

TENTERFIELD SHIRE COUNCIL

COUNCIL COMMITTEES – TERMS OF REFERENCE

HEADING:

Sir Henry Parkes Memorial School of Arts Joint Management Committee

MEETING AMENDED AND RESOLUTION NO.:

**27 March 2019
58/19**

HISTORY OF DOCUMENT PREVIOUSLY ADOPTED:

17 February 2005	66/05
20 September 2006	527/06
27 May 2009	877/09
23 September 2009	1229/09
28 September 2011	467/11
26 September 2012	353/12
25 September 2013	317/13
24 September 2014	323/14
28 October 2015	334/15

Committee Overview:

The Sir Henry Parkes Memorial School of Arts Management Committee has been established as a Specific Purpose Committee by Council to give direction into the operations of the School of Arts complex with an emphasis on best business practices and sound financial management and planning. The emphasis of Joint Management Committee deliberation should be directed to long term holistic and tangible social, cultural and economic outcomes as identified in this plan.

The Joint Management Committee has no role in the operations of the Tenterfield Public Library. Furthermore, the Joint Management Committee has no role in the day to day management of the Tenterfield School of Arts complex.

The Sir Henry Parkes Memorial School of Arts Joint Management Committee (formerly the Sir Henry Parkes Memorial Management Committee ("Joint Committee")) was established by Council by means of an amalgamation of the former Sir Henry Parkes Memorial Management Committee and the School of Arts Board of Management.

Purpose and Role:

The Joint Management Committee role is:

- To provide professional guidance and advice in the management of the School of Arts complex;
- To work with key managers to forge strategic and fiscal directions in keeping with the contractual and social/cultural obligations identified in existing agreements between Council and its business partners;

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- To establish processes that facilitate the incremental upgrade of products and services provided by the complex, exhibition development; and
- To carry out the annual functions set out in the schedule to the Lease between the National Trust of Australia (NSW) and Tenterfield Shire Council for the Tenterfield School of Arts Complex.

The Joint Management Committee has a duty of care to monitor and review progress toward the objectives and nominated targets of this plan in a transparent way.

All activities conducted by the Committee are to be in line with Council's adopted Integrated Planning and Reporting Framework.

Functions:

The functions of the Joint Management Committee will be:

- To carry out the annual functions set out as follows:
 - Meet at least annually in February or March;
 - Review activities for previous year;
 - Recommend program of activities, maintenance schedule and budget for following financial year;
 - Inspect premises and report on condition and any action necessary, including maintenance schedule;
 - Inspect exhibition and collection and report on condition and any action considered necessary;
 - Review management and operation of School of Arts and recommend any action considered necessary, especially but not exclusively with relation to staffing, entry charges and tourist promotion;
 - Review external presentation and image including street landscaping, signage and advertising and report on and make recommendations on action considered necessary.
- The determination of such other matters or things as this lease requires or permits to be determined or approved by the Joint Management Committee.
- Generally, the determination and execution of all matters relating to the conduct of the Museum and Library and the ongoing maintenance of the land and the building during the duration of this lease.

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Committee Membership:

The Joint Management Committee will be made up of eight (8) representatives as follows:

- Two (2) Councillors from Tenterfield Shire Council including the Mayor
- Two (2) Staff from Tenterfield Shire Council including the Chief Executive
- Two (2) from the National Trust (New South Wales)
- Two (2) from the Friends of the School of Arts

Procedural Matters:

a) Appointment of Committee Members

The Lease document is silent on the appointment of Committee members apart from the constitution of the Committee.

Election is by vote through the representative bodies own memberships. Representative bodies are required to notify Council of their elected candidate immediately following their election. Candidates must be able to meet the minimum requirements as set out below: -

- Candidates must be willing to commit and act as ambassadors for the School of Arts and foster community support for the venture;
- Candidates must be familiar with issues of governance and non disclosure requirements;
- Candidates must be willing to work towards the stated objectives of the School of Arts; and
- Candidates must, at all times, act in the best interests of the School of Arts.

To hold office, all Committee members must be appointed by Council and for the duration of the Term of Council.

Vacancies occurring during the Term of Council will be ratified by the Committee prior to recommendation and adoption by Council.

Council must appoint new members before they are able to take part in the Committee meetings.

b) Alternates

Any member of the Joint Management Committee may appoint an alternative acceptable to a majority of the Joint Management Committee to represent that member in his or her absence, and the alternative shall have the same rights and powers as the member concerned.

c) Additional Attendees

Each of the four (4) groups of members will have the right to invite additional persons to attend meetings of the Joint Management Committee to provide expertise on particular matters but those persons will have no right to vote.

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d) Invitees

The Joint Management Committee may at any time invite such persons as it thinks fit to attend one or more of its meetings as observers, but those persons will have no right to vote.

e) Term of Committee

Membership of the Committee is for the Term of Council.

f) Quorum

The number of members whose presence is necessary to constitute a quorum at a meeting of the Joint Membership Committee is four (4), of whom one (1) must be from each of the four (4) groups referred to under the heading "Committee Membership".

If there is no quorum, the Committee may hold an informal meeting and take notes if so decided by the Chairperson. No action or recommendations can be made at such an informal meeting.

g) Meeting Frequency

The Joint Management Committee is to meet at least once a year, or more often as required, with meetings to be convened by the Chairperson or a nominated representative of the Chairperson. Meetings will generally be held in February or March each year.

The Chairperson of the Committee may call an Extraordinary Meeting in consultation with the Chief Executive.

h) Election of Chairperson

The Chairperson at meetings of the Joint Management Committee will be the Mayor or, in his or her absence, the second delegated Councillor, determined by those members present.

i) Role of Delegated Councillor

The role of the delegated Councillor is to represent Council on the Committee and to assist community members with the formulation of recommendations to Council.

j) Role of Council Staff

The role of the Council staff member is to arrange for the Agenda and Minutes and to provide professional specialist advice to the Committee. As members of the Joint Management Committee, the Chief Executive and Manager of Economic Development & Community Engagement have voting rights on this Committee.

The role of the staff member may also be to carry out any reasonable action and recommendations of the Committee, but only once adopted by Council.

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k) Agenda

The Agenda is to be forwarded to Committee Members in accordance with Council's Code of Meeting Practice (2016) and consideration is to be given to issues as required.

l) Voting

Each member of the Joint Management Committee will have one (1) vote on any matter before the Joint Management Committee and in the event of an equality of votes, the Chairperson will have a second, or casting, vote.

m) Conflict of Interest

Members of the Committee shall declare any conflict of interest when in accordance with Council's Code of Conduct (2016).

n) Minutes

Minutes of the Committee's deliberations and recommendations shall be made available to Council at the earliest opportunity after any meeting of the Committee.

o) Changing the Terms of Reference

Recommendations to Council to amend or change the Terms of Reference for the Committee, including the Committee Functions, will need to be endorsed by the majority of the Committee.

p) Procedures

The procedures of the Committee will be in accordance with those defined for Council Committees under the Local Government (General) Regulation 2005 and the Tenterfield Shire Council Code of Meeting Practice (2016) and or as amended.

q) Delegations of Authority

The Sir Henry Parkes Memorial School of Arts Joint Management Committee does not have authority to commit Council to any expenditure.

r) Conduct at Committee Meeting

The provisions of Council's Code of Conduct (2016) apply to members attending Specific Purpose Committees of the Council.

s) Absence from Committee Meetings

A member ceases to be a member of the Committee if the member.

(a) has been absent from (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or

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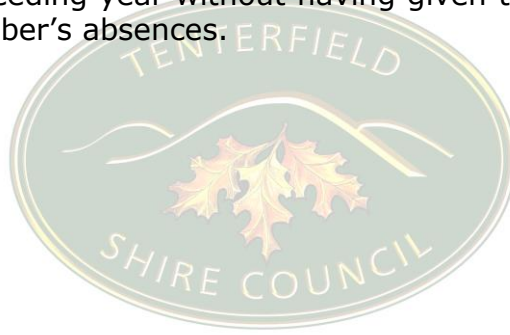
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- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.



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