You are notified that a District Council of Kimba Tourism Committee Meeting will be held as under:-

KIMBA TOURISM COMMITTEE
AGENDA

DATE: Tuesday 11th July 2017
TIME: 4.00pm
VENUE: Council Chambers, Kimba

DEB LARWOOD
CHIEF EXECUTIVE OFFICER

1. Present
2. Apologies
3. Confirmation of Minutes of meeting held 29th May 2017
4. Action list as per attached
5. Correspondence
   5.1 Visitor Information Bays - The key to the start of a great tourist experience
6. General Business
   a) Kimba Town Signage Update
   b) Kimba Town Brochure Reprint Quotes
   c) Tourism Committee Terms of Reference Review
7. Other Business
8. Date of next meeting

All tourism committee members are welcome to attend Council meetings but will only be able to provide input if invited to do so by the Mayor/Chairperson.
PRESENT: Cr Geoff Churchett (Chair), Sue Woolford, Heather Ballock, Kerri Cliff, Deb Larwood (CEO), and Georgie Shirley (Office Manager).

OBSERVERS: Nil.

APOLOGIES: Mayor Dean Johnson, Pat Beinke, Marilyn Stutley

ABSENT: Cr Phil Arcus

CONFIRMATION OF MINUTES:

T11.2017 That the minutes of the meeting held on Tuesday 11th April, 2017 at 4.45pm be confirmed as a true and correct record of that meeting.

H Baldock / K Cliff

CARRIED

ACTION LIST:

- **Tourism Film**
  - Public call-out for high quality footage complete, council to include in the June/July Community newsletter.

- **Kimba App**
  - Museum changes made, awaiting final approval from P Beinke. Committee discussed advertising general standing teas/events such as Footy Club dinners, pub schnitzel night on the home page of the app. G Shirley to investigate this.

- **Outdoor Gym Equipment**
  - Feasibility plan in progress with Council’s MapInfo program in order to use to apply for future grants, and will also include a potential bike track route.

CORRESPONDENCE: Nil

GENERAL BUSINESS:

- **Kimba Town Signage**
  - Order to be placed asap to ensure arrival before silos project commences
  - G Shirley to email out updated signs listing for final check and undertake town drive with council senior management as a final check.

- **Kimba Town Brochure**
  - 3 quotes have been sought from Woof Media, HWR Media and Worldwide Printing Solutions for the brochure upgrade in sizes A4 and A5, and also the cost of an A3 tear-off map for the Gawler Ranges. Investigate other towns that have reduced brochure size and if anyone has produced a fold-out map in it. G Shirley to email committee with a list of changes committee members have sent through to date to keep a running tally.

- **Tourist Survey**
  - Committee decided to run tourist survey. G Shirley to send out draft survey to committee for final proof before it is placed at Rec Reserve Free Camp Area.
  - To be placed out soon, not during school holidays to ensure the most dominant market is captured.
OTHER BUSINESS:

- **Social Media / Online Training**
  - That council facilitate a social media / online apps / QR Codes training session for Tourism Committee members and invite council members to attend.

- **Conflict of Interest Training**
  - Committee discussed the need for Tourism Committee to undertake conflict of interest training as a Section 41 Committee of Council. D Larwood to investigate possible online training that can be run as a group session.

- **Lake Gilles Signage**
  - Agenda item for a later date: improved signage to Lake Gilles and a potential tourist loop via Bindawalla Gate road.

**NEXT MEETING:** Tuesday 11th July 2017 at 4.00pm.

**CLOSURE:** Meeting closed 6.25pm.

CONFIRMED THIS____________________________________DAY OF 2017

------------------------------------------------------------------

CHAIRPERSON
<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
<th>Committee Member/Officer</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimba Town Signage</td>
<td>Develop Action Plan for improvements to the Town Signage</td>
<td>D Larwood/G Shirley</td>
<td>Update to be provided at the meeting.</td>
</tr>
<tr>
<td>Tourism Film</td>
<td>Investigate the potential for a tourism video made by footage submitted</td>
<td>G Churchett</td>
<td>To commence after the silo project is complete so that time-lapse film footage can be utilised in the film.</td>
</tr>
<tr>
<td>Website App</td>
<td>Conduct a review of the Kimba app including upgrade</td>
<td>P Beinke/G Shirley</td>
<td>G Shirley to investigate advertising local events/footy tea nights etc. on the Kimba App home page.</td>
</tr>
<tr>
<td>Outdoor Gym Equipment</td>
<td>Make investigations into the possibility of applying for the 2017 Office of Rec and Sport grant for outdoor gym equipment.</td>
<td>D Larwood/G Shirley</td>
<td>Prices sought and placement of equipment in town to go out for public consultation in preparation for potential grant applications.</td>
</tr>
<tr>
<td>Waddikee History Tour Loop</td>
<td>Investigate feasibility for a Waddikee History tourist loop</td>
<td>S Woolford</td>
<td></td>
</tr>
<tr>
<td>Kimba Town Brochure</td>
<td>New town tourist brochure</td>
<td>All</td>
<td>Quotes provided in General business</td>
</tr>
<tr>
<td>Social Media / Online Apps Training</td>
<td>Council to facilitate social media &amp; online apps training for tourism committee and council members</td>
<td>G Shirley</td>
<td>Planning in progress.</td>
</tr>
<tr>
<td>Tourist Survey</td>
<td>Survey to be conducted with tourists at the free camping area</td>
<td>G Shirley</td>
<td>Results to be provided at meeting</td>
</tr>
<tr>
<td>Conflict of Interest Training</td>
<td>Tourism committee members to undertake Conflict of Interest training</td>
<td>D Larwood / G Shirley</td>
<td>Planning in progress.</td>
</tr>
</tbody>
</table>
1. Your age is:

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 24</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Between 24 and 39</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Between 40 and 55</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Over 55</td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

2. Are you travelling with:

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Partner</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Alone</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Friends</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

3. What is your nationality? (Please specify)

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>English</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Not Specified</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

4. What is your post code?

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 New South Whales</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>3000 Victoria</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>4000 Queensland</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>5000 South Australia</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>6000 Western Australia</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>7000 Tasmania</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

5. Are you a:

<table>
<thead>
<tr>
<th>Role</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Worker</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Retired</td>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

6. What brought you to Kimba?

<table>
<thead>
<tr>
<th>Reason</th>
<th>Results Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>An event/activity</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gawler Ranges</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Visiting friends/relatives</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Passing through</td>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

---

**Nationality**

- Australian: 41
- English: 2
- Not Specified: 1

**Visitor Postcodes (%)**

- 2000 New South Whales: 26%
- 3000 Victoria: 14%
- 4000 Queensland: 14%
- 5000 South Australia: 14%
- 6000 Western Australia: 30%
- 7000 Tasmania: 14%

**Employment Status (%)**

- Worker: 16%
- Retired: 84%
## Kimba Recreation Reserve Visitor Survey 2017

### 7. How many nights do you plan to stay here?

<table>
<thead>
<tr>
<th>Duration</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>None, just passing through</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>31</td>
</tr>
<tr>
<td>2-3</td>
<td>11</td>
</tr>
<tr>
<td>4 or more</td>
<td>2</td>
</tr>
</tbody>
</table>

### 8. What activities have you/do you plan to do while you're here?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whites Knob Look-out</td>
<td>19</td>
</tr>
<tr>
<td>Roora Walking Trail</td>
<td>14</td>
</tr>
<tr>
<td>Big Galah</td>
<td>32</td>
</tr>
<tr>
<td>Museum</td>
<td>12</td>
</tr>
<tr>
<td>Gawler Ranges</td>
<td>8</td>
</tr>
<tr>
<td>Lake Gilles</td>
<td>3</td>
</tr>
<tr>
<td>Secret Rocks</td>
<td>5</td>
</tr>
<tr>
<td>Halfway Across Australia Sign</td>
<td>30</td>
</tr>
<tr>
<td>Other (please specify):</td>
<td>5</td>
</tr>
<tr>
<td>Main Street</td>
<td>2</td>
</tr>
<tr>
<td>Cemetery</td>
<td>1</td>
</tr>
</tbody>
</table>

### 9. What shops do you plan to visit whilst here (if any)?

<table>
<thead>
<tr>
<th>Shop</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grocery store</td>
<td>32</td>
</tr>
<tr>
<td>Butcher</td>
<td>10</td>
</tr>
<tr>
<td>Pub</td>
<td>11</td>
</tr>
<tr>
<td>Chemist</td>
<td>8</td>
</tr>
<tr>
<td>Café</td>
<td>15</td>
</tr>
<tr>
<td>Op Shop</td>
<td>11</td>
</tr>
<tr>
<td>Visitor Information Outlet</td>
<td>14</td>
</tr>
<tr>
<td>Other (please specify):</td>
<td>14</td>
</tr>
<tr>
<td>Laundromat</td>
<td>2</td>
</tr>
<tr>
<td>Roadhouse</td>
<td>11</td>
</tr>
<tr>
<td>Mechanic</td>
<td>1</td>
</tr>
<tr>
<td>Newsagents</td>
<td>1</td>
</tr>
<tr>
<td>Library</td>
<td>1</td>
</tr>
<tr>
<td>Elders</td>
<td>1</td>
</tr>
</tbody>
</table>

### 11. What direction of travel do you plan to go next?

<table>
<thead>
<tr>
<th>Direction</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towards Ceduna</td>
<td>15</td>
</tr>
<tr>
<td>Towards Port Augusta</td>
<td>27</td>
</tr>
<tr>
<td>Towards Port Lincoln</td>
<td>1</td>
</tr>
<tr>
<td>Gawler Ranges</td>
<td>1</td>
</tr>
</tbody>
</table>
**Kimba Recreation Reserve Visitor Survey 2017**

### 12. What do you think are the strengths Kimba could promote to attract more tourists?

<table>
<thead>
<tr>
<th>Better signage from Highway</th>
<th>On the Way to Gawler Ranges with free camping and showers</th>
<th>Promote donation points</th>
<th>Promote Points of Difference</th>
<th>RV Friendly town</th>
<th>Brochure more prominent in VIO's in either direction</th>
</tr>
</thead>
</table>

### 13. How would you rate your overall experience in Kimba from 1 to 10?

<table>
<thead>
<tr>
<th>1 - Poor</th>
<th>3</th>
<th>5 - Good</th>
<th>7</th>
<th>10 - Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>2</td>
<td>16</td>
<td>24</td>
</tr>
</tbody>
</table>

**Other Comments:**
- Surprised with voluntary donation, should make $10 per night
- $5 min for people staying overnight, most people just stay and not pay
- Keep up with the free camping - other towns have ‘no camping’. Caravan park too expensive, tried to charge for kids under 5, told them no thanks
- Good variety of shops
- Brochure is excellent, the sports club could be included
- Shower is excellent
- Showers too expensive - Gums stop advertises $1 for 3 minutes when its only 2 mins
- Make showers $2 and double the time
- (Shower) floor is like a skating rink and that’s just because of the water, not talcum powder etc. Stupid sign - “wipe out hand basin” - with what and why!
- Planning to return and stay longer
- Friendly shops/people
- Improve museum
- Pub is excellent
- Welcoming free/low cost makes people inclined to spend more in town
- Sincere gratitude for offering such excellent camp, loos, shower facilities - so appreciated. Spotlessly presented. Lovely cheery "hello" type folk in your town. Surrounding attractions all yet to be seen so will return in several weeks
- Open shops longer on weekends
- Great sports complex
- Walking trail very good
- Very clean and tidy town
- Go for more permanent residents, put your hands up for migrants/refugees, negotiate opening up the mining village
- Will plan to stay longer, maybe volunteer
- Have been through 4-5 times, enjoyed each time
- A place to rest is always good and priced right, as we have spent money on van to be self sufficient and costs to get this far from home
- Thank you for you donation camp, will stay longer on the way home

"Well done Kimba for Supporting the Traveller"

<table>
<thead>
<tr>
<th>Week</th>
<th>Number of surveys returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th - 18th June</td>
<td>10</td>
</tr>
<tr>
<td>19th - 25th June</td>
<td>12</td>
</tr>
<tr>
<td>26th - 30th June</td>
<td>8</td>
</tr>
<tr>
<td>1st - 6th July</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>43</strong></td>
</tr>
</tbody>
</table>
Hi Georgie
I received this email today and thought it may be useful for the tourism committee. Could you include in the next agenda please?

Dean Johnson
Mayor
D.C. Kimba

Begin forwarded message:

From: Kim D'Alton <kim@wayfound.com.au>
Date: 9 June 2017 at 11:07:47 ACST
To: Dean Johnson <dean.johnson@members.kimba.sa.gov.au>
Subject: Good morning Dean, Visitor Information Bays are the key to the start of a great tourist experience
Reply-To: <kim@wayfound.com.au>

March 2017 Newsletter

Visitor Information Bays
- The key to the start of a great
Tourism is now recognised as one of the main economic drivers for regional Australia with both intrastate, interstate and overseas visitors choosing to visit the Australian countryside. When visitors first arrive in your town one of their first stops will be the town or shire's visitor information bay. The impression this gives can set the tone for their whole experience of the area. Badly designed or poorly maintained visitor information bays give the impression that the locals don't care or don't value your visit.

During 2016, Wayfound worked with many regional local governments to refurbish existing visitor information bays or design and project manage the construction of new structures. If you're thinking about upgrading or replacing your existing visitor information bay, the following information will help you plan and implement your project.

A common example of a bay that has been neglected. This typically happens when there is no plan for managing content and maintenance. So, instead of providing useful information to help and inspire the visitor, it has become a chaotic and unattractive mix of information. The map is tiny and a lot of the advertising is not relevant for visitors.

**What are the key requirements for a good Visitor Information Bay?**

The key requirements for a visitor information bay can be broken down into three basic categories -

**What can I see & do?** - local history & attractions, activities & events, walk
& drive trails

**What services & facilities are available?** - services & amenities, accommodation options, key contacts

**How do I find what I'm looking for?** - area and regional maps

It is important when planning the content for a visitor information bay to ask yourself "is this information relevant to visitors?" To often these projects can get hijacked by local vested interests who think they should be listed and located on visitor information bay information when in fact they shouldn't. If you set up a criteria for listing at the start of the project you can head off these problems before they arise.

Shire of Shark Bay - Denham Visitor Information Bay. Planning phase the wire frame drawing (top) gives the visitor centre staff a basic layout for each of the proposed three panels. This helps them flesh out the content required and plan for the final artwork (bottom)

Shire of Shark Bay - Denham Visitor Information Bay - Shark Bay Region information panel

Shire of Shark Bay - Denham Visitor Information Bay - recently completed

**Advertising should we or shouldn't we?**

One of the big questions to consider when planning a new visitor information bay is "should we allow advertising?" The revenue from advertising can be good for to fund the ongoing maintenance but without guidelines it can quickly become a mess with operators each trying to make their ad stand out from the others. trying to out-do each other with their signs resulting in visual clutter that quickly detracts from what the project set out to achieve.

Guidelines should be established and all artwork approved before an advertising panel is approved for production and installation. All advertising should be for a set period of time and renewable every twelve months. Best practice is to develop a template system that each operator has to comply with. Each operator supplies text, images and their logo to the visitor...
information bay management, who then have the sign produced and ready for installation. This ensures a standard approach and maintains the focus on providing information to visitors in a clear, simple and accessible.

Shire of Toodyay - Tourism operators advertising template developed by Wayfound and managed by the Toodyay Visitor Centre.

Shire of Toodyay - Visitor Information Bay - the finished product. A third of the structure (right side) is dedicated to 40 advertising panels for operators.

It's not my job! Who's going to look after it?

Nothing lasts forever. In many instances a visitor information bay is built but there is no planning or funding allocated for maintenance. The information bay needs to be regularly cleaned and checked for graffiti and vandalism.

Apart from the structure the information panels are generally made of printed vinyl. These vary in quality and UV resistance, with the best materials having about a 7 year lifespan and even less in coastal locations. Check with your supplier and always request the highest grade vinyl and apply an anti graffiti laminate to give extra protection against vandalism.

Information bay panels well past their use by date.

Keeping information up-to-date

Each year an audit should be undertaken to check that all of the information is accurate and up-to-date. If information is incorrect it should be updated or removed. This can be done by replacing the vinyl on the information panel. The sections most likely to change are the town services, accommodation and tourism operators. In most cases the local history and things to do section won't change that often and this probably only need to be looked at every couple of years.
Newly refurbished Pingelly Visitor Information Bay with mapping and information panels designed and produced by Wayfound.

We are Wayfound

Wayfound is a specialist consultancy that thinks strategically about tourism. We consider the whole visitor journey and advise destinations on how to best provide information to get the tourism experience right.

We work with state and local government, regional development organisations and tourism organisations to create tourism initiatives. We apply our backgrounds in tourism, economic development, branding, marketing and signage design to bring a deep understanding to this work.

Wayfound’s services

We are visitor information and tourism signage specialists

- Destination visitor information strategies – audit and advice
- Business cases and grant/funding applications
- Destination branding, design and marketing
- Tourism websites, apps and online marketing
- Tourism signage services and signage strategies
- Creation of interpretive trails – drive trail specialists

For further information, please contact Kim on 0410 449 375 or kim@wayfound.com.au

Wayfound
15 Phillimore Street
Fremantle WA 6160
To: Georgina Shirley – District Council of Kimba
From: Helen Davies, HWR Media & Communications
Date: 1 June 2017

PRINTING
Description: KIMBA TOURISM BROCHURE
Size: 16 pp + 4pp cover A4
Open size: 420 x 297mm
Finish size: 210 x 297mm

OPTION A:
Cover: 128gsm Fresh Zero Silk Carbon Neutral (Fsc Mix 70% Certified)
Text: 80gsm Alpha Matt (Fsc Mix 70% Certified)
Print: Printed 4 colours both sides
Finishing: Folded, trimmed, packed into 10kg cartons
Quantity: 10,000

Price: $4,690.64
+ GST: $469.06
Total: $5,159.70

OPTION B:
Cover: 128gsm Fresh Zero Silk Carbon Neutral (Fsc Mix 70% Certified)
Text: 80gsm Alpha Matt (Fsc Mix 70% Certified)
Print: Printed 5 colours both sides (4 colour process plus overall satin sealer)
Finishing: Folded, trimmed, packed into 10kg cartons
Quantity: 10,000

Price: $5,056.23
+ GST: $505.62
Total: $5,561.86
**PRINTING**

**Description:** KIMBA TOURISM BROCHURE  
**Size:** 16 pp + 4pp cover A5  
**Open size:** 420 x 297mm  
**Finish size:** 210 x 148mm  

**OPTION A:**  
**Cover:** 128gsm Fresh Zero Silk Carbon Neutral (Fsc Mix 70% Certified)  
**Text:** 80gsm Alpha Matt (Fsc Mix 70% Certified)  
**Print:** Printed 4 colours both sides  
**Finishing:** Folded, trimmed, packed into 10kg cartons  
**Quantity:** 10,000  

Price: $3,266.57  
+ GST: $326.66  
**Total:** $3,593.23

---

**OPTION B:**  
**Cover:** 128gsm Fresh Zero Silk Carbon Neutral (Fsc Mix 70% Certified)  
**Text:** 80gsm Alpha Matt (Fsc Mix 70% Certified)  
**Print:** Printed 5 colours both sides (4 colour process plus overall satin sealer)  
**Finishing:** Folded, trimmed, packed into 10kg cartons  
**Quantity:** 10,000  

Price: $3,574.77  
+ GST: $357.48  
**Total:** $3,932.25
PRINTING

JOB DESCRIPTION: DISTRICT COUNCIL OF KIMBA TEAR OFF MAP
A3

Details: Pad x 1 kind – 50 leaves with a plain boxboard back, padded at head
Size: 297 x 420mm (A3)
Stock: 128gsm Fresh Zero Silk Carbon Neutral (Fsc Mix 70% Certified)
350gsm boxboard

Print: 50 leaves Printed 4 colours both sides
Finishing: Padded in 50’s at head with plain boxboard back, trimmed packed into cartons
Delivery: Includes delivery to one Kimba address
Quantity: 200 400

Price: $1,812.60 $2,507.39
+ GST: $181.26 $250.74
Total: $1,993.86 $2,758.13

ARTWORK PRODUCTION
All artwork production is based on $140.00 per hour. A quote can be prepared once we receive further information or a creative brief.

All prices quoted do not include delivery. A quote for this can be provided.

Additions or deletions of the scope of work will vary the estimate/s accordingly. Estimate valid for 30 days from date of submission. We thank you for the opportunity to quote on this project. If you wish to discuss the above please contact me on 8379 9522.

Yours sincerely,

HELEN DAVIES
MANAGER, CUSTOM PUBLISHING
hdavies@hwrmedia.com.au
Dear Georgina,

Please find attached our quote for the design and print of the Kimba Visitor Guide as per your request.

We have a long history in producing town and regional visitor guides and we include the Eyre Peninsula Regional Visitor Guide (ten years producing this until 2011), the Flinders Ranges and Outback Regional Guide (current guide), and numerous town guides in our portfolio. You can view our suite of current visitor guides at: http://yourvisitorguide.com.au.

Our team at Woof Media is local and passionate about regional tourism, and has excelled at delivering print and digital marketing services for tourism businesses and associations across South Australia for over a decade. We feel confident we offer the team, expertise and experience to produce a first class visitor guide for Kimba.

We thank you for the opportunity to quote and look forward to discussing our proposal in more detail with you.

Yours sincerely,

Naomi Blacker
Director
WOOF Media | Your tourism marketing partners
SUMMARY OF OUR PROPOSAL

Kimba is seeking a new, refreshed visitor guide with options for an A4 and A5 guide, with supply of a digital flip book. Woof Media has also supplied quotes for A3 map pads and itemized them separately.

Please note, our quote assumes the current working files (InDesign files) are supplied to us of the current guide, with maps.

Our quote includes:

1. Design of a new publication, ie new design.
2. Print management of the guide.
4. Map pads to support guide – up to four hours art time allowed
5. Freight to Kimba for guide

Note: map pads are freighted to Port Lincoln. Assumes maps are based on existing maps with files supplied as digital files. Our quote does not include creating maps from scratch.

ADVERTISEMENT DESIGN

Advert design can be invoiced directly to the advertiser as a separate item, or to Council. Please note it is not included in our quote. Excludes GST.

- Full page: ..............................................$160
- Half page: ..............................................$140
- 1/8th and 2/8th page ............................$90
- Minor alts ..................................................$40 minimum fee

Minor alterations, e.g. change phone number or word and resupply proof.

Major changes: new copy and/or images, resupply proof.

Please note: changing from one size to another is regarded as a new advert.

PRODUCTION SCHEDULE – TO BE CONFIRMED

We recommend allowing 4 weeks. Two to three weeks for design and proofing of
publication. One to two weeks for printing plus delivery.

Commencement date can be negotiated with Council and would require the client supplying all images, logos, artwork files, copy and known amendments on the chosen commencement date.

ITEMS FOR CONSIDERATION

The following item was not requested but may be useful for consideration:

Social Media Campaign

With the rise in social media use by travellers, Woof Media are experienced in using these platforms to specifically target your ideal customers.

With your online flip book, we recommend a social media campaign upon launch to gain additional exposure for the guide in a carefully targeted and cost effective campaign.

We offer tourism marketing packages on social media for our clients, specifically using Facebook & Instagram but can include other relevant platforms. We’re happy to quote on supply of such a package designed specifically for the Kimba Visitor Guide.

TESTIMONIALS

Woof Media are pleased to have a number of happy visitor guide clients and guide users who are the best advocates for our work. Here is what a few had to say.

“Having worked with Woof Media for many years, I highly recommend them to tourism businesses and organisations. Their regional tourism expertise, stakeholder management and production of regional visitor guides is of the highest standard.

“In my experience Woof Media is a business that delivers high level outcomes for their clients without exception. They are highly regarded by the tourism businesses they have worked with and have made a significant contribution not just as a business to regional tourism but as a stakeholder who want to contribute to growth in regional tourism across South Australia.”

Shaun De Bruyn, General Manager, SA Tourism Industry Council
“The Flinders Ranges and Outback South Australian Tourism (FROSAT) Board has worked closely with Woof Media to produce the 2018 Flinders Ranges and Outback Visitor Guide. The process from start to finish has been excellent and the follow on support from Naomi and her staff has been very helpful.

We chose Woof Media because of the service they were able to provide, their cost effectiveness and the experience and expertise they have gained from many years working with the Tourism industry.

Naomi and the staff at Woof Media are highly professional, extremely helpful, very polite and very easy to work with. The end product we received is of a high quality and is already getting positive feedback from the industry.

We were provided with great service, the sales team were fantastic with our tourism operators and the communication between Woof Media and FROSAT was brilliant the whole way through. Put simply, Woof Media can be counted on to do a great job and are great to work with.”

Ben Boothby, Tourism Development Manager, RDA Far North.

THE LEADERSHIP TEAM

The Woof team is well qualified in the art of visitor guide production. Our team consists of local professionals with decades of experience in tourism, marketing, design, web design and build, and local knowledge.

Naomi Blacker, Managing Director

Naomi is degree qualified in tourism, business and marketing and has over 20 years in the tourism and marketing field.

During this time Naomi has actively contributed to her local community, serving on the local Port Lincoln
Chamber of Commerce and Tourism and Tourism Eyre Peninsula for ten years and the Tourism Target Team for Regional Development Australia. Her knowledge and passion for local tourism has been an integral part of Woof’s success and work in promoting and marketing the local tourism industry.

Woof Media currently produces a variety of tourism guides in the region and our role includes selling advertising, designing, editing and printing the final product. Local knowledge and understanding of the tourism industry is a key component of Woof’s success in undertaking these important projects.

Peter Freeman, Director of Digital

Peter brings extensive experience delivering websites and online collaboration tools in both large corporate organisations and small to medium businesses.

He understands the strong connection that must exist between any online investment and the business and marketing strategy that drives each successful business.

Peter delivers modern, user-friendly, content-managed websites that align with our client’s online marketing goals from the start. This provides a solid foundation from which Woof’s clients can launch online initiatives that make sense for their business – social media, email marketing, paid advertising, blogging or any strategy that will provide a measurable return on their investment.

Peter’s passion is to help businesses succeed during a substantial, if not seismic, shift in the way businesses are expected to connect with their clients in the internet-driven 21st century.
TERMS AND CONDITIONS

Our quote is an estimate only and subject to sight of material supplied, particularly maps. One proof provided for map and guide. Further client/author’s alterations may be charged.

Client to supply images and copy as digital files in correct resolution and format, ie at hi res jgs – 300dpi. Woof Media does have access to SATC Media Gallery for images free of charge.

Payment terms: 40% upon quote acceptance, 50% upon first proof, 10% upon delivery of guides/maps.

OPTION A: PROJECT ACCEPTANCE (REF: 8999/1)

- **Quantity:** 10,000 print guides + digital flipbook
- **Design and print:** 20 pages plus cover
- **Size:** A4 portrait
- **Stock:** 90 gsm text, cover 150gsm
- **Finish:** Fold, collate, saddlestitch and carton pack
- **Delivery:** Guide delivered to Kimba
- **Delivery:** Map delivered to Port Lincoln

Fee Schedule: Kimba A4 Guide 2017/18

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guide:</strong> new design, print and digital flipbook</td>
<td>$10,314.41</td>
</tr>
<tr>
<td><strong>A3 Maps:</strong> 100 pads of 50 on 100gsm stock, printed 2 sides</td>
<td>$1,991.27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$12,305.68</td>
</tr>
<tr>
<td><strong>Plus GST of</strong></td>
<td>1,230.56</td>
</tr>
<tr>
<td><strong>TOTAL inc GST</strong></td>
<td>13,536.24</td>
</tr>
</tbody>
</table>
OPTION B: PROJECT ACCEPTANCE (REF: 8999/2)

- Quantity: 10,000 print guides + flipbook
- Design and print: 24pp plus cover
- Size: A5 portrait
- Stock: 90 gsm internal, cover 150gsm
- Finish: Fold, collate, saddlestitch and carton pack
- Delivery: Guide delivered to Kimba
- Delivery: Map delivered to Port Lincoln

Fee Schedule: Kimba A5 Guide 2017/18

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guide</strong></td>
<td>8,633.32</td>
</tr>
<tr>
<td><strong>A3 Maps</strong></td>
<td>1,991.27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>10,624.59</td>
</tr>
<tr>
<td><strong>Plus GST of</strong></td>
<td>1,062.45</td>
</tr>
<tr>
<td><strong>TOTAL inc GST</strong></td>
<td>11,687.04</td>
</tr>
</tbody>
</table>

PROJECT ACCEPTANCE, QUOTE 8999/2

I accept the estimate of $ _________ - ___ inc GST on ___ / ___ / ______ (date)

Signature __________________________ Full Name ______________________________

for and on behalf of _______________________________________________________

Your signature authorises Woof Media to commence work on this project and is deemed acceptance of our terms and conditions outlined above.
Dear Georgie

Thank you for your enquiry. Please find the following pricing below for your requirements.

**Job Title:** Tourism Brochure 2017: A5, 32pp  
**Job Description:**

DETAILS: Printed 4 colour process + satin sealer varnish throughout  
FINISHING: Fold, collate, saddle staple, trim and carton pack  
STOCK: Cover: 130gsm Satin art (4pp)/ Text: 80gsm Satin art (32pp)  
SIZE FLAT: 210x296mm  
SIZE FOLDED: 210x148mm

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTWORK</td>
<td>10,000</td>
<td>550.00</td>
</tr>
<tr>
<td>PRINTING</td>
<td></td>
<td>4,840.00</td>
</tr>
<tr>
<td>SUBTOTAL($)</td>
<td></td>
<td>5,390.00</td>
</tr>
<tr>
<td>GST($)</td>
<td></td>
<td>539.00</td>
</tr>
<tr>
<td>TOTAL($)</td>
<td></td>
<td>5,929.00</td>
</tr>
</tbody>
</table>

As a responsible organisation we are committed to managing our impact on the environment. Worldwide is an independently audited carbon neutral print solution provider. By choosing Worldwide you will benefit by reducing your carbon footprint and helping the environment. Every product you buy from us is 100% carbon neutral.

These prices are based on providing a premium result, should you wish to discuss alternative options or if there is anything else we can help you with please do not hesitate to contact us on 08 8362 1777.

Kind regards

Anna Thompson

---

**Quote Approved By:**

---

**Payment Terms:** 7 days from invoice  

**Terms & Conditions:** This quotation is valid for 30 days and is made on the terms of the Printing Industries Association of Australia Recommended Terms and Conditions of Trading (a copy of which can be viewed at www.worldwide.com.au or provided on request). Variations in any specific areas to those standard terms and conditions are endorsed on this quotation. Once your job has commenced, any artwork becomes chargeable regardless of whether the final job proceeds to final print. Additional charges will apply after the second proof. Artwork will be charged on proofs on proof longer than 30 days. Terms are COD unless account facilities are approved prior to placing your order. The person who signs or approves this Quotation by email or verbally expressly warrants that he/she has the authority of the customer to bind the customer to this Quotation. The customer agrees that it is ordering the goods as principal and not as an agent for any other party and that it remains liable for Worldwide’s charges. Additional charges will be liable if unpaid invoices are passed onto a collection agency. Worldwide retains title to all goods until paid for in full.
Dear Georgie

Thank you for your enquiry. Please find the following pricing below for your requirements.

Job Title: Tourism Brochure 2017: A5, 28pp

Job Description:

DETAILS: Printed 4 colour process + satin sealer varnish throughout
FINISHING: Fold, collate, saddle staple, trim and carton pack
STOCK: Cover: 130gsm Satin art (4pp)/ Text: 80gsm Satin art (28pp)
SIZE FLAT: 210x296mm
SIZE FOLDED: 210x148mm

Quantity : 10,000
ARTWORK 550.00
PRINTING 5,950.00
SUBTOTAL($) 6,500.00
GST($) 650.00
TOTAL($) 7,150.00

As a responsible organisation we are committed to managing our impact on the environment. Worldwide is an independently audited carbon neutral print solution provider. By choosing Worldwide you will benefit by reducing your carbon footprint and helping the environment. Every product you buy from us is 100% carbon neutral.

These prices are based on providing a premium result, should you wish to discuss alternative options or if there is anything else we can help you with please do not hesitate to contact us on 08 8362 1777.

Kind regards

Anna Thompson

---

Payment Terms 7 days from invoice

Standard Terms & Conditions - QUOTATION IS VALID FOR 30 DAYS

This quotation is valid for 30 days and is made on the terms of the Printing Industries Association of Australia Recommended Terms and Conditions of Trading (a copy of which can be viewed at www.worldwide.com.au or provided on request) varied only in accordance with any specific changes to those standard terms and conditions as endorsed on this quotation. Once your job has commenced, any artwork becomes chargeable regardless of whether the final job proceeds to final print. Additional charges will apply after the second proof. Artwork will be charged on jobs on proof longer than 30 days. Terms are C00 unless account facilities are approved prior to placing your order. The person who signs or approves this Quotation by email or verbally expressly warrants that he/she has the authority of the customer to bind the customer to this quotation. The customer agrees that it is ordering the goods as principal and not as an agent for any other party and that it remains liable for Worldwide’s charges. Additional charges will be liable if unpaid invoices are passed onto a collection agency. Worldwide retains title to all goods until paid for in full.
Dear Georgie

Thank you for your enquiry. Please find the following pricing below for your requirements.

**Job Title:** Tourism Brochure 2017: A5, 24pp

**Job Description:**
- **COLOURS:** Printed 4 colour process + matt sealer varnish throughout
- **FINISHING:** Fold, collate, saddle staple, trim and carton pack
- **STOCK:** Cover: 130gsm Satin / Text: 80gsm Satin art
- **SIZE FLAT:** 210x297mm
- **SIZE FOLDED:** 210x148mm

| Description | Quantity | Unit Price | Total
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTWORK</td>
<td>10,000</td>
<td>1,320.00</td>
<td>13,200.00</td>
</tr>
<tr>
<td>PRINTING</td>
<td></td>
<td>4,520.00</td>
<td>4,520.00</td>
</tr>
<tr>
<td>SUBTOTAL($)</td>
<td></td>
<td>5,840.00</td>
<td>5,840.00</td>
</tr>
<tr>
<td>GST($)</td>
<td></td>
<td>584.00</td>
<td>584.00</td>
</tr>
<tr>
<td>TOTAL($)</td>
<td></td>
<td>6,424.00</td>
<td>6,424.00</td>
</tr>
</tbody>
</table>

As a responsible organisation we are committed to managing our impact on the environment. Worldwide is an independently audited carbon neutral print solution provider. By choosing Worldwide you will benefit by reducing your carbon footprint and helping the environment. Every product you buy from us is 100% carbon neutral.

These prices are based on providing a premium result, should you wish to discuss alternative options or if there is anything else we can help you with please do not hesitate to contact us on 08 8362 1777.

Kind regards

Anna Thompson

---

**Quotation**

**Quote Number:** 1,881,329

**Quote Date:** 30/05/17

---

**Payment Terms**

7 days from invoice

---

**Standard Terms & Conditions** - QUOTATION IS VALID FOR 30 DAYS

This quotation is valid for 30 days and is made on the terms of the Printing Industries Association of Australia Recommended Terms and Conditions of Trading (a copy of which can be viewed at www.worldwide.com.au or provided on request) varied only in accordance with any specific changes to those standard terms and conditions as endorsed on this quotation. Once your job has commenced, any artwork becomes chargeable regardless of whether the final job proceeds to final print. Additional charges will apply after the second proof. Artwork will be charged on jobs on proof longer than 30 days. Terms are COD unless account facilities are approved prior to placing your order. The person who signs or approves this Quotation by email or verbally expressly warrants that he/she has the authority of the customer to bind the customer to this quotation. The customer agrees that it is ordering the goods as principal and not as an agent for any other party and that it remains liable for Worldwide’s charges. Additional charges will be liable if unpaid invoices are passed onto a collection agency. Worldwide retains title to all goods until paid in full.
Dear Georgie

Thank you for your enquiry. Please find the following pricing below for your requirements.

**Job Title:** Tourism Brochure 2017: A4  
**Job Description:**

- **COLOURS:** Printed 4 colour process + matt sealer varnish throughout
- **FINISHING:** Fold, collate, saddle staple, trim and carton pack
- **STOCK:** Cover: 130gsm Satin / Text: 80gsm Satin art
- **SIZE FLAT:** 297x420mm
- **SIZE FOLDED:** 297x210mm

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTWORK</td>
<td>10,000</td>
<td>110.00</td>
<td>1,100.00</td>
</tr>
<tr>
<td>PRINTING</td>
<td></td>
<td>5,335.00</td>
<td>53,350.00</td>
</tr>
<tr>
<td>SUBTOTAL($)</td>
<td></td>
<td>5,445.00</td>
<td>54,450.00</td>
</tr>
<tr>
<td>GST($)</td>
<td></td>
<td>544.50</td>
<td>5,445.00</td>
</tr>
<tr>
<td>TOTAL($)</td>
<td></td>
<td>5,989.50</td>
<td>59,895.00</td>
</tr>
</tbody>
</table>

As a responsible organisation we are committed to managing our impact on the environment. Worldwide is an independently audited carbon neutral print solution provider. By choosing Worldwide you will benefit by reducing your carbon footprint and helping the environment. Every product you buy from us is 100% carbon neutral.

These prices are based on providing a premium result, should you wish to discuss alternative options or if there is anything else we can help you with please do not hesitate to contact us on 08 8362 1777.

Kind regards

Anna Thompson

---

**Quotation**

**Quote Number:** 1,881,326  
**Quote Date:** 30/05/17

---

**Payment Terms:** 7 days from invoice

---

**Signature:** ___________________  
**Quantity Approved:** __________

---

**Standard Terms & Conditions - QUOTATION IS VALID FOR 30 DAYS**

This quotation is valid for 30 days and is made on the terms of the Printing Industries Association of Australia Recommended Terms and Conditions of Trading (a copy of which can be viewed at www.worldwide.com.au or provided on request) varied only in accordance with any specific changes to those standard terms and conditions as endorsed on this quotation. Once your job has commenced, any artwork becomes chargeable regardless of whether the final job proceeds to final print. Additional charges will apply after the second proof. Artwork will be charged on jobs on proof longer than 30 days. Terms are C/O unless account facilities are approved prior to placing your order. The person who signs or approves this Quotation by email or verbally expressly warrants that he/she has the authority of the customer to bind the customer to this quotation. The customer agrees that it is ordering the goods as principal and not as an agent for any other party and that it remains liable for Worldwide’s charges. Additional charges will be liable if unpaid invoices are passed onto a collection agency. Worldwide retains title to all goods until paid for in full.

---

www.worldwide.com.au
Dear Georgie

Thank you for your enquiry. Please find the following pricing below for your requirements.

**Job Title:**  Tourism Brochure 2017: A5, 44pp

**Job Description:**

DETAILS: Printed 4 colour process + satin sealer varnish throughout
FINISHING: Fold, collate, saddle staple, trim and carton pack
STOCK: Cover: 130gsm Satin art (4pp)/ Text: 80gsm Satin art (44pp)
SIZE FLAT: 210x296mm
SIZE FOLDED: 210x148mm

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTWORK</td>
<td>10,000</td>
<td>2,420.00</td>
</tr>
<tr>
<td>PRINTING</td>
<td></td>
<td>6,540.00</td>
</tr>
<tr>
<td>SUBTOTAL($)</td>
<td></td>
<td>8,960.00</td>
</tr>
<tr>
<td>GST($)</td>
<td></td>
<td>896.00</td>
</tr>
<tr>
<td>TOTAL($)</td>
<td></td>
<td>9,856.00</td>
</tr>
</tbody>
</table>

As a responsible organisation we are committed to managing our impact on the environment. Worldwide is an independently audited carbon neutral print solution provider. By choosing Worldwide you will benefit by reducing your carbon footprint and helping the environment. Every product you buy from us is 100% carbon neutral.

These prices are based on providing a premium result, should you wish to discuss alternative options or if there is anything else we can help you with please do not hesitate to contact us on 08 8362 1777.

Kind regards

Anna Thompson

Quote Approved By: __________________________ Signature: __________________________ Quantity Approved: ___________

**Payment Terms** 7 days from invoice

**Standard Terms & Conditions** - QUOTATION IS VALID FOR 30 DAYS
This quotation is valid for 30 days and is made on the terms of the Printing Industries Association of Australia Recommended Terms and Conditions of Trading (a copy of which can be viewed at www.worldwide.com.au or provided on request) varied only in accordance with any specific changes to those standard terms and conditions as endorsed on this quotation. Once your job has commenced, any artwork becomes chargeable regardless of whether the final job proceeds to final print. Additional charges will apply after the second proof. Artwork will be charged on jobs on proof longer than 30 days. Terms are C00 unless account facilities are approved prior to placing your order. The person who signs or approves this Quotation or by email or verbally expressly warrants that he/she has the authority of the customer to bind the customer to this quotation. The customer agrees that it is ordering the goods as principal and not as an agent for any other party and that it remains liable for Worldwide’s charges. Additional charges will be made if unpaid invoices are passed onto a collection agency. Worldwide retains title to all goods until paid in full.
5.7 Tourism Committee
Terms of Reference
DOCUMENT APPROVAL

This document has been endorsed and approved for use by:

_______________________________       _______________________________
Daryl Cearns                                      Date
CEO District Council Kimba

Document Version Control

<table>
<thead>
<tr>
<th>Document Name:</th>
<th>Tourism Committee Terms of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Status:</td>
<td></td>
</tr>
<tr>
<td>Version Number:</td>
<td>7</td>
</tr>
<tr>
<td>Author:</td>
<td>D. Larwood</td>
</tr>
<tr>
<td>Authorised By</td>
<td>D. Cearns</td>
</tr>
</tbody>
</table>

Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Issue Date</th>
<th>Author</th>
<th>Reasons for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>November 2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>June 2008</td>
<td>D. Larwood</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>January 2010</td>
<td>D. Larwood</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>April 2011</td>
<td>D. Larwood</td>
<td>Review</td>
</tr>
<tr>
<td>5</td>
<td>April 2012</td>
<td>D. Larwood</td>
<td>Review</td>
</tr>
<tr>
<td>6</td>
<td>June 2014</td>
<td>D. Larwood</td>
<td>Review</td>
</tr>
<tr>
<td>7</td>
<td>July 2016</td>
<td>D. Larwood</td>
<td>Review</td>
</tr>
</tbody>
</table>
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\textsuperscript{th} 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
- Three (3) community representatives (minimum)
- 1 representative of Kimba Community Development Group

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

Nominations for community 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 in January of the relevant year. The Chairperson will hold office for a two year term.

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 Deputy Chief Executive Officer 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:
Tourism Committee Terms of Reference

- 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 bi-monthly in the last week of the month commencing in January of each calendar year.
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.

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 2000 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 three, as per Regulation 26 of the Local Government (Proceedings of Meetings) Regulations 2000.

Voting
The voting of the Committee meetings shall be in accordance with Regulation 27 of the Local Government (Proceedings of Meetings) Regulations 2000, 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 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 to be reported to the next meeting of Council following the Committee meeting for authorisation and adoption.

**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 9th July 2014.