

QVMAG Research Committee Policy

PURPOSE:

To set out the role, structure and processes of the Museum Research Committee of the Queen Victoria Museum and Art Gallery (QVMAG).

SCOPE:

Applies to the assessment of gifts to the QVMAG for research to determine their status under the Income Tax Assessment Act 1997.

POLICY:

To state the role of the committee under section 24 of the Local Government Act known as the Museum Research Committee. The Committee meet the requirements of an approved Research Institute for the purposes of divisions 30 and 355 of the Income Tax Assessment Act 1997.

The role of the Committee is to assess proposed gifts under the Income Tax Assessment Act 1997 to the Museum for the purposes of scientific research in the field of natural or applied sciences.

The Committee will operate whilst the QVMAG maintains its status as an approved research institute.

The structure of the Committee will be:

- At least five members with the Director of the QVMAG as Chair.
- At least three members (a majority) who are suitably qualified for assessing the relevant area of research.
- Committee members will be selected by the Director of the Museum and approved by the relevant Approving Authority.
- The Committee will meet on an as needs basis with at least five members present.
- Committee meetings will be minuted with a written record of the reasons for the decisions made.
- The Chairman will liaise with the Finance Manager to ensure that appropriate financial records are maintained.

The responsibility of the Committee will be:

- To assess proposals fairly and in a timely manner;
- To comply with legislative requirements;
- To control the application of the money for research;
- To refuse proposals where the purpose of the research is outside the scope of QVMAG activities.

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PRINCIPLES:

Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES:

Governance Arrangements Policy 14-PI-004
Committee Details Procedure 14-HLPr-003

RELATED LEGISLATION:

Section 24 of Local Government Act
Sections 30 and 355 of the Income Tax Assessment Act 1997

REFERENCES:

N/A

DEFINITIONS:

Approving Authority - Usually the CSIRO

REVIEW:

This policy will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.