

Council Policy 1.27 Caretaker Policy

OBJECTIVES

The objectives of this Caretaker Policy are to:

- ensure Council of the Shire of Donnybrook-Balingup avoids making major decisions prior to an election that would bind an incoming Council;
- prevent the use of public resources in ways that could be seen as advantageous or disadvantageous to members seeking re-election or new candidates; and
- recognise the requirement for the Shire administration to act impartially in relation to all candidates.

This Policy applies during a 'Caretaker Period' (see below for a definition) to cover:

- a. decisions that are made by the Council;
- b. materials published by the Shire;
- c. attendance and participation in functions and events;
- d. use of the Shire's resources;
- e. access to information held by the Shire.

POLICY STATEMENT

1.1 Application

This Caretaker Policy applies to Elected Members and employees of the Shire of Donnybrook-Balingup. While electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of the Caretaker Policy and encouraged to cooperate with its implementation.

1.2 Definitions

'Caretaker Period' means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from

the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

‘Election Day’ means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.

‘Electoral Material’ means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a. An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995*).
- b. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
- c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

‘Extraordinary Circumstances’ means a situation that requires a major policy decision of the Council because:

- a. in the CEO’s opinion, the urgency of the issue is such that it cannot wait until after the election;
- b. of the possibility of legal and/or financial repercussions if a decision is deferred; or
- c. in the CEO’s opinion, it is in the best interests of the Council and/or the Shire for the decision to be made as soon as possible.

‘Major Policy Decision’ means any:

- a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election.
- b. Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted “in principle” support by the Council and sufficient funds have been included in the Council’s annual budget to support the project.
- c. Decisions relating to the Shire entering into the disposition of property or a commercial enterprise as defined by Sections 3.58 and 3.59 of the *Local Government Act 1995*.

- d. Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
- e. Decisions that, in the CEO's opinion, will have a significant impact on the Shire of Donnybrook-Balingup or the community.
- f. Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

'Public Consultation' means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

'Substantial Expenditure' means expenditure that exceeds 0.1% of the Shire's annual budgeted revenue (inclusive of GST) in the relevant financial year.

1.3 Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- a. considered by the Council prior to the Caretaker Period; or
- b. scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to Part 3).

1.4 Decisions Made Prior to a Caretaker Period

This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

2. IMPLEMENTATION OF CARETAKER PRACTICES

2.1 Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

- a. The CEO will ensure as far as possible, that all Elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period.
- b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council.
- c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.
- d. The CEO will provide guidelines for all relevant staff on the role and responsibilities of staff in the implementation of this policy.

3. EXTRAORDINARY CIRCUMSTANCES REQUIRING EXEMPTION

3.1 Extraordinary Circumstances

Despite clause 1.3, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

3.2 Appointment or Removal of the CEO

Whilst clause 1.3 above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

4. CARETAKER STATEMENT

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

"The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Shire of Donnybrook-Balingup Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)".

5. SHIRE OF DONNYBROOK-BALINGUP PUBLICATIONS

5.1 Shire Website

During the Caretaker Period the Shire's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

6. PUBLIC CONSULTATION DURING THE CARETAKER PERIOD

6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1995* or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

6.2 Approval for Public Consultation

Given the prohibition under Part 6.1 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in the *Local Government Act 1995* or any other relevant Act.

7. ATTENDANCE AND PARTICIPATION AT EVENTS/FUNCTIONS

7.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

7.2 Shire Organised Civic Events/Functions

Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire, and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period.

7.3 Addresses by Elected Members

Excluding the President and Deputy President fulfilling their functions as prescribed by sections 2.8 and 2.9 of the *Local Government Act 1995*, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period.

8. THE USE OF SHIRE RESOURCES

The Shire's Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007* provide that the Shire's resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

The Shire's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

9. ACCESS TO COUNCIL INFORMATION AND ASSISTANCE

7.4 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire administration.

Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

9.1 Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

9.2 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

9.3 Media Attention

Elected Members will not use or access Shire staff or resources to gain media attention in support of their or any other candidate's election campaign.

9.4 Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

<p>Adopted: Last Amended: Last Reviewed: Next Review Date: Responsible Department:</p>



Council Policy

1.20 Councillor-Staff Contact

Objective

To establish a protocol to maintain a professional relationship between Councillors and staff in dealing with the organisational business on a day-to-day basis.

Introduction

Council's role is to set policy and strategic direction. The CEO's role is to implement that policy and strategic direction, using the staff and other resources made available by Council through the setting of the budget.

It is important to understand that a Councillor has no power of authority over the staff, including the CEO. Only the Council at a formally convened meeting can give direction to the CEO. Furthermore, a Councillor has no authority to expend local government funds.

Procedure

Councillors are encouraged to contact staff to discuss matters that a staff member has information on, particularly when those matters are the subject of a report to Council or where the Councillor has received queries from community members.

Contact with staff should be undertaken in the following manner:

By Telephone

- The Councillor in the first instance should contact the relevant Manager and (in that person's absence) the CEO or person acting in that role.
- The Councillor should provide a brief explanation as to the reason for their contact, as the Manager or CEO (or person acting in that role) may be in a position to respond to the inquiry.
- If the Manager or CEO deems it appropriate, approval can be given for the Councillor to speak to another staff member relevant to the enquiry. This contact should generally not go below Manager/Senior Officer.
- This approval to speak to an officer other than the Manager or CEO should not be taken as an open invitation to contact that officer continually or on future matters.

Each initial contact should start with the Manager or CEO or person acting in that role.

By Email

- Councillors are to email their request to the relevant Manager or CEO with a brief outline of their concern or query. Must 'cc' the CEO when emailing Managers.
- The Manager or CEO will either respond directly to the email or forward it to another officer to respond. Where an email is referred to another officer, the Manager or CEO will advise the Councillor at the time this referral occurs.
- Generally responses will be provided within 5 working days, however where further investigation/research is required the Councillor will be advised of the expected response time, which should be no later than ten (10) working days after receiving the initial request.
- All replies sent to a Councillor together with the request must be copied to all other Councillors, Records, CEO and relevant Manager.
- The CEO has discretion to determine whether to forward 'Confidential' items from a Councillor to all Councillors.

Appointments

Councillors are welcome to attend the office to meet with staff, but wherever possible an appointment should be made. This ensures the staff member is available and has had time to prepare information. In summary:

- Councillors wishing to have a meeting with the CEO or a Manager are encouraged to make prior contact to arrange a suitable time and to indicate the reason for the meeting (to allow research to be undertaken if required).
- The CEO and Managers will endeavour to be available at short notice, however depending on the circumstances this cannot be guaranteed.
- The CEO and Managers will make themselves available to discuss matters relating to an item on the Council agenda on the day of the Council meeting, up to four (4) hours prior to the commencement of the meeting.
- If a Councillor wishes to meet with a staff member who is junior to the CEO or Manager, an appointment is required and the meeting must be approved by the CEO or Manager. At their discretion the CEO or Manager may attend the meeting.
- If there are matters ongoing, for example the Councillor is the Chair of a Council Committee and needs regular contact with staff members supporting that Committee, the ongoing contact is to be approved by the Manager. Councillors should be mindful of the time they seek with staff members in these circumstances.

Projects

Councillors will from time to time have ideas about projects that they or as the result of community contact, wish to be included in the Corporate Plan. These can be introduced into Council's process in the following ways.

- During the Councillor budget request process undertaken each year (closing end of March prior to budget).
- By emailing the request to the Shire, via Records with the relevant details.
- Advise the community member or organisation to email or post the request, with the relevant details, to the Shire.
- All requests for projects to be considered in the Corporate Plan (future budgets) are required to include:
 1. Brief description and location of project.
 2. Justification for the project (i.e. lack of facilities, safety & health issues, increased use of current facility, etc).
 3. The preferred timeframe for delivery of the project.
 4. Estimated project cost if known (staff will undertake formal costing estimate).
 5. Any proposed community contributions.

Works Requests

As representatives of their community, Councillors will from time to time seek to have works undertaken to benefit the community as a result of direct community requests.

- Councillors are encouraged to email these requests to Records (records@donnybrook.wa.gov.au) where they will be logged into the works request system and referred to the relevant staff member for action.
- The Manager &/or relevant staff member will assess the works request to ascertain if the works can be undertaken within the existing operational budget and if not then the Councillor will be contacted to discuss the request.
- Where the works request can be undertaken under the existing operational budget the Councillor will be advised and the expected completion date.

Attendance at the Office – Security

- Councillors are encouraged to go to the reception area of the administration building when seeking to meet with staff members.
- The Customer Service staff will then advise the CEO, Manager or relevant staff member (if authorised by CEO or Manager) of the arrival of the Councillor. Councillors can then be met at the reception by the relevant staff member or directed to proceed to the staff member's office by the Customer Service staff.

Conclusion

In short the accepted protocol for Councillors wanting to contact staff should be:

- All phone calls to CEO or relevant Manager
- General emails to CEO or relevant Manager. Must always copy CEO in.
- Works Request emails to Records (shire@donnybrook.wa.gov.au)
- In person, make appointments (as a preference).

Adopted:	26 June 2013
Last Amended:	
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Administration

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Council Policy

1.20 Elected Member - Staff Contact

Objective

To establish a protocol to maintain a professional, effective and cordial relationship between Elected Members and staff.

Introduction

In general terms, the Council's role is to set policy and strategic direction for the Shire, whilst the Chief Executive Officer's (CEO) role is to implement that policy and strategic direction, using the staff and other resources made available by Council through the setting of the Budget.

It is important to understand that an Elected Member has no power of authority over the staff, including the CEO. Only the Council, at a formally convened meeting, can give direction to the CEO. Furthermore, an Elected Member has no authority to expend local government funds.

Policy Statements

All Elected Member contact with the Shire's Administration is to be made through the CEO (or Office of the CEO), whether by email, telephone, in person or via other communication methods. The Elected Member should first provide a brief explanation as to the reason for their contact.

The CEO (or Office of the CEO) will either respond to the query or assign the appropriate staff member to respond to the inquiry.

Each initial contact must start with the CEO (or Office of the CEO), unless expressly approved otherwise by the CEO, in writing. If approval is given by the CEO to an Elected Member to contact a staff member other than the CEO on a particular matter, this is not approval for that Elected Member to contact that staff member continually or on future matters.

Written (email, letter, other)

- All replies sent to an Elected Member, together with the request, must be copied to all other Elected Members, Shire Records, CEO and relevant staff members.

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- Within legislation, the CEO has discretion to determine whether to forward confidential items from an Elected Member to all Elected Members.

In person

- Elected Members wishing to make an appointment with the CEO or other staff member must make prior contact with the CEO (or Office of the CEO) to arrange a suitable time and to indicate the reason for the appointment (to allow research to be undertaken if required).
- The CEO and/or other staff members will endeavour to be available at short notice, however depending on the circumstances, this cannot be guaranteed.
- For security and occupational health and safety reasons, Elected Members must first present to the Administration Office reception before meeting with the CEO or any other approved staff member.
- If there are matters ongoing, for example the Elected Member is the Chair of a Council Committee and needs regular contact with staff members supporting that Committee, the ongoing contact is to be approved by the CEO. Elected Members should be mindful of the time they seek with staff members in these circumstances and ongoing contact in this scenario will be at the discretion of the CEO.

Works Requests

As representatives of the community, Elected Members may from time to time be approached by members of the community to advocate for particular works to be undertaken through the Shire's resources.

- Elected Members are encouraged to direct those community members seeking works to be undertaken by the Shire to the Shire's Works Request forms (available via the Shire website and hard copies available from the Shire Administration office).
- Where community members are unwilling or unable to lodge a Works Request form themselves, Elected Members may email these requests (on the community member's behalf) to Shire Records (records@donnybrook.wa.gov.au) where they will be logged into the works request system and referred to the relevant staff member for review and appropriate action.

Adopted:	26 June 2013
Last Amended:	26 June 2013
Last Reviewed:	26 April 2016

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EXPRESSION OF INTEREST – BUNBURY GEOGRAPHE TOURISM ADVISORY WORKING GROUP

In recognition of the important role that tourism industry operators play in the development of tourism, the Bunbury Geographe Tourism Partnership (BGTP) Steering Committee is creating a working group to provide advice on tourism development and marketing in the region. '

This is an opportunity for a tourism operator to have direct input on the Bunbury Geographe Tourism Partnership decision making process, and Expressions of Interest (EOI) are now invited for a **Shire of Donnybrook-Balingup** representative.

The functions of the Tourism Advisory Working Group (TAWG) are outlined in the attached Terms of Reference and will include:

- Representing the Bunbury Geographe tourism industry;
- Providing advice and recommendations to the Steering Committee and the Tourism Marketing & Development Manager (TMDM) relating to tourism and its development and future in the region;
- Assisting the TMDM to deliver projects relating to the Bunbury Wellington & Boyup Brook Tourism Strategy Regional Marketing and Action Plans;
- Encouraging industry and operator involvement in BGTP activities;
- Raising community awareness of the value and benefits of tourism.

The TAWG is anticipated to meet at least six times per year, with membership including tourism and local government representatives. Sitting fees do not apply.

APPLICATION PROCESS

As part of the EOI, applicants will need to outline their ability to contribute as a TAWG member. Importantly, members will need to adopt a **broad regional view** of the tourism sector and community related matters. Applicants must provide a resume and a covering letter explaining how they meet the following areas:

- Background in tourism, or tourism related businesses;
- Understanding of tourism issues at a regional level;
- Broad knowledge of the tourism industry;
- Experience with tourism planning and marketing;
- Ability to provide a conduit between tourism operators and the BGTP Steering Committee.

The EOI should be addressed to Benjamin Rose, Chief Executive Office, Shire of Donnybrook-Balingup, PO Box 94, Donnybrook WA 6239 or via email shire@donnybrook.wa.gov.au. Successful receipt of all applications will be acknowledged. Applications will be assessed by an internal panel with applicants being notified of the result of their applications in August, 2017. The selected representative will need to read and accept the attached TAWG Terms of Reference.

The EOI period opens **Wednesday 19 July 2017** and closes 5pm **Monday 31 July 2017**. For more information and to discuss your application please contact Deb Vanallen, Community Development – Team Leader by phone on 9780 4234 or email deb.vanallen@donnybrook.wa.gov.au.



Bunbury Geographe
Tourism Advisory Working Group

TERMS OF REFERENCE

July 2017

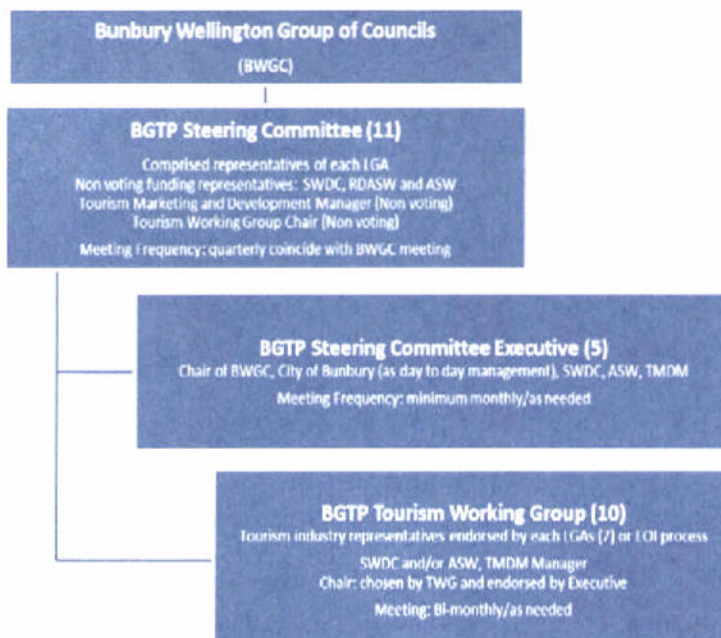
INTRODUCTION AND BACKGROUND

In 2015, the Bunbury Wellington Group of Councils (BWGC) developed the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy and supporting Action & Marketing Plan to ensure the sustainable management, development and marketing of tourism in the region. The plan was developed with support from the South West Development Commission, Regional Development Australia, Tourism WA and Australia's South West.

One of the key directions of the plan under the heading of Strategic Destination Management is that BWGC should *lead and foster a strategic and cooperative approach to tourism*.

The plan also states that *best practice research for regional tourism destinations shows that planning and management for tourism involves a collaboration of industry, local government and community. The role of local government in tourism destinations is to support, facilitate, and help build the capacity of the local tourism industry in order for the industry to be sustainable, and to ensure the wellbeing of its residents.*

In June 2017, the Bunbury Geographe Tourism Partnership Steering Committee (the Steering Committee), consisting of the BWGC, and a representative from Australia's South West and the South West Development Commission, endorsed the formation of, and Terms of Reference for a Bunbury Geographe Tourism Advisory Working Group (the Working Group) to meet this key strategic direction.



Tourism in Bunbury Geographe Values and Vision

The following outlines the shared vision for tourism in Bunbury Geographe that was developed through the consultation process.

Cooperate and support each other to achieve a sustainable and innovative tourism economic sector that: preserves our natural environment; fosters support from our community; celebrates and offers diverse and quality visitor experiences related to our natural environment, culture and heritage; and welcomes and cares for our visitors.

A leading nature and adventure gateway with quality boutique experiences in food, wine, culture and hospitality that inspires people to visit and indulge and indulge again.

This vision is underpinned by the following values:

- Achieve a sustainable, innovative tourism economic sector;
- Preserve the natural environment;
- Cooperate and support each other;
- Communicate effectively with our community to foster acceptance and support for tourism;
- Celebrate and offer a diversity of quality visitor experiences related to our natural environment, culture and heritage; and
- Welcome and care for our visitors.

TERMS OF REFERENCE

Purpose of the Working Group

- Represent the Bunbury Geographe tourism industry.
- Advise and make recommendations to the Steering Committee and the Tourism Marketing and Development Manager (TMDM) on matters relating to tourism, the development of tourism and the future of tourism.
- Assist the TMDM deliver projects relating to the Regional Tourism Action and Marketing Plan
- Encourage industry and operator involvement with the Bunbury Geographe Tourism Partnership (BGTP)
- Raise community awareness of the value and benefits of tourism.

Title and Delegations

- The committee shall be referred to as the Bunbury Geographe Tourism Advisory Working Group (TAWG or Working Group).
- The committee shall function as a non-voting advisory and working group.

Objectives

- Inform and assist with the development, implementation and review of the Steering Group's priorities from the Regional Tourism Strategy Action and Marketing Plan.
- Advise and support TMDM and Steering Committee regarding tourism issues and make recommendations, as appropriate.

Tenure to the Committee

- Representatives to participate on the TAWG will be given formal notification by their individual Council in writing.
- Representatives will be selected on a skills basis by their individual Council for twelve (12) month tenure or as required for the effective transition to an Industry and Skills-based Transition Board.
- Representatives not attending 2 consecutive meetings can be replaced at the discretion of the Steering Committee and the TMDM.
- Representatives must be willing to abide by the Terms of Reference for the Working Group.

Composition

- 7 representatives of the tourism industry including a nominated Chair. One from each LGA
- TMDM

Optional Attendance

- BWGC
- Representative of Australia's South West
- Representative of South West Development Commission
- Representatives of other relevant State Government Departments
- Representative of Regional Development Australia.

Responsibilities of Committee Members

- To advise and make recommendations to Steering Committee on matters relating to tourism.
- Assist the TMDM implement the Regional Tourism Action and Marketing Plan
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the working group.
- To provide general advice to the TMDM.
- Facilitate in a timely way any tasks allocated to and accepted by them.
- Behave in a manner that respects the interests and viewpoints of other members.
- To declare any potential or actual conflicts of interests on matters brought before the committee.
- All committee members will abide by the Local Government Policy for Code of Meeting Practice.
- To act in a manner that supports and encourages the development of the entire Bunbury Geopraphe region. Furthermore, they should be visitor focused when providing advice and recommendations.
- To provide a conduit to each local government area and the tourism industry for the TMDM.
- Assist in the creation of a successful, best practice, industry-driven Sub Regional Tourism Association as outlined in the Strategy.

Responsibilities of the Chairperson

- To chair the meeting and exercise functions, as determined by the Working Group.
- To advocate for the Working Group and represent its decisions.
- To sign off minutes endorsed by the committee.
- Provide advice and feedback to the Steering Committee, as represented by the Working Group
- Extraordinary meetings may be called by the Chairperson.

Responsibilities of BWGC

- Provide secretarial support, including minute taking, as appropriate. The ongoing role of the Working Group will be reviewed six-monthly. Relevant matters will be referred to the Working Group for consideration. Working Group recommendations will be referred to the Steering Committee for action.
- The Steering Committee at its discretion may review the role or structure of the Working Group.

General Meetings

- The Working Group is to meet not less than bi-monthly, and at times and dates to be agreed at the first meeting. Additional meetings may be required to deliver projects in a timely manner.
- Replacement of members between terms will be nominated by the representing organisation/group.
- Other interested individuals may be invited to attend meetings as observers, or be invited to present to the meeting. However, they will only be recognised by consent of the Steering Committee, Chairperson and/or TMDM.

Distribution of Information

Recommendations of the Working Group are to be reported to the Steering Committee. Media releases are approved by the Steering Committee Executive and TMDM, and distributed by TMDM according to Local Government Media Policy.

The Chairperson and TMDM are the only spokespersons for the Working Group, on approval of the Steering Committee.

Individual Working Group members may not issue a media release on behalf of the advisory group.

Variation to the Terms of Reference

The *Terms of Reference* may be added to, repealed or amended by resolution of the Steering Committee, in consultation with or upon the recommendation of the committee.

APPENDIX 1 - WEBSITES

Department of Local Government and Communities Code of Meeting Practice

Strategies and Supporting Documentation

Bunbury Wellington Boyup Brook Regional Tourism Strategy

Bunbury Wellington Boyup Brook Regional Tourism Action and Marketing Plan