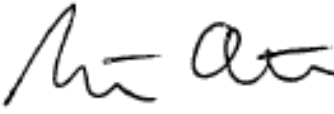




**BASS STRAIT MARITIME CENTRE
CULTURAL HERITAGE ADVISORY COMMITTEE
TERMS OF REFERENCE AND REPORTING REQUIREMENTS**

| DOCUMENT TYPE | DOCUMENT CONTROLLER | RESPONSIBLE MANAGER | DOCUMENT ADOPTED | REVIEW DUE |
|--|--|------------------------------------|------------------|--------------|
| Council | Convention and Arts Centre | Convention and Arts Centre Manager | 28 October 2024 | October 2026 |
| PURPOSE / ROLES AND RESPONSIBILITIES | <ul style="list-style-type: none"> • Provide advice to Council on the development, promotion, and accessibility of cultural heritage collections managed by the Bass Strait Maritime Centre. • Provide advice to Council on matters related to cultural heritage when required. • Assist the Bass Strait Maritime Centre to achieve strategic objectives as outlined in Council's plans and policies. • Consider and recommend objects for acquisition and deaccession. • Actively support the Bass Strait Maritime Centre's collection management priorities. • Provide advice on cultural heritage policy development. • Actively advocate for Devonport's cultural strategies, promoting the City's initiatives. • Raise awareness and engage the regional community in the Bass Strait Maritime Centre's activities and programs. • Support efforts to attract funding and other resources in accordance with identified needs and strategic direction. | | | |
| EXPECTATIONS OF WORKING GROUP MEMBERS | <ul style="list-style-type: none"> • Attend meetings, participate in discussions and prepare for meetings by reading the agenda and associated meeting materials. • Members are encouraged to become informed of Council's Strategic, Term and Annual plans. • Members may from time to time be exposed to information that is sensitive or confidential in nature and it is a requirement of membership that confidentiality be observed as appropriate. | | | |
| REPRESENTATION | <ul style="list-style-type: none"> • The Advisory Committee shall consist of community members who can demonstrate training in, or an awareness of significance assessment, and ideally include individuals with interest in cultural heritage, education, cultural tourism, or community development. • The membership of the Advisory Committee will be as follows: <ul style="list-style-type: none"> ○ Two Councillors (2) ○ Convention and Arts Centre Manager (or Nominee) ○ Bass Strait Maritime Centre Coordinator ○ Bass Strait Maritime Centre Curator ○ Up to Six Community Members (6) | | | |

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| TERMS OF APPOINTMENT | <ul style="list-style-type: none"> • Members will be appointed by Council following a formal expression of interest process. • Members will be appointed for a three-year term. • If a vacancy becomes available, the Advisory Committee can request Council fill the position. Consideration will be given to the term of the appointment. • If the Advisory Committee wish to remove a member, it must give written notice to the member giving the reasons for the decision. Reason to remove a member of the Advisory Committee include: <ul style="list-style-type: none"> 1. Breach of confidentiality 2. Failure to attend three (3) consecutive meetings without prior apology <p>CHILD SAFE FRAMEWORK All group members are to adhere to the Tasmanian Child and Youth Safe Organisations Framework.</p> |
| QUORUM REQUIREMENTS | <ul style="list-style-type: none"> • A minimum of four (4) members is required to constitute a quorum, of which one must be a Councillor. |
| VOTING | <ul style="list-style-type: none"> • All members shall have full voting rights. • If a majority cannot be reached on a motion, issue, or action; the matter will be referred to the General Manager. • Guests invited to attend meetings are unable to vote. • Proxies have voting rights only when the member is absent. |
| MEETING FREQUENCY AND MEETING PLACE | <ul style="list-style-type: none"> • The Advisory Committee will generally meet bi-monthly. • Meetings will generally be during business hours due the requirement for staff attendance. • Meetings will be located at the Bass Strait Maritime Centre or as otherwise advised. |
| CHAIRPERSON | <ul style="list-style-type: none"> • A Councillor will be elected chair of the Committee. In the absence of a Councillor nomination, the Committee will elect its own Chair. • The Chairperson shall facilitate meetings, provide leadership, and represent the Advisory Committee if required. • In the absence of the Chair, those members present shall choose a temporary chair. |
| REPORTING AND COMMUNICATION | <ul style="list-style-type: none"> • Minutes and/or action list of the Advisory Committee meetings will be reported to Council. |
| ADMINISTRATION SUPPORT | <ul style="list-style-type: none"> • The Convention and Arts department will provide administrative support to the Advisory Committee. • The Agenda will be prepared for the Committee and distributed five business days prior to the meeting. • Action items from meetings will be listed and distributed by minutes taken of each meeting. |
| DELEGATIONS | <ul style="list-style-type: none"> • Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional |

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| | <p>Indemnity policies provided they act within the scope of their duties as a member of the Advisory Committee.</p> <ul style="list-style-type: none"> • Community members not associated with an organisation or corporate entity are classified by Council as a volunteer and will be required to comply with Council's Volunteer Policy and Procedures when attending meetings or delivering agreed actions. • As a volunteer, individuals will be automatically covered under Council's Public Liability and indemnity policies, providing they are attending meetings or delivering agreed actions. • Committee members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines. • Committee members must have the appropriate skills and time to fulfil their role. | | |
| LEGISLATION AND RELATED DOCUMENTS | Local Government Act 1993 | | |
| ATTACHMENTS (IF APPLICABLE) | N/A | | |
| STRATEGIC REFERENCE | 4.2 A vibrant City is created through the provision of cultural activities, events and facilities 4.3 Heritage is valued | | |
| MINUTE REFERENCE | 24/201 | | |
| OFFICE USE ONLY | Update Register Y | Training/Communication | Y |
| | Advise Document Controller Y | Advise HR / MCO | Y |
| | Management Sign Off:  Date: 28 October 2024 | | |