



City of Mandurah

TERMS OF REFERENCE

Mandurah Community Museum Advisory Group

Originating Section: Governance Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Governance Services	Delegated Authority: Not applicable
Approved: <ul style="list-style-type: none">• SP.3/10/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.32/12/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.14/7/20 Youth Advisory Group Appointments• G.18/11/20 Youth Advisory Group Terms of Reference• G.7/1/21 Appointment of Community Reps to Access and Inclusion Advisory Group	Other References: <ul style="list-style-type: none">• City of Mandurah Access and Inclusion Plan 2021 - 2026

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ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

- 2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.
- 2.2 Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Committee or Advisory Group may only be made by Council.

3. Operation

- 3.1 A review of these Terms of Reference will be undertaken biennially.
- 3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

- 4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

MANDURAH COMMUNITY MUSEUM ADVISORY GROUP

Membership

The current membership of this Advisory Group is as follows:

- a) One Elected Member
- b) Two Community Representatives
- c) Six representatives from the following organisations
 - Two representatives from Mandurah Historical Society
 - Two representatives from Friends of Mandurah Community Museum
 - One representative from Mandurah Business
 - One representative from Peel Education and Training Department
- d) Supporting Officer (no voting rights)
 - Museum Development Officer

Purpose

The purpose of the Advisory Group is to provide advice to the Council on issues relating to the management of the Mandurah Community Museum and its programmes.

Objectives

The objectives of the Advisory Group are as follows:

- a) To increase the usage of the Museum by the local community and visitors to Mandurah through active promotion.
- b) To actively recruit and effectively train a body of volunteers to ensure maximum access to the Museum collection through increased opening hours.
- c) To develop, implement and manage programs for the community and specific groups in order to relate the history of Mandurah and the Peel Region.
- d) To provide effective interpretation and display of the Museum collection and to actively seek to extend the collection appropriately.

Responsibilities

The Advisory Group has the following responsibilities:

- a) To advise policy and guidelines for the efficient management of the Museum.
- b) To provide comment and recommendations on issues associated with the operation and development of museum programs.
- c) To contribute ideas and knowledge for the development of museum programs and promotional activities.
- d) Assess suggestions, information and comments received with the aim of providing improved operation and development of museum activities.