

12.3.1 a) Terms of Reference - Local History Advisory Group

SHIRE OF JERRAMUNGUP

Terms of Reference

Jerramungup Local History Advisory Group

1. Establishment

The **Jerramungup Local History Advisory Group** ("the Advisory Group") is established by resolution of the Council of the Shire of Jerramungup (the Shire) as a Council Advisory Group.

The Advisory Group is established to provide advice and recommendations to Council, through the Chief Executive Officer, on matters relating to the preservation, promotion and interpretation of the history and heritage of the Shire.

The Advisory Group has no delegated authority and cannot make decisions or incur expenditure on behalf of the Shire.

2. Purpose

The purpose of the Advisory Group is to:

- a) preserve, document and promote the history of the Shire;
 - b) support the identification, preservation and interpretation of places, stories, photographs, documents and artefacts of historical significance;
 - c) provide advice to Council on matters relating to local history and heritage;
 - d) encourage community participation in recording and preserving local history;
 - e) support historical exhibitions, publications, educational initiatives and community events; and
 - f) identify and support opportunities for grant funding and partnerships that contribute to the preservation and promotion of local history.
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3. Functions

The functions of the Advisory Group include:

- a) providing advice and recommendations to Council on local history matters;

- b) assisting with the management, cataloguing and preservation of historical collections owned or managed by the Shire;
 - c) identifying opportunities to enhance community awareness of the district's history;
 - d) supporting the development of historical displays, exhibitions and interpretive material;
 - e) providing input into strategic planning relating to local history and heritage;
 - f) supporting projects approved by Council that contribute to the preservation of local history; and
 - g) undertaking other activities referred to the Advisory Group by Council or the Chief Executive Officer.
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4. Membership

The Advisory Group shall comprise:

- Two (2) Councillors appointed by Council.
- The Chief Executive Officer or delegate.
- The Manager of Development.
- The Community Resource Centre Coordinator.
- Up to eight (8) community members.

Additional community members where specialist knowledge or experience is considered beneficial to the operation of the Advisory Group may be invited to the Group.

5. Conduct of Members

Members will:

- act in accordance with the Shire of Jerramungup Code of Conduct;
 - declare any actual, potential or perceived conflicts of interest;
 - maintain confidentiality where required; and
 - act in the best interests of the community and the purposes of the Advisory Group.
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6. Appointments

Community members will be appointed by Council following a public Expression of Interest process or by direct appointment where considered appropriate.

Councillor representatives will be appointed by Council following each ordinary local government election or as otherwise determined by Council.

The Chief Executive Officer (or delegate), Manager of Development and Community Resource Centre Coordinator are standing members of the Advisory Group by virtue of their positions.

Community members will normally be appointed for a period of two (2) years and may be reappointed.

A community member may resign at any time by providing written notice to the Chief Executive Officer.

Council may terminate the appointment of a community member where the member:

- fails to attend three consecutive meetings without an approved apology;
- acts contrary to the purpose of the Advisory Group;
- breaches the Shire's Code of Conduct or Council policies; or
- engages in conduct that Council considers inconsistent with continued membership.

7. Chairperson and Deputy Chairperson

Council will appoint one Councillor representative as Chairperson and the second Councillor representative as Deputy Chairperson.

The Chairperson shall:

- preside at all meetings;
- ensure meetings are conducted in an orderly and efficient manner;
- facilitate discussion and encourage participation by all members; and
- present recommendations of the Advisory Group to Council where appropriate.

The Deputy Chairperson shall perform the duties of the Chairperson during the Chairperson's absence.

Where both the Chairperson and Deputy Chairperson are absent, those members present may appoint an Acting Chairperson for that meeting.

8. Meetings

The Advisory Group will meet at least four (4) times each year or as determined by the Chairperson in consultation with the Chief Executive Officer.

Additional meetings may be convened where required.

A meeting quorum shall be a simple majority of appointed members.

Agendas and supporting information will be distributed prior to each meeting where practicable.

Minutes will be recorded and maintained and recommendations will be reported to Council through the Chief Executive Officer.

9. Decision Making

The Advisory Group will endeavour to reach decisions by consensus.

Where consensus cannot be achieved, recommendations will be determined by a simple majority of members present.

Each member has one vote.

The Chairperson has a deliberative vote and, where voting is equal, a casting vote.

Recommendations of the Advisory Group are advisory only and are not binding upon Council.

10. Financial Management

The Advisory Group has no authority to commit Council funds or enter into contracts on behalf of the Shire.

Any expenditure must be approved in accordance with Council's adopted budget, policies and delegated authority.

11. Reporting

Recommendations of the Advisory Group will be submitted to Council through the Chief Executive Officer.

The Advisory Group may provide an annual report to Council summarising its activities, achievements and priorities for the forthcoming year.

12. Review

These Terms of Reference will be reviewed by Council every four (4) years or earlier if required by Council.

13. Authority

These Terms of Reference were adopted by the Council of the Shire of Jerramungup on **[Date]** by **Council Resolution No. [Resolution Number]** and take effect from that date.