



TERMS OF REFERENCE

La Perouse Museum Trust

1. Establishment and Role of the Trust

The La Perouse Museum Trust ("the Trust") is established by Randwick City Council ("Council") for a term as resolved by Council.

The role of the Trust is to:

provide advice to Council with respect to Council's management of the La Perouse Museum ("the Museum") and relevant buildings, heritage items, open space and landscaped areas within the La Perouse precinct of Kamay Botany Bay National Park ("the Site")

and

assist Council by providing heritage expertise and local knowledge and insights in relation to the Museum and the Site, recognising the history of the Site from its Indigenous origins to European arrival to the current and continuing development of its diverse cultural and natural heritage assets.

The Trust has an advisory rather than a decision-making role with respect to the management of either the Museum or the Site.

2. Aim

The overall aim of the Trust is to guide Council in the management and future direction for the sustainability, use and improvement of the Museum and the Site.

3. Objectives

To achieve the overall aim the Trust will provide to Council:

- input in the development of business plans for the Museum and the Site;
- input for the planning and use of the Museum and the Site;
- comment on the proposed future direction of the Museum and the Site;
- recommendations and proposed policies designed to enhance the historical and cultural significance of the Site;
- a review of policies and plans for the Museum and the Site;
- input into the preparation of briefs from Council to experts to undertake various studies for the Museum and the Site;
- input into the public information to be made available regarding the Museum and/or the Site;
- input and participation in the community consultation processes relevant to the management/future direction of the Museum and/or the Site.

4. Membership

There shall be nine (9) members of the Trust comprising the following persons:

- the Mayor of Randwick; and
- three (3) other Randwick Councillors as selected annually by Council;
- an officer of the NSW Office of Environment and Heritage being the duly authorised representative of the Head of the NSW National Parks and Wildlife Service;
- the French Consul-General or his duly authorised representative;
- the representative of the La Perouse Aboriginal Land Council as nominated annually by that Land Council provided that the same person shall not be eligible for renomination as a member of the Trust for more than two (2) consecutive years in the absence of a formal request made and agreed to by Council;
- the representative of the Friends of La Perouse Museum Association as nominated annually by that Association provided that the same person shall not be eligible for renomination as a member of the Trust for more than two (2) consecutive years in the absence of a formal request made and agreed to by Council;
- an independent community representative with expertise in heritage conservation as appointed by Council.

5. Meeting Schedule

The first meeting of the Trust shall be at 4.00pm on 16 December 2013 at the Administrative Centre of Council, 30 Frances Street, Randwick.

The Trust will thereafter hold ordinary meetings on a quarterly basis at the same time and place (or more frequently as determined by the Trust).

The Trust shall convene extra meetings at the reasonable request of Council when required to deal with significant/urgent issues.

Upon the petition of at least five (5) members of the Trust the chairperson will call an extraordinary meeting of the Trust to be held as soon as practicable to deal with the extraordinary business the subject of the petition.

6. Quorum

The Quorum of a meeting of the Trust shall be five (5) members.

7. Chairperson

The Mayor of Council shall be the chairperson of the Trust .

The members of the Trust will by a simple majority vote taken at the first meeting of the Trust elect from their membership a deputy chairperson of the Trust.

The elected deputy chairperson shall hold such position until the members of the Trust by simple majority vote of any subsequent meeting of the Trust resolve otherwise and elect another member of the Trust to be the deputy chairperson.

8. Meeting Procedure, Minutes and Resolutions

The Trust will as far as practicable conduct its meetings on a consensus basis.

The chairperson shall preside over all meetings of the Trust.

In the absence of the chairperson, the deputy chairperson shall preside over the meeting of the Trust.

In the absence of both the chairperson and deputy chairperson, an acting chairperson shall by a simple majority vote of members present at the Trust meeting be elected to conduct that meeting.

Where formal voting is required, each member present at the meeting of the Trust shall have one vote. The chairperson shall have a casting vote.

All meetings of the Trust are required to be minuted and all resolutions of a meeting of the Trust are to be recorded in the minutes of the meeting. The minutes of a meeting are to be considered, amended as necessary and adopted at the subsequent meeting of the Trust.

Adopted minutes of Trust meetings will be documents of record available to the public.

9. Attendance at Meetings by Members

A Trust member is expected to attend all ordinary meetings of the Trust and as far as possible all extraordinary meetings of the Trust.

When a member is unable to attend a meeting, the member should as soon as possible so advise the chairperson or the General Manager of Council prior to the meeting.

10. Attendance at Meetings by Council Officers

Officers of Council as delegated by the General Manager of Council will attend the meetings of the Trust to provide specialised and expert advice on matters under consideration by the Trust.

The General Manager of Council may at his discretion attend the meetings of the Trust as an observer and/or to provide governance and procedural advice.

11. Attendance at Meeting by Experts

Council, at the discretion of the General Manager or a Trust member with the written support of at least five (5) other Trust members, may petition the Chairperson to request the General Manager of Council to extend an invitation to a person/persons with a particular expertise to attend a specific meeting of the Trust when it is considered that the person/persons would be able to make a positive contribution to the issue/issues under consideration by the Trust.

The fees and charges of such person/persons attending the meeting/providing expert advice to the Trust shall be borne by Council.

12. Meeting Secretariat

The General Manager of Council will provide the Trust with a secretariat and administrative support for the recording and keeping of minutes of meetings of the Trust, providing members

with notice of Trust meetings and providing members with copies of meeting agendas, business papers and draft minutes of meetings.

13. Notice of Meetings

Members of the Trust shall as far as practicable receive at least five (5) working days written notice of meetings of the Trust together with the agenda, draft minutes of the previous meeting for ordinary meetings of the Trust and relevant information for the meeting.

14. Confidentiality

The members of the Trust and the organisations they represent acknowledge that the establishment and role of the Trust is for the benefit and confidential business of Council.

All business conducted at a meeting of the Trust and all information and documents provided to or generated by the Trust are deemed to be confidential to the Trust and must not be disclosed to any third party by any member of the Trust or by or behalf of an organisation represented by a member of the Trust unless and until such information or document is formally included in the adopted minutes of a meeting of the Trust by decision of the majority of its members acting in the best interests of Council decides that such information or document be made public.

15. Responsibilities of Members

The Trust members are to contribute their time and are to participate constructively in meetings of the Trust, free of bias and as far as possible with consensus.

Trust members are required to comply with these Terms of Reference and to abide by Council's Code of Conduct.

16. Amendments to Terms of Reference

These Terms of Reference shall only be amended by resolution of Council.