

**ITEM NO: 5****SUBJECT: AMENDMENT TO COMMITTEE CONSTITUTION OF BRAEMAR HOUSE AND GALLERY****FILE NO: F01268/08/54156**

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**Recommendations:**

1. *That the individual constitution as included at Attachment 1 be adopted for the Braemar House and Gallery Committee.*
  2. *That the duties of the Office Bearers and ordinary Committee members for the Braemar House and Gallery as described in Attachment 2 be endorsed and included in Section 2 of the Community Buildings Manual.*
  3. *That the Council approve the recommended honorariums for the positions as stated in Attachment 2.*
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**Report by Group Manager Community and Corporate:****Reason for report**

The reason for this report is to bring to the attention of the Council the need for an individual constitution and revised duties for the office bearers and ordinary committee members of the Braemar House and Gallery.

**Background**

The Braemar Gallery is a Council owned community gallery located in historic Braemar House in Springwood. The management of this unique facility is in partnership with an appointed Section 377 Committee of the Council. The Committee arrange a high quality calendar of exhibitions ranging through various media, showcasing local artists and visiting exhibitors.

To assist Section 377 Committees in managing their affairs and providing a clear structure for committees and their relationship with the Council, a standard constitution for Section 377 Committees (Constitution of Committees) was adopted by the Council at its ordinary meeting of 27 January 1998. The constitution requires the Executive of a Section 377 Hall Committee to comprise the Chairperson, Deputy Chairperson, Secretary and Booking Officer.

It has been acknowledged by the Council that there may, from time to time, be the need to develop individual constitutions. For example – the Mid Mountains Community Centre Committee has a separate constitution that is the result of an agreement between State Government and the Council.

In accordance with Clause 20 of the Constitution of Committees, amendments to the constitution may be made only by the Council.

The Braemar House and Gallery Committee believe that the tasks they are required to carry out as committee members of a Council owned community gallery are not reflected in the Constitution of Committees and Community Buildings Manual. Following discussions with Council officers the Committee resolved at its meeting of 2 June 2008, to forward the following recommendations to the Council for consideration:

- That an individual constitution be adopted for the Braemar House and Gallery Committee.
- That Clause 1. of the new constitution read: “The name of the Committee shall be the Braemar House and Gallery Committee”.
- That Clause 5.1 of the new constitution read: “The Executive of the Committee shall be the Chairperson, Deputy Chairperson, Secretary, Treasurer and Exhibitions Co-ordinator”.
- That the revised duties of the Office Bearers and ordinary Committee members for the Braemar House and Gallery as described in Attachment 1 are endorsed and included in Section 2 of the Community Buildings Manual which was developed as part of the Community Buildings Policy.
- That in accordance with Clause 5.1 (c) of the adopted Community Buildings Policy the Council approves the revised distribution of the existing honorariums paid to Committee members as stated in Attachment 1.

The changes to clauses 1 and 5.1 are the only amendments to the standard constitution used across our community halls and these recommendations are supported by council staff.

**Sustainability Assessment**

<b>Effects</b>	<b>Positive</b>	<b>Negative</b>
Environmental	Not Applicable	Not Applicable
Social	<ul style="list-style-type: none"> <li>• Maintains and supports creative and cultural expression.</li> </ul>	Nil
Economic	<ul style="list-style-type: none"> <li>• Maintains, promotes and supports existing and new creative and cultural initiatives.</li> <li>• Encourages community participation in assisting council in the management of community facilities and programs</li> </ul>	Nil

**Financial implications for the Council**

There are no financial implications for the Council in adopting an individual constitution for the Braemar House and Gallery Committee. Continuation of the honorarium payment is included in 2008/9 operating budgets.

**Legal and risk management issues for the Council**

There are no legal and risk management issues for the Council in adopting an individual constitution for the Braemar House and Gallery Committee.

**External consultation**

As outlined in this report there has been consultation with the Braemar House and Gallery Committee.

**Conclusion**

The Braemar Gallery is unique in that it is the only Council owned and community managed gallery in the Blue Mountains. The roles and responsibilities of the appointed Section 377 Committee are to arrange a high quality calendar of exhibitions ranging through various media, showcasing local artists and visiting exhibitors.

Due to the uniqueness of the facility and the important cultural service it provides to the community, the appointed Section 377 Committee has requested that the Council give favourable consideration to the recommendations for an individual constitution, executive structure, duties, and relevant honorariums paid to Committee members.

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## Attachment 1

CONSTITUTION

## 1. NAME

The name of the Committee shall be the Braemar House and Gallery Committee (Committee).

## 2. OBJECT

The object of the Committee shall be to carry out the care and management of the Braemar House and Gallery (facility) within the scope of the delegations to the Committee by the Blue Mountains City Council.

## 3. ELIGIBILITY TO VOTE AT AN ANNUAL GENERAL MEETING

Those eligible to vote in the election of the committee shall be 18 years or older and a resident of the Blue Mountains unless special authorisation is given by the Council.

## 4. MEMBERSHIP OF THE COMMITTEE

4.1 The committee shall consist of not more than twelve (12) and a minimum of four (4) members approved and appointed by the Council.

4.2 Councillors representing the ward in which the facility is situated shall have the ex-officio right to attend meetings but not the right to vote.

4.3 Membership shall be open to users of the facility and other interested local citizens.

4.4 Council Officers shall have the right to attend and address meetings as required.

4.5 The maximum number of members representing an interest group should be two (2).

4.6 A member of committee shall be 18 years or older and a resident of the Blue Mountains unless special authorisation is given by the Council.

## 5. OFFICE BEARERS

5.1 The Executive of the Committee shall be the Chairperson, Deputy Chairperson, Secretary, Treasurer and Exhibitions Co-ordinator.

5.2 Subject to the provisions of clause 10, the officers shall be elected each four years by the Committee at an Annual General Meeting and appointed by the Council.

5.3 No member or officer of the Committee shall receive any remuneration for participating in the work of the Committee without the formal approval of the Council.

## 6. DISQUALIFICATION OF MEMBERS

6.1 If any member of the Committee is absent without leave from three (3) consecutive general meetings, such member may be required to show cause to the committee why they shall not be disqualified from membership of the Committee.

6.2 If for any reason the majority of members consider that a special disqualification of any member is warranted, the facts shall be reported to the Council who shall determine the question.

## 7. TERM OF MEMBERSHIP

Members and officers shall be appointed by resolution of the Council by 30 June in the year following each ordinary election of Councillors. Membership shall be retained until a new committee is next appointed by the Council.

## 8. CESSATION OF MEMBERSHIP

A person ceases to be a member of the Committee upon completion of his/her term of membership or if the person dies, resigns, becomes disqualified or is expelled from the Committee by resolution of the Council.

## 9. CASUAL VACANCIES

Casual vacancies on the Committee may be filled by the Council by resolution on the recommendation of the Committee. A person filling the casual vacancy shall only be a member or officer for the remaining term of his/her position.

## 10 GENERAL MEETINGS OF THE COMMITTEE

10.1 The Annual General Meeting of the Committee shall be held in the month of March each year.

10.2 At least three (3) other general meetings must be held during the year one in each quarter.

10.3 The Chairman must call an extra-ordinary general meeting within fourteen (14) days if requested to do so in writing by three (3) members of the Committee

10.4 Visitors to general meetings will be at the discretion of the Committee.

10.5 Notice of all general meetings must be given by the Secretary to each member of the Committee giving at least seven (7) days' notice of the meeting.

- 10.6 At least fourteen (14) days' notice of Annual General Meetings must be given in a local newspaper circulating in the area. The advertisement will be at Council's cost provided it is in the form approved by Council.
- 10.7 The business of the Annual General Meeting must include the presentation of annual reports.
11. **NOMINATIONS TO THE COUNCIL FOR APPOINTMENT OF MEMBERS AND OFFICERS**
- 11.1 At the Annual General Meeting of the Committee in the year following each ordinary election of Councillors a public meeting shall be held to select not more than twelve (12) nominees to recommend to the Council for appointment as the Committee for the ensuing four (4) years. The public meeting shall be held before the election of officers but after the Committee has dealt with all other business.
- 11.2 If there are twelve (12) or less nominees, the nominees shall be declared elected for submission to the Council.
- 11.3 If there are more than twelve (12) nominees an election shall be held by the "first past the post" method of voting. The outgoing Secretary shall be the Returning Officer. Should there be a tie for the twelfth person on the committee this position shall be decided by the drawing of lots by the Returning Officer. The person drawn shall be nominated to the Committee.
- 11.4 The nominees shall elect from their number the persons to be nominated to the Council as office bearers for the ensuing four years (4). If a ballot is required it shall be by either the open voting or the ordinary ballot method, and shall be conducted by the outgoing Secretary as Returning Officer.
- 11.5 The executive shall consist of the Chairperson, Deputy Chairperson, Secretary, Treasurer and Exhibitions Co-ordinator.
- 11.6 The outgoing Secretary shall submit to the Council within one month (1) the names of the nominees and the names of the office bearers selected as above.
12. **MEETINGS OF THE EXECUTIVE**
- 12.1 The Chairperson may convene meetings of the Executive as required to deal with specific issues.
- 12.2 At least twenty-four (24) hours' notice of such a meeting shall be given to members of the Executive.
13. **MEETINGS OF SUB-COMMITTEES**
- 13.1 The Committee may appoint sub-committees at any general meeting to carry out specific tasks and appoint the chairpersons of those sub-committees who shall be a member of the Committee.
- 13.2 A sub-committee may regulate its own procedure.

13.3 Members of a sub-committee shall consist of a majority of members of the Committee.

#### 14. QUORUM

14.1 The quorum at general meetings and meetings of the Executive and sub-committees shall be the majority of members.

14.2 A quorum for a sub-committee shall be a majority of members nominated to that sub-committee.

14.3 The Secretary shall advise the Council if a general meeting lapses twice for want of a quorum.

#### 15. CHAIR

The Chairperson shall preside over all general meetings and meetings of the Executive. If the Chairperson is absent or unwilling to act, the Chair shall be taken by the Deputy Chairperson.

#### 16. MINUTES

16.1 Minutes shall be kept of all proceedings of general meetings, meetings of the Executive and meetings of sub-committees. Minutes of general meetings should be forwarded to Council within three weeks (3) of meetings.

16.2 Minutes of Executive and sub-committee meetings shall be submitted to the next general meeting.

#### 17. INSURANCE

17.1 Members of the Committee shall be covered by Council with personal accident insurance. Volunteers working at the facility will be covered with personal accident insurance provided they are injured while engaged on an activity approved by Council.

The names and addresses of volunteers working at the facility are to be submitted to Council prior to the activity.

17.2 The facility will be covered by Council with comprehensive and public liability insurance.

17.3 The costs of insurances shall be a charge against the operating costs of the facility.

#### 18. FINANCIAL MATTERS

18.1 A hiring agreement in the form specified by Council must be completed by all hirers of the facility.

18.2 The fees charged for hire of the facility shall be those formally adopted by the Council in the Management Plan prepared each year in accordance with the requirements of the Local Government Act, 1993.

18.3 All moneys received by the Committee shall be forwarded to Council to be deposited in a nominated bank account in the name of Council. The “Return of Fees” form provided by Council shall be used for this purpose.

19. DISSOLUTION

19.1 The Committee may be dissolved by resolution of the Council at any time.

19.2 In the event of dissolution of the Committee any property or funds held by the Committee shall revert to Council.

20. AMENDMENTS TO CONSTITUTION

Amendments to the Constitution may be made only by the Council.

FORM OF NEWSPAPER ADVERTISEMENT - ANNUAL GENERAL MEETING

BRAEMAR HOUSE AND GALLERY COMMITTEE

ANNUAL GENERAL MEETING

The Annual General Meeting of the above Committee will be held at . . . . . (place) on (date) commencing at . . . . . AM/PM.

Users of the facility and other interested members of the community are invited to attend to support the work of the Committee.

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Business will include consideration of reports from the Committee’s Executive.

Note: At the annual general meeting at which a new committee is to be nominated to Council the following paragraph should be included:-

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At the conclusion of Committee business a public meeting will be held to elect a committee for the ensuing four (4) years for formal appointment by the Council.

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DELEGATION TO COMMITTEES

Delegations to the committees constituted under Section 355 of the Local Government Act, 1993 were made at a meeting of the Council held on 26 September 2000 the Council resolved in the following terms. The delegations take effect from the date of the Council resolution.

**DELEGATION**

That under the provisions of Section 377 of the Local Government Act, 1993 the Council delegate to the committees listed in the Schedule below the following powers, authorities, duties and functions:-

- (a) to carry out the care and management of the facility subject to the terms of the Constitution and Guidelines adopted by the Council on 27 January 1998.
- (b) to hire out the facility to users in the terms of a formal hire agreement and to charge, collect and forward to Council the hire fees fixed by the Council in the Management Plan prepared in accordance with Sections 402 to 406 of the Local Government Act, 1993.
- (c) to generally advise Council on the operation, maintenance and improvement of the facility and the hire fees and charges.

**NOTE:** These delegations may be varied from time to time by way of a Resolution of the Council. The updated delegations will be notified to the Committee. See Section 1 of the Community Buildings Manual.

**SCHEDULE**

1. Mt Victoria Public Hall
2. Blackheath Community Centre
3. Faulconbridge Community Centre
4. Braemar House and Gallery - Springwood
5. Winmalee Community Hall
6. Warrimoo Citizens' Hall
7. Blaxland Seniors and Community Centre
8. Gloria Park Pavilion
9. Katoomba Civic Centre
10. Megalong Valley Hall
11. Mount Wilson Hall

**STANDING ORDERS**

These standing orders shall be applicable to general meetings of the Committee, at the discretion of the Chairperson or a majority of members. The standing orders shall be construed subject to the Constitution.

**1. CONVENING OF MEETINGS AND ATTENDANCE**

- 1.1 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- 1.2 If no quorum is present within thirty (30) minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on

the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.

- 1.3 If neither the Chairperson nor the Deputy Chairperson are in attendance at the meeting the first business of the meeting shall be to elect a chairperson to preside over the meeting.

## 2. CHAIRPERSON

- 2.1 Any member desiring to speak at general meetings or in the Committee of the Whole and when called upon by the Chairperson shall address the Chair. If two or more members rise simultaneously, the Chairperson shall call upon the member who first caught the eye of the Chairperson.
- 2.2 When the Chairperson rises to speak any member standing shall sit down.
- 2.3 It is the duty of the Chairperson to receive and put to the meeting any motion that is brought before the meeting and which relates to the business of the Committee.
- 2.4 On an equality of voting, the Chairperson shall declare the question resolved so as to maintain the status quo.

## 3. ORDER OF BUSINESS

- 3.1 Subject to 1.3 above the first item of business shall be the confirmation of the minutes of the previous meeting.
- 3.2 Business shall be dealt with in the order in which it appears in the agenda, provided that the Chairperson is entitled, by official minute, to put any matter to the meeting without notice and such a minute shall take precedence over all business on the agenda.

## 4. MOTIONS, AMENDMENTS AND DEBATE

- 4.1 Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
- 4.2 A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- 4.3 If required to do so by the Chairperson, the proposer of any motion or amendment shall submit it in writing.
- 4.4 A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.

- 4.5 Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
- 4.6 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- 4.7 When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- 4.8 The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
5. POINTS OF ORDER
- 5.1 Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- 5.2 Any member disagreeing with the Chairperson's ruling on a point of order may move dissent. The Chairperson shall then vacate the Chair and such motion shall be put forthwith without debate.
6. CLOSURE OF DEBATE
- 6.1 A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chairperson, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or refuse the motion. The Chairperson may also without returning a motion put the question if the Chairperson feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
- 6.2 A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.

**7. ADJOURNMENT**

- 7.1 A member may move: “That the debate [or meeting] be now adjourned.” Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order and personal explanations.
- 7.2 Business not dealt with at the adjournment of a general meeting shall, at the next meeting, have precedence over new business.

**8. COMMITTEE OF THE WHOLE**

- 8.1 A general meeting may at any time resolve itself into Committee of the Whole to consider any matter.
- 8.2 A motion to resolve into Committee of the Whole shall not be debated.
- 8.3 These standing orders shall apply to meetings of the Committee of the Whole except that motions need not be seconded, members may speak more than once and alternate affirmative and negative speakers are not essential.

**9. MISCELLANEOUS**

- 9.1 Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made.
- 9.2 Alterations to the standing orders shall be made only by the Council.
- 9.3 Any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

Attachment 2

### **Duties of the Braemar House and Gallery Committee and Honorariums**

The recommended structure of the Executive of the Committee shall be the Chairperson, Deputy Chairperson, Secretary, Treasurer and Exhibitions Co-ordinator.

The duties of the Office Bearers, Volunteers' Co-ordinator and recommended honorariums are detailed below.

#### **Chairperson**

- Develop and prepare the agenda in conjunction with the secretary
- Open, manage and close meetings
- Prioritise the business of the meeting, including adjourning the meeting or deferring items
- Ensure there is a quorum
- Welcome and introduce members and guests
- Keep individuals and the meeting focussed on the topics being discussed
- Encourage participation from all Committee members
- Stimulate discussion on agenda items
- Keep track of time (or ensure someone else is doing this)
- Summaries discussion and draw it to a close
- Deal with emotions and conflict which prevent the meeting from working well
- Make sure that members are aware of the decision making process
- Make sure members are aware of the decisions being made
- Make sure that the minute taker has recorded decisions of the meeting

#### **Deputy Chairperson**

- To carry out the duties of the Chairperson in the Chairperson's absence
- To share the tasks or carry out tasks with the Chairperson when required

#### **Secretary – (revised duties) - Honorarium \$1,500 per annum**

- In the absence of the Exhibitions Co-ordinator, arrange for the tasks of the role to be carried out and notify Community Facilities Co-ordinator
- Be the contact for tradespeople
- Deal with correspondence to and from the Committee
- Ensure there is a flow of relevant information to and from the Committee
- Ensure the official files and records are maintained
- Be the contact person between Council staff and Committee
- In liaison with Community Facilities Co-ordinator, co-ordinate the AGM
- Arrange for the issuing and return of keys held by committee members and maintain a key register
- Take and distribute minutes of meetings
- Prepare Agenda – in consultation with Chairperson
- Prepare papers for Committee meetings such as agenda, background material and minutes
- Prepare the venue for Committee meetings or ensure that it is done

Treasurer – (new Executive Officer position) – Honorarium \$1,000 per annum

- Prepare an annual budget that is consistent with the priorities and activities of Braemar Gallery
- Make assessment and recommendations to the Committee on variations to the budget based on the income and expenditure trends
- Make formal on-going adjustments to the budget as required and approved by the Committee
- Ensure that accounts / expenses to be paid are forwarded to Community Facilities Co-ordinator promptly for approval and payment
- Prepare and present written financial report to Committee meetings. Report to include accounts to be ratified; accounts to be paid and a monthly summary report
- Reconcile on at least a monthly basis, Councils financial statement for Braemar Gallery with monies received and paid
- Present Councils Income and Expenditure statements for Braemar House and Braemar Gallery at the Committee meetings
- Maintain appropriate financial records that are available to the Committee
- Bank monies received, at minimum monthly; complete and forward to Council a Return of Fees Form at the same time as the monies to be banked
- Liaise with Exhibition Co-ordinator, Secretary, Chairperson and Community Facilities Co-ordinator on financial matters as required

Exhibitions Co-ordinator - (new Executive Officer position) - Honorarium \$1,500 per annum

- Handle all booking enquiries
- On a regular basis advertise for “Expressions of Interest” to exhibit in the annual program
- Prepare the annual program of exhibitions for approval by the Committee
- Accept opportunities for tentative bookings
- Send out Application Forms and Information Sheets for booking opportunities and exhibitions
- Send out Approval Forms, Agreements and Receipts
- View artists’ previous work and proposed ideas for exhibition
- Liaise with exhibitors on date and time of hanging, setting up, collection, sales, marketing and all other matters in relation to their exhibitions.
- Prior to taking planned leave, liaise with Secretary and make suitable arrangements for tasks to be carried out
- Refer any concerns regarding an exhibitor’s use of Braemar Gallery to the committee
- Provide the committee with information on bookings, the pattern of hiring/exhibitions and on matters relating to the functioning of the Gallery
- Liaise with exhibitor on articles for publication
- Immediately report any damage or problems with Braemar House to council
- Liaise with cleaner on additional cleaning requirements of Braemar Gallery when required

In addition to the Executive and within the committee there is a position of Volunteers’ Co-ordinator. This position is vital to the running of Braemar Gallery and the Committee recommends an honorarium of \$500 per annum. Details of the duties of the honorary position are as follows:

Volunteers' Co-ordinator - Honorarium \$500 per annum

- Maintain an up-to-date “volunteers” database
- Actively recruit volunteers for duty on the days the Gallery is open to the public
- Provide volunteer training on policy and procedure and on other matters as required
- Co-ordinate the volunteer roster
- Advise the Exhibitions Co-ordinator if a volunteer is unavailable on a day the Gallery would normally be open to the public
- On behalf of the volunteers, report to Committee any concerns that they have raised
- Provide an annual report for the AGM

Ordinary Committee Members

- Attend all meetings
- Be interested and involved
- Participate fully
- Listen to others
- Clarify points
- Consider ideas carefully
- Voice concerns / opinions
- Act in the best interest of the facility and Council
- Comply with the constitution
- Sit on sub-committees when required

**ITEM NO: 6****SUBJECT: NEW APPOINTMENT TO BRAEMAR HOUSE AND GALLERY COMMITTEE****FILE NO: F01268/08/54149**

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**Recommendation:**

*That the Council formally accept the nomination and appoint Pam Crafoord to the Braemar House and Gallery Committee.*

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**Report by Group Manager Community and Corporate:****Reason for report**

The reason for this report is to request the Council to formally accept the nomination and appoint Pam Crafoord to the Braemar House and Gallery Committee.

**Background**

The Braemar Gallery is a Council owned community gallery located in historic Braemar House in the lower mountains. The management of this unique facility is in partnership with an appointed Section 377 Committee of the Council. The Committee arrange a high quality calendar of exhibitions ranging through various media showcasing local artists and visiting exhibitors.

In accordance with the Constitution of Committees adopted 27 January 1998 - Clause 4.1 and Clause 9 respectively:

- The Committee shall consist of not more than twelve and a minimum of four members approved and appointed by the Council.
- Casual vacancies on the Committee may be filled by the Council by resolution on the recommendation of the Committee. A person filling the casual vacancy shall only be a member or officer for the remaining term of his/her position.

The Braemar House and Gallery Committee consists of nine members. At the 7 July 2008 Committee meeting the members unanimously agreed to request the Council to accept the nomination of Pam Crafoord and formally appoint her as a committee member of the Braemar House and Gallery.

Pam Crafoord was a member of the original group which started the Braemar House Committee in 1988 and was the first co-director of the Braemar Gallery. Over the next seventeen years Pam took on various executive roles and was a very active member on the Committee. Following her resignation from the Committee in 2005, Pam maintained her involvement with Braemar as a volunteer and a member of the "Friends of Braemar". Pam's knowledge and background will be of great benefit to the Braemar House and Gallery Committee who are delighted that she has been coaxed out of retirement.

**Sustainability Assessment**

<b>Effects</b>	<b>Positive</b>	<b>Negative</b>
Environmental	Not Applicable	Not Applicable
Social and Economic	<ul style="list-style-type: none"> <li>The appointment to the committee would contribute to the quality of the Gallery’s program and management. The mountains’ community and economy would also benefit from the successful operation of the gallery.</li> </ul>	Nil

**Financial implications for the Council**

Nil

**Legal and risk management issues for the Council**

Nil

**External consultation**

Not required.

**Conclusion**

It is recommended that the Council formally accept the nomination and appoint Pam Crafoord to the Braemar House and Gallery Committee.

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**ITEM NO: 7**

**SUBJECT: COMMUNITY ASSISTANCE / DONATIONS – RECOMMENDATIONS BY COUNCILLORS**

**FILE NO: C00944**

**Recommendations:**

1. That the Council approve the following donations from the Councillors’ Minor Local Projects Vote:

<u>Organisation</u>	<u>Amount</u>
<i>Uniting Kids Care</i>	<i>\$150.00</i>
<i>Winmalee and District Preschool</i>	<i>\$250.00</i>

2. That the Council approve the following donations from the Councillors’ Mayoral Contingency Fund:

<u>Organisation</u>	<u>Amount</u>
<i>Winter Magic Festival Inc (Mayoral Contingency)</i>	<i>\$500.00</i>

**Report by General Manager:**

On 11 July 2000 the Council adopted a revised Policy for Councillors’ Minor Local Projects allocations for the provision of community assistance/donations. The following recommendations for donation, which appear to fall within the ambit of the Policy, have been received and are submitted for approval.

**Minor Local Projects**

<u>Recommending Councillor</u>	<u>Organisation</u>	<u>Purpose</u>	<u>Amount</u>
Cr L. Trindall	Uniting Kids Care	Water efficient taps	\$150.00
Cr L. Trindall	Winmalee and District Preschool	Licence renewal expenses	\$250.00

**Mayoral Contingency Fund**

<u>Recommending Councillor</u>	<u>Organisation</u>	<u>Purpose</u>	<u>Amount</u>
Cr J. Angel	Winter Magic Festival Inc	Art Prize	\$500.00

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