

GIN GIN TOURISM ADVISORY GROUP

January 2022

External Reference Group

Purpose The Gin Gin Tourism Advisory Group (GGTAG) has been established to engage the tourism industry and business community with the activity of Bundaberg Tourism for the collective growth and prosperity of the Gin Gin economy, as part of the Bundaberg Region.

This External Reference or Advisory Group of Bundaberg Tourism will help guide and inform Bundaberg Tourism in supporting the community in tourism, marketing and experience development.

The key aim is to formally bring a group of people together with a common purpose towards the greater good for the Gin Gin community and broader Bundaberg region.

Objective Through this group, Bundaberg Tourism aims to

- Empower greater engagement with the Gin Gin business community.
- Inform and recommend destination marketing content for the Gin Gin area
- Transition the visitor information services delivery to the community.
- Maintain an ongoing strong relationship with the Gin Gin community, tourism and hospitality businesses.
- Bring to the group and key issues or opportunities for the tourism industry for feedback and guidance,

Roles and Responsibilities

Members of the Advisory Group

- Attend meetings either face to face or virtually,
- Contribute to the discussion, providing an inclusive approach to guiding, advising, and supporting the tourism industry and business community,
- Act as a representative for, and report on the status, opportunity or challenge of the transition of visitor information services in their area of responsibility,
- Identify and share opportunities for Bundaberg Tourism to generate further engagement with the tourism and business community in Gin Gin.
- Identify and share challenges and opportunities for the Gin Gin community to generate further engagement with destination marketing and development of the Bundaberg Region.
- Actively participate in meetings and via out of session correspondence.

Chair

- Set agenda for meetings,
- Facilitate meetings in a manner that facilitates fair and open discussions, encourages participation by all members, ensures equitable decisions and delivers effective outcomes, and
- Ensure respectful governance is followed.

Secretariat

- Schedule meetings in accordance with agreed frequency,
- Prepare meeting papers including agendas, minutes and action items,
- Distribute meeting papers in accordance with agreed timeframes, and
- Coordinate and compile reporting requirements.

Chair	Katherine Reid Katherine.reid@bundabergregion.org Phone: 0429 681 770
Secretariat	
Membership	<p>Membership of the Gin Gin Tourism Advisory Group will consist of a maximum of seven (7) members, including as a preference, representatives from the following areas:</p> <p>1 x Gin Gin Chamber of Commerce 2 x Gin Gin Business Community 2 x Elected Councillor representative and/or relevant Council officer representative 2 x Bundaberg Tourism</p> <p>Expressions of Interest will be invited – criteria of members of the group will be decided on collectively, with Bundaberg Tourism CEO having final approval, based on agreed criteria.</p>
Remuneration	All members serve on the Gin Gin Tourism Advisory Group in a voluntary capacity.
Meetings	The Gin Gin Tourism Advisory group will meet at a minimum of a bi-monthly basis, with further meetings held as required and agreed by the Chair and members of the Gin Gin Tourism Advisory Group, dependant on current activity and advisory needs. Therefore, there will be six (6) meetings per annum.
Agenda	<p>Meeting agendas will be distributed to the group 48 hours prior to each meeting. Proposals for items can be put forward to the Secretariat for consideration at any time.</p> <p>Papers for consideration must be submitted to the Secretariat no later than one week before the meeting and will be circulated with the agenda. Papers which contain sensitive or confidential information should be marked as Confidential.</p>
Minutes	Meeting minutes detailing actions will be circulated within 72 hours of the meeting. Both the Secretariat and Chair should be informed of any sensitive issues or commercial-in-confidence information which is not appropriate for inclusion in the minutes. Minutes will be shared with BT Board.
Member Responsibilities	<ul style="list-style-type: none"> • All information or material provided to Gin Gin Tourism Advisory Group members is to be treated as confidential and must not be made available to any other person or organisation without the prior approval of the group. • Use of information gained as a member of the Gin Gin Tourism Advisory Group for personal gain or advantage is strictly prohibited. • Advisory Group members shall represent the community with integrity and respect. • Gin Gin Tourism Advisory Group members must not make public statements regarding Gin Gin Tourism Advisory Group or matters dealt with by it to traditional media or social media sites without prior approval by the Chair. • Members must always act in the best interests of the Gin Gin Tourism Advisory Group and BT and in accordance with the mission and objectives of the Committee. • Individual members conduct will always be in accordance with Bundaberg Tourism's, Team Bundaberg Code of Conduct, found online here, and is based on mutual respect, trust and honesty. • The Chair is the authorised spokesperson for responding to media enquiries regarding the operations of the Gin Gin Tourism Advisory Group and shall do so in accordance with BT's Media Policy. A representative from the GGTAG, a member of the community will also be authorised as spokesperson.

Timeframe

Established in March 2022 – the Tourism Advisory Groups will sit a one year term, with the groups assessing membership of the groups on an annual basis.

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