

GREAT SOUTHERN TREASURES

OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Great Southern Treasures Memorandum of Understanding (MOU) of **date** to assist with the operation of Great Southern Treasures and should be read in conjunction with the MOU.

Role of the Great Southern Treasures

Governance

The members of Great Southern Treasures agree to work together as per our purpose, mission & vision:

PURPOSE

To build the brand and awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.

MISSION

Collectively plan and promote the tourism assets, experiences and events across member local governments.

VISION

The communities of Great Southern Treasures are the most visited and known in Australia's South West

VALUES

1. Working together to be a preferred regional destination
2. Shared benefits
3. Championing each other's tourism assets

Services Schedule

Great Southern Treasures will provide the following:

CHAIR SERVICES

- Achievement of the GST purpose
- Assist in the strategic direction of the GST and its management;
- Identify opportunities for the GST;
- Participates in GST decision-making processes at meetings of the Committee;
- Represent and undertake actions as directed by the Committee;
- Assist to ensure the advice and information is available to the Committee so that informed decisions can be made;
- Performs such other functions as are given by the GST Council.

EXECUTIVE OFFICER SERVICES

- Action GST decisions
 - Keep the accounts of the GST in order and receive all monies
 - Adhere to all financial and legal responsibilities
 - Custody of all books, documents, records and registers of the GST
 - Assist in implementing the Strategic Plan
 - Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
 - Foster partnerships
 - Regular communication within the GST and to key stakeholders
 - Any other function as specified or directed by the GST Committee or Chair
- ; and
- Any other services broadly consistent with tourism development and capacity building.

Projects

Projects outside of the normal services schedule and adopted budget may be undertaken on a project basis in accordance with a Project Plan which should clearly outline the following:

- proposed activity or project
- project purpose and benefits
- identified project risks and liabilities
- project timeframes
- proportional costs to each participating Local Government
- the viability of project proceeding if not fully supported by all Local Governments

The Project Plan should be provided to each Local Government for consideration. After a reasonable time determined by the Great Southern Treasures Committee, each Local Government should advise Great Southern Treasures of its decision to participate in the project or otherwise.

Project Plans may be developed by the Executive Officer, an individual Member Local Government or group of Member Local Governments.

Visitation Schedule

Participating Shires agree that in the interests of effectiveness, some services may be provided remotely so long as generally each local government receives their reasonable share of services each year. Recording of contact – ie phone call weekly. A measurable. Contact on a needs basis.

Equipment and resources

In the event of winding up, the value of any assets will be distributed in accordance with the Clause 11 of the MOU.

Role of the Executive Officer

Service Delivery

Executive Officer will endeavour to provide services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping (remove? This is part of the job description)

The Executive Officer will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their reasonable share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for the Executive Officer whilst visiting their local government.

Access to ITC networks

Member Councils will provide reasonable access to ITC networks and the internet.

Record keeping

Member Councils will establish appropriate records management systems, with advise from the EO, for tourism related records.

Administrative support

Member Councils agree to provide reasonable administrative support to the Executive Officer in the conduct of their normal duties.

Nominated Liaison person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with the Executive Officer to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in Great Southern Treasures and the services provided by the Executive Officer to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Committee Meetings; and
- c. The role of the Executive is appropriately supported.

Attendance at Meetings

Member Councils will be represented at Committee Meetings by the CEO of each Council or their nominated representative.

The CEO's nominated representative may be a local government employee, elected member or community representative.

The CEO should ensure that their nominated representative is fully authorised to vote on the matters for decision in Meeting Agendas on behalf of their Local Government.

Notwithstanding that each Local Government only has one vote at Meetings, up to three representatives from each local government may attend Committee Meetings.

Role of the Host Council

Financial records & reporting

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

HR management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to Great Southern Treasures.

Record keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of Great Southern Treasures.

Date of Agreement

These Operational Guidelines were agreed by Member Councils in accordance with the MOU on dd/mm/yyyy.