

Mansfield Station Precinct Museum Complex Community Asset Committee

TERMS OF REFERENCE



1.0 Background

By this Terms of Reference document, Mansfield Shire Council establishes the Mansfield Station Precinct Museum Complex Community Asset Committee in accordance with Section 65 of the *Local Government Act 2020* (the Act).

The members of a Community Asset Committee have the powers, duties and functions as contained in the Instrument of Delegation from the Chief Executive Officer under Section 47 of the Act and as set out in these Terms of Reference. These Terms of Reference set out the structure and basis on which the Committee can operate on behalf of Council.

These Terms of Reference were endorsed by Council on 10 December 2024.

2.0 Purpose

The role of this Community Asset Committee is to manage and coordinate the use of the Mansfield Station Precinct Museum Complex, encompassing the Railway Carriages, Railway Station Buildings and Platform area, Heritage Museum and Gadhaba Gathering Place, as shown in the below map. This Community Asset Committee does not include the Goods Shed and the Visitor Information Centre. The communal area between the assets will be a shared area and use of the space should suit all precinct stakeholders, with any events held in this space meeting Council's local laws requirements.



3.0 Role of the Community Asset Committee

This committee's functions and responsibilities are:

- ▶ To manage Mansfield's Station Precinct Museum Complex in accordance with the Instrument of Delegation;
- ▶ To ensure that the partnership and yet to be drafted and agreed MOU (agreement) between the Mansfield Shire Council and the Mansfield historical Society (which owns and is supplying the majority of the exhibits to the Museum) is secure and functional and that the MHS can function financially and effectively to carry out its charter of preserving Mansfield's history within the complex.
- ▶ The active promotion of the Museum Complex and its facilities, activities and events for both the local community and visitors;
- ▶ To maintain efficient and effective control over financials for the purpose of repairs, maintenance, security, utilities and services for the Museum Complex;
- ▶ To ensure a wide range of community arts, culture, historical and entertainment programs are developed for the Museum Complex; and
- ▶ In consultation with Council, the preparation of funding submissions for projects designed to enhance the Mansfield Station Precinct Museum Complex.

4.0 Committee Membership

The membership of the Committee shall consist of the following members:

- ▶ 1 x Mansfield Shire Council Mayor (Chair)
- ▶ 1 x Mansfield Shire Council representative (Councillor or CEO)
- ▶ 2 x representatives from Mansfield Historical Society
- ▶ 1 x Taungurung representative
- ▶ 2 x community members

The Council will call for nominations to fill the two vacant community positions by way of public notice in the Mansfield Courier and via the Mansfield Shire Council Facebook page. Community representatives will be selected by Council and Mansfield Historical Society from the expression of interests received. The term of office for the community representative will be for 12 months commencing on the date of appointment but may be removed by Council at any time.

The community positions will be assessed against the candidate's ability to fulfil the Committee's role as outlined in the Committee's Terms of Reference, as well as the following selection criteria:

- ▶ demonstrated interest in all aspects of the Museum Complex including its sustainable growth and development, marketing and promotion of the complex, and genuine connection to the community;
- ▶ demonstrated ability to work proactively as part of a team and promote productive relationships;
- ▶ experience in accounting, finance, governance, legal, marketing and/or tourism;
- ▶ familiarity with the functions and governance of the Committee; and

- ▶ ability to attend meetings during normal Council working hours.

Council staff and Mansfield Historical Society representatives will assess candidates and consult with the non-community representatives of the committee prior to making a recommendation to Council for formal appointment to the committee at a Council meeting.

5.0 Committee Meeting Procedure

The committee will meet at least four times a year in a hybrid format.

Meeting structure, agenda and minute formats should meet the needs of the Committee. The Secretary will provide written notice of each meeting to each member of the Committee at least 72 hours prior to the meeting. It is expected that meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations. A copy of the meeting minutes will be forwarded to the members of the Committee within two weeks of each meeting.

The Mansfield Shire Council Mayor will be the Chairperson.

In the initial meeting, the Committee will discuss the election of a Treasurer and Secretary. The positions will be a 12-month term unless otherwise agreed.

A quorum of the Committee will be half of the members plus one. Voting will be by a majority of votes by a show of hands.

6.0 Instrument of Delegation

An Instrument of Delegation is a document which details the powers, functions, exceptions, conditions and limitations of the Committee. For Committees established under section 65 of the Act, the Instrument of Delegation is signed by the Chief Executive Officer.

7.0 Reporting

Under the *Local Government Act 2020*, Community Asset Committees are directly responsible to the Council CEO. The CEO has legal authority for three things:

- a) To formally delegate responsibilities to Community Asset Committees;
- b) To receive information from the Committees on their activities and management of the community asset; and
- c) To formally report annually to Council on the activities and performance of the Community Asset Committees.

The Committee is responsible for taking proper minutes of all meetings and preparing reports as and when requested by Council.

8.0 Review

These Terms of Reference for the Mansfield Station Precinct Museum Complex will be reviewed on an annual basis, following the formal report to Council on the activities and performance of the Committee Asset Committee and prior to the recruitment of new community members.

These Terms of Reference can be reviewed on a more frequent basis, at the discretion of and in agreement of the members of the Community Asset Committee.