

# MEMORANDUM OF UNDERSTANDING (MoU)

## Between Wesley Heritage ('WH') and the Synod Records & Archives unit ('SR&A') of the Uniting Church in Australia - Synod of Victoria and Tasmania

Including the formation and operation of the ongoing Wesley Heritage Local Management Committee ('LMC')

FINAL, AGREED VERSION

Issue date: 2/3/2018

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### MISSION AND RESPONSIBILITIES

#### Overseeing and implementing transition arrangements (short-term transition and implementation)

- Contacts for transition stage: Rev Michelle Cook (Presbytery Minister, Mission Development); Graham Hawtin (Synod Records Manager); Jenny Bars (Synod Archivist); Karen Woolford (Wesley Heritage).

#### Governance: Formation and operation of the ongoing Wesley Heritage Local Management Committee ('LMC')

- Initial committee membership will be comprised of: Karen Woolford, Robyn Eastley, Robyn Nandan, Elizabeth Shuey, Graham Hawtin and Jenny Bars.
- **See Appendix 1: Terms of Reference for WH Local Management Committee; refer: pg.5-6 of this document.**

#### Mission & Purpose

- **Mission summary/context:** Housed in chapel and church buildings erected on the Melville Street site in 1825 and 1840, Wesley Heritage & Museum ('WH') is one of Australia's foremost Uniting Church working museums. The museum was established in 1927 as a "memorial to the departed trustees who faithfully served their generation". Today, the WH volunteer team conserve and interpret a remarkable Methodist heritage collection comprising tangible and intangible cultural elements received from the Wesleyan and Primitive Connexion, including the catalogue and archive records of Australia's first public library 1825 to 1845. By arrangement, museum staff can assist visitors and inquirers with access to Tasmania's (Van Diemen's Land) Methodist Archive dating from 1820, and are available to conduct site/museum tours. WH actively engages with heritage communities in Tasmania and further afield, and operates with support from the Uniting Church in Australia, Arts Tasmania, Small Museums Australia and Tasmanian Archive and Heritage Office.
- **Mission Statement:** *Preamble* – We affirm: That the loving Lord is not to be found embalmed in the creeds, rituals and memorials or museums of the church; but in the faith that is a living reality of Christian life; the hope which kindles faithful action; the love which creates and enriches every relationship we share. It is within this context that we affirm the [following] Mission Statement of WH.  
*Mission Statement:* WH is committed to conserving and interpreting elements of Methodist, Congregational and Presbyterian heritage received into the Uniting Church in Australia in Tasmania. We will celebrate its impact on the community, its roots in the UK and its unique relationship with the Pacific.
- **Purpose:** *Priority focus and main activities* – WH and its collection will actively collect, conserve, research, and interpret objects, stories and intangible cultural heritage relating to the history of the people called Methodists, Congregationalists and Presbyterians in Tasmania. In particular WH will maintain the existing collection of memorabilia relating to the former Methodist church in Melville Street, Hobart, John and Charles Wesley and the foundations on which Tasmanian Methodism was built. WH will interpret the history of the church through its outreach programmes including, the first public library, Sunday school movement, the Mechanics Hall, Unionism, outreach to the South Pacific, music and its relationship with colonial and penal institutions in Tasmania. WH will also maintain and interpret its Congregational and Presbyterian records and artefacts. It is a story worth telling and we will actively seek ways to encourage people to hear it. The history of these traditions in Tasmania and the heritage that we have received into the Uniting Church is of importance in Tasmania, nationally and in the Pacific.

## **Administrative issues (including OH&S)**

Provision of administrative/other support will be made in respect of the following needs;

- Occupational Health and Safety: Inspections should be carried out to an agreed regular schedule (at least annually) and any issues followed up promptly. [Note: Copies of inspections also to be sent to SR&A.]
- IT services including Wi-Fi. (Note: WH has its own IT/Wi-Fi – separate to the Wesley Faith Community.)
- Telecoms. (Note: WH has its own phone line, i.e. separate to the Wesley Faith Community.)
- Photocopier and other office equipment.
- Stationery and other office supplies. (Note: Again, WH maintains its own supplies and office materials that are separate from the Wesley Faith Community.)
- Note: SR&A can also assist, as required, where this may be helpful to promptly resolve issues.

## **Property issues**

As with administrative issues (see above) WH volunteers will normally liaise with defined and existing local, on-site contacts to resolve issues. Specific provision will be made for the following needs;

- Cleaning.
- Repairs and general maintenance.
- Security.
- Toilets and kitchen areas.

## **Reporting arrangements**

- Provide a regular activity-based summary update report for tabling via the Wesley Heritage Local Management Committee (and further distribution if required) which reports on the above categories. Frequency: Initially monthly, perhaps later on a bi-monthly/quarterly basis? [Note: This may link into formal committee meeting structure and process once transition has been fully completed.]
- Reports should also clearly highlight any key risks/challenges, as well as ideas/opportunities, steps taken to address these and responsibilities assigned to undertake these.
- Reports may include statistics on certain defined key work activities (perhaps to include: items catalogued, photos digitised, etc.) where these are useful and simple to collate and report on.
- Annual reports (which may utilise or adapt reports already compiled) will be sent to Arts Tasmania and/or any such relevant statutory or related funding bodies.

## **Presbytery of Tasmania responsibilities**

- Provide support for mission and ministry through the Presbytery of Tasmania – particularly during the implementation of transition arrangements.
- Provide advice for property issues.
- Presbytery of Tasmania will receive regular (quarterly) reports on progress regarding implementation of the transition arrangements and thereafter through periodic updates/reports as agreed.

## **Financial management**

- All budgetary issues and financial approvals to run through SR&A to provide clear and consistent accountability.
- Transfer of funds from WH into SR&A will take place during March 2018 with commencement of new integrated finance and budgetary arrangements planned to commence on 1st April 2018.
- A clear mechanism for purchasing of small value items (including admin. and office supplies) will be agreed and implemented.

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## Staffing

- WH was established by a volunteer group and continues to be operated on a day to day basis in this way.
- Oversight and management responsibility for WH transfers to SR&A as part of the transition process; the volunteers will, however, continue to have a strong presence on the WH Local Management Committee and thereby have a significant influence on the future direction of WH.
- A proposal for a part-time limited tenure role at WH (primarily to assist with a smooth transition process) will be investigated further in order to properly assess the requirements and financial viability. If deemed necessary a formal, detailed proposal will be submitted by the volunteer group to Synod (via SR&A) after Easter 2018 for fuller consideration by management.

## Keeping Children Safe (Culture of Safety)

- Ensure all leaders and all other required persons have Working with Vulnerable People registration.
- Ensure regular participation of leaders and all other required persons in Safe Church Training.
- For advice regarding child safety and related issues please contact the Synod's Culture of Safety Unit (or refer to contacts and relevant training material at: <https://ucavictas.org.au/keepingchildrensafe/>)

## Code of Ethics Procedures

- Ensure all leaders and other required persons adhere to Museum Australia's Governance and Code of Ethics Procedures in order to protect and preserve artefacts in a manner that meets national standards in this respect. This includes not being able to sell items for personal gain.

## Review process

- This document should be reviewed annually by the LMC and Presbytery of Tasmania (through a delegated committee) to determine whether changes are necessary.

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## **APPENDIX 1**

### Terms of Reference ('ToR') for Wesley Heritage Local Management Committee ('the committee', or 'WHLMC')

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#### **Purpose of committee**

- The re-formed committee builds on the long-established work of previous committees and groups, over many years, as an active ministry to preserve and interpret the history of the dynamic life of Methodism and its continuation into the present through the Uniting Church in Australia.
- Through this, the committee will provide a formally structured forum for governance oversight and decision making supporting the mission and related activities undertaken by Wesley Heritage ('WH').
- In doing so, the committee will seek to ensure appropriate opportunities for both paid staff and volunteers to contribute and actively inform the work of the group.
- To create strong links between WH and the Synod's Records & Archives Unit ('SR&A') and enable sharing of information, assets, knowledge and experience to benefit all parties.
- To provide oversight for budget and finance issues specifically relating to WH.

#### **Responsibilities**

The committee's responsibilities may include some of the following;

- To develop and implement conservation management and interpretation plans for the Wesley Heritage Site, Archive and Collection.
- To receive, prepare and present all necessary reports;
- To identify and apply for external grant funding opportunities relevant to the committee's priority activities;
- To co-operate with other committees, task groups and facilitation groups if and as required;
- To support the Church's mission of hospitality and co-operation amongst the broader faith community;
- To support the wider Church's mission of reconciliation;
- To publish and communicate its work and achievements;
- To operate so far as is practicable in accordance with guidelines and standards issued by Museums Australia for the operation of a small museum and by Australia ICOMOS for the management of monuments and sites; and that it engages actively with the museum and heritage community.

#### **Composition**

- The committee should appropriately reflect the group's make up and should therefore comprise both volunteer members and paid staff.
- The committee should normally comprise at least four members and not exceed eight members.
- Committee will – once firmly re-established – normally meet quarterly or more frequently as required.
- Quorum is normally considered to be at least half of the normal membership.
- The committee will use the UCA processes for Consensus Decision Making (see Manual for Meetings).
- Process/mechanism: After initial formation, future nominations for the local committee should be lodged with SR&A and the Presbytery of Tasmania, Presbytery Standing Committee, for approval. Members should have an existing association with the Uniting Church in Australia and normally have some expertise and knowledge in archive/museum/heritage activities, finance experience or pastoral care.

#### **Committee chair**

- The Synod's Records Manager (i.e. the role with overall responsibility for records management/archives for the Synod of Vic & Tas) will normally act as committee chair. Once the committee is well-established, consideration may be given to delegating this responsibility in his/her absence for routine meetings.

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## Governance (oversight of committee's work)

- The committee will report through to the line manager of the Records Manager role, currently the Assistant Executive Director, Admin. & Finance, for strategic and operational matters. Formal reports (regular or ad hoc) would normally be tabled to the Synod's Property & Operations Committee., via this management responsibility.
- Quarterly reports should be sent to Presbytery of Tasmania's Resource and Development committee.

## Administrative arrangements

- Meeting frequency: During the first few months of 2018, the newly-formed committee will initially meet monthly during the implementation of the new governance arrangements. Once these are in place and operating successfully it is proposed meetings normally occur quarterly (approximately) or more frequently if deemed necessary by the group.
- Agendas and papers: A standard format to be used for normal meetings should be agreed. Agendas (and any related documents) should normally be distributed at least three days ahead of scheduled meetings whenever possible to allow members sufficient time to read the papers.
- Reporting – Minutes: Meeting minutes should be taken (normally in action point or summary format) and distributed to all committee members (irrespective of their attendance) normally not longer than one week after each meeting. Responsibilities for taking minutes will generally be shared on rotational basis.
- Finances: The committee will develop and work to an agreed annual budget and related forward plan.
- Volunteer policies: The committee should follow guidance contained in the two relevant Synod policies: [Volunteer Policy](#) and [Volunteer Procedure](#)
- Delegation: The committee may act through task and facilitation groups as it may appoint from time to time. These remain under the committee's remit and overall governance framework and related policies and procedures.
- Review process: This document should be reviewed annually by the LMC and Presbytery of Tasmania (through a delegated committee) to determine whether any changes are necessary.

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## Document control

MOU – Draft – Version 1 – 31.01.2018 – by Graham Hawtin (Status: First Draft – For review/comment)

MOU – Draft – Version 2.1 – 8.02.2018 – by GH (Status: Second draft – For review/comment)

MOU – Draft – Version 2.2 – 12.02.2018 – by GH (Status: Revised second draft, incl. Michelle Cook's comments.)

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MOU – Final – Version 4 – 2.3.2018 – by GH (Status: Final, agreed, issued version)