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## TERMS OF REFERENCE MARITIME AND HERITAGE SPECIAL INTEREST GROUP

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### **NAME**

Maritime and Heritage Special Interest Group

### **CATEGORY**

Special Interest Group

### **PURPOSE**

To clearly establish the role and function of the Maritime and Heritage Special Interest Group.

The Maritime and Heritage Special Interest Group is established to provide advice to Council about increasing access to and promoting cultural heritage as an integral part of Devonport's culture and to provide input into Maritime and Heritage facilities/services and partnerships/programs/activities and events.

### **FUNCTION**

The Group will:

- Provide advice on cultural heritage strategy and action plan development, implementation and reporting;
- Provide input into strategic Maritime and Heritage plans, programs, infrastructure and services (e.g. input into feasibility studies, business plans,);
- Provide input into the strategic direction of the cultural heritage in Devonport;
- Provide input and advise on related tourism development and marketing, promotion and raising awareness of initiatives and services;
- Act as ambassadors for Devonport's rich Maritime and Heritage places of interest and initiatives of Council, actively advocating on behalf of and promoting initiatives, partnerships and collections at local, state and national levels;
- Raise awareness of the Bass Strait Maritime Centre, the Julie Burgess, Home Hill and other attractions within the City;
- Engage the local Devonport and regional community in exhibitions, activities and programs, and actively promote the history services offered at the local history hub (Bass Strait Maritime Centre);
- Support Council efforts to attract funding and other resources in accordance with identified needs and the strategic direction;
- Provide input and feedback as required on collection management.

### **MEMBERSHIP**

The Devonport Maritime and Heritage Special Interest Group will be representative of stakeholders and include up to:

- Two (2) Alderman;
- Council's Community and Cultural Development Manager (or nominee);
- Council's Bass Strait Maritime Centre Coordinator (or nominee);
- Council staff may be seconded on an as needs basis;
- Four (4) community member representatives; and
- Four (4) industry experts.

The Community Members will ideally include individuals from a cross-section of the community, including but not limited to individuals with skills or interest in maritime and local history, education, business, policy development, and/or the marketing sector within the Devonport municipal area.

Maritime and cultural heritage industry experts will be experienced, independent, suitably qualified and well respected within the Tasmania maritime, cultural heritage or tourism sector.

Chair and members will be appointed by the Council following a formal expression of interest process for a two-year period.

Failure to attend three (3) consecutive meetings without prior approval, of the Special Interest Group will result in termination of membership.

Should a vacancy occur the Council will consider appointing a new member.

The role, functions and membership of the Special Interest Group will be regularly reviewed by Council.

#### **WORKING WITH CHILDREN (if relevant)**

All group members are to have a valid registration to work with children to comply with the Registration for *Working with Vulnerable People Act 2013*.

#### **MEETING FREQUENCY AND MEETING PLACE**

The Devonport Maritime and Heritage Special Interest Group will generally meet bi-monthly. Meetings will commence at 2:30pm to 4:00pm at the East Devonport Recreation Centre Caroline Street, East Devonport unless otherwise determined by the Group.

The Group Chair shall preside at each meeting and in their absence those members present shall choose an alternate chair.

The minutes will include (without limitation) the following:

- Attendance;
- Apologies;
- Declarations of interest;
- A record of all recommendations made by the Special Interest Group;

The minutes will be distributed to all members

#### **REPORTING REQUIREMENTS TO COUNCIL**

Minutes and/or action list of the Special Interest Group meetings will usually be listed on the Governance, Finance and Community Services S23 Committee for consideration.

## **DELEGATIONS**

The Group may at its discretion form working groups to assist it in meeting objectives.

## **ANY OTHER REQUIREMENTS**

Group Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they act within the scope of their duties as a member of the Special Interest Group.

Community members not associated with an organisation/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.

Special interest group members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.

Members must have the appropriate skills and time to fulfil their role on the group.

## **RESPONSIBILITY**

- **Responsible Manager**  
Community and Cultural Development Manager
- **Document Controller**  
Community Services Administration

## **AUTHORISATION**

- **Adoption of Terms of Reference**  
Adopted by Council on 24 July 2017
- **Terms of Reference Review**  
June 2019

## **DEFINITIONS**

To assist in the interpretation the following definitions shall apply:

**"Group"** shall mean Maritime and Heritage Special Interest Group

**"Council"** shall mean Devonport City Council

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