

	<p>Claremont Museum Advisory Committee</p> <p>Terms of Reference</p>
<p>Key Focus Area People</p>	<p>Relevant Council Delegation Nil</p>

Objectives of the Advisory Committee

1. The Claremont Museum Advisory Committee ('Advisory Committee') is a formally appointed Committee of Council and is responsible to that body.
2. The Advisory Committee's functions are to:
 - a. Consider matters relating to the development, care, funding and policies of the Claremont Museum ('Museum'); and
 - b. Make recommendations to Council regarding its findings to allow for an informed decision making process.

Advisory Committee Membership

3. The Advisory Committee is comprised of two Council Members and three to five community representatives including at least:
 - a. One representative from the Friends of the Museum community group; and
 - b. One Town of Claremont resident.
4. Membership to the Advisory Committee will be for a period of two years with the nomination year coinciding with local government election years.
5. In the event of a vacancy due to the resignation of a community representative, the Advisory Committee shall fill the vacancy by advertising for a special membership nomination and endorsing the applicant(s) to Council for appointment.
6. A Council Member will be appointed as Chairperson by simple majority of the Advisory 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 of Claremont Meeting Procedures Local Law; and
 - c. To promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations are made to Council.
7. The Chief Executive Officer will appoint an employee of the Town as an Administrator to the Advisory Committee. 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; and
 - c. To provide administrative support for the purposes of the Committee.

Meetings

8. The Advisory Committee shall meet on a quarterly basis. Meetings will be called by the Chairperson in consultation with the Chief Executive Officer.

9. All meetings of the Advisory Committee are to be conducted in accordance with the *Local Government Act 1995*, its associated Regulations and the Town of Claremont Meeting Procedures Local Law.
10. Quorum for a meeting of the Advisory Committee shall be at least 50% of the number of voting members (whether vacant or not) of the Committee.
11. Meetings of the Advisory Committee are generally closed to the public. Public attendance is permitted only through invitation or prior approval by the Committee.

Reporting

12. Museum staff shall report to the Advisory Committee at each meeting on the Museum's activity during the quarter.
13. Where a matter requires a decision from Council, the Advisory Committee shall resolve in its meeting to recommend a decision to Council at the next practicable Ordinary Council Meeting.

Delegated Powers

14. The Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council.

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