

Gawler Heritage Collection Committee

Adopted by Council:
27/11/2018

Review Date:
4 years (or within 12 months of a general election)

1. Background

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council establishes by resolution at its meeting of 27 November 2018 the Gawler Heritage Collection Committee ("the Committee").
- 1.2 Subject to clause 1.3, the Committee is established from 27 November 2018 and will continue in existence until the next general election of Council unless wound up by Council by resolution.
- 1.3 The Committee may be wound up at any time by the Council by resolution.

2. Function of the Gawler Heritage Collection Committee

The Committee is established to provide advice to the Council on the following:

- a. Implementation, management and review of the Gawler Heritage Collection, the Gawler Heritage Collection Management Plan and related policies and procedures.
- b. Identifying internal and external funding applications including grant and sponsorship opportunities.
- c. Initiatives that restore the status, significance and awareness of collection within the Council's administration and within the broader community.
- d. Local issues, projects, public program initiatives, events and community engagement opportunities in regard to the Gawler Heritage Collection.
- e. Any other matters referred to it by the Council, other Council committees and the CEO.

3. Membership

- 3.1 A minimum of three (3) Council Members will be appointed by resolution as members of the Committee, for a period determined by Council.
- 3.2 Four (4) independent members will be appointed by the Council by resolution as members of the Committee, for a term of 2 years from the date of the resolution.
- 3.3 The Committee may, by resolution supported by a majority of all members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Council) to attend three consecutive meetings of the Committee. (Leave of the Committee could be obtained if the Council has delegated the power to grant leave to the Committee.)

- 3.4 All members of the Committee (including members who are not Council members) must comply with the Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75A of the Act as if the Committee were a Council and a Committee member were a Council member.

4. Chairperson and Deputy Chairperson

- 4.1 The Committee will appoint the Presiding Member (to be known as the Chairperson) of the Committee for the term determined by Council.
- 4.2 The Committee will appoint a Deputy Chairperson from its members at the first meeting of the Committee for the same term as the Chairperson.
- 4.3 If the Chairperson of the Committee is absent from a meeting then the Deputy Chairperson will preside at the meeting until the Chairperson is present. In the absence of the Chairperson and the Deputy Chairperson a member of the Committee chosen from those present will preside at the meeting until the Chairperson is present.

5. Meeting Details

- 5.1 The Committee will generally meet on a monthly basis or as otherwise determined by the Committee.
- 5.2 The Committee may meet in the Conference Room, or as otherwise determined by the Committee.
- 5.3 All Committee meetings will be conducted in accordance with the Act, and relevant Regulations, Code of Practice for Committee Meeting Procedures and Code of Practice for Access to Council and Committee Meetings and Council Documents.
- 5.4 Part 3 of the Local Government (Procedures at Meetings) Regulations 2013 apply to meetings of the Committee.

6. Reporting Requirements

- 6.1 This Committee reports directly to and is accountable to Council.
- 6.2 The Minutes of the Committee shall be submitted to Council for decision.
- 6.3 The Committee will adopt a risk management focus in its considerations, decisions and recommendations to Council to enable Council to act as an informed and responsible decision maker representing the interests of the community.
- 6.4 The Committee must produce an Annual Review report for consideration by the Council by the end of each calendar year outlining the work of the Committee for the preceding 12 months.