

## ROLES AND AUTHORITY DELEGATIONS

	ROLE	AUTHORITY
<b>STEERING COMMITTEE</b> <ul style="list-style-type: none"> <li>○ CEOs of the 7 LGAs</li> <li>○ Australia's South West (non-voting)</li> <li>○ SWDC (non-voting)</li> <li>○ TMDM (non-voting)</li> </ul>	<ul style="list-style-type: none"> <li>○ Lead and foster a strategic and cooperative approach to tourism in the Bunbury Geographe.</li> <li>○ Support, facilitate and help build the capacity of the local tourism industry in order for the industry to be sustainable.</li> <li>○ To consolidate the seven Shire's tourism information and operations into a coordinated regional marketing approach.</li> <li>○ A responsibility to implement the commitments of the Memorandum of Understanding between the City of Bunbury and the BWGC, the South West Development Commission, and Australia's South West.</li> </ul>	<ul style="list-style-type: none"> <li>○ Members of the Steering Committee have the right to vote on all matters put before the Committee. <ul style="list-style-type: none"> <li>▪ Matters arising at a meeting are to be determined by a majority of the votes of the members, or their nominated proxy, present and voting.</li> <li>▪ A quorum for a meeting is constituted by four Steering Committee members. If member is required to remove him or herself from deliberations of the Steering Committee and any decision-making process because of a conflict of interest, and because of this, a quorum is no longer present, the remaining members constitute a quorum for the purpose of any deliberation or decision at that meeting for that matter only.</li> <li>▪ The Steering Committee may pass a resolution without a physical meeting being held if a majority of the members entitled to vote on the resolution sign a document (this may be an electronic version distributed by email) containing a statement that they are in favour of the resolution set out in the document.</li> <li>▪ The Secretary must keep a record of resolutions passed together with a status report on each matter.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ Provide leadership, strategic guidance and oversight of the management of the Bunbury Geographe Tourism Partnership</li> </ul>	<ul style="list-style-type: none"> <li>○ Provide financial and management resolutions to CoB for actioning.</li> </ul>

	<p>(BGTP).</p> <ul style="list-style-type: none"> <li>○ Ensure the proper and efficient performance of BGTP functions.</li> <li>○ Determine BGTP policy in relation to any matter.</li> <li>○ Set the strategic direction of BGTP and goals for management.</li> <li>○ Set the annual budget.</li> <li>○ With the support of the City of Bunbury, appointment of the Tourism Marketing &amp; Development Manager (TMDM).</li> <li>○ Appointment of the Chair.</li> </ul>	<ul style="list-style-type: none"> <li>○ By resolution of the majority of its members, delegate any of its functions or powers to: <ul style="list-style-type: none"> <li>▪ A member of the Steering Committee, or</li> <li>▪ The Executive Committee, or</li> <li>▪ A member of staff of BGTP who has the expertise appropriate to the function or power delegated.</li> </ul> </li> </ul>
STEERING & EXECUTIVE COMMITTEE CHAIR	<ul style="list-style-type: none"> <li>○ To chair the meeting and exercise functions, as determined by the Steering Committee.</li> <li>○ To lead the Steering and Executive committees.</li> <li>○ To sign off minutes endorsed by the Steering and Executive committees.</li> <li>○ The efficient organisation and conduct of the committee functions and meetings.</li> <li>○ Promote constructive and respectful relations between Committee members and/or staff.</li> <li>○ Call extraordinary meetings as required.</li> <li>○ In conjunction with the TMDM, represent the organisation to the tourism industry, local government stakeholders, and the public.</li> </ul>	<ul style="list-style-type: none"> <li>○ The Chair must preside at all meetings at which he or she is present. If the Chair is not present at a meeting, the Deputy Chair must preside over the meeting. If neither the Chairperson nor the Deputy Chair is present at a meeting, the board members present must appoint one of their number (excluding the TMDM) to preside over the meeting.</li> <li>○ Counter sign with CEO CoB: <ul style="list-style-type: none"> <li>▪ All expenditure above the TMDM's \$5K purchasing order approval, in accordance with the approved budget.</li> <li>▪ All expenditure above the permitted budget variances of up to 10 per cent or \$5K.</li> </ul> </li> </ul>
<p>EXECUTIVE COMMITTEE</p> <ul style="list-style-type: none"> <li>○ City of Bunbury CEO</li> <li>○ Chair (Donnybrook-Balingup CEO)</li> <li>○ Australia's South West</li> <li>○ SWDC</li> <li>○ TMDM</li> </ul>	<ul style="list-style-type: none"> <li>○ Managing the implementation of the strategic direction, including approved strategies, and targets, budgets, and establishing policies <ul style="list-style-type: none"> <li>○ reviewing on an ongoing basis how the BGTP's strategic environment is changing, what key risks and opportunities are appearing, how they are being managed and what, if any, modifications in strategic direction should be adopted.</li> <li>○ Report bi-monthly to the Steering Committee on progress against the implementation plan.</li> </ul> </li> <li>○ Accountability for monitoring BGTP business.</li> <li>○ Ensuring that the performance of BGTP functions and the exercise</li> </ul>	

	<p>of BGTP powers are consistent with, and designed to give effect to, the current Strategic Plan and supporting Action plans.</p> <ul style="list-style-type: none"> <li>○ Ensuring good corporate governance, including risk management, legal compliance, strategic direction and appropriate structure of BGTP</li> <li>○ Ensuring that records are kept and measuring and assessing BGTP performance.</li> <li>○ In conjunction with the CoB, support and monitor the performance of the TMDM.</li> <li>○ Inform the Steering Committee of the recommendations from the Tourism Advisory Working Group (TAWG)</li> </ul>	
TOURISM ADVISORY WORKING GROUP	<ul style="list-style-type: none"> <li>○ Represent the Bunbury Geographe tourism industry.</li> <li>○ Advise and make recommendations to the Executive Committee and the TMDM on matters relating to tourism, the development of tourism and the future of tourism.</li> <li>○ Assist the TMDM deliver projects relating to the Regional Tourism Action and Marketing Plan</li> <li>○ Encourage industry and operator involvement with the BGTP</li> <li>○ Raise community awareness of the value and benefits of tourism.</li> <li>○ Support the development of tourism within the entire Bunbury Geographe region.</li> <li>○ Be visitor centric when providing advice and recommendations.</li> <li>○ Provide a conduit to each local government area and the tourism industry for the TMDM.</li> </ul>	<ul style="list-style-type: none"> <li>○ Provides recommendations to TMDM, and through the TAWG Chair to the Executive Committee.</li> <li>○ No authoritative powers.</li> <li>○ The Workgroup shall function as a non-voting advisory and working group in accordance with the established Terms of Reference.</li> </ul>
TOURISM ADVISORY WORKING GROUP CHAIR	<ul style="list-style-type: none"> <li>○ To chair the meeting and exercise functions, as determined by the established Terms of Reference.</li> <li>○ To advocate for the Working Group and represent their decisions.</li> <li>○ To lead the Working Group.</li> <li>○ The efficient organisation and conduct of the meetings.</li> <li>○ Promote constructive and respectful relations between Working Group members and/or staff.</li> <li>○ Provide advice and feedback to the Executive Committee, as</li> </ul>	<ul style="list-style-type: none"> <li>○ Provides recommendations to Executive Committee and TMDM on behalf of the TAWG.</li> <li>○ No authoritative powers.</li> </ul>

	represented by the Working Group.	
TOURISM MARKETING & DEVELOPMENT MANAGER	<ul style="list-style-type: none"> <li>○ Responsible to the Steering and Executive committees for the day-to-day management of operations of BGTP and for the implementation of strategies and policies, and attaining targets, approved by the committees.</li> <li>○ Seek approval from the Chair and CEO CoB for any budget variations above \$5K or 10%.</li> <li>○ Provide a Summary Financial Report to the Executive Committee at each meeting detailing the performance of BGTP against its budget, as well as any abnormal items or matters which might warrant the review.</li> <li>○ Provide a monthly report on progress against the implementation plan to the Executive Committee.</li> </ul>	<ul style="list-style-type: none"> <li>○ The authority to control the affairs of the BGTP in relation to all matters other than those reserved to the Committees under their charters or under specific limitations or guidance from the Steering Committee through Steering Committee resolutions of any Delegation of Authority Policy approved by the Steering Committee.</li> <li>○ To make all expenditures as approved in the budget and within with the City of Bunbury procurement and delegations policy. <ul style="list-style-type: none"> <li>▪ Authority to raise purchase orders up to the value of \$5K within CoB processes.</li> </ul> </li> </ul>
CITY OF BUNBURY	<ul style="list-style-type: none"> <li>○ Employ TMDM on a fixed three year contract.</li> <li>○ Supervise day to day operations, financial processing and logistical arrangements.</li> <li>○ Ensuring that proper accounts are kept to explain BGTP transactions and financial position.</li> <li>○ Ensuring good corporate governance, including risk management, and legal compliance.</li> </ul>	<ul style="list-style-type: none"> <li>○ Sign-off operation and financial recommendations from the Steering Committee.</li> <li>○ Counter sign with Chair: <ul style="list-style-type: none"> <li>▪ All expenditure above the TMDM's \$5K purchasing order approval, in accordance with the approved budget.</li> <li>▪ All expenditure above the permitted budget variances of up to 10 per cent or \$5K.</li> </ul> </li> </ul>

Document Management: This document is to be reviewed quarterly for operational efficiency and workability.