PAHSMA Community Advisory Committee (PCAC)
TERMS OF REFERENCE

1. Purpose

i. To improve the involvement and support of the local community in the management and conservation of the Port Arthur Historic Site and the Coal Mines Historic Site.

ii. To promote the exchange of information about, and raise awareness of, issues involving the local community and PAHSMA that involve the management and conservation of the Historic Sites.

iii. To facilitate communication between the Authority and the local community, and to provide a forum to exchange information relevant to PAHSMA issues and local community views and concerns.

iv. To give the local community an avenue to formally discuss local issues and to work towards identifying and resolving local concerns.

v. To provide a mechanism, including helping to source funding, for the active participation of the local community in conservation and tourism actions and activities associated with the Historic Sites.

vi. To provide an equitable forum in which to allow all committee members to express the views and opinions of their representative groups.

2. Outcomes

i. The PAHSMA Community Advisory Committee is recognised by local community members and organisations as a means whereby they can have effective input into the management and conservation of the Historic Sites in matters relevant to the local community, and as a forum for the communication to PAHSMA of local community views and concerns.

ii. PAHSMA receives advice, as requested, on management decisions, including the development of policies and guidelines.

iii. PAHSMA remains informed of important local issues and maintains a high degree of community contact through the input of the Committee.

3. Accountability

i. The Committee is responsible to the PAHSMA Board in regard to all its activities.

ii. The Committee and its individual members are not to engage in any media activities or purport to speak for PAHSMA without the prior consent of the Chair of the PAHSMA Board or the PAHSMA CEO.

iii. Members of the Committee agree to be bound in their membership role by the Tasmanian State Service Code of Conduct provisions, declaration of potential or actual Conflict of Interest, and all relevant State Government requirements.

iv. Members of the Committee should aim to reflect the broad perspectives of the community, and bring to the Committee knowledge of the opinions and concerns of relevant community groups.

4. Membership

i. There will be a minimum of 4 and maximum of 12 voting members, representing a range of community groups and individuals who wish to contribute to the management and conservation of the historic sites. Examples of such groups and individuals might include:

- Residents
- Business
- Tourism
- Local fishing interests
- Local Heritage interests (both natural and cultural)
- Local government
- Staff representative
- Any other person / interest group who can demonstrate a significant interest in the management and conservation of the sites.

ii. Nominations will be called for through advertisements in the Tasman Gazette. PAHSMA may also directly approach individuals with appropriate experience and involvement in the local community.

iii. Membership of the Committee will be determined by the PAHSMA Board.

iv. The Chair is selected by the Committee.

v. The CEO will be a member of the Advisory Committee and will act as Vice-Chair.

vi. The Director Conservation and Infrastructure will be an *ex officio* member and will act as Secretary to the Committee.

vii. The PAHSMA Board can appoint a Board Member to attend meetings as an *ex officio* member, on a rotating basis.

viii. Appointments will be for a two-year period. Members will be eligible for reappointment.

ix. A member may at any time resign her or his office by notice in writing.

5. Proceedings

i. The committee will meet at regular intervals, at least four times a year.

ii. Meetings will be minuted and a copy of the minutes will be provided to the PAHSMA Board.

iii. A quorum is constituted if at least half the total number of voting members is present.

iv. Each member, including the Chair of the Committee but excluding *ex officio* members, will have an equal vote.

v. In the event of a tied vote, the motion will be deemed to be lost.

vi. All Committee decisions are recommendations to the PAHSMA Board.