
Shoalhaven Arts Board - Terms of Reference

Policy Number: POL16/267 • **Adopted:** 17/03/2015 • **Amended:** 23/06/2015 • **Minute Number:** MIN15.147, MIN15.426 • **File:** 2123E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

1. STATEMENT

Council recognises the value and place of creative expression, cultural facilities, innovative arts activities and embraces a strategic direction to facilitate progressive cultural development across the City.

2. PURPOSE

- a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.
- b) To develop and implement policy, planning and vision for the broad arts within existing resources and using co-opted panel of peers for professional advice. They include:
 - Visual Arts
 - Heritage and Museum Sector
 - Literature
 - Performing Arts

3. TERMS OF REFERENCE

3.1. Relationship to Council

The Shoalhaven Arts Board is a Section 355/377 Committee of Council (Local Government Act 1993).

3.2. Delegated Authorities

Shoalhaven Arts Board

- Make recommendation on the arts to Council
- Appoint suitable representatives to fill casual vacancies on a set term basis
- Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters

- To establish a peer panel of professionals, experts and practitioners across art forms, heritage and cultural platforms to be co-opted as needed for input and advice to the Shoalhaven Arts Board
- To establish a Shoalhaven Arts Foundation:
 - To support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature & performing arts
 - To ensure that the Foundation in its governance, membership and charter are independent/ and at arms-length from Council yet which needs to work in concert with the Shoalhaven Arts Board and the Council and the community needs
 - To fundraise and develop a sustainable principal investment to generate ongoing grant funds

Relevant staff will work collaboratively with the Shoalhaven Arts Board to:

- Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan

3.3. Membership

- a) The membership of the Shoalhaven Arts Board to be nine (9) members in total and to include representatives from Health & Well-being, Education, Arts Institutions, Artists, Corporate/Business and a maximum of three (3) skills based Councillors (one from each of the three (3) wards).
- b) To ensure inclusion in the membership of the board of a range of strategic capability, expertise and advice from within the arts.
- c) One of the positions is designated as an Aboriginal Local Member.

3.4. Election/Appointment

Industry Representatives

- Appointment to the Board can be for a maximum four (4) years with a set commencement and finish date
- Vacancies will be advertised locally via media, Council communication channels and industry networks
- Applications will be actively sought from appropriately skilled industry representatives,
- Council will manage the application process,
- An interview panel will consist of a Council staff member and one (1) suitably qualified independent representative to assess the applications and make recommendations for appointments to Council.

Councillors

Council will advise Shoalhaven Arts Board of its appointed representatives. Council at its discretion can replace representatives at a time of its choosing.

3.5. Casual Vacancies

Should there be a casual vacancy; the Shoalhaven Arts Board will seek applications by appropriate means to fill these vacancies to align with finish dates.

3.6. Term of Appointment

- Appointments will be for a term of two (2) years
- If representative is terminated early a substitute will be appointed only until the fixed finish date

3.7. Sub Committees/Working Groups/Portfolios

The Board will have the right to establish sub groups as deemed appropriate to assist in fulfilling their role and purpose.

3.8. Board Meetings

- Formal Board Meetings will be held quarterly in a form and format as determined by Shoalhaven Arts Board
- To hold arts/museum/culture industry forums for feedback and ideas that might inform the Annual strategic plan
- Agenda and minutes from previous meetings will be circulated to members at least seven (7) days prior to the meeting
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Informal Board meetings, special meetings will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council and funded from a line item in the Arts & Culture budget.

3.9. Quorum

The Quorum will consist of at least half plus one (1) of the members.

3.10. Voting and Recommendations

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two (2) consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views are to be minuted

3.11. Communication

- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

3.12. Parent Advisory Group

Ordinary Council

3.13. Code of Conduct

All members of the Board are to abide by Council's Code of Conduct.

3.14. Record of Minutes

The Board shall ensure that an agreed written record of each of their meetings is forwarded to Council.

3.15. Staff Attendance

Executive staff are normally required to attend the meetings of the Board. Other staff at the Directors' discretion or at the Board's request can attend meetings as required.

3.16. Expectations of Board Members

- Board members will undertake the prescribed Induction process
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council

3.17. Responsibility of Council

Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.

4. IMPLEMENTATION

The Finance Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

5. REVIEW

To be reviewed within one (1) year of the election of a new Council, or earlier at the discretion of Council.