

## CARTER OBSERVATORY REDEVELOPMENT ADVISORY GROUP

### TERMS OF REFERENCE

#### 1. Purpose

The purpose of the Carter Observatory Advisory Group (CAG) is to provide advice to the Council to assist in the completion of the Carter Observatory redevelopment, specifically the:

- exhibition content
- operating model and business plan.

The group is an advisory group that can make recommendations to the Council (generally Council officers). The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

#### 2. Responsibilities of the group

The group will:

1. develop agreed ways of operating as a group to enable the purpose of the group to be achieved
2. report back to Council officers
3. work effectively with the Council to implement any advice where required.

The group is not responsible for the completion of the redevelopment or developing a sustainable operating model for Carter Observatory. This is the responsibility of Wellington City Council, and specifically the Director Carter Observatory; the Advisory Group will provide guidance as appropriate.

#### 3. Responsibilities of individual group members

Individual group members will:

1. work collaboratively with other members of the group to fulfil the CAG's role and responsibilities
2. where relevant, communicate with the interest group they represent, and implement processes for bringing their issues to the CAG and for regularly reporting back to that interest group on how issues have been addressed.

Members will also be asked to complete Conflict of Interest declarations.

### 4. Roles and responsibilities of the Chair and Deputy Chair

#### Role and responsibilities of the Chair

1. To chair the meetings of the group fairly and in a manner that supports the group in fulfilling its role
2. To represent the views and recommendations of the group as required.

#### Role and responsibilities of the Deputy Chair

1. To support the Chair in their role.
2. To act in place of the Chair should the Chair be unavailable or have a conflict of interest.

### 5. Membership of group

#### Composition

The membership of the group should reflect:

- 2 - 3 representatives of the Carter Board
- a representative of the Wellington Museums Trust
- a representative of Positively Wellington Tourism
- expertise in space science/astronomy
- experience in education and learning

The group consists of 6 to 8 members.

#### Term of membership

The term of membership for each member shall be from appointment until a review of the terms of reference is undertaken. Where a position becomes vacant part way through a term a replacement shall be sought for the remainder of the term through the standard selection process.

#### Term of membership of Chair and Deputy Chair

The term of membership for the Chair and Deputy Chair shall be the same as other members. Where a position becomes vacant, a replacement shall be sought for the remainder of the term through the standard selection process.

### 6. Selection of members of group

Selection of members is undertaken by the Council (through its officers).

In supporting the selection process, the Council will:

- prepare a clear description of the role and the core competencies required to fulfil the roles of member, Chair and Deputy Chair

## APPENDIX 4

- request nominations from the Carter Observatory Board, the Wellington Museums Trust and Positively Wellington Tourism.

The Chair and Deputy Chair are appointed by the group from within the group.

### 7. Ceasing membership

Membership of the group shall cease if a member:

1. Resigns by notifying the Council in writing; or
2. Fails to attend at least 3 consecutive meetings during a year.

### 8. Induction of members

All members joining the group shall undergo an induction process provided by the Council. This will comprise:

1. An overview of the CAG
2. An overview of the Council's structure, services and policy-making processes
3. An introduction to key people in the Council.

### 9. Operation of the group

#### Agreed ways of operating

The group will agree how it will operate, including:

- how the group will communicate the work of the group to Council, and the group's expectations of Council procedures for communicating with the group
- conduct of meetings.

#### Meetings

##### *Frequency*

The full CAG shall meet once every six weeks. Additional meetings may be called as required by the nature of the redevelopment process, and as agreed by the Chair.

##### *Minutes*

Discussion and decisions from group meetings shall be recorded in written minutes, by a minute taker provided by the Council.

##### *Chair*

Meetings shall be chaired by the Chair or the Deputy Chair if the Chair is not available.

## APPENDIX 4

### *Quorum*

Half of the members of the group (not including vacancies) must be present for the group to have a quorum.

### **Remuneration**

Members will not be remunerated for meetings. Expense reimbursement for travel to and from the meeting can be claimed from the Council.

### **Support to CAG**

The Council will support the group's operations and ensure linkage between the work of the group and the Council.

The Director Carter Observatory is the key link between the group and Council operations and is responsible for:

- working with the Chair to set the agenda, which includes Council matters requiring CAG input
- ensuring minutes are taken
- ensuring venues and catering are provided.

## **10. Accountability**

### **Individual members of CAG**

Where they represent an interest group such as the Carter Board or the Wellington Museums Trust, the individual members shall report to that group on the activities of CAG.

### **The Council**

The Council shall provide regular feedback to CAG on action taken in response to issues raised by CAG.

## **11. Review**

The Terms of Reference will be reviewed as required and on the opening of the Carter Observatory.