

Burnie City Council



Schedule of
Delegation of Authority
and
Operating Procedures
to
**Burnie Regional Art Gallery
Special Committee**

Document Management

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Pursuant to Section 24 of the *Local Government Act 1993* the Burnie City Council hereby establishes a Special Committee as detailed in Schedule 1 and 2 below.

Schedule 1

Clause 1 The name of the Special Committee shall be the:

**Burnie Regional Art Gallery
Special Advisory Committee**

Schedule 2

Clause 1 Objectives of the Committee:

- 1.1 To support the maintenance of the Burnie Regional Art Gallery as a facility equal to the best regional galleries in Australia, and to work to sustain its future viability.
- 1.2 To support the development of cultural excellence and to work to sustain good access by the regional community to a wide range of exhibitions and other art-related activities within the Gallery.
- 1.3 To actively support the Acquisitions Program of the Burnie Regional Art Gallery in order to see the Gallery's collection gain in strength and national standing.

Clause 2 The Committee Structure:

- 2.1 The Committee shall consist of six (6) members and a maximum of eight (8) members at any one time.
- 2.2 The Committee shall appoint a Chairperson at the Annual General Meeting.
- 2.3 The Committee will be made up of the following:-
 - Two (2) Aldermen of the Burnie City Council
 - Four (4) Community Members with an interest in the Arts
 - One (1) Representative of the "Friends of the Gallery"
- 2.4 The Director of the Gallery will be an ex-officio of the Committee.

Clause 3 Term of the Committee:

- 3.1 The positions of the Community Representatives will become vacant biennially and expressions of interest to appoint to the Committee

will be advertised prior to the Annual General Meeting. The Director and the General Manager will select the appointees utilising a pre-determined merit selection process.

- 3.2 The General Manager will confirm the representative of the "Friends of the Gallery" annually, prior to the Annual General Meeting, following a recommendation being provided by the "Friends".
- 3.3 Aldermanic representation will be confirmed following the conduct of the bi-annual local government elections.
- 3.4 Council will confirm the representatives appointed to the Committee at its first available meeting following the conduct of the Annual General Meeting of the Committee.

Clause 4 Functions of the Committee:

- 4.1 To support the Director in achieving the aims and targets of the Strategic, Operational and Business Plans for the Burnie Regional Art Gallery as outlined in the Burnie City Council's Strategic Plan.
- 4.2 To act as an interface between the Art Gallery, the Burnie City Council and the regional community. The Committee will assist the Director by being a sounding board in the process of developing a diverse and stimulating cultural environment within the Gallery.
- 4.3 To consider and to initiate fundraising activities and opportunities and to actively stimulate and seek corporate and other forms of sponsorship.

Clause 5 Restrictions on Committee Powers:

- 5.1 The Committee does not have the power to:
 - Impose fees, taxes, rates or charges
 - Rebate rates or charges
 - Make grants
 - Borrow money
 - Make a rate
 - Make a By-law
 - Execute a Deed
 - Sign a contract
 - Institute a legal proceeding
 - Call for tenders
 - Provide direction to staff
 - Advertise for and/or appoint an employee or servant

- Conduct business and activities other than in accordance with Council's Risk Management and Occupational Health and Safety policies and practices.

Clause 6 Committee Meeting Procedures:

6.1 The Committee meetings shall be conducted as per Council's Meeting Procedure By-law.

6.2 Quorum:

A Quorum of the Committee shall be a majority of members being present. (ie eight (8) member committee five (5) need to be in attendance - six (6) member committee four (4) need to be in attendance).

6.3 Records of the meetings will be kept by the Director of the Gallery.

The Director will ensure that minutes at each meeting detailing is kept which include at a minimum the following:

- those present,
- An accurate record of any motion indicating the mover and seconder and including the word 'Carried' or 'Lost' after each motion.
- The time, date and place of each meeting.

6.4 The minutes of each meeting shall be:-

6.4.1 sent to Council for adoption of recommendations; and

6.4.2 confirmed at the subsequent meeting of that Committee.

6.5 Appointment of Acting Chairman:

If the elected Chairman is not available for a meeting an Acting Chairman shall be chosen from those present at the meeting.

6.6 Time of Meetings:

Meetings of the Committee must be held at least four (4) times per year.

6.7 Committee minutes to be provided to Council:

The minutes of each Committee Meeting shall be provided to Council within fourteen (14) days following the conclusion of the meeting.

6.8 Notice of Meetings:

6.8.1 Notice of each Committee meeting shall be given to each Committee member at least seven (7) days in advance unless impractical to do so by reason of an urgent matter requiring a meeting be held more promptly.

6.8.2 Notice of the Annual General Meeting of the Special Committee shall be published in a newspaper generally circulating in the Burnie municipal area at least fourteen (14) days prior to such Annual General Meeting.

6.9 The Committee shall hold an Annual General Meeting by the 30th of August in each year.

Clause 7 Insurance:

7.1 Management Committee Members and Voluntary Workers:

Where requested, Council's personal accident and public liability insurance may be extended to cover Committee members and/or nominated voluntary workers attending meetings and other activities such as working bees which have the prior approval of the Committee.

Clause 8 Alteration to Delegation and Rules of Procedure:

8.1 This delegation and rules of procedure may be amended at any time by Council

Clause 9 Definitions:

'Committee' means the Committee as stipulated in Schedule 1 of this document.

'Council' means the Burnie City Council.

'Director' means the person appointed to the position of Director of the Burnie Regional Art Gallery from time to time.

'General Manager' means the General Manager of the Burnie City Council.