



Terms of Reference

Section 41

The Port of Morgan Heritage & Tourism Board

1. Name:

The name of the Committee is The Port of Morgan Heritage and Tourism Board (previously known as the Morgan Museum Board)

2. Establishment

2.1 The Port of Morgan Heritage and Tourism Board was originally established as the Morgan Museum Board on 16 January 2006, 8832/3 of Council pursuant to Section 41 of the Local Government Act 1999.

It was re-established 11 December 2018 Minute No 20680/1 of Council pursuant to Section 41 of the Local Government Act 1999.

2.2 The Port of Morgan Heritage and Tourism Board shall remain active unless terminated by resolution of Council.

2.3 The Port of Morgan Heritage and Tourism Board Section 41 Committee shall be reviewed in four (4) years

3. Definitions

4. Purpose and Functions

The purpose and function of the Port of Morgan Heritage and Tourism Board are to coordinate the activities/operation and development of:

- The Morgan Riverfront Precinct , including Ticket office (Old Wharf Craft Shop) and Pendles Tea Rooms
- The Morgan Landseer Museum
- The Stationmasters House
- The Morgan Wharf
- The Morgan Information Office
- The PS Canally
- Heritage Rail

To promote tourism and to disseminate tourist information on a local, regional and State wide basis.

Encourage and promote the participation of volunteers in relevant aspects of the Board's operation

To accept any items to be preserved on the basis of outright donations or under any loan or custody arrangements, excluding any special arrangements that may be made with the National Trust of South Australia

5. Membership

- 5.1 The Port of Morgan Heritage and Tourism Board shall comprise of a total five (5) members; two (2) Members of Council, three (3) Community Members appointed by Council with the Mayor as ex officio.
- 5.2 The Mayor is appointed as an ex officio member.
- 5.3 The Presiding Member shall be appointed by Council .
- 5.4 Should the Presiding Member be absent from a meeting, the Committee members present may appoint a person to act as Chairperson for that meeting.
- 5.5 Mid Murray Council will advertise any Community Member vacancies via its website, local community Newsletter/s and surrounding area newspapers.
- 5.6 Community Member vacancies shall be considered through registrations of interest in response to advertisements of a vacancy.
- 5.7 Upon completion of the advertising period, the Chief Executive Officer will provide a recommendation to the Mid Murray Council of the preferred applicant/s.
- 5.8 Community Member appointments to the Port of Morgan Heritage and Tourism Board shall be for a four (4) year period or as amended by Council.
- 5.9 In the event of a Community Member vacancy of the Port of Morgan Heritage and Tourism Board the appointment of another person shall be on the same basis as, and for the balance of the term of the original appointment.
- 5.10 Community Members whose tenure has expired will be eligible to re-apply.

6. Quorum

The quorum required for the transaction of business at a meeting of The Port of Morgan Heritage and Tourism Board shall be 50% plus one (1) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. Voting

- 7.1 Each member of the Port of Morgan Heritage and Tourism Board present at a meeting shall have one vote.
- 7.2 The Presiding Member shall have a deliberative vote but, does not in the event of an equality of votes, have a casting vote.
- 7.3 In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation and decision.
- 7.4 Members present at the meeting must vote on all resolutions of the Committee.
- 7.5 Proxy votes are not permitted.
- 7.6 The Chief Executive Officer may partake in the meeting via telephone, video conference or in person. If via telephone or video conference, the Chief Executive Officer must verbalise his vote to enable the Presiding Member to clarify and record the vote.
- 7.1 The Presiding Member must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.

8. Meetings

- 8.1 The Port of Morgan Heritage and Tourism Board will meet every two months with days and times determined by the Committee.
- 8.2 Meetings will be conducted at the Morgan & Districts Community Hub, Cnr Fourth & Eighth Streets, Morgan.
- 8.3 The Presiding Member, in consultation with the Chief Executive Officer, may cancel a meeting due to lack of business.
- 8.4 A Special Meeting of the Committee may be called in accordance with the Local Government (Meeting Procedures) Regulations 2013.
- 8.5 The Presiding Member and the Port of Morgan Heritage & Tourism Coordinator shall ensure that the proceedings of the meeting and resolutions, including recording those present, are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013, these Terms of Reference and, when established Council's Code of Practice - Meeting Procedures.
- 8.6 Audio recordings of meetings will be made to enable the Minute Taker to reference as required. Audio recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

- 9.1 Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference and, when established Council's Code of Practice - Meeting Procedures.

10. Reporting Responsibilities

- 10.1 The Chief Executive Officer will inform the Council at its next Ordinary Meeting of the matters considered by the Committee through the provision of a written report if business arises eg recommendation from the Committee. If no business is arising from the Committee meeting, the Chief Executive Officer will provide the Minutes of the meeting through Councils Agenda.
- 10.2 Agendas and Minutes of the Port of Morgan Heritage and Tourism Board will be published on Council's website and a copy of minutes will be provided to all Council members in accordance with the requirements of the *Local Government Act 1999* and via Council's Extranet.

11. Delegations

The Port of Morgan Heritage and Tourism Board has no direct decision making power and will provide recommendations to the Council on matters for consideration.

12. Administrative

The Chief Executive Officer, shall provide administrative resourcing to the Committee.

The Committee shall:

- 12.1 Have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations.
- 12.2 Receive adequate training as required and in accordance with Councils budget.
- 12.3 Review its performance and Terms of Reference as required and recommend any changes necessary to Council.