

# Memorandum of Understanding

This Memorandum of Understanding is made the 18th day of August 2019

## BETWEEN:

1. Burnie Chamber of Commerce and Industry, ("BCCI")

## AND

2. The Burnie Tourism Association ('BTA')

## BACKGROUND:

- (1) It is intended that this Memorandum set out matters of agreement between the parties in a manner that is not legally enforceable.
- (2) The pursuit of promotions and activities to promote Burnie and Surrounds as a tourism activity a base to explore the North West Coast by;
  - *Promotion of Burnie and surrounds as a base to explore*
  - *Working with Burnie City Council ("BCC") and others to promote Burnie*
  - *Promote and encourage regional and local events to promote Burnie and Surrounds*
  - *Work with operators and leaders of all levels to nurture a working and involved tourism industry*
- (3) All parties objectives are consistent with and support the Making Burnie 2030 plan.
- (4) It is agreed that the parties share the following common objectives best met through a collaborative partnership:
  - a) Supporting the pursuit of the six future directions in Council's Making Burnie 2030 Community Plan
  - b) Promotion of the City of Burnie and Surrounds
  - c) Providing leadership and vision for business involved in Tourism
  - d) The co-ordination of mutually beneficial activities
  - e) The encouragement of innovation
  - f) Information and network sharing

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- (5) It is agreed that the most effective manner for facilitating collaboration and meeting the above objectives is through the creation of a College of tourism within the BCCI structure. BTA members will join BCCI and operate under this college with their elected representative sitting on the BCCI executive. BTA as it is now will be put into recess and able to be revived later if need be. All BTA balances will be transferred via unanimous agreement of all financial members, a sum of \$1000 will be quarantined for 5 years to enable BTA restart if required.
- (6) It is agreed that the BCCI Tourism College will be the lead group on all matters tourism and will act under the charter of BCCI. With representation on BCCI executive a common voice on tourism for the Burnie region and surrounds is achieved.

AGREEMENT:

**Part 2**

1. The parties agree to actively participate in the new BCCI Tourism College ("BTC") and through participation in the BTC agree to meet the objectives of the BTC and carry out the agreed functions.
2. BTC will provide one representative as an executive representative on the BCCI board to participate in BCCI executive meetings. All BTC members are welcome to attend monthly BCCI general meetings and all other activities.
3. BCCI agrees to provide any support as required to BTC.

**Part 3**

1. The BTC shall consist of people with an interest in Tourism and promotion of the region.
    - 1.1 BTC can be made up of the following: -
      - Existing financial BTA members (who will become BCCI members)
      - Any BCCI members who wish to participate
      - Non-financial members can join and participate but cannot vote
      - Encourage membership of BCCI / BTC by other people with an interest in tourism
  2. The BTC can hold meetings or networking sessions as required which all can attend.
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- 2.1 BTC shall appoint an executive representative annually who will participate at BCCI executive meetings and report to the executive on BTC activities .

4. Functions of the BTC

- 4.1 To plan and co-ordinate activities which meet the objectives of the BTC
- 4.2 Furnish strategic advice to BCCI on issues that affect the BTC and its members and the broader regional community
- 4.3 Articulate and advocate on regional tourism development as it effects, impacts and drives growth in the Burnie region and beyond
- 4.4 Raise the profile of the BTC in BCCI and BCC activities and planning, and
- 4.5 Collectively communicate with all stakeholders

5. Meeting Procedures:

- 5.1 Quorum:  
A Quorum of the Group shall be five (5) members.
- 5.3 Records of the meetings will be kept by an appointed member if required
- 5.4 The Chairman will ensure that minutes of each meeting are kept where required.
- 5.5 The minutes of each meeting shall be:-
- 5.5.1 Sent to Group members within five (5) working days of the meeting
- 5.5.2 Confirmed at the subsequent meeting of the Group.
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- 5.6 Appointment of Acting Chairman:
- If the elected Chairman is not available for a meeting an Acting Chairman shall be chosen from those present at the meeting.
- 5.7 Time of Meetings:
- Meetings of the Group must be held at least six (6) times per year.
- 5.8 Notice of Meetings:
- Notice of each Group meeting shall be given to each Committee member at least seven (7) days in advance unless impractical to do so by reason of an urgent matter requiring a meeting be held more promptly.
6. Review:
- The BTC will be reviewed twelve (12) months from the date of this agreement and three (3) yearly thereafter.
7. Reporting:
- 7.1 The Minutes of the BTC meetings will be distributed to all member groups at their next general meeting.
- 7.2 Minutes will not be considered confidential unless otherwise noted.

Executed as a Memorandum of Understanding

SIGNED FOR AND ON BEHALF of the

Burnie Tourism Association inc (BTA)

By Justin McErlain (President)

Witness Date / /

SIGNED FOR AND ON BEHALF of

Burnie Chamber of Commerce and Industry inc

By Ian Jones (President)

Witness Date / /

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## **Schedule 1**

### **Burnie Chamber of Commerce and Industry**

1. The objects and purposes of the Chamber are to, in an apolitical and bipartisan manner, within the City of Burnie and the North-West region:
    - a. to promote and support the advancement of business, trade, commerce and industry, tourism, the professions, health, education, culture and the arts;
    - b. to promote the prominence of the City of Burnie as a desirable and safe place to live, work and invest;
    - c. to promote the Port of Burnie as a principal port for the North-west and Tasmania generally;
    - d. to promote the Burnie Airport as a significant asset to the region;
    - e. to promote the importance and need for regional medical services in the North West;
    - f. to seek support from organisations to assist in delivering sustainable economic benefits for the region;
    - g. to interact with media outlets on issues and matters which affect business, trade, industry, and tourism commerce;
    - h. to encourage innovation in business, trade, industry and commerce;
    - i. to promote and foster skill, training and education of persons to be employed in business, trade, industry, commerce, and the provisions of scholarships from time to time;
    - j. enhance strategic alliances and partnerships;
    - k. to encourage Governments to improve regional infrastructure, and in particular in the City of Burnie and its environs;
    - l. collect and disseminate information on matters of importance to businesses in the region;
    - m. create an effective networking and referral service for members;
    - n. to mentor and/or promote mentoring of young entrepreneurs and to support them in developing their enterprises to the benefit of the business community;
    - o. to advocate and campaign for an appropriate share of State and Federal funding to sustain economic growth and development;
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**Schedule 2**

**Burnie Tourism Association**

1. The Objectives of the Burnie Tourism Association are:

To create for Burnie, an organisation that, through a co-operative approach, is able to develop the tourism industry and stimulate economic and employment opportunities, while fostering community pride and enrichment of lifestyle for residents and visitors alike.”

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