



SHIRE OF
WAROONA
SEA TO SCARP

Terms of Reference

Visitor Centre Working Group

About this document

The Terms of Reference has been adopted in accordance with Council Policy CGP024 – Advisory and Working Group.

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.



Document Control		
Date Reviewed	Details	Author
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1. Purpose / Objectives

The purpose / objectives of the Working Group are to:

- (a) Support and develop arts/crafts and tourism through the Visitor Centre.
- (b) Support and develop Shire of Waroona tourism.
- (c) Support tourism related economic development at the Visitor Centre.
- (d) Provide advice on initiatives that are tourist customer focussed.
- (e) Provide a sounding board for the budgeted operations of the Visitor Centre.

2. Membership and Chair / Deputy Chair

Membership of the Working Group shall be as follows:

- 3 Elected Members
- 1 Shire of Waroona Officer
- 2 members of the community
 - 1 skilled and experience in Art & Culture
 - 1 skilled and experience in Tourism & Marketing

Public advertising for members to be conducted initially and then every 2 years, as the Working Group is reconstituted by Council.

All members will be voting members.

The Chair and Deputy Chair shall be elected by the Working Group members.

3. Statement of Adherence to the Code of Conduct

The Working Group Members shall abide by the Code of Conduct.

4. Tasks

The Working Group shall undertake the following tasks:

- (a) Respond to Council's direction on providing advice.
- (b) To provide to Council advice on strategic tourism direction.
- (c) To provide to Council advice on tourism marketing initiatives.
- (d) To provide a sounding board to officers on operational initiatives when requested.
- (e) To assess and consider matters relating to the Visitor Centre support for events relevant to tourism, arts & crafts.
- (f) Review Terms of Reference and Key Performance Indicators annually.

5. Key Performance Indicators

The Working Group Key Performance Indicators (KPIs) are:

- (a) Met at the frequency in the Terms of Reference (efficient);
- (b) Reviewed 5 number of ideas (efficient);
- (c) Majority of ideas were actioned by Council (effective); and
- (d) Provide to Council requested advice on strategic tourism direction annually, with report (efficient) / Council adopted the strategy (effective).

A report on the KPIs of the Working Group shall be provided to Council annually.

6. Meeting Frequency

The Working Group shall meet quarterly (Tuesday/Thursday preferable), or additionally when the need arises if there are time sensitive or urgent matter arising.

7. Termination Date

The Working Group shall terminate the day prior to each Local Government election.

8. Agenda

The Working Group Meeting Agenda shall be as follows:

- (a) Declaration of Opening Meeting
- (b) Attendance / Apologies
- (c) Declarations of Interest
- (d) Confirmation of Previous Minutes (if applicable)
- (e) Meeting Business
 - i. Review/Status Update of Outstanding Business Actions
 - ii. New Items of Business (written with recommendations and provided to the Members three days in advance)
- (f) Closure of Meeting.



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