
TOURISM STRATEGY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Role/Purpose:

To provide advice to Winton Shire Council in order to maximise the benefits to the community of Winton from sustainable tourism considering the following four aspects:

- a) Product development
- b) Marketing
- c) Facilities
- d) Education

2. Term:

The terms of reference will be ongoing until modified by Council.

3. Membership:

Membership of the Committee is in accordance with Council resolution. Two Councillors and the Mayor will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation. In the event of a Councillor resigning their position on the Committee, the Council will nominate a Councillor to fill the vacant position.

Voting Members of the Advisory Committee will comprise of:

Mayor
Portfolio Councillor 1
Portfolio Councillor 2
One (1) representative from:
Queensland Boulder Opal Association
Outback Festival Committee
Corfield and Fitzmaurice Association
Australian Age of Dinosaurs
Winton Business & Tourism Association Inc
Winton District Historical Society & Museum
Vision Splendid Outback Film Festival Committee
Writers Festival Committee

Additional Non-Voting Members will comprise of:

Director of Community and Economic Development
Manager of Tourism and Economic Development
Waltzing Matilda Centre Coordinator
Tourism and Event Officer
One (1) representative from:
Queensland Boulder Opal Association
Outback Festival Committee
Corfield and Fitzmaurice Association

Australian Age of Dinosaurs
Winton Business & Tourism Assoc Inc
Winton District Historical Society & Museum
Vision Splendid Outback Film Festival Committee
Writers Festival Committee
WSC Minute Secretary

3.2 Term of Membership

Community members will be renewed every 2 years. If a voting member is absent for two consecutive meetings, the Chair of the Committee will write to that member seeking an explanation on why they should remain on the Committee.

4. Roles and Responsibilities:

The Advisory Committee is accountable for:

- Implementing the objectives of Council's Corporate Plan;
- Fostering collaboration;
- Removing obstacles to the Advisory Committee's successful delivery, adoption and use;
- Maintaining at all times the focus of the Advisory Committee on the agreed scope, outcomes and benefits;
- Monitoring and managing the factors outside the Advisory Committee's control that are critical to its success;
- Contributing to the implementation of the Winton Shire Tourism Strategy objectives and outcomes;
- Contributing to the implementation of the objectives of the Winton Shire Economic Development Strategy as it relates to Tourism outcomes;
- Contributing to the implementation of the Winton Shire Tourism & Events Marketing Strategy;
- Keep the Tourism Strategy Advisory Committee apprised of the tourism related activities undertaken by the member's organisation.

5. The membership of the Advisory Committee will commit to:

- Wholeheartedly champion the partnership within and outside of work areas;
- Share all communications and information across all members;
- Make timely recommendations.

6. Members of the Advisory Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner;
- To be given reasonable time to make key recommendations;
- Open and honest discussion, without resort to any misleading assertions.

7. Meetings:

- A meeting quorum will be 50% + 1 membership of the voting members of the Advisory Committee;
- Recommendations made by consensus (i.e. members are satisfied with the Committee recommendation even though it may not be their first choice). If not

- possible, the Advisory Committee Chair makes the final determination;
- Meeting agenda and minutes will be provided by Winton Shire Council Administration staff. This includes:
 - Preparing agenda and supporting papers;
 - Preparing meeting notes and information.
 - Meetings will be conducted:
 - On the first Monday of every second month, commencing February;
 - At the Winton Neighbourhood Centre training room.
 - If required subcommittee meetings will be arranged outside of these times at a time convenient to subcommittee members.

8. Amendment, Modification or Variation:

Council may amend, vary or modify this Terms of Reference after consultation with the Advisory Committee members.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
SEP 2018	1		SEP 2018
SEP 2020	2	Update	September 2020