



Bega Valley Shire Museum Advisory Group

Terms of Reference



PO Box 492, Bega NSW 2550
P. (02) 6499 2222
F. (02) 6499 2200
E. council@begavalley.nsw.gov.au
W. begavalley.nsw.gov.au

ABN. 26 987 935 332
DX. 4904 Bega

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Title

Bega Valley Shire Museum Advisory Group - Terms of Reference.

Purpose

The Bega Valley Shire Museum Advisory Group is chaired by Council and provides advice and recommendations for developing and creating effective networks and partnerships between Bega Valley Shire Council museum users and the community.

Provides a focus on ensuring the effective long-term operation, maintenance, renewal and upgrade of the Shire's Museums.

Objectives

- provide a forum for engagement, consultation, and communication with museum users.
- develop a shared understanding of the maintenance, renewal and upgrade needs for each Museum facility.
- contribute to future maintenance, renewal, and upgrade considerations; and
- contribute recommendations for grant funding opportunities.

Principles and Protocols

To deliver on strategic objectives and planned activities the advisory group members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members recognise shared accountability and shared responsibility for success.

All Bega Valley Shire Museum Advisory Group members will ensure there is appropriate and suitable representation at committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Bega Valley Shire Museum Advisory Group members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

Confidentiality

Members of the Bega Valley Shire Museum Advisory Group are to respect the confidentiality of information and documents to which they have access in the course of or arising from their engagement with the Bega Valley Shire Museum Advisory Group.

Members must not, during their engagement with the Bega Valley Shire Museum Advisory Group, directly or indirectly use or disclose (or attempt to use or disclose) any Confidential Information for any unauthorised purpose, including any benefit to themselves or any other person.

Members must ensure secure custody of confidential information in their control or possession and use best endeavours to prevent the use or disclosure of Confidential Information by any person.

These restrictions do not apply to:

- information that is used or disclosed with Bega Valley Shire Council's prior consent.
- information that is required by law to be disclosed.
- information that is in the public domain.

If members are uncertain about whether information is confidential information, they must immediately seek guidance from Council. Until an answer is received, information is to be treated as confidential information.

Confidential information is any information identified or marked as confidential by Bega Valley Shire Council (including information provided prior to the date of endorsement of these terms of reference). For the purposes of this definition, includes (but is not limited to):

- trade secrets of Bega Valley Shire Council.
- Bega Valley Shire Council's policies, systems and protocols.
- information about the business and affairs of Bega Valley Shire Council such as pricing information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods.
- information about clients or customers of Bega Valley Shire Council, such as their specific requirements, arrangements and past dealings with Bega Valley Shire Council.
- confidentiality shall remain until such time as all of the confidential information has fallen into the public domain or until agreed otherwise in writing by Bega Valley Shire Council.

Meeting Frequency

The frequency of these meetings shall be half yearly (every six months), unless otherwise determined by the Director Assets and Operations, Bega Valley Shire Council in consultation with the Bega Valley Shire Museum Advisory Group.

Agenda

Discussion at the Bega Valley Shire Museum Advisory Group meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any Advisory Group member and should be submitted seven days before the meeting. The agenda will be circulated to all Advisory Group members five days prior to the meeting.

Conduct of Meetings

The Bega Valley Shire Museum Advisory Group may invite other parties to the meeting based on matters of interest in the pursuit of the Advisory Group objectives.

Recording of Minutes

Accurate and concise minutes will be taken at each meeting and all agreed actions should include the responsible person's name and an action required. The minutes will be distributed to each Bega Valley Shire Museum Advisory Group member prior to the next meeting where they will be accepted as a true and accurate record at that meeting. Minutes will be made available to the public through Council's website.

Responsibilities of Advisory Group Members

The responsibilities of the Bega Valley Shire Museum Advisory Group members are:

- attend meetings in person or by video platform where appropriate.
- provide details of any future maintenance, renewal, and upgrade considerations for the museum they occupy.
- assist with development of strategies to improve the sustainability and improvement of the Shire's Museums.
- actively promote discussion within the community and source feedback.

Administrative Support

Bega Valley Shire Council will provide administrative support to the function of the Bega Valley Shire Museum Advisory Group through:

- preparation and distribution of agenda for meetings.
- ensures all Advisory Group records are maintained in Council's record keeping systems.
- ensures information is accessible to all the Bega Valley Shire Museum Advisory Group members.
- minutes of proceedings taken and distributed in a timely manner.
- ensure relevant information is placed on Council's website in a timely manner and kept up to date.

Dispute Resolution

In the event of any dispute, all parties concerned should meet, discuss and resolve the matter as soon as possible. If the parties are unable to resolve the dispute, they must hold a meeting in the presence of a person nominated by Bega Valley Shire Council.

Modification of Terms of Reference

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. For the modification to occur there needs to be an agreement between the Bega Valley Shire Museum Advisory Group members and approval to the change by Bega Valley Shire Council. The Terms of Reference will be reviewed annually.

Annual Evaluation of Advisory Committee Effectiveness

The Bega Valley Shire Museum Advisory Group will at the end of each year determine if:

- objectives are being met or need to be amended.
- advisory group's effectiveness is improving or deteriorating.
- members regularly attending meetings.
- the Terms of Reference require review.