



# Redlands Coast Tourism Subcommittee

## Terms of Reference

### 1. Intent and key objectives:

- a) To inspire a shared vision of Redlands Coast as a vibrant tourism destination.
- b) To support the strategic outcomes identified in the Redlands Coast Destination Management Plan 2023-2028 which includes:
  - Continuing to be a destination of choice for visitors, residents, tourism businesses and investment.
  - Continuing to strive to grow the value of tourism and market share, as outlined in the Redland City Economic Development Framework 2015-2041.
  - Creating social, cultural and economic benefits through precinct activation, enhanced experiences and events for the Redlands Coast community and visitors.
  - Designing meaningful employment and skills development opportunities through tourism experiences.
- c) Support Council in achieving the top five growth objectives outlined in the Redland Coast Tourism Destination Management Plan 2023-2028 such as:
  - Increasing visitor expenditure and length of stay in Redlands Coast.
  - Increasing Redlands Coast destination awareness and brand awareness.
  - Increasing tourism product and experience offerings and tourism investment opportunities.
  - Increasing tourism jobs and meaningful employment opportunities and up-skill current workforce.
  - Increasing tourism value and market share.
- d) Advocate on behalf of the local tourism industry on key tourism projects and initiatives.

### 2. Scope

- a) The terms of reference apply to Redlands Coast Tourism Subcommittee members and Redland City Council employees attending subcommittee meetings.

### 3. Purpose, Responsibilities & Powers of Redlands Coast Tourism Subcommittee

- a) This Subcommittee is an advisory committee to Council under the *Queensland Local Government Act 2009* and *Queensland Local Government Regulation 2012, Chapter 8 Administration Section 254G*.
- b) Final decisions are at Council's discretion.

### 4. Functions of Redlands Coast Tourism Subcommittee

- a) The Redlands Coast Tourism Subcommittee is to have the following functions:
  - i. Act as a unified voice for tourism operators in Redlands Coast
  - ii. Provide a forum for industry to discuss and debate issues and options
  - iii. Advocate for support for tourism-related infrastructure and development

- iv. Provide advice on the promotion of Redlands Coast and its environs in order to meet Redland City Council's strategic tourism destination management plan objectives, to attract visitors to the region and to promote and enhance the brand of Redlands Coast.
- v. Provide expert commentary on the management of tourism for Redlands Coast
- vi. Provide advice on other matters as referred to it by the Redland City Council.

## 5. Membership

- a) The Redlands Coast Tourism Subcommittee is a voluntary, representative based committee and members must be committed to its strategic objectives outlined in Item 4.
- b) There are no sitting fees for the Redlands Coast Tourism Subcommittee.
- c) The Redlands Coast Tourism Subcommittee may from time to time seek the advice of persons with specialist knowledge and invite them to attend the meeting.
- d) Permanent Members:
  - i. Chair – Group Manager – Communication, Engagement and Tourism, Redland City Council or their delegate (delegate to be Service Manager – Communication, Engagement and Tourism, Redland City Council).
  - ii. Deputy Chair – Service Manager – Communication, Engagement and Tourism, Redland City Council
- e) Ten (10) Appointed Community Representative Based Positions – Redland City Council will (as far as reasonably practicable) give consideration to choosing persons so as to provide a broad range of Redland City representation taking into account industry experience and geographic location (mainland, North Stradbroke Island, Southern Moreton Bay Islands and Coochiemudlo Island) across the following areas:
  - i. Tours/Attractions/Experiences
  - ii. Events
  - iii. Accommodation
  - iv. Food and Drink
  - v. Arts and Culture
  - vi. Transport Service Provider
  - vii. Attraction (venue, gallery, theatre)
  - viii. Young tourism advocate (18-35yrs)
  - ix. Chamber of Commerce(s) or other business sector representation
  - x. Quandamooka cultural tourism

## 6. Conditions of Membership

- a) Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties and not make improper use of information.
- b) Members are to exercise common courtesy on all occasions.
- c) Members are to accept that others points of view may be different to their own.
- d) Members are to work collaboratively towards the purpose of the Redlands Coast Tourism Subcommittee.
- e) Members are to acknowledge that disagreement in the Redlands Coast Tourism Subcommittee is healthy so long as it is used to work towards a satisfactory outcome of the Subcommittee.
- f) Council may remove an appointed member from the Redlands Coast Tourism Subcommittee:
  - i. For misconduct; or
  - ii. For failure or incapacity to carry out the duties of his or her office satisfactorily; or
  - iii. For failure to respect confidentiality.

- g) The position of an appointed member becomes vacant if the member:
  - i. Resigns by written notice to the Redlands Coast Tourism Subcommittee; or
  - ii. Is removed by the above clause; or
  - iii. Dies.
- h) Members are permitted to attend via teleconference if unable to attend in person, however must advise Redland City Council in advance of the meeting.
- i) Members may nominate proxies or representatives to attend meetings in their absence.
- j) If any elected member fails to attend a Redlands Coast Tourism Subcommittee meeting three consecutive times, without reasonable excuse acceptable to the Subcommittee, the Subcommittee may recommend to Council that the member's participation on the Redlands Coast Tourism Subcommittee be terminated and Expressions of Interest be sought by Council to replace that member.

## **7. Term**

- a) The Redlands Coast Tourism Subcommittee is appointed for the term of two (2) years and may be renewed with the same membership at this point or expressions of interest called for positions.

## **8. Time, Place and Regularity of Meetings**

- a) Time: 2pm – 4pm
- b) Duration: Two (2) hours
- c) Place: To be rotated across different areas across Redlands Coast
- d) Regularity: Bi-monthly, on the last Wednesday of every second month (meetings may be called more or less frequently as required).

## **9. Conduct of Meetings**

- a) Meetings will be conducted in accordance with the requirements of this document.
- b) A quorum will be determined to be 50% of the 10 members of which at least one must be the Chair or Deputy Chair.
- c) If after 15 minutes have elapsed from the advertised time of the meeting without a quorum being present, the meeting will be abandoned. The Chair is to reconvene the Redlands Coast Tourism Subcommittee as convenient, but no later than the next scheduled meeting date.
- d) Observers are allowed by approval of the Chair or Deputy Chair.

## **10. Conflict of interest**

- a) An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the Redlands Coast Tourism Subcommittee must disclose the nature of the interest to the Subcommittee. Such a disclosure must be recorded in the meeting minutes.

## **11. Reporting**

- a) The Chair will report to Council, as required.

## **12. Recordkeeping**

- a) Minutes of the Redlands Coast Tourism Subcommittee meeting will reflect discussions and actions, but not individuals' comments.

## **13. Confidentiality**

- a) From time to time reference group members may be asked to review and comment on draft documentation and/or technical data that has not been formally considered by the Council. Members will be notified of any confidential items requiring discretion.

- b) Minutes are to be open to the public (following five business days' distribution to Redlands Coast Tourism Subcommittee members for comment).
- c) Members should be aware that all written material associated with the Redlands Coast Tourism Subcommittee is subject to Right to Information applications and may be made available to the public.

**14. Media relations**

- d) All media inquiries, requests for comment about the Redlands Coast Tourism Subcommittee – or for members to speak as representatives of the Subcommittee – must be directed to The Chair.

**15. Staffing, Secretarial and Executive Support**

- a) The Chair and Deputy Chair shall be the council officers from whom Council staff take instructions.
- b) Redland City Council will provide Secretarial Support for the operation of the Redlands Coast Tourism Subcommittee.

**16. Evaluation of Performance**

- a) The Redlands Coast Tourism Subcommittee will undertake an annual assessment of performance against this Terms of Reference.