

Arts Advisory Committee

Terms of Reference

Purpose

The Arts Advisory Committee (Committee) has been established to embody Council's vision in all aspects of arts, culture and literacy throughout the municipality.

The key role of the Committee is to provide independent advice and promote high-quality art, public performance activities and library services; recognising the contribution of local independent practicing artists, writers and the importance of the arts and literacy in the development of children and young people.

Objectives

The objectives of the Committee are to:

1. Develop, review and provide advice to Council regarding the strategic direction for arts, culture and literacy;
2. Seek and establish appropriate external funding support for programs via government, philanthropic and sponsorship sources;
3. Ensure a balanced provision of community service obligations and commercial imperatives,
4. Provide high level input into the planning processes for arts, culture and literacy programs;
5. Provide high level advice to guide arts and literacy capital investment outcomes;
6. Support and develop local and emerging artists and writers;
7. Promote art, public performance and literacy activities;
8. Provide high level input into effective marketing and visitor attraction strategies for arts, culture and literacy programs; and
9. Monitor community feedback and changing trends regarding arts, culture and literacy engagement.

Committee Composition

The Committee shall consist of up to ten members comprising, where possible, of the following:

- One (1) independent Chairperson
- Councillor representative/s (appointed as part of Council's annual Councillor delegate appointment process) (2)
- Chief Executive Officer (or delegate) (1)

- Voluntary Members (5)
- Manager Arts and Culture (1)

Period of Tenure

Unless otherwise resolved by Council, Councillor appointments are for one (1) year and all other appointments are for a period of four (4) years, with the exception of the Manager Arts and Culture and Chief Executive Officer (or delegate). If a resignation from the Committee occurs within the four (4) year term, the Committee will bring the matter to the attention of Council.

Committee members shall not be able to serve more than three consecutive terms on the Committee.

Appointments to the Committee shall be determined by the Council and the Council may at any time remove a member of the Committee. Any such appointment shall be subject to the person signing a Council "Consent to Act" statement prior to taking their seat on the Committee.

Appointment of Voluntary members by Council to the Committee

The make-up of the Voluntary members of the Committee will consist of a diversity of skills and knowledge from industries and the broader community; targeting gender balance, multi-generational, indigenous, arts, cultural, literacy, marketing, digital, business, financial and legal representation.

The selection and appointment by Council of the Voluntary members to the Committee will be by:

- applications from public advertisement;
- response to key criteria; and
- interview process.

An existing Committee Member may be reappointed by agreement of the Council at the completion of their term, for no more than 3 consecutive terms, without the need to reapply, subject to satisfactory performance of that Committee Member.

Council reserves the right not to appoint a person in response to the advertisement process and to not reappoint a Committee Member at the completion of any term.

Appointment of the Independent Chairperson

The CEO and Mayor will make recommendations to Council in relation to the selection of a preferred candidate, after a recruitment process. Recruitment may be made via specialist recruitment agencies or by consideration of existing Committee members, who have both considerable experience with the Committee and specialist experience in governance.

Selection Panel

When the appointment of members to the Committee is required and nominations are received, the selection panel will consist of:

- Chief Executive Officer
- Mayor
- Director Customer, Innovation and Arts
- Manager Arts and Culture

All nominations will be assessed against the selection criteria.

The Panel's recommendation about the membership of the Committee will be presented to Council for consideration.

Selection Criteria

Nominees for membership on the Committee must be able to demonstrate:

- Experience and expertise in one or more of the areas in performing arts, arts and cultural activities, literacy, business, marketing, communications and promotions, fundraising, philanthropy, sponsorship, government relations and tourism;
- An ability to constructively participate in an advisory capacity;
- A sound knowledge and understanding of local issues in relation to arts, culture and literacy;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- A capacity to commit to the Committee for the required duration; and
- A willingness to commit time and contribute to Committee activities and tasks outside regular meetings.

Role of Councillors

Councillors are appointed annually at a Council Meeting in November, to determine Councillor representation on the Committee by a Council resolution. A substitute Councillor can be nominated to attend, should the appointed Councillor/s be unavailable.

Should Councillors be nominated on the Committee, the Councillors will:

1. be appointed in accordance with the annual Councillor delegate appointment process;
2. act as a link between Council and the Committee; and
3. adhere at all times with its Councillor Code of Conduct.

Role of Council officers

The Chief Executive Officer (or Delegate) and the Manager Arts and Culture will report to Council on:

- the Committee's annual priorities relating to arts and culture; and
- the minutes of Committee Meetings.

The Chief Executive Officer will arrange for secretarial support for the Committee and nominate the appropriate officer.

Role of the Independent Chairperson

The Independent Chairperson shall be an external independent member appointed by Council. In the absence of the Chairperson from a meeting, the Committee will appoint an acting Chairperson.

The Independent Chairperson will be responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Committee Meetings

The Committee will meet a minimum of ten times a year. All meetings will have an Agenda. Additional meetings will be convened at the discretion of the Independent Chairperson or at the written request of any member of the Committee.

A schedule of meetings will be developed and agreed by the Committee annually. Under special circumstances, a meeting may be cancelled or rescheduled.

A quorum shall consist of 5 Committee members. Each Committee member is entitled to one vote, except that the Chairperson may exercise a casting vote.

Minutes of each meeting will record attendees, apologies, and actions.

Conflict of Interest

Councillor and Council officer representatives

A Councillor or Council officer who has a conflict of interest in a matter being considered at a Committee meeting, must

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
- absent himself or herself from any discussion of the matter; and
- as soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

This will also be recorded in the minutes of the Committee Meeting.

Committee member representatives

Any other Committee member who has a conflict of interest in a matter being considered at the Committee meeting, must

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered; and
- absent himself or herself from any discussion of the matter.

This will also be recorded in the minutes of the Committee Meeting.

Confidential Information

Committee members must not release information that the person knows, or should reasonably know, is confidential information in accordance with Section 3(1) of the Local Government Act 2020.