

Whitsunday Way Project Advisory Committee Terms of Reference

Draft -Version 3

Developed 8 August 2007

Ratified 22 August 2007

Revised 11 March 2010

1.1 Name of Committee

The Committee will be referred to as the Whitsunday Way Project Advisory Committee.

1.2 Role

The role of the Project Advisory Committee (PAC) is:

“To provide advice and uphold the vision of the Whitsunday Way Vision to the Department of Main Roads and Transport and the Whitsunday Regional Council.”

The committee will focus on issues relating primarily to the Whitsunday Way.

1.3 Chairperson

EBC, as the independent party, will facilitate the meetings.

1.4 Membership

It was agreed that the core membership of the PAC would be:

- Key community members who were originally involved in the Whitsunday Way Advisory Committee
- Residents Traffic Action
- Whitsunday Regional Council, Mayor and Councillors, Director of Transport and Infrastructure
- Department of Transport and Main Roads (Mackay Office) Regional Director, Manager Corridor Management and Operations, Communications Officer.
- Tourism Whitsundays, CEO and Destination Management Officer
- Enterprise Whitsundays, CEO
- Member for Whitsundays
- Department of Infrastructure and Planning (Mackay Office)

Other individuals and organisations are welcome to attend meetings as observers and receive PAC meeting agendas and minutes, but would not be considered members of the PAC unless accepted formally at a PAC meeting.

1.5 Agendas and Minutes

EBC will be responsible for issuing meeting agendas and minutes.

1.6 Meeting Time and Frequency

The PAC will meet four times a year.

Occasionally it may be necessary to meet more frequently than this but in the most part additional information and requests for input will be circulated to members via email to reduce the need for more frequent face-to-face meetings.

1.7 Consultant Reporting to PAC

In addition to agendas, minutes and associated material, where community consultation is undertaken by EBC at the request of DTMR or the PAC, outcomes reports will be provided to DTMR and the PAC at regular intervals and at the conclusion of the process.

1.8 PAC members obligations

All PAC members will support the PAC process by desisting from independent involvement in media advertising and lobbying in relation to issues involving the Whitsunday Way. Members not following this protocol will be asked to leave the Committee.

The Committee agreed that all communications regarding the Whitsunday Way must go through the PAC via hard copy or email before release to the media or public. It was agreed that where short timelines may mean this is not possible all communications should go to the Consultants first. The Committee should encourage members of the community to go through the proper mechanisms put in place by the PAC to have input to the planning for the Whitsunday Way.

In order to ensure a consistent message in all communications materials and responses to media inquiries the Consultants will work closely with DTMR communications personnel and WRC communications personnel on the drafting of communications material prior to circulation to PAC members for review.