

	<h2 style="margin: 0;">Claremont Museum Advisory Committee</h2> <h3 style="margin: 0;">Terms of Reference</h3>
<p><b>Key Focus Area</b> People</p>	<p><b>Relevant Council Delegation</b> 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 up to three community representatives.
4. Current Museum volunteers are not eligible to sit on the Committee.
5. Following each biennial local government election, Council will appoint members to the Advisory Committee as outlined above.
6. Membership to the Advisory Committee will be for a period of two years coinciding with biennial local government elections.
7. In the event of a vacancy due to the resignation of a community representative, Council may resolve to fill the vacancy by appointing a replacement.
8. Members of the Advisory Committee are bound by the Town's Code of Conduct for Council Members, Committee Members and Candidates.
9. At the first meeting following each biennial local government election, the members of the Advisory Committee will elect a Presiding Member from amongst themselves in accordance with section 5.12(1) of the Local Government Act 1995 (Act).
10. The Presiding Member'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 2018*; and
  - c. To promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations are made to Council.
11. If the Presiding Member is absent from a Committee Meeting, the Committee Members are to choose one of themselves to preside at the meeting in accordance with section 5.14 of the Act.

12. 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

13. The Advisory Committee shall meet on a quarterly basis. Meetings will be convened by the Presiding Member in consultation with the Chief Executive Officer.
14. 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 2018*.
15. Quorum for a meeting of the Advisory Committee shall be at least 50% of the number of Committee Members (whether any positions are vacant or not) of the Committee in accordance with section 5.19 of the Act.
16. 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

17. The Administration shall report to the Advisory Committee at each meeting on the Museum’s activity during the quarter.
18. 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

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

Document Control Box				
<b>Business Unit:</b>	Claremont Museum			
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Town of Claremont Meeting Procedures Local Law 2018</i>			
<b>Organisational:</b>	<i>Town of Claremont Code of Conduct for Council Members, Committee Members and Candidates</i>			
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