

QVMAG Museum Governance Advisory Board Rules

PART 1 – PRELIMINARY

1. The QVMAG Advisory Committee is established by Launceston City Council as a special committee under section 24 of the Local Government Act 1993.

2. Title

This document is called the QVMAG Advisory Committee Policy (07-PI-008)

3. Name

The name of the committee is the QVMAG Advisory Committee.

4. Principal Objectives

The principal objective of the Committee is:

- To provide advice to the QVMAG Director;
- To provide advice and reports to Council.

5. Interpretation

In this constitution the following words are assigned the meanings given below unless the contrary intention appears.

Committee means the QVMAG Advisory Committee.

Chairperson means the chair of the Committee.

Community member means duly appointed non-council representatives.

Council means the Launceston City Council.

Council member means the Aldermen appointed by Council and the Launceston City Council General Manager (or delegate).

Members means all members of the Committee.

Quorum is a simple majority of members.

PART 2 - FUNCTIONS

6. Functions

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6.1. The Committee functions include:

- To receive advice and reports from internal and external sources;
- To provide advice to the QVMAG Director;
- To review reports, including but not limited to financial, operational and strategic reports from the QVMAG Director;
- To provide advice to Council when requested;
- To provide reports for Council when requested through the General Manager or Directors.
- To work with QVMAG staff and members of the community and other stakeholders to advance the aims of the Museum and Art Gallery in conjunction with Directors.

6.2. The Committee has no delegated authority.

PART 3 - MEMBERSHIP

7. Membership

7.1. The membership of the Committee is to include:

- Two Aldermen appointed by Council
- Launceston City Council General Manager (or delegate)
- Two general community members with a further member appointed by the Friends of the QVMAG and another appointed by the QVMAG Foundation.

Selection Criteria:

The following criteria will be applied in the selection of the general community members of the Committee:

- Demonstrated contribution to, or special interest in, the Arts, Natural Sciences or Historical disciplines.
- Familiarity with the operation of Public cultural / scientific institutions.
- Familiarity with Committee practice.
- Strong local community links and involvement.
- Demonstrated ability to provide new activity and/or promotional insights and objective advice.

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- 7.2. Members are to be appointed for a minimum period of two years.
- 7.3. The membership period shall be concurrent with Council elections except in the first year.
- 7.4. Council may terminate the appointment of a member at its discretion.
- 7.5. Appointment, replacement or termination does not become effective until all members are notified in writing.
- 7.6. Members are not entitled to remuneration beyond the reimbursement of out of pocket expenses.

8. Appointment of Community Members

- 8.1. The Council members on the Committee and the Director of the QVMAG are to seek expressions of interest from potential community members and make recommendations to Council.
- 8.2. Council is to appoint community members.
- 8.3. Community members may resign with the provision of one months notice to the Committee.

PART 4 - MEETINGS OF REPRESENTATIVES

9. Convening of Meetings

- 9.1. The Committee may, subject to these rules, hold such general meetings as are necessary to carry out its functions. Meetings will be at least tri-monthly.
- 9.2. A general meeting of members of the Committee is to be convened at the request of the Chairperson or 3 or more members.
- 9.3. 7 days notice, in writing, of a general meeting is to be given to members unless the chairperson decides matters are urgent.
- 9.4. The notice is to specify the place, date, and time of the meeting and the business to be transacted at the meeting.

10. First General Meeting

- 10.1. A general meeting is to be held within 28 days of the establishment of the Committee to:
 - 10.1.1 Elect the chairperson
 - 10.1.2 Elect a deputy chairperson
- 10.2. The Committee is to elect a chairperson and deputy chairperson at the first general meeting following the appointment of new members resulting from Council elections.

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PART 5 - PROCEEDINGS OF MEETINGS

11. Attendance

- 11.1. The chairperson may invite any other person to attend and address a general meeting or to be an observer.
- 11.2. A general meeting is not open to the public.

12. Quorum

- 12.1. A meeting may only proceed where a quorum is present.

13. Quorum not present

- 13.1. If a meeting lacks a quorum it is to be postponed and reconvened at a later date or time.

14. Chairperson and Deputy

- 14.1. The chairperson will chair general meetings.
- 14.2. In the absence of the chairperson, the deputy chairperson will chair the meeting.
- 14.3. In the absence of both the chairperson and the deputy chairperson, the members are to choose one of their number to chair the meeting or part of the meeting.

15. Conduct of Meeting

- 15.1. The chairperson, subject to these rules, will use, where appropriate, the Local Government (Meeting Procedures) Regulations 2005 when conducting meetings.

16. Disclosure of Interests

- 16.1. A representative, as soon as practicable after the relevant facts come to the representative's knowledge, must disclose to the Committee any of the following:
- 16.2. A direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the Committee.
- 16.3. An interest of the representative in a matter that may conflict with the proper performance of the representative's duties in relation to consideration of the matter.

A representative who has declared an interest in a matter that is to be considered by the Committee must not be present during any deliberation of the Committee in relation to that matter or take part in any decision of the Committee in relation to that matter.

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In the instances above, provisions of the Local Government Act 1993 are to be followed for the definitions of pecuniary interest.

PART 6 - PROVISION OF SERVICES

17. Council Services

- 17.1. Council's QVMAG Directorate will provide the following support services to the Committee:
 - 17.1.1 Information technology and support
 - 17.1.2 Office accommodation and administrative support human resources
 - 17.1.3 Any other Council services relevant to its functions
- 17.2. Council will allocate the appropriate overhead charges for the provision of these services.

PART 7 - MISCELLANEOUS

18. Minutes

- 18.1. The Committee is to ensure that minutes of general meetings are properly recorded.
- 18.2. The minutes are to include the names of the representatives present at general meetings of the Committee.
- 18.3. The minutes are to include a record of resolutions and proceedings of general meetings of the Committee.
- 18.4. The minutes of any meeting are to be confirmed at a subsequent general meeting.
- 18.5. The minutes must be circulated to representatives, participating members and Aldermen of Launceston City Council.

19. Notices

- 19.1. A document is effectively given to an individual under these rules if it is:
 - 19.1.1 Given to the person; or
 - 19.1.2 Left at, or sent by post to, the person's postal or residential address or place of business or employment last known to the giver of the document; or
 - 19.1.3 Sent by way of electronic mail or facsimile transmission to the person's electronic mail address or facsimile number.

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19.2. A document is effectively given to a member under these rules if it is marked to the attention of the member and

19.2.1 Left at, or sent by post to, the member's principal office; or

19.2.2 Sent by way of electronic mail or facsimile transmission to the member's electronic mail address or facsimile number.

19.3. A notice required to be given to a member is to be given to both the member and the member's representative.

20. Alteration of policy

20.1. This policy may be altered as Council thinks appropriate by a decision of Council.

21. Dissolution of Committee

21.1. This Committee may be dissolved by a decision of Council.

22. Immunity from Liability

22.1. The provisions of Section 341 of the Local Government Act 1993 apply to members of the Committee.

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PRINCIPLES:

The Council's Organisational Values apply to all activities of the Committee.

RELATED POLICIES & PROCEDURES:

Committee Representation Details 14-HLPr-003

Governance Arrangements Policy 14-PI-004

RELATED LEGISLATION:

Section 29 of the Local Government Act 1993

REFERENCES:

N/A

DEFINITIONS:

N/A

REVIEW:

This policy will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.

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