



CARPENTARIA SHIRE
Outback by the Sea®

***Tourism Advisory Committee
Terms of Reference***

November 2023

*It's a great place to work,
live and play*



Policy Details

Policy Category	Council Policy
Date Adopted	15 November 2023
Resolution Number	1123/028
Approval Authority	Council
Effective Date	15 November 2023
Policy Version Number	1
Policy Owner	Director Community Development, Tourism and Regional Prosperity

Supporting Documentation

Legislation	<ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012
Policies	<ul style="list-style-type: none">Nil
Delegations	<ul style="list-style-type: none">Nil
Forms	<ul style="list-style-type: none">Expression of Interest application form
Supporting Documents	<ul style="list-style-type: none">Expression of Interest formCarpentaria Shire Outback By The Sea Tourism Strategy

Version History

Version	Adopted	Comment	#EDRMS#
1	15/11/2023	Council Resolution 1123/028	564989



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Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders’ past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Tourism Advisory Committee.

Purpose

The purpose of the committee is to:

- Assist with the delivery of actions from the Carpentaria Tourism Strategy
- Promote the Outback by the Sea Brand
- Advise on the development and promotion of the Outback By the Sea Festival
- Provide other assistance where required.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and industry and community members with demonstrated interest in the Tourism industry.

Agency	Representative/s
Council	Mayor
Council	All Councillors
Council	CEO
Council	Director Community Development, Tourism and Regional Prosperity
Council	Manager Les Wilson Barramundi Discovery Centre
Community member	Carpentaria Land Council Aboriginal Corporation
Community member	Bynoe CACS Ltd
Community member	Member from each Traditional Owner Group
Community member	Tourism product / experience
Community member	Accommodation
Community member	Retail/Food
Community member	Transport
Community member	Business Representative

A quorum will exist if at least five representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum. Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination. From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Mayor Jack Bawden or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and
- Develop recommendations for consideration by Council concerning matters of interest developing and growing the visitor economy



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chair will be responsible for:

- a. Facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Karumba Civic Centre on alternate months

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.



Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

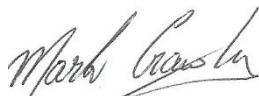
- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

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Adopted by Council 15th November by Resolution 1123/028



Mark Crawley
Chief Executive Officer

