

Gawler Heritage Collection Committee

Adopted by Council:
28 November 2023

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 29 November 2022 the Gawler Heritage Collection Committee ("the Committee").
- 1.2 The Committee is established from 29 November 2022 and will continue in existence until the next general election of Council, unless wound up at any time by Council by resolution.

2. Function of the Gawler Heritage Collection Committee

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

- Implementation, management and review of the Gawler Heritage Collection, the Gawler Heritage Collection Management Plan and related policies and procedures.
- Identifying internal and external funding applications including grant and sponsorship opportunities that assist with delivering positive outcomes for the Gawler Heritage Collection.
- Initiatives that restore the status, significance and awareness of the Gawler Heritage Collection within the Council's administration and within the broader community.
- Local issues, projects, public program initiatives, cultural heritage, cultural tourism, events and community engagement opportunities in regard to the Gawler Heritage Collection.
- Any other matters referred to it by the Council, other Council committees and the CEO.

The Committee will adopt a risk management focus in its considerations and recommendations to Council to enable Council to act as an informed and responsible decision maker representing the interests of the community.

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 two (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.

- 3.4 All members of the Committee, including community members,) must comply with the Behavioural Standards 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.

4. Chairperson and Deputy Chairperson

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

5. Meeting Details

- 5.1 The Committee will generally meet on a bi-monthly basis or as otherwise determined by the Committee.
- 5.2 The Committee may meet in the Council Chambers, or as otherwise determined by the Committee.
- 5.3 All Committee meetings will be conducted in accordance with the Act, and relevant regulations, the Code of Practice for Council and Committee Meeting Procedures and the 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.