



# CHAIRPERSON TASMANIAN HERITAGE COUNCIL INFORMATION PACKAGE

<b>POSITION</b>	Chairperson
<b>TERM</b>	Three years
<b>LOCATION</b>	Statewide, Tasmania
<b>CONTACT</b>	Stuart Fletcher, General Manager (Heritage) 03 6165 4117

## COMPOSITION

The Tasmanian Heritage Council is established under the *Historic Cultural Heritage Act 1995* (the Act). The council consists of 15 persons who are appointed by the Minister. The council's membership, powers and procedures are outlined in section 7 of the Act. The functions include:

- Advise the Minister on matters relating to Tasmania's historic cultural heritage and the measures necessary to conserve that heritage for the benefit of the present community and future generations; and
- To work within the planning system to achieve the proper protection of Tasmania's historic cultural heritage significance; and
- To co-operate and collaborate with Federal, State and local authorities in the conservation of places of historic heritage significance; and
- To encourage and assist in the proper management of places of historic cultural heritage significance; and
- To encourage and provide public education in respect of Tasmania's historic cultural heritage; and
- To assist in the promotion of tourism in respect of places of historic cultural heritage significance; and
- To keep proper records, and encourage others to keep proper records, of places of historic cultural heritage significance; and
- To perform any other function the Minister determines.

## ROLE DESCRIPTION

The Chairperson is responsible for:

- Having a sound understanding of the Act and the powers and functions of the Tasmanian Heritage Council.
- Ensuring Heritage Council business is conducted impartially, effectively and in accordance with strong governance principles.
- Adequately preparing for, attending, and chairing Heritage Council meetings including.
  - managing discussion and debate to ensure the objectives of the meeting, and the Heritage Council, are achieved; and
  - declaring the results of all Heritage Council votes.
- Adhering to all Tasmanian Heritage Council policies, including but not limited to Conflicts of Interest, Code of Conduct and Confidentiality and overseeing compliance with such policies by Heritage Council members.
- Maintaining a Register of Interests and ensuring it is kept up to date.
- Reporting to the Heritage Council on relevant business conducted by the Chairperson on behalf of the Heritage Council.
- Delivery of actions described in the Heritage Council's triennial Statement of Intent which responds to the Minister's triennial Statement of Expectations.
- Continuing to strengthen the Heritage Council's practices to the highest standards of governance, transparency, accountability and management of conflicts of interest.
- Carrying out any other functions authorised by the Heritage Council, within its scope under the Act.

## MEETINGS

The Council meets seven times a year or as required. Meetings are preferably held in person in Hobart, although video conferencing is available if necessary.

Meetings are held on the third Wednesday of every second month, generally taking two-thirds of the day.

A time commitment of approximately 10 hours per month is required and includes engagement and support to Heritage Tasmania and preparing for and attending meetings.

## REMUNERATION

Chairperson may be eligible to receive an annual fee to participate on the Council. Eligibility is in accordance with the Tasmanian Government Board Fee Policy.

The Chairperson position is sized as a E1 (policy – Critical) as nominated by the Department in recognition of the nature of the role under the Tasmanian Government Board Fee Policy. Sitting

fees are determined by the Minister and are currently set at \$35,000 per annum for the Chairperson.

Expenses incurred as a member of the council may also be reimbursed in compliance with the Department of Natural Resources and Environment Tasmania's travel and personal expenses policy.

## SECRETARIAT

Heritage Tasmania within the Department of Natural Resources and Environment Tasmania provides secretariat support for the council.

## KEY SELECTION CRITERIA

Applicants are required to have knowledge or expertise in the following areas:

### EXPERIENCE

#### ESSENTIAL

- Senior leadership
- Stakeholder engagement and management
- Contemporary governance

#### DESIRABLE

- Statutory decision-making
- Operating in sensitive environments and dealing with media enquiries

### SKILLS AND ATTRIBUTES

#### ESSENTIAL

- N/A

#### DESIRABLE

- Conflict resolution
- Strategic thinker
- Work collaboratively
- Accessible and responsive

## THE RECRUITMENT PROCESS

### HOW TO APPLY

Should you wish to be considered for appointment, please submit the following:

- Completed Expression of Interest Form (including a Conflict of Interest Disclosure Form);
- A maximum two-page statement that outlines your relevant qualifications and experience; and
- Your current curriculum vitae

To [statutoryauthorities@nre.tas.gov.au](mailto:statutoryauthorities@nre.tas.gov.au) by 11.00pm Sunday 16 February 2025.

### SHORTLISTING AND INTERVIEWS

A panel will convene after the closure date to review all applications received. Shortlisted candidates may be invited for an interview. Recommendations of suitable candidates will be submitted to the Portfolio Minister for consideration.

### APPOINTMENT

Government policy requires that a Minister briefs Cabinet on all proposed appointments and re-appointments to Tasmanian Government boards and committees. This briefing must occur before a potential appointee can be offered an appointment by way of an Instrument of Appointment.

Appointments do not proceed without Cabinet endorsement.

### **PROBITY CHECKS REQUIRED**

Candidate/s recommended for appointment will undergo the following probity checks:

- Australian Securities and Investment Commission (ASIC)
- Australian Financial Security Authority (AFSA)

### **TIMING**

It is not uncommon for the process to take a period of three to six months.

### **GENDER EQUITY GUIDELINES**

The Tasmanian Government is committed to 50 per cent representation of women across all its boards and committees. More information can be found in the Government's Women on Boards Strategy 2020-25 available at:

[https://www.women.tas.gov.au/information\\_and\\_resources/women\\_on\\_boards\\_and\\_committees](https://www.women.tas.gov.au/information_and_resources/women_on_boards_and_committees)