chairperson, which does not require a seconder.
- In the event of two or more nominations being received, a secret ballot must be conducted. The ballot process must continue, eliminating the nominee with the least number of votes each time. When one nominee is remaining, that nominee is duly elected to the position of Chairperson.
- In the event of an equal number of votes being received by a nominee during the ballot process, lots will be drawn to determine the nominee to be eliminated. The nominee drawn will thus be eliminated.
- In the event of only one nomination being received after the call for nominations, then the nominee will be appointed to the position of Chairperson.

### **Role of Chairperson**

The role of the Chairperson of the Committee is to:

- Chair all ordinary, special and other meetings of the Committee.
- Liaise with the Chief Executive Officer and Office Manager as to the functions, meetings and other issues of the Committee.
- Act in conjunction with the Chief Executive Officer as the Committee spokesperson to the Council on any issues or dealings of the Committee as and when required.

### **Deputy Chairperson**

Pursuant to Section 41 (4) of the Local Government Act 1999, the Council grants the power to the Committee to elect a Deputy Chairperson. If this power is exercised, the Deputy Chairperson shall be so elected at the first ordinary meeting of a new Committee to be held in January, for a two-year term.

The election process for the Deputy Chairperson shall be the same as that for the election of Chairperson as set out in the terms of reference. In the absence of the Chairperson, the Deputy Chairperson shall assume the powers and responsibilities of the Chairperson.

### **Secretary**

The Chief Executive Officer, or proxy, shall be the secretary of the Committee. The Secretary shall:

- Arrange for the calling of all meetings of the Committee and provide all members with an agenda.
- Maintain minutes of all meetings of the Committee.

### **Ordinary Meetings**

1. Due to the nature of the Committee, its purpose, role and functions, the Committee must meet at least once during any one year, with its first meeting of the calendar year of the Committee to include the making of relevant appointments if so required. It is recommended that meetings be held quarterly on a Tuesday to be held from 5pm prior to an Ordinary Meeting of Council.
2. The secretary shall give three (3) clear days' notice of all ordinary meetings and such notice shall be accompanied by an agenda for the meeting along with supporting documentation and reports for consideration at the meeting.
3. In the event of the absence of the Chairperson and Deputy Chairperson, the members present at the meeting may elect an Acting Chairperson for the sole purpose of chairing the ordinary meeting.

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### **Special Meetings**

1. Special meetings of the Committee may be called at any time by the Secretary with the approval of the Chairperson or Acting Chairperson.
2. At least four (4) hours prior notice in writing is required to hold a special meeting, and such notice shall set out explicitly the nature of the business to be conducted at the special meeting and whether any resolution of the Committee is required to be made.

### **Meeting Procedures**

The procedure to be observed in relation to the meetings of the Committee shall be in accordance with the Local Government (procedures of Meetings) Regulations as set out under the Local Government Act 1999. However, Part 2 “Meetings of Councils and Key Committees” of the Regulations does not apply to the Committee.

### **Quorum**

The quorum for all meetings of the Committee shall be four, as per Regulation 26 of the Local Government (Proceedings of Meetings) Regulations.

### **Voting**

The voting of the Committee meetings shall be in accordance with Regulation 27 of the Local Government (Proceedings of Meetings) Regulations, which provides for the following:

1. A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question (observers not entitled to vote).
2. Each member of the Committee and who is present at a meeting of the Committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
3. The Chairperson of the Committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

### **Absence**

Any member of the Committee who is unable to attend any meeting shall advise the Secretary of their absence prior to the commencement of the meeting.

If any member of the Committee appointed is absent for three or more consecutive meetings, the Council may seek nominations for another person to be a member of the Committee, either representing the Council or the relevant community organisation from which the Committee member represented.

### **Resignation**

Any member of the Committee who wishes to resign from their position on the committee must do so in writing to Council. If this committee member is an appointee of the Council a new appointment to this role will be made by Council. If the committee member is a representative from the Kimba Community Development Group a new representative is to be appointed by this group. In the event of a community member resigning Council will call for nominations for a replacement for this position.

### **Minutes of Committee Meetings**

The minutes of the Committee must be made available to all committee members within 5 days of the date of the meeting. The minutes of the committee meetings must be reported to the next meeting of Council following the Committee meeting for authorisation and adoption.

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### **Register of Interest**

Pursuant to section 72(1) of the Local Government Act 1999, the register of interest provisions as described in Division 2 “Register of Interest” do not apply to the committee members.

### **Amendments to the Terms of Reference**

The Council may change the terms of reference of the Committee in part or in whole at any time as it sees fit by resolution at an ordinary or special meeting of Council.

The Committee may from time to time at an ordinary or special meeting pass resolution to recommend to Council to alter any part of the terms of reference.

### **Adoption of Terms of Reference**

The Terms of Reference were adopted at the Ordinary Council meeting held on                     .