

# ARTS, CULTURE & HERITAGE ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 Council may from time-to-time establish advisory committees to provide it with expertise and advice to assist its decision making in relation to particular matters
- 1.2 Council has established an Arts, Culture & Heritage Advisory Committee (the Committee) and has adopted these Terms of Reference for the Committee by Council resolution on 18 April 2023.

### 2. PURPOSE & OBJECTIVES OF THE COMMITTEE

- 2.1 To provide advice to Council on policies, plans, initiatives and activities to advance arts, culture and heritage in Golden Plains Shire.
- 2.2 To identify and assist in the development of solutions on the challenges, opportunities and needs of the shire's arts, culture and heritage sector and practitioners.
- 2.3 To provide advice and arts industry insight to ensure creative and cultural practitioners in Golden Plains Shire have a voice in response to Council's 'Arts, Culture & Heritage Strategy'.
- 2.4 To monitor the implementation of the existing 'Arts, Culture & Heritage Strategy' and to contribute to the development of the next Strategy.

### 3. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members will:

- 3.1 Attend committee meetings and participate in discussions with a view to contributing to and achieving the 'Purpose & Objectives' of the Committee as described above.
- 3.2 Maintain an awareness of current trends, changes, best practice, community and industry issues relating to arts, culture and heritage to meaningfully contribute to discussion at Committee meetings.
- 3.3 At all times be respectful and courteous, act professionally and with goodwill, maintain the confidentiality of all sensitive information, and act in accordance with their responsibilities as set out in this Terms of Reference.
- 3.4 Not be or seek to become involved in any of the day-to-day operational, human resource or budget issues related to the delivery of any Council programs or services.
- 3.5 Understand and agree that the Chairperson and Council officers have the discretion to remove a member from the Committee due to conduct that is contrary to 3.3 or 3.4 above, or for any instance of misconduct.

#### **4. MEMBERSHIP OF THE COMMITTEE**

- 4.1 The Committee will be comprised of a maximum of 8 community representatives, and a Councillor appointed by resolution of Council. The Councillor will be the Chairperson.
- 4.2 The Committee will be supported by up to 3 Council officers nominated by Council's Chief Executive Officer.
- 4.3 Community representatives will be appointed by the Chairperson and Council officers following public advertisement for nominations. Where necessary, the Committee may appoint a three-member panel to assess applications, interview candidates and provide advice to the Chairperson and Council officers regarding Committee candidates.
- 4.4 The term of office is two years. There is no limit to the number of terms a member can serve, however the appointment process at 4.3 above applies prior to every two-year term.
- 4.5 Casual vacancies that arise may be filled for the remainder of the incumbent's term by another suitably qualified person with the endorsement of the Committee.
- 4.6 A member shall cease to hold office if they are absent from three consecutive meetings without seeking and being granted leave of absence by the Chairperson.

#### **5. COMMITTEE MEETINGS**

- 5.1 Council officers will schedule Committee meetings as needed to align with and best support delivery of the arts, culture & heritage program and strategy, with a minimum of two meetings per year.
- 5.2 Meeting duration should not exceed two hours.
- 5.3 A Council officer will prepare and distribute a Meeting Agenda at least seven days prior to a meeting. The Minutes of the previous meeting will also be distributed with the agenda.
- 5.4 Commonly accepted standard meeting procedures will be applied by the Chairperson.
- 5.5 If the Chairperson is not present at a meeting, a Council officer will take the Chair.
- 5.6 A quorum of three members, not including the Chairperson, is required for meetings.
- 5.7 Committee members will identify and disclose conflicts of interest and exclude themselves from discussion on any matters in which they have a conflict.
- 5.8 The Committee will seek to arrive at consensus but where this is not achieved the Chairperson may call for a non-binding vote on a matter.
- 5.9 The Committee may from time to time invite relevant service provider, industry, government or community representatives to attend a Committee meeting for specific purposes.
- 5.10 An induction / refresher session will be held at the first meeting of each year.

#### **6. PROVISION OF ADVICE TO COUNCIL**

- 6.1 Committee meeting Minutes will be provided to all Golden Plains Shire councillors.
- 6.2 Council officers will report annually to Council on the activities of the Committee, the matters on which the Committee has provided advice, and how that advice has been used having regard to the Purpose & Objectives of the Committee as stated in section 2 above.