

**TWEED RIVER ART GALLERY  
ADVISORY COMMITTEE  
CONSTITUTION 2009**

**Original Constitution  
Adopted by the Tweed River Art Gallery Advisory Committee  
At its meeting held 2 September 2004**

**Adopted by Tweed Shire Council  
At its meeting held 3 November 2004**

**Adopted by Tweed Shire Council  
At its meeting held**

# CONSTITUTION FOR TWEED RIVER ART GALLERY ADVISORY COMMITTEE

## OPERATIONAL GUIDELINES AND TERMS OF REFERENCE

### 1 Authorising Section of the Local Government Act

The Tweed River Art Gallery Advisory Committee is appointed by the Tweed Shire Council (Council) under the provisions of Section 355 of the Local Government Act as follows:

**Section 355:** A function of a council may, subject to this chapter, be exercised

- a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services amenities or facilities or by any other means; or
- b) by a committee of a council; or
- c) partly or jointly by a council and another person; or
- d) by two or more councils jointly; or
- e) by a delegate of the council.

### 2 Patrons

The Committee may appoint such patrons as it sees fit from time to time.

### 3 Duties and Objects off the Committee

The Art Gallery Director is appointed by Council to conduct the professional and financial management of the Art Gallery.

The Committee is appointed by resolution of Council under section 355 of the Local Government Act to assist and advise Council in matters relating to the review and updating of the Gallery's policies and plans.

- The Committee shall advise Council on the care and future developments of the Collection and the Tweed River Art Gallery.
- The Committee shall keep the objectives, policies and strategies of the

Gallery under constant review.

- The Committee shall encourage the enjoyment, appreciation and education in the arts in the Tweed region through advice to the Tweed Shire Council.

#### **4 Membership**

Membership of the Committee shall consist of a maximum of thirteen citizens being residents and having an interest in the arts in the Tweed Shire: including two Councillors, one person and an alternate person nominated by the Friends of the Tweed River Art Gallery Inc, one person and an alternate person nominated by the Tweed River Art Gallery Foundation Ltd, and being a Member of those organisation and nominated at the organisations' AGM. Members will be appointed for the term of the Council.

Councillor members will be appointed for the term of the Council.

The existing Committee may make recommendations concerning the appointment of future members as and when vacancies occur.

The Manager Community and Cultural Services, the Art Gallery Director and the Assistant Art Gallery Director will be ex-officio members of the Committee. As such they will not have voting rights.

#### **5 Termination of Membership**

Membership of the Committee ceases at each Council election. Previous members may re-apply for membership of the committee.

Membership of the Committee is terminated following a member's absence from three consecutive meetings.

Written application to the Chair for extended leave of more than three consecutive meetings is required.

#### **6 Election of Chair and Officers**

At the first meeting the Committee shall elect from its members a Chair who shall be responsible for the proper conduct of Committee meetings and shall represent the Committee in dealings with the public and with Council.

The Minute Secretary shall be an appropriate staff member of the Gallery. The Minutes will be approved by the Chair, in consultation with the members, by the conclusion of the following week and shall be made available to Council at the earliest opportunity after any meeting of the Committee.

The Committee shall have power to co-opt members of the public with special expertise to attend meetings. However such persons shall not be entitled to vote in respect of any issue before the Committee.

If at the commencement time of any meeting of the Committee the Chair is absent, the members present may elect one of their number to occupy the chair for that meeting, who shall stand down if and when the Chair arrives.

## **7 Meetings**

Meetings of the Committee shall be held quarterly. The minutes of meetings shall identify the month, date, time and place of the next meeting.

At least **seven days notice** shall be given to the members of the time and place of a meeting

A quorum at any meeting of the Committee shall comprise five voting members.

## **8 Alteration to Constitution**

The Constitution may be altered or amended by Council at its ordinary meeting on the recommendation of the Art Gallery Director and the Committee.

**TWEED RIVER REGIONAL MUSEUM  
ADVISORY  
COMMITTEE CONSTITUTION**

**Adopted by Tweed Shire Council  
At its meeting held**

# CONSTITUTION FOR TWEED RIVER REGIONAL MUSEUM ADVISORY COMMITTEE

## OPERATIONAL GUIDELINES AND TERMS OF REFERENCE

### Preamble: Tweed River Regional Museum

The Tweed River Regional Museum (“the Museum”) came into effect by Tweed Shire Council’s adoption of the Tweed River Regional Museum Strategic Plan 2004 on 2 June 2004, and the signing of the Memorandum of Understanding on 20 September 2004. This provides for the amalgamation of the artefact, photographic and historical collections of the Tweed Heads Historical Society Inc., the Murwillumbah Historical Society Inc., and the Uki and South Arm Historical Society Inc (“the Three Historical Societies”). The collections of the three Historical Societies were transferred to the Tweed River Regional Museum with the signing of the Memorandum of Understanding

### 1 Authorising Section of the Local Government Act

The Tweed River Regional Museum Advisory Committee (“the Advisory Committee”) is appointed by the Tweed Shire Council (“the Council”) under the provisions of Section 355 of the Local Government Act as follows:

**Section 355:** A function of a council may, subject to this chapter, be exercised

- a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means; or
- b) by a committee of a council; or
- c) partly or jointly by a council and another person; or
- d) by two or more councils jointly; or
- e) by a delegate of the council.

### 2 Patrons

The Committee may appoint such patron or patrons as it sees fit from time to time.

### **3. Management**

The day to day running of the Museum will be the responsibility of the Tweed Shire Council, with the advice, support and assistance of the Tweed River Regional Museum Advisory Committee and the Committees of Management of each of the three Historical Societies.

### **4. Duties and Objectives of the Advisory Committee**

The Senior Museum Curator is appointed by Council to conduct the professional and financial management of the Museum.

The Committee is appointed under section 355 of the Local Government Act to advise Council on all matters relating to the development, management, care, control, funding, policies and possible and future developments and management of the Tweed River Regional Museum including:

- Formal approval of acquisitions and de-accessioning from the collection, on the recommendation of the Senior Museum Curator
- To review and recommend revisions, in consultation with the Senior Museum Curator, the Museum's Strategic Plan and all policies that are the basis of the Museum's programs and operations
- Advising Tweed Shire Council on future developments of the Museum
- To promote community awareness of the value and work of the Regional Museum and to assist with fund-raising and advocacy.

The Advisory Committee shall encourage the enjoyment, appreciation and education and use of the Collection and on Heritage matters in the Tweed Shire through advice to the Tweed Shire Council and in accordance with the International Council of Museum's Code of Ethics (a copy of which is available on request) .

### **5 Membership**

Membership of the Advisory Committee shall consist of a maximum of thirteen citizens as follows, appointed for the term of Council:

- Two representatives and an alternative representative appointed annually by each of the Management Committees of the three Historical Societies
- One Councillor appointed by Council for the term of Council
- Five citizens appointed for the term of the Committee who can support the development of the Museum
- One representative of the Aboriginal community nominated by the Tweed Aboriginal Advisory Committee.

The Advisory Committee may make recommendations concerning the appointment of future members as and when vacancies occur.

The Advisory Committee membership ceases at each Council election, following which Council will call for suitable nominees to form a new Committee.

The Advisory Committee may also, from time to time, co-opt to the Advisory Committee an eminent museum expert from outside the Tweed Shire who the Advisory Committee believes will:

- Benefit the Museum.
- Enhance the links between the Museum and other museums; and
- Provide expert independent advice on museum policies and programs.

However such persons shall not be entitled to vote in respect of any issue before the Advisory Committee.

The Director Community & Natural Resources, Manager Community & Cultural Services and the Senior Museum Curator will be ex-officio members of the Advisory Committee, however, such persons shall not have any voting rights.

## **6 Termination of Membership**

Membership of the Advisory Committee will be terminated after a voting member's absence from three consecutive meetings without acceptable reasons to the Advisory Committee. Members will be required to attend a minimum of 50 per cent of ordinary meetings during each calendar year.

Written application to the Chair Person for extended leave of more than three consecutive meetings is required.

Any voting member of the Advisory Committee may resign at any time by giving notice in writing to the Advisory Committee and providing a copy of such written resignation to the organisation who appointed the member. In the case of a representative of any of the three Historical Societies resigning, such Historical Society shall have the right to appoint another representative in that person's stead.

## **7 Election of Chair and Officers**

At the commencement of a new Committee (following Council elections), the Committee shall elect from its members a Chair Person who shall be responsible for the proper conduct of all Committee meetings and shall represent the Advisory Committee in dealings with the public and with the Council.

The Minutes of the meeting will be taken by a Tweed Shire Council employee and as such will not be entitled to vote on any issues arising before the Committee.



The Advisory Committee shall have the power to co-opt members from the public with special expertise to attend meetings. Such persons, however, shall not be entitled to vote in respect to any issue before the Advisory Committee

If at the commencement time of any meeting of the Advisory Committee the Chair Person is absent, the members present may elect one of their number to occupy the chair for that meeting, but shall stand down if and when the Chair Person arrives.

The Committee may establish sub-committees for particular tasks and to further the development of the Museum

## **8 Meetings**

Meetings of the Advisory Committee shall be held at least quarterly and at such times and places as the Committee sees fit. The minutes of meetings shall identify the month, date, time and place of the next meeting.

At least **seven days notice** shall be given to the members of the time, date and place of a meeting; however the Chair Person shall have the right to call a special meeting at any time he/she deems fit and decisions made at that meeting will have the full status of decisions made at an ordinary meeting providing all conditions of an ordinary meeting are met except mention of the date in the previous minutes.

A quorum for any meeting of the Advisory Committee shall comprise seven voting members.

Minutes of all meetings of the Advisory Committee shall be available to the Council at the earliest opportunity after any meeting of the Committee.

## **9. Voting and decisions**

Questions arising at any meeting of the Advisory Committee or of any sub-committee appointed by the Advisory Committee shall be decided by a majority of votes of those members present and entitled to vote.

Each member present and entitled to vote at a meeting of the Advisory Committee or of any sub-committee appointed by the Advisory Committee (including the person presiding at the meeting) is entitled to one vote.

In the case of an equality of votes on any issue the Chair Person shall have casting vote.

## **10 Alteration to Constitution**

This Constitution may be altered or amended by The Council at its ordinary meeting on the recommendation of the Senior Museum Curator and the Advisory Committee.