

FRESHWATER BAY MUSEUM ADVISORY COMMITTEE

1 Objectives of the Advisory Committee

The Freshwater Bay Museum Advisory Committee (the `Committee`) is a formally appointed committee of Council and is responsible to that body.

It has been established to consider matters relating to the development, care, funding, policies and possible and future developments of the Freshwater Bay Museum, and to make recommendations to Council regarding their findings to allow for an informed decision making process.

2 Responsibilities of the Advisory Committee

The Committee's responsibility is to:

- Advise Council on matters relating to the Museum
- Assist in obtaining local support and develop working relationships with relevant groups
- To promote community awareness of the value and work of the Museum and to assist with funding initiatives and advocacy.

3 Advisory Committee Membership

- 3.1 The Committee is comprised of two Elected Members and five community representatives.
- 3.2 External persons appointed to the Committee shall be:
 - a) reside within the Town of Claremont.
- 3.3 In the event of a vacancy due to the resignation of a Committee member, the Committee shall fill the vacancy by calling for a special membership nomination and forwarding to Council for appointment.
- 3.4 Membership to the Committee will be for a period of two years with the nomination year coinciding with local government election years.

4 Meetings

- 4.1 The Committee shall formally meet on a quarterly basis. A schedule of meetings will be developed and agreed to by the members.
- 4.2 Meetings will have a formal agenda.
- 4.3 Agendas and information packages, that will include the minutes from the previous meeting, will be sent via email, to Committee Members at least 5 working days prior to each meeting.



TERMS OF REFERENCE

- 4.4 Additional meetings may be convened by a resolution of Council.
- 4.3 Any informal meetings called by members as they are not considered as formal meetings of the Committee.
- 4.4 Meetings of the Committee are generally closed to the public. Attendance is permitted only through invitation or prior approval by the Committee.

5 Operating Procedures

- 5.1 All meetings of the Freshwater Bay Museum Advisory Committee are to be conducted in accordance with the *Local Government Act 1995* and associated Regulations.
- 5.2 A quorum for a meeting of the Committee shall be at least 50% of the number of voting members (whether vacant or not) of the Committee.
- 5.3 Voting
 - a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present.
 - b) If the decision results in a tied vote, the person presiding is to cast a second vote.
 - c) Persons other than Committee members are not entitled to cast a vote.
- 5.4 An Elected Member will be appointed as the Chairperson by simple majority of the Committee. The Chairperson's responsibility is –
 - a) To provide leadership and facilitate the achievement of the Committee's objectives
 - b) To ensure that appropriate conduct is observed at Committee meetings in line with the Town's *Meeting Procedures Local Law 2018*
 - c) To promote full participation and open debate at meetings so that relevant matters are discussed, and effective recommendations are made to Council
- 5.5 The Committee's Administrator will be non-voting member and an employee of the Town. The Administrator's responsibility is –
 - a) To serve as a secretariat to the Committee by preparing agendas and minutes, and ensuring timely distribution to all members
 - b) To ensure that meetings are effectively organised and recorded
 - c) To provide administrative support for the purposes of the Committee.

6 Reporting



TERMS OF REFERENCE

- 6.1 Where matters require a decision from Council, the Committee shall resolve in its meeting to recommend a decision to Council at the next available Ordinary Council Meeting.

7 Delegated Powers

- 7.1 The Freshwater Bay Museum Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council.

Last Reviewed	Resolution	Next Due
17 October 2017	150/17	October 2019
15 October 2019		