

# Arts Advisory Committee – Terms of Reference

<b>Adoption Date:</b>	17/03/2015
<b>Amendment Date:</b>	23/06/2015, 27/06/2017, 20/09/2019, 26/09/2022, 31/10/2022, 5/12/2022, 9/10/2023
<b>Minute Number:</b>	MIN15.147, MIN15.426, MIN17.565, MIN19.654, MIN22.673, MIN22.817, MIN22.937, MIN23.589
<b>Review Date:</b>	01/12/2024
<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL23/55

## 1. Purpose

The purpose of the Committee is to support arts, culture and heritage activity in the Shoalhaven Local Government area (LGA) acknowledging the diversity of arts and cultures in the Shoalhaven. Committee members will provide their knowledge and diverse perspectives about creative practice, events, arts and cultural activities to Council.

## 2. Interpretation

For the purpose of this document:

*Member* means a member of the Committee

*Council* means Shoalhaven City Council

*Chairperson / Chair* means the chairpersons of the Committee

*Elected members* mean the elected Councillors of Shoalhaven City Council

## 3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

## 4. Role

- To represent the community's aspirations for arts and culture in the Shoalhaven
- To assist Council to advance the value and importance of visual, performing, literary arts, museum and heritage sectors for First Nations, and multi-cultural communities and all residents of the Shoalhaven
- Provide comment on relevant Council Policies and strategies
- To make determination on the awarding of the annual Shoalhaven Arts & Cultural grants
- To collaborate on, and support the delivery of Council strategies that encourage the growth of and participation in the cultural and creative life of the Shoalhaven
- To support and promote the annual program of exhibitions, events and activities developed by the Shoalhaven Regional Gallery, Shoalhaven Entertainment Centre and Shoalhaven Libraries.
- To be guided by the following Council Plans:
  - Community Strategic Plan 2032
    - Resilient, Safe, Accessible & Inclusive Communities
    - 1.2 Preserve, support and develop cultural and creative vitality across our communities
    - 1.3 Support community wellbeing through fostering active and healthy communities

- Shoalhaven Regional Gallery Strategic Plan
- Shoalhaven Entertainment Centre Strategic Business and Marketing Plan
- Shoalhaven Libraries Strategic Plan

## 5. Delegations

To make determination on the awarding of the annual Shoalhaven Arts & Cultural grants Advisory Committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report from the relevant Department Manager.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

## 6. Membership

The Committee will be chaired by a Committee member (elected by the Committee).

The Committee will have 11 members comprising the following:

- A maximum of three (3) Councillors (one from each of the three (3) wards); (Note: Any non-voting Councillor in attendance may act as an alternate voting member in circumstances where achievement of a quorum is required, noting that this doesn't apply when quorum specifies the quorum to require community member attendance.)
- One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position becomes vacant or the member term expires. The nominee need not be a member of that committee;
- Seven (7) Community representatives with a range of arts strategic capabilities and expertise, reflective of our diverse community

### ***Community Representatives***

Following an expression of interest process, a maximum of seven (7) local community representatives, one (1) indigenous representative, will be appointed that meet the following criteria:

- A broad interest and a range of strategic capabilities and experience within the arts and/or aligned sectors
- A commitment to representing their community in an advisory role to Council
- Local resident or businessperson living or working within the Shoalhaven.

Community representatives with Committee membership have voting rights.

### ***Community representative appointments:***

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.

- Appointments to the Committee will be for a two (2) year term with a set commencement and finish date members can nominate for one additional term
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Manager – Arts & Culture), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

### **Council Officers**

Council officers may attend meetings to provide specialist professional advice in the area of arts, heritage and culture. Council officers do not have voting rights.

### **Government Agencies, Community Organisations and Service Providers**

The Chair, with the approval of the CEO, can invite a range of Government Agencies, Community Organisations and Service Providers to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

### **Chair and Deputy Chair**

The Committee appoints one (1) member to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the members shall elect a Chair for that meeting.

### **Terms of Office**

The term of the Chair will be two (2) years which will be reviewed every two years.

## **7. Committee Meetings**

### **Agenda**

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to the approval of the relevant Director.

### **Quorum**

Five (5) provided that a minimum of one (1) Councillor with voting rights and four (4) community representatives are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

### **Voting**

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

### ***Meeting Schedule***

A minimum of 4 meetings per year with a maximum of 6 meetings as determined by the Arts Advisory Committee. Meetings may be conducted either in person or electronically. Please note, as required the Committee can request to meet informally via teams or in person without a formal agenda or minutes for the purpose of receiving information only i.e., not making recommendations / resolutions.

### ***Minutes***

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes provided to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

### ***Confidentiality And Privacy***

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

### ***Communication***

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee 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 Committee is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

## **8. Council Staff Responsibility**

The Committee's contact within Council is Manager – Arts & Culture, within the City Lifestyles Directorate.

Governance is responsible for administrative support functions of the Committee such as collating and distributing the agenda, minutes and notation of apologies.

## **9. Code of Conduct**

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

## **10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

## **11. Other Relevant Documents List**

Code Of Conduct

Code of Meeting Practice

CSP

Terms Of Reference Template