

COMMITTEE CHARTER

PORT FAIRY LIFEBOAT COMMITTEE

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| 1. Name of Committee | Port Fairy Lifeboat Committee |
| 2. Purpose | <p>To support Port Fairy's maritime heritage and local tourism development by encouraging the display, conservation and demonstration of wooden boats, classic boats and artefacts relating to such vessels and associated maritime history.</p> <p>To provide advice on the conservation and care of the buildings and artefacts of the Port Fairy Historic Lifeboat Station, recognising the value of this collection for Australian maritime history.</p> <p>Provide advice to Council on the development and implementation of plans, policy, procedures and strategies to support the management and sustainable development of the Lifeboat Station and its assets.</p> <p>To advise Council on the need for and the development and implementation of annual business / development plan/s and their associated budgets.</p> <p>To build local resident and visitor awareness and encourage participation in local heritage initiatives and activities.</p> |
| 3. Membership | |
| a) Basis | 1 Councillor
1 Port Fairy National Trust Representative
1 Port Fairy Historical Society
4 Community Representatives |
| b) Term | Term of Council. |
| c) Quorum | Four (4) members, including a Councillor.

Alternate:

Chairperson and four (4) members of Committee. |
| d) Appointment | Nominations for applicants from the National Trust and Historical Society, shall be invited by letter from Council to appoint a representative member of their group. |

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Nominations for community representatives shall be called by public notice. Appointments will be recommended based on applicant's skill and experience relating to maritime heritage, tourism development and or in the conservation / maintenance / use of wooden boats, and or classic boats.

A position will be deemed to be vacant if a representative fails to attend for two consecutive meetings without notice of leave of absence.

- 4. Meeting Frequency** 2 meetings per year
- 5. Chairperson** Chairperson will be an attending Councillor or in the absence of a Councillor, a Council officer.
- 6. Voting**

All recommendations proposed by the committee will be voted on with the majority of votes determined if the recommendation is carried or rescinded.

The Chair of the Committee will have the casting vote if there is a tied vote.
- 7. Accountability**

Signed Minutes to be forwarded to Moyne Shire Records Office following each meeting.

To table the minutes of Committee meetings at the following Ordinary meeting of the Council.

To submit any recommendations to the following Ordinary meeting of the Council.

To prepare an annual report which reflects an accurate statement of the performance and activities of the Lifeboat Station.

Council, as the responsible body for the operational and financial management of Historic Lifeboat Station, will provide the committee with recurrent profit and loss statements and progress reports on initiatives of the Committee.
- 8. Responsibilities** To advise Council on matters relevant to purpose of the Port Fairy Lifeboat Committee.

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The Common Seal of the **MOYNE SHIRE COUNCIL**)
was hereunto affixed this.....day)
of.....2016 in the presence of:)

.....
Councillor

.....
Chief Executive Officer