Roles and Responsibilities of a Judge
2015 Queensland Tourism Awards

Each member of the judging panel plays a key role in the state tourism awards. A panel of 19 Queensland based judges (including a Chair of Judges) is appointed each year, to assess the Queensland Tourism Awards entries.

Selection Criteria

- A strong knowledge of the tourism industry.
- Involvement at a middle or senior management level in the tourism industry or a similar service industry.
- Experience in developing Business Plans.
- Experience in developing and implementation of strategic and tactical marketing plans.
- Financial management knowledge and the ability to identify potential commercial success.
- Is aware of OH&S and other legislative requirements and how they impact on a business.
- An understanding and awareness of industry sustainability practices.

Responsibilities of a Judge

- Help promote the Queensland Tourism Awards to industry and encourage tourism operators to be involved.
- Attendance at judges’ Queensland Tourism Awards (QTA) briefing meetings.
- Carrying out a series of site visits including completion of reports. There are usually about 200 visits to be made, which are shared across the judging panel.
- Attendance at judging days (as a group, judges take part in a total of 6 judging days working through the submissions online).
- Providing written feedback for entrants during the judging process.
- Travel as required in carrying out the above duties, including site visitations.
- Help to promote the changes in accreditation to all entrants through site visits/mentoring.
- Provide feedback to QTIC to improve the process and outcomes of the QTA.
- Assist QTIC to increase their member reach by providing contact details of three businesses you believe would benefit from the support and services QTIC offers. These three businesses will be contacted by QTIC for further discussion.
- Attend the Awards Gala Ceremony.
Judging Process

Site visits (June – August)

The purpose of the site visit is to assess the business being nominated and for verification of claims that may be made within the submission. The intention is for the judge to:

- Meet with the business owner or representative and inspect/sample the product being entered;
- verify the accuracy of information to be included in the submissions, and
- provide guidance for the judges marking submissions, through the comments provided.

As a judge you will be required to complete a site visit form judge’s visitation form that asks you to consider a number of elements and assign a score to each entrant.

The site visit occurs before the judges have seen the written submission.

* Please note QTIC will be conducting a short survey of entrants following the completion of site visits, to seek any feedback or suggestions for improving the process.

Reading the submissions (September)

- Judging (reading, scoring and feedback) is carried out by each judge during the six judging days in Brisbane
- Submissions are judged on their content and are scored according to the established criteria.
- Any issues, questions, problems, a tie or a deadlock will be raised with the Chair of Judges and auditor. The auditor acts in an independent capacity to review judging decisions, scoring and final results.

Time Commitment

The total estimated time commitment of a judge is outlined below and includes:

- site visitations (approx. 7 days, but will vary, depending on the assigned region);
- QTA meetings (approx. 2 days); and
- Judging days (approx. 6 days, 8.30am – 5.00pm).

It is a requirement of appointment that all judges can commit to the full time as outlined above and will be available for the full day for each of the judging days.

No remuneration is provided for this position, however, all costs incurred will be reimbursed in full.

Judges are rotated on a maximum three-year basis, with an opportunity for re-appointment at the discretion of QTIC.

Conflict of Interest

Each judge is required to declare any situation where a conflict of interest may arise. This may be as a result of some association with an entrant or aspect of the industry, as defined by QTIC. That judge will then not be involved in visiting/judging that entry/category.

2015 Update

A QTA judge is not permitted to write a submission or assist a QTA entrant in any way. This is a rule through the National Tourism Alliance and now applies for the Queensland Tourism Awards also. If you wish to assist a business in 2015 you will be ineligible to be a judge. This also applies if the business you work for is entering a submission.