



AGE OF FISHES MUSEUM ADVISORY COMMITTEE

1. Document Information

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Author	Department Leader – Governance & Corporate Performance
Owner <i>(Relevant Executive)</i>	Office of the General Manager
Next Review Date	Within 12 months of new Council election
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2. Introduction

The purpose of the Age of Fishes Museum Advisory Committee (the committee) is to advise Council and make recommendations in relation to the Age of Fishes Museum in accordance with the Museum's Strategic Plan.

The committee must observe Council's position in accordance with its Integrated Planning and Reporting documentation.

The committee does not have a role in the operational function of Council. This is the responsibility of the General Manager and staff.

3. Term

Elected members continue as members of the committee until:

- The next ordinary election of the Mayor
- The next general election of Council
- The committee is disbanded or completes its purpose in accordance with these terms of reference

Other members continue until the committee is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in elected members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

4. Role of the Committee

The committee operates as an 'advisory committee' of Council.

5. Key Objectives

The committee considers key issues including the following:

- a. matters relating to the development, funding, and possible and future developments and management of the Age of Fishes Museum;
- b. formal approval of acquisitions and de-accessioning from the collection, on the recommendation of the Museum Manager;
- c. to review and recommend revisions to the Age of Fishes Museum, in consultation with the Leader Community & Economy, the Museum's Strategic Plan and all policies that are the basis of the Museum's programs and operations;
- d. to promote community awareness of the value and work of the Age of Fishes Museum; and
- e. to assist with fundraising and advocacy.

6. Responsibilities

The Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant departments within the Council organisation by delegation of the General Manager.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

7. Membership

Formation of Committee

Membership of the Committee will be a minimum of six (6) individuals, selected by the Council following a call for expressions of interest, and shall comprise the following members:

- Elected Members – 2 representatives, with one alternate Mayor (one representative to be elected as Chair at the first meeting)

- Age of Fishes Museum Incorporation – 2 representatives
- Australian Museum Trust – 1 representative
- Community members – up to 1 representative
- Council Staff – up to 2, as delegated by the General Manager (secretariat and non-voting)

Other Attendance at Meetings

Attendance of other elected members is permitted; however no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialist do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

8. Meetings

Meeting Schedule

The committee will meet quarterly. The location, date and time for meetings may be decided by the Chair in consultation with the General Manager.

Quorum

The quorum for a meeting of the Committee is four (4) members. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

In general, it is expected the Committee will develop recommendations by consensus. If, however voting is required, voting is to occur by majority vote, and the Chair has a casting vote.

Proceedings

The administrative provisions of Council's Code of Meeting Practice apply.

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

9. Code of Conduct

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Committee members may encounter confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Members are not to speak to the media in their capacity as a member of the Committee.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

10. Link to Community Strategic Plan

- Connect Cabonne to each other and the world
- Build business and generate employment
- Provide and develop community facilities
- Grow Cabonne's culture & community
- Manager our Natural resources

11. Related Documents

Cabonne Council Code of Conduct

Cabonne Council Code of Meeting Practice

Cabonne Council Community Strategic Plan

Cabonne Council Delivery Program/Operational Plan

Asset Management Plans

Deed of Gift for the Donation of Objects to The Australian Museum Trust

12. Document Control

These Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by Council.

Date	Description of Changes
May 2021	Adopted by Council (Minute Number: 21/05/19)
22 February 2022	Adopted by Council (Minute Number: 22/02/10)