

# CONSTITUTION OF THE BROKEN HILL HERITAGE COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D17/11038 – 15/87	
RESPONSIBLE POSITION	Chief Corporate and Community Officer	
APPROVED BY	Council	
REVIEW DATE	March 2022	REVISION NUMBER
		8
EFFECTIVE DATE	ACTION	MINUTE NUMBER
December 2013	Document Developed	N/A
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
7 May 2014	Document Re-formatted	N/A
28 May 2015	Document Re-formatted and amended	N/A
29 March 2017	Adopted	45508
27 September 2017	Amended Membership Numbers	45630
26 September 2018	Amended Membership Numbers	45908
30 June 2021	Amended Objectives, Role and Membership. Deleting references to Facility Management	46576
30 March 2022	Adopted	46795

## 1. INTRODUCTION

- 1.1. The Broken Hill Heritage Committee is a Section 355 Advisory Committee established by Council under Section 355 of the *Local Government Act*.

## 2. COMMITTEE NAME

- 2.1. The Committee shall be called the Broken Hill Heritage Committee.

### **3. COMMITTEE ROLE**

- 3.1.** The Committee will assist Council to identify and promote Australia's First Heritage City through input to strategy and planning initiatives, community engagement, identification and promotion of heritage activities.
- 3.2.** Where consistent with the Constitution the Committee can establish Working Group(s) for such purposes as monitoring the 'end of mining life' in the City, and/or the specific focus of heritage events and heritage management.
- 3.3.** The postal address of the Committee will be c/- PO Box 448, Broken Hill NSW 2880.

### **4. COMMITTEE OBJECTIVES**

- 4.1.** The Committee is responsible for identifying opportunities and recommending to Council community activities that will grow the City's brand as Australia's First Heritage City and to encourage community participation in heritage activities.
- 4.2.** The Committee will also provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to heritage, cultural planning and local identity including local history, and community involvement which encourages a sense of belonging within the City of Broken Hill.

### **5. COMMITTEE DELEGATION**

- 5.1.** Providing input to heritage planning together with initiating and assisting planning, programs and events which have the aim of supporting, protecting, promoting and celebrating Broken Hill as the First Heritage Listed City in Australia.

### **6. RESTRICTION OF DELEGATION**

- 6.1.** Any works undertaken will be with the knowledge and approval of Council's Corporate Risk Coordinator.
- 6.2.** The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.3.** If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

### **7. STRUCTURE AND MEMBERSHIP**

- 7.1.** The Committee shall consist of twelve (12) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- 7.2.** At least three (3) Councillor representatives.
- 7.3.** Six (6) community members with demonstrated experience in heritage, arts, culture and/or planning.
- 7.4.** Two (2) Council staff members, being the Events Coordinator and Executive Manager Planning and Community Safety as ex-officio (non-voting) members of the Committee, to provide technical support and advice.

- 7.5.** One (1) Broken Hill Heritage Advisor (ex-officio (non-voting) member) being a member of the Committee to resource our community-based Heritage Committee to drive recognition of Broken Hill as Australia's First Heritage City.
- 7.6.** The Council at the time of appointing the Committee will also confirm the Chairperson and Secretary.
- 7.7.** Council reserves the right to amend the number of Committee members and category of representation.

## **8. TERM OF APPOINTMENT**

- 8.1.** The term of a committee is the same term as the elected Council.

## **9. PRINCIPAL SPOKESPERSON**

- 9.1.** The principal spokesperson for the committee shall be the Chairperson.
- 9.2.** The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

## **10. MEETINGS**

- 10.1.** There should be a minimum of four meetings held each year, or more frequently if so determined by the Committee.

## **11. REPORTING REQUIREMENTS**

- 11.1.** Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.
- 11.2.** A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four-year term and forwarded to Council by the third (3rd) week in August.

## **12. RECORDS**

- 12.1.** The Committee is required to keep all proper records.
- 12.2.** Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

## **13. FRAMEWORK**

- 13.1.** The Committee will comply with all provisions of Section 355 Local Government Act 1993 (Committees), Section 377 Local Government Act 1993 (Delegations), and the Model Code of Conduct for all Councils in NSW.
- 13.2.** The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

## **14. REVIEW**

- 14.1.** Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted by Council following each Local Government General Election, or by Council resolution, at the request of the Committee or at the discretion of the General Manager.

## **15. DEFINITIONS**

**“Council”** shall mean Broken Hill City Council.

**“Committee”** shall mean the Broken Hill Heritage Committee.