

Tourism Reference Group

Terms of Reference



Purpose

To provide independent, informed advice to Mansfield Shire Council on tourism-related strategy, policy, and initiatives as an action from the Destination Management Action Plan 2025 – 2028.

Objectives

The objectives of the Tourism Reference Group are as follows:

- Support implementation of the Sustainable Tourism Plan 2024–2028
- Provide industry insight into local tourism trends, opportunities, and risks
- Strengthen collaboration between Council and the tourism sector
- Promote sustainable and balanced tourism growth across the Shire

Scope

The group will act in an advisory capacity only and will not have delegated decision-making authority. Key areas of focus include:

- Destination development and positioning
- Visitor economy growth and sustainability
- Industry development and capacity building
- Infrastructure and service needs impacting tourism
- Major projects and strategic initiatives

Membership

Membership of the group will include the following:

- 2-3 Accommodation providers
- 1-2 Visitor experience operators
- 1-2 Retail sector representatives
- 1-2 Caravan and holiday park operators
- 1 Transport provider
- 2-3 Food & Beverage operators
- 1 Delatite Chamber of Commerce member

Chair of the group will be nominated by the group. The chairperson is responsible for chairing meetings and for communications between the group members and Council. If the chairperson is not present at a meeting the attendees may elect a chairperson for that meeting by consensus or reschedule the meeting to a convenient date and time.

Council will supply an officer for minute taking. The minute-taker is responsible for producing minutes of the meetings and providing them to the chairperson and all members.

Additional Members:

Guest participants such as consultants or specialists may be invited to attend meetings as required. Any additional members or guests must be invited with agreement from Council's nominated officer prior to meetings.

Membership Terms:

Membership is voluntary, with no payment for attendance or related expenses. Membership of the group will be reviewed annually.

Where a member cannot attend a meeting, council invites nominations from members of the respective group to be represented accordingly.

Additional members and guests are to be submitted to Council's nominated officer(s) for approval prior to any meetings.

In case of absences, nominations need to be advised prior to the meeting.

Term of Appointment

Members will be appointed for a one year term, with the option to extend that appointment upon the cessation of that year.

Meetings

The group will meet on a quarterly basis.

Additional meetings will be held when there are specific project or priorities identified that require the input from the group.

Meetings will follow standard meeting procedures protocols:

- Commence on time and conclude by the scheduled completion time.
- Be scheduled and confirmed in advance with relevant agenda items distributed not less than 5 days before the scheduled meeting time.
- Encourage fair and respectful discussion, participation and respect for each other's views.
- Focus on the relevant issues.

Agendas and meeting notes are prepared for each meeting.

Each meeting is recorded by the taking of minutes. The minutes are kept as a permanent record of Council.

The minutes:

- Contain details of the proceedings
- Are clearly expressed and self-explanatory.
- Are distributed to each member as appropriate not more than 7 days after the meeting.
- Are submitted to the next meeting for information.

Governance

Meetings will be arranged by Council officers.

Agendas and minutes will be prepared by Council officers in consultation with the Chair of the group.

Recommendations will be reported to Council for consideration.

Reporting

The group will provide information to Council through Council officers. Key outcomes may also be shared with the broader industry through Tourism Connect.

Code of Conduct

Members will:

- Act with integrity, good faith and in the best interests of the Mansfield Shire community
- Declare any conflicts of interest including potential conflicts of interest
- Where a conflict of interest is identified by a member, that member informs council of the conflict and excludes themselves from discussions regarding the item to which the conflict relates.
- Engage respectfully and constructively
- Maintain confidentiality where required
- Not make improper use of information acquired because of their position that may contravene privacy provisions.
- Commit to regular attendance at meetings.
- Impartially exercise their responsibilities in the interests of the local community and with due consideration of the objectives of the working group.

Review

The Terms of Reference will be reviewed after 12 months to ensure effectiveness and alignment with Council priorities.