

Notice is hereby given that the Tourism and Events Committee Meeting is to be held at the Community & Civic Centre Eighteenth Street Renmark on Tuesday 16 April 2019 commencing at 3:00 pm.

AGENDA

Acknowledgement of Country

"I would like to acknowledge and pay respects to the First Peoples of the River Murray and Mallee region who are the traditional custodians of this land on which we meet"

Page Number

- 1. OPENING BY THE CHAIRPERSON**
- 2. PRESENT**
- 3. APOLOGIES**
- 4. MEMBER'S DECLARATION OF INTEREST** **3**

Elected members are required to:

 1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a material, actual or perceived conflict of interest in any matter to be considered in this Agenda, and
 2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999* on the approved form.
- 5. DEPUTATIONS**
 - 5.1 Driverless Bus Update – Mark Bell Economic Development Officer
 - 5.2 Paringa Paddocks Presentation – Phil Strachan
- 6. CONFIRMATION OF THE MINUTES OF THE TOURISM EVENTS COMMITTEE MEETING HELD ON 4 MARCH 2019** **5**
- 7. BUSINESS ARISING FROM THE MINUTES OF 4 MARCH 2019** **9**
 - 7.1 Committee Terms of Reference
 - 7.2 National Chevrolet Club Parking Permission
 - 7.3 Tourism and Events E-News
 - 7.4 Proposed 19/20 Annual Business Plan Project Submissions
- 8. NOTICE OF MOTION – Nil**
- 9. COMMITTEE MEMBERS REPORTS – Nil**
- 10. LATE REPORTS – Nil**
- 11. REPORTS WITH RECOMMENDATION - Nil**
- 12. INFORMATION ONLY REPORTS**
 - 12.1 Significant Events Report (verbal discussion)
 - 12.2 Riverfront Markets Debrief (verbal discussion)
- 13. MOTIONS WITHOUT NOTICE – Nil**

14. GENERAL BUSINESS

The following items have been provided by the Tourism and Events Committee Members and Council Staff for discussion

- 14.1 South Australian Tourism Commission 2030 Plan
- 14.2 Proposed Informal Meeting for Tourism and Events Committee action planning
- 14.3 Drought messaging workshop
- 14.4 Pest Free Status update from PIRSA
- 14.5 School Holiday Activities
- 14.6 SATC Tourism Award Nominations
- 14.7 Destination Riverland Publications Survey
- 14.8 Changes to Loxton and Waikerie VIC's
- 14.9 Future agenda items

15. CLOSURE



Peter Bull

ACTING DIRECTOR CORPORATE & COMMUNITY SERVICES

Date Issued: 10 March 2019



**Declaration of Elected Members
Conflict of Interest**

In accordance with Section 74 of the Local Government Act 1999

To be completed and given to the meeting Minute Taker by 12pm on the day of the meeting.

Council Member: _____

Date of Meeting: _____

Council or Committee: _____

Agenda Item: _____

I wish to declare a **Material** **Actual** **Perceived** **Conflict of Interest**

Section 1 Material Conflict

Material – Conflict of Interest

I consider that I have a **material** conflict of interest pursuant to section 73 of the *Local Government Act 1999* ('the LGA Act'). The nature of my **material** conflict of interest is as follows (*ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the Agenda Item described above*):

I will leave the meeting room (including an area set aside for the public) such that I cannot view or hear any discussion or vote at the meeting, and will stay out of the meeting room while the matter is being discussed and voted on.

Section 2 – Actual or Perceived Conflict

Actual – Conflict of Interest

The nature of my actual conflict of interest (pursuant to section 75 of the *Local Government Act 1999*) is as follows (*ensure sufficient detail is recorded, including the reasons why the conflict between your interest and the public interests might lead to a decision that is contrary to the public interest in relation to the Agenda Item described above*):

Perceived – Conflict of Interest

The nature of my perceived conflict of interest (pursuant to section 75 of the *Local Government Act 1999*) is as follows (*ensure sufficient detail is recorded, including the reasons why the conflict between your interest and the public interests might lead to a decision that is contrary to the public interest in relation to the Agenda Item described above*):

I intend to deal with the Conflict of Interest in the following transparent and accountable way by:

Signed: _____

Date: _____

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Minutes of the Tourism and Events Committee meeting held at the Community & Civic Centre Eighteenth Street, Renmark on Monday 4 March 2019 commencing at 3:00 pm.

Acknowledgement of Country

"I would like to acknowledge and pay respect to the First Peoples of the River Murray and Mallee region who are the traditional custodians of this land on which we meet."

1. OPENING BY ACTING DIRECTOR CORPORATE & COMMUNITY SERVICES

2. PRESENT

Crs Du Rieu, Townsend, Messrs T Townsend, R Hughes, S Brewer, P Strachan, Ms C Hein (Committee Members), Mr P Bull (Acting Director Corporate & Community Services), Ms E Mullin (Visitor Information Centre Officer), Mrs S Whitbourne (Visitor Information Centre Coordinator) and Miss A Baker (Executive Assistant to Director Corporate & Community Services).

3. APOLOGIES – Messrs R Cook and D Baker

4. APPOINTMENT OF CHAIR PERSON

Moved Cr Du Rieu

That the Committee nominate Mr R Hughes as Chair for the Tourism and Events Committee.

Seconded Cr Townsend

CARRIED

5. MEMBER'S DECLARATION OF INTEREST - Nil

6. DEPUTATIONS – Nil

7. CONFIRMATION OF MINUTES OF THE TOURISM AND EVENTS COMMITTEE MEETING HELD ON 15 OCTOBER 2018

Moved T Townsend

That the minutes of the Tourism and Events Committee meeting held on 15 October 2018 be confirmed for the term of this Council.

Seconded S Brewer

CARRIED

8. BUSINESS ARISING FROM THE MINUTES OF 15 OCTOBER 2018 - Nil

9. NOTICE OF MOTION - Nil

10. COMMITTEE MEMBERS REPORTS – Nil

11. LATE REPORTS – Nil

12. REPORTS WITH RECOMMENDATIONS - Nil

13. INFORMATION ONLY REPORTS

- 13.1 Committee Terms of Reference Review
Moved Cr Du Rieu
That the Tourism Events Committee (TEC) Terms of Reference particularly the functions of the committee (clause 10) be discussed at the next Tourism and Events Committee meeting.
Seconded Cr Townsend
CARRIED
- 13.2 Visitor Information Centre Overview
Moved S Brewer
That the Visitor Information Centre overview report be received.
Seconded T Townsend
CARRIED
- 13.3 National Chevrolet Club Parking Permission
Moved Cr Du Rieu
That the Committee recommends to Council that the National Chevrolet Club's request to allow parking on the Renmark number one oval for their registration component of the November 2019 event be revisited for consideration.
Seconded Cr Townsend
CARRIED
- 13.4 Destination Riverland Overview (verbal discussion)
Moved T Townsend
That the Destination Riverland overview verbal report be received.
Seconded Cr Townsend
CARRIED
- 13.5 Rivafest Debrief (verbal discussion)
Moved Cr Du Rieu
That the Rivafest verbal debrief report be received.
Seconded T Townsend
CARRIED
- 13.6 Riverfront Markets Debrief (verbal discussion)
Moved Cr Du Rieu
That the Riverfront Markets debrief verbal report be received.
Seconded S Brewer
CARRIED
- 13.7 Significant Events Report Feb – June 2019
Moved Cr Du Rieu
That the Upcoming Significant Events, February to June 2019 information only report be received.
Seconded B Townsend
CARRIED

- 13.8 Food and Wine Centre Proposal (verbal discussion)
Moved T Townsend
That the Food and Wine Centre Proposal debrief report be received.
Seconded P Strachan
CARRIED
- 13.9 2018/19 Annual Business Plan Project Update Report
Moved T Townsend
That the 2018/19 Annual Business Plan Project Update information only
report be received.
Seconded Cr Townsend
CARRIED
- 13.10 Tourism Publications (verbal discussion)
Discussed under item 13.3

Mr P Strachan left the meeting at 5.25 pm.

- 13.11 Tourism Operator eNewsletter (verbal discussion)
Moved S Brewer
That the Tourism Operator eNewsletter update report be received.
Seconded T Townsend
CARRIED
- 13.12
Moved Cr Townsend
That the potential 2019/20 Annual Business Plan Projects verbal update be
received.
Seconded Cr Du Rieu
CARRIED

14. MOTIONS WITHOUT NOTICE – Nil

15. GENERAL BUSINESS

- 15.1 Committee Dates & Times
It was noted that Committee Members prefer meetings to be held on
Tuesdays 3pm – ideally alternative Tuesday to Council Meetings

16. CLOSURE - 5.45 pm.

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RENMARK PARINGA COUNCIL TOURISM AND EVENTS COMMITTEE

TERMS OF REFERENCE

NAME

Pursuant to section 41(1) of the Local Government Act 1999, the Renmark Paringa Council resolved on 27 November 2018 to establish a committee to be known as the

Renmark Paringa Council Tourism and Events Committee

1. MEMBERSHIP

- 1.1 The membership of the Tourism and Events Committee shall consist of up to nine (9) community representatives, and two (2) Renmark Paringa Council Elected Member representatives.
- 1.2 Due to their interests in prime event space, tourism and as community based clubs, three of the positions for the Community representatives should be reserved for a Renmark Hotel representative, a Renmark Club representative and a Destination Riverland representative; however the Destination Riverland representative will not have voting rights on the Committee.
- 1.3 Members shall hold office from the date of their appointment, for a term until the first meeting of Council following the next general Council election, and a call for nominations will be sought for appointment by Council.
- 1.4 The Presiding Member (Chair) of the committee shall be appointed by the Council and should be one of the nine community representative members.
- 1.5 Only members of the committee are entitled to vote in committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the committee for decision.
- 1.6 The Executive Officer and relevant staff are nominated by the Chief Executive Officer may provide advice to Committee members during the debate and discussion of items to ensure Committee members have suitable and accurate information to aid their decision making.
- 1.7 Council staff members may attend any meeting as observers or be responsible for preparing reports for the committee. Staff members do not have a decision making role, although may provide advice and clarification of issues if requested by the Presiding Member.



- 1.8 In accordance with the principles of open, transparent and informed decision making, committee meetings must be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the *Local Government Act 1999* and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.
 - 1.9 No additional allowance will be paid to an elected member representative over and above the allowance already received by the elected member in accordance with the Local Government (Members Allowances and Benefits) regulations 2010.
 - 1.10 The Mayor shall be an ex officio member of the committee.
- 2. QUORUM**
- 2.1 A quorum shall consist of half the appointed members plus one, but shall not include the Mayor unless actually present.
- 3. MEMBERS LIABILITY**
- 3.1 No Civil Liability shall attach to a member of a committee for an honest act or omission in the exercise performance or discharge or purported exercise, performance or discharge of the members or committee's functions or duties. A liability that would but for the foregoing attach to a member of a committee, attaches instead to the Council.
 - 3.2 Pursuant to the Rules of the LGAMLS, the Council must apply prudent industry based risk management practices across all of its operations.
 - 3.3 Any liability or risk management issues must be communicated within the Council.
- 4. CONFLICT OF INTEREST**
- 4.1 The provisions of sections 73, 74 and 75 of the Local Government Act 1999 will apply to all members of the committee, in relation to meetings and any business or proposed business of the committee.
- 5. REGISTER OF INTEREST**
- 5.1 The provisions of section 68 of the Local Government Act 1999 will not apply to members of the committee.
- 6. PROCEEDINGS OF THE COMMITTEE MEETING**
- 6.1 The committee shall be subject to the provisions of the Local Government (Procedures at Meetings) Regulations 2000, Part 3.



- 6.3 A notice of meeting and agenda shall be provided to each committee member at least 5 clear days before each meeting.
- 6.4 Special Meetings may be held at any time, at the request of the Presiding Member of the Committee or at least three members of the committee.
- 6.5 All resolutions of the committee shall act as recommendations to Council, subject to the committee being granted delegated authority to act according to Council policy and procedures in designated matters, or where Council has previously approved a course of action.
- 6.6 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.
- 6.7 All members of the committee who are present at a meeting shall have a deliberative vote.
- 6.8 The Presiding Member shall also have a casting vote if required.
- 6.9 All meetings of the committee are open to the public.

7. DUTIES AND VACANCIES

7.1 Duties of the Presiding Officer

The duties of the Presiding Officer of the committee are:

- a) to preside at meetings of the committee
- b) preserve order at meetings so that the business may be conducted in due form and with propriety
- c) upon confirmation of the minutes, sign them in the presence of the meeting
- d) responsibility to the Council for the proper observance of these Terms of Reference
- e) if requested, to provide advice to the Executive Officer between committee meetings on the implementation of the decisions of the committee
- f) to act as the principal spokesperson of the committee in consultation with the Executive Officer
- g) each member should have interest, experience and skills commensurate with the functions of the committee. Availability to attend meetings regularly is essential.
- h) to carry out the ceremonial duties of the committee.

8. GENERAL DUTIES OF MEMBERS OF THE COMMITTEE

8.1 Members are expected to:

- a) act honestly and within the law at all times
- b) act in good faith and not for improper or ulterior motives



- c) act in a reasonable, just and non discriminatory manner
- d) undertake their role with reasonable care and diligence
- e) conduct their ongoing relationship with fellow Council members, Council employees and the public with respect, courtesy and sensitivity
- f) use information in a careful and prudent manner.
- g) Each member should have interest, experience and skills in activities, which will be community related. Availability to attend meetings regularly is essential.
- h) Committee Members shall participate on a voluntary basis.

9. CASUAL VACANCIES

- 9.1 The position of member on the committee becomes vacant if the member –
- a) resigns by notice in writing to the Presiding Member of the committee; or
 - b) is removed from office by the Council on the grounds that he or she has been absent without leave of the Committee from three or more consecutive meetings, the first of which having been held three months or more before the last; or
 - c) is removed by the Council at its sole discretion; or
 - d) is declared a bankrupt or applies for the benefit of the law for the relief of insolvent debtors; or
 - e) is convicted of an indictable offence punishable by imprisonment; or fails to meet the qualification criteria for membership contained in the membership clause above.
- 9.2 The Committee shall forthwith inform the Council if any member forfeits their seat in such a manner.
- 9.3 In respect of disqualification by reason of absence for three months or more, the member forfeiting their seat under these circumstances shall however be eligible for re-election to the committee of which they were a member.
- 9.4 If a vacancy occurs on the committee as a community representative, an expression of interest process will be conducted by administration through the Executive Officer and recommendations brought back to the Committee for endorsement and recommendation to Council for endorsement.
- 9.5 In the event that a casual vacancy occurs within five (5) months of the next date of appointment of the committee, the committee may elect to continue until the next date of appointment without filling the casual vacancy.
- 9.6 In the event that three (3) positions become vacant concurrently for whatever reason, the Committee must immediately suspend the performance of its duties and obligations conferred by this Term of Reference and forthwith



inform the Chief Executive Officer of the Council, who shall give consideration to the cause of the casual vacancies and seek determination from Council.

10. FUNCTIONS OF THE COMMITTEE

10.1 The Tourism and Events Committee is charged with the power to enquire into and report to the Council in respect of the following matters –

- a) the implementation of Council's annual Tourism and Events program and major new events as they arise.
- b) develop, market and maintain an annual Calendar of Tourism and Events for the Renmark Paringa Council.
- c) facilitate Council's Tourism and Events and provide recommendations for continuous improvement of the annual Events program.
- d) involve Renmark Paringa Council tourist operators and businesses community in determining future direction, funding and strategies for the marketing, promotion and delivery of Tourism and Events.
- e) to integrate, inform, advocate and liaise with other tourism groups or bodies within the Riverland or at the State level with regards to Tourism and Events.
- f) act as a conduit and provide advice to tourism operators looking to expand or create a tourism event in the Renmark Paringa Council area
- g) provide general tourism event advice to Council as determined by the committee
- h) continue working on building relationships with the businesses that are impacted by and could positively influence council events

11. REPORTING & ACCOUNTABILITY

11.1 Administration support will be provided by the Council.

11.2 Council will provide an Executive Officer of the committee.

11.3 A copy of the Minutes of every meeting, shall be provided to the Chief Executive Officer for inclusion in the Agenda of the next Council Meeting.

11.4 Where a particular matter requires a specific resolution or the attention of the Council, the minutes will adequately reflect a recommendation to be considered by Council.

11.5 The committee is accountable to the Renmark Paringa Council in all things.

11.6 Effectiveness of the Committee will be determined through annual self-assessment checks; additionally the Committees effectiveness and Terms of Reference will be reviewed by Council at the end of each general Council election.



12. DISPUTES

- 12.1 Should a dispute arise over any matter, the matter shall be handled in accordance with Council's Grievance Procedures; however the decision of the Council will be final.
- 12.2 The Renmark Paringa Council is committed to transparent decision making processes and to providing access to a fair and objective procedure for the hearing of review of decisions. Grievances may arise as a result of dissatisfaction with a decision about a policy, procedure, service or fee.
- 12.3 All attempts will be made to resolve grievances quickly and efficiently, without the need for formal applications for review to be lodged. Sometimes this cannot be achieved. The procedure provides guidance for dealing with formal requests for review of decisions of Council, its employees, and other people acting on behalf of Council.
- 12.4 Dealing with grievances at the local level is the most effective way of resolving matters quickly. Applicants for review of decisions will be encouraged to participate in the review handling process co-operatively. However, this will not negate citizens' rights to seek external review through the State Ombudsman, other legal appeal processes, or the Courts at any time during the complaint handling process.
- 12.5 Council's Procedure for Review of Decisions has been adopted in accordance with Section 270 of the Local Government Act.

13. GENERAL

- 13.1 The activities of the Committee shall be regulated by such directions as may be made from time to time by Council and by such Terms of Reference as may be made by the Committee, and ratified by Council.
- 13.2 The Presiding Member shall be responsible to the Council for the proper observance of these Terms of Reference. However, no member shall be personally liable in respect of any transaction, act or omission of the Committee entered into, done or made in good faith. Committee Members do not enjoy the protection against defamation actions afforded to State and Commonwealth Parliaments and must be careful not to make remarks that could result in an aggrieved person seeking to take action against them.
- 13.3 In the event of there being any dispute, which cannot be resolved by the Committee, the matter in question is to be referred to the Council for resolution.



13.4 A recommendation by the Committee to amend the Terms of Reference, provided a resolution has been passed by a two-thirds majority of all members constituting the Committee at an ordinary meeting called for that purpose, may be approved by Council.

13.5 Notwithstanding anything in these Terms of Reference, all rights and obligations under:

13.5.1 the Local Government Act 199

13.5.2 the Local Government (Procedures at Meetings)

13.5.3 the Code of Conduct for Elected Members shall be observed

13.6 Members of the Committee who are not Elected Council Members are not required to complete a Register of Interest Return pursuant to Section 64 of the Local Government Act 2010.

13.7 Members are expected to:

13.7.1 act within the law at all times;

13.7.2 act in good faith and not for improper or ulterior motives; act in a reasonable, just and non-discriminatory manner; undertake their role with reasonable care and diligence;

13.7.3 conduct their ongoing relationship with each other, fellow Council Elected Members, Council employees and the public with respect, courtesy and sensitivity and use information in a careful and prudent manner.

14. REVIEW AND AMENDMENT TO TERMS OF REFERENCE

Council may at any time amend or alter these terms of reference by resolution of the Council. The committee shall at least annually, informally review these Terms of Reference to ensure that they properly reflect the role and function of the committee.

Approved at the meeting of Council held on: 27 November 2018

THE RENMARK PARINGA TOURISM AND EVENTS COMMITTEE



Schedule of Committee Members:

Name	Appointment Status	Date appointed or reappointed