

# CONSTITUTION OF THE BROKEN HILL CITY ART GALLERY ADVISORY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D17/11039 – 11/9	
RESPONSIBLE POSITION	Director Corporate and Community	
APPROVED BY	Council	
REVIEW DATE	October 2024	REVISION NUMBER 11
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
30 March 2022	Adopted	46795
October 2024	2024 Review and update	N/A
30 October 2024	Adopted	47674

## 1. INTRODUCTION

- 1.1 The Broken Hill City 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 City Art Gallery Advisory Committee.

### **3. COMMITTEE ASSET LOCATION AND ADDRESS**

- 3.1 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 City Art Gallery. The postal address of the Committee will be c/- PO Box 448, Broken Hill NSW 2880, unless otherwise advised..

### **4. COMMITTEE OBJECTIVE**

- 4.1 Undertake an advisory role in consultation with Gallery management.
- To provide a forum to enable Council and community projects and initiatives to be discussed.
  - To provide an opportunity for community representatives to provide professional and credible advice for Council's consideration in relation to matters relevant to the artistic community.

### **5. COMMITTEE DELEGATION**

- 5.1 To undertake an advisory role in consultation with Gallery management.
- 5.2 To make suggestions to Council for the improvement, presentation and general development of the Broken Hill City Art Gallery.
- 5.3 To recommend to the Council annual maintenance of conservation works and any special projects proposed by the Committee.
- 5.4 Undertake the role of seeking private sponsorship, raising philanthropic funds and fundraising towards the Gallery's acquisition and commission fund.
- 5.5 Undertake the role of seeking private sponsorship, raising philanthropic funds and fundraising toward the Gallery's restoration fund.
- 5.6 To make recommendations to Council as outlined in the Public Art Policy.
- 5.7 To make recommendations to Council regarding acquisitions as outlined in the Acquisitions Policy and the Broken Hill City Art Gallery – Donations and Gifts Policy.

### **6. RESTRICTION OF DELEGATION**

- 6.1 Any works undertaken will be with the knowledge and approval of Council's Manager Corporate Risk.
- 6.2 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.
- 6.3 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.

## **7. STRUCTURE AND MEMBERSHIP**

7.1 The minimum memberships required for a Committee to remain viable is 4 (four) members, however the Committee shall ideally 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 representatives
- Seven (7) community members with demonstrated expertise in heritage, arts, culture and/or event planning
  - At least one (1) of whom is a young person under 26 years; and
  - At least one (1) of whom is a First Nation person

Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

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

## **8. TERM OF APPOINTMENT**

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

## **9. PRINCIPAL SPOKESPERSON**

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

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

## **10. MEETINGS**

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

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

## **11. REPORTING REQUIREMENTS**

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

11.2 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 (3<sup>rd</sup>) week in August.

## **12. RECORDS**

12.1 The Committee is required to keep all proper records.

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

### **13. FRAMEWORK**

- 13.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and the Model Code of Conduct for Local Councils in NSW.
- 13.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

### **14. REVIEW**

- 14.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted. by Council following each Local Government General Election, or by Council resolution, at the request of the Committee or at the discretion of the General Manager.

### **15. DEFINITIONS**

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

**“Committee”** shall mean the Broken Hill City Art Gallery Advisory Committee.

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