



Southern Midlands Council Arts Advisory Committee

TERMS OF REFERENCE

s24, Local Government Act 1993

1. SOUTHERN MIDLANDS COUNCIL ROLE IN SUPPORTING THE ARTS

The Southern Midlands Council sees its commitment to arts development as a conduit that both supports and empowers people, which will also seek to reinforce their sense of pride in their identity & Community, there-in playing an important role in nurturing social, educational and economic opportunities.

2. DEFINITION OF THE ARTS

The term “the arts” includes but is not limited to music (instrumental and vocal), dance, drama, folk art, creative writing, architecture and allied fields, painting, sculpture, photography, graphic and craft arts, industrial design, blacksmithing, costume and fashion design, motion pictures, television, radio, tape and sound recording, the arts related to the presentation, performance, execution and exhibition of such major art forms, and the study and application of the arts to the human environment. – In short all forms of creative endeavor.

3. PURPOSE

The aim of the Southern Midlands Council Arts Advisory Committee (SMCAAC) is as a Special Committee of Council established under s24 of the Local Government Act 1993 to provide advice to Council in respect to the arts, which includes.

- A. Implementation of the Southern Midlands Arts Strategy
- B. Building appreciation and understanding of the arts;;
- C. Identifying and building the capacity of Arts;
- D. Improving advocacy, influencing policy and identifying strategic priorities for the arts;
- E. Recognising, celebrating and promoting the uniqueness of our region through the arts; and
- H. Considering and reporting on any other matters which may be referred to it by Council.

4. RESPONSIBILITIES

- a. Development, implementation and review of an Southern Midlands Council Arts Strategy Plan;
- b. Monitoring and providing expert advice on issues affecting arts and cultural policy, planning and program delivery;
- c. Identifying strategic opportunities for state and local government to work collaboratively to better position the arts and culture;
- d. Contributing to the development of shared priorities, strategies and actions;
- e. Providing leadership in the development of stronger networks across the Arts in the Community;
- f. Providing a conduit for broader local government engagement in arts policy and strategy development at the state level as well as a national level ; and
- g. Identify relevant issues to take forward to state and national government bodies and other agencies as required.

5. MEMBERSHIP AND LINKAGES

- a. The membership of the Committee shall consist of seven members made up as follows:-
 - i. One Southern Midlands Council Councillor
 - ii. Six Community Members
 - iii. The following Council officers shall be entitled to be ex officio to the Committee, however their numbers will not be included to achieve a quorum
 - Deputy General Manager / Manager Community & Corporate Development
 - Community Recreation Officer
- b. Membership nominations received shall be forwarded to Council for formal consideration and appointment and will consist of Community members with an interest in the arts and/or related areas, who express an interest in participation, from an advertisement placed in the newspaper;
- b. The Chairman and vice Chairman shall be appointed by the Committee;
- c. A quorum at any meeting of the Committee shall be a four members;
- d. Where possible, proxies shall be appointed for all Committee representatives;
- e. For any vacancies that arise, nominations received shall be forwarded to Council for formal consideration and appointment;
- f. In the absence of sufficient nominations, the Council shall appoint suitable persons to fill any vacancies;
- g. Members of the Committee will be deemed to vacate their position if they are absent without leave from three consecutive ordinary meetings;
- h. Representatives are appointed for a five year period;
- i. Each Committee Member is required to completed a volunteer information form to cover insurance & related matters; and
- j. Other persons, organisations and departments may also be invited to participate in particular meetings where this will assist discussion.

6. APPOINTMENT PROCESS

Community representatives will be selected on the basis of the following criteria:

- a. Experience in arts policy development, planning and program delivery;
- b. Demonstrated leadership in strategically positioning arts in local government;
- c. Capacity to engage others in achieving shared goals and priorities for arts development;
- d. Experience in measuring outcomes and success; and
- e. Specific areas of expertise to contribute to the Committee.

7. OPERATIONAL STRUCTURE

The operation of the SMCAAC will encourage active participation and effective representation by members.

The following operational aspects will be observed:

- a. Ongoing communication will be encouraged;
- b. Meetings (face to face or via teleconference) will be regularly scheduled;
- c. Input and feedback may be sought from members out of session;
- d. Southern Midlands Council will be responsible for the administrative aspects of the SMCAAC including scheduling meetings, preparing and distributing agendas and documents, and taking and distributing minutes; and
- e. All members will be invited to contribute agenda items prior to meetings;

Meetings, Frequency & Minutes

- a. The Committee shall meet at least once each three months unless otherwise determined for the purpose of:-
 - I. Confirming the minutes of the previous meeting;
 - II. The payment of accounts;
 - III. Correspondence and;
 - IV. General Business.
- b. A copy of the meeting minutes shall be provided to Council in accordance with Council Policy No. 5.3.1.4;
- c. If on account of circumstances beyond the control of the Committee an Annual General Meeting cannot be held, the Committee shall carry on until such time as an Annual General Meeting is held;
- d. The Committee shall have power to adjourn and otherwise regulate its meetings as it deems fit. Any three members shall have the power to call a meeting of the Committee. The Chairman of the Committee shall take the chair at all such meetings. Should the Chairman not be present then the Vice Chairman shall take the chair. In the absence of the Vice Chairman the Committee shall elect one of its number to take the chair;
- e. All notices of Committee meetings shall unless extreme urgency arises, be in writing to members at least seven days prior to the date of such meeting;

- f. The Committee shall have the power to delegate any of its powers to a Subcommittee or delegates to deal with any particular matter or matters upon such terms as the Committee may think fit except the power to expend the funds of the Management Committee; and
- g. Committee members with a direct or indirect pecuniary interest in a matter before the Committee must declare that interest before any discussion on that matter commences. On declaring an interest the member is to leave the meeting room. Any declaration of pecuniary interest shall be recorded in the minutes of the Committee meetings.

8. SPOKESPERSON PROTOCOL

- 1. Under the Local Government Act 1993 the Mayor is “spokesperson” for Council and its activities. This protocol is strictly adhered to. As such media releases, public statements or advertisements, which contain or impute the view or policy position of Council must be vetted by the Mayor and issued under his name unless otherwise agreed.