

CONSTITUTION OF THE BROKEN HILL REGIONAL ART GALLERY ADVISORY COMMITTEE

| QUALITY CONTROL | | |
|----------------------|--|-------------------|
| TRIM REFERENCES | D17/11039 – 11/9 | |
| RESPONSIBLE POSITION | Director Corporate | |
| APPROVED BY | Council | |
| REVIEW DATE | July 2020 | REVISION NUMBER 8 |
| EFFECTIVE DATE | ACTION | MINUTE NUMBER |
| December 2013 | Document Developed | N/A |
| 18 December 2013 | Adopted | 44529 |
| 26 February 2014 | Amendment to Schedule 1 | 44599 |
| 7 May 2014 | Document Re-formatted | N/A |
| 28 May 2015 | Document Re-formatted and amended | N/A |
| 22 February 2017 | Constitution amended to include 3 additional Community Representatives | 45473 |
| 29 March 2017 | Adopted | 45508 |
| 29 March 2017 | Constitution amended to include 1 additional Community Representative | 45509 |
| 6 June 2018 | Constitution amended to reduce Community Representatives by 3 | N/A |
| 27 June 2018 | Adopted | 45847 |
| 26 September 2018 | Councillor Representative reduced from 3 to 2 | 45921 |

1. INTRODUCTION

- 1.1 The Broken Hill Regional Art Gallery Advisory Committee is a Section 355 Advisory Committee established by Council under Section 355 of the *Local Government Act 1993*.

2. COMMITTEE NAME

- 2.1 The Committee shall be called the Broken Hill Regional Art Gallery Advisory Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1 The Committee will not manage an asset, but in close consultation with Gallery Management, will advise Council in guiding programs and events for Broken Hill Regional Art Gallery. The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880

5. COMMITTEE OBJECTIVE

- 5.1 To undertake an advisory role and in consultation with Gallery Management:
- provide a forum to enable Council and community projects and initiatives to be discussed
 - provide an opportunity for community representatives to provide advice for Council's consideration in relation to matters relevant to the artistic community.

6. COMMITTEE DELEGATION

- 6.1 To undertake an advisory role and in consultation with Gallery Management:
- 6.2 To make suggestions to Council for the improvement, presentation and general development of the Broken Hill Regional Art Gallery.
- 6.3 To recommend to the Council annual maintenance of conservation works and any special projects proposed by the Committee.
- 6.4 Undertake the role of the selection panel for the Pro Hart Outback Art Prize.
- 6.5 To make recommendations to Council as outlined in the Public Art Policy.
- 6.6 To make recommendations to Council regarding acquisitions as outlined in the Acquisitions Policy and the Broken Hill Regional Art Gallery – Donations and Gifts Policy.

7. RESTRICTION OF DELEGATION

- 7.1 Any works undertaken will be with the knowledge and approval of Council's Asset/Risk Management Officer.
- 7.2 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/function under its management and control.
- 7.3 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

8. STRUCTURE AND MEMBERSHIP

- 8.1 The Committee shall consist of nine (9) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least two (2) Councillor Representative.
 - Seven (7) community members with demonstrated expertise in heritage, arts, culture and/or event planning.
- 8.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

8.3 Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

9.1 The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

10.1 The principal spokesperson for the committee shall be the Chairperson.

10.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

11. MEETINGS

11.1 There should be minimum of four meetings held each year, or more frequently if so determined by the Committee.

11.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

12.1 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.

12.2 A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

13.1 The Committee is required to keep all proper records.

13.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

14.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

14.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

15. REVIEW

15.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

15.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

17. DEFINITIONS

“**Council**” shall mean Broken Hill City Council.

“**Committee**” shall mean the Broken Hill Heritage Advisory Committee.

“**Executive**” shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

“**User Group**” shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.