



1. GEELONG HERITAGE CENTRE COLLECTION ADVISORY COMMITTEE - TERMS OF REFERENCE*

[With changes adopted at the GHC CAC meeting on 16th September 2021]

1.1 Expected / Definite life of the Committee

1. It is anticipated that the Geelong Heritage Centre Collection Advisory Committee will be ongoing.
2. There will be at least 4 meetings per year.

1.2. Constituency of the Committee

1. Membership of the Geelong Heritage Centre Collection Advisory Committee will consist of:
 - The City of Greater Geelong Council appointment or nominated proxy.
 - The Golden Plains Shire Council appointment or nominated proxy.
 - The Surf Coast Shire Council appointment or nominated proxy.
 - The Borough of Queenscliffe Council appointment or nominated proxy.
 - The Colac Otway Shire Council appointment or nominated proxy
 - The Manager Arts and Culture, City of Greater Geelong or nominated proxy.
 - The Manager, Geelong Heritage Centre Collection & Heritage Centre Services.
 - A Public Records Office Victoria appointed representative or nominated proxy.
 - The President of the Geelong Historical Society or nominated proxy.
 - The Secretary of the Geelong Historical Society or nominate proxy.
 - A National Council of Women Geelong Branch representative or nominated proxy.
 - A maximum of four [4] Community Representatives.
2. Nominations of community applicants for membership of the Geelong Heritage Centre Collection Advisory Committee shall be called by public notice in local newspapers. The Community Representatives will be appointed for a period of 2 years.
3. Appointments of Community Representatives will be made following a recruitment process to be undertaken by a selection panel consisting of the Chief Executive Officer Geelong Regional Library Corporation (or delegate), Manager Geelong Heritage Centre and a member of the Collection Advisory Committee who is a current Council appointment from Borough of Queenscliffe, Colac Otway Shire, City of Greater Geelong, Golden Plains Shire or Surf Coast Shire.
4. A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings without reasonable grounds.
5. The Committee shall elect a Chairperson who is one of the GRLC member Council appointed representatives, with another Councillor or Council Officer chairing the meeting in the absence of the elected Chairperson.
6. The Chairperson will be the official spokesperson for the Committee.

1.3. Authority of the Committee

1. The purpose of the Geelong Heritage Centre Collection Advisory Committee is to provide Heritage Centre collection related advice and recommendations to the GRLC Board.
2. The Manager, Geelong Heritage Centre will present advice and reports to the Geelong Regional Library Corporation (GRLC) Board and other bodies on behalf of the committee as required.
3. The committee may request specialist advice from GRLC staff and others in order to meet committee objectives.
4. External support may be sought to assist with complex collection related issues.

1.4. Committee Conduct Principles

Committee members are expected to:

1. Actively participate in Committee discussions and offer their opinions and views,
2. Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
3. Act with integrity,
4. Attend each meeting where practical; avoid conflicts of interest and the releasing of confidential information.

1.5. Meeting Procedure

1. Meetings will be conducted by the Chair to an established agenda.
2. Minutes of actions, discussions and decisions will be recorded.
3. The quorum for a meeting to be conducted will be 50% plus one of voting members. Should there be a tied vote; the Chairperson will be entitled to a casting vote.
4. Perceived member conflict of interest must be declared at the commencement of meetings.

1.5. Reporting Requirements

1. An annual status report outlining activity undertaken within the Geelong Heritage Centre Collection Advisory Committee will be prepared for the Geelong Regional Library Corporation Board by the Manager, Geelong Heritage Centre.

1.6. Secretariat

1. Administrative requirements that are the direct result of minuted Committee matters will be undertaken by GHC Manager and/or GHC/GRLC officers.

1.7. Facilities & Resources

1. General administrative or other tasks required to enable participation in Geelong Heritage Centre Collection Advisory Committee is the responsibility of each individual member of the Committee.