Cardinia Shire Council

# Arts and Culture Reference Group

# Terms of reference

## Purpose

The purpose of the Arts and Culture Reference Group is to assist Cardinia Shire Council identify community needs and priorities in relation to arts and culture.

## Objectives

* 1. To provide informed local community input into the delivery of Council’s Arts and Culture Policy, associated Action Plan, Public Art Policy and Arts and Cultural Facilities Feasibility Study.
  2. To keep Council informed of the artistic and cultural needs of the community.
  3. To comment on priorities for arts and cultural development within the municipality.
  4. To maintain communication between community representatives and Council in arts and cultural related disciplines.
  5. To contribute to the development of Council’s arts and cultural programs and services.
  6. To contribute to the development and enhancement of a strong, recognisable public profile for the arts in Cardinia.
  7. To continue to consult with the broader community in Cardinia.

## Membership and Term of Appointment

* 1. The Arts and Culture Reference Group will be composed of:
* An annually appointed Councillor/s
* Three Council officers
* Five community representatives reflecting:
* a diverse range of interests and experience, to provide a balance of cultural disciplines, including but not limited to the performing, visual and literary arts
* representation of all levels of involvement from recreation to professional
* the demographics of the municipality
* the geographic diversity of Cardinia.
* Additional input will be co-opted at the discretion of the Arts and Culture Reference Group on an as required basis.
  1. Council’s nominated Councillor/s will be the chairperson. In the event of the chairperson being unable to attend a meeting, the group will appoint a chairperson for that meeting.
  2. Applicants seeking nomination on the Arts and Culture Reference Group should:
* reside in Cardinia Shire
* have an understanding and association with the cultural aspects of the Cardinia community
* have a general understanding of art and cultural development as well as specific local knowledge
* be able to consider the direction of cultural planning in a fair and equitable manner for all members of the community
* be able to work as part of a team.
  1. The term of appointment will be a two-year period from November 2018 – October 2020 inclusive. Standing members can be re-nominated and appointed for further terms.
  2. If a standing member is no longer able to serve out their term of appointment, nominations will be called for as outlined in these terms of reference.
  3. If a standing member has any conflicts of interest they need to declare these to the group prior to discussing any relevant issues.

## Process for selection of reference group members

4.1 All community members will be selected via a standard nomination process. All nominations will be considered against the selection criteria outlined in the terms of reference in (3.3).

4.2 A media release directed to all local papers will be issued, along with an e-mail out to call for nominations and social media posts.

4.3 Following the closure of nominations an assessment panel made up of the chairperson and Council officers will be convened to decide on the selection of representatives.

## Conduct of meetings

5.1 The Arts and Culture Reference Group will meet three times a year with special meetings called if required. In the event that several members cannot attend a scheduled meeting, the meeting is to be rescheduled.

5.2 Agendas and minutes of meetings will be forwarded to members at least three working days before the meeting.

5.3 The reference group will seek to operate on a consensus basis.

* 1. Minutes of meetings will be kept as an official Council document.
  2. Documents presented at meetings are considered to be confidential.

## Administrative and support services

* 1. Council officers will provide administrative support to the Reference Group:
* agendas and minutes, along with special reading material, will be forwarded to members prior to the meeting
* attending meetings and taking minutes of proceedings
* any item from a meeting requiring action by Council officers will, in the first instance, be communicated to the relevant officer(s) for consideration and/or action. Actions will be communicated at the next meeting.

## Extent of authority

* 1. The role of the Arts and Culture Reference Group is to provide advice and it may only act within the terms of reference and procedural arrangements endorsed by Council.
  2. Council will ultimately determine actions, having regard to the advice of the Arts and Culture Reference Group.
  3. The Arts and Culture Reference Group is not intended as a definitive tool of consultation for arts and culture, and Council will consult with other stakeholders outside of the group.
  4. The reference group has no authority to:
* expend moneys on behalf of Council
* commit Council to any arrangement
* consider any matter outside its specific reference
* direct Council officers in the performance of their duties.

## Reporting to Council

* 1. Any matter contained within the minutes of the Arts and Culture Reference Group meeting requiring action of Council will in the first instance be introduced to Council by a Councillor who is a member of the group or if unavailable by a nominated Council representative.
  2. The Councillor and/or the officer resourcing the Arts and Culture Reference Group will communicate details of Council’s consideration of the reference group’s minutes to the group at its next meeting.

## Working Groups

* 1. Working groups may be established where key development projects are planned in relation to arts and culture.
* Each working group will be formed from a pool of people with specialist skills.
* Specific briefs and terms of reference will be established for each working group to deliver sound consultation processes and correct representation for the project at hand
* Working groups will be established to complete specific tasks within a finite period with clearly defined objectives, role and responsibilities
* Members from the Arts and Culture Reference Group will be represented on each working group.