



Herberton Mining Centre Advisory Committee Terms of Reference

1. Intent

- 1.1 To advise Council on the operations of the Herberton Mining Centre.

2. Scope

- 2.1 The terms of reference apply to Councillors, committee members and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the *Local Government Regulation 2012*.
- 3.2 The Advisory Committees Policy applies to this advisory committee.

4. Purpose

- 4.1 Provide advice on the operations of the Herberton Mining Centre including the Great Northern mine site.
- 4.2 Advise Council on the development and implementation of the Herberton Mining Centre Strategic Plan.
- 4.3 Oversee the acquisition and disposal of material culture in accordance with the Herberton Mining Centre Collection Policy.
- 4.4 Encourage sponsorship for the Centre.
- 4.5 Provide advice to the Herberton Mining Museum Gift Fund Advisory Committee on the allocation of donations.
- 4.6 Work with the Herberton Mining Museum History Association Inc. to attract and encourage donations and gifts and to develop public programs for the benefit of the Herberton Mining Centre.

5. Membership

- 5.1 Members must have a demonstrated commitment, interest, experience or expertise in one or more of the following key areas: social history of Herberton and surrounds, the history of mining and the Herberton Mineral Fields, geology, research and archiving, museum management, education or tourism. Members should be committed to the preservation and promotion of the region's heritage.
- 5.2 Members:

- 5.2.1 Secretary (TRC Officer)
 - 5.2.2 TRC Councillor or their delegate (Chair)
 - 5.2.3 TRC Herberton Information Centre Officer (non-voting)
 - 5.2.4 Member of the Herberton Mining Museum History Association
 - 5.2.5 Up to six community skills-based positions
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

7. Meetings

- 7.1 Meetings will be held four times per year at the Herberton Mining Centre or as otherwise required.

8. Reporting

- 8.1 The committee, through the Council Officer, will provide a report to Council at the end of each financial year, including actions and outcomes, and when recommendations require Council endorsement.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.