



## **ATTACHMENT 3**

**Woodworks Museum**

**Steering Committee**

**CHARTER**

**COMMUNITY  
AND  
ECONOMIC DEVELOPMENT  
COMMITTEE MEETING**

**8<sup>th</sup> April 2009**



## **Woodworks Steering Committee Charter**

### **Appointment:**

Gympie Regional Council pursuant to Section 453 of the Local Government Act 1993, appoint an advisory committee to be known as the Woodworks Steering Committee.

### **Function:**

To advise Council on matters relating to the management, operations and functions of the Woodworks, Forestry and Timber Museum.

### **Purpose:**

The purpose of the Steering Committee is to:

1. Oversee Management of the Woodworks, Forestry and Timber Museum via a Management Agreement with the Cooloola Regional Development Bureau.
2. Oversee disbursement of allocated funds.
3. Provide advice and recommendations to Council regarding matters related to the Woodworks, Forestry and Timber Museum
4. Provide a conduit for issues raised by the community, support organisations and state agencies relating to Woodworks, Forestry and
5. Ensure compliance with tenure arrangements whilst applicable.

### **Membership:**

- Chairperson of Community Services and Economic Development Committee
- Proxy Chairperson of Community Services and Economic Development Committee
- Director – Community Services
- Community Facilities and Services Co-ordinator
- General Manager – CRDB
- Museum Information Officer
- As required – Person/s with previous timber museum management experience
- As required - Corporate Administration Manager



**Authority:**

The Committee has the authority to report and make recommendations to the Community and Economic Development meeting on matters relating to the management, operations and functions of the Woodworks, Forestry and Timber Museum.

**Meetings/Reports:**

The steering committee will meet and report to the Community and Economic Development Committee at least once every three months.

**Performance Evaluation**

At least annually, the Committee shall evaluate its own performance and report the results to the Gympie Regional Council.