



Terms of Reference

HORSHAM REGIONAL ART GALLERY ADVISORY COMMITTEE

1. PURPOSE

The Horsham Regional Art Gallery Advisory Committee ('the Committee') has been established to provide advice and recommendations on:

- The development and implementation of strategies to ensure the Horsham Regional Art Gallery is the centre of visual arts activities in the Wimmera
- Priorities in the development of the annual budget, focusing on the management of the collection, exhibitions, education and programming
- The development and implementation of the framework used to produce the Horsham Regional Art Gallery exhibition program
- The development and implementation of the Horsham Regional Art Gallery Collection Policy with its focus on our nationally significant holdings of Australian photography, the Mack Jost Gift, and the artists and artworks of the Wimmera
- Improvements and practices to ensure the Art Gallery is fit for purpose, meets standards of accreditation and governance
- The development and implementation of the framework used to produce the Horsham Regional Art Gallery education, public and workshop programs.

2. RESPONSIBILITIES

The Horsham Regional Art Gallery Advisory Committee is an Advisory Committee of Council and has been established under the framework of the *Local Government Act 1989*, S3 (1) 'definition' and S76AA 'Assembly of councillors'.

The Committee is empowered to do the following:

- Provide input into the development of the strategic plan for the Art Gallery
- Encourage and increase membership and visitation of the Art Gallery
- Oversee the implementation of the Horsham Regional Art Gallery Collection Policy and the appointment of members to the Horsham Regional Art Gallery Acquisition Committee

- Raise funds, including donations, grants and other contributions to the Gallery and its activities
- Provide oversight of Art Gallery budget
- Participate in activities that the benefit of the community and that raise the profile of the Horsham Regional Art Gallery.

The Committee does not have the power to commit Council to any decision or action, or to direct council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

3. MEMBERSHIP

Committee membership shall consist of a maximum of six people, being single representatives unless identified otherwise, from the following groups:

- Councillor, Horsham Rural City Council
- A volunteer, from Horsham Town Hall
- Representative of the Horsham Regional Art Gallery Trust
- Community Members (3)

Ex Officio attendees

- Art Gallery Director, or Art Gallery Curator
- Community Services Director or Community Development Manager

Participating Organisations

Nominated member organisations will be contacted by the Chairperson (or nominee) and invited to identify a representative for the Committee.

3.1 Selection of Community Representatives

Representatives of the Committee will be selected through an application process, advertised in accordance with Council's engagement principles, and in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of Committee membership, relevant skills and reasons for nominating for the Committee.

If the number of applications does not exceed the number of vacancies, the Council's Delegated Officer will approve nominations. In the event of more than the required number of applicants for the available positions, nominations will be forwarded to Council for determination.

3.2 Alternative Representatives

As required, an alternative representative may attend meetings on behalf of the named user groups/members. Alternative representatives are entitled to vote if the named representative is not present at the meeting.

3.3 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Committee will be submitted to Council for approval, subject to the requirements of Section 3: *Membership* being met.

3.4 Specialist advice

Individuals and groups may be invited to attend Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

3.5 Council Officer

Council Officers drawn from the following list, (Art Gallery Director, Art Gallery Curator, Community Services Director, Community Development Manager) will attend all meetings.

Council Officers are not members of the Advisory Committee and are not eligible to vote.

3.6 Term of Office for Community Representatives

Membership shall generally be for a term of three years.

A meeting shall be held in July of each year, where Community Committee Membership will be considered and shall be declared vacant if a term has expired.

Members are given the opportunity to re-nominate to the Committee for a second or term.

Maximum membership will be two terms.

3.7 Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within two months of the end of the term of the Committee, the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

If a vacancy occurs before the completion of half a term, the replacement member's tenure will be recorded as a full term. If a vacancy occurs after the completion of half a term the member's tenure will begin at the completion of the original term.

4. ROLES AND RESPONSIBILITIES

4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members
- Ensure the confirmed and signed copy of the minutes is tabled at the next practicable Council meetings
- Ensure Council officers or delegates are present at all Committee meetings, wherever possible
- Report details of acquisitions and de-acquisitions to the Committee
- Advertise in local newspapers and on Council's website for nominations to the Committee
- Notify the Committee of approved Committee membership
- Provide regular reports to Council regarding Committee recommendations
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee
- Respond to requests/letters from the Committee as per Council's Customer Services Charter
- Provide additional support as required to ensure the effective operation of the Committee
- Every four years or earlier if required, review the function and purpose of the Committee and determine if the Committee should continue.

4.2 Committee

The Committee will:

- Appoint a Chair and Deputy Chairperson, (*See also 4.7*)
- Recommend a schedule of meetings and notify the Council representative
- Distribute information of relevance from the Committee to the member organisations
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes
- Actively participate in activities that support the achievement of the purpose and responsibilities of the Committee.

4.3 Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Minutes Secretary with notice of their absence and this will be recorded in the minutes.

If a member of the Committee misses three consecutive meetings without explanation the Chairperson or nominee, will contact the member to determine if

they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled by a representative from the same sector or group.

4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

4.5 Conflicts of Interest

Conflicts of interest must be declared and the declaration must be recorded in the minutes.

The person declaring the conflict of interest must leave the meeting while the identified topic is being discussed and shall not vote on the issue being considered.

4.6 Media

The Chairperson is authorised to speak to the media with the approval of the Manager Community Development.

In the absence of the Chairperson, the Manager Community Development or approved delegate is empowered to be spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Manager Community Development, or nominee.

4.7 Chairperson

All members of the Horsham Art Gallery Advisory Committee are eligible to be elected to the position of Chairperson.

Voting will be by a show of hands.

A Deputy Chairperson should also be nominated by the Committee and will perform the duties of the Chairperson if the Chairperson is absent or unable to perform their duties.

5. OPERATING PROCEDURES

5.1 Meetings

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will generally be held five times each year.

Additional, special meetings may be called as required. Committee members must be provided with two days written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

5.2 Electronic Meetings

Meetings of the Committee may be held through the use of a conference telephone or similar communications equipment provided that all members participating in the meeting can communicate with each other. Participation in a meeting in this way constitutes attendance at the meeting.

5.3 Quorum and Decision Making

The quorum is a minimum of four Committee members.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the Committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

5.4 Minutes

The Responsible Council Officer must ensure that the minutes are available to be at the next practicable Ordinary Council Meeting.

5.5 Councillor report

The Responsible Councillor may choose to give a verbal report of the key issues at this meeting.

5.6 Recommendations and Actions

The Manager Community Development will authorise actions within their delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Committee’s achievements
- The purpose and responsibilities of the Committee
- Composition of the Committee
- Whether there is a demonstrated need for the Advisory Committee to continue
- Any other relevant matter.

6.1 Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee at any time, following a review of its operation or if Council Policy or strategic direction alters significantly.

7. RESPONSIBILITY

Responsible Officers: Manager Community Development

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	2 July 2018	Council	New Terms of Reference