

TERMS OF REFERENCE

National Anzac Centre Advisory Group

Background

The National Anzac Centre (NAC) is located within the Princess Royal Fortress precinct on Mount Clarence in Albany and was officially opened on 1 November 2014. The intent of the NAC is to provide a focal point for ANZAC Centenary commemorations and to tell the story of the departure of the first and second convoys from Albany to World War One and the experience of these men and women who served. The NAC is also an important attraction that adds value to the existing tourism product offer in the Great Southern by creating a reason to visit and increasing the length of stay of visitors to the region.

Terms of Reference

The National Anzac Centre Advisory Group Terms of Reference is the document that establishes the agreed roles and functions for the Advisory Group, both collectively and individually. It is utilised by the Advisory Group to ensure that its operation is governed responsibly.

The Group's Terms of Reference must be endorsed and approved by resolution of the City of Albany Council, who is ultimately responsible for ensuring it is maintained and properly utilised.

Purpose

The NAC Advisory Group is established to provide;

- Advice and strategic oversight of the Albany Heritage Park, and support the ongoing development and implementation of initiatives (infrastructure, marketing, events, tourism experiences) to achieve the strategic objectives of the precinct.
- Support the financial sustainability of the NAC and the Princess Royal Fortress, and ensure engagement with the broader region in driving the success of these important assets.

Responsibility of the National Anzac Centre (NAC) Advisory Group

The Advisory Group is responsible for:

- Enabling the exchange of information; providing advice and the development of relationships that assist in identifying potential pathways and synergies with National, State and Local Government objectives and policies.
- Providing expertise on infrastructure, marketing, event and exhibition initiatives and programs that support and promote the tourism, cultural and heritage values of the NAC, the ANZAC Albany story and the surrounding precinct.
- Facilitate engagement and leverage opportunities with surrounding local government authorities and key industry partners to assist with the development of packages and promotional activities.
- Assist with identifying funding opportunities to enhance the product offering by providing new, and refreshing existing experiences.
- Raise the profile of the National Anzac Centre as an iconic heritage tourism asset and build upon its current success in increasing visitation to the region.
- Ensure the NAC interpretative component remains relevant, refreshed and consistent with a high quality contemporary museum standard.

Authority of the Advisory Group

The Advisory Group may make recommendations to the Council on all relevant business matters as per the Advisory Group purpose and responsibilities. Recommendations will be provided to the Council in written form, accompanied by supporting reports and prepared by the City of Albany Executive Officer.

The Advisory Group does not have delegated authority.

Structure and Composition of the National Anzac Centre (NAC) Advisory Group

Membership

The Advisory Group shall consist of a minimum of five (5) members and a maximum of eight (8) members, with the City of Albany Mayor being a permanent member representing the City of Albany.

The term of appointment for membership, with the exception of the Chair and Mayor will be for an initial period of two years. The position of Chair will be for a minimum initial three year term.

The Chair and Group members may be nominated for re-appointment upon expiry of their term up to a maximum of a further two consecutive terms.

Should a vacancy occur during the term of appointment, the appointment to fill the casual vacancy will be filled by an invitation from the Advisory Group and subsequently endorsed by the City representative (the CEO).

Representatives have a responsibility to attend meetings of the Advisory Group, contribute to discussion and vote on matters. A member of the Advisory Group may resign at any time. The resignation must be in writing in the form of a letter or email addressed to the designated Executive Officer, stating the member's intention to resign from the National Anzac Centre Advisory Group. Resignations will be acknowledged by the designated Executive Officer and CEO.

Industry Representation: A maximum of four (4) industry members will be sought on the basis of expertise, interest, understanding and commitment to the Albany tourism sector and enhancing the liveability of the City of Albany.

Stakeholder Representation: The following institutions will be invited to nominate an Advisory Group member;

The Albany Branch of the RSL

The WA Museum

Tourism WA.

Council Representation: The Mayor will represent the interests of the Council.

Chair and Deputy Chair: The Chair and Deputy Chair of the Advisory Group will be elected from the Industry and stakeholder representatives and be elected by members of the Advisory Group.

Council Staff Involvement: The Chief Executive Officer (CEO) and the designated Executive Officer, from time to time, may nominate staff involvement on the Advisory Group. Council staff required to attend the Advisory Group will participate and contribute to the discussion and debate but will not have any voting rights.

Advisory Group Support: The designated Executive Officer will arrange for administrative support for the Advisory Group. Such support will include the preparation and distribution of the agenda, notice of meeting and business papers and recording of the minutes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.

Expertise

Membership of the Advisory Group is generally to consist of representatives from the Albany RSL sub branch, WA Museum and Tourism Western Australia. The Industry representatives will be invited to nominate for a position on the Advisory Group based on their expertise or experience in the following areas.

- A significant relevant understanding of the Tourism Industry.
- A significant relevant understanding of the marketing of Cultural and Heritage Assets.
- A significant relevant understanding of the provision of cultural and heritage programming for public and target group Education.
- A significant relevant understanding of commercial business practices, including but not limited to business development and sponsorship.

Chair

The Chair of the Advisory Group will be independent from the City of Albany staff and elected members.

Should the Chair of the Advisory Group be absent from a meeting and no acting Chair has been appointed, the members of the Group present at the meeting have the authority to choose one of their number to Chair the meeting.

Operation of the National Anzac Centre (NAC) Advisory Group

Executive Officer

The City's designated Executive Officer is responsible for:

1. Preparing the agendas for the Advisory Group, on behalf of, and in consultation with the Chair.
2. Taking and writing the minutes of the Advisory Group meetings.
3. Preparing the Advisory Group Reports and Recommendations for consideration and decision of the Group.

Frequency of meetings / minimum number of meetings

The Advisory Group will meet quarterly as a minimum and as frequently as is deemed necessary to undertake its role effectively.

A notice of each meeting confirming the date, time, venue and agenda will be forwarded to each member of the Advisory Group as soon as practicable prior to the meeting date.

Advisory Group meetings are permitted to be held other than in person, by any technological means as consented to by all members of the Advisory Group.

Attendees

Any elected member of the City of Albany Council may attend and speak at an Advisory Group meeting.

Quorum for meetings

The minimum quorum for an Advisory Group meeting is 5 members.

Advisory Group Members out of pocket expenses.

Advisory Group members are entitled to travel and out of pocket expenses for attendance at meetings and official functions.

Advisory Group member interest

Members of the Advisory Group will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

Members' interest in matters to be discussed at meeting are to be disclosed as prescribed under section 5.65 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

An interest is defined under regulation 34C of the *Local Government (Administration) Regulations 1996*, being:

“Interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Where an interest must be disclosed, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

Access to advice

The Advisory Group has the authority to investigate any matters within its terms of reference as set out in the Advisory Group's terms of reference, with the resources it needs to do so and with the right of access to information including external professional advice as necessary.

Formal mechanism for reporting key matters

The Executive Officer shall report the findings and recommendations of the Committee to the City of Albany Council after each Committee meeting for decision or noting as appropriate.

Review and assessment of the National Anzac Centre (NAC) Advisory Group

The Advisory Group shall perform an annual evaluation of its performance and provide that information to the City of Albany Council.

The City of Albany Council will evaluate the performance of the Advisory Group as appropriate.